

Pamela A. Braden

Curriculum Vitae

Business Addresses:

West Virginia University at Parkersburg
Jackson County Center: 105 Academy Drive, Ripley, WV 25271
Parkersburg campus: 300 Campus Drive, Parkersburg, WV 26101
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Employment History:

Current position:

West Virginia University at Parkersburg:

Director, Jackson County Center 1982- present; Professor of Business; 1994-present, 1998-present Regents Bachelor of Arts campus coordinator.

Promotions in Academic Rank:

Associate Professor, 1988-94; Assistant Professor, 1983-88; Instructor, 1979-83.

Administrative Duties as Director, Jackson County Center:

Responsible for leadership and management of off-campus college satellite center in Ripley, WV, with more than 850 headcount students and more than 450 full-time equivalency enrollment.

Areas of responsibility include:

Facilities planning and management including ADA compliance,

- Budgeting,
- Managing business office functions,
- Recommending faculty decisions for more than 100 course sections each semester,
- Scheduling and planning courses and sequencing,
- Recruiting and enrollment management,
- Overseeing student services, student life, and student activities,
- Academic advising for all business students at JCC.
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Current courses (actively taught within the last 4 years):

Business Policy/Strategic Planning	Principles of Marketing
Principles of Management	Essentials of Leadership
Marketing Research	Organizational Behavior
International Business	Business Communications
Windows XP & MS Office XP software	Introduction to Business
Portfolio Development Seminar	Marketing Management
Service Learning Course in Leadership	Cooperative Education placements

Previous courses taught during tenure at WVU-Parkersburg:

Administrative Office Management	Keyboarding (3 levels)
Gregg Shorthand (4 levels)	Business Math
Office Accounting	Word Processing & Office Automation
Records Management	Secretarial Office Procedures

Software courses: MS Word, Word Perfect, Lotus' Ami Pro, DecMate

Regents Bachelor of Arts Degree Program Coordination

The Regents Bachelor of Arts (RBA) degree is a non-traditional degree that is designed for adult students who have not previously completed a bachelor's degree. It allows for adult to write a portfolio to petition credits for experiential learning in addition to packaging previous credits earned from accredited colleges.

- Provide institutional coordinator for RBA program with West Virginia University deans and administrators in Morgantown, WV.
- Provide transcript evaluation and academic advising for more than 700 RBA majors at both Parkersburg and JCC campuses.
- Oversee institutional RBA Advisory Committee consisting of one faculty member from each academic division.
- Provide assistance and training for students who submit portfolios to WVU Morgantown.
- Provide all recruiting efforts for RBA program, including development of web site, program handbook, periodic newsletters, and online portfolio handbook.

Previous positions:

West Virginia University Charleston Division Medical Center - 1978-79.

Administrative Assistant to the Dean of the Medical Center.

West Virginia Career College, Huntington, WV - 1978. Business Teacher.

WVU Parkersburg Institution-Wide Councils and Committees:

Serve on the following WVU at Parkersburg **college-wide committees** and work groups:

President's Cabinet

Academic Planning Council

Academic Council

North Central Association Self-Study Steering Committee

Technology Users Committee

Freshman Placement Standards Implementation Committee

Quality Improvement Committee

College-Going Rate Task Force

Enrollment Management Task Force

College-Wide Curriculum Committee (1999-2002)

Jackson County Center Committees:

Gear Up for Success (GUS) Program Planning and Implementation Committee

Strategic Planning Committee

Academic Preparation:

Post-graduate work:

West Virginia University: Completed course work for educational doctorate (Ed.D.) in Higher Education Administration with Business Administration minor.

Graduate degree:

Marshall University: Master of Arts in Business Education, graduated August 1982.

Undergraduate degree:

Marshall University: Bachelor of Arts in Business Education Comprehensive, graduated December 1977.

Professional Affiliations:

- American Association of Women in Community and Junior Colleges. Member 1986-present.
- Phi Delta Kappa (educational honorary). Initiated 1988.
- West Virginia Community College Association. Member, 1979 - present. Board of Directors, 1995-96; 1990-91, Chair, Marketing Committee, 1995-1998.
- Delta Kappa Gamma (teacher's honorary), 1993-96.
- Sigma Beta Delta, National Honor Society in Business, Management, and Administration. 1996-present.
- National Society for Experiential Education. 1998-present.

