

**Vitae**  
**Terri Mulkins Manning, Ed.D.**

**Contact Information:**

Associate Vice President for Institutional Research  
and Assistant to the Executive Vice President  
Director, Center for Applied Research  
Central Piedmont Community College  
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**Education**

- 1990            Doctorate in Higher Education - Oklahoma State University  
                  Major Emphasis: Health Behavior, Minor Emphasis: Research  
                  Dissertation Topic - An Assessment of Academic Stress and Burnout
- 1986            Master of Science - Oklahoma State University  
                  Major Emphasis: Health Science
- 1976            Bachelor of Arts - The University of Oklahoma  
                  Major Emphasis: Foreign Language

**Career Highlights**

- \*Data Facilitator, Achieving the Dream Initiative
- \* National “Millennial Generation” speaker
- \*Winner, Entrepreneur of the Year, 2004
- \*Opened the Center for Applied Research (only community college in the U.S. to have a totally self-sustaining research center)
- \*Co-developed a literacy index for Mecklenburg County, North Carolina
- \*Implemented the College’s planning, assessment and evaluation program
- \*Community evaluator for at-risk programs and board member for a developmental preschool
- \*Extensive community evaluation involvement (United Way, Foundation for the Carolinas, Workforce Development Board, Charlotte Chamber, Charlotte Advocates for Education and more)
- \*Served on reaffirmation teams for the Commission on Colleges (SACS) and as a portfolios reviewer for National Council for the Advancement of Teacher Education (NCATE)
- \*Completed the Institute for Senior Administrators (NCCCS), the President’s Leadership Conference, NCHEMS Higher Education Management Institute and Stephen Covey Training
- \*Made over 50 presentations at state, district, national and international meetings
- \*Published 14 articles in journals and conference proceedings
- \*20 years of full and part-time teaching experience at the University and Community College level in the health and research/assessment/evaluation fields (prepared 25 separate courses)
- \*Developed six new curriculum course proposals - team-developed a new degree program
- \*Founding member and Executive Director of the American Academy of Health Behavior
- \*Elected to the board of two state and one national organization
- \*Senior Associate Editor and reviewer for the American Journal of Health Behavior

## Professional Experience

### Full-time

2004 – present **Director of the Center for Applied Research (opened March 2004)  
Central Piedmont Community College, Charlotte, North Carolina**

#### Job Responsibilities

Solicit external research, evaluation and assessment contracts  
Conduct research studies, program evaluation, focus groups and strategic planning activities

2001 - present **Associate Vice President for Institutional Research and Assistant to the Executive Vice President, Central Piedmont Community College, Charlotte, North Carolina**

1998 - 2001 **Director, Planning and Research, Central Piedmont Community College, Charlotte, North Carolina (promoted to Associate VP)**

#### Job Responsibilities:

Conduct educational research, evaluation and assessment  
Involvement in community initiatives  
Manage staff and budget  
Coordinate institutional research and institutional effectiveness efforts  
Conduct professional development training on focus groups and research methods  
Serve on internal and external committees  
Manage the College's Institutional Effectiveness, planning and assessment programs  
Coordinate annual instructional and non-instructional review processes

#### Accomplishments:

Graduated as a member of the inaugural class of the Institute for Senior Administrators, a leadership-training initiative through the NC Community College System  
Served on SACS reaffirmation site visitation teams  
Chaired the first "Process Review Taskforce"  
Elected to the board of the North Carolina Association for Institutional Research  
Elected Executive Director for the American Academy of Health Behavior  
Co-authored a book: A Graduate Student's Guide to Writing a Thesis or Dissertation  
2 publication, 12 presentations at state/national meetings  
Facilitated the development of an "Institutional Effectiveness Committee"

1998 - present **Adjunct Faculty  
The University of North Carolina at Charlotte, College of Education, Department of Counseling, Special Education and Child Development**

Job Responsibilities: Teach graduate courses  
Appointed to graduate faculty

1990 - 1997 **Assistant Professor of Health Behavior, Department of Health Promotion and Kinesiology, The University of North Carolina at Charlotte**

### Professional Experience, (cont.)

#### Job Responsibilities:

Taught undergraduate, masters and doctoral level courses  
Served as a thesis advisor  
Served on internal and external committees  
Developed and revised curricula as needed  
Assisted with class scheduling and curriculum revision  
Advised students  
Served on search and screen committees to hire faculty and department chairs  
Assisted with the location and hiring of part-time faculty

