

## CURRICULUM VITAE

Nancy Longlet

### EDUCATIONAL BACKGROUND

1. **Doctor of Philosophy**, University of North Texas & UNT Health Science Center at Ft. Worth 1993. Major Area: Cardiovascular Physiology & Cardiac Metabolism
2. **Master of Science**, Texas A&M University, 1987. Major Area: Physical Education-Exercise Physiology
3. **Bachelor of Science**, Texas Lutheran University, 1985. Major Area: Biology

### POSITIONS IN HIGHER EDUCATION

1. **2004-Present: Assistant Professor of Biology, Lamar State College Port Arthur**

Responsible for instruction for lectures and labs in General Biology I & II and Anatomy & Physiology I & II. Responsible for selecting books to be used in the General Biology and A&P lectures and labs. Responsible for writing instructional materials used in lectures and labs such as notes, review question, and various charts and diagrams used in lecture. Responsible for writing and grading exams in a timely manner. Responsible for writing, grading, and scoring assignments to evaluate the PSLO's. Responsible for conducting online orientation sessions and/or recording orientation videos for students in online classes. Created and recorded lecture videos for online classes. Responsible for creating and following schedules for lectures and labs to ensure that all required objectives are covered. Responsible for selecting content for online assignments from Publisher's site for General Biology and A&P lectures and labs. Responsible for creating/writing lab assignments, and activities designed to give students hands on learning opportunities for lab content. Responsible for promptly responding to all student emails regarding course content, presentation, grades, projects, and/or any other issue. Responsible for accurate record keeping of all grades in all learning formats. Responsible for calculating final course averages and submitting final grades.

2. **1994-1997: Assistant Professor of Biology, Concordia College, Moorhead, Minnesota**

Responsible for instruction for lectures and labs in General Biology I and Anatomy & Physiology. Responsible for writing instructional materials used in lectures and labs such as notes, review question, and various charts and diagrams used in lecture. Responsible for writing and grading exams in a timely manner. Responsible for creating and following schedules for lectures and labs to ensure that all required objectives are covered. Responsible for creating/writing lab assignments, and activities designed to give students hands on learning opportunities for lab content. Responsible for advising students in the Biology program. Responsible for answering questions from students regarding course content, presentation, grades, projects, and/or any other issue. Responsible for accurate record keeping, calculating final course averages, and submitting final grades.

3. **1992-1994: Assistant Professor of Biology, Tarrant County College, Fort Worth, Texas**

Responsible for instruction for lectures and labs in General Biology I & II and Anatomy & Physiology I & II. Responsible for writing instructional materials used in lectures and labs such as notes, review question, and various charts and diagrams used in lecture. Responsible for writing and grading exams in a timely manner. Responsible for creating and following schedules for lectures and labs to ensure that all required objectives are covered. Responsible for creating/writing

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lab assignments, and activities designed to give students hands on learning opportunities for lab content. Responsible for answering questions from students regarding course content, presentation, grades, projects, and/or any other issue. Responsible for accurate record keeping of all grades, calculating final course averages and submitting final grades.

4. **1988-1992: Lab Teaching Assistant: University of North Texas Health Science Center at Fort Worth, Ft. Worth, Texas.**

Responsible for the set up and breakdown of the Medical Physiology lab. Responsible for assisting with teaching the content of the Medical Physiology lab. Responsible for assisting with teaching skills used to assess physiological parameters such as EKG, blood pressure, blood flow, function of reflexes, heart function, spirometry, and renal function. Responsible for maintaining equipment and supply inventory of the medical physiology lab. Responsible for cleaning of the equipment used in the medical physiology lab. Responsible for creating several displays to illustrate various physiological concepts.

5. **1985-1987: Teaching Assistant: Texas A&M University, College Station, Texas.**

Responsible for teaching activity courses in Fitness & Conditioning, Power volleyball, and Weight Training. Responsible for teaching the skills involved in these classes. Responsible for creating grading methods to assess performance in the courses. Responsible for adapting courses to individuals who were physically unable to perform the course requirements. Responsible for providing extra instruction to students who requested it. Responsible for keeping accurate attendance, grades, calculating final course averages and submitting final course grades.

