Carolyn Ponce
1812 Wilkins Avenue, Jonesboro, AR 72401
(870) 243-6361   cponce@astate.edu

Educational Background

Currently	Doctorate of Philosophy - Historical Musicology, University of Memphis
2006	Specialist in Community College Teaching - Music Education, Arkansas State University
2005	Master of Music - Choral Conducting, Arkansas State University
2003	Bachelor of Arts - Music - Vocal Performance, The University of Alabama in Huntsville

Professional Teaching and Facilitation Experience

2012 – Current	Course Builder/Trainer, ITTC, Arkansas State University Coordinate the Course Building Team and develop/manage processes for course building for various online programs across the university. Design course templates used in traditional face2face and online programs. Develop and facilitate or co-facilitate faculty professional development opportunities on topics of teaching and learning. Provide faculty support in teaching and technology. Research new pedagogies and tools and help coordinate their implementation. Test updated Service Packs and Building Blocks from Blackboard and help coordinate their implementation.
2008 – Current	Adjunct Faculty, Arkansas State University, AR Courses: Fine Arts Musical, History of Church Music Online Learning Platforms: BlackBoard Learn, Blackboard 8 Academic, Google Sites, and Ning.com
2011 – Current	Digital Faculty Consultant, McGraw Hill Higher Education
2009 – Current	Teacher Consultant, Arkansas Delta Writing Project
2010 – 2012	Faculty Fellow, ITTC, Arkansas State University
2007 – 2012	Adjunct Faculty, Distant Education, New Mexico Junior College, Hobbs, NM Course: Online Music Appreciation Online Learning Platforms: WebCT and BlackBoard 8 Vista
June 2010	Co-Facilitator Arkansas Delta Writing Project Summer Institute Arkansas State University, in partner with the National Writing Project.
2009 – 2011	Graduate Teaching Assistant, University of Memphis, TN Courses: Music in America, Music Appreciation

	Online Learning Platforms: Webcom, eCourseware, and Google Sites
2008 – 2010	Adjunct Faculty, Clarendon College, TX Course: Online Music Appreciation Online Learning Platforms: WebCT and CAMS by Three Rivers Systems, Inc
2006 – 2008	Music Program Coordinator, Clarendon College, TX Courses: Choir, Music Appreciation (online and face to face), Theory 1 and 2, Music Fundamentals, American Music Online Learning Platform: WebCT
2003 – 2006	Graduate Teaching Assistant, Arkansas State University, AR Courses: Fine Arts Musical. Music History assistant, Choral ensembles assistant, and Handbell ensemble assistant.

Certifications

April 2013	Flipped Classroom Certification, Sophia, in partner with Capella University
March 2013	Tablet Certification, Sophia, in partner with Capella University
September 2011	Evaluating Courses for Effective Instruction Certification, Blackboard
Summer 2011	Teaching and Learning Online Advanced Certification, Blackboard • *Designing Engaging Content* • *Building Online Communities* • *Monitoring Student Performance*
January 2011	WebEx University • Getting Started with Meeting Center • Foundations: Conducting Collaborative Meetings
June 2009	Teaching and Learning Certification, through NMJC, in partner with Blackboard • *Designing Your Course* • *Teaching Your Course* • *Assessments and Assignments*
Fall 2007	Effective Online Teaching using WebCT Certification, through NMJC

Professional Development and Courses

June 2013 – Current	Summer of Making and Connecting, National Writing Project
May 2011 – Current	Blackboard Uprgrade Cohorts • Release 9.1 Upgrade Summer Cohort for Educators (May – August 2011) • Blackboard Release 9.1 Upgrade Fall Cohort for Educators (September – October 2011)

- Blackboard Service Pack 8 Upgrade Cohort for Educators (March – April 2012)
- Blackboard Service Pack 10/11 Upgrade Cohort for Educators (February 2013)
- Blackboard Service Pack 12 Upgrade Cohort for System Administrators (May – June 2013)

April – May, 2013   Breaking Into Instructional Design eCourse, Connie Malamed, Facilitator

March 2013   The Five Levels of Leadership, SECO, Arkansas State University

February 2013   iBooks Author and iTunes U Course Manager for Faculty Developers, Apple

January 2013   Introduction to DotCMS Training, ITS, Arkansas State University

December 2012   iBooks Author and iTunes U Course Manager Training for Educators, Apple

May – December 2012   CourseSites Open Course Series
- *Designing an Exemplary Course*
- *Universal Design and Accessibility for Online Learning*
- *Instructional Ideas and Technology Tools for Online Success*

June 2011   Community Engagement Administration, Blackboard

July 2011   Collaborate License Training, Blackboard
- *Blackboard Collaborate Essentials*
- *Beyond the Basics of Blackboard Collaborate*
- *Putting it all Together in Blackboard Collaborate*

July 2010   Professional Writing Retreat, National Writing Project

July 2010   Summer Institute. ITTC, Arkansas State University

July 2009   Summer Institute, ITTC, Arkansas State University

June 2009   Arkansas Delta Writing Project Summer Institute, Arkansas State University, in partner with the National Writing Project

Fall 2007   Spanish for Teachers – 14 week course, Clarendon College

Fall 2006   Effective Online Teaching using WebCT Workshops, Clarendon College

Papers/Presentations/Awards

September 2011   *Continuing the Conversation: Blackboard Groups and Personal Learning Communities*
Online and Distance Education Regional Conference
ITTC, Arkansas State University

September 2011   *Designing for Online: a collaborative effort*

Co-Presenter with Dr. Stephen Horner, College of Business
Online and Distance Education Regional Conference
ITTC, Arkansas State University

September 2011   *Online Teaching*
Co-Presenter with Dr. Philip Tew and Dr. Shane Hunt, College of Business
Online and Distance Education Regional Conference
ITTC, Arkansas State University

April 9, 2010   *Blog it after Class*
Online and Distance Education Regional Conference
ITTC, Arkansas State University

September 2009   *Doing Writer's Workshop with Music Appreciation Learners.*
American Musicological Society's Teaching Music History Day 2009.
Edinboro University, Edinboro, PA
http://sites.google.com/site/cpmusicworkshop/

June 2009   *Finishing Up! Publishing your Work.*
ADWP Professional Inquiry Presentation.
http://sites.google.com/site/cpmusicworkshop/home/publication

June 2009   *Music Syntax. Metaphor in Music.*
ADWP Demonstration Lesson
Interactive lesson developed using SoftChalk

June 2009   Arkansas Delta Writing Project Fellowship Award
Awarded by Arkansas State University and National Writing Project

May 1998   Smith-Rafferty Award, Huntsville High School History Award
Award named for personal inquiry projects in Civil War era music and
19th century field medicine