

Date: \_\_\_\_\_  
(update semi-annually)

## Vitae

# Dr. Wade T. Graves

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Grayson College  
Workforce Education  
Business and Entrepreneurship  
Denison, TX 75020-8299  
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## Education

Post Doctoral Bridge Program, 2020, University of Florida, Gainesville, FL  
Online Teaching Certificate, 2017, Higher Education, Quality Matters, Annapolis, MD  
ABA, Business Administration, 1985, Grayson College,  
AAS, Legal Assisting, 1989, Grayson College, Denison, TX  
BBA, Administrative Management, 1987, University of North Texas, Denton, TX  
MBA, Management, 1996, East Texas State University, Commerce, TX  
Ed. D., Secondary and Higher Education, Texas A&M University – Commerce, Commerce, TX

**Dr. Wade T. Graves is classified as a Scholarly Academic (SA) by the AACSB (Association to Advance Collegiate Schools of Business) under its 2016 and 2020 Business Accreditation Standards.**

## Teaching Experience

I am prepared to teach the following courses:

AGCR 1303 Crop Science  
AGCR 1407 Range Management  
AGMG 1311 Introduction to Agribusiness  
ARTC 1325 Introduction to Computer Graphics  
ARTV 1351 Digital Video  
BCIS 1305 Business Computer Applications  
BCIS 1432 Cobol Programming I  
BCIS 2316 Visual Basic Programming  
BCIS 2331 Advanced Visual Basic Programming  
COSC 1101 Computer Literacy  
BMGT 1305 Communications in Management  
BMGT 1327 Principles of Management  
BMGT 1341 Business Ethics  
BMGT 2309 Leadership  
BMGT 2370 Business and Society  
BNKG 1303 Principles of Bank Operation  
BNKG 1340 Money and Financial Markets

BNKG 1443 Law and Banking -- Applications  
BUSG 1302 E-Business Management  
BUSG 1303 Principles of Finance  
BUSG 1304 Financial Literacy  
BUSG 2305 Business Law/Contracts  
BUSG 2309 Small Business Management  
BUSI 1301 Business Principles  
BUSI 1307 Personal Finance  
BUSI 2305 Business Statistics  
BUSI 1311 Salesmanship  
COSC 1102 Internet Research Essentials  
COSC 1301 Introduction to Computer Science  
EECT 1303 Introduction to Telecommunications  
HRPO 2301 Human Resources Management  
IMED 1301 Introduction to Multimedia  
IMED 1305 Multimedia Authoring I  
IMED 2301 Instructional Design  
IMED 2309 Internet Commerce  
IMED 2315 Web Page Design II  
ITNW 1325 Fundamentals of Networking Technologies  
INSR 1351 Essentials of Risk Management  
ITSC 1305 PC Operating Systems  
ITSC 1309 Integrated Software Applications  
ITSC 1316 Linux Installation and Configuration  
ITSC 1407 UNIX Operating System  
ITSC 2321 Integrated Software Applications II  
ITSW 1304 Introduction to Spreadsheets  
ITSW 1307 Introduction to Databases  
MRKG 1302 Principles of Retailing  
MRKG 1311 Principles of Marketing  
MRKG 2333 Principles of Selling

List of all courses presently teaching

AGMG 1311 Introduction to Agribusiness  
BCIS 1305 Business Computer Applications  
BMGT 1327 Principles of Management  
BMGT 1341 Business Ethics  
BMGT 2309 Leadership  
BNKG 1303 Principles of Bank Operation  
BNKG 1340 Money and Financial Markets  
BUSG 2305 Business Law/Contracts  
BUSI 1301 Business Principles  
BUSI 2305 Business Statistics  
HRPO 2301 Human Resources Management  
INSR 1351 Essentials of Risk Management  
ITSW 1307 Introduction to Database  
MRKG 1311 Principles of Marketing  
MRKG 2333 Principles of Selling

