

## **DEBRA D. KUHL**

Dean of Instruction  
Clarendon College  
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### ***EDUCATION***

- Ed. D. Higher Education Administration and Leadership, University of Arkansas-Fayetteville, May 2004
- B. S. History, Texas A&M University, Texarkana, Texas, 1998
- M. B. A. Management, College of Saint Francis, Joliet, Illinois, 1995
- B. B. A. Management, College of Saint Francis, Joliet, Illinois, 1994
- A. A. Liberal Arts, Joliet Junior College, Joliet, Illinois, 1974

### **Research Interests**

Legal Issues, Distance Education, Building Learning Communities in Distance Education, Course Retention for Distance Education, and Formal Administrative Positions in Higher Education.

### ***PROFESSIONAL EXPERIENCE***

Dean of Instruction, 2007-present, Clarendon College

Division of Business, Computer Science, and Mathematics, 2005-2007, Cumberland County College, Division Chair

Responsibilities include support Cumberland County College's vision, mission and strategic directions and, under the Vice President of Academic Affairs and Enrollment Services, is accountable and responsible for the administration, supervision, and coordination of the activities and programs of the division and organizing, planning, directing and carrying out the overall functions of the division.

Areas of instruction: *Computer Literacy, Business Law, Human Resource Management and Leadership.*

## TEACHING EXPERIENCE

Graduate School of Business, 2006-present, Georgian Court University, Graduate Professor  
Areas of instruction: *Legal Environment, Organizational Change, and Management.*

Department of Business Technology, 1995 – 2004, University of Arkansas Community College at Hope, Instructor

Areas of instruction: *Paralegal Program, Computer Literacy, Business Law, Legal Terminology, Law Office Management, Real Estate Law for Paralegal, Bankruptcy for Paralegals, Human Resource Management, Marketing, Microeconomics, Macroeconomics, Leadership, Principles of Management, and Supervision*

Responsibilities include instruction of courses offered for the paralegal (A. S.), business technology (A. S.) and business administration (A. A.) degrees. Coordinate all aspects of recruitment, mentoring, course design, assessment, and student data management. Advise students in the study of programs, course selection, for paralegal, business technology, and business administration.

## PROFESSIONAL EXPERIENCE

12/70 - 08/95: Ameritech, Joliet, IL.

- A major telecommunication corporation
- Held a variety of positions from telephone operator to manager in multiple departments ranging from customer service to engineering
- Served as corporate trainer for a variety of special projects
- Spent an extensive amount of time resolving internal and external customer conflicts
- Established credit and collections of overdue accounts
- Wrote policies, procedures, and practices for a variety of departments
- Served last fifteen years in a position of management

## PUBLICATIONS

Kuhl, D. (2006) Factors Influencing Community College Chairs' Performance. *Academic Leader*, in review

Kuhl, D. (2004). *Dissertation: Institutional Support Factors for Community College Chairs' Performance*. Unpublished doctoral dissertation, University of Arkansas, Fayetteville.

Kuhl, D. (2004, February). Online Student Retention Requires a Proactive Approach. *Online Classroom*. 4, 3-5.

Kuhl, D. (2002). Building Effective Online Learning Communities. *The Successful Professor*, 1(6), 6-8.

Kuhl, D. (2002). Investigating Online Learning Communities. *ERIC Clearinghouse for Community Colleges*. (ERIC Document Reproduction Services No. ED 475750).

Kuhl, D. (2003). Online Course Retention, *Community College Journal of Research and Practice*.

### **PRESENTATIONS**

Kuhl, D. (2006, June) *Hybrid versus Online Courses*, Faculty of the Future Conference Bucks County Community College.

Kuhl, D. (2006, March) *Institutional Support Factors for Community College Chairs' Performance*, League of Innovation, Atlanta, GA

Kuhl, D. (2006, March) *Online Course Retention*, League of Innovation, Atlanta, GA

Kuhl, D. (2006, March) *Hybrid versus Online Courses*, League of Innovation, Atlanta, GA

Kuhl, D. (2005 February) *Institutional Support Factors for Community College Chairs' Performance*. Association of American Community Colleges, Boston, MA

Kuhl, D. (2004, October). *Essential Components for Building an Online Course*. Arkansas Distance Learning Association, Hot Springs, Arkansas.

Kuhl, D. (2004, March). *Building Learning Communities in the Online Environment*. Arkansas Distance Learning Association, Hot Springs, Arkansas.

Kuhl, D. (2003, Fall). *The Value of E-Instruction in the Classroom*. University of Arkansas Community College at Hope.

Kuhl, D. (2003, Spring). *Resume Writing: A Workshop on the Necessary Skills to Find a Job*. University of Arkansas Community College at Hope.

Kuhl, D. (2003, January). *Building Learning Communities in the Online Environment*. University of Arkansas—Fayetteville, Distance Learning Conference, Fayetteville, Arkansas.

Kuhl, D. (2002, October). *Online Course Retention*. Arkansas Association of Two-Year Colleges Conference, Hot Springs, Arkansas.

Kuhl, D. (2002, March). *Resume Writing*. Hope Educational Summit, Hope, Arkansas.

Kuhl, D. (2002, January). *Lessons Learned as a Teaching Scholar: Internet Instruction at Its Best*. University of Arkansas—Fayetteville, Distance Learning Conference, Fayetteville, Arkansas.

Kuhl, D. (2001, October). *The Rise, Fall, and Resurrection of Distance Education Instruction*. Arkansas Two-Year College Conference, Hot Springs, Arkansas

Kuhl, D. (2001, May). *Lessons Learned as a Teaching Scholar: Internet Instruction at Its Best*. NISOD Conference, Austin, Texas.

