

ALICE TYLER MILTON, ED.D.

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EDUCATIONAL BACKGROUND

UNIVERSITY OF ALABAMA ~ Tuscaloosa, Alabama (2007 - 2008)

- **Professional Development:** Alabama Leadership Academy

SAMFORD UNIVERSITY ~ Birmingham, Alabama (6 months)

- **Certification:** Educational Administration

MISSISSIPPI STATE UNIVERSITY ~ Mississippi State, Mississippi (4.5 years)

- **Degree:** Doctorate in Technology and Education

~Degree of Doctor of Education ~ **Minor:** Educational Leadership

JACKSON STATE UNIVERSITY ~ Jackson, Mississippi (2 years)

- **Degree:** Specialist in Business Education ~ **Minor:** Business Administration

UNIVERSITY OF SOUTHERN MISSISSIPPI ~ Hattiesburg, Mississippi (1 month)

- **Certification:** Vocational/Career Technical Education

JACKSON STATE UNIVERSITY ~ Jackson, Mississippi (2 years)

- **Degree:** Masters in Business Education ~ **Minor:** Business Administration

ALCORN STATE UNIVERSITY ~ Lorman, Mississippi (2.11 years)

- **Degree:** Bachelors of Science in Office Administration ~ **Minor:** Business Education

PROFESSIONAL BACKGROUND

LAWSON STATE COMMUNITY COLLEGE ~ Birmingham, Alabama

- Business and Information Technologies Division / Associate Dean for Birmingham / Bessemer Chairperson--Birmingham Campus Only

- *College Webmaster/Web Administrator*

- *Small Business Center*

- *BlackBoard / Tegrity Administrator/Distance Learning*

- *Real Estate (Pre and Post Licenses)*

- *Training for Business and Industry*

- *Business/Industry Testing Centers*

- *Student Schedule / Catalog*

- *College Technology Workshops*

- *Grant Writer*

- *Instructor (Volunteer)*

-*Accounting, Business Administration and Education, Computer Science, Office Administration*

LAWSON STATE COMMUNITY COLLEGE ~ Birmingham, Alabama

- BITES (Building Information Technology Essential Skills)

Saturday Program for 1st – 10th grades [2002 – 2005]

LAWSON STATE COMMUNITY COLLEGE ~ Birmingham, Alabama

- Career Technical Programs and Business and Information Technologies Department Associate Dean and Chairperson, Webmaster, and Coordinator of Electronic Campus

LAWSON STATE COMMUNITY COLLEGE ~ Birmingham, Alabama

- Business and Information Technologies Department
Chairperson/Instructor, Webmaster, and Coordinator of Electronic Campus

LAWSON STATE COMMUNITY COLLEGE ~ Birmingham, Alabama

- Business and Information Technologies Department
Instructor, Webmaster, and Coordinator of Electronic Campus

ALABAMA A & M UNIVERSITY ~ Normal, Alabama – 2004 - 2006

- Curriculum and Development Department - *Adjunct Instructor / Graduate Students*

CAREER DEVELOPMENT CENTER (Jackson Public Schools) ~ Jackson, Mississippi

- Business and Computer Technology Department - *Chairperson (7 years)*

JACKSON PUBLIC SCHOOLS ~ Jackson, Mississippi

- Technology Department, Computer Consultant

HINDS COMMUNITY COLLEGE ~ Jackson/Raymond/Utica, Mississippi

- Business Technology Department - *Computer Consultant and Adjunct Instructor*

HINDS COMMUNITY COLLEGE ~ Jackson/Raymond/Utica, Mississippi

- Adult and Continuing Education - *Computer Consultant and Adjunct Instructor*

HINDS COMMUNITY COLLEGE ~ Raymond, Mississippi

- Eagle Ridge—Professional Development Division - *Computer Consultant*

MISSISSIPPI DEPARTMENT OF EDUCATION ~ Jackson, Mississippi

- Office of Technology and Education - *Computer Consultant*

JACKSON STATE UNIVERSITY ~ Jackson, Mississippi

- Business Ed and Administrative Services Dept. – *Adjunct and Computer Consultant*

