Margaret marie N. Coleman

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**EDUCATION**

**LSUS, Shreveport, LA**

**MBA – Accounting Concentration (in progress) June 2021 - present**

**Auburn University, Auburn AL**

**Ph.D., Career & Technical Education 2018**

 Dissertation: “High School Counselors’ Perceptions of Career and Technical Education”

Major Professor: Dr. Leane B. Skinner

**Auburn University, Auburn AL**

Ed.S., Business & Marketing Education 2015

Field Project: “Parental Preferences of 9th and 10th Grade Students in Relation to Industry-Based Certifications, Dual Enrollment Credit, and Course Enrollment for Both Community College and University-Bound Students Attending Sam Houston High School”

**Auburn University, Auburn AL**

M.Ed., Business & Marketing Education 2014

**Northwestern State University of Louisiana, Natchitoches LA**

**Graduate Coursework, Educational Technology 2003**

**The University of Southern Mississippi, Hattiesburg MS**

**Graduate Coursework, Business & Computer Studies 1985-86**

**Southeastern Louisiana University, Hammond LA**

B.A., Business Education 1982

**Southeastern Louisiana University, Hammond LA**

B.A., Office Administration 1981

**Minor: Business Administration**

**Mississippi College, Clinton MS**

Major: Business Education 1979-80

Minor: Business Administration

**Southwest Mississippi Junior College, Summit MS**

A.A., Business 1979

**HIGHER EDucation EXPERIENCE**

**SOWELA Technical Community College, Lake Charles LA June 2021 – present**

**Dean, School of Business and Applied Technology**

Reports to the Vice Chancellor for Academic Affairs while serving as the principal leader of the School of Business and Applied Technology (BAT) through planning, organizing, and directing the academic, faculty, and administrative activities of multiple program areas (Accounting Technology, Business Administration, Information Technology Systems, Office Systems Technology, Culinary Arts, Digital Arts and Communication, Drafting and Design Technology) to ensure that assigned programs comply with college standards, policies, and procedures.

Current projects –

* ACBSP site visit in September 2021 for initial accreditation of our business programs
* Making a strategic hire for the Information Systems Technology program who can help to expand and restructure our current program
* Restructuring the Office Systems Technology
* Researching potential programs to add to BAT that will increase enrollment and meet workforce needs
* Secured funding for the Microsoft Office industry-based certifications
* Secured funding for Phi Beta Lambda to attend state and national conferences
* Secured funding for Culinary Arts to participate in the Culinary International Odyssey Externship in Toronto, Canada
* Serving as campus internship coordinator
* Offering quality professional development to faculty
	+ The Teaching Professor
	+ Quality Matters “Improving Your Online Course”
	+ Southern Business Education Association Annual Conference
* Participating in quality professional development
	+ The Teaching Professor
	+ Quality Matters “Improving Your Online Course”
	+ Southern Business Education Association Annual Conference
	+ LCTCS Cloud Computing Peer Group
	+ ACBSP Region 6 Virtual Conference
* Working closely with program coordinators and faculty in planning schedules
* Recognizing faculty and staff by sending birthday cards
* Ensuring up-to-date equipment and supplies are available to support all programs in BAT
* Eligible for rank advancement to Associate Professor

**SOWELA Technical Community College, Lake Charles LA June 2020 – June 2021**

**Interim Dean, School of Business and Applied Technology**

Reports to the Vice Chancellor for Academic Affairs while serving as the principal leader of the School of Business and Applied Technology (BAT) through planning, organizing, and directing the academic, faculty, and administrative activities of multiple program areas (Accounting Technology, Business Administration, Information Technology Systems, Office Systems Technology, Culinary Arts, Digital Arts and Communication, Drafting and Design Technology) to ensure that assigned programs comply with college standards, policies, and procedures.

