

STEPHANIE R. MEINHARDT

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EDUCATION

EAST TEXAS STATE UNIVERSITY, Commerce, Texas

Master of Education Degree, 1990

Bachelor of Science Degree: Psychology, 1978

- President of Psi Chi Psychology Honor Society, 1978-1979
- Outstanding Psychology Undergraduate Student, 1977
- Organized two continuing education credit seminars: "Workshop on Sex Therapy"
- Organized continuing education credit seminar: "Workshop on Death and Dying"

EL CENTRO COMMUNITY COLLEGE, Dallas, Texas

Associate of Science Degree, 1976

- Coursework emphasis on human development and counseling
- Student Leadership Distinguished Service Award, 1976
- Student Representative, Goals for Dallas
- Student Representative for two-day workshop on AWomen for Change
- Student Representative on El Centro Community Council
- Peer Counselor: vocational, academic and personal counseling, 4 years
- Crisis Intervention Counseling: Instrumental in the organization and implementation of
- "Daybreak", a twenty-four hour crisis intervention hot line. The hot line was operational for three years.
- Student Representative to Greater Dallas Community Council

DALLAS VOCATIONAL SCHOOL, Dallas, Texas, 1963

Licensed Vocational Nurse

- Clinical work at Baylor University Medical Center
- President of Class, 1962-1963

WORK EXPERIENCE

Registrar / Director of Admissions, Collin County Comm. College

1998-present

- Responsible for Professional Development for Administrators and Staff
- Responsible to develop, implement admissions, records management policies and procedures.
- Determine state reportability and oversee internal audits. Maintain Confidentiality.
- Serve as system owner for the student information system.
- Development of admissions, registration opportunities, degree plans, transcripts, and provide general advising services. Improve effectiveness and efficiency.
- Recruit, train, supervise, evaluate, delegate, and develop a culturally diverse staff.
- Cooperate with Instruction and Public Relations.
- Cooperate with all divisions, contribute team efforts of the district, and work cooperatively with other members of the college community.
- Maintain current knowledge of services available at all District sites in order to make appropriate and timely referrals.
- Actively participate and maintaining standards required for accreditation.

Director of Testing, COLLIN COUNTY COMMUNITY COLLEGE, McKinney & Plano, Texas, 1986-1998

- Responsible for the development and implementation of assessment and testing programs since the beginning of the College.
- Oversee budget, supervision of testing center and support personnel, supervision of testing site and personnel for SAT, ACT, PEP, MCAT, ASE (Automotive Service Excellence), and Texas Academic Skills Program (TASP).
- Serve as Chief Test Administrator for the Certified Professional Secretaries Examination, and Test Administrator for the International Society of Certified Electronic Technicians.
- Provide academic advising, career counseling, development and implementation of services for handicapped students (physically and learning disabled), and future development and coordination of multiple-campus testing programs.
- Provide personnel for off-campus assessments at area high schools and businesses. Have district-wide responsibilities for all functions.
- In collaboration with faculty, organized and implemented CLEP and Advanced Placement programs for credit to be awarded by CCCCD, and determined range of scores to be used in course placement using locally administered assessments in reading, writing, and mathematics.
- In Fall, 1996 implemented computer-adaptive testing for CCCCD assessment process.

Committee Responsibilities:

- Chair, Special Events Task Force, 1987-1990
- Academic Advising Task Force, 1987-present
- Academic Progress Task Force, 1989-present
- TASP Council, 1988-2003
- Chair, Reading Placement Committee, 1990-1995. This committee was formed to determine minimum reading skill levels to be met in order to enroll in college level courses.
- Served on five program assessment committees: Humanities, English, Developmental Mathematics, Mathematics and Psychology as a part of Institutional Effectiveness Study.
- Chair, Developmental Writing Program Assessment Committee, 1992
- Sub-committee Chair for Standard IV, Institutional Self Study required by Southern Association of Colleges and Schools for reaffirmation of accreditation.
- Member, Sabbatical Leave Task Force, 1995-1996, 1998-2000. Chair, Sabbatical Leave Task Force, 1996
- Member, All College Council, 1996-1997
- Member, Sick Leave Pool Task Force, 1996-1998
- Chair, Employee Recognition Task Force, 1996
- Chair, English Program Review, Program Evaluation Committee, 1996
- Chair, External Review Task Force, Philosophy, 2001-2002
- Chair, External Review Task Force, Developmental Education, 2002-2003
- Member Developmental Education Plan Task Force, 2000
- Member, TSI Plan Committee, 2003
- Member Service Review Committee, ARO Continuing Education, 2002-2003
- Member Service Review Committee, ARO Credit, 2002-2003
- Member Service Review Committee, Records Management Center, 2003-2004
- Member Service Review Committee, Professional Development, 2003-2004

