

# Joe McVeigh

[www.joemcveigh.org](http://www.joemcveigh.org)

## PROFESSIONAL EXPERIENCE

2000–present ***Independent Consultant***, Middlebury, VT.

- Design and conduct needs analyses.
- Advise on meeting accreditation standards.
- Develop and deliver training programs, curricula, workshops, and presentations on topics including language learning and teaching, intercultural communication, assessment, strategic planning.
- Design faculty evaluation procedures and observe and evaluate language teachers.
- Train trainers.
- Conduct program reviews and recommend improvements.
- Facilitate meetings.
- Seek and obtain clients, write proposals, negotiate contracts.

2003–present ***Author and Freelance Development Editor***, Middlebury, VT.

- Write and develop materials in both print and digital media for publishers including Cambridge University Press, Oxford University Press, Pearson, Cengage National Geographic Learning, Macmillan, and McGraw-Hill.
- Write teacher-training materials and textbooks for student learners of ESL.
- Work with authors to clarify book structure, refine prose, develop exercises and activities.
- Act as liaison between authors, senior editors, and publishers.
- Work with authors, copy editors, proofreaders, and production managers to ensure quality materials while also maintaining publishing schedule and meeting production deadlines.

2013–present ***Accreditation Specialist*** [Commission on English Language Program Accreditation](#)

- Represent accrediting agency during site reviews.
- Coordinate work of peer reviewers in evaluating program self-studies and conducting on-site visits.
- Assist in interpreting standards and evaluating compliance.
- Edit and write reports.
- Visit more than 30 university-based and independent English language programs in 22 U.S. states and abroad.

2012–present ***English Language Specialist***, U.S. Department of State

- Provide professional development training workshops on reading, writing, speaking, presentation skills, and intercultural communication to university level EAP teachers and to K-12 teachers in Bahrain, Oman, Spain, and the United Arab Emirates. Develop and present professional development via webinar platform.
- Deliver plenary presentations and professional development workshops at region-wide international conferences, and embassy-sponsored events.

2017 **Adjunct Professor of TESOL**, [Saint Michael's College](#), Colchester, VT.

- Taught graduate level course on second language acquisition.

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1999; 2003; 2005; 2008; 2018 **Visiting Winter Term Faculty Member**, [Middlebury College](#), Middlebury, VT.

- Taught intensive winter term course on English language teaching methodology to undergraduate students.

2000–2002 **Faculty Member**, [Bread Loaf School of English](#), Middlebury College, Juneau, AK.

- Taught graduate courses in ESL methodology and in technology-enabled teaching to high school and middle school teachers in summer program at Juneau, Alaska campus.
- Developed syllabi and assignments.
- Provided feedback on students' written and electronic work.

1998–2000 **Associate Director for Programs in ESL and TESOL**, Center for Educational Technology, Middlebury College, Middlebury, VT.

- Researched and explored potential overseas partnerships and corporate training programs.
- Developed and delivered assessment program, needs assessment, and language training program for corporate employees.
- Delivered intercultural communication training programs in off-site corporate setting.
- Explored new methods of delivering instruction with emphasis on the use of technology.
- Coordinated workshops for ESL teachers on technology.
- Taught graduate and undergraduate level ESL methodology courses.

1994–1998 **Academic Coordinator**, [USC Language Academy](#) / [American Language Institute](#), University of Southern California, Los Angeles, CA.

- Supervised teaching staff, oversaw curriculum and course development, developed policies and procedures, led strategic planning process at intensive English program.
- Coordinated recruiting, hiring, and orientation process for new faculty.
- Developed and conducted faculty and program evaluations.
- Planned and ran faculty meetings, developed schedules including course offerings, teaching assignments, classroom scheduling.
- Oversaw student placement, grading, and record keeping.
- Taught courses in oral skills, pronunciation, culture, and film.
- Delivered in-service training workshops; assisted in student orientation, counseled students.
- Served as communications liaison with campus departments on academic matters.

