*Curriculum Vitae*

JANICE M. JOHNSON, Ed.D.

Fontbonne University ˑ Director of Academic Assessment

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**EDUCATION**

2021 **Doctor of Education (Ed.D.)**

College of Education & Allied Health Professions/Education

Fontbonne University, Saint Louis, MO

Program: Collaborative High Impact Instruction

Advisor: Gale Rice, PhD, CCC-SLP

2014 **Master of Business Administration (MBA)**

Eckelkamp College of Global Business & Professional Studies/Business

Fontbonne University, Saint Louis, MO

Program: Business Administration

Professional Studies Certificate: A Strategic Focus on Women, Leadership & Success

2012 **Master of Management (M.M.)**

Eckelkamp College of Global Business & Professional Studies/Business

Fontbonne University, Saint Louis, MO

Program: Management

*Honors: Delta Mu Delta, Epsilon Lambda Chapter*

2010 **Master of Science in Computer Education (M.S.)**

College of Arts & Sciences/Math & Computer Science

Fontbonne University, Saint Louis, MO

Program: Educational Technology

Certificate: Instructional Design

*Honors: Phi Kappa Phi*

2008 **Bachelor of Arts (B.A.)**

Eckelkamp College of Global Business & Professional Studies/Business

Fontbonne University, Saint Louis, MO

Program: Contemporary Studies

Minor: Religious Studies

*Honors: Magna Cum Laude*

*Kappa Gamma Pi*

*Dean’s List*

**INVITED TALKS**

2021 **Johnson, J.M.** Data analysis: EXCEL. Invited session presented at the Doctorate of Education Professional Seminar II. (June 10). Saint. Louis, MO

2021 **Johnson, J.M.,** & Moore, J. Strategies for a successful dissertation. Invited session presented at the Doctorate of Education Professional Seminar II. (June 10). Saint Louis, MO

2021 **Johnson, J.M.,** Moore, J., & Gross, P. Literature synthesis at the doctorate level. Invited session presented at the Doctorate of Education Professional Seminar I. (May 27). Saint Louis, MO

2019 **Johnson, J.M.,** &Doronkin, J. Taking care of others and ourselves during a pandemic. Invited session presented at the Center for Excellence in Teaching and Learning (CETL). (April 3). Saint Louis, MO

**INVITED PRESENTATIONS**

2020 **Johnson, J.M.,** Mentorship impact: Underrepresentation of women in higher education leadership. Poster presentation. Academic Exhibition. (April 24). Saint Louis, MO.

2019 **Johnson, J.M.,** Underrepresentation of women in higher education leadership. Poster presentation. Data Daze (December 12). Saint Louis, MO.

**RESEARCH EXPERIENCE**

2021 **Intertwining Personal and Professional Domains: Examining Challenges, Strategies, and the Impact of Mentoring on Careers of Women in Higher Education Senior Leadership: Dissertation Research**

Principal Investigator: Janice Johnson

Advisor: Gale Rice

Phenomenological Qualitative Study

2020 **Mentorship Impact: The Underrepresentation of Women in Higher Education Leadership: Pilot Dissertation Study**

Principal Investigator: Janice Johnson

Advisor: Jamie Doronkin

Action Research Pilot Study

**HIGHER EDUCATION TEACHING EXPERIENCE**

**Fontbonne University – Saint Louis, Missouri 2013 – Present**

*Since 1923, a Catholic university inspiring students to become global citizens who think critically, act ethically and serve responsibly.*