Professor of Psychology, COLLIN COUNTY COMMUNITY COLLEGE General Psychology and Theories of Personality	1990-2002
A STEP ABOVE, Miami, Florida Owner and founder of yacht maintenance and restoration company.	1981-1985
Director, TESTING CENTER - El Centro Community College, Dallas, Texas <ul style="list-style-type: none"> • Full responsibility for providing test and testing information and services to admissions faculty, counselors and students • Coordinated and administered all admissions, instructional and psychometric testing. • Supervisory and budget responsibilities for testing center • Utilized computer terminal for statistical analysis, test result storage and retrieval, and on-line grading • Advisement for new and returning students 	1979-1981
Committee Responsibilities: Co-Chairperson for Standard VI, LRC Institutional Self Study required by Southern Association of Colleges and Schools for reaffirmation of accreditation.	
Peer Counselor, EL CENTRO COMMUNITY COLLEGE, Dallas, Texas Personal, academic, vocational and crises counseling under the supervision of the Director of the Peer Counseling Program.	1973-1976
General Office Nurse - Part-time, DR. H. BROWN, Dallas, Texas Operated X-Ray equipment, performed laboratory work and patient care.	1974
Staff Nurse, JEFFERSON MEDICAL COLLEGE, Philadelphia, Pennsylvania Full bedside care of patients.	1964-1965
Office Nurse, DRS. STROTHER, DEVEREAUX AND WELLS, Dallas, Texas Full responsibility for patient flow, ordering supplies, general office responsibilities.	1963-1964
Office Assistant, REPUBLIC NATIONAL BANK, Dallas, Texas General office work, light typing and filing.	1961-1962

PROFESSIONAL AFFILIATIONS

TACRAO (Texas Association of College Registrars and Admissions Officers)

- Member, 1998-Present
- Member, Organization & Development Committee 1999-2000
- Presenter, Annual Conference, Fall 1999
- Chair, Community & Technical Colleges Planning Committee 2001-2002
- Chair, Access and Equity Committee 2003-2004
- Presenter Annual Conference, Fall, 2003

AACRAO (American Association of Collegiate Registrars and Admissions Officers)

- Member, 1998-Present

JCCSPAT (Junior Community College Student Personnel Association of Texas)

- Member, Board of Directors, 1988-1991, 1993-1997, 1997-2001
- Vice Chairperson of Board, 1989-1991, 1993-1995
- Chair, Annual Conference, 1992

- Advisory Committee member for funding of a Carl Perkins grant to strengthen career counseling in community colleges, 1992-1995
- Site Chair, Annual Conference, 1993
- Presenter, Annual Conferences 1987, 1988, 1994, 1997, 1998
- Member, Program Committee, Annual Conference 1997
- Chair, Annual Conference, 2000

TCCTA (Texas Community College Teachers Association)

- Secretary - two terms, 1987-1988 and 1988-1989
- Presenter, State Conference, 1987
- Chairperson of Social Committee for State Conference, 1991, 1995
- Member, Social Committee for State Conference, 1993-1994
- Campus Representative, 1991-present
- Member, Membership Services Committee, 1999-2003

ACT (American College Testing)

- Member, State Advisory Committee, 1991-1994
- Member, Nominating Committee, 1992, 1993, 1994
- Secretary, 1994-1995
- Chair, ACT State Advisory Committee, 1995-96
- Chair, Annual State-wide Conference, 1996
- Member, ACT State Advisory Committee for Work Keys
- Presenter, ACT COMPASS Workshop, 1997, 1998

