

**Mary James, Special Assistant
Academic Logistics & Evaluation
Provost/Vice President Academic Affairs
Heritage University
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Summary Description

Mary C. James came to Heritage University in September 1989. As Director of the Academic Skills Center, Co-facilitator of the Center for Intercultural Learning and Teaching, and a faculty member in the English and Humanities Program from 1989 to the present, Professor James has been highly involved with every aspect of student and faculty interaction at Heritage for thirty years. In 1998 Professor James was honored as Heritage Person of the Year for the inclusive, intercultural atmosphere provided by the Academic Skills Center for all Heritage students. In 2007 she was honored as Heritage Professor of the Year for exemplary teaching and dedication to students.

In 2004, along with Dr. Peter Frederick, Professor James co-founded the Heritage University Center for Intercultural Learning and Teaching (CILT). In July of 2011, Professor James was assigned .5 FTE responsibilities as Associate Dean of the College of Arts and Sciences. From 2014 – 2019 James coordinated the Heritage University Honors program. In July 2019, Professor James assumed responsibilities as Special Assistant to the Provost/Vice President for Academic Affairs for Academic Logistics & Evaluation.

Signature Projects

Online Course Design/Hybrid/Hyflex Workshops w/Provost/VPAA & CILT May 2020 to present
Accreditation Ad Hoc Advisory Team in support of HU Director Accreditation, July 2018 to present
Faculty Evaluation Design/training to include e-portfolios w/Provost/VPAA & CILT (2014 to present).
General University Course Requirements Assessment and **Program Review Assessment** w/Provost/VPAA & CILT (2014 to present).
Adjunct Faculty Evaluation w/Provost/VPAA & CILT (2014 to present).
Chalk & Wire Design and Implementation Team w/Provost/VPAA & CILT (2014 to present).

Teaching

Assistant Professor: Heritage University, appointment as faculty member in English/Humanities Program, September 1989 to January 1996; and August 2001 to present. **Duties:** Teach English and humanities classes, particularly Technical and Report Writing, 2004-present, coordinated instruction of Humanities 305 (2001-2012), co-ordinate instruction of Heritage University Honors Program (2014-2019), assist Sahaptin Scholar in Residence, serve on academic committees, advise students with financial aid or academic obstacles, and participate as a member of the design team for University 101, beginning Spring 2016, teaching Fall Semesters 2016, 2018 - Present.

Presentations and Publications

Publication: “Just in Time Leadership for Chairs.” *The Department Chair: A Resource for Academic Administrators*, Fall 2016, Volume 27, Issue 2. Lead Scholar: Ed Rousculp. Co-authors Dr. Curt Guaglianone, Dr. Charles Wheaton, and Mary James.

Presentation: “Just in Time Training for Faculty Chairpersons.” 33rd Annual Academic Chairpersons Conference. February 3-6, 2016. Charleston, SC. Co-presenter with Dr. Charles Wheaton; Team members Ed Rousculp and Dr. Curt Guaglianone.

Presentation/Project Report: “Advancing Student Success Through Faculty Intentionality in Problem-Centered Learning.” Project Meeting: May 31-June 2, 2015; Followed by “AAC&U Institute on General Education and Assessment”; June 2-6, 2015. Co-presenters Tamera Wiley-Fauth, Noel Vincent, Jeff Thompson, Dr. Michael Parra.

Presentation: 10th International Literacy Conference; February 18-20, 2015 Quetzaltenango, Guatemala; “Mentoring Students for Success: Reflecting Traditional Wisdom and Practices in Teaching and Learning.”

Publication: Jacob, M., Augustine, S., Hodge, C., & James, M. (2014). "Indigenous Methodology in Practice: Starting a Community-Based Research Center on the Yakama Reservation. *Societies Without Borders: Human Rights and the Social Sciences*, 9(2), 143-160.

Presentation: “Indigenous Methodology in Practice: Starting a Community-Based Research Center on the Yakama Reservation,” 84th Annual Pacific Sociological Association Meeting: “Research and Teaching Matters: Creating Knowledge, Policy, and Justice, Reno, Nevada, March 22, 2013. Co-presenter with Dr. Michelle Jacob and Sarah Augustine.

