

Diana F. Kelly, Ph.D.
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Baton Rouge, Louisiana 70808
(225) 924-6597

Educational Experience

Doctoral --Educational Leadership and Research, Louisiana State University
Master of Education--Reading Specialty, Minor in Psychology, Louisiana State University
Bachelor of Arts--Elementary Education, Southern University

Honors

Recipient: **Outstanding Developmental Educator at Baton Rouge Community College—1998**
(Louisiana Association for Developmental Education—LADE)
Recipient: **Huel Perkins Doctoral Fellowship**, Louisiana State University Doctoral Program (GPA: 3.8)
Honors Graduate, Master's Program, Louisiana State University
Magna Cum Laude Graduate, Undergraduate Program, Southern University

Southern University

Education Division—Department of Curriculum & Instruction
August 2008 to present

Title: Assistant Professor

Responsibilities

Coordinate undergraduate and graduate reading courses
Ensure that course syllabi are consistent and in alignment with all guidelines
Serve on NCATE, SACS, and other local, state and national committees that govern compliance with standards
Teach undergraduate and graduate education courses
Assist Chair with other responsibilities as assigned

Experience with City-Parish/State/Federal Programs

Assistant Program Administrator—Education and Nutrition, Head Start Program
June 2006 to 2008
East Baton Rouge Parish Head Start Program

Administrative Responsibilities

Design, implement, monitor and evaluate Federal Head Start Program

Supervise, monitor and evaluate 150 staff (2 Education Content Specialists, Nutrition Supervisor, 12 Center Supervisors, 180 teachers and teacher aides, 15 Kitchen Managers and Cooks); monitor and evaluate progress of 1662 children/families
Ensure that program maintains compliance with all Federal Head Start Performance Standards and City of Baton Rouge Program Policies and Guidelines
Identify and assess quality of educational supplies and resources
Monitor safety of children and staff
Act as liaison with Bureau of Licensing (Childcare and Daycare Centers)
Interface with Division Director, Assistant Division Director, Executive Director, Program Administrator, Fiscal Division, Transportation and Facilities Director
Develop and monitor budget
Interface with other Head Start components, including families, community Representatives and other stakeholders
Plan, implement, direct, evaluate professional develop

Project Director, Louisiana State Improvement Grant (LaSIG)

Louisiana State Department of Education (LDOE)

October 2003 to September 2005

Louisiana State Department of Education/Division of Special Populations

Administrative Responsibilities

Overall management and coordination of LaSIG Grant
Day-to-day decision making and problem solving
Interface with United States Department of Education on a monthly basis
Interface with Assistant Superintendent, Division Director and other administrators
Interface with State Improvement Grant counterparts locally, statewide and nationally
Planning (long and short range)
Interviewing/Hiring LaSIG Staff (including secretary)
Supervise/Support LaSIG Staff (10) and 30 subcontractors
Contract (Interagency Agreement) development, negotiation and compliance monitoring
Represent and defend LaSIG contracts/interests at BESE Board Meetings
Professional development for LaSIG Staff, LaSIG School Districts and family agencies
Serve as presenter at professional development conferences
Research, introduce and disseminate data on “Best Teaching Practices”/learning styles
Support the redesign of higher education undergraduate teacher education programs
Monitor data collection and application at school districts across the state
Monitor data collection at participating family agencies
Facilitate coordination between/ among grantees
Develop and monitor budgetary compliance (\$5.5 million)
Responsibility for equipment, materials and supplies
Evaluation of LaSIG Staff and contractors

Education Program Coordinator, Louisiana State Department of Education)

September 2002 to October 2003

Adult Education Division

Responsibilities

- Read and evaluate proposals for federal adult education funds
- Supervise and monitor the implementation and operation of federal grants
- Provide technical and other assistance to grantees
- Monitor compliance of State Department federally funded programs
- Review project records, purchase orders, instructional programs
- Evaluate site security
- Write compliance reports
- Research effective literacy initiatives
- Day-to-day decision making/problem solving

University Administrative/Teaching Experience (prior to 2003)

Dean, Baton Rouge Community College (BRCC) January 2001 – September 2002

Developmental Education Division

Administrative responsibilities

- Design, implement, supervise all aspects of Developmental Education
- Design, implement, supervise **curriculum** for Developmental Education
- Present Developmental Education Component (Management Council)
- Interface with upper level management
- Secure textbooks and other course materials
- Serve on committees to screen, interview, hire faculty
- Supervise and evaluate faculty
- Supervise the development of specific learning outcomes
- Monitor the evaluation of learning outcomes
- Oversee faculty development
- Supervise and evaluate assistant deans and coordinators
- Develop and supervise budgetary matters
- Serve on SACS and other education accreditation committees
- Serve as liaison for administration, faculty and students (problem solving)
- Form partnerships; interface with community (residents, business, etc.)
- Day-to-day management/decision-making

