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PORTFOLIO REGISTER

CURRICULUM VITAE

Date: Sept 15, 2009

Name: Alissa Michele Sustarsic

Beginning with your current position, list experience in reverse chronological order. If a position is not full-time, or is a temporary position, so indicate (half-time, three-quarters time, temporary, etc.)

| Name of Institution | Position(s) & Rank(s) Held: | Dates Each Position & Rank Held (mo/yr): |
|-------------------------------|---|---|
| Lake-Sumter Community College | Assistant Professor Mathematics Department | April 2003- present |
| Lake-Sumter Community College | Instructor Mathematics Department | August 2000-April 2003 |
| Mount Dora High School | Mathematics Instructor | August 1999- May 2000 |
| University of North Florida | Graduate Teaching Assistant/ Adjunct | Aug 1997 – Aug 1999 |

Indicate educational background by giving earned degrees:

Degree: BS **Field:** Major: Mathematics **Institution:** Jacksonville University
Date: May 1997 Minor: Biology Summa Cum Laude

Degree: MS **Field:** Mathematical Science **Institution:** Univ. of North Florida
Date: May 1999 Emphasis Mathematics Summa Cum Laude

1. TEACHING EXCELLENCE

1.1 Provide a statement of your teaching philosophy.

My goal as an instructor of mathematics at LSCC is to facilitate the learning of mathematics, to challenge and motivate students to do their very best, and to encourage students to appreciate knowledge and wisdom so that they become life-long learners. Teaching is one of the purest forms of communicating to others not only an academic subject, but also ideas that inspire and enrich a student's present and future life. Mathematics is a subject that is difficult for many students so it is my duty to present topics in a variety of ways so that all students have the tools to succeed in their future courses and careers and to help them realize that they are capable of doing more than they expect with a little extra time and energy.

I believe it is important for students to realize that when learning mathematics, you are not only applying certain algorithms or performing manipulations, but also developing critical thinking skills and sharpening the logical and reasoning skills that are vital for future success. Regardless of the student's field of interest, any person needs to be able to organize information, derive an approach and have the capacity to efficiently and logically develop a plan that will aid in solving a problem.

I believe that I must create an environment in which students are able to ask questions and feel free to participate in class while also respecting others and assuming responsibility for their outcomes in the course. I also must help them to realize that they may have to put in more time and effort than the person sitting next to them.

I believe that a learning-centered environment is important to success in teaching mathematics to all students. When teaching my courses I try to present material in both auditory and visual forms. I use the document camera so that I am able to see their reactions to the material

and try to catch those spots where they need more clarification. I often work a few problems out with them first and then have the students complete a few as I walk around the room. I have found that some students will ask more questions when they can just ask me and not have to speak in front of the whole class. I allow them to work in groups during class and also use technology to enhance the material I'm teaching. Repetition is important in mathematics and helps to solidify the material so that the students will feel confident in their skills. Every time I teach a topic I reflect on my methods and lessons so that I can add new techniques to explain, clarify, and connect the topic at hand more creatively. I try and incorporate into my lessons real life examples so that they can see the connections of where to use the mathematics. I believe in order to be learning centered, a combination of these techniques is essential.

My ultimate goal is to be the best instructor I can be. I constantly search for new techniques to improve my effectiveness so that I can initiate the desire to learn and foster an environment in which learning flourishes. Many of our students are not going to be math majors, but if I can encourage them to expand their critical thinking and problem solving skills and to take responsibility for their learning, they will be better at whatever venture they choose.

1.2 Courses taught May 2003-2009 with Number of Semesters

| COURSE PREFIX | COURSE TITLE | TOTAL NUMBER OF SECTIONS | SEMESTERS TAUGHT |
|----------------------|---|---------------------------------|---|
| MAT0012 | Dev. Arithmetic with Algebra (3 credits) | 1 | Fall 2003 |
| MAT0024 | Elementary Algebra 4credits | 11 | 2 Fall 2003, 3 – Spring 2004, 2 Fall 2005, 1 Spring 2006, 3 Fall 2006 |
| MAT1033 | Intermediate Algebra | 10 | 3 Fall 2004, 2 Spring 2005, 1 Summer 2005, 1 Fall 2007, 1 Fall 2008, 2 Fall 2009 |
| MAT1033 | Intermediate Algebra Module course ** | 3 | 1 Fall 2007, 1 Fall 2008, 1 Fall 2009 |
| MGF1106 | Liberal Arts (I) | 21 | 2 Spring 2004, 1 Summer 2004, 1 Fall 2004, 1 Spring 2005, 1 Summer 2005, 2 Spring 2006, 2 Spring 2007, 1 Summer 2007, 2 Fall 2007, 2 Spring 2008, 1 Summer 2008, 2 Fall 2008, 3 Spring 2009 |
| MGF1107 | Liberal Arts II/ Explorations in Mathematics | 3 | 1 Spring 2008, 1 Spring 2009, 1 Summer 2009 |
| MAC1105 | College Algebra | 8 | 2 Fall 2003, 1 Fall 2004, 2 Fall 2005, 2 Spring 2007, 1 Spring 2008 |
| MAC1140 | Precalculus Algebra | 7 | 1 Fall 2003, 2 Spring 2005, 1 Spring 2006, 1 Spring 2007, 1 Summer 2007, 1 Summer 2008 |
| MAC1140 | Precalculus Algebra (4 credits) | 1 | 1 Fall 2009 |
| MAC2233 | Calculus for Business | 6 | 1 Fall 2004, 1 Fall 2005, 1 Fall 2006, 1 Fall 2007, 1 Fall 2008, 1 Fall 2009 |
| MTB1370 | Math/Health Related Professions (1 credit) ***** | 7 | 2 Spring 2006, 2 Spring 2008, 2 Spring 2009, 1 Summer 2009 |

