

Jo-Anne D. Andre

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CURRICULUM VITAE (2021)

EDUCATION

- 1990 M.A. in English, Language & Professional Writing Program, University of Waterloo**
Awards: *University of Waterloo Faculty of Arts Scholarship (1988-89; 1989-90)*
- 1986 B.A. (HONS.) in English and French, University of Saskatchewan**
Awards: *University of Saskatchewan Honours Scholarship (1984-85)*
University of Saskatchewan Undergraduate Scholarship (1977-78)
University of Saskatchewan Entrance Scholarship (1 of 13 awarded) (1976-77)
- 1996 University of Calgary MOHR 799.2 - Organizational Theory [for credit, unclassified]**

Selected workshops and non-credit courses (at U of C unless otherwise noted)

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| 2021 <i>Copyright and Licensing for Open Educational Resources (OER)</i> | 2004 <i>Facilitating Online Discussion
Managing Online Courses
Instructional Uses of Assessment
Using (Digitized) Learning Resources
Using Interactivities, Games, and Simulations to
Enhance Learning</i> |
| 2019 <i>Group Work and Collaborative Learning</i> | |
| 2013 <i>Developing Scoring Rubrics to Enrich Learning
Research Ethics (TCPS) (8 modules, online)</i> | |
| 2015 <i>Curriculum Review Workshop Series (5 sessions)</i> | 2003 <i>Facilitating Inquiry-Based Learning Online
Linking Teaching and Research
MELAB spoken test examiner certification (6 hours)</i> |
| 2012 <i>Teaching Large Classes</i> | |
| 2010 <i>Teaching Writing/Teaching with Writing (1.5
days, U of A)
Engaging Teaching in a Participatory Digital
World</i> | 2002 <i>Concept Mapping as an Instructional Tool</i> |
| 2009 <i>Ergonomic Assigning: Building Process into
Writing without Damaging Your Health</i> | 2001 <i>Assigning & Evaluating Writing in the Disciplines (1 day)</i> |
| 2008 <i>Engaging Students in Active Learning, Research
and Inquiry</i> | 1999 <i>Workshop for Writing Program Administrators (4 days,
Purdue University)</i> |
| 2007 <i>Responding to Student Writing (.5 day)</i> | 1998 <i>Designing an On-Line Learning Environment (1 day)</i> |
| 2006 <i>Critical Reading for Deep Thinking: Teaching with
Journal Articles
E-Learning for the Millennial Generation:
A Blended Approach
Synergize and Energize: The Dynamics of
Teaching and Learning (1 day, MRU)</i> | 1995 <i>Integrating Writing into Credit Courses (1 day, U of C)</i> |
| | 1993 <i>Writing in the Disciplines: Conceptual Foundations,
Current Research, and Their Applications in Work
with Students (1 day, CCCC, San Diego)</i> |
| 2005 <i>Creating Good Online Assignments
Blended Learning
Cases in Blended Learning</i> | 1992 <i>Motivating Self-Directed Learning in Students (1 day)</i> |
| | 1989 <i>Group Facilitation (2 days, Ottawa)</i> |

ACADEMIC EMPLOYMENT

UNIVERSITY OF CALGARY, FACULTY OF ARTS (1990 – 2022)

Senior Instructor (July 1, 2002 – to June 30, 2022). **Tenured** July 1, 2006

Instructor II (July 1, 1997 – June 30, 2002)

Sessional Instructor (August 1990 – June 30, 1997, full-time, 12-month continuous appointments)

ADMINISTRATIVE APPOINTMENTS (*detailed in Appendix A*)

- **Director of Undergraduate Programs, Dept of Communication, Media and Film** (Jan 2014-June 2021)
- **Director, Institute for Professional Communication** (2007-2009)
- **Director, U of C Effective Writing Program (& Writing Centre)** (1998-2009)

COURSES TAUGHT

- **ACWR 303. *Academic Writing for Specialized Audiences (Intermediate)***
- **COMS 363. *Introduction to Technical and Professional Writing***
- **COMS 369. *Rhetorical Communication***
- **COMS 393. *Critical Perspectives on Health and Science***
- **COMS 469. *History and Applications of Rhetoric***
Nominated for a Students' Union Teaching Excellence Award for this course (2012)
- **COMS 501. *Research in Selected Topics*** (directed study courses)
- **COMS 507. *Experiential Learning in Communications and Media*** (directed study courses)
- **ACWR 203. *Academic Writing for Specialized Audiences (Introductory)***