***Graduate Courses***

Organizational Behavior & Human Resources Management – *Online*

*(Fall 2015)*

***Undergraduate Courses***

Business Mathematics – *Face-to-Face (Fall, 2021)*

Organizational Behavior – *Hybrid*, *Online & Face-to-Face*

*(Spring 2013, Fall 2013, Spring 2014, Fall 2014, Fall 2020, Fall 2021)*

Corporate Strategies/Advanced Concepts in Management – *Online*

*(Spring 2015)*

Computer Technology: Issues & Applications – *Hybrid, Online & Face-to-Face*

*(Spring 2015, Fall 2015, Spring 2016, Fall 2016, Spring 2017)*

Computer Applications for Educators – *Online & Face-to-Face*

*(Fall 2016, Fall 2017, Spring 2019, Fall 2019, Spring 2020, Fall 2020,*

*Spring 2021)*

Computer Applications: Spreadsheets – *Online & Face-to-Face*

*(Spring 2015, Fall 2015, Spring 2016, Fall 2016, Spring 2017, Fall 2017,*

*Spring 2018, Fall 2018, Spring 2019, Summer 2019, Fall 2019, Spring 2020, Summer 2020, Summer 2021)*

**Saint Louis University – Saint Louis, Missouri 2010 – 2012**

*Oldest university west of the Mississippi River, SLU fulfills the Jesuit mission of preparing men and women in service of others.*

***Undergraduate Courses***

Information Systems & Technology/Introduction to Informatics – *Online & Blended*

*(Fall 2010, Spring 2011, Fall 2011, Spring 2012)*

**PROFESSIONAL EXPERIENCE**

**Summary of Experience**

Seasoned higher education professional and leader with specialization in grant and budget management, academic assessment, and classroom and online instruction. Dedicated to advancing diversity, equity, and inclusion in all its forms. Meets or exceeds goals through sound decision-making and strong organization skills. Inspires cooperation among employees, students, alumni and volunteers in pursuit of shared goals. Handles multiple, competing priorities with composure and professionalism. Self-motivated, personable, and energetic; prioritizes work and meets deadlines while producing quality work. Skilled using Microsoft Office.

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| --- | --- |
| * Academic Leadership and University Service | * Student Recruitment, Enrollment and Retention |
| * Teaching and Learning Management Systems | * Curriculum Design, Development and Delivery |
| * Relationship Building and Team Development | * Grant Management – Federal and Private |
| * Organizational Effectiveness and Strategic Planning | * Budget Development and Administration |

**Fontbonne University – Saint Louis, Missouri 2005 – Present**

*Since 1923, a Catholic university inspiring students to become global citizens who think critically, act ethically and serve responsibly.*

**Director of University Academic Assessment** (2020-present)

Eckelkamp College of Global Business and College of Education and Allied Health

Professions

* Developed, integrated, and lead university wide evaluation and assessment efforts across all aspects of the program development lifecycle
* Prepared data reports and dissemination for various internal and external audiences, including but not limited to Accreditation Council for Business Schools Programs (ACBSP) and the Association for Advancing Quality in Educator Preparation (AAQEP)
* Collaborated with colleagues from across the university, such as the Office of the Academic Affairs and the Office of Institutional Research
* Represented University Academic Assessment team on the Higher Learning Commission (HLC) Assessment Academy

**Director of Departmental Assessment** (2019-2020)

Department of Business and Department of Education/Special Education

* Designed and conducted comprehensive student learning assessment activities for the Business department and the Education/Special Education department
* Aligned assessment instruments with Accreditation Council for Business Schools Programs (ACBSP) and the Association for Advancing Quality in Educator Preparation (AAQEP) accreditation standards; provided recommendations for the development of new assessments instruments.
* Reported analysis of assessment instruments to evaluate trends in the Business and Education programs.
* Provided training to faculty, staff, university supervisors, and cooperating teachers on the use of assessment instrumentations
* Represented the Educator Preparation Program Impact Council (EPPAC) on the University Assessment Committee
* Increased business faculty response rate from 42.1% to 98.3%

