

Kerry Charron

carolyn.charron@louisville.edu

kerrycharron@gmail.com

646-734-5791

EDUCATION

Doctor of Education in Higher and Postsecondary Education, October 2009

Teachers College, Columbia University-New York, NY.

Master of Professional Studies in Human Relations, May 1999

New York Institute of Technology-Central Islip, NY.

Master of Arts in English, May 1995

Western Connecticut State University-Danbury, CT.

Bachelor of Arts in English, May 1990

State University of New York at Albany.

TEACHING EXPERIENCE

May 2016-Present, Clinical Assistant Professor Master Educator Course/Cadre and Faculty Development Course, University of Louisville-Louisville, KY.

Responsibilities include:

- Teaching the following courses: Organization and Administration of Higher Education (graduate students), College Teaching and Learning (undergraduate students), and Clinical Course (graduate students) on-site at Fort Knox as well as online and executive format courses.
- Advising graduate students regarding course offerings and professional development.
- Planning and evaluating curriculum and integrating Army documents into courses.
- Serving as the Internship Coordinator: revising course materials; writing end of semester reports; and facilitating internship placements and advising student/interns.

July 2010-May 2016, Assistant Professor of English Florida Keys Community College-Key West, FL.

Responsibilities included:

- Teaching college level composition, introduction to literature, and introduction to short fiction.
- Developing and teaching online and traditional composition and literature courses.
- Providing tutoring to students and planning student-oriented events.
- Conducting competency assessments and research on student learning in writing courses.
- Serving as the Chair of the Online Learning Committee; developing faculty development workshops, creating an instructional evaluation program, and conducting research on student outcomes in online courses.

August 2006-May 2010-Assistant Professor of English Bethune-Cookman University-Daytona Beach, FL.

- Taught developmental English and college level composition courses.
- Served as Secretary, Faculty Association Executive Board: Responsible for documenting proceedings from faculty meetings, maintaining records, and coordinating various subcommittees.
- *Recipient of the 2006 Bethune-Cookman University Academic Vice President's Faculty Award.*

January 2003-June 2004 English Lecturer-English Department

Eugenio Maria de Hostos Community College, City University of New York-Bronx, NY.

- Taught Developmental English, College Composition, Introduction to Literature, and American Novel.
- Provided academic guidance to students participating in the Honors Program.
- Conducted CUNY Proficiency Exam preparation workshops; acted as campus Exam Liaison.
- Created a discussion series focusing on issues pertinent to immigrants.

1995-1999 Adjunct Instructor

New York Institute of Technology-Central Islip, NY.

- Taught Developmental English, Introduction to Literature, and College Success Seminar.
- Taught Introduction to Literature via Blackboard software program for NYIT's Online Campus.

HIGHER EDUCATION ADMINISTRATION EXPERIENCE

July 2008-January 2009 Associate Dean/Acting Dean, Freshman College Bethune-Cookman University-Daytona Beach, FL.

- Planned and reviewed curricula for math, reading, English and Freshman Seminar courses.
- Advised students and faculty regarding academic issues and grievances.
- Served as the assessment coordinator for Freshman College in preparation for accreditation review and developed the Quality Enhancement Plan for SACS review.
- Hired new faculty and conducted faculty evaluations.
- Participated in campus-wide programs and committees such as new student orientation, institutional effectiveness committee, and academic policies and curriculum committee.

January 2009-May 2010 Chair, English Department Bethune-Cookman University-Daytona Beach, FL.

- Planned and reviewed curricula for English courses.
- Advised students about course offerings and handled registration issues.
- Coordinated hearings regarding academic integrity issues and grievances.
- Supervised a service learning program that paired college student tutors with elementary school students.

June 2004-May 2006 Associate Director, Office of Transfer, Summer, Weekend & Study Abroad Programs Lehman College, City University of New York-Bronx, NY.

- Collected and analyzed data on transfer students, summer enrollments, and study abroad participants.
- Conducted research on general education outcomes and coordinated faculty development workshops.
- Implemented and coordinated advisement/registration assistance days for new transfer students.
- Created an advisement program for study abroad participants and international students.
- Participated in the development and implementation of two new courses: an orientation course for new transfer students and college success course for first-year students.
- Maintained office budget, supervised office staff, and updated the department's website.

July 1999-August 2000 Budget Assistant, Dean's Office
Teachers College, Columbia University-New York, NY.

- Conducted analysis of administrative and professorial expenditures and assisted with budget planning.
- Coordinated Faculty Executive Committee meetings, recorded minutes, and maintained records.
- Participated in a committee responsible for revising TC's student conduct and sexual harassment policies, and coordinated hearings for student misconduct and sexual harassment cases.

September 1996-July 1999 Learning Center Coordinator
New York Institute of Technology-Central Islip, NY.

- Hired, trained, and supervised undergraduate and graduate tutors.
- Determined appropriate accommodations & provided services for students with disabilities.
- Served on new student orientation and first year experience planning committees.

FUNDRAISING & DEVELOPMENT EXPERIENCE

November 2014-May 2016, Development Assistant Basilica of St. Mary Star of the Sea-Key West, FL.

- Identified potential donors and maintained database of current donors.
- Processed payments, generated funding reports, and handled communications.
- Planned capital campaign events and assisted with public relations efforts.
- Worked closely with the Saint Mary's clergy team and Archdiocese of Miami leaders.

ONLINE INSTRUCTIONAL DESIGN EXPERIENCE

August 2012-April 2016, Freelance Writer/Instructional Designer Words & Numbers-Baltimore, MD.

- Wrote online college English and information literacy course content.
- Reviewed the presentation and flow of content for a range of disciplines.
- Integrated multi-media into course content and using HTML and CSS for course development.
- Worked in various learning management systems such as Pearson eCollege and Blackboard.

RESEARCH EXPERIENCE

September 2000-August 2003 Research Assistant

Community College Research Center, Teachers College, Columbia University-New York, NY.

- Coordinated site visits and conducted interviews with administrators, faculty, students, and stakeholders.
- Wrote grant proposals, drafted summary reports for funding agents, and presented findings at conferences.
- Specific projects included a national two-year study of developmental education, workforce development, mission, K-12 partnerships, and adult education programs in community colleges.

PROFESSIONAL MEMBERSHIPS & ACTIVITIES

Association of Florida Colleges, Florida Keys Community College Chapter President

College Board Advanced Placement English Literature Exam Reader

Book Reviewer for The Journal of African American History

Scorer for the Graduate Record Exam (essay component)

American Educational Research Association

AWARDS

2006 Anna Neumann Student Research Award, Teachers College, Columbia University

2012 National Endowment for the Humanities Summer Scholar Program

2015 Unsung Hero Award, Association of Florida Colleges

PUBLICATIONS

Book Review of *Shirley Chisholm: Catalyst for Change. Lives of American Women. Ed. Carol Berkin*. Boulder, CO: Westview Press, 2014. *The Journal of African American History*. 102.4 (2017): 554-556. Print.

Book Review of *Brown's Battleground: Students, Segregationists, and the Struggle for Justice in Prince Edward County, Virginia*, by Jill Oglive Titus. *The Journal of African American History*. 98.2 (2013): 341-344. Print.

Bridging Literature and Composition: An Anthology. Edited by Kerry Charron, Nancy Long, and Jontoinette White, Eds. Mason, Ohio: Cengage Learning, 2008.

“Lights Just Click on Everyday’: Academic Preparedness and Remediation” in *Defending the Community College Equity Agenda*. Co-authored with Dr. Dolores Perin. Edited by Thomas Bailey & Vanessa Smith Morest. Johns Hopkins University Press: 2006.