Completed projects –

* Assumed the duties of Interim Dean of BAT during a pandemic which provided opportunities for gaining emergency preparedness leadership skills and managing multiple departments of faculty and staff on how to adapt to hybrid and online classrooms
* Led faculty and staff during a post-hurricanes timeframe which brought new challenges of communication with faculty, staff, and students
	+ Scheduled courses in shared classroom spaces with other Schools in the College
	+ Assisted faculty as they moved classes online and into shared classroom spaces because they no longer had a classroom
	+ Offered encouragement to faculty and staff who lost their homes
* Developed a cybersecurity operations concentration for the Information Systems Technology Associate of Applied Science degree (currently in approval process)
* Collaborated with LSUA College of Business Dean on LSUA Memorandum of Understanding (MOU) for the Business Administration program which was signed in June 2021
* Hired two adjunct instructors in Information Systems Technology to teach new Cloud Computing courses and the courses previously taught by a recently retired instructor
* Hired two adjunct instructors in Business Administration and Accounting Technology to teach additional sections of courses, courses previously taught by a recently retired instructor, and courses relinquished upon assuming Interim Dean duties
* Hired an adjunct instructor in Drafting and Design Technology to reduce the overload on current instructors
* Recruited new members for the BAT Advisory Committees
* Secured funding to add the Intuit® QuickBooks Certified User (QBCU) industry-based certification to ACCT 1210 Computerized Accounting
* Secured funding for the AutoCAD industry-based certification for Drafting and Design Technology program
* Secured funding for the Microsoft Office Specialist Word and Excel industry-based certification exams
* Collaborated with SOWELA’s Marketing Department to publicize the Cloud Computing concentration via KPLC, local digital billboards, and social media
* Conducted adjunct instructor evaluations
* Offered multiple opportunities for professional development to faculty and encouraged them to participate
	+ Quality Matters
	+ Wiley Community College Workshop
	+ Teachers of Accounting at Two-Year Colleges (TACTYC)
	+ Louisiana Association of Business Educators (LABE)
	+ National Business Education Association (NBEA)
	+ Certified Certiport Educator Conference
	+ NISOD’s International Conference on Teaching and Leadership Excellence
* Participated in multiple professional development opportunities provided by –
	+ Accreditation Council for Business Schools and Programs (ACBSP)
	+ National Business Education Association (NBEA)
	+ Association for Business Communication (ABC)
	+ Association for Business Information Systems (ABIS)
	+ Association for Career and Technical Education Research (ACTER)
	+ Association for Business and Teaching Research – Business Education Research Conference (ABTR-BERC)
	+ Louisiana Association of Business Educators (LABE)
	+ Cengage Computing Conference
	+ Teachers of Accounting at Two-Year Colleges (TACTYC)
	+ John Maxwell Leadership
	+ Rubin Education
* Collaborated with various campus officials for move back into the Charleston Building for the Fall 2021 semester

**Auburn University, Auburn AL January 2021 – present**

**Adjunct Instructor, College of Education, Department of Curriculum and Teaching**

Develop syllabi and overall course structure and administer grades to College of Business students

CTCT 3253 Information Analysis (two sections)

**NUNEZ Community College, Chalmette, LA 2019**

**Adjunct Instructor, Business Information Technology**

BUSN 1330 Personal Finance

**SOWELA Technical Community College, Lake Charles LA 2018 - present**

**Assistant Professor, School of Business and Applied Technology**

Develop syllabi and overall course structure, administer grades, advise students

ACCT 1100 Fundamentals of Accounting

BUSI 2300 Business Communications

BUSI 2080 Human Resource Management

BUSI 2310 Principles of Management

BUSI 1090 Personal Finance

BUSI 1030 Introduction to Business

OADM 1330 Introduction to Spreadsheets

OADM 1100 Keyboarding I

**SOWELA Technical Community College, Lake Charles LA**
**Adjunct Instructor, School of Business & Applied Technology 2016 - 2018**Collaborated on curriculum development with program coordinator, developed syllabi and overall course structure, administered grades for online classes

BUSI 2330 Business Ethics

BUSI 1030 Introduction to Business

ITEC 1000 Application Basics

BUSI 2310 Principles of Management

OADM 1150 Intro to Software Applications

OADM 1650 Desktop Publishing

ACCT 1110 Fundamentals of Accounting

McNeese State University, Lake Charles LA

Visiting Lecturer, College of Education Professions Fall 2014

Developed syllabus and overall course structure, coordinated field

experiences for students, delivered instructional materials and lectures

face-to-face and through Moodle, administered all grades

OSBC 465 Methods of Teaching Secondary Business Subjects

**SOWELA Technical Community College, Lake Charles LA**
**Adjunct Instructor, Office Systems Technology**  **2003-2004**Collaborated on curriculum development with department head,