** NOTE: The Mathematics department created a pilot version of MAT1033 with 4 modules in which we would have 3 instructors working together during Fall 2007. Judy Hayes, Bret Taylor and I compiled a test bank so that each class would be taking the same version of the test. We also created a combined course syllabus, a timeline, and an agreement for the students to sign. After the first test, there was a realignment of the students, so that all students who failed the first test

(65% or below) would be shifted to my class where they would repeat module one. The other two instructors would split the remaining students and continue with the next module. At the end of each new module, if a student's average fell below 65, they would drop back to my class and repeat one module. These students would stay with me for the rest of the semester and then in the spring, they would finish the course with the last module during the beginning of the semester. I was responsible for filling out paperwork for transfers of students from one class to the other, for incomplete forms, and withdrawal forms. During the spring semester I offered Liberal Arts II in February so that the students could still complete 2 math courses. We modified our approach in the fall of 2008 with 5 modules and taught it on MWF instead of TR. I modified the tests so that they were the correct length for the shorter time slot. I continued working with the students that were not successful in their first attempt during both Fall 2007 and Fall 2008. In Fall 2009, I will retain the students who are have higher than a 65/67, while assisting Melanie Wells who will take the students who will repeat a module in her preparation and her paperwork.

**** NOTE: I was the initial instructor for this course and worked closely with the nursing program to create the best gateway class for the nursing program teaching the prerequisites that they expect their nursing students to have.

(Support documentation for section 1.2 includes several course syllabi and handouts. I have included some of the student evaluations along with letters from students. My annual evaluations, which provide a good summary of my teaching at Lake-Sumter as well as lists of activities for the year, are included since I received continuing contract.)

1.3 Briefly describe any special techniques or tools you use in the classroom, and their impact on teaching and learning.

I begin each semester going over a course syllabus that contains a schedule, my expectations from my students, and what they can expect from me. I try to help create an open atmosphere at the beginning of the semester by having my students fill out a form with information I would like to know including their last math course, how long ago it was, and any information they want to give me. They often time tell me that they are not good in math or will need extra help. I feel that this is the first step to opening that line of communication especially for those students who are less likely to speak up. I then also give them the opportunity to earn 2 extra points for the first test by getting two tutors' signatures from the Learning Center and my signature in my office to encourage them to see where they are able to get free help. Once they have done this, I have found they are more likely to seek help before it is too late. Math is challenging for many of our students and the first battle to overcome is to realize it is acceptable to ask for help.

Throughout the semester, I assign homework and in most of my classes I have frequent quizzes which are short assessments to give the students feedback before the test. I often have extra handouts on my website so that they can have extra practice.

In my College Algebra classes and my Precalculus classes, I usually give two part tests. The first part tests the basics and they are not allowed to use calculators. The second part they are able to use their graphing calculators so that they are able to do more application problems. I use the graphing calculator as a tool to help bridge ideas algebraically and geometrically. I emphasize that you must understand what your calculator is doing before you can use it properly.

I update my website for my students at least every two weeks by posting grades and handouts for class. Their grades are posted as soon as their tests are graded by a self selected four

digit code so that the students' grades are still confidential. This enables my students to know at all times where they stand in a course and get quick feedback. I post my syllabus, handouts for class, answers to assignments, and reviews on my website. My students really seem to appreciate this along with the handouts they are able to access easily (Supporting documentation is in attachment section 1.3).

I have companion courses on the MyMathLab website that students can access for extra help and extra practice problems. MyMathLab is a publisher website that supplements our textbook and has extra guided practice, videos and quizzes. MAT0012 and MAT0024 are the only two courses that currently receive grades for the work they do on this computer program. All other courses I teach can use this for extra assistance.

1.4 Briefly describe your particular areas of teaching competence or specialization.

I include a variety of approaches in my classroom in order to get students involved and learning. I usually lecture and interject examples we do together and then have examples for them to complete as I walk around the room and help anyone who is stuck. I will also have them work in pairs on these problems and sometimes have them present the work on the board to the class to get them to interact more.