#### Accomplishments:

Prepared 13 separate courses  
Taught approximately 2,500 students  
Successfully developed three new curriculum course proposals  
Team-developed a new degree program  
Wrote the thesis guidelines for the College of Education  
Published nine journal articles and conference proceedings  
Made 23 presentations at state, district, national and international conferences  
Appointed to the board of "The American Academy of Health Behavior" (scholar's organization in Health Behavior)  
Appointed as an Assistant Editor for The American Journal of Health Behavior  
Reviewed portfolios for the National Council for Accreditation of Teacher Education (NCATE) in Health Education  
Chaired or served on approximately 30 thesis committees

1988 - **Visiting Instructor, Department of Health, Physical Education and Leisure,**  
1990 **Oklahoma State University, Stillwater, Oklahoma**

#### Job Responsibilities:

Taught undergraduate and graduate students  
Developed curricula as needed

#### Accomplishments:

Received the "A.B. Harrison Outstanding Graduate Student Research Award" in 1989  
and

1990

Made three presentations at professional meetings  
Published one article in a national journal  
Prepared six separate courses

#### **Part-time**

2001 - **Executive Director, The American Academy of Health Behavior,** Scholars  
present organization in the health education, health promotion and health behavior field.

1991 - **Owner - Health A.P.P.E.A.L.S. (Assessment, Program Planning, Evaluation and**  
present **Lifestyle Services)** Research, program evaluation and public speaking consultancy

## Professional Experience, (cont.)

### Job Responsibilities:

Program evaluation and consultation for multiple community agencies  
Collaboration with social services agencies on community projects  
Outcome evaluator and trainer for United Way of Central Carolinas  
Professional development training

1982 - **Instructor, Department of Science and Health Services, Tulsa Community**  
1990 **College, Tulsa, Oklahoma**

### **Other Training**

- 2003 SACS Institutional Effectiveness Evaluator Training, Nashville Tennessee (revision of training received in 1999, Atlanta, Georgia)
- 1999 Institute for Senior Administrators - North Carolina Community College System
- 1999 Developing a Comprehensive Program for Assessment of Student Academic Achievement: The Evaluation and Improvement of Your Campus' Implementation of Institutional Effectiveness, Institutional Effectiveness Associates, Orlando, FL
- 1999 Stephen R. Covey Training, The Seven Habits of Highly Effective People, Greensboro, NC
- 1998 Communities That Care Training, Community Program Development and Program Evaluation Training
- 1998 ACT - A Resource for Institutional Accreditation, Chapel Hill, NC
- 1998 Benchmarking and Sharing of Best Practices - American Productivity and Quality Center, Charlotte, NC
- 1998 The President's Leadership Conference - CPCC, Charlotte, NC
- 1998 Academic Management Institute – National Center for Higher Education Management, Boulder, CO
- 1998 Performance-based Funding, Columbia, SC
- 1998 SAS Institute – Programming, Cary, NC
- 1996 Self-esteem and Health, Mind Matters Seminars, Charlotte, NC
- 1994 Emotions, Mind Matters Seminars, Charlotte, NC
- 1994 Safe Schools and Communities - Satellite Seminars Series - UNCC, Charlotte, NC
- Recognizing and assisting high risk students
  - How to prevent weapons and violence in our schools
  - Gang intervention and prevention for schools and communities

### **Other Training, (cont.)**

- 1993 Stress and Disease, Mind Matters Seminar, Charlotte, NC
- 1991 Drug Prevention: What Works in Communities, Office of Substance Abuse Prevention Teleconference, Charlotte, NC
- 1990 4MAT Learning Styles Training, Greensboro, NC
- 1987 Family Systems and Family Reconstruction - The University of Oklahoma, Norman, OK
- 1987 Group Dynamics, The University of Oklahoma, Norman, OK
- 1987 Family Violence Training, Tulsa, OK
- 1987 Adult Children of Alcoholics, Country View Drug/Alcohol Treatment Center, Tulsa, OK
- 1987 Prevention/Intervention Strategies in Drugs and Alcohol, Oklahoma University, Norman, OK

### **Honors**

- Winner: Entrepreneur of the Year 2004, Central Piedmont Community College.
- Winner: The Southern Association of College and University Business Officers Best Practices Competition 2003. Best Practice: Using Institutional Effectiveness in Business/Administrative Areas to Facilitate Change. April 15, 2003.
- Winner: Honorable Mention - Roberts, C.R., Crumbley, T. & Manning, T.M. (2001) Survey of the Workforce Needs of Charlotte-Mecklenburg County. ACCRA (A Non-profit Organization Representing Community and Economic Development Research and Analysis).
- Winner: A.B. Harrison Outstanding Graduate Student Research Award, Oklahoma State University 1990.
- Winner: A.B. Harrison Outstanding Graduate Student Research Award, Oklahoma State University 1989.

