

VITA

Thomas K. Martin

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Formal Education

Ph. D.: Educational Administration - 1986
Brigham Young University, Provo, Utah
Emphases: Higher Education, Research Methods, Organization Studies
Dissertation: Job Attitude, Marital Quality, and Higher Education

M. A.: Communication - 1980
Brigham Young University
Emphases: Organizational Communication, Interpersonal Communication
Project: National Survey of Vocational Colleges' Communication Curricula

B. A.: Communication - 1976
Brigham Young University
Major: Speech
Minor: English

Work Experience

August 1988 to present
Director of Planning and Research
Odessa College
Odessa, Texas
Responsible for strategic planning process. Responsible for institutional studies and data associated with fiscal/budget analysis, enrollment, longitudinal student tracking, facilities, and institutional self-study. Responsible for federal/state reporting. Coordinate planning-budgeting linkages. TQM facilitator. Serve on president's staff and various college committees. Administer departmental budget and supervise staff. Adjunct instructor.

September 1985 to August 1988
Director of Institutional Research and Planning
Utah Valley Community College
Orem, Utah
Responsible for institutional studies and data in support of administrative decision making. Facilitated institutional planning. Served on various college and state committees. Administered departmental budget and supervised staff. Adjunct instructor.

Work Experience (concluded)

July 1980 to September 1985

Research Associate

Family & Demographic Research Institute/Sociology Department

Brigham Young University

Responsible for all phases of ongoing research projects. Managed computing resources. Senior editor of second edition of Utah in Demographic Perspective. Adjunct instructor.

September 1978 to July 1980

Graduate Assistant

Department of Educational Administration

Brigham Young University

Assisted faculty in teaching graduate courses on educational policy and organizational behavior.

January 1978 to December 1978

Part-time Instructor

General Studies Department

Utah Valley Community College

Taught occupational communication and interpersonal communication courses.

September 1976 to August 1978

Graduate Assistant

Department of Communication and College of Fine Arts & Communication

Brigham Young University

Taught public speaking courses. Provided academic advisement, maintained academic records, and tracked progress toward graduation for over 1,000 undergraduate students majoring in Communication.

Professional Development and Contributions

- 1994 Completed Texas Association for Institutional Research workshop: "Institutional Vulnerability Audits"
- 1993 Consultant to Shelton State Community College in Tuscaloosa, Alabama. Conducted comprehensive review of institutional research operations and made recommendations for improvement

Professional Development and Contributions (continued)

1993 through present: Total Quality Management facilitator working with Odessa College's Physical Plant Director to implement TQM model in physical plant operations

Completed Association for Institutional Research workshop: "Introduction to Total Quality Management"

Completed Texas Association for Institutional Research workshop: "Understanding and Interpreting Financial Statements"

1992 Completed Association for Institutional Research workshop: "Faculty Developed Assessment Instruments: Practical Issues of Reliability and Validity"

Completed Association for Institutional Research workshop: "Primer in Fund Accounting"

1991 Completed National Association of College and University Business Officers professional development program: "Strategic Planning and Budgeting"

through 1992: Member of Odessa College Self-Study Steering Committee. Responsible for coordinating efforts of the Institutional Effectiveness Committee. Responsible for all aspects of institutional data collection, analysis, presentation, and dissemination in support of the self-study

1989 and 1991: Worked with Odessa College's chief financial officer and bond counsel to develop, produce, and verify official statements for sale of revenue bonds and tax anticipation notes

through present: Odessa College representative to the Texas LONESTAR Consortium

Consultant to Utah Valley Community College in Orem, Utah. Produced a comprehensive development plan to accompany UVCC's Title III grant application

Completed National Association of College and University Business Officers professional development program: "Institutional Budgeting Techniques and Procedures"

Developed and conducted workshops to teach strategic planning and evaluation processes and techniques to administrators and mid-level managers at Odessa College

Professional Development and Contributions (continued)

1989 1990 and 1991: Reader for Texas Higher Education Coordinating Board of Carl Perkins discretionary grant proposals