Professional Development:

Following are examples of recent workshops, in-services, or seminars attended to grow as a professional and in specific fields of expertise:

- Character Counts Workshop, WVU Parkersburg, October 2002.
- "Making E-Learning Accessible for the Disabled: Technology Accessibility Standards" October 2002.
- Branch Campus Administrators' Conference, Sarasota, Florida, June 2002.
- Adult Recruiting Seminar, Charleston, WV, sponsored by WV Higher Education Policy Commission, May 2002.
- Appalachian Regional Commission Conference on Leadership, Paintsville, Kentucky, November 2001. Steven Covey, primary speaker.
- Oracle Training Workshop on Mountaineer Administrative Processes (MAP), Fall 2001.
- GroupWise training workshops, Fall 2001.
- Grievance Mediation Training Workshop at WVU Parkersburg, Fall 2001.
- A Primer on Service-Learning sponsored by West Virginia University and West Virginia Campus Compact. November 2001.
- Service Learning Conference, South Charleston, WV, June 2001.
- Experiential Education Conference. Norfolk, VA. October 21-24, 1998.
- Leadership West Virginia. Year-long professional development program. 1997.
- Great Teachers Seminar. North Bend State Park, Cairo, WV. June 1996.
- Center for Entrepreneurial Studies and Development, Inc. (CESD).
 - Certified as a CESD trainer.
 - "Train the Trainer." 1996.
 - Facilitator training. 1995.
 - Total quality management. 1994.
- WV Governor Gaston Caperton's "Inspire" and Center for Quality Government programs. As WVU-P's representative, attended various workshops and seminars.
 - Senior Management Symposia. (Various sessions 1994-present.)
 - Dale Carnegie training.
 - Total Quality Management training.
- The College Board's "Attracting and Keeping Adult Students: Retention Strategies that Work." Boston, MA, March 1996.
- Fred Pryor "Project Management" seminar, November 1995.
- Distance Learning Conference, Baltimore, MD, September 1994.
- Appalachian Regional Commission leadership training:
 - Leadership and Management Program, Birmingham, AL, 1995.
 - Center for Creative Leadership's leadership training, Charleston, WV, 1995.
 - Leadership and Management Program, Roanoke, VA, 1994.

- University of Kentucky Community College System "Teaching and Learning Conferences," Ashland, KY. 1993, 1994, 1995.

Special Recognition and Awards:

- Selected to participate in *Leadership West Virginia* program, 1997. 50 professionals from around the state are chosen each year for participation.
- Selected as WVU-Parkersburg's honoree for West Virginia Community College Association special service recognition, 1995.
- Listed in American Biographical Institute's:
 - Who's Who Among America's Teachers 1994.
 - Who's Who of the Year 1994.
 - Woman of the Year 1993.
 - Who's Who Registry of Rising Young Americans 1993.
 - Outstanding Woman of the Year 1983.
- *Hugh O'Brian Youth Foundation*
 - Selected to be a counselor at World Leadership Congress (formerly International Leadership Seminar).
 - Pittsburgh, PA. July-August 1992.
 - St. Paul - Minneapolis, MN. July-August 1990.
 - Selected as an "outstanding state chairman" for 1991, 1992, and 1993 seminar years (one of only 8 selected from 90 program chairs in the country.)
- Selected to attend "Leaders of the 80s" Leadership Development Program sponsored by American Association of Women in Community and Junior Colleges. 1986.

Examples of Service to State and Local Educational Community:

- **Leadership Jackson County Project.** Secured grant from WV Development Office and Appalachian Regional Commission to provide tuition and books for students to serve as interns at various county agencies, including WVU Extension Service, Habitat for Humanity, WV Works (WV Department of Health and Human Services), and Jackson County Development Authority.
- **Jackson County TeleTechnology Community Forum** – Jackson County TeleVillage Initiative. Co-chaired the events (1997 and 1998) for Technology Fair during which free workshops were provided to the public to learn about computers, software, and the Internet.
- Serve on **Jackson County School to Work Partnership Group** (Tech Prep).
- Served on **Technical Assistance Team for Jackson County High Schools that Work** program, Fall 2001.
- Served on Board of Directors for **WV Training Network**, Region 2. Coordinate training and development needs assessment and delivery systems for business and industry among 7-county region in West Virginia.
- Served as program evaluator for Jackson County Schools' **"Even Start" program**. Program is designed to assist single parents complete their GED and learn parenting skills.
- Serve on county-wide teams for Jackson and Roane Counties' **School to Work** grant programs, 1996-97.
- Served as member of **Vocational Evaluation Teams** for Federal Perkins Act Compliance for West Virginia Higher Education Central Office, Assistant Chancellor for Community Colleges:
 - West Virginia University Institute of Technology
 - Marshall University
 - West Virginia Northern Community College