1990–2016 **Guest Lecturer**, Middlebury College, University of Southern California, University of California at Los Angeles, California State University at Los Angeles, Azusa Pacific University

Delivered lectures on topics including:

- ESL program administration; ESL as a profession; employment and hiring practices in ESL.
- Technology in language teaching; the teaching of culture; ESL textbooks and materials.
- The teaching of pronunciation and listening comprehension.

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1986–1994 **Program Coordinator and Instructor**, [Graduate ESL Program](#), California Institute of Technology, Pasadena, CA.

- Administered small EAP program.
- Coordinated testing, placement, curriculum, materials, budgeting, faculty/departmental relations.
- Reported to Dean of Graduate Studies and Director of International Student Programs.
- Taught EAP courses to graduate students, ITAs, and postdoctoral students on English for science and technology using authentic materials.
- Developed classes included oral communication and presentation skills, pronunciation and accent reduction, teaching skills, English for everyday life.

1984–1994 **Instructor and Materials Coordinator**, American Culture and Language Program, [California State University, Los Angeles](#), CA.

- Taught ESL to international students from numerous countries and language groups in intensive English program—all levels, all skills.
- Specialized in oral communication and public speaking, pronunciation and accent reduction, listening comprehension, reading, content-based courses in American literature, American film, American culture, computer literacy.
- Developed courses, supervised testing and placement of students.
- Planned and participated in extra-curricular activities including field trips and orientation programs.
- Served as master teacher for student teachers and mentor to new instructors.
- Evaluated and organized textbooks and curriculum.
- Worked collaboratively with teachers to enhance and develop curriculum and academic program.
- Organized teachers' reference library; presented in-service training workshops.
- Supervised student workers; computerized text-ordering process.

1990–1991 **Teacher Trainer and Curriculum Developer**, Educational Services International – Hungary Program

- Trained novice teachers in intensive TESOL preparation program over a period of two summers.
- Designed and coordinated training program and practicum.
- Revised and adapted curriculum.

1984–1985 **Teacher Trainer**, California State University, Los Angeles, Department of Continuing Education

- Taught courses in language-teaching methodology and materials to in-service teachers.

1982–1983 **EFL Teacher**, Zhejiang Medical University, Hangzhou, People's Republic of China

- Taught English to doctors and other health-care professionals in intensive EFL program.

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## PUBLICATIONS (TEXTBOOKS)

### **Author**

- Bixby, J. & McVeigh, J. (2015). *Q: Skills for Success – Reading and Writing Intro (2<sup>nd</sup>. ed.)*. New York: Oxford University Press.
- McVeigh, J. & Bixby, J. (2015). *Q: Skills for Success – Reading and Writing 2 (2<sup>nd</sup>. ed.)*. New York: Oxford University Press.
- Bixby, J. & McVeigh, J. (2012). *Q: Skills for Success – Reading and Writing Intro*. New York: Oxford University Press.
- McVeigh, J. & Bixby, J. (2011). *Q: Skills for Success – Reading and Writing 2*. New York: Oxford University Press.
- Wintergerst, A. & McVeigh, J. (2010). *Tips for Teaching Culture: A Practical Approach to Intercultural Communication*. White Plains, NY: Pearson.
- McVeigh, J. (uncredited work for hire) (2011). *World Link 3 Lesson Planner (2<sup>nd</sup> ed.)*. Boston: Cengage / National Geographic Learning.

