
Janice A. Lawhorn, PhD

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Educational Preparation

Institution: Northcentral University
 Dates: January 2006 to October 2008
 Degree Received: Ph.D., Education Technology Management

Institution: Colorado Technical University
 Dates: August 2004 to August 2005
 Degree Received: Certificate in Developing Educational Websites
 (18 Credit Online Program)

Institution: University of Phoenix
 Dates: July 2001 to May 2003
 Degree Received: MS Computer Information Systems

Institution: Northern Arizona University
 Dates: January 1993 to May 1996
 Degree Received: BA Elementary Education, May 1995
 MA Elementary Education, May 1996
 Reading Endorsement, May 1996

Awards Received

- Triumphant Learning Center, Rotary International Teacher of the Year Safford, Arizona, 1999-2000.
- Eastern Arizona College, Alumni Association's Outstanding Faculty, Thatcher, Arizona, 2007.

Employment History

Period Employed	Employer/Supervisor	Position/Duties
01/14 to Current	Arizona State University Supervisor: Kevin Ellsworth	<i>Faculty Associate:</i> Teach part-time face-to-face and online business courses; grade papers, maintain grades, communicate with students via email, phone. Proficient in use of Blackboard. Have taught COM 394, OGL 220, OGL 260, and OGL 300.
06/09 to Current	Eastern Arizona College Thatcher, Arizona Supervisor: Jeanne Bryce	<i>Dean of Curriculum and Instruction:</i> All duties as Associate Dean plus supervision of all Allied Health programs including Certified Nursing Assistant (CNA), Pharmacy, Medical Assistant, Medical Laboratory Assistant, Emergency Medical Technician, Paramedic,

		<p>Fire Science, Phlebotomy Technician, Patient Care Technician, five Allied Health instructors, several adjunct faculty (2009-2016).</p> <p>Supervision of Business/Computer Division including Administrative Information Services, and Small Business Management. Direct supervision of Administrative Assistant, Center for Teaching and Learning Director, Cosmetology instructor, and Business Chair. Addition of Small Business Development Center (2016).</p> <p>Complete and review budgets, curriculum, attend Division and Advisory meetings. Member of President's Quality Council and Academic Leadership Council; Chair Continuous Improvement Review Improvement Committee; Chair e-Learning Distance Education Review Committee; Chaired and completed AQIP project on online assessment;</p> <p>Arizona Occupational Administrator's Council (AOAC) Secretary 2009-2011; AOAC President-Elect 2011-2012; President AOAC 2012-2014; Treasurer 2017-2019; Member of Arizona Manufacturing Partnership (AMP)/Arizona Skills Standards, Education Pathways to Career Skills; Arizona Skills Standard Committee Member (2012-2015).</p>
03/08 to 06/09	<p>Eastern Arizona College Thatcher, Arizona</p> <p>Supervisor: Jeanne Bryce</p>	<p><i>Associate Dean of Curriculum and Instruction:</i> Prepare and monitor Carl Perkins Basic Grant including reporting; Process Course Designs and Curriculum changes for Planning and Steering and the College's District Governing Board; Supervise Center for Teaching and Learning, Cosmetology program/courses, and Gila Institute for Technology JTED program/courses; e-Learning Committee Chair for Web courses; Supervise distance learning programs/ITV.</p>
08/02 to 3/06	<p>Eastern Arizona College Thatcher, Arizona</p> <p>Supervisors: Mike Moore/Jeanne Bryce</p>	<p><i>Computer Department Chair/Instructor:</i> Supervise four full-time faculty and seven adjunct faculty. Schedule classes, adjust loads, manage students, classrooms, and classes. Complete Program Reviews, lead Computer Advisory Committee, member of Computer Articulation Task Force. Teach Systems and Procedures, Website Development I & II, Multimedia, Introduction to Computer Based Systems, Computer Careers, and WebCT courses. Update/create new curriculum, order textbooks.</p>
08/00 to 08/02 and 03/06 to 03/08	<p>Eastern Arizona College Thatcher, Arizona</p> <p>Supervisors: Ed Hunter/Mark Anderson</p>	<p><i>Full-time Computer Instructor:</i> Teach Visual Basic Programming, Internet, Introduction to Computers, Computers for Beginners, Operating Systems, Introduction to Computer Based Systems, and Excel, Internet, and Windows workshops. Maintain all grades, student records, create lesson plans, pre/post tests, assignments,</p>

		and syllabi. Coordinate Computer Division schedules. Perform all other duties as needed to teach a minimum of 32 adjusted load hours per year. Hiring committee member; teach Technology Grant workshops.
08/97 to 08/00	Triumphant Learning Center Safford, Arizona Supervisor: Robin Dutt	<i>7th & 8th Grade Teacher:</i> Prepare lesson plans and materials to teach all subjects to include Computers & Keyboarding, Algebra, Government, Arizona, Social Studies, Science, Language Arts, Physical Education, and Geography; Maintain all grades, attendance records, and student portfolios in accordance with district policy and Arizona State requirements; Counsel students; Professionally meet with parents and other staff in conferences; Attend workshops, staff training, meetings, and seminars.
01/97 to 08/00	Eastern Arizona College Thatcher, Arizona Supervisor: Ed Hunter/Jeanne Bryc	<i>Part-time Computer Instructor:</i> Teach Microsoft Works word processing, spreadsheet, and database components and Internet in Introduction to Computers and Computers for Beginners; Teach Beginning, Intermediate, and Advanced Microsoft Excel workshops; Maintain grades and attendance records; Maintain classroom and computer security.