Kuhl, D. (2000, October). *The Rise, Fall, and Resurrection of Distance Education Instruction*. Arkansas Two-Year College Conference, Little Rock, Arkansas.

Kuhl, D. (1998, Spring). *Resume Writing: A Workshop on the Necessary Skills to Find a Job*. University of Arkansas Community College at Hope.

Kuhl, D. (1997, Spring). *Resume Writing: A Workshop on the Necessary Skills to Find a Job*. University of Arkansas Community College at Hope.

## **REVIEW OF TEXTBOOKS**

Brown, G. W. (2004) *Legal Terminology*. (5<sup>th</sup> ed.). New York: Prentice Hall Publishing Company.

Kelly, M. (2007). *Introduction to Business*. Thomson Publishing.

## **SERVICE**

### **CUMBERLAND COUNTY COLLEGE-SPONSORED SERVICE ACTIVITIES**

Cumberland County College, Strategic Plan Implementation Team, goal leader, 2006-present.

Cumberland County College, New Jersey Leadership Academy, attendee, June, 2006-present.

Cumberland County College, Information Literacy Committee, member, 2005-present.

Cumberland County College, Basic Skills Advisory Board, member, 2005-present.

Cumberland County College, Risk Advisory Board, member, 2005-present.

Cumberland County College, One Book/ One College, member, 2005-present.

Cumberland County College, Student Development Council, Chair, 2005-present.

Cumberland County College, Pathways Training Planning Committee, member, 2006.

Cumberland County College, Academic Calendar Committee, member, 2005-present.

Cumberland County College, Strategic Planning Team, member, 2005.

## **UNIVERSITY AND UNIVERSITY-SPONSORED SERVICE ACTIVITIES**

Cumberland County College, Alcohol Awareness Program, member, 2005-present.

Cumberland County College, Fall Fest and Spring Fling, member, 2005-present.

University of Arkansas Community College at Hope, College Life Taskforce, Curriculum and Instructional Committee, 2002 – 2005.

University of Arkansas System Office, University of Arkansas System Online Degree, Distance Learning Scholar, 2001-2005.

University of Arkansas Community College at Hope Web Page Creator-Business Technology Division, Web Designer, 1998-2003.

University of Arkansas Community College at Hope, Strategic Planning Committee for Distance Learning, Chairperson, 2001.

University of Arkansas Community College at Hope, Teaching and Learning Conference, Presentation Committees and Publication Editor, 2000.

University of Arkansas Community College at Hope, Teaching and Learning Conference, Presentation Committees and Publication Editor, 1999.

University of Arkansas Community College at Hope Criteria V Self-Study Committee for NCA Accreditation, 1999.

University of Arkansas Community College at Hope, Re-Organization of Freshmen Orientation, Co-chairperson, 1999.

University of Arkansas Community College at Hope, Advisory Committee for Student Organization, 1999-1998.

## **COMMUNITY SPONSORED SERVICE ACTIVITIES**

Atlantic Bay Symphony, Vineland, New Jersey, Volunteer computer support, Present-2005.

Millville Kiwanis, Millville, New Jersey, Guest Speaker, 2005-2006.

Cumberland County College, Martin Luther King Day, Volunteer, 2005-2006.

Rainbow of Challenges/School of Hope, Hope, Arkansas, Vice-President, 2003 – 2004.

Southwest Arkansas Developmental Homes, Inc, Nashville, Arkansas, Vice-President, 2002 – 2004.

## ***CONSULTING***

Alcoa Mill Products, Texarkana, Texas, Customer Service Department, 2003.

Firestone, Prescott, Arkansas, Quality Control Division, 2002.

Hope Public Schools, Hope, Arkansas, 1997-2003.

School of Hope, Hope, Arkansas, Grant Writing, 2002-2004.

School of Hope, Hope Arkansas, Management Team, 2001.

Alcoa Mill Products, Texarkana, Texas, Engineering Department, 2001.

SMI Joist, Hope, Arkansas, Management Team, 2001-2002.

Carpet Cushion, Hope, Arkansas, Human Resource Department, 1999.

Falcon Industries, Lewisville, Arkansas, Human Resource Department, 1997.

## ***PROFESSIONAL AFFILIATION***

National Association of Developmental Educators, 2005-present.

National Education Business Association, 2005-present.

Association for the Advancement of Women in Two-Years Colleges. 2003-Present.

Arkansas Association of Women in Higher Education, 2002– 2005.

National Business Education Association, Present – 1997.

Southern Business Education Association, 2000 – 2005.

Hope Lions Club, Hope, Arkansas, 1999-2005.

Telephone Pioneers of American, 1975-present.

## ***ACADEMIC AWARDS AND HONORS***

Arkansas Outstanding Achievement—Higher Education, Arkansas Distance Learning Association, Hot Springs, Arkansas, 2003-2004.

Teaching Scholars for Distance Learning, University of Arkansas System Office, Little Rock, 1999-2004.

Kappa Delta Pi-International Honor Society in Education, University of Arkansas Fayetteville, Arkansas, 2000.

Who's Who in American College Teachers, 2000, 2005.

Phi Alpha Theta-National Honor Society in the Field of History, Texas A&M University-Texarkana, Texas, 1998.

Master of Business Administration-Academic Distinction, College of Saint Francis, Joliet, Illinois, 1995.

Delta Mu Delta-National Honor Society in Business Administration, College of Saint Francis, Joliet, Illinois, 1994.

Pinnacle-Non-Traditional Student Honor Society, College of Saint Francis, Joliet, Illinois, 1993.