### **Scholarship and Research**

#### **Published Books**

Manning, TM, Algozzine, RF & Antonak, RF. (2003) Guide for Preparing a Thesis or Dissertation. ISBN# 0-9708461-0-X, PNG Publications. Star City, West Virginia.

## **Book Chapters**

Manning, T.M. Chapter Title: Institutional Effectiveness as Process and Product in the American Community College. In Head, RB (Ed.). (2010) Accepted for publication in Institutional Effectiveness. Issue of New Directions for the Community College. Jossey-Bass Publishing.

Manning, TM, Bostian, B Chapter Title: Using Benchmark and Assessment Data to Facilitate Institutional Change. in Seybert, JA (Ed.). (2006). Benchmarking: An Essential Tool for Assessment and Improvement. Jossey-Bass Publishing.

## **Editorships**

Sarvela, P.D., Kittleson, M.J., Manning, T.M.& McDermott, R.J. (Eds.) (2001). American Academy of Health Behavior Abstracts – 2000 Meeting. American Journal of Health Behavior. 25 (3), 318-341.

## **Peer Reviewed Journal Articles and Published Papers**

McGarry, M. & Manning, T.M. (2003). The effect of wearing corrective lenses for presbyopia on distance vision. The Journal of Ophthalmic and Physiological Optics (23), 13-20.

Kelley, K.S. & Manning, T.M. (1998). An assessment of the health habits of physicians: What's good for the doctor is good for the patient. North Carolina Medical Journal. 59(5). 302-3.

Manning, T.M., Johnson, L.R. & Des Laurier, K.M. (1996). Drug Knowledge and Attitudes of North Carolina Drug Educators and Non-drug Educators. The North Carolina Journal. 32 (2), 17-20.

Johnson, L.R. & Manning T.M. (1996). What North Carolina advisory committee members believe should be taught in the public school family life education curriculum. The North Carolina Journal. 32(1), 23-28.

Frederick, C.M., Morrison, C. & Manning, T.M. (1996). Motivation to participate, exercise affect, and outcome behaviors toward physical activity. Perceptual and Motor Skills. 82(2), 691-701.

Berne, L.A., Swilling, C. & Manning, T.M. (1992). Effective health coordinators improving outcomes in basic education. VOICE. 5(7). 20-21, 33-34.

Manning, T.M. (1991). Perceived family environment as a predictor of drug and alcohol usage among offspring. The Journal of Health Education. 22(3). 144-9, 165.

Manning, T.M. & Banfield, K.C. (1989). Do parents today need drug education programs as badly as their parents needed them?. The Journal of Drug Education. 19(2), 97-102.

## **Invited Journal Articles and Published Papers**

Manning, T.M. (2009). Using Achieving the Dream to meet accreditation requirements. One of eight mini-guides written to define the work of colleges for the Achieving the Dream national expansion.

### **Invited Journal Articles and Published Papers (cont.)**

Manning, T.M. (2007). The Challenges of Benchmarking a Tool to Measure Outcomes in Administrative and Service Areas. Assessment Update: Progress, Trends and Practices in Higher Education. September/October, 2007

Manning, T.M., Wells, D. & Ahlgrim-Delzell, L. (2003). Student assessment of teaching as a component of the overall assessment process: The teacher evaluation assessment survey (TEAS). Assessment Update: Progress, Trends and Practices in Higher Education. November/December 2003.

Manning, T.M. (1997). Defining health behavior in light of related fields. (Editorial Article) The American Journal of Health Behavior. 21(2), 88-90.

Manning, T.M. & Morrison, C. (1996). Factors that predict negative versus positive addictions in offspring: Are dependent exercisers different than victims of other addictions? Paper presented at the annual meeting of the American Alliance for Health, Physical Education, Recreation and Dance, Atlanta, GA. (ERIC Document Reproduction Services No. ED 398 211).

