

**MARGARET SEPULVADO KILCOYNE, Ph.D.**

949 Harling Lane  
Natchitoches, LA 71457  
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E-mail: kilcoyne@cp-tel.net

College of Business, NSU  
Natchitoches, LA 71497  
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**PROFESSIONAL EXPERIENCE**

January 2005-present **Director of Business Programs/Associate Professor**, College of Business, Northwestern State University, Natchitoches, LA 71497. Teach business communication courses. Direct and coordinate two associate degree programs, three bachelor degree programs, 30 + faculty members, and 1300 students for the College of Business.

Work with the faculty members to create course schedules, to maintain a collegial environment, and to develop online courses.

Collect the required data, analyze the data and create the AACSB International yearly maintenance report and the SACS affirmation project-strategic plan and expected learning outcome-reports.

- **2005 Outstanding Doctoral Research Award (Delta Pi Epsilon)**
- **2005 Outstanding Career & Technical Educator of the Year (Louisiana) - Business Education**
- **2005 Outstanding Post-Secondary Business Educators (Louisiana)**

August 2002-December 2004 **Assistant Professor**, College of Business, Northwestern State University, Natchitoches, LA 71497. Taught business communication courses and microcomputer applications courses.

- **Microsoft Office Word 2002 and Microsoft Office Excel 2002: Microsoft Office Specialist Certification.**
- **Who's Who Among America's Teachers-2003-2004**, (8<sup>th</sup> Edition), V, 287. (Student nominated)

July 1998-August 2002 **Assistant Professor**, College of Business, and **Director**, Office of Cooperative Education, Northwestern State University, Natchitoches, LA 71497. Full-time faculty with release time to direct cooperative education program. Taught business communication courses and microcomputer applications courses. Wrote proposal for grant money and received requested amount for Single Parent Program--**Office 2000** and secured money for work-study positions (1998-99) for associate degree students.

July 1996-June 1998 **Director**, Office of Cooperative Education, **Instructor**, Division of Business, and **Director**, Carl D. Perkins Communication/Presentation Center, Northwestern State University, Natchitoches, LA 71497. Full-time faculty with release time to direct cooperative education program. Taught business communication courses and microcomputer applications

courses. Wrote proposal for grant money and received money to fund the Carl D. Perkins' Communication/ Presentation Center (1997-98) and secured money for work-study positions (1997-98) for associate degree students.

•**Assisted students in career planning**--assess interpersonal skills, values, needs, and interests. Determine student's goals, inform student of career options, and assist student with career selection. Provide technical expertise in job-seeking skills and design job seeking strategies.

•**Taught career planning course**--Co-op 1010 or Co-op 3010.

•**Evaluated students for co-op placement**--inform student of institutional eligibility requirements/policies; assess student eligibility; assess student qualification for placement; inform the student of the employer's expectations (i.e., image and performance); and share program expectations.

•**Developed co-operative education jobs**--identify and research sources; contact employer to establish interest; describe/market the program to prospective employers; make on-site work evaluations; evaluate co-op position for relevant learning experience; confirm co-op employment arrangement and procedures; and update records.

•**Placed students in co-operative education learning experiences**--identify potential students; match student's skills and interests with position; refer students to employer; confirm position and placement arrangement; and complete and process all paperwork and maintain records.

•**Maintained co-op job site**--visit employer/student periodically; discuss student's performance with employer and student; listen to concerns and review activities and implement changes; resolve conflicts or problems; determine job-site validity; verify job-site activities with educational objectives; suggest alternative work responsibilities for students; gather employers' data for forecasting future needs; conduct follow-up activities; and maintain records.

•**Evaluated co-op student's learning experiences**--plan for future student employment opportunities; determine and assign grades; and maintain records.

•**Administered the co-op program**--maintain enrollment records; complete administrative reports and surveys; serve as liaison with academic divisions; plan, organize, and participate in professional meetings & conferences; provide input into curriculum; develop program goals and objectives; train new employees; review program eligibility criteria; supervise and evaluate staff; project budgetary needs; and write grant proposals.

•**Promoted co-operative education**--promote institutional awareness and encourage support; establish co-operative education information network; present co-op information to groups or associations; offer co-operative education seminars; and provide news releases to inform community about

co-operative education. Participate in professional development activities.

- ◆ Taught College of Business courses--CIS 1800 and OFAD 2200.
- ◆ Advised students--BUAD and OFAD majors.
- ◆ Designed, implemented, and monitored Carl D. Perkins Communication/Presentation Center.
  - ◆ Performed student evaluation and assessment and developed a student plan.
  - ◆ Supervised and monitored staff and resources.
- ◆ Gathered and analyzed evaluation data on center.

