

Resume'

JUANITA AUSTIN

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CAREER OBJECTIVE

I am seeking a position that will allow me to utilize my formal education and years of experience to enhance the learning environment for students and to promote a professional/supportive environment in which they can realize their educational aspirations. In addition, I am seeking a position where I can utilize my many years of administrative and teaching experience to promote the professional and personal development of faculty and staff.

EMPLOYMENT HISTORY

Dean of Developmental Education. Collin County Community College District. Plano, Texas.

September 1987 - Present. Responsibilities for the three-campus district include administering the total instructional and guidance program offered through the Developmental Education Division; providing academic and fiscal leadership for the Division and maintaining open communication between faculty and staff; planning, administering and evaluating the effectiveness of the services offered via the Developmental Education Division. Included in the division are Developmental Mathematics, Developmental Reading, Developmental Writing, English as a Second Language and computer-based remediation. Specific duties and responsibilities include developing and managing six cost centers; recommending and maintaining capital equipment in the division; hiring, providing orientation and supervising 100+ faculty and staff; supervising two department chairs; scheduling classes; establishing and evaluating division & department goals and objectives; ensuring currency of division and district publications and website; developing and implementing strategic plans; chairing and holding active membership on numerous college, community, state and national task forces; representing the Vice President for Academic Affairs at functions when requested; representing the college in a positive manner in the community, and performing other duties as delegated.

Director of Developmental Education. Collin County Community College District. Plano, Texas.

August 1986 - August 1987. Primary responsibilities included developing the Developmental Education Division at a newly formed community college. Duties included hiring and supervising faculty and staff; working with faculty to develop courses and course content; developing the class schedule; working with faculty to select textbooks and supplementary materials; ordering furniture, equipment and supplies; registering students; and all other duties associated with beginning a new college.

Acting Dean of Math and Natural Sciences, Collin County Community College District. Plano, Texas.

January 2002 – February 2002. In addition to maintaining responsibilities for the division of Developmental Education, I accepted responsibility for the division of Mathematics and Natural Sciences until a permanent dean was employed. Duties in the Acting Dean's role were the same as the duties for the Dean of Developmental Education.

Director, Special Services Program. Catonsville Community College. Catonsville, Maryland.

September 1984 - August 1986. Responsibilities included supervision of all staff, developing, implementing and evaluating services for 300 program participants, and ensuring compliance with federal regulations.

Counselor, Intensive Educational Development Program. University of Maryland. College Park, Maryland.

July 1984 - September 1984. Responsibilities included providing personal, academic and career counseling to assigned students; maintaining government-mandated records on program participants; other duties as assigned.

Associate Professor of Reading and Director of the Special Services Program. Paducah Community College. Paducah, Kentucky. March 1983 - August 1983. (**Assistant Professor of Reading.** January 1980 - February 1983.) Responsibilities included supervision of all staff, developing, implementing and evaluating program services.

Instructor of Learning Skills and Reading. East Arkansas Community College. Forrest City, Arkansas.

August 1976 - December 1979. Responsibilities included teaching courses in Developmental Reading, Study Skills, and speed reading; served on college committees, including chair of the Faculty Forum.

EDUCATIONAL HISTORY

Specialist in College Teaching (S.C.T.) Areas of specialization: DEVELOPMENTAL READING AND HIGHER EDUCATION. Degree awarded by Murray State University. Murray, Kentucky. Honor graduate. December 1976.

Master's of Art In Education (M.A.) Area of specialization: GUIDANCE AND COUNSELING. Degree awarded by Murray State University. Murray, Kentucky. Honor graduate. August 1976.

Bachelor's of Science (B.S.) Area of specialization: BUSINESS EDUCATION with a minor in SECONDARY EDUCATION. Degree awarded by Lane College. Jackson, Tennessee. Magna Cum Laude. May 1975.

Post Graduate Education Completed twelve (12) hours of post graduate study in EDUCATIONAL ADMINISTRATION AND SECONDARY EDUCATION. Courses completed at Murray State University. Murray, Kentucky. 1981 - 1982.

Post Graduate Courses: Introduction to African Life, Culture & Dance. Drew In West Africa, Drew University. Studied in The Ivory Coast (1997) and Mali (2003). Introduction to French. Collin County Community College District. (1998). Community College Leadership. University of North Texas. 2000.

Certification in Developmental Education, National Center for Developmental Education, Appalachian State University, NADE Scholar. Boone, North Carolina. July 1993.

Certificate of Participation Area of specialization: DESIGNING AND IMPLEMENTING EFFECTIVE COUNSELING AND TUTORIAL COMPONENTS. Certificate awarded by Marquette University; Milwaukee, Wisconsin. April 1983.

CONFERENCE PAPERS & SELECTED PRESENTATIONS

"Walking Forward Into the Past"; presented numerous lectures on family research 1996 – present.

"Egypt: The History and the Mystery"; presented numerous lectures on tour of Egypt at colleges, universities, churches.

"Eyes on Senegal and The Gambia" presented numerous lectures on tour of Senegal and The Gambia. 1994- present

"An Ivorian Experience" two-hour presentation on tours of The Ivory Coast, 1997 – present.