1988 through present: Member of Odessa College's Evaluation/Institutional Effectiveness Committee. Since 1993, serving as committee chair. Committee developed student evaluations of instruction and noninstructional student services, employee evaluation of supervisors, and developed institutional response to section 3.2 of SACS criteria for accreditation

Completed Society for College and University Planning professional development program: "Strategic Enrollment Planning and Management"

Conducted annual salary survey and performed analysis for the Mountain States Association of Community Colleges which provides comparative salary information to presidents of member institutions

1987 and 1988: With the Academic Vice President, developed and taught an honors seminar at Utah Valley Community College. Course was designed as a capstone experience to confront students with current, important, and controversial ideas and issues to encourage students to look beyond surface issues and to broaden their perspectives

and 1988: Served as one of three members of Title III management team at Utah Valley Community College which administered a three-year \$600,000 Title III institutional strengthening grant. The grant activities focused on advisement and retention of students, enhancement of management information system, and faculty development

Completed Society for College and University Planning professional development program: "ED QUEST: A Process for Linking Environmental Changes with Strategic Management"

Wrote Utah Valley Community College's comprehensive development plan as part of a proposal for a federal Title III Institutional Strengthening Grant that was subsequently funded

1986 Completed Association for Institutional Research workshop: "Conducting an Economic Impact Study"

Completed Society for College and University Planning workshop: "Planning and Planning Processes in Higher Education"

Professional Development and Contributions (continued)

- 1985 through 1988: Served on Utah System of Higher Education (USHE) System Analytical Studies Committee which redesigned Utah's statewide enrollment reporting system to meet the data needs of IPEDS, of USHE, and Utah's nine individual institutions
- through 1988: Served on Utah System of Higher Education Capital Facilities Inventory and Utilization Committee which overhauled the system for collecting, analyzing, and reporting physical facilities and space utilization data
- 1984 through 1985: Served as senior editor of the second edition of Utah in Demographic Perspective: Regional and National Contrasts
- 1983 Consultant working with Indian Affiliates, Inc. Participated in management study of U.S. Bureau of Indian Affairs schools and dormitories in eastern Oklahoma
- 1982 Served on committee that successfully negotiated a contract with Computer Services Department providing discount rates for academic computing to the College of Family, Home, & Social Sciences at Brigham Young University
- 1981 Conducted analysis of data from employee survey conducted at Brigham Young University. Prepared report to the University's administration, which provided valuable information on the status of female employees relative to males
- 1980 Designed graduate level course entitled "Evaluation and Planning" for the Department of Educational Administration at Brigham Young University
- 1979 Designed and conducted survey and prepared report on the graduate program for the Department of Educational Administration at Brigham Young University as part of an accreditation review
- Designed and conducted national survey of vocational colleges. Survey provided information on communication courses to aid the General Studies Division of Utah Valley Community College in revising its curriculum
- Consultant working with SAGE Institute, Inc. Participated in comprehensive study of special education programs for Jordan School District (Sandy, Utah)
- 1978 Consultant working with SAGE Institute, Inc. Participated in management study of U. S. Bureau of Indian Affairs (BIA). Personally responsible for analysis of BIA education programs and organizational communication problems

Professional Development and Contributions (concluded)

- 1977 Member of a graduate student committee which evaluated the graduate program in the Department of Communication at Brigham Young University as part of the institutional self-study

Computer Experience (Bold type indicates extensive experience)

Hardware Systems: Apple Macintosh, **DEC VAX**, **IBM PC and compatibles**, IBM RISC 6000
Operating Systems: **MS DOS**, System 7, **VAX VMS**, Unix, **Windows**, **Windows for Workgroups**
Programming Languages: BASIC, C, C++, **FORTRAN**, Modula 2, **Pascal**, PL/1
Applications Software: BMDP, CA-SuperProject, **Colleague**, **Excel**, Forecast Master, **Harvard Graphics**, LISREL, **Lotus 1-2-3**, Minitab, **Norton Utilities**, **Paradox**, **Procomm Plus**, **Quattro Pro**, Rummage, R:Base, SAS, Series Z, **SPSS**, **WordPerfect**

