

Polly S. Mumma

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EDUCATION

C.A.S. **Certificate of Advanced Studies** Aug 2011-present
Clarion University of Pennsylvania, Clarion, PA

Instructional Technology 1997–May 2003
Iowa State University, Ames, IA
Ph.D Coursework

M.S.L.S. **Master of Science in Library Science** 1990
Clarion University of Pennsylvania, Clarion, PA
• A.L.A. accredited.

B.A. **History Major – German Minor** 1987
South Dakota State University, Brookings, SD
• Graduated with high honor.

PROFESSIONAL SKILLS

- Administer comprehensive media and information services, including acquisitions, budgeting, reference services, cataloging, and staffing
- Extensive experience in information literacy, e-learning and training, strategic development, instructional design and leadership to provide solutions and enhanced performance.
- Experienced in all facets of project life-cycle development, program assessment, and change management.

TECHNOLOGY SKILLS

- OCLC, Innovative Interfaces, research databases, WILBOR
- Dreamweaver
- Fireworks, Photoshop
- MS Office
- MS Publisher
- NoodleTools, Mendeley, End Note
- Adobe Captivate
- WebCT, Blackboard

PROFESSIONAL EXPERIENCE

Des Moines Area Community College, Des Moines, IA 05/03 to present.

Librarian/Media Specialist 5/03 to 7/04, Boone Campus; 7/04 to present, Urban Campus

- Serve as campus Librarian, overseeing day-to-day library activities, while providing all aspects of professional library services.
 - Oversee and manage library budgets
 - Oversee and direct paraprofessional and professional staff
 - Provide one-on-one reference assistance
 - Develop library promotional materials and activities
 - Select and oversee acquisition of all new materials
 - Weed and maintain library collection
 - Work with faculty, administrators and student groups to promote the library, information literacy and research skills
 - Develop handouts
 - Teach library orientations as well as 1-credit library instruction class

**PROFESSIONAL
EXPERIENCE
(CONTINUED)**

William Penn University, School for Working Adults, West Des Moines, IA
10/02 to 5/04.

Adjunct Instructor 10/02 to 5/04

- Prepare and teach a fully online Information Literacy course

Iowa State University, Ames, IA 8/97 to present.

Research Assistant 5/02 to present, *Psychology in Education Research Lab*

- Serve as Project Manager for the evaluation of the Iowa Online AP Academy
 - Design and utilize research-based evaluation materials
 - Collect, and analyze data
 - Write reports
- Write final report for Iowa Laptop Project

Research Assistant 10/01 to 6/02

- Analyze and interpret member needs analysis data collected at 2001 SITE conference
- Prepare and carry-out follow-up survey at 2002 SITE conference
- Author articles and reports

Research Assistant 5/98 to 12/01

- Design and write online user documentation for Ecademy, Internet-based course design and management system.
- Provide user support and training for ClassNet.
- Design learner-centered online course materials.

Research Assistant & Associate Managing Editor 8/97-5/98, 8/99 to 09/02

- Organize and manage the flow of manuscripts through the review and acceptance/rejection process.
 - Maintain database of current status of manuscripts under review.
 - Coordinate the assignment and retrieval of manuscript reviews.
 - Edit manuscripts for the *Journal of Technology and Teacher Education (JTATE)*.
 - Liaison between *JTATE* and authors, reviewers and parent association.
 - Make manuscript decisions in the absence of the general editor.
 - Assist the General Editor of *JTATE* as necessary to insure the timely production of the journal.
- Assist with the planning of the *1998 Society for Information Technology & Teacher Education Annual Conference*, including assisting with the selection of proposals and notification of speakers.
- Section editor for the 1998, 1999 and 2001 *Society for Information Technology & Teacher Education Annual Proceedings*.

**PROFESSIONAL
EXPERIENCE
(CONTINUED)**

University of North Alabama, Florence, AL 8/91 to 8/97
Coordinator of Academic Technology 8/96 to 8/97

- Continued all duties assigned as ***Internet Coordinator***.
 - Designed and coordinated all computer training and support for staff, faculty and students using Windows 3.x, Windows95, Macintosh; desktop applications; Internet and HTML.
 - Prepared all Computer Services documentation.
 - Served as liaison between Computer Center and University staff, faculty, students and community members.
 - Supervised design and implementation of University Web presence, including design and access policies.
- Directed and supervised University hardware, software, and Internet access.
 - Oversaw and supervised configuration, selection, and purchase of all new hardware and software, in consultation with users and support staff.
 - Supervised installation and maintenance of functionality and security of University Internet systems and equipment.
 - Oversaw University repair technicians.
 - Collected, maintained and interpreted system statistics.
- Coordinated all student computer labs, including access policies, configuration of hardware and software, as well as physical organization of the labs.
- Supervised student workers.
- Served on University and state committees.