September 1991-June 1996 **Director**, Office of Cooperative Education, see above description. Adjunct Instructor in the College of Business.

October 1989-August 1991 **Coordinator**, Office of Cooperative Education, Northwestern University, Natchitoches, LA 71497. Wrote a federal grant and secured **\$409,249.00** for university's co-op program during a five-year period (October 1989-September 30, 1994).

- **Assisted students in career planning**--assess interpersonal skills, values, needs, and interests. Determine student's goals, inform student of career options, and assist student with career selection. Provide technical expertise in job-seeking skills and design job seeking strategies.
- **Taught career planning course**--Co-op 1010 or Co-op 3010.
- **Evaluated students for co-op placement**--inform student of institutional eligibility requirements/policies; assess student eligibility; assess student qualification for placement; inform the student of the employer's expectations (i.e., image and performance); and share program expectations.
- **Developed co-operative education jobs**--identify and research sources; contact employer to establish interest; describe/market the program to prospective employers; make on-site work evaluations; evaluate co-op position for relevant learning experience; confirm co-op employment arrangement and procedures; and update records.
- **Placed students in co-operative education learning experiences**--identify potential students; match student's skills and interests with position; refer students to employer; confirm position and placement arrangement; and complete and process all paperwork and maintain records.
- **Maintained co-op job site**--visit employer/student periodically; discuss student's performance with employer and student; listen to concerns and review activities and implement changes; resolve conflicts or problems; determine job-site validity; verify job-site activities with educational objectives; suggest alternative work responsibilities for students; gather employers' data for forecasting future needs; conduct follow-up activities; and

maintain records.

- Evaluated co-op student's learning experiences**--plan for future student employment opportunities; determine and assign grades; and maintain records.

- Administered the co-op program**--maintain enrollment records; complete administrative reports and surveys; serve as liaison with academic divisions; plan, organize, and participate in professional meetings & conferences; provide input into curriculum; develop program goals and objectives; train new employees; review program eligibility criteria; supervise and evaluate staff; project budgetary needs; and write grant proposals.

- Promoted co-operative education**--promote institutional awareness and encourage support; establish co-operative education information network; present co-op information to groups or associations; offer co-operative education seminars; and provide news releases to inform community about co-operative education. Participate in professional development activities.

January 1989–September 1989 **Instructor**, Accounting/Computer Information Systems Department, Northwestern State University, Natchitoches, LA 71497. Taught cooperative education courses, office administration courses, and microcomputer application courses.

August 1986–December 1988 **Adjunct Instructor**, Accounting/Computer Information Systems Department, Northwestern State University, Natchitoches, LA 71497.

- Taught office administration, computer information systems, and co-op courses.

- Conducted cooperative education research for Dr. Walter Creighton.

- Researched and developed funding proposals for the co-op program.

- Assisted with student business organization, Phi Beta Lambda.

Wrote a federal grant and secured **\$13,842.00** for coop funding.

August 1985–May 1986 **Business/Office Educator**, Westhill Academy, Marthaville, LA 71450.

- Taught all high school business courses typing, general business, accounting, and office procedures.

- Conducted industry/business tours for students.

August 1984–August 1985 **Graduate Assistant**, Business Department, Northwestern State University, Natchitoches, LA 71497.

- Taught computer information systems and office administration courses.

- Assisted with student business organization, Phi Beta Lambda.

**ACADEMIC DEGREES**

**Doctor of Philosophy**, Vocational Education, May 2003, School of Human Resource Education and Workforce Development, Louisiana State University, Baton Rouge, LA 70803.

Title of Dissertation: **"IDENTIFYING SKILLS NEEDED BY OFFICE INFORMATION SYSTEMS GRADUATES IN THE CHANGING WORK ENVIRONMENT: PERCEPTIONS OF ADMINISTRATIVE SUPPORT OCCUPATIONS WORKERS"**

**Master of Science Degree, Business Education Option I**, August 1985, Northwestern State University, Natchitoches, LA 71497.  
Related Courses (12 semester hours of computer education which included computer literacy, evaluation of microcomputer hardware/software, and microcomputer application programming)  
**\*Vocationally certified by the State of Louisiana.**

**Bachelor of Science Degree**, May 1979, Northwestern State University, Natchitoches, LA 71497.  
Subjects and Services Specified: Distributive and Business Education except Shorthand.

**TEACHING AND RELATED EXPERIENCES**

Computer-Based Education  
Communication  
Microcomputer Application  
Office Administration  
Pre-employment Skill-based Training  
Textbook and software Reviewer, South-western Publishing.