## Professional Experience

### 1. Grayson County College, Denison, Texas.

**Department Chair for Business and Technology** with direct supervision and evaluation responsibilities of six full time faculty, twelve adjunct faculty, and one program assistant while teaching a full class load. Teaching duties included classroom, hybrid, and on-line instruction of students in Agriculture, Business, Banking, Human Resources Management, Marketing, Computer Science, and Computer Applications. Additional faculty duties included student advising, degree plan development, student registration, and capstone experiences in Business and Computer Technology. Additional administrative duties include WECM and Program revision management for state reporting. Committee service assignments include the Curriculum Committee, E-learning Advisory Council, Communications Council, Behavior Intervention Team, Campus Safety and Security, Instructional Services Assessment, and Campus Preparedness Team as well as service as the faculty representative to the Grayson College Foundation Board of Directors. August 2017-present.

**Business Administration and Business Management Program Director** with direct supervision and evaluation responsibilities for seven adjunct faculty. Canvas LMS course development, Campus Preparedness Team Co-Chair. Conducted training for college CERT team and amateur radio operators. Responsible for Grayson College becoming the first StormReady™ educational organization in Grayson County. CLARA professional development participant. Assisted with the development of college's Emergency Operations Center. Service as a member of Campus Police chief selection committee and faculty representative to the Grayson College Foundation Board of Directors. September 2014-July 2017

**Department Chair for Business and Computer Technology** with direct supervision and evaluation responsibilities for thirteen full-time and thirty-seven part-time faculty in nine instructional disciplines while teaching a full class load or overload. Teaching duties included classroom, hybrid, and on-line instruction of students in Agriculture, Business, Banking, Human Resources Management, Marketing, Computer Science, and Computer Applications. Additional faculty duties included student advising, degree plan development, student registration, and capstone experiences in Business and Computer Technology. Program director duties included preparing program budgets, program marketing, tech-prep curriculum alignment, Texas Higher Education Coordinating Board curriculum and degree plan updates. Additionally responsible for departmental Workforce Education Course Manual (WECM) alignment, Dual Credit courses, Tech-Prep articulation and alignment, new course development, Business and Banking degree and certificate revision, comprehensive departmental program review, and the yearly planning and evaluation of department goals and objectives. Chair responsibilities included preparation of the semester course schedule with input from program area directors, course staffing, college catalog instructional program and content revisions, Business and Management Advisory Committee (including the Banking subcommittee), program yearly goals and budget entry/approval through SPOL software, coordinating and tracking budget spending, and facilities planning and coordination. Service on various goal teams for college strategic planning initiatives. Assessment of student and program learning outcomes. Chaired five hiring committees for staff and faculty positions and served on at least 15 hiring committees for various positions including two Vice President positions. Collected and audited the book adoption list and all associated paperwork. Analyzed department processes to streamline work flows between department and student services/registrar's office. Responsible for preparation of instructional overload contracts for full-time faculty and adjunct contracts for adjunct faculty each semester. Performed minor maintenance of instructional equipment (projectors, smart boards, etc.) as needed. Additional duties included the mid-semester movement of all courses, computer labs, instructional equipment, and offices from the Business building to other locations on campus as a component of the Grayson County College facilities renewal project. This included finding places for all faculty offices and instructional classrooms. Plan was also used when Liberal Arts building was renovated two years later. August 2005-August 2014.

**Business and Computer Science Program Director** with supervision and evaluation responsibilities for twelve part-time faculty in two instructional disciplines. Duties included classroom, hybrid, and on-line instruction in business, marketing, human resources management, personal finance, computer science, and computer technology courses at both the Main and South Campuses. Additional duties included curriculum evaluation and revision, Computer Science and Business Advisory Committees, Tech Prep articulation and alignment agreements, student advising, and registration. Additional duties included recruitment and training of qualified adjunct instructors, budget development, departmental purchasing, student recruitment visits to high schools and trade fairs, and development of program marketing materials. Assisted department chair with preparation of

college catalog, semester course sequencing, semester schedule, adjunct faculty load calculation, revision and retention of course syllabi, and department budgets. May 2003-July 2005.

