

Courtney Graves Milleson

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PERSONAL INFORMATION

Date of Birth: February 15, 1974

Place of Birth: Dumas, Texas

Citizenship: US Citizen

Married to: Jay Milleson

Children: Madeline – 6 years, John Alan – 2 years, Reed – 15 months

EMPLOYMENT HISTORY

Student Services

- 2002-present Assistant Professor, Coordinator/Student Success, Amarillo College
Supervise/plan/organize Common Reader Program, New Student Orientation, Student Success courses. Serve as General Studies Advisor. Past portions of this job included: Peer Tutoring, Learning Communities, and Supplemental Instruction.
- 2000-2002 Assistant Director of the Jack B. Kelley Student Center, West Texas A&M University
Primary responsibilities included supervising Student Activities events, Student Organization Roundtable activities, Interfraternity Council (including Rush, Risk Management, expansion, etc), Panhellenic Council (including Rush, expansion, etc.). Supervised staff of students and full-time clerical.
- 1998-2000 Coordinator, Student Activities, Odessa College
Primary responsibilities included planning/supervising Student Activities events, primary sponsor for Student Government Association (associated with the Texas Junior College Student Government Association), and New Student Orientation. Supervised staff of students and part-time clerical.
- 1996-1998 Coordinator, Recruiting, Odessa College
Primary responsibilities included College Nights (associated with the Texas Association of College Registrars and Admissions Officers), campus tours, community relations, college-wide marketing plan, maintained relationships with local high schools and school districts and other duties as assigned. Served the largest service area in the State.

Academic/Instructional

- 2002-present Taught the following courses for Amarillo College:

**Public Speaking (SPCH 1315)* - A basic course which acquaints students with principles of successful public speaking; provides activities which lead to the development of good speaking, listening and organizational skills. Gives students opportunities to analyze speaker effectiveness.

**Business and Professional Speaking (SPCH 1321)* - Theory and practice of speech communication as applied to business and professional situations with emphasis on oral reports, informative and persuasive/sales presentations, interviewing and organizational communication.

*Have taught Public Speaking and Business & Professional Speaking in one section (adjusting speech topics for student needs) and have taught both in mini-sessions (8 week courses).

Interpersonal Communication (SPCH 1318) - Theory and practice in one-to-one and small group communication with emphasis on the development and improvement of verbal and non-verbal skills. (I taught this course as a portion of a Learning Community centering on Pre-Allied Health Majors, used textbook designed for communicating in clinical settings.)

Student Success (STSU 0211) - Practical study designed to acquaint the student with college life; aid the student in acquiring skills needed for academic success; promote student development and personal growth; and encourage the student's acceptance of responsibility and involvement in the learning process.

Learning Frameworks (PSYC 1200) - Designed to explore, discuss and apply learning theory. Students who successfully complete the course will have a richer understanding of both the physiological and psychological processes of human learning; will understand their strengths and weaknesses in learning, motivation and thinking; and will be able to apply these concepts to their own experiences.

2000-2002

West Texas A&M University

Elementary Group Dynamics (IDS 1071) – Broad interdisciplinary introduction (with contributions from psychology, anthropology, linguistics, mass communications and speech communication) to a communication model effective for sending and receiving information in group situations. Emphasis on responding to individuals and groups in various environments. Development of listening skills and recognition and response to verbal and nonverbal communication.

1998-2000

Odessa College

Orientation 101 – a six week course designed to help incoming students navigate Odessa College and college life successfully.

Introduction to Mass Communications (COMM 1307) - Surveys basic facets affecting human interaction through mass communication. This course is designed to develop understanding of the interrelationships of the mass media in society and to help project the future of communication in an ever changing world.

EDUCATION

High School

Muleshoe High School, 1992, Diploma

College

West Texas A&M University

1992-1996

Bachelor of Arts, Speech/Public Relations

Texas Tech University

1997-1999

Master of Education, Higher Education

Texas Tech University

2001-2007

*Doctorate, Higher Education

18 graduate hours of Speech Communication as a portion of degree (Interpersonal, Family Communication, Gender Communication, Non-Verbal Communication, Dynamics)

*did not graduate with doctorate but have completed all course work required for degree and considered All But Dissertation (ABD)

PROFESSIONAL QUALIFICATIONS

Computer Skills

Working knowledge of the following programs: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, SoftChalk (used to develop online courses), Angel LMS Platform, Photoshop, Illustrator, OpenOffice Suite (alternative to Microsoft Suite – good for students – OpenOffice is a free download), able to maintain website and general database procedures.

Training

Amarillo College implemented Angel as our new LMS system this spring. Each online faculty member had to go through rigorous training to learn how to teach effectively online as well as how to use the system. Through that I was able to learn how to teach online as well as how to make the experience meaningful for students in my classes.

INTERESTS

Personal

Taking care of my precious family

Photography

Scrapbooking

Reading

Gardening

Professionally

Organization

Working to benefit individual students

Serving on committees

Researching new teaching methods

Working with faculty members to develop stronger teaching methods