UNIVERSITY OF SASKATCHEWAN, FACULTY OF ARTS AND SCIENCES (July 2004)

- **Sessional instructor for INT D 898.3 / INTST 498.3 *Professional Communication in the Sciences***

ATHABASCA UNIVERSITY (1992 – 2004)

- **Marker, Alberta Universities' Writing Competence Test**

UNIVERSITY OF WATERLOO, DEPARTMENT OF ENGLISH (1988 - 1989)

- **Teaching assistant, ENGL 210A *Report Writing* [1989] & ENGL 210B *Business & Technical Writing* [1988]**
- **Marker, ENGL 110 – *Introductory Essay Writing* [correspondence course, 1988]**

SUPERVISION, HONOURS, & MASTERS COMMITTEES (U OF CALGARY)

Honours supervisor, BA in Communication and Media Studies

2018 Phillips, Lauren. *Threatening Democracy in 140 Characters: A Rhetorical Analysis of Donald Trump's Presidential use of Twitter.*

Committee member, Honours thesis, BA in Communication and Media Studies

- 2021 O'Brien, Claire. *Decolonizing Veganism: A Rhetorical Analysis of Pro-Veganism Content on YouTube.*
- 2017 Brown, April. *Defining Organic through Food Labels: Semiotics and Consumer Perception.*
- 2015 Sherick, Benjamin. *The Ethos of Mark Driscoll: Rhetorical Analysis of a Sermon in the Context of Preacher's Public Reputation.*
- 2014 Desender, Luke. *The Daily Show: A Rhetoric of Political Satire.*
- 2013 Caswell, Jennifer. *Teaching, Twitter, and Terministic Screens: Scholarly Ethos in a Digital Age.*
- 2010 Maillet, Matthew. *A Symphony of Styles: Reexamining the Research on Sex Bias and Sex-Role Attribution in the Evaluation of Writing.*
- 2007 Cheal, Lauren. *Determining the Forces of Influence: Burke's Dramatism and the Popularity of Freud*
- 2005 Ranieri, Concetta. *The Ethics of Student Representation in Public Documents Written by the University of Calgary.*
- 2004 Frumusachi, Marcela. *The History of Socio-rhetorical Influences on Baltasar Gracian's Oracle.*

Committee member, Honours thesis, BA in Law and Society

- 2020 Agrawal, Vagisha. *Investigating the Harms of Rape through the National Inquiry into Missing and Murdered Indigenous Women and Girls.*
- 2001 Chabaylo, Shannon. *Great Expectations: A Critical Analysis of The Young Offenders' Act.*

Committee member, MSW Comprehensive Examination, Faculty of Social Work, U of Calgary

2000 Jones, Grant C. *The BSW Access Division: A Case Study.*

Committee member, M. Ed. Critical Essay. Faculty of Education, U of Calgary

- 2004 Phillippe, Isabell P. *Harvesting the Future: Information and Communications Technology in Schools.*
- 2003 Roman, Aurelia Anca. *Teaching Adult ESL Learners: A Practitioner's Perspective.*
- 2000 Arnold, Murray. *Block Scheduling in High Schools: Does It Improve Student Learning?*
- 1998 Eustace, Doreen E. *EDER 690 Final paper*
- 1997 Finlay, Linda D. *Reader Response is Dead: Long Live Reader Response.*

PUBLICATIONS (refereed)

- Andre, J. D. & Graves, R. (2013). Writing requirements across nursing programs in English Canada. *Journal of Nursing Education* 52(2), 91-97. doi: 10.3928/01484834-20130114-02
→ Received Honorable mention for best article by CASDW. Cited 24 times according to Research Gate.
- Schneider, B., & Andre, J. (2007). Developing authority in student writing through written peer critique in the disciplines. *The Writing Instructor* 2007. <https://eric.ed.gov/?id=EJ824627>
- Schneider, B., & Andre, J. (2005). University preparation for workplace writing: Perceptions of students in three disciplines. *Journal of Business Communication* 52(2), 195-218. doi: 10.1177/0021943605274749
→ Cited 48 times according to Research Gate.
- Andre, J., & Schneider, B. (2004). The transition from academic to workplace writing: Students talk about their experiences. *Discourse and Writing/Rédactologie*, 20(1), 39–59. [Originally *Technostyle* 20(1), 40-59]. doi: <https://doi.org/10.31468/cjsdwr.525>