Associate Dean, Baton Rouge Community College (BRCC) 2000-2001

Academic Skills Enhancement Program (ASEP)

Department Chair, Baton Rouge Community College (BRCC) 1997-1999

Academic Skills Enhancement Program
Project Manager, Southern University and A & M College (January 1996-Dec. 1996)

Project Manager--Environmental Sustainability Initiative--2000 (ESI-2000)

Administrative responsibilities:

- Day-to-day management/decision-making
- Plan, develop, present and supervise workshops
- Structure and assess program activities
- Supervise and evaluate project employees
- Prepare project reports (including necessary documentation)
- Structure and coordinate committees
- Write proposals and generate final program reports
- Budgetary management and project evaluation duties
- Plan and coordinate videoconferences

Communications Instructor, Southern University (August 1988 - December 1996)

Primary responsibilities:

- Serve as *assistant to the department Chair*
- Taught reading comprehension skills to college freshmen
- Develop/upgrade course syllabi
- Select textbooks
- Mentor and advise students
- Supervise diagnostic testing of reading students
- Serve on numerous university/departmental committees
- Prepare seminars, workshops and conferences for professional growth.

Instructor/Retention Analyst, Louisiana State University (1995)

Primary responsibilities:

- Design format for establishing contact with/collecting data on students
- Establish/maintain student databases
- Instructional duties—reading and study skills

Manager: United States Census Bureau (1990)

Supervised 50-100 federal employees during 1990 United States census

Internal Revenue Service Auditor, United States Treasury Department (Jan 1988-Jul 1988)

Primary responsibility:

Audit federal income tax returns
Instructional program consisted of extensive public relations training/problem resolution strategies

East Baton Rouge Parish School System

(Elementary, Junior and Senior High School Experience)

Positions held:

Elementary Teacher, Reading Specialist (elementary, junior and senior high school levels), Remedial Reading Instructor, Developmental Reading Instructor, Counselor (financial aid and personal), and Principal Assistant.
Developed drug abuse program
Planned/presented workshops
Planned/supervised teacher in-service sessions
Initiated community relations program to facilitate drug abuse education
Chaired task force on drug abuse prevention strategies
Planned/assisted with day-to-day administrative school responsibilities
Remedial/Developmental Reading Specialist

Research and Publications

East Baton Rouge Parish School System (Aug 1970/yearly updates)

Designed faculty and student handbooks on drug abuse. The handbooks were written to facilitate student/faculty awareness of the dangers and lures of drug abuse.

Southern University

Contributing editor – Academic Skills Enhancement Textbook
News and Views: Louisiana Association for Developmental Education, Volume XII, Number 1, spring 1994.
Newsweek In The College Classroom, fall 1994.

Louisiana State University

Doctoral Dissertation: “The Influence of Violence Upon Academic Achievement Among African American First Time College Students,” summer 1997.

Workshops and Professional Presentations

Conducted workshops for public school teachers on practical ways to teach “hands-on” sight word acquisition and comprehension skills. Demonstrated methods of individualizing reading instruction.

Conducted sessions to train public school teachers to utilize computers in daily classroom instructional activities.

The Sixth Annual Midwest Regional Reading and Study Skills Conference, Kansas City, Missouri.

Presented two workshops:

Teaching College Reading Skills
Study Skills

Louisiana Association of Developmental Educators—Annual Conference, Baton Rouge, Louisiana

“Using Newsmagazines in the College Classroom”

21st Annual Louisiana Association of Student Assistance Programs (LASAP) New Orleans, Louisiana

22nd Annual Southwestern Association of Student Assistance Programs (SWASAP) New Orleans, Louisiana

“The Influence of Violence on Freshman Students”

National Tutoring Conference—Lake Harmony, Pennsylvania 1993

“The Influence of Violence Upon Freshman Students”

“Teaching Study Skills Effectively”

“Tutoring: An Enhancement to Learning and Teaching”

ESI—2000 Conferences Presentations (Southern University) 1997

“Infusing Sustainability into the Campus Environment”

“The Importance of Environmental Awareness in College Courses”

“Stewardship and the Environment”

Student Presentations—“Environmental Concerns”

Related Environmental Conferences

Geographical Information Systems

Environmental Justice Training

Community Environmental Justice Awareness Training (CEJAT)

Community Building Train-the-Trainer Workshop

Processes of Waste Water Treatment Facilities (tour included)
Guest Speaker: Educational Research Symposium—Southern University 1998