**Director of Grant Support** (2012-2019)

College of Education & Allied Health Professions

* Provided leadership and oversight for all non-curricular grant programs and services
* Collaborated to secure federal and private grants and scholarships totally over $11M
* Developed and managed grant graduate recruitment, enrollment, registration and retention processes; managed interviews and scholar selections
* Forecasted, analyzed and monitored federal grant budgets to ensure compliance with OSEP regulations
* Tracked allocation of scholarship funding; prepared quarterly internal budgeting reports, and annual OSERS-OSEP performance reports
* Prepared internal correspondences and documentation reporting status of students’ financial awards
* Served as key college representative at graduate fair and open house
* Collaborated in the development and maintenance of marketing tools, including the University website, College social media, brochures, and other communications designed to attract qualified graduate applicants

**Director of Liturgical Music (2014-2016)**

Student Affairs and Campus Ministry

* Redesigned and implemented the liturgical music program
* Recruited, trained, and provided mentorship for all student liturgical ministers
* Assisted in the selection and supervision process for students who served in liturgical ministry
* Established and provided leadership to student liturgy committee
* Collaborated with Director of Campus Ministry and student leadership to promote all Campus Ministry programs

**Office Manager** (2005-2012)

Department of Communication Disorders and Deaf Education

* Planned, organized, directed and computed department activities, assisted chairperson by scheduling meetings, taking minutes, gathering information and coordinating projects and events
* Organized graduate applicant information, entered prospective graduate students into CDDE department database, sent information and follow-up communications, prepared graduate review packets, run reports, managed and maintained all graduate files
* Maintained and managed department grants and budgets, analyzed and monitored graduate financial awards including scholarships, traineeships and grants
* Supervised department staff and work-study students

**Saint Louis University – Saint Louis, Missouri 2002 - 2005**

*Oldest university west of the Mississippi River, SLU fulfills the Jesuit mission of preparing men and women in service of others.*

**Executive Assistant** (2002-2005)

School of Medicine, Office of the Dean

* Served as confidential liaison for the Dean with other University offices, faculty, students, staff and external contacts.
* Monitored, screened and initiated all correspondences for the Dean. Based on complexity, sensitivity and significance, prepared and reviewed replies and letters for signature, ensuring accuracy, spelling, grammar, etc. Where appropriate, referred correspondence to others responsible for action, and maintain follow-up.
* Responsible for all of the Dean’s travel; including travel arrangements, developed meeting itineraries, processed outside travel reimbursements and honorariums, and initiated all travel correspondences on behalf of the Dean.
* Managed Dean’s Office meetings; including agendas, scheduling, and meeting minutes. This includes but is not limited to Executive Team and All Faculty and Staff meetings.

**Fontbonne University – Saint Louis, Missouri 1997 - 2002**

*Since 1923, a Catholic university inspiring students to become global citizens who think critically, act ethically and serve responsibly.*

**Director of Alumni Relations** (2000-2002)

Institutional Advancement

* Lead the strategic direction and operations of the Alumni Relations Office including programing, volunteer relations, and event budgets.
* Managed all board of directors related activity, including executive committee meetings, committee work, and quarterly board meetings. Maintained ongoing communication with members of the board to ensure meaningful involvement.
* Collaborated with the other advancement units to ensure that all areas are working in a cohesive environment towards the goals of the university. Served as an active member of the advancement leadership team.
* Partnered with academic departments and athletics to enhance alumni programming and to support and assist them in reaching their goals.
* Created the universities first Student Alumni Association.

**Office Manager** (1998-2000)

Office of Vice President and Dean for Academic Affairs (VPAA)

* Managed and maintained the VPAA’s calendar.
* Accepted, screened and routed telephone calls concerning activities and operations of the VPAA’s office and direct inquiries as appropriate.
* Monitored, screened, responded to, and distributed incoming correspondence, including walk-in and email communications.
* Performed a wide variety of administrative tasks, including managing deadline-oriented communications, data entry and the drafting and editing of correspondence, reports, and other materials.
* Arranged and confirmed travel accommodations, submit travel requests, prepare travel vouchers and reimbursements.
* Collaborated to manage departmental budget requests, allocations, and transfers within Academic Affairs.
* Oversaw preparation for meetings, including scheduling, documentation preparation, agenda publishing, documenting meeting minutes and arranging refreshments.
* Liaise with internal and external stakeholders at all levels.
* Assisted in planning university and departmental special events including commencement ceremonies.