I tend to teach approximately 3 preparations each semester and on the Leesburg campus, I currently am the one full time faculty member who teaches Business Calculus. I like to have my schedule vary so that I stay fresh in the subject and can expand on areas with my students. I have enjoyed teaching the Math for Health Related Professions which is a gateway course to the nursing program. It is refreshing to deal with students who are very motivated to learn and succeed.

I also feel I am able to teach the graphing calculator well and incorporate it in class to help visualize the algebraic manipulations. Often part of the battle with technology is not only becoming confident in its use but also being aware of its limitations.

(Supporting documents in the form of calculator handouts can be found in section 1.4).

1.5 Briefly describe what you regard as your major fields of interest within your discipline.

Over the past few years, I have been a major part of two projects within our department. The first project was working with the Nursing program to create a prerequisite course for their program so that when their students came in, they had some basic skills to solve different mathematics applications problems. I worked closely with the nursing department and Thom Kieft to form a one credit course which has standardized tests. I created handouts and worksheets to supplement the book and give more practice. I have gotten great feedback from my students that have told me that they think they would have actually enjoyed math from me. I enjoy teaching a course that is interdisciplinary. (Supporting documentation for this nursing class can be found in attachments section 1.2)

The second project is the MAT1033 Module project that we have done for the past two years and will continue this fall. I have been a member since the beginning and was the instructor who kept the students whose averages drop below a 65/67 for the first two years. I have enjoyed teaching these students who seem to struggle more with math but with a little encouragement have been able to succeed. Because this class ends up with a more homogeneous group, they seem to be more likely to ask questions and participate without being embarrassed. They encourage each other to succeed and help each other in areas where they are stronger. It has been an enjoyable experience. I have made some strong connections with students and have seen many light bulbs go

off. This course has taken a little extra preparation in different approaches, but it has been worth the extra paper work and time to help some of those students who would not have successfully completed the course otherwise. (Supporting documentation for this module class can be found in attachments section 1.2).

1.6 List your peer-review committee, indicating the chairperson. Attach the committee's final report.

| | |
|----------------|--|
| Steve Boast | Chair, Mathematics Instructor |
| Thom Kieft | Associate Professor of Mathematics, Department Chair of Mathematics |
| Nora Rackley | Assistant Professor, Reference Librarian |
| Melanie Wagner | Associate Professor of English |

(Classroom observation reports completed by my peer committee are included in attachment section 1.6).

INSERT LETTER FROM COMMITTEE

2. COMMUNITY SERVICE

2.1 List and briefly describe evidence of service to the community, particularly where such service involves your professional training or experience.

- **March of Dimes Team Captain for Lake-Sumter Community College. Fall 2006- Present**

Since my twin boys were born premature, I have been an advocate for March of Dimes and am helping to spread the word. We have events through the year to raise money for our team including our Major fundraiser in Oct/Nov of Basket Raffle. I organize, collect, and get donations for the baskets and run the actual event. We also run Personality Subs/Salads four Thursdays in the summer on the Leesburg campus to help raise funds and tried to add a fifth in South Lake for Summer 2009. I have donated food and utensils, collected donations from restaurants, cooked, set up and cleaned up at these events. I have also held a Halloween pumpkin and Ukrainian Easter Egg raffles for items that I made. We have had several bake sales on the Leesburg Campus that I have organized. We have had Pajama Week to get students involved with their teachers in which 13 faculty members from all campuses participated in Spring 2009. This past year we had a night where the team worked as servers for Applebee's (Spring 2009) and Sonny's (Fall 2009). I volunteered at the March of Dimes Lake County Chef Auction in Fall 2008 and helped run the auction. I was awarded Applebee's Community Leader of the Month in May 2008 for my work with March of Dimes. Our team has walked in the March for Babies event in April for the last three years in which we have raised over \$16500 total. I received a Top Walker award for 2008 and our team received the Most Improved team for 2009. I have been blessed with colleagues that support me in this venture.

- **PEO HU Chapter Women’s Group.** **I have been a member since 2000**

This is an International Philanthropic Educational Organization that raises money to help Women attend School to further their education. I was the Treasurer of this group during 2004 through 2006. I serve on several committees every year. We raise money to help women from all over, local to international, attend school to better their lives. We have personally sponsored 6 local women who received a Florida scholarship for their first two years of school. We have sponsored one woman who had taken time off from school and was coming back to better herself at Lake-Sumter Community College. We also help them directly with care packages throughout the school year. The money we raise goes to both Florida scholarships, loan programs, international programs, and grants for graduate work. We have been in contact with the Women’s Center and Career Center at Lake-Sumter Community College in the past for names of possible candidates for our scholarships. We also sponsored a Pink and Black Ball for Breast Cancer in Fall 2008 and raised over \$6000 in honor of a member with breast cancer.

- **Martin Luther King Walk** **January 2008 and 2009**

I have walked the 5k with my twin boys for the past two years as a representative for Lake-Sumter Community College.

- **United Way Campaign Faculty Office Building Contact** **Spring 2004, Spring 2005**

I was the contact person in my area on campus and I collected money and helped with the games during these two spring semester.

