Malinda Boyd Butler, Ph.D.
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Education:

Doctor of Philosophy in Education **May 2007**
Mississippi State University *Starkville, MS*
GPA: 3.96/4.00, Dissertation Defense, December 6, 2006, "Teacher Candidates' Perceptions and Performance Abilities in Basic Computer Skills Using Selected National Educational Technology Standards."

Major: Instructional Systems and Workforce Development
Minor: Community College Leadership

Master of Science in Education **August 1978**
University of Mississippi *Oxford, MS*
GPA: 3.73/4.00.

Major: Science Education

Bachelor of Science **May 1972**
Alcorn State University *Lorman, MS*
GPA:2.84/4.00

Major: Biology

Experience:

Alcorn State University, Lorman, MS **June, 2011-present**
Chairperson, Department of Education & Psychology
Coordinate the planning and reporting cycles in accordance with state and university policies; Schedule classes, work collaborative with faculty to provide learning experiences for students; Analyze and interpret performance data regarding department outcomes; Coordinate faculty meeting and act as an advocate of the faculty with the Dean of the School of Education and Psychology; and provide support and feedback to faculty regarding local, state and national initiatives regarding accreditation.

Alcorn State University, Lorman, MS **June, 2010-2011**
Director of Institutional Effectiveness
Coordinated the University's institutional effectiveness assessment, planning, and reporting cycles in accordance with state and regional accreditations and quality standards. Work collaboratively with faculty and staff in the development, design, and implementation of assessment and program evaluation studies, policies, and procedures. Analyze and interpret institutional and environmental data and performance measurements to aid executive administrators and college staff in planning and decision-making; formulate analytical summaries, findings, and recommendations for action and further study. Determine priorities for studies, reviewing findings, and formulating new directions of analysis and reporting. Work collaboratively with subcommittees for the Assessment of Student Learning Outcomes on assessment activities related to student learning outcomes within the instructional divisions. Provide support, consultation and feedback, as appropriate, to administrative and educational support services departments on assessments, objectives, measurements, and action plans. Plan, organize, and conduct workshops, seminars, and other training development programs to assist faculty and staff in conducting and documenting effective and meaningful assessment activities. Under the direction of the Vice President of Academic affairs, coordinate and manage the University's response for the SACS Compliance Certification.

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Alcorn State University, Lorman, MS **August 2007-May 2010**
Assistant Professor: Department of Education and Psychology
Director/Coordinator Master of Arts in Teaching Program

- Advised students seeking the Alternate teaching route for the State of Mississippi through the University. Prepared, syllabi, lessons and delivered instructions to students in graduate level courses through the department.

Mississippi State University, Starkville, Mississippi **Summer 2006 -2011**
Lecturer: Department of Instructional Systems, Leadership, and Workforce Development.

- Facilitated hands-on application of Microsoft Office 2003 & 2007 Suite application software to students in Computer Applications in Education classes as they became familiar with the software through classroom assignments and projects.

- Coordinated the Internship in Technology for graduate level students. Supervise student throughout the internship in business and educational settings throughout nation.

- Presented lessons, and managed students as they designed and prepared web-based, compressed video, and live lesson projects using technology in Design and Evaluation of Technology Training classes using the WebCT e-learning system.

- Advised and managed students as they completed 20 hours of practicum experience in various school setting in Mississippi public schools.

- Served as a Facilitator for students using the correct procedure to document various classroom characteristics needed for an effective learning environment.

Mississippi State University, Starkville, Mississippi **May, 2004-2006**
Graduate Teaching Assistant: Department of Instructional Systems, Leadership, and Workforce Development.

- Assisted in the development of syllabi and activities for Microcomputer in Education. Senior Seminar, Presenting with Media, and Design and Evaluating Technology Training classes.

- Facilitated hands-on appliance of Microsoft Office 2003 Suite application software to more than 200 students in Computer Applications in Education classes as they became familiar with the software through classroom assignments and projects.

- Designed and delivered lessons that provided hands-on activities for undergraduate students to use multimedia applications to present instruction and information.