**PROFESSIONAL MEMBERSHIPS**

Beta Gamma Sigma (honor society), 2005-present  
International Association of Administrative Professionals, 2000-2004  
The Association for Business Communication, 1998-present  
Phi Delta Kappa International, 1997-1999  
International Association of Computer Information Systems, 1998-2000  
American Vocational Information Association, 1994-2000  
Louisiana Cooperative Education Association, 1995-1998  
World Association for Cooperative Education, 1989-1994  
National Cooperative Education Association, 1989-1994  
Texas Cooperative Education Association, 1989-1994  
Association of Business Information Systems (formerly Southwest Administrative Services Association), 1993-present  
**2004 McGraw-Hill/Irwin Distinguished Paper Award Winner**  
**2004 Thomson Business & Professional Publishing Outstanding Educator of Association of Business Information Systems.**  
**Past-President-March 2004**

**President—March 2003**  
**Vice-President/Program Chair—March 2002**  
**Secretary/Treasurer—March 2001**  
**Proceedings Editor—March 2000**  
 Delta Pi Epsilon, 1993–present  
**2005 Outstanding Doctoral Research Award**  
**Treasurer—2002, 2003, 2004, 2005**  
**National council representative—2001**  
**Chairperson of the Research Committee—1998**  
 National Business Education Association, 1994–present  
 Louisiana Association of Career & Technical Education, 1993–present  
**2005 Outstanding Career & Technical Educator of the Year - Business Education**  
 Louisiana Association of Business Educators, 1993–present  
**2005 Outstanding Post-Secondary Business Educators**

**PUBLICATIONS (\* Indicates refereed publication)**

**\*\*Submitted for consideration**

\*Creighton, W., **Kilcoyne, M.**, Tarver, R., & Wright, S. Computer Literacy Levels of Students Enrolling in a Post-Secondary Computer Applications. *Information Technology Course, Information Technology, Learning, and Performance Journal*. (Forthcoming)

**\*\*Humphrey, P., Kilcoyne, M., Roach, S., & Schaub, M.** Diet Pills, Powders and Programs: A Market Characterized by Growing Parts. *Regional Business Review*. (**submitted for consideration Fall 2005**)

\***Kilcoyne, M.** Administrative Support Occupations' Workers' Perceptions Regarding Job Skills, Software Programs, Office Technology, and Other Office Items Used In Job Performance. *Delta Pi Epsilon Journal*. (Forthcoming)

\***Schaub, M., Kilcoyne, M, & Elliott, S.** Long Term Performance of Canadian and Mexican Equities Traded on the New York Stock Exchange: Is there a NAFTA Effect? *Multinational Business Review*. (Forthcoming)

\***Kilcoyne, M. & Redmann D.** (2005). Administrative Support Occupations' Skill Inventory: Implications for Information Systems Graduates, *NABTE Review: A Journal of the National Association of Business Teacher Education*, (32), 62-68.

**Kilcoyne, M.** (2003). "IDENTIFYING SKILLS NEEDED BY OFFICE INFORMATION SYSTEMS GRADUATES IN THE CHANGING WORK ENVIRONMENT: PERCEPTIONS OF ADMINISTRATIVE SUPPORT OCCUPATIONS WORKERS". *Dissertation Abstracts International*, 64(03), 768A. (UMI No. ATT 3085683)

\***Creighton, W., & Kilcoyne, M.** (2000, Spring). A Case Study:

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Traditional and Self-Paced Instruction for Microcomputer Applications. *Information Technology, Learning, and Performance Journal*, 18(2).

\*Molstad, S., Kher, N., McMillan, C., & **Kilcoyne, M.** (1998, Fall). Family History and Alcohol Consumption Patterns of College Students at a Rural Southern University: Implications for Counseling. *Education*, 119(1), pp. 142-146.

\*Creighton, W. & **Kilcoyne, M.** (1997). Alternative Learning: A Self-Paced Microcomputer Application Course. *Journal of Educational Technology Systems*, 25 (4), p. 311.

#### INTERNATIONAL REFEREED PROCEEDINGS

**Kilcoyne, M.**, Simpson, P., Aby, C., & Creighton, W. "Web-based Study of Web & E-mail Etiquette Practices", *1998 International Association for Computer Information Systems Refereed Proceedings*, p. 527.

**Kilcoyne, M.**, Creighton, W., & Ramachandran, S. "THE GLOBALIZATION OF BUSINESS/SOCIAL ETIQUETTE: WHAT U.S. UNIVERSITIES AND COLLEGES CONSIDER IMPORTANT", *8th World Conference on Co-operative Education Concurrent Papers & Abstracts* (September 1993), p. 70.