(Supporting documentation for my community service can be found in attachments section 2.1)

3. SERVICE TO THE COLLEGE

3.1 On what College committees have you served? (Give dates of service, and position held, e.g. Chairperson).

- **Alternate FICA Human Resources Subcommittee** **Summer 2009**

We were invited to listen to the presentation by Bencor about the plan that LSCC wanted to implement for Part-time employees. The committee agreed to move ahead and laid a plan of action on how to disseminate the information so that the part time employees could understand the new plan and fill out the proper paperwork needed. We are also charged to be advocates who will try to answer questions that arise among faculty and staff.

- **Mathematics Instructor Search Committee** **Spring 2009**

I chaired the Mathematics Faculty Search Committee. I was in charge of coordinating the committee, filling out paperwork and reserving locations for interviews and teaching sessions while also reviewing applications of prospective candidates, interviewing the selected candidates, and making a recommendation for hiring.

- **Athletic Advisory Committee** **Spring 2002 – present**

The purpose of this committee is to assist the Athletic Director and the College in making proposals and assisting the athletic program. I have helped with program reviews, surveys for faculty about progress reports, and ideas for fundraisers. I attend athletic games as often as I can to show support for the students.

- **Teaching & Learning Resources Subcommittee** **Spring 2008 – present**

We have been charged with the duty of finding ways to coordinate Library and Learning Center resources that will support various disciplines' learning outcomes as they are identified and approved.

- **Substitution**
Committee for Office of Students with Disabilities
Spring 2005, Fall 2005, Fall 2006, Spring 2007, Fall 2008, Spring 2008

I have served on this committee multiple times. We are charged with the task of reviewing a petition for a student with a documented disability who has asked for a Mathematics substitution for the degree they are seeking at LSCC.

- **Human Resources**
Committee **Fall 2002 – Spring 2007**

This committee reviews compensation, benefits, and employee evaluation systems, and recommends modifications to improve equity, market competitiveness and recognition of outstanding performance. While on this committee we worked on Rank and Promotion for faculty, Equity Adjustments for all employees, yearly Employee Surveys and 360° reviews.

- **Staff and Program Development Committee** **Fall 2006 – Spring 2007**

We were charged with reviewing applications for SPD and voting on who received funds from this account. We met monthly and reviewed staff and faculty proposals for course work, conferences, and projects.

- **Mathematics Instructor Search Committee** **Spring 2007**

I was a member of the Mathematics Faculty Search Committee. I reviewed applications of prospective candidates, interviewed the selected candidates, and help make a recommendation for hiring.

- **Rank and Promotion Committee for Human Resources** **Spring 2004-Spring 2006**

This was the overall group which was charged with coming up with a Rank and Promotion for faculty at LSCC. This was the group that included both the systems and the criteria groups.

- **Rank and Promotion Systems & Process Subcommittee** **Spring 2004–Spring 2006**

I was the chair of this committee charged with establishing the actual system and process of the overall Rank and Promotion. Our committee produced a step by step process and timeline of how someone was initially placed, minimum years at each rank, and flow charts of the overall process including appeals and withdraws. We collected information from other schools and moved forward with a process that fit our school. This was a very time consuming process and is still being modified by the current Rank and Promotion Committee every year. I have put a copy of our draft of the documentation in attachment section 3.1.

- **Title III Planning Committee – Dreamers** **Spring 2006**

We were charged by Dr. Mojock to brainstorm possibilities for a new Title III grant. This committee was lead by Melanie Wagner. We presented the idea of having a Teaching and Learning Center for Faculty and Staff.

- **Physics Instructor Search Committee.** **Spring 2004**

I was a member of the Physics Faculty Search Committee. I reviewed applications of prospective candidates, interviewed the selected candidates, and helped to make a recommendation for hiring.

- **Student Appeals Committee for Office of Students with Disabilities**
Fall 2002, Fall 2003, Spring 2003

We were charged with looking at Student filed appeals from the Office of Students with Disabilities and deciding if there was any action to be taken.

- **Administrative Appeals Committee** **Spring 2004**

The committee was charged with listening to students' appeals of decisions made by college officials. We listened to the appeals and decided if any action should be taken.

- **Values Subcommittee for Faculty** **May 2004**

The Committee was charged by Dr. Mojock to come up with ideas for the College's Values. These were then compiled with the other group's suggestions and modified into the 6 we currently have today.

(Supporting documentation for my college committees can be found in attachments section 3.1 in the form of minutes, agendas and letters).

3.2 List and describe other responsibilities/activities beyond regular assignments or service on College committees. (Give dates).

- **Faculty Senate Executive Committee** **Spring 2009 – Present**

I am currently serving as the new chairperson and we have already made some organizational changes to Faculty Senate. We are now planning on meeting twice a semester and will be reinstating speaker's bureau. We have already voted on the Bylaws that have been created this fall. We will meet regularly with Dr. Mojock and Dr. Howard. For Fall 2009, we have created a website to help disseminate information. I have organized the two speakers for the Fall term in which anyone is welcome to attend.

