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# *Lonetta M. Oliver*

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## **EDUCATION**

- Doctor of Philosophy in English, Saint Louis University.  
Major Studies: Rhetoric & Composition, African American and Post-Colonial Literature  
**Dec 2014**
- Master of Arts in English, Saint Louis University  
**May 2005**
- Bachelor of Arts in English, Southern Illinois University Edwardsville.  
Minor in Women's Studies  
**May 2000**

## **LEADERSHIP EXPERIENCE**

- **Lead Life Coach, The Excel Center St. Louis** **May 2018-Present**  
Manage Life Coach team for St. Louis center. Development of strategic plan for short- and long-term success of graduates. Design and implement recruitment and retention plans for prospective, new and continuing students. Collaborate with external agencies to secure student services beyond the scope of Goodwill's mission, including mental health services, housing, food security, and job/professional training. Collaborate with area community colleges and trade schools to develop dual-enrollment plans and prepare students for professional certification and/or higher education. Develop and facilitate professional development for Life Coaches and faculty related to Adult Education/Andragogy.
- **Director of English and Literature, American Public Univ Jun 2017-Sept 2018**  
Curriculum assessment of English and literature courses, faculty evaluations, student/faculty mediation, and monitoring of faculty course update activity. Ensuring 508 and copyright compliance with course materials. Updating faculty course files and verifying qualifications using Digital Measures. Developing course descriptions, program outcomes and assessments for new Business & Technical Graduate Program. Teaching 150 students per year utilizing Sakai learning system.
- **Interim Faculty Director English and Literature, APUS** **Dec 2017-Sept 2018**  
Managing 45 full-time and 150+ part-time body of faculty. Faculty evaluations, student/faculty mediation, monitoring of faculty course productivity and student engagement. Updating faculty course files and verifying qualifications using Digital Measures. Teaching 150 students per year utilizing Sakai learning system.
- **Interim Districtwide Professional Development Coordinator, STLCC 2016-2017**  
Coordinate year-long New Faculty Orientation Program for new faculty hired across the district. Develop materials and facilitate sessions for the program while collaborating with coordinators from the four campuses and district supervisors, managers and administrators. Work with NEA representatives to redefine campus coordinator roles, district support, and the use of CTL's for faculty development.

- **Campus Coordinator—Center for Teaching and Learning, STLCC 2013-2017**  
Research and support professional development and training opportunities for faculty and staff. Create and coordinate opportunities for mentoring and faculty development utilizing campus budget.
- **Chair-English Department, St. Louis Community College—FV, 2011-2014**  
Prepared semester/annual schedules for English courses. Coordinated/attended monthly chairs' meetings, designed and delivered information during monthly faculty meetings, attended campus meetings, evaluated full-time faculty every three years, and served as district-wide representative for faculty from our campus. Served regularly on hiring committees, hired part-time faculty, mediated faculty/student conflicts, and maintained up-to-date human resources information. Managed department budget, approved Foreign Languages schedules and budget, and participated in Liberal Arts division budget development. Management of operating budget for programs within the department. Supported student success through advising for programs.
- **NADE Coordinator, STLCC English Department 2009-2012**  
NADE (National Association of Developmental Education) was our district-wide English department assessment tool from Fall of 2008 through Spring of 2012. Served on developmental education hiring committees and district-wide developmental education curriculum committees. Wrote and presented bi-annual assessment reports to VPAA and district-wide assessment committees. Organized English department Developmental Education Retreat (Fall 2009) and worked with other faculty and department chairs to make changes to developmental course schedules.
- **Cluster Training Manager, FedEx Office and Print Center, 2001-2006**  
Served as training manager for an eight location cluster of centers in the St. Louis area. Organized training sessions, conducted performance reviews, prepared profit and budget statements, and supervised human resources personnel for five standard-sized and three satellite locations.