- Bluefield State College
- Served as member of regional committee to develop a **"One-Stop Shop"** employment center for unemployed and under-employed citizens.
- Served as member of regional Technical Assistance Team for **"Schools That Work"** programs at Jackson and Roane Counties' Boards of Education.
- Served as Graduation speaker for **Jackson County G.E.D.** program completers 1994 and 1997.
- Served as Jackson County **Read-Aloud** Program volunteer, 1991-93.
- Served as community representative on Ripley High School's **"School Improvement Council,"** 1993-94.

Examples of Community and Economic Development Service:

Polymer Alliance Zone, Inc. (PAZ). Regional non-profit economic development corporation designed to assist new and existing polymer-related businesses to bring business to Jackson, Mason, and Wood Counties.
 Board of Directors, Secretary, 1996-present.
 Participated in Marketing Committee's trade show, National Plastics Expo, June 2000.
 Coordinated annual meetings and annual reports 1997-1999.
 Assisted with development of PAZ web site.
 Attended VIP Awareness Tour events.

Leadership West Virginia. Coordinated programming for Education weekend for Class of 2001 at Olgebay Resort in Wheeling, WV. Presented the final seminar on the value of education. Assisted with programming for Education session in Clarksburg, WV, for Class of 2002.

Jackson General Hospital Foundation, Inc. Serve on Board of Directors, 1999-present.

Jackson County Global Electronic Village Committee. Coordinated by Jackson County Development Authority. 1996-present. Assisted in development of county-wide web page.

American Heart Association Southwest Region, OH-WV Affiliate. President 1997-98.
 President-elect, 1996-97. Served as celebrity waiter at "Celebrity Celebration for Heart" fund raiser, 1996.

Jackson General Hospital Wellness Council. 1994-96.

Rural Development Initiative. Coordinated by Jackson County Development Authority. 1996-97.

Jackson County Chamber of Commerce, member since 1994; Treasurer, 1996-97.

Pilot Club of Jackson County, member since 1994; Recording Secretary, 1996-97.

General Federation of Women's Clubs (GFWC).

Woman's Club of Ripley, member since 1992; President, 1996-98.

GFWC West Virginia (state organization), Western District Membership Team Representative, 1996-98. Western District Education Chairman, 1996-98.

Previous Board and Community-Service Leadership Positions:

Jackson County Commission's Planning Commission. Secretary, 1995-96.

West Virginia Hugh O'Brian Youth Foundation (HOBY) - Leadership Seminar for high school sophomores. Corporate President, 1992-94. Corporate Treasurer, 1989-92. State Seminar Chair, 1989-1992. Selected as outstanding chair for program years 1990, 1991, 1992 (eight chairs were selected from 90 seminars across the country).

General Federation of Women's Clubs.

GFWC Junior Woman's Club of Ripley, member, 1980-1992. Club president, 1985-86, 1983-84; various other leadership positions at local club level.

State-level positions: *Clubwoman* (state-wide magazine) editor, 1984-86, 1986-88; Western District Director, 1988-90; Recording Secretary, 1990-92.

Professional Development of Others:

Regularly conduct workshops, in-service presentations, and seminars on various topics including management, job search skills, and change management. These have been conducted throughout the state for agencies and organizations (all non-paid), including the following:

Conducted book review for WVU Parkersburg's Center for Teaching Innovation, October 2002.

Conducted an in-service workshop on Team Building and Putting Students First at the Barboursville School for all faculty and staff - March 1992.

Conducted orientation to college workshops for Transitions Class from Jackson and Roane Counties (various dates 1993-96).

Conducted in-service training for office and clerical employees for state-wide WV Health and Human Services Department (various dates 1993-96).