PUBLICATIONS (non-refereed)

- Andre, J. (ed.) (2014). *Borders without boundaries: Research and pedagogy in writing and discourse. Proceedings of the sixth Annual Conference of the Canadian Association for the Study of Discourse and Writing* (CASDW), Brock University, May 24-26, 2014.
- Andre, J. (ed.) (2013). *Transformations at the Edge: Writing research, discourse, and pedagogy. Proceedings of the fifth Annual Conference of the Canadian Association for the Study of Discourse and Writing* (CASDW), University of Victoria, June 1-3, 2013.
- Andre, J. (2011). Millennial angst: Students, universities, and change. In G. Melnyk, & C. M. Sutherland (eds.), *The art of university teaching* (pp. 85-116). Calgary: Detselig Enterprises.
- Andre, J. (2002). Oh what a difference a deadline makes — or does it? [Invited case study response.] *Journal of College Reading and Learning*, 32, 210-217.
- Andre, J. (2002). Phonics goes to university. [Invited case study response.] *Journal of College Reading and Learning*, 33, 98-110.
- Andre, J., & D. Laycock (eds.) (1987). *The theory and practice of co-operative property*. Conference proceedings. Saskatoon: Centre for the Study of Co-operatives.

PUBLICATIONS: REPORTS & MANUALS (non-refereed)

- Andre, J. (2021). *Manual – Director of Undergraduate Programs*, Dept. of Communication, Media and Film.
- Schneider, B., Andre, J., Stowe, L., & McCutchin, C. (2017). *Department of Communication, Media and Film Curriculum Review Report*.
→ Nominated for a U of C 2018 Teaching Award in Curriculum Development.
- Andre, J. (2002). *University of Calgary Writing Centre Tutor's Manual*. (Unpublished). Calgary AB: Effective Writing Program.

CONFERENCE PRESENTATIONS (refereed)

- 2007 *What Can Instructors in Traditional Classrooms Learn about Effective Response to Student Writing from Best Practices in Online Classrooms?* (co-presented with L. McCloud Bondoc), STLHE Conference, June 14, 2007, Edmonton AB
- 2003 *A Workshop Approach to Teaching the Research Writing Process*, STLHE Conference, June 13, 2003, Vancouver BC
- 2001 *Reading Contexts and Writing Labs in a Technical Writing Course*, CASLL (Inkshed) Conference, May 13, 2001, Canmore AB
- 1999 *Collaborative Learning through Peer Critique: Perspectives, Practices, and Problems* (co-presented with B. Schneider), STLHE Conference, June 18, 1999, Calgary AB
- 1999 *Written Peer Critique: Developing Authority in Student Writing* (co-presented with B. Schneider), CATTW Conference, June 4, Sherbrooke PQ
- 1997 *Marking Papers and Inspiring Learning: A Workshop for Faculty across the Disciplines* (co-presented with B. Schneider), STLHE Conference, June 12, 1997, Regina SK
- 1996 *The Role of Writing Competence Tests in Developing Academic Literacy* (co-presenter), CASLL (Inkshed) Conference, May 5, 1996, Gull Harbour MB
- 1995 *Co-op Students' Perceptions of Writing within Organizations* (co-presented with B. Schneider), CASLL (Inkshed) Conference, May 13, 1995, Kananaskis AB
- 1994 *Writing: Making it from the Classroom to the Real World* (co-presented with B. Schneider), International Symposium and Exhibition on Teaching and Learning (ISETL), June 10, 1994, Calgary AB
- 1994 *Writing: Making it from the Classroom to the Real World* (co-presented with B. Schneider), STLHE Conference, June 17, 1994, Vancouver BC
- 1994 *Interdisciplinary Peer Response: Drawing on Students' Experience in Responding to Writing* (co-presented with B. Schneider), presented at ISETL Conference, June 1994, Calgary AB

