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EMPLOYMENT EXPERIENCE (ACADEMIC SETTING)

GOVERNORS STATE UNIVERSITY, University Park, IL

1999-present

Undergraduate Program Director of the Bachelor in Health Administration 2011-present

I currently serve as the Undergraduate Program Director and an Instructor in the Health Administration Department. I am the Faculty Advisor for the Health Administration Alumni Association, and Chair of the Bachelor in Health Administration Advisory Board.

Accomplishments:

- Developed the program's self-study report for recertification for AUPHA, participated in the defense of the program, and earned the program six years recertification
- Developed a Competency Curriculum Model for the BHA program
- Developed evaluation tools for student and teaching outcomes
- Established an advisory board for the Undergraduate Program
- Established a Health Administration Alumni Club and have planned annual events
- Marketed and organized a BHA cohort at Triton College
- Increased the GPA for admission into the BHA program to 2.5 and established set application deadline dates
- Developed a Practicum Orientation Meeting for 4000 level BHA students
- Increased affiliation sites for the BHA practicum course
- Modified the curriculum of HLAD 4099 (Health Administration Practicum) to be reflective of the new guidelines for practicum set forth by AUPHA
- Developed and hosted an Orientation Day for new health administration students
- Established a writing across the curriculum for new health administration students
- Developed a book club within the BHA curriculum
- Developed a community service learning component to the BHA curriculum
- Built relationships with community college partners
- Assumed sole leadership, placement, and evaluation for all practicum students in field experience
- Mentored new faculty (Blackboard, Different teaching and learning styles, Classroom Management, and Work-Life Balance)

Program Director Responsibilities: Student

- Market and recruit prospective students
- General student advising
- Mentor students
- Review and facilitate resolution of student complaints and grievances if not resolved through open exchange with faculty
- Consults with Department Chair to handle grade appeals and grievances
- Approve student eligibility for graduation
- Secure all student fieldwork sites
- Approve all internship projects
- Supervise all student internships
- Ensure appropriate communication with students in regards to program activity

Program Director Responsibilities: General

- Provide leadership and coordination for the BHA program
- Evaluate the program's courses to ensure appropriateness and relevancy
- Consults with Department Chair to schedule course offerings and faculty
- Consults with Department Chair to recruit, select, orientate, mentor, evaluate, and offer performance feedback to BHA faculty, adjuncts, and part-time faculty
- Provide input to the Chair on budgetary needs for the BHA program
- Act as an advocate for the BHA program within the Department, College, and University
- Recruit and secure appropriate internship sites
- Maintain AUPHA full membership status
- Develop, review, and revise the undergraduate catalog and other marketing and recruitment materials
- Manage accreditation of the undergraduate program and prepares other requested program-related reports
- Other duties assigned by the Department Chair

Instructor

August 2010-present

Course director for the undergraduate HLAD 3101 (Introduction to Healthcare Management Strategies), HLAD 3107 (Medical Sociology), HLAD 4901 (Instructional Management for Health Care Organizations), and HLAD 4099 (Field Experience).

Accomplishments:

- Instructed undergraduate Health Administration courses in the above subject areas using Blackboard enhancement components

- Advised students in academic program planning and career counseling
- Developed and proctored a pre and post exam for all new and graduating BHA students
- Changed the format of HLAD 3107 according to the university guidelines to be a fully online course

Senior Lecturer

2006-2010

Course director for the undergraduate HLAD 3101 (Introduction to Healthcare Management Strategies), HLAD 3109 (Health Care Policy), HLAD 3107 (Medical Sociology), HLAD 4101 (Health Care Organizational Behavior), HLAD 4103 (Health Care Law and Ethics), HLAD 4099 (Field Experience), and HLSC 5000 (Nutrition).

Accomplishments:

- Instructed undergraduate Health Administration courses in the above subject areas using WebCT enhancement components
- Co-designed course content and policies related to undergraduate field experience
- Trained colleagues in WebCT
- Advised students in academic program planning and career counseling
- Chaired and organized a student and alumni symposium for the undergraduate Health Administration Program
- Organized a faculty research seminar

University Lecturer

2000-2006

Course director for the undergraduate HLAD 3101 (Introduction to Healthcare Management Strategies), HLAD 3109 (Health Care Policy), HLAD 3107 (Medical Sociology), HLAD 4101 (Health Care Organizational Behavior), HLAD 4105 (Health Planning), HLAD 4103 (Health Care Law and Ethics), HLAD 4099 (Field Experience), and HLSC 5000 (Nutrition).

