

## **LSCPA Curriculum Vitae**

Adriane Champagne

### **EDUCATIONAL BACKGROUND**

1. Bachelor of Applied Arts and Sciences, Lamar University, May 2012.
2. Associate of Applied Science, Lamar Institute of Technology, May 2000. Major Area: Business and Computer Information Systems

### **POSITIONS IN HIGHER EDUCATION**

1. 2017-Present: Program Coordinator for Business Office Management and Accounting A.A.S. Programs, Lamar State College Port Arthur  
Contributes to the development and management of the program budget. Provides leadership for student recruitment. Completes Annual Assessment Report. Completes Annual Unit Plan. Manages program curriculum including proposing curriculum changes. Works with adjunct faculty and community partners to develop, modify, and implement the curriculum. Monitor courses to assure program policies are implemented. Review and select textbooks. Monitor or update WECM or ACGM documents. Conduct administrative functions of the program. Assures that the Advisory Committee meets annually by scheduling meetings and notifying members. Contributes to the development of program schedules. Review and submit updates to publications regularly through department chair. Review and submit Program information to be updated LSCPA web page.  
Review and submit changes to Program brochures. Review and submit changes to LSCPA catalog/student handbook. Contributes to the purchase and maintenance of equipment/materials/supplies. Develop annual and three-year plans for equipment. Oversee the maintenance of equipment. Faculty trainer for the student registration process, Banner usage, Blackboard usage, and classroom management.
2. 2013-Present: Business and Industrial Technology Tenured Instructor, Lamar State College Port Arthur  
Responsible for instruction of all levels of Business Office Management and Microsoft Office courses. Responsible for daily, weekly, and scheduled performance evaluations. Responsible for initiating, facilitating, and moderating classroom discussions, both in-classroom and virtually. Responsible for accurate record keeping of attendance, work performance, and curriculum alignment. Blackboard instructor and course designer who can modify and build courses online as needed. Responsible for timely completion and submission of related course documents including attendance verification, administrative summons,

and course grades. Responsible for planning course projects and establishing course goals according to posted learning objectives established in the Workforce Education Curriculum Manual and program student learning outcomes established by college and business partners.

3. 01/2020-12/2020 & 1/2012-05/2013: Adjunct Instructor, Office Technology, Lamar Institute of Technology

Responsible for instruction of Office Technology and Microsoft Office courses. Responsible for daily, weekly, and scheduled performance evaluations. Responsible for initiating, facilitating, and moderating classroom discussions, both in-classroom and virtually. Responsible for accurate record keeping of attendance, work performance, and curriculum alignment. Blackboard instructor and course designer who can modify and build courses online as needed. Responsible for timely completion and submission of related course documents including attendance verification, administrative summons, and course grades. Responsible for planning course projects and establishing course goals according to posted learning objectives established in the Workforce Education Curriculum Manual and program student learning outcomes established by college and business partners.

4. 09/2011-12/2011: Adjunct Instructor, Lamar State College Port Arthur  
Responsible for instruction of Office Administration and Microsoft Office courses. Responsible for daily, weekly, and scheduled performance evaluations. Responsible for initiating, facilitating, and moderating classroom discussions, both in-classroom and virtually. Responsible for accurate record keeping of attendance, work performance, and curriculum alignment. Blackboard instructor and course designer who can modify and build courses online as needed. Responsible for timely completion and submission of related course documents including attendance verification, administrative summons, and course grades. Responsible for planning course projects and establishing course goals according to posted learning objectives established in the Workforce Education Curriculum Manual and program student learning outcomes established by college and business partners.

5. 06/2008-08/2013: Administrative Associate Senior, Business Technologies Department Lamar Institute of Technology

Secretary for department of thirty faculty and staff. Built and updated course inventory in Banner based on WECM and ACGM information. Advised and counseled students, faculty, and staff using Banner self-service and Banner INB. Prepared payroll records and new hire packets for faculty, staff and student assistants of department. Composed correspondence for department chair,

schedule meetings, prepare agendas, and took minutes of meetings. Maintained calendar for Department Chair, classrooms and department events. Ordered, inventory, and issue supplies for department. Verified and processed potential graduates for department. Hired, trained, process payroll, and oversaw day to day activities of multiple work-study students for the department.