JACKSON STATE UNIVERSITY ~ Jackson, Mississippi

- Kids Kollege Division - *Adjunct Instructor, Computer Consultant*

DELTA STATE UNIVERSITY ~ Cleveland, Mississippi

- Department of Education - *Computer Consultant*

ANTONELLI'S ~ Jackson, Mississippi

- (Formally Moore Career College/Coastal Training) - *Business and Computer Instructor*

SOUTHERN TECHNICAL COLLEGE ~ Jackson, Mississippi (Adjunct)

- Business Technology Department - *Adjunct Instructor*

PINEY WOODS COUNTRY LIFE SCHOOL ~ Piney Woods, Mississippi

- Office of Business Affairs - *Administrative Secretary / Business Affairs*

MISSISSIPPI DEPARTMENT OF EDUCATION ~ Jackson, Mississippi

- Vocational Education Division - *Planning Secretary*

CERTIFICATION

- AAAA Certificate—Technology & Education (Mississippi)
- AAA Certificate—Business Education/Vocational (Mississippi)
- AA Certificate—Business Education/Vocational (Mississippi)
- Nationally Certified - Secondary Teacher Certification
- Class A Certification (Alabama)
- Certification in Educational Leadership (Alabama)
- 111 Endorsement—Computer Literacy (Mississippi)
- Mississippi Department of Education (Mississippi)
- Phase One Trainer/Technology (Mississippi)
- Vocational License (Mississippi)

PUBLICATIONS

- **Dissertation**—Mississippi State University ~ Mississippi State, Mississippi (Starkville) - "*A Comparison of the Attitudes of Vocational and Academic Teachers Toward the Mississippi Tech Prep Program*"

Non-Published

- **Specialist Degree Project**—Jackson State University ~ Jackson, Mississippi - "*A Study of Performance and Self-Concept in Intensive Business Training Instruction at the Secondary Vocational Level*"

SCHOLASTIC ACHIEVEMENTS, AWARDS, AND RECOGNITIONS

- Nominated: John Robert Gregg Award/Business Education – 2009 NBEA – Chicago, IL
- Partnered with Mt. Pilgrim Christian Academy – Fairfield – Train Elementary Children in Technology – 2008 - Present
- Maintained Accreditation: Association of Collegiate Bus. Schools/Programs (1998-Present)
- Train High School Seniors in Internship Program – Birmingham City Schools – 2006 – Present
- Assist in locating employment for students and graduates – 1999 - Present
- Joined the Greater Birmingham Black Chamber of Commerce (2008 - Present) – Students will receive free small business training monthly.
- Served on SACS Accreditation Committee – Southeastern Technical College (Vidalia, Georgia) - 2008
- Prepared documents for reaffirmation of the Business and Info Technologies Division - 2007

