

## CURRICULUM VITA

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### Education:

1995 Ph.D., Psychology (Experimental/Physiological)  
University of North Carolina at Greensboro  
1991 M.A., Psychology (Experimental/Physiological)  
University of North Carolina at Greensboro  
1982 B.A., Psychology  
Wake Forest University

### *Administrative Positions Held:*

**Interim Associate Dean of Student Development and Faculty Affairs, College of Health and Human Sciences, August 2016 – Present.** As Interim Associate Dean of the College, my main duty was that of assisting the dean in the oversight of four academic units, consisting of four majors – School of Nursing, Department of Social Work and Sociology, Department of Psychology, and Department of Kinesiology. In developing this new college during the university's restructuring efforts my other duties included the following:

Overseeing the operations of nine college committees critical to the development of the new college, and to the welfare of the college's faculty and students. These committees are Academic Policy; Awards and Citations; College Committee on Assessment and Evaluation; College Reappointment, Promotion and Tenure Committee; College Student Success Team; Curriculum Committee; Faculty Development; Grade Appeal; and Research, Grants, and Symposia.

#### Key Achievements:

- Approved college standards for Reappointment, Promotion, and Tenure
- Writing and implementation of the college's Grade Appeal Procedure

- The approval of several curriculum proposals for both existing and new programs
- A college faculty research symposium
- Students and Faculty of the college recognized for their achievements
- Course development for faculty teaching online courses

#### Key Initiatives Currently Underway

- Approval of the college's Student Success Program
- Approval of the college's Faculty Annual Review Instrument
- A proposed Academic Integrity Policy
- Approval of departmental student handbooks

Serving as the SACSCOC representative for the college which included being a member of the University's SACSCOC Reaffirmation Steering Committee, coordinating the course assessment initiative for the college, and coordinating the syllabus repository for the university.

#### Key Achievements:

- Organization of the data for course assessment for the five college units
- Maintenance of the department milestones spreadsheet for each unit

#### Key Initiatives Underway

- Development of the Quality Enhancement plan for the university
- Oversight of the writing of the QEP initiative for SACSCOC accreditation
- University repository for faculty syllabi

Organizing and coordinating, with the Office of Admissions, recruiting efforts for the college. This included active participation in the following:

- Recruiters Roundtable (Committee)
- Spring Transfer Open House
- Summer Transfer Open House
- Transfer and Graduate Open House
- Fall Open House
- Spring Open House
- Admitted Student Day
- Scholars Day
- Lunch-and-Learn
- Multicultural Experience
- Gear-Up Aspire Day
- Transfer Advisory Board

Key Achievements:

- Successful acclimation of new students into each department
- Successful information sharing with both interested students and parents

Key Initiatives Underway:

- An approved College Student Success plan that includes a more comprehensive recruitment plan
- Implementation of a financial literacy into recruitment efforts of the college
- An agreed-upon procedure designed to enhance the completion of Confirmation of Graduation (COG) documents. i.e., the Junior Jumpstart Transcript Evaluation initiative

*Additional duties included the following:*

Reviewing, approving, signing, and forwarding

- Faculty research proposals delivered through RAMSES
- Confirmations of Graduation (COGs) for seniors in the five college units
- Change of Major forms
- Forms for requesting a minor
- Requests to take courses at another institution outside the college/university consortium
- Official grade change forms
- Student withdrawal forms
- Plans of Action for students
  - on probation
  - seeking readmission after suspension or dismissal
  - seeking restoration of financial aid

Providing consultation for students with various needs

- General career information
- Seeking tutoring and other services
- Seeking help with referrals for adjustment concerns

**Associate Chairperson of the Psychology Department – August 2013 – August 2016.**

As the Associate Chairperson, my duties included the following:

- Coordinating the assessment efforts for General Education Courses
- Conducting and maintaining transcript analyses for student athletes
- Providing primarily freshman, but also upper level, advising for the department
- Coordinating advising and registration efforts for new students

### Key Achievements

- Maintained a robust advising system for new freshmen
- Maintained an accurate advising system for student athletes

### *Teaching Duties:*

Prior to, and during the time that I served in administrative positions, the focus of my professional assignment has always been on teaching. As such, the following courses, listed according to frequency, were consistently taught by me.

*Course taught while serving as interim associate dean:*

Information Processing Techniques in the Behavioral Sciences

*Courses taught while serving in the full-time faculty position:*

Information Processing Techniques in the Behavioral Sciences

Cognitive Neuroscience

Physiological Psychology

Applied Health Psychology

Independent Study

Statistics

Statistics Laboratory

Abnormal Psychology

Industrial Psychology (Online)

Special Topics in Developmental Psychology

General Psychology (A University Service Course)

Elementary Psychology (Majors Only)

### *Research*

Although hired primarily as a classroom instructor, the faculty position included research duties. I engaged in the following research activities during my active role as a faculty member.

