Lisa Brown

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Education
PhD, Adult and Higher Education	Montana State University	Anticipated July 2017
MS, Computer Science	Montana State University	May 2002
MS, Botany	University of Wyoming	December 1994
BA, Biology and Education	Univ. of Northern Colorado	August 1983

Professional Experience

Program Manager, Montana State University, Extended University   2002 – Present
- Program Manager
  - Acted as point of contact for the following programs: MS in Land Resources Environmental Science – Online, NTEN – Elementary, Addiction Counseling Certificate, Professional Masters of Science and Engineering Management, Ag*Ideas Consortium, Superintendent Certificate Program, Gerontology Certificate, Center for Learning and Teaching in the West
  - Create BOR proposals as needed
  - Create Course Approval Proposals as needed
  - Establish course budgets and oversee transfer documents to departments
  - Set up course descriptions and manage course enrollments
  - Notify students of how to log into course and troubleshoot technical difficulties
  - Advise instructors on course setup and instructional design as needed
  - Facilitate instructor hire and payment
  - Facilitate and review course evaluations
  - Work with departments on new program development
  - Facilitate student applications for LRES-online, and PMSEM programs
  - Advise students on degree progress
  - Facilitate Program of Study, graduation, and course entry forms
- Grant Coordinator
  - Establish and coordinate grant activity for the following grants: NTEN Elementary, ESSEA, Aerospace Education, Across the Sciences, EMAT – Energy
  - Write yearly grant reports and provide data to partners as needed
  - Create budgets and create and coordinate grant activity
- Coordinate and manage PMSEM and NTEN- elementary advisory boards as needed
- Create and submit a Moodle RFP for learning management selection process
- Moodle server administrator for RFP pilot and grant activity
- Moodle content technical developer. Create Moodle course construct to populate with course information for Across the Sciences and EMAT-Energy Grants.
- Grant Writer – Participate in writing grants for Extended University and our partners

Technical Consultant, National Science Teachers Association, Arlington, VA   2005- 2007
- Created organization structure in WebCt for e-mentoring shell including content and interactions
- Provided technical support for mentors and mentees
- Act as member of advisory committee

Teaching/ Research Assistant, Montana State University, Computer Science   1998-2001
- Edited and taught labs for Computer Graphics, Software Engineering, Beginning Computer Science
- Research on visualization of data through computer graphics

Elementary Teacher, Farmington Public Schools, Farmington, NM   1989-1998
- Taught 2-3 multi-grade classroom
- System Administrator for school wide computer system
- Training coordinator for teachers to utilize technology
- Science fair coordinator
- Statewide curriculum committees for science and elementary education
- District curriculum committees
- English as a second language and bilingual education teacher
- Budget and curriculum committee member

Teaching/ Research Assistant, University of Wyoming, Botany/Biology   1986-1989
- Created and taught labs for Plant Physiology, Biology, and Cell Biology
- Research on light levels in leaves as measured by fiber optic light probes

Secondary Science Teacher, Calhan Public Schools, Calhan, CO   1983-1985
- Taught high school biology, chemistry, anatomy and physiology classes
- Taught middle school, math, science, gifted and talented
- Science fair coordinator
- District science curriculum writer

Grant Activities

Project Manager/ technical support – Energy: A Multidisciplinary Approach for Teachers: NSF funded collaboration with Biological Science Curriculum Study (BSCS) to create an online, media rich course for science teachers about energy, 2011- 2016

Project Manager/ technical support –Across the Sciences Curriculum: NSF funded collaboration with Oregon Public Broadcasting and BSCS to create an online, media rich course for science teachers that is interdisciplinary in nature, 2009- 2010

Project Manager – Using Robotics in an Inquiry Based Educational Course to Learn about Unmanned Exploration of the Moon: Aerospace Education Services Project Implementation Mini Grant to develop an online robotics course integrating robotics concepts and NASA lunar Missions, 2009 Funded $39,358

Project Manager – The ESSEA Geoscience Connection: Sub-Award from the NSF funded Earth System Science Education Alliance to develop 2 online courses utilizing the Earth System Science modules created by ESSEA, 2007-2009 Funded $39,873

Technical Support – E-Mentoring: NSF funded program to mentor beginning science teachers remotely, 2005-2007

Project Manager – National Teachers Enhancement Network for Elementary Teachers: NSF funded program to establish a series of online courses using kit based curricula for elementary teachers, 2002-2005 Funded $2,000,000

Professional Presentations

NRMERA Conference – 2014, Poster presentation on Instructor Perceptions of Teaching Online

MEA Conference – 2013, Presentation on LRES-Online Program

Xli – Extended Learning Institute Conference –2011, Presentation on Online Science Labs

UPCEA regional Conference - 2011, Presentation on Online Science Labs

MEA Conference – 2006, Presentation on NTEN – Elementary

ESSEA Conference – 2008 & 2009, Presentation on MSU implementation of ESSEA modules

American Botanical Society – 1988, Presentation on Light in Leaves

University Service

Professional Council Representative, 2013- Present

MSU Online Advisory Committee, 2010-2014

Xli – Extended Learning Institute Conference, Planning Committee, 2011-2014

Master of Science in Science Education Capstone reader, 2005 - Present

Leadership MSU, 2012

Pure Gold Recipient, 2013

Employee of the Year Selection Committee, 2014-2015

University and Professional Continuing Education Association member (UPCEA), 2002- Present

Numerous MSU employee search committees, 2002-present

Certifications and Computer Skills

MSU Service Excellence Training (2015)

Banner – Student and financial modules, faculty access in MyInfo

ACE student management software

CollegeNet – student application software

CourseLeaf – online catalog software

Degree Works – student advising software

MS office – Word, Excel, Access, PowerPoint

Adobe Creative Suite

HTML, C++, Java programming

MySQL and Oracle databases

Moodle installation and administration

D2L & WebCt administration, course setup, and instructional design

Educational Technology tools such as Camtasia, WebEx, Adobe Connect, Captivate and D2L