#### NATIONAL REFEREED PROCEEDINGS/BOOK OF READINGS

McDonald, J., & **Kilcoyne, M.** "Business Communication Competencies/Skills: Students' Perceptions", *Federation of Business Disciplines: Association of Business Information Systems 2006 Refereed Proceedings*, pp. 15-19.

McDonald, J., & **Kilcoyne, M.** "Designing and Implementing Web-Based Word Processing Courses--Lessons Learned". *Association of Business Information Systems 2005 Refereed Proceedings*, pp. 102-105.

Creighton, W., **Kilcoyne, M.**, & Tarver, R. "Microcomputer Application I: 10<sup>th</sup> Edition". *ABIS 2005 Refereed Proceedings*, pp. 20-30.

**Kilcoyne, M.** & Redmann, D. "Administrative Support Occupations Workers' Perceptions of Document Production & Information Distribution Job Skills Needed in the Performance of Their Jobs". *2004 Delta Pi Epsilon Book of Readings*, pp. 9-19.

Redmann, D., **Kilcoyne, M.**, & Roach, S. "Using Focus Groups as a Research Tool". *2004 Delta Pi Epsilon Book of Readings*, pp.213-221.

**Kilcoyne, M.**, Creighton, W., & Redmann, D. "Importance of Computer Technology Related Skills as Reported by Administrative Support Occupations Workers. *2004 Association of Business Information Systems Refereed Proceedings* (Double blind refereed regional proceedings), p. 1-9. **2004 McGraw Hill/Irwin Distinguished Paper Award**

**Kilcoyne, M.**, Creighton, W., & McDonald, J. "SECRETARIES IN THE 90'S: WHICH SKILLS ARE IMPORTANT?" *Delta Pi Epsilon Proceedings*, (Double-blind, national refereed), pp. 127-130.

#### REGIONAL AND STATE REFEREED PROCEEDINGS

**Kilcoyne, M.** & Creighton, W. "Ten PowerPoint Rules for Effective Presentations" *2003 Southwest Administrative Systems Refereed Proceedings* (double-blind review), p. 15.

**Kilcoyne, M.**, Creighton, W., Pollacia, L., & Tarver, R. Are Students Enrolled in a Beginning Computer Information Systems Course Computer Literate. *2002 Southwest Administrative Systems Refereed Proceedings* (double-blind review), p. 25.

**Kilcoyne, M.**, McDonald, J, & White, S. "Influences of Success in a Computer Application Course". *2000 Southwest Administrative Systems Refereed Proceedings* (double-blind review), p. 27.

**Kilcoyne, M.** & McDonald J. "A Preliminary Investigation of Learning Styles in a Business Communication Course." *2000 Southwest Administrative Systems Refereed Proceedings* (double-blind review), p. 31.

**Kilcoyne, M.** & Creighton, W. "Selecting the Appropriate Communication Medium", *1999 Southwest Administrative Systems Annual Refereed Proceedings* (double-blind review), p. 25-27.

**Kilcoyne, M.** & Creighton, W. "Implementing a Self-Paced Microcomputer Application Course: Finale/Wrap Up" "Where Have All the Graduates Gone? A Five Year Follow-up Study", *1998 Southwest Administrative Systems Refereed Proceedings* (double-blind review), p. 29-30.

**Kilcoyne, M.** & Creighton, W. "Where Have All the Graduates Gone? A Five Year Follow-up Study", *1998 Southwest Administrative Systems Refereed Proceedings* (double-blind review), p. 49-51.

**Kilcoyne, M.** & Creighton, W. "Designing and Implementing a Self-Paced Microcomputer Applications Course: An Update" *1997 Southwest Administrative Services Refereed Proceedings* (double-blind review), p. 35-36.

**Kilcoyne, M.** & Creighton, W. "Designing and Implementing a Self-Paced Microcomputer Application Course" *1996 Southwest*

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*Administrative Services Refereed Proceedings* (Double blind review), p. 15-17.

**Kilcoyne, M.** Creighton W., & McDonald, J. "What Can I Do With A Two-Year Associate Degree? A Business/Industry Profile" 1995 *Southwest Administrative Services Association Refereed Proceedings and Directory*, (Double blind refereed regional proceedings) p. 13-15.

**Kilcoyne, M.** Creighton, W., & McDonald, J. "International Social/Business Etiquette in the Administrative Assistants Curriculum", 1994 *Southwest Administrative Services Association Refereed Proceedings* (Double blind refereed regional proceedings), p. 55-58.

**Kilcoyne, M.** Creighton, W., & McDonald, J. "DESIGNING AND IMPLEMENTING A HIGH TECH SECRETARIAL LAB", 1993 *Southwest Administrative Services Association Refereed Proceedings and Directory*, (Double blind refereed regional proceedings) p. 131-134.