### **Development Editor**

- Kaplan International English. (2015) *K+ Student's Book series (2<sup>nd</sup> ed.)*. Santa Barbara, CA: Kaplan International English.
- Testing program for Digibook versions of *Skillful 1* and *2*, Reading/Writing and Listening/Speaking strands. (2013) Oxford: Macmillan.
- McCarthy, M., McCarten, J., & Sandiford, H. (2012) *Viewpoint 1 Teacher's Edition*. New York: Cambridge University Press.
- Sherman, K., et. al. (2010). *All Star 3, Teacher's Manual (2<sup>nd</sup> ed.)*. New York: McGraw-Hill.
- McEntire, J., & Williams, J. (2008). *Making Connections Intermediate: A Strategic Approach to Academic Reading*. New York: Cambridge University Press.
- Renn, D., & Iannuzzi, D. (2008). *Hemispheres 4 Teacher's Manual*. New York: McGraw-Hill.
- Manheimer, R. D. (2007). *Mosaic 2 Reading Teacher's Edition (5<sup>th</sup> ed.)*. New York: McGraw-Hill.
- Wegmann, B., & Knezevic, M. (2007). *Mosaic 2 Reading (5<sup>th</sup> ed.)*. New York: McGraw-Hill.
- Mlynarczyk, R., & Haber, S. B. (2006). *In Our Own Words Teacher's Manual*. New York: Cambridge University Press.
- Gardner, P. S. (2006). *New Directions Teacher's Manual (2<sup>nd</sup> ed.)*. New York: Cambridge University Press.
- Leaney, C. (2005). *In the Know: Understanding and Using Idioms*. New York: Cambridge University Press.
- Gardner, P. S. (2005). *New Directions: Reading, Writing, & Critical Thinking (2<sup>nd</sup> ed.)*. New York: Cambridge University Press.

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## ENGLISH LANGUAGE PROGRAM CONSULTANCIES

[U. S. Department of State](#), Spain, Bahrain, Oman, U.A.E., online. Professional Development. 2012, 2015, 2016, 2017.

[GT Educational Center](#), Chicago, IL. Accreditation. 2012-2013; 2017

[Gonzaga University](#), Spokane, WA. Program Review. 2016.

[Gannon University](#), Erie PA. Curriculum & Assessment; Professional Development. 2016.

[University of Northern Iowa](#), Cedar Falls, IA. Accreditation. 2016.

[Links English Language Institute](#), Newark, NJ. Accreditation. 2015-2016.

[University of Toledo](#), Toledo, OH. Program Review. 2015.

[Skidmore College](#), Saratoga Springs, NY. Professional Development. 2015.

[Campus Education](#), New York, NY. Curriculum, Assessment, Accreditation. 2014-2015.

[Mass. International Academy](#), Marlborough, MA. Curriculum, Assessment, Accreditation. 2013-2014.

[Pace University](#), New York, NY. Program Review. 2013.

[Saginaw Valley State University](#), Saginaw, MI. Program Review. 2013.

[International Education Center](#), Glenview, IL. Accreditation. 2013.

[King Saud University](#), Riyadh, Saudi Arabia. Professional Development. 2013.

[State University of New York at New Paltz](#). Curriculum Development. 2012, 2013.

[University of Eastern Michigan](#), Ypsilanti, MI. Accreditation. 2012.

[Arkansas State University](#), Jonesboro, AR. Accreditation. 2011-2012.

King Abdullah Air Defense Force Academy, Taif, Saudi Arabia. Program Review. 2011.

Air Defense Forces Institute, Jeddah, Saudi Arabia. Program Review. 2011.

[University of Denver, Denver, CO](#). Program Review. 2010.

[Pittsburg State University](#), Pittsburg, KS. Program Review. 2010.

[Showa Boston Institute for Language and Culture](#), Boston, MA. Curriculum Development, Accreditation. 2010.

[Universidad Andrés Bello](#), Santiago, Chile. Teacher Education Curriculum Development. 2009.

[Laureate International Universities](#), Baltimore, MD. Program Development. 2008.

[University of Northern Alabama](#), Florence, AL. Curriculum, Assessment, Accreditation. 2006-2007.

[EnglishUSA](#) (formerly AAIEP), Atlanta, GA. Strategic Planning Development. 2004-2005; 2007-2008.

[DynEd International](#), Burlingame, CA. ESP Program Development. 2004.

[General Electric Capital International Services](#), New Delhi, India. ESP Curriculum Development, Assessment, Train-the-Trainer. 2001.

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[General Electric Corporate Audit Staff](#), Fairfield, CT. Intercultural Training. 1999-2001.

[Global English.com](#), San Francisco, CA. Academic Advising, ESP Research. 2000-2005.

[Point Loma Nazarene University](#), San Diego, CA. Program Review. 1997.