SELECTED PRESENTATIONS (non-refereed)

- 2012 *Using Sources & Detecting Plagiarism*, for Graduate Students in Communication and Media Studies
- 2011 *Using Sources & Detecting Plagiarism*, for Graduate Students in Communication and Media Studies
- 2011 *Writing Course Requirements across English-Language BSc Nursing Programs in Canada: Who's Doing What, and Why it Matters* (with R. Graves, co-presenter, University of Alberta). September 30, 2011, Teaching and Learning Office, Faculty of Nursing, University of Alberta.
- 2011 *Writing Course Requirements across English-Language BSc Nursing Programs in Canada: Who's Doing What, and Why it Matters* (with R. Graves, co-presenter, University of Alberta). September 30, 2011, to the Campus Alberta Writing Studies Group (CAWS), Faculty St. Jean, University of Alberta
- 2010 *Publicizing Your Research*, guest lecture for Health Research Knowledge Transfer course (C. Langford)

- 2007 *Writing Centres in a Time of Change*, Panelist, CATTW Conference, May 28, 2007, Saskatoon SK
- 2006 *Thesis Proposal Writing*, Faculty Technology Days, May 8, 2006, University of Calgary, Calgary AB
- 2005 *Support for Your Thesis – Beginning to End*, Faculty Technology Days, May 27, 2005. U of Calgary
- 2004 *Stirred not Shaken: Integrating Library Research in the Blended Curriculum*, co-presented with Paul Pival & Alix Hayden, November 15, 2004, Learning Commons, University of Calgary, Calgary AB
- 2002 *Writing Across the Curriculum*, Learning Commons, January 31, 2002
- 2002 *Grading and Responding to Student Writing*, Learning Commons, March 21, 2002
- 2002 *Detecting and Preventing Plagiarism*, Panelist, U of C Faculty Technology Days, May 9, 2002
- 2000 *Written Peer Critique: Developing Authority in Student Writing* (with B. Schneider, co-presenter), Faculty of Communication and Culture Pedagogy of Interdisciplinarity Symposium
- 2000 *Writing Across the Curriculum* (facilitated with Geoff Cragg), Learning Commons Discussion Group
- 1995 *How People in this Neighbourhood Think: Approaching Writing in the Disciplines*, Simon Fraser University, March 27, 1995, Vancouver BC
- 1994 *Interdisciplinary Peer Response: Drawing on Students' Experience in Responding to Writing* (co-presented with B. Schneider), University of Calgary Faculty of Communication and Culture Teaching Symposium, March 29, 1994, Calgary AB

Plus dozens of instructional workshops and presentations to undergraduate and graduate students across the disciplines as outlined in Appendix A (Director of Effective Writing Program section).

SELECTED GRANTS & PROJECTS

- 2017 Taylor Institute for Teaching and Learning (\$600) to support CAWS Colloquium at U of Calgary
- 2009 University of Calgary Students' Union Quality Money grant to support writing workshops and drop-in writing consultation services at the University Library Information Commons (\$25,000).
- 2007 University of Calgary Students' Union Quality Money grant to support the Writer's Block series of 80+ writing workshops, plus a 12-hour a week drop-in writing consultation service at the University Library Information Commons (\$25,000)
- 2003 U of C Learning Commons grant for development of online version of ACWR 303 (\$5,000)
- 2001 University Planning Initiatives Fund (PIF) Grant to Support Writing in First-Year Courses (\$8,800 for the Faculty of Communication and Culture)
- 2001 University of Calgary Cornerstone Fellowship for Curriculum Development (\$2,500). These funds were used to sponsor a full-day WAC workshop for U of Calgary faculty.
- 2000 Human Resources Development Canada Summer Career Placement grant (\$1190) to subsidize the work of a summer student on a research report for the Faculty of Communication and Culture, which led to the development of the Institute of Professional Communication
- 2000 Learning Commons grant for facilitating Writing Across the Curriculum discussion groups (\$500)

SERVICE (UNIVERSITY, FACULTY, & DEPARTMENT)