developed syllabi and overall course structure, administered all

grades

OADM 1100 Keyboarding

CISX 1005 Introduction to Computers

OADM 2530 Office Procedures

MACH 1350 Machine Transcription

OADM 1330 Introduction to Spreadsheets

MEDL 1400 Medical Billing

**SECONDARY EDUCATION EXPERIENCE**

**Sam Houston High School, Lake Charles LA**

Business Educator 2004 - 2018

Accounting I and II

Desktop Publishing

Entrepreneurship

Web Design

Intro to Business Computer Applications

Computer Multimedia Presentations

**Lake Charles Boston Academy, Lake Charles LA**

**Summer Instructor Summer 2007**

Developed syllabi and overall course structure, and administered all grades

Intro to Business Computer Applications

Business Computer Applications

Parklane Academy, McComb MS

Business Educator, FBLA Adviser 1985-87

Developed syllabi and overall course structure, administered all grades; organized membership activities and fundraisers as FBLA adviser; planned and organized all activities concerning the school yearbook, including budgets, scheduling, and layout as yearbook adviser

Typing I

Accounting I

Computer Literacy

Centreville Academy, Centreville MS

Business Educator, FBLA Adviser 1984-85

Developed syllabus and overall course structure, administered all grades; organized the school’s first FBLA chapter, organized membership activities and fundraisers as FBLA adviser; organized the school’s first high school chorus program

Accounting I

Typing I

**OTHER EDUCATIONAL WORK EXPERIENCES**

**Cengage Learning**

Textbook Reviewer – Morrison, C., Wells, D., & Ruffolo, L. (2015). *Computer Literacy: A Comprehensive Guide to IC*P*3*P. Stamford, Connecticut: Cengage Learning 2013

Reviewed textbook for publication

**Cengage Learning**

Textbook Reviewer – Hoggatt, J. P. & Shank, J. A. (2010). *Century 21 Computer Applications and Keyboarding.* Mason, Ohio: South-Western Cengage Learning 2008

Reviewed textbook for publication

**Work Experience OUTSIDE OF EDUCATION
 Le Marche’, LLC 2008 – 13**

**Owner & Manager**

Boutique specializing in TOMS shoes, apparel, accessories, and gifts

**COLEMAN HEALTHCARE BILLING 1997 – 2004**

**Owner**

Provided electronic billing services for medical and dental practices

**FIRST BAPTIST CHURCH: MOSS BLUFF, Lake Charles, LA 1989 – 93**

**Pastor’s Secretary**

**MAGNOLIA ANIMAL CLINIC, Magnolia, MS 1984 – 87**

**Office Manager & Bookkeeper**

**COLLEGE OF ENGINEERING, LOUISIANA STATE UNIVERSITY, Baton Rouge, LA
Secretary to the Dean 1983 – 84**

**PUBLICATIONS**

Coleman, M., Skinner, L., & Wohleb, E. (2020). Factors considered by high school counselors when advising students regarding career and technical education. *Journal for Business Teaching and Research, 60*(1), 12-24.

Taylor, M. & Coleman, M. (2020, February). Techniques for differentiating between – and for dealing with – stress and burnout. *Business Education Forum, 74*(3), 34-35.

PCBEE, Hutchinson, G. B., Skinner, L. B., Polkinghorne, F., Coleman, M. N. Crews, T. B., . . . Moore, B. (2017). *Statement #100:* *This we believe about the future of professional collaboration in business education for excellence*. Chicago: Policies Commission for Business and Economic Education.

PCBEE, Hutchinson, G. B., Skinner, L. B., Polkinghorne, F., Coleman, M. N. Crews, T. B., . . . Moore, B. (2016). *Statement #99: This we believe about the role of business education in STEM.* Las Vegas: Policies Commission for Business and Economic Education.

PCBEE, Hutchinson, G. B., Skinner, L. B., Polkinghorne, F., Coleman, M. N., Crews, T. B., . . . Moore, B. (2016). *Statement #98: This we believe about the role of business education in college and career readiness. Las Vegas: Policies Commission for Business and Economic Education.*

**AWARDS**

**Southern Business Education Association (SBEA)**

**Distinguished Service to Business Education by a Supervisor 2021**

**Nominated for The University Council for Workforce and Human Resource Education (UCWHRE) Outstanding Dissertation Award 2020**

**Association for Business and Teaching Research (ABTR) 2020**

**Doctoral Dissertation Award**

**SOWELA Technical Community College Foundation 2019**

**Excellence in Instruction Award**

**Southern Business Education Association (SBEA) 2019**

**Postsecondary Teacher of the Year**

Daytona Beach, FL

**Louisiana Master Teacher Seminar 2019**

Many, LA

**Community Grant for Implementing Microsoft Office Specialist Exams for School of Business and Applied Technology Students at SOWELA Technical Community College 2019**