## PROFESSIONAL AND CONFERENCE PRESENTATIONS

### Intensive English Programs and Program Administration

*Encouraging Growth and Innovation for In-service Teachers*. March 29, 2018 (forthcoming.) TESOL, Chicago.

[\*Growing or Enhancing Your Program Based on Sound Development Decisions\*](#). With B. Rindler. March 24, 2017. TESOL, Seattle.

*Surviving and Thriving in the IEP Accreditation Process*. With B. Rindler. January 20, 2017. EnglishUSA Professional Development Conference. Middlebury Institute of International Studies at Monterey, Monterey, CA.

*Effective Planning for Managing Change in Postsecondary English Language Programs*. With M. Reeves, H. Vallenga, and B. Rindler. April 5, 2016. TESOL, Baltimore.

*Developing Strategic Planning Skills for Language Program Managers*. With B. Rindler. October 21, 2013. TESOL, Dallas.

*Managing the IEP Accreditation Process*. November 3, 2012. NYSTESOL, Albany, NY.

*Managing Stress for TESOL Professionals*. November 3, 2012. NYSTESOL, Albany, NY.

*Surviving the IEP Accreditation Process*. With B. Rindler. March 30, 2012. TESOL, Philadelphia. .

*Helping Teachers Manage Stress*. March 9, 2012. TESOL Arabia, Dubai.

[\*Avoiding Death by Meeting\*](#). April 5, 2008. TESOL, New York, NY.

*Reflective Teaching for Professional Development*. October 18, 2006. Center for English Language Learning, University of North Alabama, Florence, AL.

*Strategic Planning and Team Building in Intensive English Programs*. Co-author and co-presenter with L. Patriquin and K. Brown. May 30, 2000. NAFSA Professional Practice Workshop, San Diego, CA. Also May 25, 1999. NAFSA, Denver, CO.

*Hiring Teachers for Intensive English Programs*. With S. Smythe and I. Anikst. March 17, 2000. TESOL, Vancouver, BC. Also with A. Johnson and J. Williamson. May 27, 1999. NAFSA: Denver, CO.

*Faculty Evaluation in Intensive English Programs*. With D. Pattiz. March 15, 2000. TESOL, Vancouver, BC.

*Foundations of International Education: ESL Program Administration*. With J. Williamson and M. Swift. March 5 & 6, 1999. NAFSA Professional Development Two-day Workshop, Mt. Ida College, Newton Center, MA.

*Strategic Planning for IEPs*. With M. Davis, S. Lee, D. Pattiz, and S. Smythe. March 19, 1998. TESOL, Seattle, WA.

[\*Getting Hired at an IEP\*](#). With I. Anikst. March 20, 1998. TESOL, Seattle.



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*Addressing the Challenges of Serving Matriculated and Non-matriculated Students.* With J. Bame, J. Graham, and J. Hafernik. March 18, 1998. TESOL, Seattle, WA.

*Professional Development in an IEP.* With J. Friedenber, M. K. Jordan, and D. Ross. March 28, 1996. TESOL. Chicago, IL.

*The IEP Textbook Coordinator: A How-to Guide.* March 30, 1995. TESOL, Long Beach, CA.

*IEP Field Trips: Models for Success.* With M. Linden-Martin. March 9, 1994. TESOL, Baltimore, MD.

*Keeping the Customer Happy.* With M. Herbert, S. Miller, and D. Tom. April 16, 1994. CATESOL IEP Level Workshop. San Diego, CA.

*Exploring and Discovering Intensive English Programs Around the World.* With J. Davidson [US], R. Inman [Canada], S. Johnston [Japan], H. Wren [Australia], and A. Maley [Great Britain]. March 4, 1992. TESOL, Vancouver, BC.

### Skills and Curriculum Development

[\*Developing Speaking and Pronunciation Skills for ELLs.\*](#) Invited Speaker. May 20, 2017. ESL Symposium, University of North Carolina, Raleigh, NC.

*ESOL Reading and Vocabulary Development.* Invited Speaker. May 13, 2016. ESL Symposium, University of North Carolina, Raleigh, NC.