Manning, T.M. & Morrison, C. (1994) Excessive exercise, family environment and perception of family environment. Paper published in the Proceedings from the 10th Commonwealth and International Scientific congress. 108-112.

Manning, T.M. (1992). The evolution of the American family and its effects on health behavior choices. Paper presented at the Annual Meeting of the American Alliance for Health, Physical Education, Recreation and Dance. Indianapolis, IN. (ERIC Document Reproduction Service No.ED352 324).

### **Program Evaluation Reports and Published Documents**

Manning, T.M. (2006). The Evaluation of the Girls are IT Program, Hornets' Nest Girl Scout Council.

Manning, T.M. (1998 through 2006). The Annual Evaluation of the Hornets' Nest Girl Scout Council.

Manning, T.M. (1998 through 2008). The Annual Evaluation Seigle Avenue Preschool Cooperativel.

Manning, T.M. (2001 through 2008). The Annual Evaluation of Med-Assist.

Update of the Workforce Needs of Charlotte-Mecklenburg Employers (2002). Charlotte Chamber of Commerce, and Central Piedmont Community College.

Manning, T.M. (2001) An evaluation of the Davidson Partnership Summer Camp Program.

Survey of the Workforce Needs of Charlotte-Mecklenburg Employers (2001). Collaborative initiative of the Charlotte Chamber of Commerce, Central Piedmont Community College and the UNC Charlotte Urban Institute.

### **Program Evaluation Reports and Published Documents (cont.)**

Manning, T.M. (2000 through 2006). The Annual Evaluation of Kinder-mourn programs: “Helping the Hurt” and “Parent Support Groups”.

Manning, T.M. (2000). The Annual Evaluation of the Sister-to-Sister Program, Duke University Medical Center.

Manning, T.& Rowland, B. (1999). The Strengthening Families Initiative: Sixth Year Follow-up Report. Evaluation Document Prepared for The Foundation For The Carolinas.

Manning, T.& Rowland, B. (1998). The Strengthening Families Initiative: Fifth Year Follow-up Report. Evaluation Document Prepared for The Foundation For The Carolinas.

Manning, T.& Rowland, B. (1997). The Strengthening Families Initiative: Forth Year Follow-up Report. Evaluation Document Prepared for The Foundation For The Carolinas.

Manning, T., Rowland, B. & Bradbury, M. (1995). The Strengthening Families Initiative: Third and Final Review. Evaluation Document Prepared for The Foundation For The Carolinas.

Manning, T. & Rowland, B. (1994). The Strengthening Families Initiative: Second Year Review. Evaluation Document Prepared for The Foundation For The Carolinas.

Berne, L. & Manning, T. (1993). The Strengthening Families Initiative: First Year Review. Evaluation Document Prepared for The Foundation For The Carolinas.

### **Keynote Presentations**

National speaker/trainer on the Millennial Generation: The Next Generation in College Enrollment, made approximately 75 keynote presentations on this topic from 2004-9 at colleges, regional and national meetings and for businesses.

### **Refereed Papers Presented at Professional Meetings**

Manning, T.M. (2008). Developing an Institutional Philosophy for the Quest for Quality. The National Council for Instructional Administrators, the American Association of Community Colleges national Conference. April 4, 2008, Philadelphia, PA.

Manning, T.M. & White, T. (2008). Serving Millennial Students: Teaching Strategies and Classroom Methods for a New Generation. the American Association of Community Colleges national Conference. April 7, 2008, Philadelphia, PA.

Manning, T, Lyddon, J, Gonzalez, K & Rincones, R. (2007) Institutional Researchers Working Collaboratively for Achieving the Dream: Helping Community College Students Succeed. Association for Institutional Research annual meeting, June 2007, Kansas City, MO.

Manning, T.M. & Everett, B.J. (2007). The Status of Boys in Higher Education; Losing Momentum, Association for Institutional Research annual meeting, June 2007, Kansas City, MO.

### **Refereed Papers Presented at Professional Meetings (cont.)**

Hoey, J.J. & Manning, T.M. (2006) Assessment of Online Courses and Curricula: Concepts, Tools and Frameworks, Pre-conference Workshop, Association for Institutional Research annual meeting, June 2006, San Diego, CA.