**Association for Career and Technical Education Research (ACTER) Outstanding Research Poster Award 2018**

San Antonio, TX

**Louisiana Association of Business Educators**

**Secondary Teacher of the Year 2016**

**National Business Education Association**

Professional Development Scholarship Recipient 2015

**GRANTS**

**Student Activity Fee Recipient 2021**

School of Business and Applied Technology

* Microsoft Office Specialist License & Exams - $8,320
* Phi Beta Lambda - $15,000
* Culinary International Odyssey Program - $40,000

**HC Drew Grant Recipient 2021**

School of Business and Applied Technology

* Culinary Arts - $80,400
* Digital Arts and Communication - $10,358.75
* Drafting and Design Technology - $3,600

**Rapid Response Grant Recipient 2021**

School of Business and Applied Technology

* Accounting Technology - $3,090
* Digital Arts and Communication - $5,928
* Drafting and Design Technology - $3,750

**Student Activity Fee Award 2019**

Microsoft Office Specialist License & Exams - $8,320

**Calcasieu Parish School System, Lake Charles, LA**

**Drew Grant Recipient 2017**

“Virtual Accounting & Digital Creativity” - $6,066.86

**E-Z Mart Education Grant Recipient 2016**“Help All the Students to See” - $778.37

**Goldman Sachs Philanthropy Fund, The Discover Brighter Futures Fund**

**Discover Pathway to Financial Success Grant Recipient 2016**

$5,909.97

**Calcasieu Parish School System, Lake Charles LA**

Drew Grant Recipient 2016

"Certifying Creative Cloud Designers and Number Crunchers
for the Workforce" - $3,478.65

**Calcasieu Parish School System, Lake Charles LA**

Drew Grant Recipient 2010

“PhotoShopping in DeskTopping” - $1,119.95

**Calcasieu Parish School System, Lake Charles LA**

Drew Grant Recipient 2009

“Certified Students Make Qualified Employees” - $1,286.75

**Calcasieu Parish School System, Lake Charles LA**

Drew Grant Recipient 2008

“Extraordinary Demonstrations in Business Education” - $3,122.60

**CERTIFICATIONS**

* Southwest Airlines Professional Communication
* AHLEI Guest Service Gold
* W!SE Certification in Personal Finance
* Quality Matters – Applying the QM Rubric
* Quality Matters – Improving Your Online Course
* Microsoft Office Specialist Expert – Excel 2019/Office 365
* Microsoft Office Specialist – Excel 2016
* Microsoft Office Specialist – Word 2016
* Microsoft Office Specialist Expert – Word 2013
* Microsoft Office Specialist – Excel & Word 2010 and 2003
* Intuit QuickBooks Certified User – QuickBooks Pro 2011
* Adobe Certified Associate - Visual Communication Using Photoshop
* Certified Internet Webmaster Professional, Instructor, and Associate
* Online Course Design
* Business Education and Computer Literacy – Louisiana Level 3 - No. 555632

**PRESENTATIONS**

**“Standard 4 Program Learning Outcomes and Student Learning Assessment Best Practices,”** Accreditation Council for Business Schools and Programs (ACBSP), Washington, D.C., June 2022

**“Zooming with Loom,”** National Business Education Association, Chicago, IL, April 2022

**“Gettin’ Ready for Real,”** Business Education Research Conference, National Business Education Association, (virtual), March 2021

**“Generation to Generation,”** panel discussion, National Business Education Association Virtual Conference, April 2020

**“High School Counselors’ Perceptions of Career and Technical Education,”** doctoral dissertation presentation, Business Education Research Virtual Conference, April 2020

**“Personal Finance Games and Activities,”** National Business Education Association Conference, Boston, MA, April 2020 (was accepted to present)

**“Classroom Management in the Community College Classroom,”** Instructor Workshop, SOWELA Technical Community College, Lake Charles, LA, January 2020

**“Let’s Get Social in the Business Education Classroom,”** co-presenter with Dr. Michelle Taylor, National Business Education Association Conference, Chicago, IL, April 2019

**“Addressing Teacher Burnout,”** co-presenter with Dr. Michelle Taylor, National Business Education Association Conference, Chicago, IL, April 2019

