

LILLIE ROSE BUSBY

Title: Technology Coordinator, Languages Lab Coordinator

Department: Department of Foreign Languages

College: College of Humanities and Social Sciences

Degrees Earned

M.A. English, SHSU; Huntsville, Texas, 1990

B.S. Mathematics, Minor: English SHSU; Huntsville, Texas, 1983

Professional Licensure and Certifications

Bellaire School of Vocational Nursing; Houston, Texas: Licensed Vocational Nurse, 1969. Texas License 45911.

Peer-Review Publications and Artistic Performances/Exhibitions

Articles

Books

Chapters

Proceedings

Artistic Performances

Artistic Exhibitions

Research Monographs and Technical Reports

Funded External Grants

Peer-Review Presentations/Posters

Work or Professional Experiences

Professional Experience

SAM HOUSTON STATE UNIVERSITY: Fall 2007 - Present

Technology Coordinator, Languages Lab Coordinator Department of Foreign Languages

- Responsible for recruiting, training, and scheduling lab monitors.
- Provide overall management, supervision, and design of the Foreign Languages computing environment to allow the most effective, efficient work space for academic hands-on general access computing.
- Responsible for the security, maintenance, and repairs of the Foreign Languages Lab computing equipment and peripherals as well as the furniture and facility.
- Responsible for supervising 700+ students in the Foreign Languages Lab.

Language Technology Specialist:

- Software; implementing Computer Assisted Language Learning Technology (**CALLT**) within all Foreign languages classes, with emphasis on the Language Lab; specializing in troubleshooting Audio/Video problems within the different interfaces.
- Diagnosing and troubleshooting Language Lab technical problems.
- Providing technology training for all Language Lab monitors; providing technology training for all faculty (Foreign Languages) and lab students; providing up to date research findings in the field of Learning Technology (equipment, methodology, and software).
- Researching licensing and copyright agreements
- Serve as backup for lab monitors who are unable to work.

SAM HOUSTON STATE UNIVERSITY: 2003 – 2007

Lecturer, Department of English full time. No other outside employment

- Teaching two 300 level classes in the English Department program.

Technology Supervisor for English and Foreign Languages

Language Technology Specialist:

- maintaining and acquiring upgrades for all FOL technology equipment in the FOL lab, including software; implementing Computer Assisted Language Learning Technology (**CALL**) within all Foreign languages classes, with emphasis on the Language Lab; specializing in troubleshooting Audio/Video problems within the Robotel interface.
- diagnosing and troubleshooting Language Lab technical problems.
- providing technology training for all Language Lab monitors; providing technology training for all faculty (English and Foreign Languages) and lab students; providing up to date research findings in the field of Learning Technology (equipment, methodology, and software).
- researching licensing and copyright agreements
- working in place of lab monitors who are unable to work.

Distance Learning (Department of English):

- consulting, troubleshooting, and monitoring ITV graduate classes in the English department.
- assisting computer services networking in diagnosing technical problems.
- providing instruction and assistance for faculty and students.
- instructing one graduate assistant in ITV technology
- diagnostic maintenance on equipment in E154

Technology Specialist for the Evans Complex

- providing training and education for specific classroom based technologies
- responsible for troubleshooting PC and MAC hardware and software problems.
- listed by Nancy Sears of Computer Services as Technology Liaison for the Evans Complex
- responsible for providing up to date in-service training to faculty, specifically in presentation imaging hardware and software.
- HEAF and Capital Equipment requests: assisting the department in researching and providing accurate price quotes on technical equipment.
- Providing skilled analysis of communication and presentation problems in terms of system requirements and equipment.
- Responsible for configuration of ASL testing facilities.

SAM HOUSTON STATE UNIVERSITY, 1990 – 2003.

Lecturer, Department of English and Technology Supervisor

Courses taught: Remedial English; English Composition I and II; English as a Second Language; Technical Writing.

LEE COLLEGE, HUNTSVILLE, TX, 1992 - 1996

Position: Instructor

Courses: Remedial English (grammar); English Composition I, II; American Literature; Remedial Math; College Study Skills.

Business Communications: emphasis on mastering the various forms of business writing and their proper applications.

Speech Communications: emphasis on oral presentation in the workplace.

CLEVELAND I.S.D. 1985 - 1986

Position: Teacher

Courses taught: Honors Geometry; Math Fundamentals; Algebra II.

SAM HOUSTON STATE UNIVERSITY:

Teaching Assistant (competitive), 1984 - 85 and 1989 – 90:

Courses: Remedial English; English Composition I.

Tutor, 1981 – 83:

Individual instruction in mathematics for undergraduates

COMPUTER PARTS & MORE, (Huntsville, TX: owners Bill & Darla Sommerfield):

Apprentice Technician, 1982 - 83: Construction and maintenance of personal computers.

Honors and Awards

Teaching Assistant: 1984 - 85, and 1989 - 90 (competitive).

Sigma Tau Delta: S.H.S.U.

Phi Theta Kappa: North Harris Montgomery College.

General Studies Advisor: S.H.S.U., 2000-2003

Faculty advisor: Phi Sigma Pi, 2001- 2005 (interdisciplinary, honors founded 1916)

Other Competencies

October 2009: had DVD software pushed to all PC's in the Languages Lab.

August 2009: Eliminated Computer Services issues in storing ASL video exams. I created a folder system on the "T" drive (with permission from Computer Services) that allows ASL students to save their recorded visual exams to the "T" drive.

June 2009: Saving rosters to text files

Discovered needless complications in "saving text to file" in the SAM menu rosters. Implemented a change that improved this process for the entire University.

May 2009: created a system which changed the grading and storage process of the TOPT at SHSU to digital format. My solution was accepted by SHSU College of Education and the Department of Foreign Languages.

January 2009: relocated entire FOL Audio/Video lab to AB4-307. Move required dismantling the entire lab; acquiring estimates and final costs from several departments on and off campus; designing the new facility.

Spring 2008: corrected the 20 minute startup time in the Languages Lab – found an archaic command loading on startup.

FALL 2008: devised a method of visual testing for ASL students that allows testing to be preformed in the FOL Languages lab.

June 2008: Arranged study 475 Lab Internship

I have sole responsibility for these students. They do not attend a class nor does any faculty member provide their training or supervision.

January 2008: became the SHSU campus supervisor for MySpanishLab and Director of the Foreign Languages Lab.

August 2007: Reassigned full time to technology in the Department of Foreign Languages.

October 2006: Reconfigured Foreign Languages Audio equipment to allow Foreign Languages students to use their own headsets. This saves the department a substantial sum in replacement headsets.

September 2006: Created BlackBoard Technology courses for English and FOL faculty.

Summer 2004: Diagnosed overheating of Robotel equipment in E212 and corrected the issue.

Summer 2003: Diagnosed problems in the nonfunctioning Languages Audio/Video lab (Evans 212). Several conferences with the vendor (Robotel Canada) resulted in Robotel returning to SHSU and correcting the installation problems.

Spring 2003: Diagnosed problems in the nonfunctioning ITV classroom (E154). Routed issues to the proper departments on campus. Tested all work performed and had the room ready for ITV classes within 60 days

Spring 2003 to the Fall 2008: Perform repairs on the Robotel interface saving the department \$500.00 per half hour in service calls to the vendor.

Spring 2003 to the present: Designed and submitted specifications for all the media classrooms in the Evans Complex.

April 2003: Reassigned 50% teaching load to work as Technology Supervisor, Evans Complex.