"Women Behaving Ethically" presented at Association of Women Executives Washington, D.C. Spring 1998.

"Expecting Success: High, Low and No Risk Students." Collin County Community College, 1997.

"How to Handle Difficult People." Regional Conference of College Personnel, (Texas) 1991.

"Student Assessment in Community and Junior Colleges: Issues and Impacts." Presented at AACJC conference in Dallas, Texas. April 1987.

"Integration of Special Services and Developmental Education Efforts to Ensure Student Success." Presented as part of training for Student Support Services Directors. Sponsored by the National Council for Students Development and funded by the U.S. Department of Education. November 1987 – April 1988. Sessions presented in Austin, Texas; Chicago, Illinois and Baltimore, Maryland.

PROFESSIONAL PUBLICATIONS

Teaching Tips, a compilation of successful teaching strategies for college professors. Collin County Community College District, 2001 – 2002.

Tackle That Chapter & Win, a student success seminar developed and offered each semester. CCCC. 2002 – present.

Learning Skills Lab Manual: A Guide to Basic Study Skills. Published 1979. East Arkansas Community College, Forrest City, Arkansas.

Basic Comprehension Skills: How to Get the Most Out of What You Read. Published 1979. East Arkansas Community College, Forrest City, Arkansas.

Wrap Up: Basic Study Skills. Published 1980. Paducah Community College, Paducah, Kentucky.

HONORS

Lane College Hall of Fame, 1998

KELLOGG Fellow, Leadership Scholar, National Center for Developmental Education, 1993.

KELLOGG Fellow, League for Innovation, 1991-1992.

Leadership Plano (Class Historian) 1990

Who's Who Among Students in American Colleges and Universities, 1975.

Outstanding Young Woman of the South, 1975. Kentucky Colonel, 1982.

Outstanding Young Woman of American, 1976. Duchess of Paducah, 1982.

Magna Cum Laude Graduate, Lane College, 1975.

TRIO Achiever's Award, 1985.

SELECTED LEADERSHIP ROLES HELD AT COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

Director, Academy for Collegiate Excellence (the newly formed internal leadership development program), January 2004 – present)
Chair, Southern Association of Colleges and Schools (SACS) Faculty Credentials Certification Task Force, August 2003 – present)
Chair, SACS Learning Resources Center Internal Review Committee, 1994
Chair, Emerging Scholars Task Force (August 2003- present)
Chair, African American History Month Celebration Task Force (1987 -1997)
Member, Student Activities Fee Advisory Committee (SAFAC), presidential appointment (2002- present)
Member, Monopoly Scholarship Committee (2000- present)
Member, Dr. Martin Luther King, Jr. Leadership Breakfast Committee (2003 – present)
Member, Financial Aid Appeals Task Force (1997 – 2000)

RELATED PROFESSIONAL EXPERIENCE

Served as a presenter in the areas for the following community groups:

Universal Academy. Professional Secretaries International. Genealogy Friends of Plano. Parents Without Partners. Kentucky's Professional Women's Forum. Paducah Community College. National Association of Women in Construction. New Dimensions. International Association of Business and Professional Women.

ORGANIZATIONAL MEMBERSHIPS/ACTIVITIES

National Association for Developmental Education, member of state planning committee; Pre and Post Conference chair. (1992)
Mid-America Alliance for African Studies 1998 - 1999
National Association for Developmental Education (NADE). 1987-Present.
Plano Community Relations Commission (mayoral appointment). 1990-Present. Vice-chair of the Small Business Contract Procurement Sub-committee.
Practical Parent Education, board member. 1990-1992.
Collin County Coordinator, "The American Seminars: Literacy, Your Community and Its Workforce."
A national video teleconference sponsored by AACJC, IBM, Project Literacy U.S. (PLUS) and other local literacy organizations. June 1987.
Texas Academic Skills Program Test (TASP) Content Advisory Committee. 1987-1989.
Texas Junior College Teachers Association. 1986-1987.
McKinney Adult Literacy Council, President, 1987-1988; Secretary/Treasurer, 1986-1987.
Collin County Adult Literacy Council. 1987-Present; President, 1988-1989.
Texas Association of Developmental Educators (TADE). 1987-Present.
Board of Directors, Greater McKinney United Way, Inc. Membership chair. 1988-1989.
Maryland Executive Council of Educational Opportunity Program Personnel. Editor, MEAEOPP Newsletter, 1985-1986.
Former Commissioner, Kentucky Commission on Human Rights, Treasurer, 1982-1984.
Kentucky's Professional Women's Forum: Profession Activities Committee, 1984-1985.
Plano West Rotary 1992-1995.

SELECTED COMMUNITY OUTREACH ACTIVITIES

Caleidoscope Television Program, Collin County Community College; producer and moderator of a 30-minute public interest television program. Comcast Cable (formerly AT&T) 1996 - present.
Genealogy. In addition to actively researching family history, I teach genealogy classes via CCC staff development program, national universities, local libraries and churches.
H.O.S.T.S. Mentor, Plano Independent School District. 1996 - 1997.

HOBBIES

I enjoy international travel, genealogical research, public speaking, novel writing, cooking and gardening.

References available upon request