**“See You on the Grid,”** National Business Education Association Conference, Chicago, IL, April 2019

**“See You on the Grid,”** Louisiana Association of Business Educators Conference, Lafayette, LA, March 2019

**“****High School Counselors’ Perceptions of Career and Technical Education”** poster presentation, Association for Career and Technical Education Research Conference, San Antonio, TX, November 2018

**“See You on the Grid,”** Southern Business Education Association Conference, Mobile, AL, October 2018

**“Desktop Publishing on Steroids,”** National Business Education Association Conference, Baltimore, MD, March 2018

**“Come Inside the Adobe Hut,”** Southern Business Education Association Conference, Savannah, GA, October 2017

**“Number Crunchin’ with QuickBooks,”** Southern Business Education Association Conference, Myrtle Beach, SC, October 2016

**“Cool Technology Tools for the Classroom,”** Southern Business Education Association Conference, Myrtle Beach, SC, October 2016

**“Desktoppin’ (& More) with Adobe,”** Southern Business Education Association Conference, Myrtle Beach, SC, October 2016

**“Cool Technology Tools for the Classroom,”** Louisiana Association of Business Educators State Conference, Lake Charles, LA, March 2016

**PROFESSIONAL ASSOCIATIONS & POSITIONS HELD**

* Accreditation Council for Business Schools and Programs (ACBSP)
	+ Region 6 Chair-Elect, 2022-23
	+ Region 6 Secretary, 2021-22
	+ Champion for SOWELA School of Business and Applied Technology business programs accreditation 2020-21
* Southern Business Education Association (SBEA)
	+ Immediate Past President, 2022
	+ President, 2020-22
	+ President-Elect, 2019
	+ Secretary, 2018
	+ Louisiana Membership Director, 2016-19
	+ Legislative Committee, 2016-19
* National Business Education Association (NBEA)
	+ Chapter Reviewer for “Effective Methods for Teaching Business Related Topics During and Post Crisis”, June 2022
	+ Curriculum Standards Committee, 2021-22
	+ Moderator, Roundtable, Annual Convention 2021
	+ Awards Administrative Committee Chair, 2020-21
	+ Awards Administrative Committee, 2019-21
	+ Convention Committee, 2020-21
* Louisiana Association of Business Educators (LABE)
	+ Past President, 2018-19
	+ President, 2017-18
	+ Vice President & Conference Chair, 2016-17
	+ Reporter/Historian/Webmaster, 2015-17
	+ Representative to NBEA/SBEA, 2016-20
* Policies Commission on Business and Economic Education (PCBEE) – ACTE-Business Education Division Representative, 2015-2018
* National Association of Colleges and Employers (NACE)
* Louisiana Community and Technical College System Cloud Computing Peer Group
* Louisiana Phi Beta Lambda Board of Directors
* Council for International Business Education (CIBE)
* Association for Business and Teaching Research (ABTR)
* Association for Career and Technical Education Research (ACTER)
* Association for Career and Technical Education (ACTE)
* Teachers of Accounting at Two-Year Colleges (TACTYC)
* Louisiana Association for Career and Technical Education (LACTE)
* Association for Business Communication (ABC)
* Association for Business Information Systems (ABIS)
* Omicron Tau Theta (OTT)
* Kappa Delta Pi, Alpha Phi chapter, Auburn University
* The Gamma Beta Phi Society, Auburn University
* Auburn Alumni Association
* School Board Member, First Baptist Christian Academy, Moss Bluff, LA, 2018 – 21

**CAMPUS SERVICE**

* SACSCOC Work Group
* Champion, ACBSP Accreditation Committee
* Faculty Compensation Committee
* Strategic Enrollment Management Committee
* Enrollment Management and Student Affairs Advisory Committee
* Academic Calendar Committee
* Endowed Professorship Selection Committee
* Executive Director of Information Technology Selection Committee
* Executive Director of Facilities Management Selection Committee
* Tuition and Fee Appeals Committee
* Academic Advisory Council
* Advisor – Phi Beta Lambda (PBL)
* Library Advisory Committee
* Instructor Workshop Planning Committee
* Rank and Promotion Ceremony Committee
* Chair, School of Business and Applied Technology Instructor Selection Committee
* Research Student Symposium 2021 Faculty Judge, Auburn University

**Learning management systems**

* Proficient in
	+ Canvas
	+ Moodle
	+ Blackboard