#### **SUPPLEMENTAL EDUCATIONAL MATERIALS**

*CIS 1800: MICROCOMPUTER APPLICATIONS 1 (Introduction to Information Technology)* Revised 2005.

Dr. Walter Creighton, **Dr. Margaret Kilcoyne**, & Dr. Richard Tarver

#### **PRESENTATIONS**

##### **"Business Communication Competencies/Skills: Students' Perceptions"**

*2006 Federation of Business Disciplines: Association of Business Information Systems Conference*

Oklahoma City, Oklahoma, March 2, 2006

Presenters: McDonald, J., & **Kilcoyne, M.**

##### **"Identifying Skills Needed By Office Information Systems Graduates in the Changing Work Environment: Perceptions of Administrative Support Occupations Workers"**

2005 National Business Education Association Annual Convention  
Anaheim, California, March 23, 2005

Presenter: **Kilcoyne, M.**

##### **"Designing and Implementing Web-Based Word Processing Courses--Lessons Learned".**

ABIS 2005 Conference

Dallas Texas, March 3, 2005

Presenters: McDonald, J., & **Kilcoyne, M.**

**"Microcomputer Application I: 10<sup>th</sup> Edition".**

ABIS 2005 Conference

Dallas Texas, March 4, 2005

Presenters: Creighton, W., **Kilcoyne, M.**, & Tarver, R.

**"Administrative Support Occupations Workers' Perceptions of Document Production & Information Distribution Job Skills Needed in the Performance of Their Jobs".**

2004 Delta Pi Epsilon National Conference

Washington, D.C., November 19, 2004

Presenters: **Kilcoyne, M.**, & Redmann, D.

**"Using Focus Groups as a Research Tool".**

2004 Delta Pi Epsilon National Conference

Washington, D.C., November 19, 2004

Presenters: Redmann, D., **Kilcoyne, M.**, & Roach, S.

**"How to Create a Webpage Using FrontPage"**

2003 Louisiana Association of Business Educators' Conference

Lafayette, Louisiana, April 1, 2004

Presenters: **Kilcoyne, M.** & McDonald, J.

**"Importance of Computer Technology Related Skills as Reported by Administrative Support Occupations Workers.**

2004 Association of Business Information Systems Conference

Orlando, Florida, March 4, 2004

Presenters: **Kilcoyne, M.**; Creighton, W.; & Redmann, D.

**"Office Information Systems Skills: Perceptions of Administrative Support Occupations Workers & Educators".**

2003 Louisiana Association of Business Educators Conference

August 9, 2003

Presenters: Kilcoyne, M.; Creighton, W.; & Redmann, D.

**"Ten PowerPoint Rules for Effective Presentations"**

2003 Southwest Administrative Systems Conference

Houston, Texas, March 4-8, 2003

Presenters: Creighton, W. & **Kilcoyne, M.**

**"Are Students Enrolled in a Beginning Computer Information Systems Course Computer Literate?"**

2002 Southwest Administrative Systems

St. Louis, Missouri, March 5-9, 2002

Presenters: Creighton, W.; **Kilcoyne, M.**; Pollacia, L.;  
& Tarver, R.

**"Influences of Success in a Computer Application Course"**

Southwest Administrative Systems Annual Conference

San Antonio, TX, March 2000

Presenters: **Kilcoyne, M.** & McDonald, J.

**"A Preliminary Investigation of Learning Styles in a Business Communication Course"**

Southwest Administrative Systems Annual Conference  
San Antonio, TX, March 2000  
Presenters: McDonald, J., **Kilcoyne, M.** & White, S.

**"Selecting the Appropriate Communication Medium"**

Southwest Administrative Services Association Conference  
Houston, TX, March 1999  
Co-author: **Kilcoyne, M.** & Creighton, W.

**\*"Web-Based Study of Web & E-mail Etiquette Practices"**

IACIS--"Information Systems Beyond 2000"  
Cancun Mexico, September 30-October 3, 1998  
Presenters: **Kilcoyne, M.**; Simpson, P.; Aby, C.; Creighton, C.; & Simpson, C.

**"Where Have all the Two-Year Graduates Gone?"**

**"Implementing a Self-Paced Microcomputer Applications Course"**

Southwest Administrative Services Association Conference  
Dallas, TX, March 3-7, 1998  
Presenter: **Kilcoyne, M.**

**"Designing and Implementing a Self-Paced Microcomputer Applications Course: An Update"**

Southwest Administrative Services Association Conference  
New Orleans, LA, March 11-15, 1997  
Presenters: Creighton, W. & **Kilcoyne, M.**

**"Family History and Alcohol Consumption Patterns of College Students at a Rural Southern University"**

American Educational Research Association  
Chicago, IL, March 1997 (Roundtable Session)  
Co-Authors: McMillan, C., Kher, N., Molstad, S., **Kilcoyne, M.** & Jackson, L.