Keynote Speaker: St. Paul Graduation—Baton Rouge, Louisiana 1999

Presented two (2) workshops at the 1999 LADE Conference
“The Impact of Violence Upon First Time College Students”
“Academic Skills Enhancement—A Seamless Approach”

“Community Colleges in Louisiana” (Panel) 1999 LADE Conference

Chaired Panel—“Best Practices in Developmental Education” 2001 LADE Conference

Presenter: Distance Education and Cooperative Learning
2001 Lade Conference

Guest Speaker: “Motivating Young Scholars to Persist”
New Freedom Missionary Church, July 2002

Presenter: “Integrating Reading and Writing Skills for Adult Learners”
LAPCAE Conference, June 2003

Presenter: “FERPA Guidelines”
Adult Education Retreat, April 2003

Presenter: “FERPA Guidelines”
Adult Education Conference, October 2003

Guest Speaker: “Women and Discipline”
Community Bible Baptist Church, October 2003

Presenter: “The Influence of Violence Upon Academic Achievement Among
African American First Time College Students”
National Association of African American Studies, February 2009

“Presenter: “The Influence of Violence Upon Academic Achievement Among
African American First Time College Students”
National Association of Asian Studies, March 2009

Presenter: “Violence, Achievement, and African American College Students”
National Association of African American Studies, February 2010

Presenter: “Violence, Achievement, and African American College Students”
National Conference for Black Studies (New Orleans, LA—March
2010)

Workshops and Conferences Attended

National Association for the Education of Young Children (NAEYC)	
Atlanta, Georgia	2006
Chicago, Illinois	2007
Louisiana Head Start Association Conference	2006
Louisiana Head Start Association Conference	2007
Association of Children and Families (ACF)	2006
National State Improvement Grant (SIG) Conference	2003
Washington, DC	
National State Improvement Grant (SIG) Conference	2004
Washington, DC	
National State Improvement Grant (SIG) Conference	2005
Washington, DC	
LaSIG Statewide Conference	2003, 2004, 2005
Baton Rouge, Louisiana	
Louisiana Association for Developmental Education	1988
Louisiana Association for Developmental Education	1989
Remote Electronic Information Access	1996
Community Justice and Sustainable Community Building	
“Water Pollution and the Sustainability of Lake Kernan	
on Southern University’s Campus”	
“Environmental Racism: The Untold Story”	
Superfund Sites in South Louisiana	
“Water Pollution in South Louisiana”	
Environmental Issues and Policy Assessment	1998
Louisiana Association for Developmental Education	1990
Assessment and Evaluation I (professional developmental)	
Assessment and Evaluation II	
Assessment and Evaluation III	
Assessment and Evaluation IV	1991
Assessment and Evaluation V	

Blacks Against Drunk Driving Conference (BADD) “Mentoring Students and Student Teachers”	1992
“Motivating Reading Students”	1993
“Using Current Literature to Teach Reading”	1994
“Motivation/Self-Esteem: Impact on Student Performance”	1995
Students and Book Reviews	1996
“Preparing the Developmental Student for the 21 st Century”	
“Preparing At-Risk Youths to Meet the Demands of Society”	
Southern University Academy: Presentations by Scholars	
The National Conference on Academic Advising	1997
Louisiana School-to-Work Conference	
“Functional Context Education”	
Southern Association of Colleges and Schools Conference	
“Using Reform Techniques to Teach Developmental Mathematics”	
Gender Equity in Vocational Education	1998
Southern Association of Colleges and Schools Conference	
“Nontraditional Training for a New Millennium”	1999
Louisiana Academic Advising Association (LACADA)	
Grantsmanship Workshop	1999
Presenter: Dr. Bagioko, Founder and Director Timbuktu Academy, Southern University	
“The 21 st Century Community College Instructor”	
Southern Association of Colleges and Schools Conference	
“Partnering for Academic Success in the 21 st Century”	2000
Louisiana Academic Advising Association	
Louisiana’s National Literacy Summit 2000 Forum	
Louisiana Association for Developmental Education Conference	
Southern Association of Colleges and Schools Conference	
“Excellence is Everybody’s Job”	2001
Presenter: Dr. John E. Roueche, Professor and Director Community College Leadership Program University of Texas at Austin	
“Leading from the Middle”	

Presenter: Dr. Jerry Sue Thornton, President
Cuyahoga Community College—Cleveland, Ohio

NISOD Conference (Austin, Texas)
Louisiana Association for Developmental Education Conference

Academic Systems (Electronic Learning)—Nicholls State
Using Blackboard

Presenter: Mr. Fedelis Owunta, Professor
Information Technology—BRCC

Using Blackboard

Presenter: Mr. Fedelis Owunta, Professor
Information Technology—BRCC

“BRCC at Our Best: Creating a Culture of Exceptional Customer Service”
Serving Our External and Internal Customers
Creating a Quality Environment for Student Learning