Seybert, J.A., Bunce, L.W., Manning, T.M., Porter, J.D. (2006) The National Community College Benchmarking Project: Year One From Multiple Perspectives. Association for Institutional Research annual meeting, June 2006, San Diego, CA.

Adelman, C, Kroc, R.J., Manning, T.M., McClure, J.L. (2006) The Many Directions of Credit-Transfer Problems. Association for Institutional Research annual meeting, June 2006, San Diego, CA.

Manning, T.M., Wells, D. & Drumm, K.D. (2005). Using Program Review to Facilitate Change in Instructional, Administrative and Student Services Units. Presented to the annual meeting of the League for Innovation in the Community College, March 2005, New York City, NY.

Manning, T.M. & Drumm, K.D. (2004). Using Program Review to Facilitate Change in Instructional, Administrative and Student Services Units. Presented to the annual meeting of the Southern Association of Colleges and Schools, December 2004, Atlanta, GA.

Manning, T.M. & Wells, D. (2004). Using Instructional Program and Administrative Unit Review to Accomplish Institutional Effectiveness, Presentation made at the Association for Institutional Research annual meeting, June 2004, Boston, MA.

Manning, T.M., Fields, B.J. & Roberts, C.R. (2004) The Millennial Generation: Are Higher Education and the Workforce Ready for Them? , Presentation made at the Association for Institutional Research annual meeting, June 2004, Boston, MA.

Manning, T.M. (2003). Using Program Review in Instructional, Business/Administrative and Student Services Areas to Facilitate Change. Presentation made at the Southern Association for Institutional Research, September 2003, San Antonio, TX.

Manning, T.M., Drumm, K. (2003). Using Institutional Effectiveness in Business/Administrative Areas to Facilitate Change . Presentation made for the SACUBO Fall Conference. 2003, Orlando, FL.

Manning, T.M., Drumm, K. (2003). Using Institutional Effectiveness in Business/Administrative Areas to Facilitate Change . Winner (Best Practices Paper) for SACUBO Conference. 2003.

Manning, T.M., Hwang, L., Wells, D. & Ahlgrim-Delzell, L. (2003). The assessment of teaching at a large community college. Presentation made at the Association for Institutional Research (AIR) Forum, Tampa, FL.

Manning, T, Hwang, L. and Wells, D. (2002). A community-based needs assessment study at a metropolitan community college. Presentation made at the national AIR-Forum (Association for Institutional Research), Toronto, Canada.

### **Refereed Papers Presented at Professional Meetings (cont.)**

Roberts, C.R., Crumbley, T. & Manning, T.M. (2001) Survey of the Workforce Needs of Charlotte-Mecklenburg County. Winner: Honorable Mention, ACCRA (A Non-profit Organization Representing Community and Economic Development Research and Analysis).

Manning, T.M., Manning, D.W. & Hwang, L. (2001) Student success based on point of registration. Presentation to be made at the national meeting of the Association for Institutional Research, Long Beach, CA.

Manning, T.M. & Hwang, L. (2001) Transfer student patterns between the community college and the university in a large urban area: Forward transfer, reverse transfer and co-enrollment. Presentation to be made at the national meeting of the Association for Institutional Research, Long Beach, CA.

Manning, T.M. & Roberts, C.R.. (2001). An assessment of the current conditions and needs of the workforce: Implications for urban institutions of higher education. Presentation made at the national meeting of the Association for Institutional Research, Long Beach, CA.

Leonard, B.M. & Manning, T.M. (2000). Factors affecting enrollment patterns at large urban and small rural community colleges in the south. Presentation made at the national meeting of the Association for Institutional Research. Cincinnati, OH.

Leonard, B.M. & Manning, T.M. (2000). Factors affecting enrollment patterns at large and small community colleges in the south. Presentation made at the annual meeting of the North Carolina Association for Institutional Research. Asheville, NC.

Manning, T.M. (1999). Lessons Learned from an Outcome-based Annual Review Process. Presentation made at the Piedmont Area Education Consortium meeting, November 5, 1999, Wrightsville Beach, North Carolina.

Dunlap, K. & Manning, T.M. (1997). Empowering Families and Parents Through Cooperative Preschool Education. Presentation made at the annual meeting of the North Carolina Association for the Education of Young Children. September 19, Greensboro, North Carolina.

Manning, T.M. (1997). What stress management specialists should know about TMJ-D (temporomandibular joint disorders). Presentation made at the national meeting of The American Alliance for Health, Physical Education, Recreation and Dance. St. Louis, Missouri.

