



PROGRAM ADMINISTRATIVE RESPONSIBILITIES & ACCOMPLISHMENTS

PROGRAM DIRECTOR - Media Art + Design Westminster College, New Wilmington, PA

Media Art + Design program development

- Designed, developed and implemented an all new curricula consisting of 14 courses. After all courses had been written, presentations were made to the college Dean and President and Curriculum Committee for review. Presentation to faculty soon followed and the curricula and new program name was approved
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Media Art + Design program facilities renovation

- Oversaw and responsible for \$1.6 million project budget
 - Planned existing space for major renovation and provided architect with space planning drawings
 - Led seven-member MA+D facilities renovation project committee
 - Collaborated with college facilities supervisor and committee to interview and select an architect and general contractor for the facilities renovation
 - Researched, specified and created purchase orders for MA+D program photo, video and graphics equipment, totaling \$229K
 - Received and setup all equipment
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Classroom instruction

- As an Associate Professor, instructed a full course work load of courses including; graphic design, typography, corporate identity, packaging design, history of design and advertising, digital photography, digital filmmaking, 3D modeling/rendering, capstone portfolio prep.
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Media Art + Design program administration

- Responsible for annual program budget of \$30,000
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Policies and procedures

- Collaborated with MA+D faculty to create new program policies and procedures such as equipment check-out, training procedures, equipment usage and computer/print lab policies
 - Established computer lab schedules each semester
 - Access card administration each semester
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Staff and assistants

- Chaired faculty search committee for new MA+D faculty
 - Mentored new MA+D faculty
 - Hired, supervised and trained student lab assistants
 - Established student lab assistant work schedules
 - Approved student lab assistants weekly time sheets
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Program promotion and PR and student recruitment

- Co-developed MA+D recruiting materials with MA+D faculty; including brochures, posters and web site
 - Conducted tours and met with prospective students and parents
 - Drafted press releases regarding program/student news, events and announcements
 - Maintained large screen hallway displays promoting student success, upcoming events and important dates
 - Created and designed new logo and identity for MA+D program. Components of the identity included; logo, program web site, recruitment brochures, course promotional posters and interior graphics
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Course scheduling

- Planned upcoming academic year course schedule
- Assigned semester course schedule to MA+D faculty
- Collaborated with Registrar's Office on room and studio scheduling



PROGRAM ADMINISTRATIVE RESPONSIBILITIES & ACCOMPLISHMENTS *(continued)*

PROGRAM DIRECTOR - Media Art + Design *(continued)*
Westminster College, New Wilmington, PA

Student Show and Portfolio Review

- Planned and coordinated annual senior student shows in college gallery
 - Coordinated annual trip to AIGA Cleveland Student Portfolio Review
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Internships

- Established and coordinated student internships with local/regional businesses
 - Coordinated Capstone "Special Projects" between seniors and local/regional businesses
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Special events and presentations

- Coordinated and hosted the TDC 32 International Type Exhibition at Westminster as part of the exhibits worldwide tour
 - Organized the "Get To Know Mac" event for faculty and staff. This day-long event focused on bringing attention to the first Mac computer lab at Westminster and training on the iMac computers and software
 - Presented as part of the Faires Faculty Forum. The presentation "The Design of Stuff and Other Things" focused on the idea that design is in every corner of our lives - from our homes and workplaces to stores we shop and buildings in our communities
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Program Collaboration

- Coordinated Media Art + Design and Biochemistry collaborative project. Biochemistry students provided the enzyme protein research and MA+D students created the physical model and 3D printed the model
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Special projects

- Established Rapid prototyping 3D printing lab at Westminster. The lab has several 3D printers used for additive manufacturing and a mini CNC mill and lathes for subtractive manufacturing