

Karen May

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Education

MS IN ADULT AND POSTSECONDARY EDUCATION | MAY, 2004 | CAPELLA UNIVERSITY (ONLINE)

- Major: Adult and Postsecondary Education
- Minor: Technology
- Related coursework: Database Analysis, Web Authoring including PHP

BS IN BUSINESS AND EDUCATION | MAY, 1976 | UNIVERSITY OF MARY HARDIN-BAYLOR, BELTON, TEXAS

Major: Business and Education

Other graduate work:

MS IN INFORMATION SYSTEMS | 2013-2014 | TARLETON STATE UNIVERSITY, STEPHENVILLE, TEXAS (12 hours)

- Major: Information Systems
- Related coursework: 12 hours (E-Commerce, Advanced Photoshop, Managing Information Systems, Systems Analysis for Business)

MS IN EDUCATIONAL PSYCHOLOGY | JUNE, 1977-MAY 1987-INCOMPLETE | TEXAS A&I UNIVERSITY, TARLETON UNIVERSITY, UNIVERSITY OF MARYLAND--OVERSEAS

- Major: Secondary Education and Educational Psychology
- Related coursework: Secondary Methods of Education, Educational Psychology (21 hours)

Experience

MASTER REVIEWER | QUALITY MATTERS | MAY 2014 - CURRENT

- Lead reviews for Quality Matters nationwide
- 8 Courses Reviewed and met
- Over 30 courses reviewed nation-wide

ADJUNCT INSTRUCTOR HENDERSON STATE UNIVERSITY | ARKADELPHIA, ARKANSAS | JANUARY 2015 - CURRENT

- Design and teach online courses in desktop publishing and word processing

ADJUNCT INSTRUCTOR| LONE STAR COLLEGE - MONTGOMERY | JANUARY 2006 - 2016

- Teach and develop online courses in Keyboarding, Databases, Business English, and Spreadsheets

ADJUNCT INSTRUCTOR| NEW MEXICO STATE UNIVERSITY | JANUARY 2014 - CURRENT

- Teach and develop online courses in Personal Finance, Accounting, Managing Money, Computer Literacy, Business Math, Records Management; Serve on the Quality Matters Review team

DIVISION/ASSISTANT DIVISION CHAIR | BLINN COLLEGE | JANUARY 2001 - MAY 2014(retired)

- Division Chair for Business, 2012-2014
- Assistant Division Chair for Business, 2007-2012
- Taught 11 courses in Administrative Assistant, Accounting, and Business

- Program Coordinator for Information Management (2004-1014)
- Program Coordinator for Federal Women's Prison System (2011-2014)
- Established Digital Publishing certificate and degree program and Health Information Technology degree
- Served on numerous councils and committees: Grade Appeals Committee, Council of Division Chairs (Secretary), Assessment Council (Facilitator for 3 years), Distance Education Advisory Committee, Curriculum Council (Secretary), Technology Committee, Distance Education Standards Committee, Faculty Development Committee, Steering Committee for Center for Teaching and Learning, Advisory Member for Community Education

TEACHER | KILLEEN ISD | JUNE, 1978 – JUNE, 1979 THEN JANUARY 1983 - DECEMBER, 2001)

- Taught all courses in high school curriculum
- Advised Future Business Leaders of America with sponsoring of 4 vice-presidents and 1 president for the state
- Coached UIL Microcomputer Applications and Accounting

INSTRUCTOR | CENTRAL TEXAS COLLEGE | JUNE, 1983 – MAY, 1987)

Taught night courses Office Administration department

MASTER TEACHER | TEMPLE UNIVERSITY—OVERSEAS | SEPTEMBER, 1980 – FEBRUARY, 1983)

- Taught basic skills courses for the military using individual education plans
- Taught contract courses for the military in keyboarding, personal finance, and communication skills

INSTRUCTOR | INTERNATIONAL BUSINESS COLLEGE, EL PASO, TEXAS | JUNE, 1979 – SEPTEMBER, 1980)

- Taught shorthand, typing, legal terminology, and other courses as needed
- Lead the night college in Office Administration

TEACHER | FREER HIGH SCHOOL, FREER, TEXAS | JUNE, 1976 – MAY, 1978)

- Taught accounting, typing, shorthand for one year
- Started a Vocational Office Education program
- Advised cheerleaders and pep squad

Professional Memberships and Awards

NEW MEXICO STATE UNIVERSITY – ALAMOGORDO

- 2017 Adjunct Instructor of the Year

TEXAS BUSINESS AND TECHNOLOGY EDUCATORS ASSOCIATION | JANUARY, 1976 - CURRENT

- Secondary Teacher of the Year for Region 6, 1995 and 1998
- Post-Secondary Teacher of the Year for Texas, 2008 and 2012
- Offices held: Post-Secondary Vice President (2010 -2011 and 2014), President (2012, 2015), Webmaster for 14 years

MOUNTAIN-PLAINS BUSINESS EDUCATION ASSOCIATION

- President, 2015-2016
- Share-An-Idea Award Winner, 2013
- Secretary, 2012-2015
- Conference Coordinator for Texas hosted conference, Summer, 2014

NATIONAL BUSINESS EDUCATION ASSOCIATION

- National Post-Secondary Business Educator of the Year, 2013
- Webinar Presenter, Office 2013
- Technology Committee Chair, current
- Strategic Planning committee member 2012-2015
- Task Force member for Business Partnerships, current
- National Conference Technology Sessions, Coordinator

TEXAS COMMUNITY COLLEGE TEACHERS ASSOCIATION

Member, 2001 - 2014

Presentations and Writing**TEXTBOOKS**

- Technical Reviewer for Office 2016, McGraw-Hill
- Digital Media, Cengage Learning, 2012, 3rd edition
- Digital Multimedia and Digital Desktop Publishing, 2009
- Business Image and Multimedia Management, 2004
- Adventure Fitness, Cengage Learning, 2006
- Author for Pearson Publishing on Windows 8 and IE11
- Editor for lecture series on the Go! Series, Pearson Publishing
- Editor for Randy Novell, McGraw-Hill Publishing

GRANT WRITING

- Awarded 9 grants to write curriculum frameworks for Texas High Schools, including presentation of the materials each summer at the Business Summer Conference
 - Desktop Publishing, Accounting I, Accounting II, Business Image & Multimedia Management, Databases, Keyboarding, Advanced Word Processing, Business English, Business Math

PRESENTATIONS

- Quality Matters Conference, 2015 and 2016
- NBEA, Hands-on Sessions on Adobe PDF, PowerPoint add-ins, Video Conferencing, 2015-2016
- TBTEA Cluster Conference, Lunch Speaker on Windows 10, November 2015
- Quality Matters Conference, San Antonio, Engaging Activities and Building a Community for Review, October/November, 2015
- Career and Technology Summer Conference, Windows 10, July 2015
- MPBEA, Windows 10, June 2015
- NBEA, Building Engaging Online Courses, March 2015
- TBTEA Cluster Conference, Lunch Speaker on Windows 8, November, 2013
- Career and Technology Summer Conference, Office 2013, ePortfolios, July, 2013
- NISOD, ePortfolios, July, 2013
- TCCTA, Office 2013, Spring, 2013
- TBTEA Cluster Conference, Office 2013, Using QR Codes, November, 2012
- MPBEA, ePortfolios, June, 2012
- NBEA, Access 2010—hands-on, April, 2012
- TBTEA Cluster Conference, Access 2010, November 2011
- Career and Technology Summer Conference, Photoshop and Illustrator activities, July 2011

- NBEA, Access 2010—hands-on, April 2011
- Various other presentations in previous years