Using Blackboard

Presenter: Mr. Fedelis Owunta, Professor
Information Technology—BRCC

Using Blackboard

Presenter: Mr. Fedelis Owunta, Professor
Information Technology—BRCC

Using Blackboard

Presenter: Mr. Fedelis Owunta, Professor
Information Technology—BRCC

2002

“BRCC Technology Takes Flight”

Presenters: Academic Systems, Oracle, Cox, Novell, EMCO, SCT
Statewide Articulation Committee on Developmental Education

Sponsors: LADE and LA Board of Regents
LSU at Alexandria

“Meeting Student Needs and Exceeding Student Expectations in the EduCommerce Age”

Presenter: Dr. J. William Wenrich, President
Dallas Community College District

“Building a Learning College”

Presenter: Dr. George Boggs, CEO and President
American Association of Community Colleges (AACC)

“Writing Competencies for Course Syllabi”

“Analyzing Test Data to Improve Test Performance” (Southern University Laboratory
School Conference (November 2008)

J.K. Haynes Teacher Preparation Conference (October 2009)

Louisiana Association for Colleges of Teachers Education Conference (October 2009)

Study Skills Workshop (Louisiana State University—October 2009)

Committees

Curriculum Committee, Southern University Junior Division 1993-94

General Assembly Committee, Southern University Junior Division 1988-96

Standardized Test Committee, Southern University Junior Division 1990-96

Disciplinary Committee, Southern University Junior Division 1996

Disciplinary Committee, Southern University Junior Division 1997

Chancellor's Roundtable, Baton Rouge Community College, 1998-2002

Casey Family Program—Task Force

Family Road—Committee Member

Self Sufficiency Task Force—East Baton Rouge Housing Authority

LADE Board

LADE Membership Committee

Planning Committee, BRCC

Dean's Council, BRCC

Academic Council, BRCC

Curriculum Committee, BRCC

Search Committees (all levels—chancellor to clerical positions), BRCC

Strategic Planning Committee, BRCC

Accreditation Committee, BRCC

Retention Committee, BRCC

Disciplinary Committee, BRCC

Advisory Board for Academic Learning Center, BRCC

Textbook Committee, BRCC

Electronic Learning Committee, BRCC

LaSIG Leadership Committee, LA Dept. of Education (LDOE), 2002-2005

LDOE (LaSIG) Search Committee Chair, 2002-2005

Gifted and Talented Over-representation/Under-representation Committee, LDOE,

EBR Head Start Advisory Committee

Human Development Services (EBR) Director's Committee

Head Start Search Committee

Head Start Evaluation Team Leader

People Achieving Community Empowerment (PACE) Director, Community Baptist Church

Southern University Curriculum Committee, 2008-present

Education/Reading Advisory Council (Baton Rouge Community College), 2008-present

Special Education Redesign Committee, February 2010

Alternative Education Redesign Committee, March 2010

ESI-2000 Committee

Science Advisory Board—Southern University (CEES)

Licensure and Certification

Teaching Certificate--State of Louisiana
Certified Reading Specialist
Certified Program Evaluator
Louisiana Insurance License (Type C)

Computer Literate

Familiar with SAS and Qualpro Statistical Computer Software
Microsoft Word
Power Point
Excel
Access
Word Processing and E-mail
Banner Data Management System
Experienced in construction, administration and evaluation of qualitative and quantitative instruments (data analysis)

Professional Organizations

Member, Louisiana Association of Developmental Educators (LADE)
Member, LADE Executive Council
Member, American Educational Research Association (AERA)
Member, Southwest Educational Research Association (SERA)
Member, Capital Area Literacy Coalition (CALCO)
Member, Association of Louisiana Evaluators (ALE)
Secretary, Women in Management (WIM)
National Association for the Education of Young Children (NAEYC)
National Head Start Association
Louisiana Head Start Association

Grant Writing Experience

Louisiana State University
Educational Opportunity Center (not funded)

Carl Perkins

Single Parents, Displaced Homemakers, Single Pregnant Women Grant

JTPA

Literacy and Computer Skills Grant

Baton Rouge Housing Authority

Grants tailored to meet needs of housing residents

ESI—2000

Southern University Center for Energy & Environmental Studies

Community Improvement Grant, Capital Area Foundation

PACE Community Involvement (Baton Rouge Area Foundation)

References

Mr. Larry St. Amant, Director
Division of Human Development and Services
East Baton Rouge City Parish
4523 Plank Road
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Dr. Myrtle Joyner, Dean (Retired)
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