University of Calgary

2017	Assembled COMS 363 documents for the Schulich Engineering Accreditation Review
2014-2016	Member, Special Academic Misconduct Hearing Committee
2014	External reviewer for tenure applicant, Haskayne School of Business
2012-13	Member, General Promotions Committee
2013	Judge, U of Calgary Students' Union Undergraduate Research Awards
2012	External reviewer for tenure applicant, Haskayne School of Business
2011	Compiled Coms 363 documents for Schulich Engineering Accreditation Review
2011	Compiled bibliography on fonts for online display for the University Relations Unit
2007-09	Assessed writing tests for support staff applicants for the International Centre
2008	Collaborated in expanding WISPR (Workshop on the Information Search Process in Research) online instructional tool developed by U of C librarians P. Pival, S. Rutherford, and A. Hayden
2008	Compiled bibliography for the U of C Research Outreach Program (ROP) website, on making research information accessible to public and other audiences
2007	External reviewer for tenure applicant, Faculty of Humanities
2007	External reviewer for tenure applicant, Department of Mathematics
2007	Member, Research Communications Committee
2006	External reviewer for tenure applicant, Schulich School of Engineering
2003-2004	Member, University Calendar Submissions Committee (CSC)
2003-2004	Member, Academic Selection Committee, Faculty of Education
2002	Member, Academic Selection Committee, Faculty of Engineering
2000-2002	Member, University Appointment, Promotion, & Tenure (APT) Committee
2001	Chair, University of Calgary United Way Essay Contest Committee
2000-2001	Member, Appointment, Promotion, and Dismissal (APD) Committee of GFC
2000	Member, focus groups on Student Services; University Services; and Learning Commons
1998-2001	Member, University 101 Planning Committee
1998	Member, Faculty of Nursing Student Appeals Committee

Faculty of Arts (prior to 2007, the Faculty of Communication and Culture & Faculty of General Studies)

2020-2021	Member (Dean's appointee), Faculty of Arts Tenure and Promotion Committee
2019	Reviewer for tenure and promotion applicant, Department of Philosophy
2019	Reviewer for two draft online modules on Academic Integrity (L. Penaluna & V. Tumasz)
2018-2019	Member (Dean's appointee), Faculty of Arts Tenure and Promotion Committee
2014-2019	Member, Arts and Science Co-op Advisory Board (breakdown: 2014-2015; 2018-2019)

2014-2021	Member, Curriculum and Academic Review Committee (CARC)
2017-2021	Vice-chair, Curriculum and Academic Review Committee (CARC)
1993-2012	Member, Faculty Student Appeals Committee (breakdown: 1993-1997; 2000-2001; 2003-2004; 2006-2007; & 2012)
2010-2013	Co-op advisor and work term report assessor
2003-2008	Assessor, Computer Competency, Faculty of Communication and Culture
1990-2004	Member, Faculty Planning and Development Committee
2003	Member, Advisory Committee, Professional Communication Institute
2000-2002	Member, Academic Selection Committee for seven positions: - Communications Studies (1 position) - Law and Society (2 positions) - Museum and Heritage Studies (2 positions) - Women's Studies (2 positions)
1998-2001	Member, Faculty Promotions Committee
2000	Supervisor for summer student preparing a <i>Feasibility Study Report on A Centre of Applied Communication Excellence and Writing Instruction Consultancy Service</i> .
1997-1998	Chair, Faculty Appeals Committee (reviewed 100 files, chaired 65 hearings)
1993-1998	Member, Microcomputer Advisory Committee
1990-2000	Member, Faculty Planning and Development Committee
other:	Faculty representative on Faculty Councils for Continuing Education, Education, Nursing, and Social Work, and to The University of Calgary Faculty Association (2006-07)

Department of Communication, Media and Film

2021	Member, Academic Selection Committee, LTA in Communication and Media Studies
2014-2021	Chair, Undergraduate Program Committee (UPC)
2014-2021	Member, Head's Advisory Committee
2020	Member, Academic Selection Committee, LTA in Film Studies
2018	Member, Academic Selection Committee, LTA in Communication & Media Studies
2016-2017	Member, Department of Communication, Media and Film Curriculum Review Team
2014	Member, Academic Selection Committee, LTA in Communication & Media Studies
2013-2014	Member, Academic Selection Committee, Communication & Media Studies
2013-2014	Member, Academic Selection Committee, Film Studies position