Affiliations and Activities

- Member Association for Institutional Research, 1986-present
- Member Texas Association for Institutional Research, 1989-present
(Data Advisory Committee, 1993-Present; Program Committee, 1993/94)
- Member Society for College and University Planning, 1986-present
(Mountain Region Membership Director, 1987-1988; Southwest Region Communication Coordinator, 1991-1994)
- Member National Council for Research and Planning, 1986-present
(Region VI Director 1993-present)
- Member American Association for Higher Education, 1991-present
- Member Texas Junior College Teacher's Association, 1990/91, 1993-present
- Member Phi Kappa Phi National Honor Society, 1980-present
- Elected to Board of Directors of Utah Valley Community College Professional and Classified Employees Association (1987-88)
- Active in local politics: voting district chair (1986-88), voting district vice-chair (1984-86), county delegate (1984), state delegate (1988)
- Youth leader (adult troop leadership in Boy Scouts of America, 1986-present)
- Brigham Young University Graduate Student Council (1979-80)
- Lived and worked in Austria for two years (1972-73)

Publications and Presentations

- 1992 "It looks great, but who cares: Making institutional research meaningful." Panel presentation at the annual conference of the Texas Association for Institutional Research, Galveston, Texas, February 12-14.
- 1992 "Perspectives on post-secondary accountability." Panel presentation at the annual conference of the annual conference of the Society for College and University Planning, Southwest Region, San Antonio, Texas, February 20-22.
- 1991 "Going to hell in a handbasket or shuffling off to Shangri-La? Where is Texas going and so what?" Presented at the annual conference of the Texas Association Community Services and Continuing Education, Austin, Texas, November 20-22.
- "Orienting a planning process in a community college using readily-available financial data." Presented at the annual conference of the Society for College and University Planning, Seattle, Washington, July 14-17 (with Roger Coomer).
- 1987 "Basic definitions in institutional research." Paper presented at the annual conference of the Rocky Mountain Association for Institutional Research, Flagstaff, Arizona, October 7-9.
- 1986 Utah in demographic perspective: Regional and national contrasts. Salt Lake City, Utah: Signature Books (Editor with Tim B. Heaton and Stephen J. Bahr and author of chapters on "Abortion," "Monetary Effects of Education," and "Public Welfare").
- 1985 "Monetary returns to education in Utah: Regional and national comparisons." Paper presented at the annual meeting of the Utah Academy of Sciences, Arts, and Letters, Provo, Utah, May 3.
- "The timing of divorce." Journal of Marriage and the Family 47 (August):631-639 (with Tim B. Heaton and Stan L. Albrecht).
- 1983 "'And thy neighbor as thyself': Self-esteem and faith in people as correlates of religiosity and family solidarity among Middletown high school students." Journal for the Scientific Study of Religion 22 (June): 132-144 (with Howard M. Bahr).

Publications and Presentations (continued)

- 1982 "The difference it makes: religiosity, self-esteem, and faith in people among Middletown high school students." Presented at the Southwestern Social Science Association Meetings, San Antonio, Texas, March 17-20 (with Howard M. Bahr).
- 1981 "Abortion." In Howard M. Bahr (ed.), Utah in Demographic Perspective: Regional and National Contrasts. Provo, Utah: Family & Demographic Research Institute, 79-89.
- "Crime." In Howard M. Bahr (ed.), Utah in Demographic Perspective: Regional and National Contrasts. Provo, Utah: Family & Demographic Research Institute, 21-29 (with Spencer J. Condie).
- 1981 "Welfare." In Howard M. Bahr (ed.), Utah In Demographic Perspective: Regional and National Contrasts. Provo, Utah: Family & Demographic Research Institute, 133-145.
- 1980 "Some essentials in learning." Leader: The Publication of the Utah Education Association (Spring) (with Curtiss R. Hungerford).
- 1979 "Meaning in communication." In Owen S. Rich, Brent D. Peterson, J. Douglas Gibb, Gordon E. Mills, and Ted C. Hindmarsh (eds.), Communicology: Some Theories and Perspectives. Denver, Colo.: Morton Publishing, 51-60.