Wojtowicz, G.G. & Manning, T.M. (1997). Dynamic systems, feedback loops and bias: A possible explanation of failed behavior change programs. Presentation made at the national meeting of The American Alliance for Health, Physical Education, Recreation and Dance. St. Louis, Missouri.

Manning, T.M. & Dunlap, K. M. (1996). Empowering at-risk adults through cooperative preschool education. Oral presentation made at the national meeting of The American Association for Adult and Continuing Education, Charlotte, North Carolina.

**Refereed Papers Presented at Professional Meetings (cont.)**

Manning, T.M. (1996). Factors that predict negative versus positive addictions in offspring. Oral presentation made at the national meeting of the American Alliance of Health, Physical Education, Recreation and Dance. Atlanta, Georgia.

Manning, T.M. & Mulkins, R. (1994). Teacher knowledge and attitudes toward drug abuse in Oklahoma. Poster presentation made at the national meeting of The American Public Health Association. Washington, D.C.

Manning, T.M. (1994). Perception of family environment as a predictor of drug and alcohol abuse in offspring. Poster presentation made at the national meeting of The American Public Health Association. Washington, D.C.

Manning, T.M. & Morrison (1994). Excessive exercise, family environment and perception of family environment. Oral presentation made at the 10th Commonwealth and International Scientific Congress. Victoria, British Columbia, Canada.

Frederick, C., Morrison, C. & Manning, T.M. (1994). A model of participation motivation, sport enjoyment and adherence behaviors toward physical activity. Presentation made at the Association for the Advancement of Applied Sport Psychology. Lake Tahoe, Nevada.

Wojtowicz, G.G. & Manning, T.M. (1994). Perception of parental smoking as a contributing factor to smoking behavior in offspring. Oral Presentation made at the annual Meeting of the American Alliance for Health, Physical Education, Recreation and Dance. Denver, Colorado.

Manning, T.M. & Morrison, C. (1993). Dysfunctional family characteristics and positive addictions as contributors to exercise dependence. Poster presentation made at the North Carolina Alliance for Health, Physical Education, Recreation and Dance. Greensboro, North Carolina.

Wojtowicz, G.G. & Manning, T.M. (1993). Development of assessment/evaluation instrumentation for health, physical education, recreation and dance. Oral presentation made at the annual meeting of the American Alliance for Health, Physical Education, Recreation and Dance. Washington, D.C.

Manning, T.M. (1992). The evolution of the American family and its impact on at-risk behaviors in offspring. Oral presentation made at the annual meeting of the American Alliance for Health, Physical Education, Recreation and Dance. Indianapolis, Indiana.

Manning, T.M. & Mulkins, R.S. (1992). Drug and alcohol usage: Teacher knowledge and attitude. Poster presentation made at the annual meeting of the American Alliance for Health, Physical Education, Recreation and Dance. Indianapolis, Indiana.

Manning, T.M. (1992). Emotional and mental well-being: Risk factors we've left out of health prevention programs. Oral presentation made at the annual meeting of the Southern District Alliance for Health, Physical Education, Recreation and Dance. Atlanta, Georgia.

**Refereed Papers Presented at Professional Meetings (cont.)**

Manning, T.M. (1991). Parental behaviors: Their influence on health behavior choices of offspring. Poster presentation made at the annual meeting of the North Carolina Association for the Advancement of Health Education. Greensboro, North Carolina.

Manning, T.M. (1991). The burnout syndrome in university professors. Poster presentation made at the annual meeting of the American Alliance for Health, Physical Education, Recreation and Dance. San Francisco, California.

Manning, T.M. (1990). Family factors as significant contributors in drug usage outcome among offspring. Poster presentation made at the annual meeting of the American Alliance for Health, Physical Education, Recreation and Dance. New Orleans, Louisiana.

Manning, T.M. (1990). The relationship of eating disorders to drug and alcohol addiction: The family tie that binds. Poster presentation made at the annual meeting of the American Alliance for Health, Physical Education, Recreation and Dance. New Orleans, Louisiana.

Manning, T.M. (2005) Using Program Review to Facilitate Change in Instructional, Administrative and Student Services Units. Keynote presentation to be made at the Mississippi Association for Institutional Research, March 2005, Jackson, MS.