- Maintained Accreditation for Business / Technologies Division – Reaffirmation - June 2007
(*Rating was the highest possible*)
- Serve on a Technical Committee for ACBSP
- Assist and Train Divisional PBL Students for State and National Competition [State / National Winners 1999 – Present - Alabama] *93% of the students that are competing placed.*)
 - Business Management
 - Business Decision-Making
 - Business Law
 - Business Plans
 - Business Ethics
 - Community Service (Writing)
 - Impromptu Speaking
 - Accounting
 - Computer Concepts
 - Desktop Publishing
 - Job Interview
 - Who's Who
 - Web Page Design
 - Digital Imaging
 - Hospitality Management
 - American Enterprise (Writing)
 - Chapter Business Report
 - Public Speaking
 - Parliamentary Procedures
 - Computer Applications
 - Word Processing
 - Computer Programming (Some)
 - Managing Concepts
 - Business Communication
- Maintained 100% placement in the Internship Program at the College for the last 9 years.
 - *Accounting*
 - *Business*
 - *Computer Science*
 - *Office Administration*
- Nominated: Inclusion in Inaugural Edition - Who's Who in Black Birmingham – 2006-2008
- Co-Initiated Articulation Partnership - Stillman College (Management Institute – 18 Months)
- Initiated Articulation Partnership – Miles College (18 Months – BS Program)
- Obtained Partnership: Realty South for Real Estate Certifications (Department) 2006 - Present
- Obtained Partnership: LaserGrade / PAN Testing - 2006 – Present
- Member of President Extended Cabinet [LSCC] (2005 – Present)
- National HBCU School of Business Summit (Bus. Deans Roundtable/Howard Univ.) - Present
- Co-Wrote HUD Grant to train low-income population (WIA Recipients) \$14, 916
- Front Page - Birmingham Business Journal; New Frontiers”; April 2005
- Who's Who Among America's Teachers, 1998 – 2007 - Alabama
 - Multiple Honoree: Who's Who Among America's Teachers, 2006
 - Multiple Honoree: Who's Who Among America's Teachers, 2005
 - Multiple Honoree: Who's Who Among America's Teachers, 2004
 - Multiple Honoree: Who's Who Among America's Teachers, 2003
- Alabama QPA Task Force – Learning Resources and Technology
- Member of President Cabinet [LSCC] (2002 – 2005)
- Jefferson County Schools Career Technical Advisory Committee
- Moraine Valley National Visiting Team for Systems Security
- Wrote Grant (2004-2005)--\$99,410 (INCITE Grant: Trained WIA Students for Jobs)
- Wrote Grant (2005-2006)--\$138,882 (INCITE Grant: Trained WIA Students for Jobs)
- Wrote Grant--\$280,000 (BITES - A+ Certification/B'ham City Schools) – 2004
- Lawson State's Web site placed first in the state of Alabama/27 in the U.S. for HBCUs
- Obtained Partnership: CompTIA (Business and Information Tech Dept) 2002
- Obtained Partnership: Online BlackBoard Platform (Present)
- Obtained Educational Membership with the Cisco Platform (Present)
- Obtained Partnership: Certiport (Present)

- Obtained Partnership: Pearson VUE Authorized Testing Center (Present)
- Obtained Partnership: Drake Authorized Testing Center (Present)
- Maintained Partnership: Microsoft (1999 - Present)
- Maintained Partnership: Oracle (Present)
- Maintained Partnership: Novell (1999 - Present)
- Maintained Title III Funding (1998 - Present)
- Maintained an Enrollment Increase in the Business Department Each Semester Since 1999
- Co-Wrote Grant--\$400,000/Computer Training/B'ham City Schools - 2001 - 2002)
- Serve as member of accreditation teams for high schools / Alabama
- Speaker – Jefferson County High Schools/Career Day Yearly
- TA3 Member [NC--Grant], Regional Technology Strategies, Inc. (2000 - Present)
- Phi Theta Kappa (Member, 2001 - Present)
- Kappa Beta Delta [Int'l Honor Society for ACBSP Accredited Business Programs]
- International Who's Who (1997 - Present)
- Phi Delta Kappa (1994 - Present) / ● Delta Phi Epsilon (1994 - Present)
- Class of 2001 Chancellor's Award (Alabama College System) - 2001
- Co-Wrote Grant--\$400,000/Computer Training/B'ham City Schools - (2000 - 2001)
- Five Years Length of Dedicated Service Award (2003)
- Trained National FBLA Winner (1998) ● *American Enterprise Manual*, 6th Place – MS
- Most Outstanding Program/Instructor Nomination (July 1997) - MS
- Mississippi FBLA District Winners (1990 - 1998) ● *First - Sixth Place* [Mississippi]
- Mississippi FBLA State Winners (1990 - 1998) ● *First - Sixth Place* [Mississippi]
- Employee of the Month (Sept. 1996/Oct. 1995/Oct. 1994/Sept. 1993/Oct. 1992) – MS
- Sponsored Students in Jackson Youth Leadership (1992 - 1996) [Mississippi]
- Outstanding Teacher Nomination (Fall 1995) [Mississippi]
- FBLA—Educator of the Year Nomination (1993 - 1994) [Mississippi]
- Certificates of Appreciation (Guidance Department) [Mississippi]
- FBLA—Five Years Service Recognition (Advisor - 1994) [Mississippi]
- National FBLA Winner (1993) [MS] *American Enterprise Manual*, Eighth Place
- Outstanding Teacher Award—Moore Career College (1988) [Mississippi]
- Who's Who Among America's Teachers, 1989 – 1998 – Mississippi – Jackson Public Schools
- Women 2000 Honorary Organization [Mississippi]