- **Faculty Senate Scholarship Committee** **Spring 2009 – present**

I helped revise the criteria for the scholarship sponsored by the Faculty Senate and will serve on the committee to select the recipients.

- **Fundraising Committee** **Summer 2008**

I helped organize a calendar for LSCC's 3 main fundraising groups on campus (March of Dimes, United Way, and FACC.) We tried to streamline so there would not be a lot of overlap and each group would have one major event.

- **Faculty Senate Executive Committee** **Fall 2003 – Summer 2005**

I served as chair of this committee from Fall 2004 to Summer 2005 and as Treasurer from Fall 2003-Spring 2004. We were instrumental in helping get the rank and promotion and equity adjustments for faculty pay. We started meeting with Dr. Mojock once a month to open lines of communication. We started working on the bylaws for our group. We started the Cookie of the Month Award to reward departments that excelled at assisting students and faculty. We also started the Speaker's Bureau in which we had faculty/ staff or outside groups come and give a brief talk. Faculty Senate is a safe haven for faculty to voice their opinions and to have a voice to speak to the President and Vice President.

- **Brain Bowl Cosponsor** **Fall 2004-Spring 2006**

I helped run practices for 2 hours a week, I chaperoned the team at away matches, I helped organize and run the HIQ tournament at LSCC. In February 2005, I helped run the Regional tournament at LSCC and in March 2005 I was a State Brain Bowl Scorekeeper. In February 2004, I was a Judge for Brain Bowl at the regional meet. I assisted in writing questions for the state Brain Bowl and then in picking the questions along with others from around the state.

(Supporting documentation for my other responsibilities beyond my regular assignments can be found in attachment section 3.2 in the form of emails, certificates, and letters. You can also find documentation in my annual evaluations in section 1.2.1 where my activities for the year have been verified by my department chair).

3.3 List and describe committee or administrative tasks you have performed. (Give dates)

- **Tasks for the Math Department**

- **Mentored Melanie Wells** **Fall 2009 – Present**

I am her contact for any questions concerning the department and the college.

- **Created Learning Outcomes for MAC2233. Business Calculus** **Fall 2009**

I was in charge of creating the new template for the syllabus for Business Calculus.

- **Assisted with Math Adjunct Orientation** **Fall 2007- present**

I assist the MAT0024 Adjuncts and the MGF1106 Adjuncts.

- **Mathlympics** **Annually from 2000 – present**

I have helped organize, write questions, contact high schools, grade at the event, and been in charge of selecting door prizes and prizes for the top 4 teams.

- **Have gotten Supplements donated by TI calculators** **Spring2004 –present**

I have to collect data for each semester and submit it to Texas Instrument along with syllabus and forms in order to get calculators and equipment donated.

- **MAT0024 Leader** **Fall 2007- present**

I coordinate full time faculty proctors for the State Exit Exam and distribute and collect the State Exit Exams for all three campuses. I am also the contact for the Math Adjuncts for this course and stay in contact with them throughout the semester.

○ **Mentored Steve Boast** **Fall 2007- Present**

I am his contact for any questions concerning the department and the college.

○ **Participated in Breakouts for Liberal Arts Math** **Spring 2009-Summer 2009**

This was a small group of instructors within our department who met and discussed topics and created a new Departmental Final Exam and Learning Outcomes.

○ **Led Joint Meeting with High School Mathematics Teachers in Leesburg** **Fall 2008**

We discussed our expectations from their courses in High School.

• **Tasks for the Math Department continued**

○ **MAT1033 Module course** **Spring 2007- present**

I worked on the first committee to help create the structure of this course and have been a part of the team each Fall we have taught it. I was the faculty member in charge of the students who repeat in Fall 2007 and Fall 2008 so I had extra paperwork to transfer students. We have written standardized tests and schedules.

○ **Created new handouts for MGF1107 and MGF1106** **Fall 2007-present**

I created packets for each test material in Liberal Arts Math that are typed. I also created some typed handouts for Explorations in Math. I distributed these to other math faculty to use.

○ **Participated in Breakouts for MAC1105, MAT1033, & MAC1140** **Fall 2007 – present**

We discussed the Departmental Final Exam, Learning Outcomes and streamlining material for these courses along with handouts.

○ **Handouts for MAC1105, MAC2233, and MTB1370** **Spring 2007**

I helped update the handouts for College Algebra, Business Calculus and Math for Nursing so that they would correspond with new books/editions that were selected.

○ **MAT1033 Leader** **Fall 2005- Spring 2006**

I was the contact for full time and adjuncts for material from Intermediate Algebra including the syllabus, schedule, handouts, tests, and final exam.

○ **Helped create the MTB1370 Course** **Spring 2006**

I wrote tests and handouts from scratch in collaboration with the Nursing Department so that we covered the material they expected their students to know.

○ **MGF1106 Leader for the department** **Fall 2004–Spring 2005**

I was the contact for full time and adjuncts for material from Liberal Arts Math I including the syllabus, schedule, handouts, tests, and final exam.