*From Principles to Practice in ESOL Reading and Vocabulary Development.* Featured Speaker. October 7, 2014. Adult and Community Educators of Florida Conference. Orlando, FL.

[\*Writing Effective Student Learning Outcomes.\*](#) With B. Rindler. March 28, 2014. TESOL, Portland, OR. Also October 29, 2011, NYSTESOL, Melville, NY. Also with J. Bixby. April 8, 2011, CATESOL, Long Beach, CA. Also with J. Bixby March 19, 2011. TESOL, New Orleans, LA.

[\*Teaching Reading and Writing.\*](#) January 21, 2013. Plenary session. Professional Development Week. English Language Skills Department, Preparatory Year Program, King Saud University, Riyadh, Saudi Arabia.

*Teaching Listening and Speaking.* January 21, 2013. Plenary session. Professional Development Week. English Language Skills Department, Preparatory Year Program, King Saud University, Riyadh, Saudi Arabia.

[\*Using a Question-Centered Approach to Integrate Reading and Writing.\*](#) With J. Bixby. March 31, 2012. TESOL, Philadelphia. Also April 13, 2012, CATESOL, Oakland

[\*Principles to Practice in Teaching Reading.\*](#) With J. Bixby March 30, 2012, TESOL, Philadelphia, PA. . Also November 5, 2010, NYSTESOL, Albany, NY. Also with J. Bixby. April 24, 2010. CATESOL, Santa Clara, CA.

*Student Learning Outcomes in the ESL Classroom.* With S. Sargent. November 5, 2010. NYSTESOL, Albany, NY.

[\*Speaking Skills for English Language Learners.\*](#) April 17, 2010. Literacy New York Spring Tutor Symposium, Saratoga Springs, NY.

[\*Designing Effective Reading Activities.\*](#) With J. Bixby. March 26, 2009. TESOL, Denver, CO.

[\*The Basics of Needs Assessment.\*](#) March 23, 2007. TESOL, Seattle, WA.

*Teaching Pronunciation: Basic Concepts, Materials, and Techniques.* April 8, 2000. Northern New England TESOL, St. Michael's College, Colchester, VT. Also April 10, 1999, NNETESOL,

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University of Southern Maine, Gorham, ME. Also November 12, 1994, Los Angeles Area Regional CATESOL Conference. California State University, Fullerton, CA.

*Developing Activities for Oral Communication.* November 7, 1998. Los Angeles Area Regional CATESOL Conference, University of Southern California, Los Angeles, CA.

*A Film-Based Course for IEP Students.* November 1, 1997. Los Angeles Area Regional CATESOL Conference. Mt. San Antonio College, Walnut, CA.

*Teaching Listening Comprehension: Principles, Activities, and Resources.* November 4, 1995. Los Angeles Area Regional CATESOL Conference, California State University, Los Angeles, CA.

*Using Information Gap Activities: An Active Introduction.* April 23, 1987. TESOL. Miami, FL.

### Intercultural Communication

*Activities for Building Intercultural Communication Skills Among IEP Students.* With Bruce Rindler. March 29, 2018 (forthcoming). TESOL, Chicago, IL.

[\*Practical Techniques for Teaching Culture in the Classroom.\*](#) October 27, 2017 Part of the Pearson ELT Professional Development Webinar series.

*Best Practices and Emerging Trends in Intercultural Communication.* Invited panelist. With J. Bennett and R. Senyshyn. April 8, 2016. TESOL, Baltimore, MD.

*Practical Techniques for Teaching Culture in the Classroom.* Featured Speaker. March 9, 2016. TESOL Arabia, Dubai, United Arab Emirates.

[\*Building Bridges Though Intercultural Communication.\*](#) Plenary address. October 25, 2014. Three Rivers TESOL, Pittsburgh, PA. Also November 15, 2016, Global Education Conference, online.

*Harmonizing Cultures in the ELL Classroom.* With A. Wintergerst. Mar. 29, 2014. TESOL, Portland, OR.

*Building Intercultural Competence.* Invited Panelist. With B. Norton, T. Nakamura, and A. Holliday. March 27, 2014. TESOL, Portland, OR.