**Coordinator, Student Records** (1997-1998)

Office of the Registrar

* Communicated a broad range of policy and procedural information to students,   
  former students, faculty and staff, and others for the Registrar’s Office.
* Prepared, analyzed and monitored reports and maintained statistical data.
* Maintained records and documentation in according with records   
  retention.
* Handled questions and problems ensuring compliance with The Family Educational Rights and Privacy Act FERPA
* Served as coordinator at registration events and/or provided support services.
* Processed graduation applications, grade reports and assisted with commencement, diploma orders and records management.
* Prepared necessary correspondence with stakeholders as appropriate.

**RELATED PROFESSIONAL SKILLS**

**Professional Consulting**

**Virtual Teaching and Learning Consultant (2019)**

Psychological and Associates, Saint Louis, MO Leadership Development: Lead Like A Boss *(Online)*

**Digital Training**

**Zoom Video Communications** (2016-2020)

Getting Started with the Basics

Best Practices in Teaching Synchronistic with Zoom

Effective Communication: Reactions, Chats & Breakout Rooms

Whiteboards & Recording

**Learning Management Systems** (2015-2020)

Getting Started: Layouts & Folders

Groups: Personal & Public Resources

Creating Engaging Online Course

Tests, Quizzes, & Learning Assessment

Gradebooks & Bulk Edit Tool

Archiving and Saving Files

**GRANT BUDGET MANAGEMENT**

**Fontbonne University – Saint Louis, Missouri 2005 - 2019**

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**2019** $1,249,996.50, U.S. Department of Special Education, Office of Special Education and Rehabilitation Services. Fontbonne Northeast Interdisciplinary Preparation Project: Supporting School-Aged Learners Who Are Deaf/Hard of Hearing in Inclusive Settings.

**2017** $1,249,896.75, U.S. Department of Special Education, Office of Special Education and Rehabilitation Services. Interdisciplinary Preparation of Teachers if the Deaf and Speech-Language Pathologist to Provide Early Intervention Services to Young Children Who Are Deaf/Hard of Hearing and Their Families.

$10,544, Episcopal Presbyterian Health Trust, Augmentative and Alternative Communication Services for Persons with ALS.

$6,765.00, Westerman Foundation. Camp Fire

$25,000.00, Alfred B. and Nanette F. Knight. Gift for College of Education and Allied Health Professions camps.

**2016** $1,249,719.51, U.S. Department of Special Education, Office of Special Education and Rehabilitation Services. Preparing Educators to Serve Children who are Deaf/Hard of Hearing in Inclusive Educational Settings.

**2015** $5,000, Fontbonne Community Connection. FIRE (Fontbonne Inspires Reading Excitement): A Summer Literacy Camp for Children with Hearing Loss.

**2012** $1,245,689, U.S. Department of Special Education, Office of Special Education and Rehabilitation Services. Preparing Speech-Language Pathologists for Collaborative, Inclusive Education of Two Low Incidence Groups: Students who use Augmentative and Alternative Communication and Students who use Cochlear Implants.

$1,235,424, U.S. Department of Special Education, Office of Special Education and Rehabilitation Services. Preparing Early Interventionists for Young Children who are Deaf/Hard of Hearing and Their Families.

$209,298, Private Foundation. Speech-Language Pathology with an Emphasis in Deafness, Personnel Preparation Grant.

$30,000, Gallagher Grant. FIRE (Fontbonne Inspires Reading Excitement): A Summer Literacy Camp for Children with Hearing Loss

$10,000, Fontbonne Community Connection. Aphasia Boot Camp

**2011**  $209,378, Private Foundation. Speech-Language Pathology with an Emphasis in Deafness, Personnel Preparation Grant.