**"Effects of Alcohol Consumption: Responses of Students at a Rural Southern University"**

Association for the Study of Higher Education  
Memphis, TN, November, 1996  
Co-Authors: McMillan, C., Kher, N., Molstad, S., **Kilcoyne, M.** & Jackson, L.

**"Designing and Implementing a Self-Paced Microcomputer Application Course"**

Southwest Administrative Services Association Conference  
San Antonio, TX, March 6-9, 1996  
Presenters: Creighton, W. & **Kilcoyne, M.**

**"What Can I Do With A Two-Year Associate Degree? A Business/Industry Profile"**

Southwest Administrative Services Association Conference

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Houston, TX, March 1-4, 1995

Presenters: **Kilcoyne, M.**, Creighton, W., & McDonald, J.

**"EARLY INTERVENTION FOR RURAL YOUTH"**

American Vocational Association, Region IV  
April, 1994

Presenters: **Kilcoyne, M.**, Creighton, W., McDonald, J.,  
& Autrey, K.

**"INTERNATIONAL SOCIAL/BUSINESS ETIQUETTE IN THE ADMINISTRATIVE ASSISTANTS CURRICULUM"**

1994 Southwest Administrative Services Association Conference  
Dallas, TX, March 2-5, 1994

Presenters: **Kilcoyne, M.**, Creighton, W., & McDonald, J.

**"TECH-PREP: IMPLICATION FOR 4-YEAR UNIVERSITIES/COLLEGES"**

Cooperative Education Association Conference  
Orlando, FL, March 1994

Presenters: Creighton, W. & **Kilcoyne, M.**

**"THE GLOBALIZATION OF BUSINESS/SOCIAL ETIQUETTE: WHAT U.S. UNIVERSITIES AND COLLEGES CONSIDER IMPORTANT"**

8th World Conference on Co-operative Education  
Dublin, Ireland, September 1993

Presenters: Creighton, W., **Kilcoyne, M.**, & Ramachandran, S.

**"SUPERVISOR'S PERCEPTIONS OF THE IMPORTANCE OF SHORTHAND/SPEEDWRITING SKILLS"**

National Association of Business Educators Research Conference  
Dallas, TX, April, 1993

Presenters: Creighton, W., **Kilcoyne, M.** & McDonald, J.

**"DESIGNING AND IMPLEMENTING A HIGH TECH SECRETARIAL LAB"**

Southwest Administrative Services Association Conference  
New Orleans, LA, March 3-6, 1993

Presenters: Creighton, W., **Kilcoyne, M.**, & McDonald, J.

**"AGAINST THE ODDS: STARTING A PROGRAM FROM SCRATCH"**

Cooperative Education Association Conference  
March, 1993, Newport, RI

Presenters: **Kilcoyne, M.** & Creighton, W.

**"COOP IN LOUISIANA"**

Louisiana Placement Association  
April, 1992, Baton Rouge Louisiana

Presenters: Creighton, W. & **Kilcoyne, M.**

**GRANTS--Over \$1,000,000**

"Carl D. Perkins"

Professional Development for Office Information Systems'  
Professors and Instructors

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Louisiana State Department of Education  
**\$21,000**  
2005-2006

"Carl D. Perkins"  
Curricular Enhancement the Office Administration Degree Program  
Louisiana State Department of Education  
**\$41,024.00**  
2004-2005

"Carl D. Perkins"  
Linking Secondary Business Programs and Postsecondary Education  
Office Administration Degree Program  
Louisiana State Department of Education  
**\$13,595.00**  
2004-2005

"Carl D. Perkins' Single Parent Grant--Office 2000"  
Louisiana State Department of Education  
**\$35,000**  
1998-1999

"Carl D. Perkins"  
Louisiana State Department of Education  
**\$131,700**  
1997-1998

"Carl D. Perkins"  
Louisiana State Department of Education  
**\$179,535**  
1996-1997

"Carl D. Perkins"  
Louisiana State Department of Education  
**\$46,480**  
1995-1996

"Cooperative Education"  
Title VIII, U.S. Department of Education  
**\$18,658**  
1993-1994

"Carl D. Perkins"  
Louisiana State Department of Education  
**\$23,000**  
1993-1994

"Cooperative Education"  
Title VIII, U.S. Department of Education  
**\$86,264**  
1992-1993