PROFESSIONAL SERVICE

- 2018 & 2020 Proposal Reviewer, Canadian Association for Studies in Discourse and Writing (CASDW)
- 2019 Member, Delphi Panel, Writing Self-Efficacy Scale, PhD research, Kim Mitchell, U of Manitoba
- 2018 Member, Best Dissertation Award Committee, CASDW
- 2016-2018 Past president & member of the executive committee, CASDW
- 2014 & 2017 Colloquium Organizer, Campus Alberta Writing Studies Group (CAWS), at University of Calgary
- 2014-2016 President, Canadian Association for Studies in Discourse and Writing (CASDW)
- 2012-14 Program Chair & Vice President, Canadian Association for Studies in Discourse and Writing (CASDW). Organized the 2013 conference at U of Victoria & the 2014 conference at Brock U.
- 2011 External reviewer for instructor promotion, Thompson River University
- 2008 Judge, APEGGA Speech Contest, for Student Society in Schulich School of Engineering
- 1999-2001 Co-editor and Producer, Inkshed newsletter, Canadian Association for the Study of Language and Learning (CASLL) (three issues per year)
- 2001 Member, Organizing committee, CASLL Conference, Canmore AB
- 1998 Volunteer Judge, Air Cadet Speech Competition, Calgary AB
- 1997 Volunteer, Plain Language Conference, Calgary AB
- 1997-1998 Board Member, Canadian Association for the Study of Language and Learning (CASLL)
- 1995 Member, Organizing committee, CASLL Conference, Kananaskis AB
- 1992 Member, Organizing committee, CASLL Conference, Banff AB

Articles reviewed for the following peer-reviewed journals

- *International Journal of Nursing Student Scholarship (2014-2021)*
- *Journal of Learning Development in Higher Education (2021)*
- *Canadian Journal for Studies in Discourse and Writing (2010-2016)*
- *BC Teaching English as an Additional Language Journal (2016)*

Books / textbooks reviewed for publishers

- 2018 *Technical Communications*, by T. Ewald, for Oxford University Press
- 2013 *Writing and the Nursing Profession: Readings for Students* [proposal], for Broadview Press
- 2007 *A Strategic Guide to Technical Communication*, by H. Graves & R. Graves, for Broadview Press
- 2002 *Technical Communication, 2nd Edition*, by L. Rodman, for Nelson Thompson Learning
- 1999 *Everything's an Argument*, by A. Lunsford & J. Ruskiewicz, for Bedford/St. Martin's Press

PROFESSIONAL MEMBERSHIPS

Canadian Association for the Study of Discourse and Writing (CASDW) (1997 to 2021)

Campus Alberta Writing Studies Group (CAWS) (2013 to 2021)

Past:

Alberta Teachers of English as a Second Language (ATESL) (1999, 2002)

Canadian Association for the Study of Language and Learning (CASLL, Inkshed) (1997-2007)

Canadian Association of Teachers of Technical Writing (CATTW) (later became CASDW)

Canadian Rhetoric Association (CRA)

Canadian Writing Centres Association (CWCA) (2006-2011)

Council of Writing Program Administrators (WPA) (1999-2000)

European Association for the Teaching of Academic Writing (EATAW) (2012-2017)

International Society for the History of Rhetoric (ISHR) (2011-2012)

Society for Teaching and Learning in Higher Education (STLHE) (1997-1998, 2000, 2004-2007, 2011)

SELECTED CONFERENCES & COLLOQUIA ATTENDED

Alberta Teachers of English as a Second Language (ATESL)

Campus Alberta Writing Studies (CAWS)

Canadian Association for Teachers of Technical Writing (CATTW)

Canadian Association for the Study of Discourse and Writing (CASDW)

Canadian Association for the Study of Language and Learning (CASLL, aka Inkshed)

Canadian Communication Association (CCA)

Canadian Linguistics Association (CLA)

Canadian Rhetoric Society (CRS)

Conference on College Composition and Communication (CCCC)