Presentation: “The Power of Stories for Intercultural Education and in Designing Diversity Workshops for Faculty.” 31st Annual Conference of the Professional and Organizational Development Network (POD), Portland, Oregon, October 27, 2007. Co-presenter with Ed Rousculp and Dr. Peter Frederick.

Publication: Frederick, Peter, and Mary James. (2006, October). “‘Heritage Rocks’: Principles and Practices of Effective Intercultural Teaching and Learning.” *To Improve the Academy*, 25. Bolton, MA: Anker Press.

Publication: Schmidt, Loren, and Mary James. (2005). “Looking Within to See the World.” *Diversity Digest* 8(3), pp. 20-21.

Presentation: James, Mary. (2005, March 18). “The ‘Heritage Core’: Embracing Ourselves/Embracing Others.” 17th Annual Lilly Conference on College & University: *Teaching so Everyone Learns*.

Grants

Project Proposal Written and Accepted “Advancing Student Success Through Faculty Intentionality in Problem-Centered Learning.” Five Heritage University faculty members participated in this AAC&U research project beginning September 2014 and concluding December 2015 with publication of results.

Project Activities Coordinator. National Endowment for the Humanities: “*Somos Indios*, ‘We are Indian’: Bridging Indigenous Identities,” a curriculum development project, January 2013 to July 2014, \$75,000. Co-authored with Dr. Winona Wynn.

Director, TRIO/Student Support Services Program (.5 FTE): Heritage University, funded by Department of Education, September 1997 to August 2001

Co-Director, Faculty Roles, Faculty Rewards, Institutional Priorities, Consortium for the Advancement of Private Higher Education, \$30,000, January 1996 through August 1997.

Member, Grant Writing Team, The Education Foundation of America, \$100,000 for Writing Lab, March 1993 - March 1994; Research follow-up in September 1996.

Co-Author, Math, English, Reading, Communications, Access Grant; The Department of Education, TRIO, Student Services Division, \$193,500 for 3 years, 1990-1993.

Education

Master of Arts in English Literature, Central Washington University, Ellensburg. Thesis topic: “A Pattern of Violence in Chaucer’s Troilus and Criseyde,” 1976-1980. Phi Kappa Phi, 1980.

Bachelor of Arts, University of Puget Sound, Tacoma. Major: English Literature; Minor: Political Science. Graduated with honors, 1966.

Public Policy Planning

Citizen Member and Secretary, Higher Education Coordinating Board, State of Washington, January 1986 to 1993. Special Interests: Financial Aid and ADA.

Chair, Education Committee/Member, Legislative Committee, Washington Association of Juvenile Court Administrators, November 1985 to January 1989.

Service/Awards on Campus

30-year Longevity Award, Heritage University, December 2019
 Special Service Award, CILT, Academic Convocation Spring 2019
 Member, Assessment Committee, September 2012 to present
 Member, Enrollment, Retention, Graduation Taskforce, 2014-2015
 Member, Academic Leadership Committee, August 2012 to 2014
 Affiliated Faculty Member, Center for Native Health and Culture, 2013 to 2018
 Member, Provost Council, August 2011 to present
 Professor of the Year, 2007, Heritage University Board of Directors’ Award
 Member, Academic Affairs Assembly (Faculty Assembly-2012-13), October 1989 to present
 Member, Governance Committee, September 1992 - May 1994; Chair: July 2000 to present
 CILT support to Professional Development Committee, 2004 to present
 Member, Professional Development Committee, July 1997 to June 2002; CILT support 2004-present
 Member, Curriculum Committee, 1989-1994; 1996-1998; 2002-2006; 2015-present

Professional Memberships

National Collegiate Honors Council (Institutional Membership Representative)
 Professional and Organizational Development Network (POD), 2005 – present
 The Pacific Sociological Association, 2013
 National Council Teachers of English, 1990-2000.

Previous Positions

Juvenile Court Administrator, Kittitas County, February 1985 to January 1989. Duties: Designed and managed program and budget, supervised staff, recruited and supervised volunteers, wrote and monitored grants, conducted community outreach and education activities, wrote press releases and maintained media contact.

President, 2nd Vice President, Washington Women United, 1982 to 1986. Organized and led volunteer board of directors, supervised lobbyist and office manager, conducted annual meeting, issued legislative agenda, raised funds, and recruited members. (Volunteer Position)

Adjunct Faculty Member, Central Washington University, 1980 to 1984. Taught English 100 and English 101 classes.