*Challenging Classroom Activities for Teaching Culture.* With A. Wintergerst. November 15, 2013. NYSTESOL, White Plains, NY.

*Developing Our Intercultural Awareness.* Invited Speaker. With L. Jacob. Intercultural Interest Group Workshop. October 26, 2013. CATESOL, San Diego, CA.

*Developing Cultural Awareness.* Featured Speaker. March 22, 2013. TESOL, Dallas.

*Effects of Cultural Diversity on Classroom Behavior and Instruction.* Invited panelist. With E. Rose & J. Bush. April 14, 2012. CATESOL IEP Level Workshop, Oakland .

*The Language-Culture Connection.* Keynote speech. April 10, 2012. The 2nd Symposium on English Language Teaching in the Kingdom of Saudi Arabia, Imam University, Riyadh.

[\*Integrating the Teaching of Culture and Social Identity.\*](#) With A. Wintergerst. March 30, 2012. TESOL, Philadelphia, PA .

*Achieving Excellence Through Intercultural Awareness.* Mar 8, 2012. Plenary address. TESOL Arabia, Dubai.

[\*Practical Techniques for Teaching Culture in the Classroom.\*](#) November 5, 2011, NNETESOL, Colchester, VT. Also March 21, 2007. TESOL, Seattle, WA.

[\*Six Ways to Teach Culture Effectively.\*](#) With A. Wintergerst. October 28, 2011. NYSTESOL, Melville, NY.



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*Integrating the Teaching of Culture and Social Responsibility* with A. Wintergerst. March 19, 2011. TESOL, New Orleans, LA.

*Tips for Teaching Culture*. With A. Wintergerst. November 6, 2010. NYSTESOL, Albany, NY.

*Ten Techniques for Teaching Culture in the Classroom*. With A. Wintergerst. March 25, 2010. TESOL, Boston, MA.

*Practical Activities for Teaching Culture*. With A. Wintergerst. November 13, 2009. NYSTESOL, White Plains, NY.

*Communicating Effectively Across Cultures: The Language Factor*. June 8, 2005. ASTD, Orlando, FL.

*Leveraging Diversity in Global Teams*. May 24, 2000. Plenary session, General Electric Corporate Audit Staff Conference, Tampa, FL.

*Cultural Awareness Workshop*. January 11–14, 2000. Orientation program, General Electric Corporate Audit Staff. Norwalk, CT. Also September 14–17, 1999. Also May 18 & 20, 1999.

*Cultural Awareness II*. May 26, 1999. Plenary session, General Electric Corporate Audit Staff Conference, Raleigh, NC.

*An Introduction to Cultural Awareness*. January 27, 1999. Plenary session, General Electric Corporate Audit Staff Conference, Bolton's Landing, NY.

*Teaching Culture in the Classroom*. November 1, 1997. Los Angeles Area Regional CATESOL Conference. Mt. San Antonio College, Walnut, CA.

### **Publishing and Materials Development**

*The Next Generation of Challenges in Authoring*. Invited panelist. With C. Cavage, N. Robinson, L. Bonesteel, and S. Lynn. March 27, 2014. TESOL, Portland, OR.

*Publishing 101: Getting a Start as a Published Author*. With J. Krum, D. Mackey, J. Adelson-Goldstein, and P. Alongi. March 27, 2014. TESOL, Portland, OR.

*Marketing Our Books: How Can Authors Help?* With L. Pollard. March 21, 2013. TESOL, Dallas.

*Tea with TESOL's Best: Getting a Start as a Textbook Writer*. Invited host. March 30, 2012. TESOL, Philadelphia.

*Writing Textbooks that Sell*. With J. Aitchison, S. Karras, I. Martin, O. Fernandez, & D. Mackey. March 19, 2011. TESOL, New Orleans, LA.

*Books! Books! Books!: Selecting ESL Textbooks*. Invited panelist. With P. Taylor, P. Alongi, K. Sherak. April 18, 2009. CATESOL IEP Level Workshop, Pasadena, CA.

*Current Trends in ESL/EFL Publishing*. With L. Hellegers, P. Alongi, S. Roehr, L. Pearson. March 28, 2009. TESOL, Denver, CO.