- Empowered 33 students in a Senior Seminar course to become job savvy by introducing them to job seeking skills such as completing a job search, establishing networks, resume and cover letter writing, the interview process, and business etiquette. Coordinated, monitored and supervised students in intern placements on Mississippi State University's campus.

- Design, and developed brochures for the Technology Teacher Education and the Information Technology Service Program in the Department.

- Designed and developed recruitment posters for the Technology Teacher Education Program and the Information Technology Services programs in the department.

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- Created and updated a database of Business Office Technology Instructors and the Business Technology Instructors for the State of Mississippi to use for recruitment in the department.

Claiborne County Vocational Complex, Port Gibson, Mississippi **August 1998 – May 2004**
Technology Applications Instructor:

- Coordinated training and to some degree developed modules which prepared students to become proficient in technology through Module based lessons which included computer aid manufacturing, programming robotic arms, programmable logic controller, electrical trainer, mechanical trainer, and computer numerical control, Microsoft Office Suite(Word, PowerPoint, Excel and Access), animation, Geographic Information Systems, and imaging application software programs.

- Prepared more than 150 students for 15 competitive events on the regional and state level of the Technology Student Association which resulted in 20% of the student placing 1st, 30% placing 2nd, and 15% placing 3rd on the regional and state and national levels in five years.

Alcorn State University, Lorman, Mississippi. **May 1989 –May 2004**
Adjunct Professor, Department of Chemistry and Physics.

- Taught physics, chemistry and physical science to student at the undergraduate level. Designed, and revised syllabi based on course objectives. Responsible for coordinating the laboratory component of the classes.

- Prepared reports for the appropriate divisions that monitored and summarized student's performances and progress.

Alcorn State University, Lorman, Mississippi **May 1989 –May 2004**
Adjunct Professor, Department of Education and Psychology

- Taught courses in Integrating Technology into the Curriculum to teacher candidates**.** Designed and revised courses syllabi. Designed protocols using a hands-on approach to introduce the teacher candidates to technology as a media for use in the classroom utilizing Microsoft Office's application software, designing and publishing Webpage, evaluating software, evaluating websites, and the use of e-learning tools such as blackboard.

- Prepared reports for the appropriate divisions that monitored and summarized student's performances and progress.

Southwest Mississippi Center for Educational Technology, Lorman, MS **August 1998-May 2002**
Technology Instructor

- Trained more that 300 in-service teachers from Claiborne, Wilkerson, Adams, Franklin, and Jefferson, and pre-service teacher, faculty and staff of Alcorn State University in the use of Microsoft Office Suites application software which resulted in individuals designing PowerPoint slides for presenting lesson, designing Web pages in Microsoft Word, and posting the Web pages to an on-line server.

- Developed lesson protocols for the training so that the individuals would have a hands-on application experience with technology.

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Claiborne County Vocational Complex, Port Gibson, MS. **August 1992 -May 1998**
Diversified Technology Instructor

- Designed and presented module based lessons in various technology application software which included programming robots, writing Computer Numerical Control programs, utilizing electrical, mechanical trainers and designing desktop publishing documents.

- Prepared over 140 students for competitive events on the regional, state and national level of Technology Student Association resulting in 20% of the students placing (1st-3rd) in 14 different competitive events on the regional, state and national levels.

Project HyperLeap. Hinds Community College, Raymond, MS **August 1997-May 1999**
Technology Trainer.

- Coordinated and facilitated Internet training with members of the Claiborne County community which included techniques for conducting Internet searches, use of e-mail, and design and posting WebPage using an FTP.

Claiborne County School District, Port Gibson, MS **October 1972-August 1992**
Secondary Science Instructor (Biology, Chemistry, Earth and Space Science, Human Anatomy and Physiology, Physics, and Physical Science)

- Developed units and daily lesson to accommodate multilevel learners with varying learning styles based on district and state level objectives.

- Performed demonstrations and coordinated laboratory exercises to reinforce concepts taught in the classroom.

- Assessed students' performances on local and state curriculum objectives.