European Association for Teaching Academic Writing (EATAW)

European Writing Centers Association Conference

First and Second National Writing Conferences (Canada)

First International Conference on Academic Writing (2021, hosted by Israel Forum for Academic Writing)

International Society for the History of Rhetoric (ISHR)

International Symposium for Exploring Teaching and Learning (ISETL)

MRU Centennial Symposium on the Scholarship of Teaching and Learning

Plain Language Conference

Rocky Mountain MLA Conference

Scholarship of Teaching and Learning Conference

Society for Teaching and Learning in Higher Education (STLHE)

TESL Canada

University of Calgary Conference on Postsecondary Learning and Teaching, Taylor Institute

Western States Composition Conference: Writing and Disciplinarity

Writing Development in Higher Education (UK-based)

Writing Program Administrators' (WPA) Conference and Workshop

OTHER EMPLOYMENT & CONSULTING WORK

2000-2005 **Certified General Accountants of Canada (CGA)**

Member, exam evaluation team, *CM1 Communications 1 course* [Kirely-Pike Consultants]

1989 **Mental Health Division, Health Canada, Ottawa ON** (fall work term)

- edited refereed articles and wrote short articles for the journal *Canada's Mental Health*
- edited documents including guidelines on elderly care facility design and on the treatment of abused children in hospital settings

1985-1988 **Centre for the Study of Co-operatives, University of Saskatchewan, Saskatoon SK**

- produced 10 issues of *Worker Co-ops* magazine
- edited newsletter for the Canadian Association for Studies in Co-operation (CASC)
- produced informational brochures and occasional papers
- prepared financial statements and projections

1980-1985 **Meewasin Valley Authority, Saskatoon SK**

- handled payroll and administered benefit plans for up to 45 employees
- processed all accounts receivable and payable
- managed cash-flow and assisted with budgeting and financial reporting
- assisted with personnel recruitment and other administrative tasks
- acted in the capacity of Director of Administration for six months during Director's leave

APPENDIX A: ADMINISTRATIVE APPOINTMENT RESPONSIBILITIES

Director of Undergraduate Programs, Dept of Communication, Media and Film (Jan. 2014-June 2021)

Under the direction of the Department Head (and with a two-course release annually), I oversaw the administration of undergraduate programs in the department. In this role, I

- Did routine program advising and answered student queries (typically over 1100 per year)
- Handled student requests for course overloads, prerequisite waivers, and grade reassessments
- Helped update online and print materials on CMF programs and participated in program outreach and recruitment activities, such as the fall Open House for Prospective Students
- Assessed courses for transfer credit (typically up to 60 per year), consulting with program coordinators as needed
- Reviewed and approved up to 180 undergraduate course outlines annually and updated the CMF course outline template as needed to comply with relevant university and department policies
- Handled course-related queries from instructors, updated the *CMF Instructors' Manual* periodically, and oversaw the production of explicit syllabi for selected courses
- Chaired the Undergraduate Program Committee (UPC) and served on the Head's Advisory Committee
- Served on CARC and took proposed CMF calendar changes through the approval process
- Provided input to the Head and Undergraduate Program Specialist(s) on course offerings, course caps, course scheduling, and hiring of sessional instructors
- Reviewed sessional instructor course evaluations and drafted biannual sessional instructor evaluations (typically, 2 to 12 per year) in accordance with the *Collective Agreement*

Director, Institute for Professional Communication (2007-2009)

Under the direction of the Dean, Faculty of Communication and Culture, I directed the Institute for Professional Communication, a revenue-generating and outreach initiative of the faculty. In this role, I co-ordinated the offering of business writing and communication workshops, short courses, and individual tutoring for clients from the public, non-profit, and corporate sectors. As part of this role, I

- prepared proposals and met with prospective client organizations
- hired instructors and reviewed evaluations
- invoiced clients

Director, Effective Writing Program (July 1998 to June 2009)

Under the direction of the Dean, Faculty of Communication and Culture (formerly, the Faculty of General Studies), I directed the University of Calgary Effective Writing (EW) Program. Besides tutoring students in the Writing Centre (one half-course per term) and marking about 600 EW Tests each year, as Director, I