*From Manuscript to Published Textbook*. With B. Wegmann & V. Kelemen. April 4, 2008. TESOL, New York, NY.

*What Teachers Want in Listening Comprehension Textbooks*. April 16, 1993. TESOL. Atlanta, GA.

*Teachers on Textbooks: Hitting the Mark*. March 9, 1990. TESOL, San Francisco, CA.

*What Teachers Want: Desirable Qualities in ESL Textbooks*. March 10, 1989. TESOL. San Antonio, TX.

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## Technology

[\*Technology Through the Years: Lessons Learned\*](#). Plenary Speaker. April 8, 2017. First Annual Student Conference on Language and Linguistics. Saint Michael's College, Colchester, VT. Also, Invited Speaker. May 14, 2016. ESL Symposium, University of North Carolina, Raleigh, NC.

*Fifty Years of Technology: Lessons Learned*. Plenary Address. November 14, 2015. CATESOL, Anaheim, CA.

*Delivering Effective Professional Development Through Webinars*. March 29, 2014. TESOL, Portland, OR.

[\*Improving Your Virtual Presentation Skills\*](#). April 21, 2012. Virtual Roundtable Web Conference.

[\*Teaching With Technology\*](#). With T. Alvarez, C. Gonzalez, J. Compte, M. Salazar. May 26 & 27, 2009. Universidad Andrés Bello, Santiago and Viña del Mar, Chile.

*Using the World Wide Web with K-12 Students*. April 10, 1999. NNETESOL Conference, University of Southern Maine, Gorham, ME.

*Introduction to the World Wide Web*. November 14, 1998. NNETESOL Conference. Southern New Hampshire University, Manchester, NH.

*A Self-Access Language Lab for ESL Students*. With D. Bycina and D. Smith. November 4, 1995. Los Angeles Area Regional CATESOL Conference, California State University, Los Angeles, CA.

## Miscellaneous

[\*Empowering Your Students with Media Literacy\*](#). October 4, 2017. Part of the American English Webinar series for the Office of English Language Programs, U.S. Department of State.

[\*Looking In, Looking Out: Expanding our Vision\*](#). May 19, 2017. Invited Speaker. North Carolina ESL Symposium, Raleigh, NC. Also March 11, 2016. Featured Speaker. TESOL Arabia, Dubai, United Arab Emirates. Also November 6, 2015. Plenary Speaker. Colorado TESOL. Denver, CO.

[\*Making the Leap to Consulting\*](#). With A. Lomperis, B. Rindler, J. Adelson-Goldstein, D. Kennedy. March 22, 2017. TESOL, Seattle, WA.

[\*The Wizard of Oz: A TESOL Tale\*](#). With H. D. Brown, M. Christison, J. Liu, D. Zemach, M. Algren, L. Zweir. April 7, 2016. TESOL, Baltimore, MD.

[\*Exploring College Slang\*](#). With A. Wintergerst. March 27, 2009. TESOL, Denver, CO. Also with A. Mussomeli. May 2, 2008. Northern New England TESOL, Colchester, VT.

[\*The Business End of Teaching Business ESL\*](#). With A. Koeller. April 4, 2008. TESOL, New York, NY.

[\*Working Independently\*](#). March 22, 2007. TESOL, Seattle, WA.

*Basic Concepts in Language Testing and Assessment*. February 28, 2007. Center for English Language Learning, University of North Alabama, Florence, AL.

*International Orientation: Making the Most of the ASTD Experience*. With E-J Hurley. May 7, 2006. American Society for Training and Development International Conference & Exposition, Dallas, TX. Also with J. Maykoski, June 4 & 5, 2005, Orlando, FL. Also May 22 & 23, 2004, Washington, DC.

[\*English for Telephone Calling Centers\*](#). April 1, 2004. TESOL, Long Beach, CA.

[\*Hearing the Voice Within\*](#). With K. Purgason. March 26, 2003. TESOL, Baltimore, MD.