ATTC (Annual Texas Testing Conference)

- Chair, Job Exchange Section, 1992 conference
- Presenter, Spring, 1991, 1992, 1993 and 1995
- Member, Conference Planning Committee, 1993,
- Member, Steering Committee for Spring Conference, 1994-1995
- Presenter Chair, Job Exchange Section, 1992 conference
- Presenter, Spring 1997, 1998

TACTP (Texas Association of Collegiate Testing Personnel)

- Founding Member of state-wide organization for Texas test administrators 1987
- Parliamentarian, 1990-1991
- Program Chair, 1991 Statewide conference
- President Elect, 1991-1992
- President, 1992-1993
- Keynote Speaker at Annual Conference, 1994
- Presenter, Fall 1998

TTHECB (The Texas Higher Education Coordinating Board)

- Member, Test and Measurements Committee for the Texas Academic Skills Program (TASP), 1990-2002
- Appointed to Texas Academic Skills Council (TASP), 1994-2003

NCSPOD (National Council for Staff, Program and Organizational Development)

- Member

Charter Hospital, Plano, Texas

- Member, Governing Board for School Program, 1988-present
- President, Governing Board for School Program, 1988-1990

David Craig Williams Memorial School

- Board of Directors, 1988-1989
- Chair, Annual Benefit Auction, 1989

Leadership Plano

- Member, Class XV, 1996-97

PROFESSIONAL HONORS AND AWARDS

- Outstanding Service Award, Texas Association of Collegiate Testing Personnel, 1991, 1993, 2002
- Outstanding Service Award, Junior Community College Student Personnel Association of Texas, 1991, 1992, 1993, 1996
- Educational Testing Service Certificate of Appreciation
- Nominated Unsung Heroine Award, Collin County Community College
- Nominated for Rose Award for outstanding service, Collin County Community College

PROFESSIONAL ACTIVITIES

- Two weeks at the Ivanovo Power Institute in Ivanovo, Russia. Presented models for student development and discussed various forms of psychometric instruments.
- Sabbatical, Fall 1993. Ivanovo, Russia. Taught and developed curriculum for a General Psychology course and conducted research on teaching and learning styles of faculty and students at Ivanovo State Power University.
- Presenter at International Congress on Challenges to Education, Cancun, Mexico, 1995
- Consultant for the College Board. Presented four workshops on the College Level Examination Program (CLEP) in Texas and Oklahoma, 1995.
- Speaker at Texas Instruments Women's Business Group, March, 1994 and May, 1994
- Speaker at North Virginia Rotary, June, 1994
- Speaker at Kiwanis Club Hot Springs Arkansas, August 1994
- Speaker at McKinney High School Retired Teachers Association, Fall, 1994
- Speaker at Dallas County Community College Testing Center Directors Meeting, 1996
- Presenter at Summer Seminar at Ivanovo State Power University, Ivanovo, Russia, July, 1994 and July 1996. Also taught a fast track psychology course to faculty and students. Spent month of January, 1996 at Ivanovo State Power University as Chief Evaluator of four-year project funded by United States Information Agency Grant.
- Participant in Learning Communities Implementation Team Funded by a FIPSE Grant.
- Conference Presenter for the North Texas Community and Junior College Consortium (November 1997) titled A Development and Implementation of Successful Learning Communities.
- NISOD (National Institute for Staff and Organization and Development), Presenter, May 1998
- Presenter, Workshop for College Board – Clep Testing Procedures, Feb. 1998
- Presenter, FIPSE Grant Final Conference for LC, Spring 1999
- Presenter, College Board Regional Meeting, Spring 1999
- Presenter, College Board National Forum, Fall 1999
- Member, North Texas Community and Junior College Consortium,
- Member, International Chair Academy, Conference Planning Team, Fall 1999 – Spring 2000
- Chair, Women's Leadership Symposium, Spring 2002
- National Institute Leadership Development, Spring 2003