Internet Coordinator 1/94 to 8/96

- Directed and supervised campus Internet system.
 - Designed and implemented the process for assigning user accounts and providing user access.
 - Wrote and implemented acceptable use policy in accordance with generally accepted practices, and in consultation with University legal counsel.
 - Implemented and operated campus Internet access.
 - Oversaw staff responsible for the reliable maintenance and operation of hardware and software.
 - Monitored system security and performance. Selected and acquired new hardware and software as needed.
 - Collected, maintained and interpreted user and system statistics.
 - Oversaw student workers in the assignment of user accounts.
- Designed and executed campus Internet training including faculty, staff, and students.
 - Designed all user documentation, training and assistance at an appropriate level and scope for users.
 - Designed and oversaw the implementation of workshops and training sessions for faculty, staff, students and community members introducing them to the concept of the Internet, its uses and applications.
 - Oversaw other instructors providing basic user training. Assured quality of instruction and content in training sessions and workshops.

**PROFESSIONAL
EXPERIENCE
(CONTINUED)**

- Edited monthly campus newsletter, *Info Lion*, offering user tips, techniques, as well as providing answers to user questions and concerns.
- Liaison between Computer Center and staff, faculty, students and community members.
- Responsible for problem resolution.
- Contacted and coordinated with appropriate authorities regarding user violations
- Oversaw user support process and organization for Internet, Windows 3.1, Window 95, DOS, Macintosh, and the Novell 4.1 network.
- Assisted in selecting appropriate software and hardware.
- Served on Library and University committees.

Cataloger 1/91 to 1/95

- Oversaw and coordinated the flow of materials from the time they arrived in the Technical Services Department until they were shelved in the appropriate area of collection.
 - Determined order and priority of processing, insuring that all materials are processed in an orderly fashion.
 - Insured that materials are available and provided for library assistants and student workers on a consistent basis.
- Performed original and complex copy cataloging and classification in all formats, languages and subject areas.
 - Provided assignment of call number and subject headings on materials more difficult and advanced materials.
 - Oversaw library assistants and student workers in the assignment of library call numbers and subject headings in accordance with Anglo American Cataloging Rules.
- Oversaw entry of materials into library's NOTIS database and OCLC.
- Oversaw implementation and execution of evolving national cataloging standards.
 - Maintained bibliographic and authority control of the library database.
 - Verified and corrected existing database entries in accordance with the Library of Congress.
- Provided reference services.
- Instructed end users in information gathering and management skills.
- Served on Library and University committees.

**PROFESSIONAL
EXPERIENCE
(CONTINUED)**

Clarion University of Pennsylvania, Clarion PA, 9/89 to 8/90

Graduate Assistant

Faculty Senate 3/90 to 8/90

- Selected and acquired a specialized collection for Senate members.

Carlson Library 1/90 to 8/90

- Assisted with the automation of the serials collection, including the creation of orders, entry and binding levels, and receiving current and back issues, using the Geac system.
- Performed copy cataloging using OCLC.

Carlson Library 8/89 to 12/89

- Assisted with general reference, circulation, shelving, and clerical duties.

Blue Cross & Blue Shield of Iowa, Des Moines, IA 2/88 to 8/89

Blue Shield Examiner

- Coded, classified and entered Blue Cross, Blue Shield and pharmacy claims into online system, while working with production and quality standards.

Iowa Windows CE Laptop Project, 1999-2002. End of Project Report. Polly Mumma & Gary Phye, 2002.

**PUBLICATIONS
&
PRESENTATIONS**

"ASTUTE: A Survey of Technology-Using Teacher Educators", Proceedings of SITE 2002. Association for the Advancement of Computing in Education, 2002. Presented with Niki Davis, Debra Sprague, Elizabeth Riddle, Lucretia Carter at SITE 2002.