6. 03/2005-06/2008: Financial Aid Specialist, Financial Aid, Student Services Department, Lamar Institute of Technology  
Coordinate administrative duties including reporting and budgeting for overlapping state and federal financial aid programs: Texas Grant, TEOG, LEAP, SLEAP, and Work-study as state grant financial aid officer. Provide administrative and technical support to Director of Financial Aid. Hired, trained, processed payroll, and oversaw day to day activities of multiple work-study students for the department. Assisted students and guardians throughout the entire financial aid process. Presented financial aid and general campus information to public both on and off campus.

#### **PROFESSIONAL AFFILIATIONS**

1. 2013-Current: Texas Community College Teachers Association (TCCTA)
2. 2018-current: Founding member of Workforce Development Board Port Arthur Chamber of Commerce.

#### **PROFESSIONAL DEVELOPMENT**

1. TSUS Faculty Development Day for Digital Education. January 2021
2. Growth Mindset monthly book meeting Fall 2020
3. Educators and the American Council on Education. August 2019-July 2020.
4. Perkins Grant Technical Assistance Orientation June 27-28, 2018 and August 22, 2019. Training held at Texas Higher Education Coordinating Board for college campus Perkins Basic Grant administrators. Attended session that included Request for applications, programmatic reports and how to submit amendments to the grant, and error spotting. "Best Practices and Catalog of Performance Improvement/Evaluation Plans for 2p1,3p1,4p1,5p1, & 5p2. Also Expenditure Reports, How Core Indicators are Calculated and what to expect when your campus has a desk review/site visit.
5. Microsoft Office Excel 2016 Certification August 2019.

6. The Educators Guide to the Student Engagement/Motivation Galaxy seminar! NISOD conference January 2019
7. Joy Project with VPAA Dr. Millsap Fall 2019
8. "Communication in the Workplace" Lamar University Alumni presentation by Forest Hamilton April 2018
9. The Acceleration Institute April 6-7, 2017. Meeting held at Texas State University-Round Rock Campus by THECB. Meeting mission was to learn how to effectively scale, enhance, and evaluate acceleration strategies, such as mainstreaming/co-requisites, NCBOs and IRW models, at their institutions. Sessions I attended were Communicating Data, Learning Disabilities, Holistic Advising, NCBOs, and Students with Disabilities.
10. Digital Ticket Online Learning Conference May 11, 2018
11. Blackboard World July, 2017 Attended weeklong event with Distance Education coordinator, IT assistant director and English faculty to find better and more efficient ways to use Blackboard on our campus and bring new training techniques to our faculty and students.
12. Texas Community College Teachers' Association Convention February 23-25, 2017
13. Digital Ticket Online Learning Conference May 19, 2016
14. Texas Community College Teachers' Association Convention February 25-27, 2016
15. Digital Ticket Online Learning Conference May 21, 2015
16. Texas Community College Teachers' Association Convention February 19-21, 2015
17. The Paperless Medical Office: Using Optum PM and Physician EMR March 28, 2014
18. Targeted Teaching Tool for ICD-10-PCS Webinar March 26, 2014
19. Success Strategies for Teaching ICD-10-CM Webinar March 3, 2014
20. Navigating the New CMS-1500 (02/12) Form February 25, 2014
21. Texas Community College Teachers' Association Convention February 06-08, 2014

22. ICD-10-CM for Instructors Webinar February 11, 2014

23. Webinar, AHIMA'S Five Steps for Interview that Rock (and Get You the Job)! January 2014

**LSCPA CAMPUS EXPERIENCE (leave blank if new to LSCPA)**

1. 2019-2020: Secretary, LSCPA Faculty Senate; Attend all scheduled meetings and activities sponsored by Faculty Senate. Meet with Executive Committee of campus about faculty concerns. Take minutes of faculty meetings and report those back to Senate and to Vice President of Campus.

2. 2015-Current: Distance Education Committee member. Serve as faculty representative on committee. Review online courses as needed. Review and revise distance education manual as needed. Attend all meetings of committee.

3. 2019: Nominating Committee for "Teaching Excellence Awards- review applications and make recommendations on top candidates.

4. 2018-Current: Member of the Curriculum Review committee. Review and discuss potential changes to the college curriculum.

5. 2018-Current Faculty Advisor Business and Accounting Student Organization

6. 2016-2020: Faculty Senate member

7. 2016-2020: Planned and Hosted Job Interview Skills Workshop with Local businesses, Port Arthur Chamber of Commerce, and Texas Workforce Solutions

16. 2018: Member of the Madison Monroe renovation (\$500,000 gift to Business Office Management program) project