

**Tab F Curriculum Vitae
2017-2018 Promotion/Tenure**

A curriculum vitae

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KATHRYN ACHEN

EDUCATION

New Mexico State University

Doctor of Philosophy

Major: Curriculum and Instruction; Option: Educational Learning Technologies; Minor: Higher Education Administration

30 Credits Completed

Master of Arts

Major: Education

December 1998

Bachelor of Business Administration

Major: Management; Option: Human Resource Management; Minor: Economics

December 1991

Additional Courses

CEP 503 Introduction to Counseling

CEP 517 Psychology of Multiculturalism

Licensure

New Mexico Teaching Licensure

Endorsements: Business and Social Studies

December 1998 to August 2016

Certificates

Quality Matters Program

QM Rubric Update 6th Edition

June 2018

Sustaining Member of the Teaching Academy

New Mexico State University

2012-Current

Quality Matters Program

Master Reviewer Certification

July 2016

Graduate Certificate in Online Teaching and Learning

New Mexico State University

July 2015

Protecting Human Research Participants
New Mexico State University
August 2014

Quality Matters Program
Peer Reviewer Certification FY 2014
April 2014

Quality Matters Program
Independent Applying the QM Rubric
March 2014

TEACHING EXPERIENCE

College Instructor, Tenure Track

August 2015 - Current

Doña Ana Branch Community College, Las Cruces, NM

- Faculty in the Business Office Technology Department
- Academic Student Advising and Recruiting
- Develop and deliver innovative courses

College Assistant Professor, Non-Tenure Track

January 1998-May 2015

Doña Ana Branch Community College, Las Cruces, NM

- Instructor for classes in the following departments: Occupational Business, Retail and Fashion Merchandising, Business Office Technology, Developmental Math, and Digital Graphics Programs.
- Create and administer Canvas, WebCT, and Blackboard courses.
- Temporary Academic Student Advising and Recruiting.
- Develop and deliver innovative courses

Student Teacher

August – December 1998

Mayfield High School, Las Cruces, NM

- Student Teacher for the High School Business Department

Courses Taught

Courses Taught

BOT 101, Keyboarding Basics

BOT 105, Business English I

BOT 106, Business Math

BOT 109, Business English II

BOT 203, Office Equipment & Procedures

BOT 207, Machine Transcription

BOT 211, WordPerfect and Microsoft Word
BOT 209, Business and Technical Communications
BOT 215, Spreadsheet Applications
BOT/HIT 221, Internship
BOT 239, Personal Development
CCDM 103, Pre-Algebra
DRFT 190, Finding and Maintaining Employment
ECON 252, Principle of Microeconomics
OEBU 110, Introduction to Business
OEBU 140, Principles of Supervision 1
OEBU 240, Human Relations
OEDG 190, Finding and Maintaining Employment
OEFM, Concepts of Clothing
OEFM, Visual Merchandising

Quality Matters Certified Courses

BOT 239 Personal Development, Spring 2015
BOT 105 Business English I, Summer 2016
BOT 109 Business English II, Fall 2017

RELATED EXPERIENCE

Quality Matters Reviewer

- Serve as Master Reviewer, Peer Reviewer, and Subject Matter Expert
April 2014 to present

Achen Enterprises

Las Cruces, NM

Owner

- Leasing Agent and Property Management
April 2015 to present

Triple A Farms

Las Cruces, NM

Owner/Bookkeeper

- Maintained books of accounts
- Payroll

August 2003 – January 2014

El Paso Electric Company

Las Cruces, NM

Senior Clerk

- Supervisor for all billing, new service orders and correspondence.
- Assisted Field Service Representatives and Department Management.
- Supervised and trained clerical staff.

September 1994 to September 1995

PROFESSIONAL DEVELOPMENT ACTIVITIES

Conference Presentations

- Quality Matters Regional Conference, Denver, CO, April 2018
- Quality in Online Education Conference, New Mexico State University, March 2018
- Doña Ana Community College Professional Development Day, October 2017

PROFESSIONAL DEVELOPMENT ACTIVITIES CONTINUED

Conferences Attended

- Sloan Consortium International Conference on Online Learning, Orlando, FL, October 2014 & 2017
- Quality in Online Education, New Mexico State University, March 2017
- Quality Matters National Conference, Portland, Oregon, October 2016
- New Mexico Higher Education Assessment and Retention (NMHEAR) Conference, Albuquerque, NM, February 2013, 2014 & 2015
- 37th Annual Distance Teaching and Learning Conference, Madison, WI, August 2012

Seminars/Workshops

- Self-Regulated Learning, New Mexico State University, October 2017
- Orienting Your Online Learners, Quality Matters, May 2017
- How Learning Works, New Mexico State University, October 2016
- Metacognition: Helping Students Become Self-Directed Learners, New Mexico State University, September 2016
- Preventing Discrimination, New Mexico State University, August 2015
- Conceptualizing the Critical Thinking Classroom, New Mexico State University, March 2015
- Publish and Flourish: Become a Prolific Scholar, New Mexico State University, November 2014
- Using Adobe Connect in Canvas, New Mexico State University, November 2014
- App Up for Faculty, New Mexico State University, October 2014
- Using Panopto in Canvas, New Mexico State University, September 2014
- Documenting Effective Teaching with Evidence From Students, New Mexico State University, September 2014
- Softchalk Cloud, New Mexico State University, March 2013
- What the Best College Teachers Do, New Mexico State University, February 2013
- Canvas Distance Learning, Dona Ana Community College, July 2012
- Blackboard Distance Learning Essentials, Dona Ana Community College, July 2009

PROFESSIONAL MEMBERSHIP

National and State Business Education Association, 2016 - Present

New Mexico Distance Learning Association, 2015 – Present

Online Learning Consortium (OLC), 2013 - Present
Text and Academic Authors Association (TAAA), 2014 – 2016

SERVICE

Public Service

Board of Directors

New Mexico Museum of Natural History, Albuquerque, NM
July 2015 to 2017

Mayfield High School, Multiple Booster Clubs, Las Cruces, NM

Treasurer

Perform Treasurer duties which include bookkeeping, fundraising, and soliciting underwriters.
January 2012 to August 2017

Dona Ana County 4-H, Las Cruces, NM

Club Leader

Lead youth in planning and executing its own program which includes hands-on education, recreation and business meeting components.
January 2006 to January 2012

Cowboys For Cancer Research, Las Cruces, NM

Fundraising & Underwriting Committee and Treasurer

Solicit underwriters, products, and services for fundraising events. Perform Treasurer duties which include bookkeeping, accounts payable/receivable, and invoicing with QuickBooks.
September 2004 to July 2009

Community Foundation of Southern New Mexico, Las Cruces, NM

Scholarship Committee

Distribute, review, interview, and select applicants for available scholarships.
January 2009 to April 2009

Junior League of Las Cruces, Las Cruces, NM

Finance Council VP, Treasurer, and Administrative Board

Solicit Underwriters from local businesses to fund Literacy projects. Perform Treasurer duties which include bookkeeping, accounts payable/receivable, and invoicing with QuickBooks.
June 2000 to February 2006

College Service

Faculty Council

Doña Ana Community College
2016 - Current

Business Office Technology Advisory Council

Doña Ana Community College
2009 - Current

HONORS AND AWARDS

Outstanding Part-Time Faculty, Doña Ana Branch Community College, 2004
Outstanding Volunteer, Junior League of Las Cruces, 2002