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"Carl D. Perkins"  
Louisiana State Department of Education  
**\$240,000**  
1992-1993

"Cooperative Education"  
Title VIII, U.S. Department of Education  
**\$73,948**  
1991-1992

"Carl D. Perkins"  
Louisiana State Department of Education  
**\$209,000**  
1991-1992

"Cooperative Education"  
Title VIII, U.S. Department of Education  
**\$102,812**  
1990-1991

"Cooperative Education"  
Title VIII, U.S. Department of Education  
**\$127,567**  
1989-1990

"Supplemental Funds"  
U.S. Department of Education  
**\$8,110**  
1989-1988

"Supplemental Funds"  
U.S. Department of Education  
**\$5,732**  
1988-1987

**CONSULTING SERVICE, PROFESSIONAL DEVELOPMENT, AND PROFESSIONAL EXPERIENCE**

Business Professionals of America  
Professional Development/Conference Sessions-May 12, 2006  
**Certificate of Participation-Marking Your Mark with Digital Tools**  
**Certificate of Participation-Dragon 8-Speech Recognition**

Federation of Business Disciplines  
**Professional Development/Conference Sessions-March 1-4, 2006**

Louisiana Association of Career & Technical Education Conference  
**14 Lecture Hours/Professional Development-February, 2006**

Blackboard Level 6.3-What's New  
**Certificate of Achievement**  
Northwestern State University-January 6, 2006

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**College of the Overwhelmed: Mental Health Crisis On Campus**

Northwestern State University–August 9, 2005

**Emergenetics: A Followup**

Carl Perkins Program–Northwestern State University–August, 2005

**Dealing With Difficult People**

CareerTrack/Professional Development–August 20, 2005

**SACS Quality Assurance Seminar**

Northwestern State University–June 23, 2005

**Emergenetics: A Meeting of the Minds.**

Carl Perkins Program–Northwestern State University–April 1, 2005

2005 NBEA Annual Convention

**Educational Sessions/Professional Development**

Anaheim California–March 23–26, 2005

Federation of Business Disciplines

**Professional Development/Conference Sessions–March 2–4, 2005**

Louisiana Association of Career & Technical Education Conference

**10 Lecture Hours/Professional Development–February, 2005**

Blackboard Level 6.0

**Certificate of Achievement**

Northwestern State University–May 19, 2004

MOUS Training Seminar–Excel

**Certification in Microsoft Excel Version 2002–March, 2004**

**Bossier Parish Community College**

Development/Articulation of Associate Degree Program–Fall, 2003

MOUS Training Seminar–Word & Excel

**Certification in Microsoft Word Version 2002**

Southern Business Education Association Conference–October, 2003

Southern Business Education Association Conference

**Professional Development/Conference Sessions–October, 2003**

**FrontPage Training Seminar**

Southern Business Education Association Conference–October, 2003

PASS–PORT

**Certificate of Achievement (T.H.E./QUEST)–January 10, 2003**

WALT DISNEY EDUCATOR'S PROGRAM (**DUCKTORATE DEGREE**)

Orlando, Florida–January, 2000

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"Teaching Technology Together"

**Certificate of Training**

Course Technology's Faculty Development Training Program  
Dallas, Texas--April 9, 1999

**"Effective Telephone Procedures"**

Neste Resins Inc., Winnfield, Louisiana  
Consultant

Reviewed company telephone survey. Analyzed and compiled survey data. Provided a written report that described results of collected data and outlined suggestions for solution to the problem.

**"Title VIII Grant Writing"**

Northeast Louisiana, Southeastern Louisiana University, &  
University of Southwestern Louisiana  
1990, 1991, 1992, & 1993  
Consultant for Title VIII grant writing.

**"Effective Office Procedures"**

Natchitoches Parish School (Secretaries--Free seminar)--Fall, 1993

**"Using Windows 3.1"**

Southern Business Education Association Conference  
Baton Rouge, LA--October, 1993

**"Real World 101--Co-op Education"**

Career Week, NSU--Fall, 1992

**"Business Credentials" & "Real World 101--Co-op Education"**

Career Week, NSU--Fall, 1991

**"Entrepreneurial Education Series: Personnel Management"**

Small Business Development Center, NSU--Fall, 1991

**"Business Credentials" & "Real World 101--Co-op Education"**

Career Week, NSU--Fall, 1991

**"YES--The Ingredients of Personal Business Success"**

Young Entrepreneur Seminar--Small Business Development Center, NSU  
Spring, 1991

**"The Law and You"**

Entrepreneurial Education Series--Small Business Development  
Center, NSU--Spring, 1991