## TEACHING EXPERIENCE

- **Adjunct English Faculty, Maryville University January 2020-Present**  
Teach Introductory- and Advanced-Level college composition, including Writing Across the Disciplines, utilizing Canvas. Teach online, prepare syllabi and lesson plans, evaluate student work, and hold virtual office hours.
- **Adjunct English Faculty, St. Louis Community College Aug 2019-Present**  
Prepare syllabi and lesson plans, select textbooks, facilitate classroom discussions, evaluate papers, conference with students, and hold office hours. Teach multiple levels of composition (Introduction to College Composition, Composition 101 & 102) and literature (Poetry & Plays, Major Black Writers, Literature of American Minorities, Literature of the African Diaspora, Women in Literature) online and face-to-face at Florissant Valley campus.
- **Lead Life Coach, The Excel Center St. Louis May 2018-Present**  
Design and teach Study Skills, Introduction to Technology, and Senior Seminar to assist students with completion of graduation requirements. Create graduation plans and evaluate student transcripts to assess timelines for graduation and certification.
- **English and Literature, American Public Univ Jun 2017-Sept 2018**  
Taught Developmental English, College Composition (101 & 110), English/Composition 102, Business & Technical Writing, African American Literature, African Literature, Women's Literature for program. Teaching 150 students per year utilizing Sakai learning system.

- **Associate Professor of English, St. Louis Comm Coll** **Aug 2008-May 2017**  
Prepared syllabi and lesson plans, selected textbooks, facilitated classroom discussions, evaluated papers, conference with students, and held office hours. Taught multiple levels of composition (Introduction to College Composition, Composition 101 & 102) and literature (Poetry & Plays, Major Black Writers, Literature of American Minorities, Literature of the African Diaspora, Women in Literature) online and face-to-face at Florissant Valley as well as on-site at area high schools. Current research and academic writing focuses on the novels of Junot Diaz. Teach Smart Start (STR 050) and have taught sections of College Orientation (COL 020). Taught ACT preparatory courses in English and Science for the college's Continuing Education program.
- **Full-Time Writing Instructor, St. Charles Comm Coll** **Aug 2006-Aug 2008**  
Prepared syllabi and lesson plans, selected textbooks, facilitated classroom discussions, evaluated papers, conferenced with students, and held office hours. Taught load of five courses plus one overload course each semester.
- **Adjunct Instructor, Southwestern Illinois College** **Jan 2006-Aug 2010**  
Prepared syllabi and lesson plans, selected textbooks, facilitated classroom discussions, evaluated papers, conferenced with students, and held office hours. Taught multiple courses at Belleville, Granite City and East St. Louis campuses.
- **English/African American Studies, Saint Louis Univ** **Aug 2007-Dec 2010**  
Prepared syllabi and lesson plans, selected textbooks, facilitated classroom discussions, evaluated papers, conferenced with students, and held office hours.  
Courses: Literature of the African Diaspora, Advanced Techniques of Rhetoric and Research, and 20<sup>th</sup> and 21<sup>st</sup> Century African American Literature
- **Adjunct Instructor/Graduate Assistant, Saint Louis Univ** **Aug 2000-May 2007**  
Prepared syllabi and lesson plans, selected textbooks, facilitated classroom discussions, evaluated papers, conferenced with students, and held office hours.  
Courses: The Process of Composition, Advanced Techniques of Rhetoric and Research, and Introduction to Literary Studies

## **LEADERSHIP TRAINING**

- STLCC Chancellor's Leadership Academy—Spring 2013
- Dr. Carolyn Grubbs Williams Leadership Development Institute for African American Mid-Level Administrators—Fall 2012
- FedEx Management Training-Memphis, TN-February—March 2004

## **BUDGETING EXPERIENCE**

- Managed 1.3 million dollar operating budget for English & Literature Program (APUS)
- Managed coordinator portion of \$40,000 annual campus professional development budget and collaborate with other campus coordinators to manage \$1.6 million district budget
- Managed \$1.1 million in salary and supply budget as English department chair
- Managed \$4.6 million revenue stream to support salaries, supplies, training and facilities for eight location cluster of FedEx (Kinko's) Office and Print Centers

## **FUNDRAISING EXPERIENCE**

- Requested and managed resources donated by community partners for Women Helping Women program  
2015-2017

- Proposed, coordinated and collected initial funds for Dr. Joseph B. Worth Memorial Scholarship for Student Leaders 2015-2017
- As newly elected committee chair, revisited strategies for securing funds for Emerging Scholars, a Florissant Valley-initiated scholarship program that celebrates students who begin in developmental education and excel. Increased scholarship contributions by 40% the next academic year 2013-2017
- Proposed, coordinated and raised initial funds for Alpha Mu Gamma Foreign Language Honor Society chapter at Florissant Valley and supported membership of five initial participants 2013

