

## **Summary of Credentials and Experience of Collin County Community College District Department Chairs**

---

Name: Shirley A. McBride

Title: Associate Dean, Communications & Humanities, and  
Chair of the English Department

Years of CCCCDD Service: 15 years

### **Academic Preparation:**

Highest Degree: Master of Arts  
Institution: Baylor University  
Field/Discipline: English

Other Degree: Bachelor of Arts  
Institution: Abilene Christian University  
Field/Discipline: English

Other relevant Certification/Licensure:  
Texas Teaching Certificate

### **Professional Experience:**

Current Position: Associate Dean, Communications and Humanities Division, and  
Chair of the English Department

Collin County Community College District

Dates of current position: December 2001 to present

#### **Primary Responsibilities:**

- Plan, develop, implement, maintain and evaluate the English instructional program
- Hire and evaluate associate faculty for the English instructional program
- Conduct faculty meetings/workshops, provide department orientations for new faculty, coordinate scheduling, order textbooks, etc.
- Direct the Writing Center staff in scheduling, hiring, and problem resolution
- Assist in the review and analysis of the program evaluation process for the English Department
- Work with advising, registration, testing, Honors Institute, etc., to ensure smooth registration and placement of students
- Work with Student Development in offering off-campus courses

- Assist in the review and analysis of data for the development and improvement of programs in the assigned discipline
- Provide leadership in the development and implementation of the strategic plan for the assigned discipline
- Formulate and recommend annual budget requests for the assigned discipline and the Writing Center
- Participate in maintaining standards required for accreditation; participate in college task forces, activities, meetings, committees and councils; interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; represent myself and the college in a positive, professional manner consistent with the college's core values

#### Academic Honors/Significant Accomplishments:

- Outstanding Faculty Award (Developmental Education Division) 1994-1995
- Sabbatical Work Spring 1998 The Diary of Amelia Brush 1863-1868 (Transcribed, annotated, and name indexed – 477 pages)
- Wrote and published Developmental Writing II Workbook (Copyrights 1992, 1993, 1995, 1998 by McGraw-Hill Publishers – text used in English 0305 classes at CCCCD 1992-2001)
- Co-authored Writing Talk: Paragraphs and Short Essays Instructor's Manual (Prentice-Hall Publishers Copyright 1997)
- Co-authored Writing Talk: Sentences and Paragraphs Instructor's Manual (Prentice-Hall Publishers Copyright 1997)
- Presented study skills seminars on research writing, journal writing, and essay organization three semesters per year 1990-2001 for students, staff, and community
- Have served on the Emerging Scholars task force for past three years
- Have served on numerous search committees and program assessment internal and external committees to support the college and the division
- Have attended numerous professional development and training seminars
- Served as Coordinator of Developmental Writing, Developmental Reading, and ESL departments for a total of seven years before becoming English Department Coordinator/Chair in 2001