CAROL BILLING

(208) 364-4004 ... cbilling@uidaho.edu

EDUCATION:

PhD in Education (Curriculum & Instruction), University of Idaho

Quantitative Study of Online Pedagogy (Teacher Presence in Online Instruction)

Master's Degree in Education, National University, Sacramento

Bachelors of Science in Journalism, California State Polytechnic University, San Luis Obispo

Dec. 1992

CREDENTIALS:

Standard Secondary, Business Technology, Idaho Credential

California Administrative Credential, Tier I, National University, Sacramento

Clear California Single Subject Credential/CLAD, Business, National University, Sacramento

Feb. 2004

SUMMARY OF ACADEMIC EXPERIENCE:

University of Idaho

Instructor, CTE Business & Marketing teacher preparation (Curriculum & Instruction)

Aug. 2017- present

Duties

- Teach CTE Education courses:
 - o CTE 415
 - o CTE 430
 - o CTE 492
- Advise Business Professionals of America chapter at Uidaho
- Develop and execute student recruitment & advising

College of Western Idaho

Associate Professor of Education, (Instructing EDUC & STUS courses)

Program Chair & Faculty Education, (Instructing EDUC, CISA & STUS courses)

Adjunct Faculty (Instructing computer literacy & Freshman orientation courses)

Aug. 2013 to Aug. 2017

Aug. 2010 to May 2013

Sept. 2009 to Aug 2017

Duties

- Teach Education courses:
 - o Foundations of Education (EDUC 201)
 - o Field Experience (EDUC 202)
 - o Socialization in the Classroom (EDUC 204)
 - o Educational Technology (EDUC 215)
- Developed and taught CWI's previous computer literacy course (CISA 101) Word, Excel, PowerPoint
- Develop and teach freshman orientation courses (CWID Gaming)
- President, ambassador & scholarship review committee member of National Association of Community College Teacher Education Programs (NACCTEP) 2016-2017
- Instrumental in the multi-institutional OER grant-funded pilot Fall 2016 for EDUC 201
- Grant reviewer for national organizations, state agencies and College of Western Idaho scholarships
- Past Coordinator, Treasure Valley iSTEM Summer Institute
- Past member of Idaho Association of Colleges for Teacher Education
- As chair represented CWI at IHE/K12 district collaboration projects
- Early Childhood Advisory Committee member since 2014
- Experienced and trained in Idaho Common Core & Danielson's Framework
- Idaho ESSA State Plan Accountability Subcommittee member

- ESSA-focused presentations: The Mountain Plains Adult Education Association, Fall 2016 conference & League of Innovations 2017
- Modify existing courses to meet new state and college curriculum guidelines for accreditation & GEM
- Provide degree advising to EDUC students
- Online course quality mentor, Integrate use of Blackboard for enhanced communication, reference, assignments, grading, assessment, virtual discussions, and more to complement classroom instruction
- Facilitate discipline or program level discussion and recommendations regarding its mission, course objectives, methods of assessment and reporting, and programmatic planning
- Participant in hiring committees for full-time faculty campus-wide
- Complete program review, promote Education AA degree internally and externally
- As chair, made budget recommendations to associate dean, reviewed articulation agreements & MOUs

Leadership

- NACCTEP president, 2016-2017 (president-elect and executive board member previous years)
- OER Fall 2016 CWI/CSI collaborative pilot, CWI faculty lead
- Presenter, faculty in-service, local school district in-services, NACCTEP & Innovations conferences
- Collaborates with Tutoring Center & One Stop staff to promote supportive services
- Online training coach for internal Blackboard training program
- Education & Freshmen orientation (CWID) course curriculum evaluation and development

Treasure Valley Community College

Adjunct Faculty: Computer Science 120/Business Administration 131 Sept. 2008 to Aug 2014 Reading 11 & 12 Fall Quarters 2009 & 2010 to Aug. 2014

Curriculum and Assessment

- Plan curriculum, teach and assess CS120/BA131, Reading 11, Reading 12 courses
- Evaluate and select textbook and course materials, integrate Blackboard into F2F classroom
- Create additional assessments for students to 'challenge' or test out of courses for use college-wide.