PROFESSIONAL SKILLS

- Microsoft Expression Web (Replaced FrontPage)
- Microsoft Office 2007
- BlackBoard 8 Online Platform
- Tegrity Technologies
- Digital Videos
- Grant Writing
- Assist Students--Applying for Scholarships (Students receives scholarship yearly)
- Basic Flash MX
- Microsoft Expression Web 2007
- Microsoft FrontPage (All Versions)
- Develop On-line Courses

- Basic Javascript
- Formalizing Non-Profits to Sustain
- Incorporating Businesses
- Assisting Non-Profits to Have 501(c)(3) Status
- Setting up Businesses to Submit Grants Electronically to the Federal Government
- Setting up Non-Profits to Sustain Websites for Donations
- Computer Trouble Shooting
- Web Page Design/HTML Language
- Software Installation
- Telecommunications
- Internet
- Counseling Students
- Type and Format College Catalogs
- Train Students for Employment
- Train Students for FBLA/PBL District, State, and National Competition
- Obtain Employment for Senior Students
- Job Portfolios
- Disk Management
- Writing Manuals
- Resume Writing
- Keyboarding (Beginning - Advanced)
- Shorthand (Gregg)
- School Newspapers (Booklets or Newspaper Styles)
- Ten-Key Calculator
- Machine Transcription (Medical and Legal)
- Income Taxes (All Forms—Itemizing)
- Communications (Writing Business Letters)
- Desktop Publishing (Word, Microsoft Publisher, PageMaker, WordPerfect, and CorelDraw)
- Telephone Techniques
- Filing (Automated, Alphabetic, Numeric and Geographic)
- Fund-Raising Activities
- Spreadsheets (Lotus, Excel, Works, and Enable)
- Database (Works, Quattro Pro, Enable, and Access)
- Bulletin Boards (Displays – Place 1st in Mississippi)
- Typetronics (Books and Tapes) and Typing Tutor
- Word Processing (PageMaker, Write, Enable, Works, Paintbrush, Word, and WordPerfect)
- Attend the Local and National Conferences

NEWEST TEACHING STRATEGY IMPLEMENTED

One of my strongest teaching methods is the implementation of BlackBoard to the campus. Before the College adopted BlackBoard as the online platform, I trained my divisional instructors to upload information to the web to better assist students in their classes by designing basic web pages.

All of that is now in the past because of BlackBoard. The entire college uses BlackBoard to relay information to the employees. The platform is used as a tool for lecture, hybrid, and online courses; announcements; college and state informational access; employment posting, weather alerts, etc.

I currently train students, faculty, staff, and administration on the basics and advanced levels of the platform and technical courses. One hundred percent of the College courses are displayed in BlackBoard. Lecture and hybrid instructors have a lower percentage of information to upload than the online instructors. A guide and check-off sheet is given to each user.

BUSINESS AND INDUSTRY CONTACTS

I came to Lawson State Community College in summer 1998 as an instructor. Four months later, I became the Chairperson of the Business and Information Technologies Department. In less than four years (2002), I became the Associate Dean for Career Technical Programs. In 2005, the College merged with Bessemer Technical College and my title changed to Associate Dean for Business and Information Technologies Division.