## **CURRICULUM DESIGN/ASSESSMENT**

- Developed Freshman and Senior Seminar courses to acclimate adults to school and professionalism
- Served on district-wide faculty evaluation committee and work on district committee in preparation for 2018 HLC accreditation visits (STLCC and APUS)
- Served on district-wide assessment committees for developmental and transfer-level courses
- Developed curriculum and session materials for campus soft skills seminar series, *Women Helping Women*; created assessment tools for the program for the purpose of continuous quality improvement
- Designed and delivered faculty development seminars focused on microaggressions and micro-affirmations in the classroom
- Designed and delivered professional development sessions for high school CTE faculty, “Writing for the Workplace: Preparing Students to Write for Employment”
- Wrote proposals and curriculum for two accepted placement examination boot camps. One was implemented at the Forest Park campus summer 2013. The other was implemented in summer 2016 at Florissant Valley.
- Served on ACE (*Advance 2 Courses in English*) committee and instruct in program
- Designed and currently utilizing online instructional modules in a “flipped” format (YouTube) for ACE courses
- Served on district-wide DERT (Developmental Education Redesign Team) English committee
- Worked with Smart Start designers to organize, assess and update course activities and objectives
- Researched and implemented English department assessment tools while serving as NADE Coordinator
- Designed and implemented “Writing in the Workplace” series for FedEx Office and Print Centers’ employees as part of mandatory employee skills audit
- Teach in several writing areas including developmental English, 100-200 level composition courses, 100-200 level literature courses, African American and Post-colonial literature, and Business/Technical writing
- Use computer-aided instruction and student collaborative multimedia projects to initiate the merging of writing and technology in the classroom
- Utilize available course management systems to enhance instruction and improve communication with students
- Interested in several research areas including 19<sup>th</sup> century Liberation Narratives, Federal Works Project (1929-1935), and the major works of James Baldwin

## **COLLABORATIVE/COMMITTEE WORK**

- Researched, developed and implemented comprehensive study of national community college recruitment, retention and graduation rates project-2016
- Developed and coordinated *Women Helping Women*, a targeted soft-skills seminar series that helps build community while providing soft-skills trainings for students, faculty and staff-Fall 2015-Spring 2017
- Collaborated with Sociology and Human Services faculty to design faculty- and staff-development series focused on microaggressions and micro-affirmations in the classroom and in student services-2014-16
- Collaborated to develop and coordinate “30 in 30” program, a Student Affairs-to-Academic Affairs “cross-training” program that makes faculty familiar with college processes and general student experience-Fall 2013-present
- Developed and delivered Adjunct Faculty Certificate Program modules 2014-17
- Served on College Academic Council as campus representative 2012-14
- Presented at The League for Innovation Reaffirmation-Emerging Scholars-Fall 2012
- Served on Governance Council representing district English dept. 2010-12
- Serve students as Emerging Scholars Committee member 2010-2017
- Served on Martin Luther King Jr. Celebration committee 2012-2017
- Participated in Achieving the Dream Initiative representing FV English 2012
- Led sections of New Student Orientation Workshop for Campus Life 2012-16
- Volunteer as guest portfolio evaluator for Webster University’s Communications Management classes each semester-2010-Present
- Represented English Department at CONNECT from 2009-2011
- Interacted with instructors from different disciplines across the district to assess consistency of materials for Smart Start Student Orientation
- Collaborated with chemistry and biology faculty to develop writing assignments for WAC (Writing across the Curriculum) projects at SWIC-2007

## **MENTORING**

- Mentor four graduate students (two attending UMSL, two at SIUE) majoring in English/Rhetoric & Composition
- Mentor/tutor 12 area high school students ranging from 9<sup>th</sup> through 11<sup>th</sup> grade
- Mentored and coached adjunct faculty in areas of professional development, classroom management and instruction
- Mentored high school faculty in four school districts for dual-enrollment programs
- Created mentoring opportunities for full-time faculty at the Florissant Valley campus

## **ACCREDITATION**

- **Higher Learning Commission (HLC) Accreditor Training** Oct 2017
- **Member of STLCC HLC Open Pathways Accreditation Team** Aug 2014-May 2017
- **Member of STLCC AQUIP Team** 2011-2014