Hinds Community College, Utica, MS **Summer 1991**
Biology Instructor

- Developed and implemented course syllabus

- Prepared lessons and instructed student in laboratory based general biology.

- Performed demonstrations and coordinated laboratory exercises to reinforce concepts taught in the classroom.

- Assessed the performances of students on objectives as outlined in course syllabus.

Grand Gulf Nuclear Plant, Port Gibson, MS **Summers 1986, 1987, 1988 & 1989**
Radio-Chemist (Total of approximately 1 year of Professional Experience in industry)

- Independently collected samples used in making laboratory determination of water quality parameters such as ph, iron content, oxygen level, and other various chemical components, from various plant environments to keep plant's systems operating in compliance with plant operating standards, and the Nuclear Regulator Commission and Environment Protection Agency standards. Prepared for analysis and analyzed samples taken from various plant systems that were part of the routine assessment of plants safety operation procedures. Used verbatim compliance in the analysis and reporting of findings. Independently administered the necessary system maintenance when systems were out of compliance.

- Completed daily analysis reports.

- Administered necessary system maintenance chemicals when necessary.

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University and College Teaching Experience

Summer 89- Spring 2004 — Department of Chemistry and Physics. Alcorn State University. Lorman, MS. Adjunct Instructor

Classes Taught:
- PY 216 General Physics Non Calculus
- PY 111 Physical Science
- PY 112 Physical Science
- CH 101-Introduction to Chemistry
- CH 121 General Chemistry
- CH 122 General Chemistry

Fall 1999-2004 — Adjunct Instructor, Department of Education and Psychology. Alcorn State University, Lorman, MS

Classes Taught:
- ED 319 Computer Applications in Education
- ED 429 Integrating Technology into the Curriculum

Fall-2007- Present — Assistant Professor, Department of Education & Psychology. Alcorn State University, Lorman, MS

Classes Taught:
- ED 512 Foundations of Education
- ED 524 Problems of Teaching Arithmetic
- ED 526 Problem and Trends in Elementary School Science
- ED 583 Educational Internship I
- ED 583 Educational Internship II
- PH 132 General Psychology
- PH 319 Computer Application in Psychology
- PH 504 Psychological Statistics
- PH 604 Advance Psychological Statistics
- ED 629 Research Design and Statistics
- ED 637 Advance Studies in Media Technology

Fall 2004-Fall 2007 — Mississippi State University, Starkville, MS. Graduate Teacher Assistant

Classes Taught:

Fall 2004 –Spring 2005	TKT 1273- Computer Applications in Education TKT 4753 Presenting with Media
Fall 2005	TKT 4683 Senior Seminar TKT 1273-Computer Applications in Education
Spring 2006	TKT 4683-Senior Seminar TKT 1273-Computer Applications in Education
Summer, 2006	TKT 4623-Delivery and Evaluation of Technology Training
Fall, 2007 & Spring 2008	TKT 3001 Practicum in Technology Teacher Teacher Education TKT 8200 Internship in Career and Technical Education

Publication (Book(s)

Perception Vs Performance — LAP Lambert Academic Publishing
January, 2010

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Presentation and Publication in Conference Proceeding

Society for Information Technology Teacher Education **Charleston, NC**
March 2-6, 2009
"Teacher Candidates' Perception and Performance Abilities in Basic Computer Skills Using Selected National Technology Standards," Peered Reviewed, Publication in Conference Proceeding.

American Institute of Higher Education International Conference **Atlantic City, NJ**
September 24-28, 2008
"Teacher Candidates' Perception and Performance Abilities in Basic Computer Skills Using Selected National Technology Standards," Peered Reviewed, Publication in Conference Proceeding.

Presentation in other Conference(s)

Department of Instructional Systems, and Workforce Development **Mississippi State University**
Graduate Teacher Assistant *Summer 2004- Spring 2006*

- Designed, developed and sent to press
  - Brochure for Technology Teacher Education Program
  - Brochure for Information Technology Service Program
  - Recruitment Posters for Technology Teacher Education Program
  - Recruitment Posters for Information Technology Services Program

- Coordinated a training for the Graduate Student from the College of Business utilizing student interns in a Senior Seminar Class in using Microsoft Word and Microsoft Excel application software

- Managed the facilities logistic and Convocation activities for three Graduate Convocations for the Department of Instructional Systems, Leadership, and Workforce Development.