**Computer Science Program Director** with supervision and evaluation responsibilities for six part-time faculty in one instructional discipline and two instructional sub-disciplines. Responsible for classroom and on-line instruction in computer-related ACGM and WECM courses. Additional responsibilities included development of four WECM Enhanced Skills Certificates for the Microcomputer Applications degree, course development, textbook selection, and Tech Prep alignment. Assisted department chair with preparation of college catalog, semester course sequencing, semester schedule, adjunct faculty load contracts, revision and retention of course syllabi, and department budgets. Coordinated the alignment of departmental courses with Academic Course Guide Manual (ACGM) course descriptions. Represented college at WECM alignment conferences. Revised SCANS competencies for all COSC and BCIS courses to reflect ACGM revisions. Evaluated, purchased, and maintained instructional equipment, as needed, in cooperation with departmental faculty and staff. August 2000-May 2003.

**Microcomputer Applications Program Coordinator** with supervision and evaluation responsibilities for six part-time faculty in one instructional sub-discipline. Responsible for teaching courses in the Microcomputer Applications and Computer Science degree plans. Developed on-line courses in Introduction to Computer Science, Operating Systems, and Microcomputer Applications Capstone experience. Developed new courses in networking, Microsoft Office, Internet research, Visual Basic, database, website development, and help desk. Administered the Microsoft Certified Professional program. Responsible for conversion of college courses to align with Texas Higher Education Coordinating Board Workforce Education Course Manual. Developed SCANS competencies for all COSC and BCIS courses. Developed three instructional computer labs (layout, facilities, and instructional equipment) in cooperation with college computer services and maintenance personnel. May 1996-August 2000.

**Computer Science Instructor** specializing in Operating Systems (MS-DOS, MS Windows 95, MS Windows NT and UNIX) Graphical User Interfaces (MS Windows 3.1 and X-Windows) and applications software (WordPerfect, Lotus, DBase). Re-designed Operating Systems classes to meet needs of industry as directed by advisory committee. Designed and received Coordinating Board approval for two new courses in the Manufacturing Technology Degree plan. **Developed and taught the college's first on-line course** (COSC 2385 UNIX Operating System I) using a personal website as base of operation. Assisted with UNIX computer lab setup and computer maintenance. June 1995-May 1996.

**Adjunct Microcomputer Applications Instructor** for Continuing Education specializing in graphical user interface (MS Windows 3.1), applications software (Word for Windows, Excel, PowerPoint, Mail, Access), and programming language (Visual Basic for Applications 3.0) training. Responsible for Grayson County College becoming a Microsoft Solutions Provider (the first community college or four year college in Texas to be so designated). Planned, designed, established minimum competencies, and lead instructor for all above classes. Set up and troubleshooting new software installed for the above courses. August 1992-May 1995.

**Computer Operator** for college Computer Services department. Full time position with responsibilities of nightly computer backup, report generation, and data migration on IBM 4361 mainframe computer. August 1992-May 1995.

**Tutor Coordinator** responsible for the recruitment, supervision, and coordination of thirty-three (33) tutors and 377 students. Responsible for tutoring budget and payroll records. Developed and implemented specialized learning skills labs to meet individual student's needs. Supervised ongoing learning skills labs for developmental students. Redesigned and streamlined tutoring record keeping and paperwork. Assisted with development of tutor and student tracking database using DBASE III plus. August 1992-July 1993.

2. **Tyler Consulting**, Denison, Texas and Eufaula, Oklahoma.

Self employment as a **management consultant** specializing in computer needs analysis for small businesses. Supervision of installation of PC networks, upgrades, software, and new stand-alone machines. Responsible for training client's employees in maintenance and operation of new equipment and programs to achieve the highest possible productivity as quickly as possible. Specializing in Internet marketing strategy and web site construction. July 1991-present.

3. **Arthur Andersen & Co. S.C.**, Oklahoma City, Oklahoma.

