

Heidi E. Griffin

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EDUCATION

Master of Science - Mathematics, May 2004
Arkansas State University, Jonesboro, AR

Bachelor of Science - Chemistry, May 2002
Minor in Mathematics
Arkansas State University, Jonesboro, AR

ACADEMIC POSITIONS

Arkansas State University Instructor, Jonesboro, AR 2004 - Present

- Courses taught: Introductory Algebra, Intermediate Algebra, College Algebra, Plane Trigonometry, Business Calculus, Web-Assisted Business Calculus, Mathematics for Elementary Teachers I, Introduction to Statistics, and Pre-Calculus

Black River Technical College Adjunct Faculty, Paragould, AR 2004 - 2005

- Courses taught: Developmental Algebra and Intermediate Algebra

Arkansas State University Graduate Assistant, Jonesboro, AR 2002 - 2004

- Courses taught: Developmental Algebra and Intermediate Algebra

Arkansas State University Undergraduate Laboratory Teaching Assistant, Jonesboro, AR 2001 -2002

- Monitored and Prepared General Chemistry and Physical Science Laboratories

SERVICE ACTIVITIES

College Algebra Testing Coordinator 2022 - Present

- Create all college algebra exams for all sections of college algebra for every semester. Create backup copies in case of emergency. Create standardized Final Exams for the block testing. Troubleshoot any technical issues related to testing. Make sure all test are created using current curriculum and include all assessed questions. Coordinate with Access and Accommodations to ensure equal opportunity testing for all individuals.

Face-to-Face College Algebra Co-Coordinator 2019 - 2022

- Served in a managerial capacity for face-to-face College Algebra. This is included managing the College Algebra curriculum and syllabi, setting up Hawkes Learning Systems grade book, training new college algebra teachers, collaboration on assessment, maintaining the course materials packet, piloting creative ideas to increase student success, and working with Hawkes Learning Systems to suggest product improvements.

Katherine Overstreet Logan Mathematics Learning Commons Director 2018 - 2022

- Implemented and set up the Katherine Overstreet Logan Mathematics Learning Commons. Directed all graduate and undergraduate student tutors, managed the TARP tracking system and center reports, monitored the center, held weekly discussions with graduate assistant tutors, hosted undergraduate tutor meetings when needed, and attended campus tutoring group meetings to connect with other tutoring centers on campus.

College Algebra Recitation Team 2019 - 2020

- Work with Ms. Crider and Ms. Manning on the recitation pilot for College Algebra. Attend the weekly meetings and conduct observations of the recitation facilitators when needed.

Graduate Assistant Professional Development and Mentoring Team 2012 - Present

- The team is responsible for the mentoring of Math Graduate Assistants. This includes the tasks of organizing and conducting workshops and meetings, performing peer observations with mentorship of teaching.

Co-Requisite College Algebra Development and Maintenance 2018 - 2019

- Researched Co-Requisite College Algebra, this included visiting the University of Central Arkansas. Collaborated with Transition Studies to create Co-Requisite College Algebra. Ms. Banks and I piloted the course for two semesters. Worked with faculty to transfer Structured Learning Assistance and Co-Requisite College Algebra classes to Transition Studies. Attend monthly meetings to help with the transition and maintain collaboration.

Structured Learning Assistance Mentor 2009 - 2018

- Piloted Structured Learning Assistance for the developmental math courses. Starting in 2011, mentored graduate assistants and held weekly meetings to discuss student success in the college algebra course, provided instructional assistance, workshop ideas, and performed peer observations of teaching.

Developed Web-Assisted Business Calculus Course 2016

- Developed the curriculum, templates, and Blackboard shell for the Web-Assisted Business Calculus course. Piloted and adjusted the course as needed to improve student success.

Piloted the Web-Based College Algebra Hawkes Courseware 2014

Piloted the use of the web-based Hawkes college algebra software. Worked with the new platform to learn how to help students using tablets. Offered feedback to Hawkes Learning Systems for needed improvements.

Pre-Calculus Assessment 2013 - 2016

- Collected and processed data for the common assessment of the Pre-Calculus classes.

ASSETS Leadership Team for Introductory and Intermediate Algebra 2009 - 2011

- The team was responsible for the mentoring of Math Graduate Assistants. This included the tasks of organizing, conducting workshops, and meetings, performing peer observations of teaching, and troubleshooting the classes.

College Algebra Focus Group 2008 - Present

- Attend meetings to discuss the textbooks, curriculum, and software used for College Algebra.

ASSETS College Algebra Program Member 2007 - 2010

- Prepared grade reports to aid in research regarding the ASSETS (Assuring Student Success with Educational Technology Support) Program.

Piloted IMME Mathematics Software 2006

- Piloted the use of IMME software for the developmental math courses.

PROFESSIONAL ACTIVITIES

- Attended Pearson Digital Leadership Conference 2023
- Arkansas State University Early Spring Book Club - *Teach Students How to Learn* 2020
- Attended Arkansas State University Campus Tutoring Centers Assessment Workshop 2019
- Traveled to University of Central Arkansas to observe Co-Requisite College Algebra 2018
- Attended Hawkes Learning Systems Innovative Educators Summit 2018
- Attended *What is the general education committee Looking for?* ITTC Workshop 2015
- As a member of the Mentoring and Professional Developmental Team, met with the External Reviewers of the Department to discuss planning and the needs of the department. 2015
- Attended the Departmental Strategic Planning Retreat to discuss the External Review results and follow up tasks. 2016
- Attended Hawkes Learning Systems R Time Conference 2015
- Attended Higher Learning Commission Campus Meeting - Represented the Mathematics and Statistic Department concerning general education classes such as College Algebra. 2013
- Attended IITC Blackboard Learn Bootcamp Workshops 2011 and 2012
- Attended the Arkansas Student Success Symposium 2011
- Hawkes Learning Systems purchased the right to use my notes for Introductory, Intermediate, and College Algebra in the creation of power point slides to accompany their products. 2010
- Brief textbook review of *College Algebra* by Paul Sisson 2010
- Traveled to Jackson State Community College to observe and learn about SMART Math Redesign Program 2010
- Arkansas State University ACT Compass Test Administration Workshops 2009 and 2010

COMMITTEES

- Mathematics Course Transfer and Equivalency Committee
- College Algebra Curriculum Focus Group
- Introduction to Statistics Assessment Committee
- Mathematics and Statistics Instructor Search Committees 2011, 2012, 2014, 2018, 2023
- Mathematics and Statistics General Education Assessment Committee
- Campus Tutoring Centers Group 2018-2022
- College of Science and Mathematics and Statistics IT Search Committee 2019
- Pre-Calculus Course Book Committee - Concluded
- Plane Trigonometry Course Book Committee – Concluded
- Structured Learning Assistance Appeals Committee – Closed
- Mathematics for School Teachers Focus Group 2013

AWARDS AND RECOGNITIONS

- Arkansas State University Faculty of the Game
- Mentioned in the Herald Newspaper Favorite Teacher Series
- Access and Accommodation Services Banquet Invitation
- Undergraduate Research Assistant – Chemistry