## INSTRUCTIONAL EXPERIENCE

1. Credit courses at Lamar State College Port Arthur include:
  - a. General Biology I Lecture (Bio 1306), General Biology I Lab (Biol 1106), General Biology II Lecture (Biol 1307), General Biology II Lab (Biol 1107), Anatomy & Physiology I Lecture (Biol 2301), Anatomy & Physiology I Lab (Biol 2101), Anatomy & Physiology II Lecture (Biol 2302), Anatomy & Physiology II Lab (Biol 2102)
2. Credit courses at Concordia College, Moorhead, Minnesota include:
  - a. Cell Biology – Lecture & Lab (Biol 121), Human Anatomy & Physiology – Lecture & Lab (Biol 306)
3. Credit courses at Tarrant County College, Fort Worth, Tx include:
  - a. General Biology I Lecture & Lab (Biol 1406), General Biology II Lecture & Lab (1407), Anatomy & Physiology I lecture & lab (Biol 2401), Anatomy & Physiology II lecture & Lab (Biol 2402)

## ADDITIONAL RELATED EXPERIENCE

1. **2017-2018: Pearson Accuracy Reviewer for Human A&P 2<sup>nd</sup> ed by Amerman**  
Reviewed all Core Principle sections related questions of the 2<sup>nd</sup> edition of the textbook prior to its release.
2. **2017-2018: Pearson Accuracy Reviewer for Human A&P 2<sup>nd</sup> ed by Amerman**  
Reviewed all Flashback sections related questions of the 2<sup>nd</sup> ed of the textbook prior to its release.
3. **2017-2018: Served as a Special Reviewer for Human A&P 2<sup>nd</sup> by Amerman**

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Reviewed Concept Boost sections and the related questions of the 2<sup>nd</sup> ed of the textbook prior to its release.

### COLLEGE SERVICE

1. **2010-Present:** Curriculum Review Committee
2. **2010-2018:** Gen. Ed. Committee
3. **2010-2011:** Hiring Committee; Math and Biology
4. **2010-2012:** Blackboard Trainer for BMS department
5. **2011-2012:** Distance Learning and Classroom Advisory Committee
6. **2014-2016:** Classroom Technology Advisory Committee
7. **2017-2018:** Hiring Committee: Physics and Physical Science
8. **2017-2018:** SACSCOCC 5<sup>th</sup> Year Interim Report Committee
9. **2018-Present:** Scholarship Committee
10. **2018-Present:** Lead Instructor Sciences
11. **2019-Present:** Data Committee
12. **2019-2020:** Hiring Committee: Anatomy & Physiology
13. **2019-2020:** Faculty Senate Alternate
14. **2020-2021:** Promotion Committee
15. **2020-Present:** Member Faculty Senate

### PROFESSIONAL AFFILIATIONS

1. **2015-current:** Texas Community College Teachers Association (TCCTA)
2. **2017-current:** Human Anatomy & Physiology Society (HAPS)

### PROFESSIONAL DEVELOPMENT

1. 2010 3-day Blackboard Training Session to become a Blackboard Trainer
2. 2012 Electronic Instructor Certification for Blackboard parts I & II
3. 2012 Blackboard Training session conducted by Distance Learning Coordinator
4. 2014 Digital Ticket Conference, Lamar University
5. 2014-2015 Training sessions on the use of Pearson Mastering conducted by Pearson Representative
6. 2015 Digital Ticket Conference, Lamar University
7. 2016 Digital Ticket Conference, Lamar University
8. 2017 Digital Ticket Conference, Lamar University
9. 2018 Digital Ticket Conference, Lamar University
10. 2019 Digital Ticket Conference, Lamar University
11. 2020 Accessibility and your MyLab Course Webinar
12. 2020 Anatomy & Physiology Revealed Webinar
13. 2020 Making the Most of your Lab time Webinar
14. 2019-2020 Active Shooter training