• **Tasks for the Math Department continued**

○ **MAT0024 Co – Leader** **Fall 2005-Fall 2006**

I assisted John Shea in contacting Adjuncts and organizing the State Exit Exam.

○ **Mentored Sybil Brown** **Fall 2005- Present**

I am her contact for any questions concerning the department and the college.

○ **Organized the Math Department Class and Exam Schedule for Leesburg**
Fall 2001-Spring 2004

- **Math Representative for Counselor’s Breakfast** **Fall 2003**
- **Attend Athletic events regularly** **Fall 2003 - present**
- **Add handouts and grades to my faculty website regularly** **Fall 2007- present**
- **Attend Adjunct Orientation** **2000- present**
- **Step Challenge** **Spring 2009**
- **Run/ Walk for Oktoberfest** **Oct. 2008**
- **Run for your Heart** **Feb. 2008**

- **Pumpkin Bowling Annually for the Mathematics Department** **Oct 2006- present**
- **Helped with Adjunct Appreciation** **Feb 2007, Feb 2008**
- **Attend New Faculty Reception annually** **2000-2005**
- **Helped with College Night** **Fall 2000 and 2001**

(Supporting documentation for my committee/administrative tasks can be found in attachments section 3.3 in the form of emails, invoices, certificates, and letters. You can also find documentation in my annual evaluations in section 1.2.1 where my activities for the year have been verified by my department chair and in section 1.2.3 where I have samples of my updated math handouts).

4. PROFESSIONAL ACCOMPLISHMENT IN YOUR FIELD

4.1 List professional organization memberships, including offices held and/or committee service. (Give dates).

- **Florida Two Year College Mathematics Association, Member** **Fall 2002 – present**
- **Florida Association of Community Colleges, Member** **Fall 2005 – Present**
- **American Mathematical Association of Two Year Colleges, Member** **Fall 2007- Fall 2008**
- **American Mathematical Association of Two Year Colleges, Member** **Fall 2004- Fall 2005**

(Supporting documentation for my professional organizations memberships can be found in attachments section 4.1 as well as on receipts from conferences attended in attachments section 4.2).

4.2 Indicate professional, regional and national organization meeting attendance. Include here any participation such as papers given, panel discussions, etc. (Give dates).

- **Connections Conference: Opening doors to Student Success** **May 14, 2009**

I was a presenter along with Thom Kieft and Judy Hayes at this conference. Our presentation was on our Module Approach to Intermediate Algebra (MAT1033). The goal of this conference was to provide information about student success strategies and implementation. Broward and Polk Community Colleges asked for our handouts and syllabus so they could implement a similar plan at their schools. They both emailed us later in order to get any extra information we could give them about this project. You can find the evaluations for this presentation in attachments section 4.2.

- **Florida Two Year College Mathematics Association Conference: Fun in the Sun VI** **Oct. 4, 2008**

This conference was charged by FTYCMA with defining Undergraduate Mathematics Competencies. I attended workshops on Learning Outcomes for College Algebra, Precalculus, and Business Calculus. This is an annual conference where Community Colleges Mathematics Departments discuss changes to curriculum and try to streamline the design among all Community Colleges in Florida. I was able to bring back information and use it for our course outcomes.

- **33rd Annual Conference American Mathematical Association of Two Year Colleges**
Minneapolis, MN **Nov. 1-4, 2007**

This conference was a collaboration of Mathematics Instructors of Two Year Colleges from around the United States. We are able to exchange new ideas and techniques for courses taught and attended sessions on math study skills, Business Calculus, Technology, Liberal Arts, and History of Mathematics, to name a few. I was also able to speak with several publishers and get samples of books to help make a decision on changing texts for the upcoming year.

- **Florida Two Year College Mathematics Association Conference: Fun in the Sun Oct. 13-14, 2006**

This conference was on Web Learning: the differences between hybrid, online, and traditional courses. I was able to gather resources that other schools use and access on the web for their mathematics classes to use at LSCC.

- **Joint Mathematical Association of America Florida Section and Florida Two Year College Mathematical Association Annual Meeting at MCC, Lakewood Ranch Feb. 25-26, 2005**

This was a joint meeting of two year and four year colleges in Florida. There were multiple sessions on teaching techniques and projects exploring different fields in Mathematics. I learned about a good computer program for our statistics students which would help them visualize some of the concepts. We discussed what a four-year college expects from our students.

- **Florida Two Year College Mathematics Association Conference: Fun in the Sun Sept 9-10, 2005**

This Annual Retreat was to discuss redefining and redesigning College Algebra. We had breakout sessions on Teaching Strategies and Assessment, Curriculum, and Redesign. There was also discussion on wrapping up our Developmental Mathematics Proposal from previous retreats and how Administrators can help with this new transition.