## **CONFERENCE/SYMPOSIUM ORGANIZATION AND PARTICIPATION**

- **Presenter: St. Louis School & Business Partnerships Conference Feb 2019**  
“The Excel Center: Missouri’s Adult High School”

- **Presenter: CAAR Biennial Conference, Malaga, Spain** **June 2017**  
“The Pieces I Left Behind: Disabled Bodies and Fractured Identities in the Novels of Junot Diaz”
- **Attendee: The Teaching Professor Conference, St. Louis, MO** **May 2017**  
Conference focusing on the professional development and training of teaching faculty in post-secondary institutions
- **Presenter: Critical Race Studies in Education Association** **May 2017**  
“Writing for Change: Creating Meaningful Freshman Composition Assignments [for Students at a Ferguson, MO campus] in the Wake of Michael Brown’s Death”
- **Presenter: Midwest Modern Language Association, St. Louis, MO** **Nov 2016**  
Panel: “Border Naming: The Tensions Surrounding Black Identification in African American Literature” Title: The Pieces I Left Behind: Disabled Bodies and Fractured Identities in Junot Diaz’s *The Brief Wondrous Life of Oscar Wao*
- **Presenter: St. Louis Community College District Student Affairs** **Oct 2016** “Leading Change” Designed and presented full-day retreat for Student Affairs departments that focused on customer service, emotional intelligence, recognizing our strengths, and effective utilization of resources
- **Attendee: UMSL’s Transgender Spectrum Conference—2014-18**  
Annual conference sponsored by the University of Missouri St. Louis to foster education and acceptance of students on the gender spectrum
- **Attendee: UMSL’s Focus on Teaching & Technology Conference—2014-17**  
Annual conference held at the University of Missouri St. Louis
- **Attendee: M2C3 Working Group, San Diego, CA—June 2016**  
Minority Male Community College Consortium working group. Attended to assist STLCC with becoming an active member of the consortium and learn strategies to retain men of color at the community college
- **Attendee: REVEL by Pearson Training, St. Louis, MO—February 2016**  
Training symposium for Pearson software and services
- **Training: Mental Health First Aid—January 2016**  
Training by mental health professionals in de-escalation and crisis management with students and colleagues
- **Co-Chair/Event Organizer: Drawing FergUSon Together—Sep 2015** Campus events (conference and community fair) focusing on celebration of art and peace in Ferguson, MO. Collaboration with Chalk4Peace (John Aaron)
- **Attendee: The Teaching Professor Conference, Atlanta, GA—May 2015**  
Conference focusing on the professional development and training of teaching faculty in post-secondary institutions
- **Presenter: Women’s History Month Program, “Triple Threat: Women’s Acts of Resistance in African American Literature”—March 2015, Feb 2017** Discussion of acts of resistance to bondage and subjection in literature in honor of Women’s History Month
- **Developer/Planner: Women Helping Women Seminar Series—March 2015** Series designed to address emotional, economic, and professional development/mentoring needs for women students on our campus
- **Attendee: Pearson Literacy Symposium in Chicago, IL—February 2015** Reading and writing instructors from the Midwest meeting to discuss trends in developmental education and provide feedback on soon-to-be published texts
- **Organizer: African American Heritage Month Read-In—Feb 2015 & 2016**  
NCTE-sponsored events encouraging cultural literacy at all academic levels