### *Projects Funded and Supported*

1997	\$1200 granted by Abbott Laboratories in support of constructing an event-related potential (ERP) laboratory.
1998	\$2500 granted by TAP Pharmaceuticals, Inc. in support of ERP research.
1999	Funding received from the University Industrial Cluster to support research on the effectiveness of the Learning and Studies Strategy Inventory (LASSI) as a reflection of student academic performance

(\$500.00).

2000	National Science Foundation - \$16,000 awarded to participants in the psychology department to conduct applied psychophysiological research.
2014 to Current	College of Arts and Sciences Ventures Fund Grant – Collaboration with Dr. Jahangir Emrani, Chemistry, researching the influence of Peer Led Team Learning in Chemistry and Psychological Statistics. (\$20,000).
2015 - Current	Serve as the NCAT Liaison for the NSF Broadening Participation in Research Grant titled Fostering Retention in STEM Disciplines at HBCUs. This initiative is an NSF (BPR) funded opportunity (\$350,000) with the principal investigator, Dr. Vivian Carter, residing at Tuskegee University, and involving four additional universities – namely, Charles Drew, Howard, Texas Southern, and Winston-Salem State.

#### *Scientific Presentations*

Keyes, A.L. (2015). The effects of interstimulus interval length on the early directing attention negativity (EDAN or CN-375) during visuo-spatial processing. The Fifth Annual International Conference on Cognitive and Behavioral Psychology, Singapore.

Keyes, A. L. & Summers, J. (2016). *The Potential Impact of Music on Memory*. The Sixth Annual International Conference on Cognitive and Behavioral Psychology, Singapore.

Keyes, A. L. (2018). Negative slow wave (NSW) modulation as a function of varied interstimulus task. Twelfth Conference of the Athens Institute on Education and Research (ATINER), Athens, Greece.

#### *University Service*

2000 – 2002	Chairperson – New Programs and Curricula Committee Faculty Senate Achievement: <ul style="list-style-type: none"><li>• University-wide curricula were updated and approved for both general department purposes and a new curriculum structure at that time, University Studies (UNST).</li></ul>
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| 2001 – 2004 | Chairperson - Grade Appeals Committee for the College of Arts and Sciences<br>Achievement: <ul style="list-style-type: none"> <li>• An updated and more thorough approach to assisting both students and faculty members involved in grade disputes was implemented.</li> </ul>   |
| 2003 – 2005 | Co-Chairperson – University Commission on Intellectual Life<br>Achievement: <ul style="list-style-type: none"> <li>• The first instrument designed at the university to assess the views of students, faculty, administrators, and staff regarding its level of intellectual engagement was administered.</li> </ul>  |
| 2002 – 2007 | President – Faculty Senate<br><br>Achievements: <ul style="list-style-type: none"> <li>• A stable senate body was maintained during several years of campus instability.</li> <li>• A revision of the Faculty Handbook occurred, a review that had not taken place since the first writing of the document in 1990.</li> <li>• Oversaw the operations of four major standing committees – New Programs and Curricula, Faculty Welfare, Educational Policy, and Constitution and Bylaws</li> <li>• Incorporated two committees to improve operations of the senate and create a stronger link between faculty and university administration – University Calendar and Faculty Handbook</li> <li>• Several significant documents conducive to faculty welfare were revised, approved and adopted – namely, Reappointment, Promotion and Tenure and Post-Tenure Review.</li> </ul> |

*Other Service*

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| 2014, 2018, 2019 | SACSCOC – Off-site visits and university accreditation reviews |
| 2017             | SACSCOC – On-site visit and program review                     |

*Other University Service*

Council of Assistant and Associate Deans

## Institutional Effectiveness Council

### *Professional Memberships*

Association of Applied Psychophysiology  
Colleges and Universities Systems Exchange (CAUSE)  
National Alliance for the Mentally Ill  
Alpha Phi Alpha Fraternity, Inc.

### *Community Service*

Tutor – Sternberger Elementary School  
Contributor - The Somebody Had To Do It Project – Claflin University  
Volunteer Driver - Bethesda Center  
Volunteer Driver - Triad Health Project  
Consultant - Delta Sigma Theta Sorority, Inc. - Washington-Plymouth NC  
Chapter - Grant titled “Educating Adults and Children on Wellness and Health-Promoting Behavioral Changes”  
Pathways Family Center – Greensboro Urban Ministry

### *Global-Focused University-Related Activities with Students*

2007	University Honors Program – Educational Travel to Ghana
2008	University Honors Program – Educational Travel to Ghana
2013	Psychology Department – Educational Travel to Senegal and Gambia

### *Leadership Training*

2016	Academic Impressions – Leadership Development for Department Chairpersons (St. Louis)
2017	3rd Annual Contemporary Issues in Transformation & Innovative (CITI) Leadership Conference (NC A & T)
2017	Academic Impressions – Leadership Development for Associate Deans and Deans (Washington, DC)
2018 – 2019	Executive Development Leadership Program (NCA&T)
2019 – 2020	Chair Academy – Leadership Development in Higher Education (Illinois)
2019 – 2020	Wake Forest University Leadership Initiative (Four Programs)

Program 1 – Building and Leading Effective Teams