- **30th Annual Conference American Mathematical Association of Two Year Colleges
Orlando, FL Nov. 18 -22, 2004**

This conference was hosted by our local Florida Chapter and the southeast region. The theme was “Bright Ideas: Communicate, Calculate, Educate.” There were sessions on methods of teaching including technology in which we were able to collaborate and exchange new ideas and techniques for courses taught. I was able to attend sessions on the TI calculators, building conics, and Business Calculus to name a few. These conferences always have new texts and technology to sample as well.

- **Central FL MAA Conference at South Lake Jan 2004**

LSCC hosted a Mathematics of America Association Central Florida region Meeting. Addison Wesley Publishers donated food and we shared ideas of different techniques of teaching our courses.

- **Florida Two Year College Mathematics Association Conference: Fun in the Sun Sept 26-27, 2003**

This was the second annual retreat with a focus on a Celebration of Teaching. We shared ideas and strategies that facilitate the teaching and learning of mathematics at any level. We had sessions on adult learners, promoting communication among students, technology enhancement, laboratory activities and panel discussions.

(Supporting documentation for my professional organization meeting attendance can be found in attachments section 4.2).

4.3 List and describe any grants, fellowships, prizes or other honors received or won.

- **Innovation of the Year for LSCC 2009**

Spring 2009

Dr. Mojock nominated the Intermediate Algebra Module Mathematics Instructors in the League for Innovations for Teaching and Learning for our innovative approach to a course that is a gateway course into our Gordon Rule Math classes. We have continued to modify this course and hope to eventually offer it on other campuses.

- **2009 National Institute for Staff and Organizational Development Excellence Award**

Dr. Mojock nominated me for my leadership of the March of Dimes campaign on behalf of the college. He nominated me for the outstanding example I have presented as captain of how team building and compassion can enable an organization to give back to its community in a meaningful way.

- **LSCC Innovation of the Year Nominee Award**

March 24, 2008

This was awarded for “MAT1033 Intermediate Algebra Pilot Project More Successful Math Students.” This was our 1st attempt at a Module approach that we modified the next year. We took this project and modified some of the weaker areas to help the students succeed.

- **Outstanding Educator by University of Florida Online Business Program March 2, 2006**

One of my previous students from my Business Calculus class who had graduated and moved on to the UF Business program nominated me for this award. He was an average math student in the course which made the nomination more meaningful.

(Supporting documentation for honors received can be found in attachments section 4.3 in the form of certificates and letters).

4.4 List and describe any honorary societies to which you belong. Provide a complete listing including items that predate the evaluation period.

- **Pi Mu Epsilon** **inducted in 1997**

National Honorary Mathematics Society

- **Phi Kappa Phi** **inducted in 1996**

National Academic Honor Society which honors outstanding students in all disciplines.

- **Green Key Honorary Leadership Society** **inducted in 1996**

JU's Honorary Leadership Society and oldest student organization

- **Omicron Delta Kappa (ODK)** **inducted in 1995**

National Leadership Society honoring juniors and seniors for campus leadership.

(Supporting documentation for my honorary societies can be found in attachments section 4.4 in the form of certificates).

4.5 List any academic courses (credit, non-credit, or certification) taken beyond degrees listed under "Curriculum Vitae." Provide a complete listing including items that predate the evaluation period.

- **Vista, Outlook, & Word I – 2007**

January 23, 2009

I took a 3.5 hour course on Vista, Outlook and Word and was able to learn some of the new features that are available on the updated system.

(I have a certificate of completion in attachments section 4.5)

- **Professional Development Center Course**

Fall 2008

This course had an overview of the Computer Training and Requirements and a presentation on Copyright and Fair Use.

- **Scenarios Participant**

Fall 2004

I was a Scenarios participant where we read scenarios and shared our thoughts and philosophies with other teachers who were often from different fields of study. It was interesting to learn the differences and similarities within different subject areas and I was able to take some techniques and to use in my classroom.

(I have a letter of appreciation for my suggestions during the Scenarios discussions in attachments section 4.5).

- **Convocation: Violence Seminar**

August 2003

This was a seminar provided for all faculty and staff on how to deal with violence in the workplace.

(Supporting documentation for other academic courses I have taken can be found in attachments section 4.5 as well as in section 1.2.1 where they are listed on my annual evaluations).

4.6 Bibliography.

None.

4.7 List and describe other professional or scholarly activities not covered in questions 4.1-6 above. (Give dates).

None.

Sign and date the *Portfolio Register*:

To the best of my knowledge, I certify this information to be complete, correct and current.