Leadership

- Meet periodically with administrative team to identify specific students and support needed.
- Provided technical computer literacy training to TVCC Caldwell faculty

Educational Testing Service

Online Grader for Praxis PLT & California Exit Exam

Aug. 2007 to Jan 2013

Duties

- Grade Praxis PLT for 7-12 grades
- Grade CAHSEE (California Exit Exam)

Esparto High School, Esparto Unified School District

Technology/Journalism InstructorAug. 2006 to June 2007Technology/Journalism/Art InstructorAug. 2004 to June 2006Technology/Journalism/Drama InstructorAug. 2003 to June 2004Technology/Journalism/PE InstructorAug. 2002 to June 2003

Curriculum and Assessment

- Planed curriculum, taught and assessed technology, MOU certification, art, journalism, PE & drama
- Technology instruction in Word, Excel, PowerPoint, Dreamweaver Suite (animation & web design)
- Experienced in WordPress and HTML
- Introduced new software and course curriculum specifically for special populations

Leadership

- Student Discipline Committee member
- WASC Review Committee member
- Provided technology courses to district staff, including techniques for integrating technology into all subject areas, and using technology and differentiated instruction
- Designed SARC and WASC review reports
- Initiated working relationship with local junior college for ROP course credit program
- Developed community relationships, via coaching and substitute administrative duties

Extracurricular

- Advised 2006 Prom, coached varsity and junior varsity cheerleaders, as well as academic decathlon
- Supervised two drama productions and annual art shows
- Advised bi-monthly school newspaper & online version
- Participated in the International Republic of Georgia Exchange program

SUMMARY OF BUSINESS EXPERIENCE:

All American Powder Coating

Co-owner, Nampa, ID

- Bookkeeping: AP/AR, Quickbooks, and banking-related responsibilities
- Financial Planning: balance sheet, P&L, cash flow, equipment acquisition and tax-related planning
- Marketing materials created from a variety of software programs & online tools

Career Events Specialist

Sept. 2000 to Aug. 2002

Jan. 2016 to present

CSUS Career Center, Sacramento, CA

- Planned, promoted and managed career, job and seasonal fairs, receptions, and special events
- Participated in planning and implementing incoming freshmen orientation with Academic Advising
- Created marketing flyers, wrote press releases, developed and maintained publicity contact list
- Completed recruiter invoicing, tracked receivables, managed expenses, forecasted budgets

Conference Manager

Jan. 1998 to Sept. 2000

Magnet Publications Inc., Davis, CA

- Planned, promoted and managed national conference and tradeshow
- Researched, recruited and negotiated contracts for speakers, and tradeshow vendors
- Developed show marketing and promotional materials, as well as marketing plan
- Created, planned and developed special events, including luncheons, dinners, and receptions
- Designed databases, imported/exported data, and built reports, forms, etc.

AWARDS

- Faculty of the Month, College of Western Idaho, 2010
- ROP Teacher of the Year, Yolo County, 2004-2005
- Microsoft-certified: Word (Expert), Excel and PowerPoint

PRESENTER

20 Ways to Connect with Students Federal Programs Conference, Spring 2017

ESSA: Overview & Impact on Community College Teacher Preparation Programs The League of Innovations Conference, 2017

Panelist on Federal Trends in Reform: ESSA specialist NACCTEP Conference, 2017

ESSA: Overview & Impact on Community College Teacher Preparation Programs The Mountain Plains Adult Education Association Conference, Fall 2016

Ambassador's Presentation on Technology Co-presented on Khan Academy NACCTEP National Conference 2014

Using ePortfolio to Assess Student Learning in Your Education Degree Program NACCTEP National Conference 2013

Creating Positive Relationships with Students Yolo-Solano BTSA Teacher Faire Program, 2006