**"WordPerfect 5.1"**

NSU--University Staff--Spring, 1991

**"Management & Leadership"**

Small Business Development Center, NSU--Spring, 1989

**Computer Consultant**

International Paper Company-1989-1998

**Professional Development**

"Training the Trainer"-Spring, 1993

**Professional Development**

"Projecting Your Image for Women"-Spring, 1993

**NSU SERVICE**

**PK-16+ Council**

College of Education, NSU-Fall, 2004-present

**NSU Student Support Services Advisory Board**-Spring, 2005-present

**COB Smiley Professorship Fundraiser (Co-organizer)**

Spring 2005--\$4,000

**Graduate Faculty Council, Associate Member, Fall 2003**

**Deans' Select Advisors Committee, Fall 2003**

**College of Business, Fall 2002-present.**

Mission Statement Committee, Chairperson; Continuous Improvement Committee, member; Associate Degree Program Review Committee, member; Strategic Planning Committee, Co-Chairperson; and J. Walter Porter Forum, member.

**Alpha Zeta Chapter --Sigma Sigma Sigma, 1996-1999.**

Served as **financial advisor** (June 1998-1999) and served as **faculty advisor/education chairman** (September 1996-May 1998).

**College-to-Career Partnerships, Fall 1997.**

Served as a discussant and facilitator; presented the findings of a business and industry profile survey to participants; served as a facilitator in one focus group; and disseminated the findings of the four focus groups.

**Promotional Advertiser, 1987-1998.**

Develop cooperative education promotional materials for use in recruitment of students and employers; assisted with the development of a co-op videotape; three co-op brochures; and an informational packet for employers; spoken at various civic organizations in the City of Natchitoches and on radio spotlights encouraging employers and students to participate in the coop program.

**Career Week, 1990-1994.**

Co-hosted the NSU Career Week; expanded the one-day event into a weeklong affair; and conducted seminars such as resume writing, interviewing, and exploring the career.

**Northwestern State University Subcommittee--Staff Development for the Twenty-first Century, Fall 1992.**

Served as a committee member; investigated ways to help the staff at NSU improve in their professional and personal lives; set up two informational workshops--one for classified employees and one for non-classified employees; developed a survey to disseminate to all employees; and analyzed the data gathered to assist employees with the development of a personal plan.

**Caddo-Bossier Education & Training Compact, Fall 1992-1995.**

Served as a member of the Northwest Louisiana Tech-Prep Committee and assisted in the development of the articulation agreement between the Northwest Louisiana Tech Prep Consortium and NSU.

**Cooperative Education Association Award Committee (National), 1991-1994.**

Served as a member of this committee for one year; served as the committee chairperson for the Dean Herman Schneider Award in 1994; collected all nominees' information; distributed the ballots and corresponding information to the other committee members; and presented the award at the national conference in Orlando, Florida.

**Consultant, Division of Business, Fall 1992-1995.**

Assisted Kathy Autrey with the development of guidelines to be used by the Division of Business regarding using **cooperative education for credit in Division of Business** and continued to serve as a consultant in other areas as well.

**FBLA District III Conference Assistant Coordinator, 1987-present.**

Assist Dr. Creighton with the coordination of this event each year (NSU hosts over 1,000 high school students from over 30 regional high schools); contact potential judges; and judge an event if necessary.

**This continues to be a vital recruiting tool for NSU.**

**FBLA State Contest Judge, 1987-1997.**

Judged job interview; judged the Richard D. Clanton Award; and conducted recruiting efforts while at state conference.

**COMMUNITY SERVICE**

Assistant Coach, U-12 Girls Soccer, Natchitoches Youth Soccer League, Natchitoches, LA, fall 2003 & Coach, Fall 2002.

Member, Parent/Teach Association, Natchitoches, LA, 1989-present.

Member, **Choctaw-Apache Tribe of Ebarb**, Zwolle, LA, 1996-present  
Sigma Sigma Sigma, Alumni Chapter, Natchitoches, Louisiana 1995-present.

Selected as **Outstanding Alumnus**, 1996.

Assisted with Rush Week, 1996-1998.  
Co-chairman, **Annual Natchitoches Christmas Festival**, Natchitoches, LA, 1988-1998. (**Main Parade and Tabloid**)  
Consultant (grant writing), **Holy Cross Church**, Natchitoches, LA, 1993-1998.  
Member, **Campus Women's Club**, Vice-President, 1991-present.  
Consultant, **Future Business Leaders of America**, National Contest Counselor, 1990-present (every year).  
Member, **Natchitoches Chamber of Commerce**, 1989-1994. Co-chairperson annual banquet, Spring, 1992.  
Member, **Les Aimes**, Service Organization, Natchitoches, LA, 1987-1991.