Signed: _____ **Date:** _____

Current Rank: _____

LIST OF ATTACHMENTS

1. TEACHING EXCELLENCE

1.2 Courses Taught

- 1.2.1 Annual Evaluations
 - From 2003-2009
- 1.2.2 Student Evaluations
 - Samples from MTB1370, MAC1140, MGF1106, MAT0024, MAT1033
- 1.2.3 Sample Syllabus and Handouts
 - MGF1107, MGF1106, MAT1033, MTB1370, MAC2233
- 1.2.4 Notes from Students
 - From 2004-2009

1.3 Special Techniques and Tools

- Example of Web Page and Handouts

1.4 Teaching Competence and Specialization

- Graphing Calculator Handouts

1.6 Peer Committee Teaching Evaluations

- Teaching Observations

2. COMMUNITY SERVICE

2.1 Community Service

- March of Dimes
 - Letters, Flyers for Fundraisers, Applebee's Community Member of the Year
- PEO letter about fundraiser for scholarships
- Martin Luther King Walk Results

3. SERVICE TO COLLEGE

3.1 Service to College: College Committees

- Alternate FICA HR Subcommittee from Tim Kane, Summer 2009
- Math Search Committee Chair from Gary Sligh, Spring 2009
- Athletic Advisory Committee Minutes, 2009
- Learning Resources Subcommittee Meeting Minutes, 2008
- Office of Students with Disabilities letter from Raelynn Poole verifying substitution

- committee work, 2009
- Human Resources Committee Minutes, 2005
- Staff and Program Development Committee Agenda, 2006
- Math Search Committee Questions, 2007
- Rank and Promotion Chair for Procedures from Dick Scott, Spring 2005
- Rank and Promotion Committee Minutes, 2004
- Systems and Process Sub-Committee Draft (I was chair), 2005
- Title III Dreamers Committee from Dr. Mojock, Spring 2006
- Physics Search Committee, 2004
- Office for Students with Disabilities Recognition from Sherie Lindamood, Fall 2003

3.2 Service to College: Responsibilities/Activities beyond Regular Assignments

- Faculty Senate Email, 2009
- Faculty Senate Scholarship, 2009
- Fundraising Committee Summary, Summer 2008
- Brain Bowl Sponsor Recognition from SGA
- Brain Bowl Scorekeeper for State Tournament at SCC, Spring 2005
- HI-Q Tournament at LSCC co organizer from Beth McNulty, Spring 2004
- Faculty Senate Executive Committee Recognition from Nancy Browne for Workload Reduction, Summer 2004
- Faculty Senate Executive Committee Representative for Senator Pruitt's Visit from Dr. Mojock, Fall 2003

3.3 Service to College: Committee or Administrative tasks

- Card from Thom Kieft, Dept Chair of Mathematics for work done within the Department, Spring 2009
- Mathlympics Email from Thom Kieft, 2009
- Texas Instrument Invoice of supplies received
- MAT0024 Leader examples of work load including letters to adjuncts and schedule of state exit exam that I coordinate
- Step Challenge Recognition from SGA, Spring 2009
- Oktoberfest walk and Run for your Heart at LSCC
- Pumpkin Bowling Math Team and Pumpkin Carving Contest, Fall 2006
- Counselor's Breakfast Math Representative from Dr. Glenn Ricci, Fall 2003

4. PROFESSIONAL ACCOMPLISHMENTS

4.1 Professional Organization Memberships

- Florida Two Year College Mathematics Association, Member
- Florida Association of Community Colleges, Member
- American Mathematical Association of Two Year Colleges, Member

4.2 Professional Accomplishments: Professional, Regional and National Organization Meetings

- Speaker at Connections Conference with Evaluations, Summer 2009
- Agenda for Florida Two Year College Mathematics Association Conference: Fun in the Sun VI , Oct. 4, 2008
- Registration form for 33rd Annual Conference American Mathematical Association of Two Year Colleges, Nov. 1-4, 2007
- Receipt for payment for Florida Two Year College Mathematics Association Conference: Fun in the Sun , Oct. 13-14, 2006
- Name tag and Receipt for Joint Mathematical Association of America Florida Section and Florida Two Year College Mathematical Association Annual Meeting, Feb. 25-26, 2005
- Agenda for Florida Two Year College Mathematics Association Conference: Fun in the Sun, Sept 9-10, 2005
- Receipt for 30th Annual Conference American Mathematical Association of Two Year Colleges, Nov. 18 -22, 2004
- Receipt for Florida Two Year College Mathematics Association Conference: Fun in the Sun Sept 26-27, 2003

4.3 Professional Accomplishments: Prizes or other honors received or won

- League for Innovation Certificate, 2008/2009
- NISOD Excellence Awards Certificate and Medal, Spring 2009
- LSCC Innovation of the Year Nominee Award for MAT1033 Modular Approach Certificate presented by Dr. Mojock, Spring 2008
- Outstanding Educator Certificate Presented by UF Online Business Program, Spring 2006

4.4 Professional Accomplishments: Honorary Societies

- Pi Mu Epsilon National Honorary Mathematics Society Lifetime Membership Certificate
- Phi Kappa Phi Honor Society Lifetime Membership Certificate
- Green Key Honorary Leadership Society Lifetime Membership Certificate
- Omicron Delta Kappa Society Lifetime Membership Certificate

4.5 Professional Accomplishments: Academic Courses beyond Degree

- Vista, Outlook, & Word I -2007 Certificate of Completion from LSCC Business Resource Center, Spring 2009
- Scenarios Letter from Adam Gifford thanking me for advice, Spring 2005