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## PROFESSIONAL ACTIVITIES

**Member**, Board of Directors, TESOL International Association. (2018-2021; 1995-1998). Elected by membership to serve on senior leadership position of international professional association. Held legal and fiduciary responsibility for association of 11,000 members with four-million dollar budget. Determined policy, oversaw committees, publications, conferences, management, led association in areas of professional development, standards, and advocacy. Chaired committee overseeing activities of eighteen professional special interest groups. Advised and mentored rising leadership.

**Chair**, TESOL Interest Section Task Force. (2015-2016) Selected by Board of Directors to lead exploration of best practices in special interest groups in professional associations with recommendations for future plans for TESOL.

**Member**, TESOL Task Force on Governance. (2012-2014) Explored governance issues for professional association.

**Member**, TESOL Book Publications Committee (2010–2013) Developed publishing plans, evaluated book proposals, lead professional association in transition towards publication of e-books.

**Site Review Team Member and Team Leader**, Commission on English Language Accreditation. (2012-2013)

**Blogger**, [TESOL International Association Blog](#). Wrote blog postings on diverse subjects. (2012-2013, 2017-2018)

**Candidate**, President, Teachers of English to Speakers of Other Languages, Inc. (2009–2010). Selected by Nominating Committee to run as one of two candidates for the highest position in the TESOL International Association.

**Textbook and Software Reviewer**, Cambridge University Press, Oxford University Press, Longman, Heinle & Heinle, St. Martin's Press. Write reviews of ESL textbook manuscripts and proposals under consideration and determine advisability of publication. (1989–present)

**Member**, TESOL Nominating Committee. (2008–2009) Served on committee to select election slate of leaders of professional association.

**Co-developer and Co-presenter**, American Society for Training & Development, International Orientation program for International Convention and Exposition. Co-developed and co-presented conference orientation program for more than 500 international trainers in Dallas (2006), Orlando (2005), San Diego (2004).

**Member**, Academic Advisory Board, GlobalEnglish.com. Advised large internet-based English language business on content, curricular, and technology matters. (1999–2002)

**Member**, TESOL Serial Publications Advisory Committee. Determined policy for three major professional publications (*TESOL Quarterly*, *TESOL Journal*, *TESOL Matters*), determined evaluative procedures for publications, editors, and editorial boards. Oversaw editorial search processes. (1995–1998)

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**Member**, Western Association of Schools and Colleges Accrediting Team. Made site visit, prepared assessment and recommendations as content expert for regional accrediting body. (1995)

**Member and Co-Chair**, Conference Planning Committees, CATESOL Regional 1985–1991, State 1987, 1990, TESOL 1992, 1993, 1995. Chaired Program, Exhibit, Troubleshooting committees. Co-chaired regional conference in Los Angeles for 1200 participants (1990). Oversaw twenty committees to ensure successful outcomes.

**Chair, Associate Chair**, TESOL Intensive English Programs Interest Section. Led key division of professional association. Oversaw organizational development, conference planning, newsletter publication. (1991–1993)

### ADDITIONAL VOLUNTEER LEADERSHIP EXPERIENCE

**Co-Chair**, Peasant Market Fundraiser for Outreach. St. Stephen's Episcopal Church, Middlebury, VT. (2017-2018)

**Member**, Board of Directors, The Bridge School, an independent K–6 school in Middlebury, VT.  
**Chair**, Marketing and Enrollment Committee. (2011–2016)

**Member**, Advancement Committee, The Quarry Hill School, Middlebury, VT. (2011–2013)

**Member**, Alumni Council, Northfield Mount Hermon School. **Vice-Chair**, Strategic Planning Committee. (2004–2009)

**Member and Vice-President**, Board of Directors, Middlebury Community Players. (2004–2007)

**Member**, Vestry [board], St. Stephen's Episcopal Church. **Junior Warden** [vice-chair] in charge of buildings and grounds. (2000–2003)

### EDUCATION

**M.A. TESOL**, Biola University, La Mirada, CA. 1994.

**A.B. English and American Literature**, Brown University, Providence, RI. 1981.

**A Levels in English and French**, Haileybury College, Hertford, England. 1977.

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