- Developed recruitment letter, establish a database and completed mail outs to Business Office Training and Business Technology Instructors of the state of Mississippi which resulted in five tours for students for the department.

Mississippi State University **Starkville, MS**
Department of Instructional Systems, Leadership, and Workforce Development
5th Doctoral Convocation *April 14, 2007*
Presenter: Using a Research Matrix to Write the Review of Literature

Eagle Ridge Conference Center **Raymond, MS**
Future Focus Conference *April 2002*
Presenter: Using Excel to Compute Grades

Port Gibson Middle School Teachers **Port Gibson, MS**
In-Service Teacher Training *January 2002*
Presenter: Using PowerPoint to put Pizzazz in Your Lessons

Port Gibson High School **Port Gibson, MS**
In-Service Training for Social Science Teachers *August 16, 2001*
Presenter: The Power of PowerPoint

Wilkinson County School District **Woodville, MS**
In-Service Teacher Training *August 5, 2001*
Presenter: The Power of PowerPoint

Alcorn State University **Lorman, MS**

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Southwest Mississippi Center for Educational Technology Trainers Workshop *April, 2001*
Presenter: Accessing Information with Access

Alcorn State University **Lorman, MS**
Pre-service Teachers' Training *September 2000*
Presenter: Creating a Multimedia Document

Alcorn State University Faculty **Lorman, MS**
Southwest Mississippi Center for Educational Technology *February 2000*
Presenter: Designing and Posting Your Webpage

Alcorn State University Faculty ***Lorman, MS***
Southwest Mississippi Center for Educational Technology
In-service Teacher Workshop *September 1999*
Presenter: Creating your PowerPoint Document

Grants

- Title III Grant, "Strengthening the Institutional Effectiveness Capacity," Alcorn State University through the U. S. Department of Education. 2010-2011. $100,000 (Funded)
- Title III Grant, "Strengthening the Institutional Effectiveness Capacity," Alcorn State University through the U. S. Department of Education. 2011-2012. $87, 447.00 (Funded)

Professional Activities and Honors

- National Institutes of Health In-Service Teacher Enhancement Fellowship - 1992
- Star Teacher - 79, 80, 95
- Who's Who Among America's Teachers - 94, 95, 98, 00, 04, 06
- Facilitator - Mississippi Educational Computing Association - 06
- Member: International Society for Technology Education 2004-06,
- Mississippi State University's Chapter of Phi Delta Kappa International – Secretary, and Vice-President of Membership, 2008.
- Educational Testing Services National Advisory Board for Middle School Praxis September, 2010
- Writer and Reviewer of questions for the Praxis Middle School Test, Educational Testing Services , Princeton, NJ, 2011.

Certifications (State of Mississippi)

- AAAA Class Certification: Endorsement in Technology Applictions-994
- AA Class Certification: Endorsement in Biology - 181, Chemistry - 185, and General Science - 188
- A Endorsement: Career Discovery - 996
- Endorsement as a Certified Provisional Educator Evaluator for the Category of Teacher for the State of Mississippi.
- State of Mississippi Teacher Evaluator

Skills

- Experience in design, delivery and evaluation of training
- Proven interpersonal skills and team skills in a training environment
- Excellent communication skills both oral and written
- Proficient in Microsoft Office(Word, Excel, Access PowerPoint, Publisher, and Producer)
- Proficient in SPSS-Statistical Software
- Ability to analyze and evaluate data
- Excellent research skills

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Skills (cont.)

- Skill in the preparation technical reports
- Proficient in Corel WordPerfect, CamStudio and Camtasia
- Experience with WebCT and Blackboard e-learning systems
- Experience with distance learning and working with compressed video equipment
- Experience in use of PDF and FTP files