"Planned Change: Its Role in Instructional Technology & Higher Education", presented with Niki Davis at Technology Enhanced Learning at Loras (TELL) 2002.

"Plan educational change with technology: You are an agent of change". Presented with Niki Davis and Ching-Chun Shih at ITECC 2001.

Section editor, "Telecommunications: Systems & Services", Proceedings of SITE 2001. Association for the Advancement of Computing in Education, 2001.

Section editor, "Theory", "Educational Leadership", "Science" and "Distance Education", Proceedings of SITE 99. Association for the Advancement of Computing in Education, 1999.

"The Roundtable: A Constructivist approach to developing graduate student research, writing and publishing skills", Proceedings of SITE 99. Association for the Advancement of Computing in Education, 1999. Presented at Site 99.

"Constructivist instructional design models: Options for teachers and designers". Presented at SITE 99.

"Taking the training wheels off: The use of mentoring for faculty development in the integration of technology," Proceedings of SITE 99. Association for the Advancement of Computing in Education, 1999. Presented at Site 99.

**PUBLICATIONS
&
PRESENTATIONS
(CONTINUED)**

Section editor, "Theory", "Educational Leadership", "Research", and "Science", Proceedings of SITE 98. Sara McNeil, Jerry D. Price, Stephanie Boger-Mehall, Bernard Robin, Jerry Willis, general editors. Association for the Advancement of Computing in Education, 1998.

Author/editor, *Info-Lion*, electronic newsletter, University of North Alabama, Jan. 1995-Aug. 1997.

Compiler, "General education in colleges and universities: an annotated bibliography of journal articles, 1985-March 1990," Advances in Library Administration and Organization: A Research Annual, v. 10, 1992, p. 187-249. Gerard B. McCabe and Bernard Kreissman, editors. JAI Press, 1992.

"Technology and the rural library," Rural Libraries, v. 9, no. 2, 1991, p. 7-13.

Contributor, Plays for Children and Young Adults: An Evaluative Index and Guide. Rashell Karp and June Schlessinger, editors. Garland Publishing, 1991.

**RELATED
ACTIVITIES**

- President-Elect, DMACC Higher Education Association, 7/11-present
- Corresponding Secretary, DMACC Higher Education Association, 6/09 – 6/11.
- Recording Secretary, Des Moines Obedience Training Club, 2004-2008, 2010-present.
- Newsletter Editor, Des Moines Obedience Training Club, 2009 – present.
- Member, Iowa Library Association
- Chair ILA Community College Librarians Roundtable, 2006.
- ILA/ACRL Fall Program Committee, 2006.
- Co-developer of DMACC Information Literacy Forum, 2004-2005.
- ACRL Information Literacy Immersion, program track, 2004.
- Technical Consultant, Iowa Department of Education, School Lunch Program, Nutrikids Summer Workshop, 6/98.
- Computer Literacy Workshop Leader, Teacher In-Service, 6/97.
- Guest Lecturer, University of North Alabama/Alabama Endowment for the Arts History Teachers' Summer Workshop, 6/97.
- Guest Speaker, Northwest Alabama Nursing Conference, 4/97.
- Guest Lecturer, University of North Alabama/National Geographic Teachers' Seminar, 7/97, 7/96, 7/95.
- Secretary, Northwest Alabama Reading Aides (United Way supported literacy organization), 5/96 - present (Re-elected for second term, 3/97).
- General Board Member, Northwest Alabama Reading Aides, 5/93-5/96.

- Literacy tutor, Northwest Alabama Reading Aides, 9/92 - 8/97.
- Volunteer, Florence-Lauderdale Public Library, 9/92-9/93.
- DMACC Libraries recognized as "outstanding department" 2005

**HONORS
RECEIVED**

- "Outstanding" peer evaluation, 4/96, 4/93
- Dean's List, Clarion University of PA, Fall 1989, Spring 1990, Summer 1990
- Sewry History Scholarship, 1986-1987
- Phi Alpha Theta chapter president, 5/86 - 12/87
- Dean's List, South Dakota State University, Fall 1985, Spring 1986, Fall 1986, Spring 1987, Fall 1987
- Dean's List, Drake University, Fall 1983, Spring 1984, Fall 1984, Spring 1985
- Journalism Scholarship, 1983-1984
- Lutheran Brotherhood Scholarship, 1983-1984