- oversaw administration of the University's Effective Writing (EW) Requirement (aka the Alberta Universities' Writing Competence Test); set EW Test dates and questions; handled student appeals; hired and trained markers and conducted regular reliability reviews for markers; and reviewed other tests and courses to assess equivalency for possible EW Requirement exemption

- directed the University's Writing Centre (including an online tutoring service). In the 2007-08 academic year, the centre offered 2700 writing consultations; recruited, trained, scheduled, and supervised 12 to 18 tutors. In 1998 and 2000, I also served as a Community/Workplace Supervisor for two Master of Teaching students two days per week over five weeks
- developed a *Writing Centre Tutor's Manual* (2002)
- prepared information and promotional materials and helped staff EW information tables at Parent Orientation, Academic Expo, and University 101
- prepared instructional handouts and resources for use in the Writing Centre
- oversaw the provision of up to 34 sections per year of our non-credit EW courses each year; recruited, scheduled, and supervised course instructors; handled student appeals; reviewed course evaluations and grades; and convened regular instructor meetings
- monitored the EW Program budget and developed revenue generation opportunities, such as the administration of the MELAB test (formerly offered by the Dept of Linguistics), which generated up to \$20,000 per year to support the activities of the EW Program. I also regularly invigilated the MELAB test and administered the oral component of the test.
- co-ordinated the provision of discipline-specific writing workshops for undergraduate and graduate students across the disciplines
- personally developed and delivered writing workshops for **undergraduate** students in

<i>Anthropology</i>	<i>Canadian Studies</i>	<i>Communication Studies</i>
<i>Community Rehabilitation</i>	<i>Development Studies</i>	<i>Economics</i>
<i>Engineering</i>	<i>English</i>	<i>Fine Arts</i>
<i>General Studies</i>	<i>Geography</i>	<i>Health Sciences</i>
<i>Law and Society</i>	<i>Nursing</i>	<i>Religious Studies</i>

- personally developed and delivered writing workshops for **graduate** students in

<i>Anthropology</i>	<i>Architecture</i>	<i>Chemical Engineering</i>
<i>Community Rehabilitation</i>	<i>Computer Science</i>	<i>Fine Arts</i>
<i>Geography</i>	<i>MBA (international)</i>	<i>Medicine</i>
<i>Nursing</i>	<i>Social Work</i>	

- arranged for the provision of credit courses in Academic Writing (ACWR) for other faculties and units, including for students in Community Rehabilitation and Disability Studies (CORE), Nursing, Social Work, Engineering, and the Aboriginal Student Access Program (ASAP), including distance courses in Vancouver, Winnipeg, and Red Deer/Edmonton for the CORE program
- oversaw the development of the website for the Effective Writing plus the adoption in 2006 of an online appointment booking system (one of the first on campus)
- promoted other initiatives related to writing across the curriculum (WAC), including
 - proposing and organizing a series of 80+ writing workshops (the Writer's Blocks series) for undergraduate students in various disciplines, an initiative which received a total of \$50,000 in funding from the Students' Union over two years
 - arranging for writing tutorials linked to several credit courses in Economics (2006-2007)
 - a Planning Initiatives Fund (PIF)-supported initiative in which EW instructors provided writing instruction integrated into six sections of GNST 201, first-year seminar courses (2002)

- a PIF-funded collaboration with the Faculty of Fine Arts in which an EW instructor provided drop-in writing consultations on-site for Fine Arts students (2002)
- a PIF-funded collaboration with the Faculty of Humanities in which EW instructors provided writing workshops in selected courses in English, Greek and Roman Studies, Philosophy, and Spanish (2002)
- facilitation of WAC discussion groups and professional development sessions for faculty members through the University Learning Commons. In 2002, sessions were offered on *Designing Writing Assignments* and on *Grading and Responding to Student Writing*
- organization of a full-day workshop in the Learning Commons on *Assigning and Evaluating Writing in the Disciplines* for 30 U of Calgary faculty members (Oct. 26, 2001)
- collaborations with the Faculty of Engineering, in which EW instructors staffed a drop-in Writing Centre in Engineering and graded up to 250 Engg 513 non-technical reports, and with a Geology professor whereby EW instructors marked a set of geology abstracts each year