Since my tenure with the Department/Division, I have obtained and maintained the partnerships with the following:

ACCREDITATION

- ACBSP - Association of Collegiate Business Schools and Programs

TECHNOLOGY ORGANIZATIONS

- NCATC – National Coalition of Advanced Technology Centers
- AITA – Alabama Information Technology Association

TESTING CENTERS

- Authorized Drake Testing Center
- Authorized VUE Testing Center
- Authorized IC3 Testing Center (Certiport)
- LaserGrade Authorized Testing Center
- PAN – Performance Assessment Network Testing Center

ONLINE SERVICES

- SREB - SREC (Southern Regional Electronic Campus)—On and Off Campus Online Courses
- BlackBoard – E-Learning Package
—Delivery of Courses
- Tegrity – E-Learning Package
—Delivery of Courses

INDUSTRY CERTIFICATIONS (STUDENTS/FACULTY RECEIVE A 50% DISCOUNT ON ALL EXAMS)

- Microsoft - (IT Academy Pro Plus)
- Novell Education Academic Partner (NEAP)
- CompTIA – Computing Technology Industry Association
- Oracle – Educational Initiative
- CISCO – (CCNA, CCNP)
- IC3

ACTIVE STUDENT ORGANIZATIONS

- KBD – Kappa Beta Delta Honor Society
—Organization for Accredited Business Programs
- PBL – Phi Beta Lambda Chapter
—State and National Competitive Placements
- AITP – Association of Information Technology Professionals
—Computer Science Students Only
- IAAP – International Association for Administrative Professionals

COMMUNITY SERVICE – AMERICAN ENTERPRISE ACTIVITIES

- Grant Writing Class – BUS 190
—Won National PBL Recognition / 5th Place
- IRS – VITA Program (e-filing of taxes – annual service)
—Won State and National PBL Recognition / 1st, 4th, 5th; and 10th Places
The Division has been partners with the Internal Revenue Service (VITA) since the early 1980s.

FUNDED GRANTS**WROTE TECHNOLOGY GRANTS – MORE THAN 1.4 MILLION**

- *Trained local elementary, middle, and high schools in technology.*
- *Wrote a grant to train WIA participants in Office Administration. Each participant received a short certificate in the area. Eighty percent continued their education and received a degree in Business or Office Administration. There were 33 completers out of 40.*

REAL ESTATE OFFERING APPROVAL

- Alabama Real Estate Commission
 - Pre-License Course
 - Post License Course
 - Continuing Education Courses
 - Credit and Non-Credit Courses
 - Online Real Estate Courses

REAL ESTATE SCHOOL PARTNERSHIP

- Realty South – Dr. Rebecca Green, Vice President

NOTE: I made it mandatory that all Divisional faculties be certified in every course taught for industry certification. Because of this every instructor is certified in at least one area of industry certification. Below are the highest certifications held by some of my instructors:

OTHER ACCOMPLISHMENTS:

- Created and designed Lawson State Community College website since 1998.
www.lawsonstate.edu
- Assist students in winning \$500 - \$1000 scholarship with the Magic City Classic sponsors yearly.

RESEARCH

Created and designed the entire Black History—365 site for my College:
www.lawsonstate.edu/blackhistory/blackhistory.html (3 million visitors hit the site in 2008)

COMMUNITY PROFESSIONAL SKILLS

- Building / Sustaining Non-Profit Organizations (501(c)(3) – EIN – Bylaws – Board of Directors, etc.)
- Building / Sustaining For-Profit Organizations
- Fund-Raising Activities for Non-Profit Organizations
- Basic Record-Keeping for Non-Profit Organizations Using Quickens
- Educational Enrichment Activities for Afterschool, Summer Programs
- Abstinence Programs
- Youth Programs
- GED Programs
- Food Bank Programs
- Curriculum Development
- Nursing Assisting Training Schools – Mississippi
- Housing Programs
- Job Readiness Skills
- Elderly Housing
- Grant Writing

REFERENCES AVAILABLE UPON REQUEST