- **Training: Safe Zones—September 2014** Multi-campus training focused on providing safe, engaging environments for students and community members who identify as LGBTQQA
- **Attendee: McGraw Hill Educators Forum in Phoenix, AZ—March 2014**  
Developmental writing instructors from around the country were selected to provide feedback on textbooks and online learning modules
- **Event Planner: “When Harlem was In Vogue”: An Interdisciplinary Journey—STLCC Florissant Valley—February 2014** Student-led, walk-through presentation of area-specific aspects of America’s *Harlem Renaissance*
- **Campus National Poetry Month Celebration—April 2012-Present** Coordinate campus celebrations by bringing in local, state and nationally-recognized poets and artists to connect with and inspire students.
- **Attendee: MCCA (Missouri Community College Association) Conference in St. Louis, MO—October 2013**
- **Attendee: AAMS-African American Male Scholar in the 21<sup>st</sup> Century—St. Louis University Center for Multicultural Studies Collaboration in Promoting Higher Education event—April 2012**
- **Event Planner: Arts & Education Council Annual Kick-off Events—April 2012-17**  
Collaborative effort between the Library and English Department for National Poetry Month to bring Missouri/regional artists to campus to present their published/recognized works to students
- **Event Planner: “Slavery in America”: An Interdisciplinary Journey—STLCC Florissant Valley—February 2012 and February 2013** Collaborative walk-through presentation of discipline-specific aspects of America’s *Peculiar Institution*
- **Panelist: Town & Gown Facilitated Classroom Discussions Series—Quincy University—February 2012** Collaborated as member of a panel of faculty, student support services staff and administrators to discuss issues of race in higher education
- **Attendee: MCCA (Missouri Community College Association) Conference in Joplin, MO—October 2011**
- **Attendee: NADE (National Association of Developmental Education)—March 2010**  
Annual conference on issues connected with the growing need for remediation at institutions of higher learning
- **Attendee: McGraw Hill Educators Forum in Phoenix, AZ—October 2009**  
Developmental writing instructors from around the country were selected to provide feedback on textbooks and online learning modules
- **Featured Speaker: SWIC Women’s Herstory Month Symposium—March 2007**  
Title/Subject: Revising History-Exploring the Credibility of the Written Record Regarding Slavery in the North.  
Read excerpts from conference paper: **“Misinterpreting the Signs: Slavery, Scarring, and Re-inscribing the Black Female Body in Sherley Anne Williams’ *Dessa Rose*”**

## PROFESSIONAL MEMBERSHIPS

- AACC-American Association of Community Colleges
- CAAR-Collegium of African American Research
- CEA-College English Association
- CCCC-Conference on College Composition and Communication
- CRSEA-Critical Race Studies in Education Association
- MCCA-Missouri Community College Association
- MMLA-Midwest Modern Language Association

- MNEA-Missouri National Education Association
- MRADE-Midwest Regional Association for Developmental Education
- NADE-National Association of Developmental Education
- NEA-National Education Association
- NCBAANational Council on Black American Affairs
- NCTE-National Council of Teachers of English
- STLSBP-St. Louis Schools & Business Partnerships

## MEDIA REPRESENTATION

- Mix 99.5-The Heart & Soul of St. Louis “Promotion of Excel Center” with Tossin’ Ted and morning crew—September 2018
- WGNU-920 “Community Conversations” interview with Wesley Bell, March 27, 2016
- Chalk4Peace, “Drawing FergUSon Together: A Vision of Peace” Documentary, John Aaron—September 18-19, 2015
- HEC-TV interview for “State of the Arts” in recognition of Eugene Redmond/National Poetry Month, April & July 2014

## PROGRAMS

- African American Heritage Programs/Speakers Series at STLCC-FV 2009-17
- National Poetry Month Programs/Speakers Series at STLCC-FV to encourage appreciation for the arts and connections with local artists (invitees include former Missouri Poet-Laureate David Clewell, Treasure Shields Redmond, E. St. Louis Poet-Laureate Eugene Redmond, former/first St. Louis Poet-Laureate Michael Castro, UMSL Professor Emerita Shirley LeFlore, and National Book Award winner for Poetry, Justin Phillip Reed) 2010-2017
- Women’s History Month Programs/Speakers Series at STLCC-FV (notable invitees include Rev. Traci Blackmon, Build-a-Bear founder Maxine Clark, and documentary filmmaker Deborah Draper) 2012-2017

## AWARDS

- Campus Innovation of the Year Award—“Women Helping Women” Soft Skills Development Seminar Program 2017
- The *Adria Award* for Women in Leadership—STLCC 2016

## VOLUNTEERISM

- Planning Committee Member St. Louis Public Library Black History Month Program “The Crisis in Black Education” 2016-17
- Planning Committee Member St. Louis Public Library Black History Month Program “Hallowed Grounds: Sites of African American Memory” 2015-16
- Board Member-Youth Development League of North St. Louis County 2015-17

## SKILLS

- Adobe Acrobat
- Banner
- Blackboard
- Canvas
- Microsoft Office Suite
- OATS (Online Applicant Tracking System)

- QM (Quality Matters) Certified
- Sakai
- Synergy