**Director of Purchasing, Insurance, and Facilities** with responsibilities of purchasing and inventory control for both Arthur Andersen and Andersen Consulting (125 persons), coordination of facilities including furniture, recycling, and office equipment. Responsible for all purchase orders and accounts payable. Also responsible for the firm-wide client list, personnel scheduling, recruiting reports, payroll accounting by department and daily time reports. March 1991-July 1991.

**Insurance and Facilities Coordinator** with responsibilities of reviewing and filing all insurance claims for employees and dependents, answering employee insurance coverage questions, counseling employees on and supervision of their enrollment in the cafeteria-style benefits program. September 1990-March 1991.

**Vault Attendant** with responsibilities of filing Audit and Tax files, maintaining general correspondence files, backup switchboard operator, backup mailroom worker, and document security. August 1990-September 1990.

4. **Grayson County State Bank**, Sherman, Texas.

**Note Department Clerk** with responsibilities of loan documentation, loan review, insurance tax tickler files, funding of notes, OREO, and reporting the regulatory compliance of loans including the documentation of exceptions. February 1989-August 1989.

**Bookkeeper** with responsibilities of customer service, Automated Clearing House (ACH) items, Electronic Funds Transfer (EFT), balancing teller's cash, and mail. Additional responsibilities included document security, storage, transportation, destruction, and microfilming. Also cross trained as a teller, proof operator, and computer operator. Additional training through the Southwestern Automated Clearing House Association (SWACHA) to provide the guidelines for the establishment of an ACH/EFT system at the bank. After this training, I helped establish the ACH/EFT computer and record keeping system at the bank. September 1983-July 1985 and October 1987-February 1989.

## Honors and Awards

1. Piper Professor Nominee for Grayson College 2008-09
2. Eagle Scout
3. National Eagle Scout Association Outstanding Eagle Scout Award 2015
4. Grayson County Office of Emergency Management Volunteer of the Year 2012
5. National Society of the Sons of the American Revolution Scouting Service Award 2014
6. Vigil Honor member, Order of the Arrow
7. Explorer Achievement Award
8. God and Country Award
9. District Award of Merit
10. Silver Beaver Award from Circle Ten Council BSA
11. William T. Hornaday Conservation Award (Bronze medal)
12. Order of the Arrow "Centurion" Award

## Association Memberships

- Texas Community College Teacher's Association 1993-present
- Association for Computing Machinery (ACM) – 2002-present
- American Welding Society 2010-present
- Kappa Delta Pi honor fraternity inductee 1995
- Grayson College Faculty Association Faculty Council 1995-present
- Association for Computer Educators in Texas 1992-present
- National Association of Microsoft Solutions Providers Charter member.

## Professional Presentations

Battle of Trenton – a soldier's perspective, Whitesboro Chapter A, PEO

Revolutionary War Service of Thomas Bradford, Grayson College Veteran Student Organization

Battle of Bunker Hill and aftermath, Preston Trails Chapter, Daughters of the American Revolution

Battle of Bunker Hill and aftermath, Edmund Terrill Chapter, Sons of the American Revolution

## Publications and Papers

1. Three chapters of Mikanakawa Lodge History Book (title and publication pending)
2. Thirty-six SoftChalk graded activities for students in my classes
3. Eighteen SCORM enabled instructional videos with embedded assessments
4. College Freshman Level Computer Literacy Teaching Objectives as Stated in Periodical Literature: 1980-2002. 2005. (Doctoral dissertation)
5. A History of Okiciyapi Lodge 56, Order of the Arrow, BSA. 2002.
6. Manual for Buglers and Drummers. Prepared for 2001 BSA National Scout Jamboree Troop 1933. 2000.
7. Test items for National Computer Literacy examination. 1997 and 2009
8. On-Line exercises for Charles Parker's Understanding Computers Today and Tomorrow, Exact Edition. The Dryden Press. 1996.
9. Lab manual for Reddick's The On-Line Student. The Dryden Press. 1995.

## Languages

English