$263,924, Private Foundation. Early Intervention in Deaf Education Personnel Preparation Grant

$125,000, Capellupo Family grant. Augmentative and Alternative Communication Weekend Family Theatre Camp.

$11,000, Fontbonne Community Connection. Dedicated Semester: The Disability Experience, Quest for Empowerment.

**2010** $199,964, Private Foundation. Speech-Language Pathology with an Emphasis in Deafness, Personnel Preparation Grant.

**2009** $175,511, Parsons Blewett Foundation. A Training Program for Speech-Language Pathologists (with St. Louis Public Schools).

$189,644, Private Foundation. Speech-Language Pathology with an Emphasis in Deafness, Personnel Preparation Grant.

$5,000, Fontbonne Community Connection Grant. Belize Outreach Project.

$5,000, Fontbonne Community Connection Grant. Costa Rica Newborn Hearing and Early Intervention Project.

**2008**  $681,789, U.S. Department of Education, Office of Special Education and Rehabilitation Services. Preparing Speech-Language Pathologists for Collaborative, Inclusive Education of Two Low Incidence Groups: Students who use Augmentative and Alternative Communication and Students who use Cochlear Implants.

$963,800, Private Foundation. Early Intervention in Deaf Education, Personnel Preparation Grant.

$199,441, Parsons Blewett Foundation. A Training Program for Speech-Language Pathologists (with St. Louis Public Schools).

$5,000, Fontbonne Community Connection Grant. Fontbonne University/Belize Collaborative Project: Early Intervention Support.

$3,500, Fontbonne Community Connection Grant. Costa Rica: Newborn Hearing Screening and Early Intervention in Deaf Education.

**2007**  $587,146. Private Foundation. Speech-Language Pathology with an Emphasis in Deafness, Personnel Preparation Grant.

**2006** $64,935.50, Parsons Blewett Foundation. A Training Program for Speech-Language Pathologists (with St. Louis Public Schools).

**2005**  $29,000, Parsons Blewett Foundation. A Training Program for Speech-Language Pathologists (with St. Louis Public Schools).

$862,665, Private Foundation. Early Intervention in Deaf Education, Personnel Preparation Grant.

**UNIVERSITY COMMITTEES**

* Search Committee, Director of Nursing, 2021
* Higher Learning Commission Assessment Academy, 2020 - Present
* General Education Assessment Committee, 2020 - Present
* University Accreditation and Assessment Committee, 2019 - Present
* Educational Personnel Preparation Advisory Committee, 2019 - Present
* College of Global Business and Professional Studies Leadership Team, 2019 - Present
* University Strategic Planning Committee, 2018-2020
* Search Committee, Director of Campus Ministry, 2017
* Accreditation Committee - Council on the Education of the Deaf Accreditation (CED), 2017
* Accreditation Committee - American Speech-Language-Hearing Association (ASHA), Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA), 2012
* Accreditation Committee - Higher Learning Commission - North Central Accreditation, Criterion Five: Engagement and Service, 2010
* Accreditation Committee - National Council for Accreditation of Teacher Education (NCATE), 2008
* Accreditation Committee - Missouri Department of Elementary & Secondary Education Accreditation (DESE), 2007
* Accreditation Committee - Council on the Education of the Deaf Accreditation (CED), 2007

**AWARDS & SERVICE**

2018 **Joan Goostree Stevens Excellence in Teaching Award for Part-Time Faculty**

Fontbonne University, Saint Louis, MO

2017 **Women Mentoring Women,** Mentor

Fontbonne University, Saint Louis, MO

2016 **Phi Kappa Phi, Chapter 208,** Vice President

Fontbonne University, Saint Louis, MO

2015 **Fontbonne Community Connection (FCC),** Member

Fontbonne University