Accomplishments:

- Instructed undergraduate Health Administration courses in the above subject areas using WebCT enhancement components
- Advised students in academic program planning and career counseling
- Developed and implemented a grammar rule book for the Health Administration Department

Adjunct Lecturer**1999-2000**

Course director for undergraduate HLAD 450 (Health Planning) and POLS 355(Health Care Policy)

Accomplishments:

- Instructed undergraduate Health Administration courses in the above subject areas

EMPLOYMENT EXPERIENCE (NON-ACADEMIC SETTING)**NURSE'S PLUS HOME CARE AGENCY, Park Forest, IL****1993-1996****Registered Nurse and CPR/First Aid Instructor**

- Provided nursing care, health education, and counseling to the ill, elderly, and disabled in their homes
- Provided outreach and community resource information to patients and their families
- Liaison between physicians, family, and patients
- Liaison between patients and Medicare, Medicaid, Public Aid and Third Party payers
- Designed course curriculum and instructed monthly CPR and First Aid classes to the community

CHARLES EGNATZ PROFESSIONAL PRACTICE, Schererville, IN**1992-1993****Registered Nurse and Weight Loss Counselor**

- Clinical Administrator duties
- Designed and implemented a weight loss program for patients of the clinic
- Assisted the physician with minor surgeries and other clinical procedures.
- Performed general nursing duties and health education to patients

ST. MARGARET MERCY SOUTH CAMPUS, Dyer, IN**1998-1992****Registered Nurse**

- ICU and telemetry nursing duties
- Patient education
- CPR and ACLS certified

EDUCATION

Ed.D ADULT AND HIGHER EDUCATION **2007-2013**
Northern, Illinois University, DeKalb, IL GPA: 4.0

- *Dissertation Defense:* 7/31/2013
- *Dissertation Topic:* Exploring the role of spirituality and spiritual learning in the recovery of female coronary bypass patients
- *Relevant course work:* Curriculum and Program Development in Adult Continuing Education, Nature of Adult and Higher Education, Student Development and Higher Education, Community Project Development in Continuing Education, Older and Mature Adult Learning, Educating Culturally Diverse Adults, Humor and Adult Learning, Seminar in Adult and Higher Education, Learning for Older Adults, Learning How to Learn: Applied Theory, Instructional Theory and Practice in Teaching Adults, Internship: Adult and Older Adult Learning in a Nontraditional, Non-formal Setting, Quantitative Statistics, Fieldwork in Educational Research, Continuing Professional Education and Planning, Literature Review for Adult Education, Qualitative Research and Assessment

LEGAL NURSE CONSULTANT PARALEGAL DIPLOMA PROGRAM **1999-2000**
Kaplan University, Boca Raton, FL

- Studies currently on hold

MASTER OF HEALTH ADMINISTRATION **1997-1999**
Governors State University, University Park, IL; GPA: 3.95

- *Practicum Experience:* Performed research and wrote a grant proposal for Nurse's Plus Home Care Agency
- *Relevant course work:* Introduction to Health Care Organization, Community Health and Managerial Epidemiology, Applied Research Methods for Health Administration, Economics of Health Administration, Health Care Ethics and Policy, Health Care Informatics, Health Care Financial Management I, Organizational Theories in Health Administration, Health Care Management I, Quantitative Decision-Making for Health Administration, Health Care Program Planning and Evaluation, Health Care Quality Improvement Concepts and Tools, Health Care Human Resource Management, Health Care Law, Health Care Accounting, Health Care Financial Management II, Strategic Planning and Marketing for Health Administration, Health Care Management II, Health Administration Field Experience

BACHELOR OF SCIENCE IN NURSING**1986-1990****Millikin University, Decatur, IL GPA: Unknown**

- Member of Alpha Tau Delta Nursing Fraternity 1989-1990
- Nominating Committee for the National Student Nurses Association 1989-1990
- President of Millikin University's Student Nurses Association 1989-1990
- Treasurer of Millikin University's Student Nurses Association: 1989
- Organized Millikin University's Chapter of the Student Nurses Association: 1998

PROFESSIONAL AFFILIATIONS

- Faculty Associate of American College of Health Care Executives, 2000-present
- Association of University Programs in Health Administration, 2010-present
- Faculty Associate of Medical Group Management Association, 2011-present
- American Nurses Association, 2012-present
- American Association for Adult and Continuing Education, 2012-present
- Biltmore Who's Who Among Executives and Professionals, 2008 –present

PERSONAL ACHIEVEMENTS

- Gold Key International Society, 2008
- Pi Lambda Theta, 2008
- National Scholars Society, 2008
- Voted by former HLAD student: Who's Who Among America's Teacher's, 2005-2006; 2004-2005
- Recipient of the Faculty Excellence Award from the GSU Community, 2005

SERVICE*National Level*

- Undergraduate Workshop Planning Committee for AUPHA 2013
- Program Reviewer for AUPHA AY 2013-2014

Community Level

- Advisory Board Member: Fire Science/Emergency Services Advisory Committee at Joliet Junior College, 2014

- Secretary and Advisory Board Member of Friends of Park Forest Health Department, 2010-present
- Nurse volunteer for Lowell High School Athletic Physicals 2010-present

Organizational and Departmental Level

- Interprofessional Collaborative Practice for CHHS 2013-present
- Social Work Search Committee, 2013-2014
- Academic Program Review Council, 2012-2013
- GSU Writing Sub-Committee, 2012
- HLAD Search Committee, 2010-present
- Chair of the BHA Competency Based Curriculum and Evaluation Committee, 2010-present
- Faculty Advisor GSU's Health Administration Alumni Association, 2010-present
- Chair of the MHA Competency Based Curriculum and Evaluation Committee 2010-2011

RESEARCH INTERESTS

Cardiac disease in females

Spirituality and health