Manning, T., Chowning, T., Leeman, R., White, L. & Ross, K. (2001). Assessment of Communications Students. Presentation made at the Carolinas Communication Association annual meeting, Charlotte, NC.

Manning, T.M. & Hwang, L. (2001) Transfer student patterns between Central Piedmont Community College and the University of North Carolina at Charlotte. Presentation made to the North Carolina Association for Institutional Research, Asheville, NC.

Manning, T.M. (2001) How to present yourself on paper. Presentation made to the Region IV meeting of the American Association of Women in Community Colleges, Charlotte, NC.

Manning, T.M. (2000) How to present yourself on paper. Presentation made to the North Carolina College and University Personnel Association, Atlantic Beach, NC.

Manning, T.M. & Wojtowicz, GG. (2000) Lessons learned from an outcome-based annual review process. Presentation made to the Community College Planning and Research Organization, Raleigh, NC.

#### **Invited Papers Presented at Professional Meetings:**

Manning, T.M. (2000) Using outcome assessment in higher education. Keynote-general session speaker for annual meeting of the North Carolina Association for Institutional Research. Asheville, NC.

Manning, T.M. (1999) Lessons learned from an outcome-based annual review process. Presentation made to the Piedmont Area Education Consortium, Wilmington, NC.

#### **Invited Papers Presented at Professional Meetings (cont.)**

Manning, T.M. (1998). Stress management: Teaching patients how to relax. Presentation made for the North Carolina State Dental Hygiene Association. Myrtle Beach, South Carolina.

Manning, T.M. (1997). Is Stress Killing You? Presentation made for the Auxiliary at the National Conference for the National Prosthetics and Orthotics Convention, Charlotte, North Carolina.

Manning, T.M. (1997). The behavioral treatment of patients with temporomandibular joint disorders. Presentation made for the North Carolina State Dental Hygiene Association. Myrtle Beach, South Carolina.

Manning, T.M. (1991). How to raise drug-free kids. Oral presentation made at the 9th Annual North Carolina Health Leadership Conference. Reidsville, NC.

Manning, T.M. (1990). Motivating lifestyle change. Oral presentation made at the annual meeting of the North Carolina Alliance for Health, Physical Education, Recreation and Dance. Greensboro, NC.

**Teaching Activities**

**University/Community College Courses Taught** (courses developed [\*]):

<u>Undergraduate courses taught at UNC-Charlotte:</u>	<u>Graduate courses taught at UNC-Charlotte:</u>
<u>1990-97:</u>	<u>1990-1997:</u>

Behavior Change Programming in Health Fitness\*  
 Lifetime Weight Management  
 Health Risk Reduction and Disease Prevention  
 Pharmacology in Health Fitness \*  
 Healthy Lifestyles (personal health course)  
 Secondary Health Methods

Research Methods in Education  
 Assessment and Evaluation  
 Program Planning and Evaluation  
 Mental and Emotional Well-being  
 Behavior Change in Health Promotion\*  
 Drugs and Society  
1998-present:  
 Community Counseling and Management  
 Research Methods in Education

Undergraduate courses taught at Oklahoma:  
State University: 1988-90:

Foundations in Health  
 Wellness Lifestyles  
 Total Wellness (personal health course)\*  
 First Aid

Graduate courses taught at Oklahoma:  
State University: 1988-90:

Work-site Health Promotion  
 Fitness and Weight Control

Undergraduate courses taught at Tulsa Community College:  
1983-90:

Personal, School and Community Health  
 Substance Abuse I\* and II\*

First Aid  
 Rhythmic Aerobics

**College Level Textbooks Reviewed**

Contemporary Health, West Educational Publishing, 1995-6.  
Drugs: Use, Misuse and Abuse, 5th Edition, Prentice Hall, 1995.  
Skill-Building Activities for Drug and Alcohol Education, Jones and Bartlett, 1993.  
American Red Cross First Aid, Responding to Emergencies, Mosby Yearbook, 1991.

### **Service Activities**

#### **Offices Held:**

##### National:

- Executive Director – The American Academy of Health Behavior, 2002 - 2006
- Board Member (Program, Publicity and Training) - The American Academy of Health Behavior, 1998-2002
- Assistant Editor for the American Journal of Health Behavior 1996 – 2006
- Associate Editor for the American Journal of Health Behavior 2006-present

##### State:

- Treasurer, Women Administrators in NC Higher Education, 2006-2009
- President, Community College Planning and Research Organization, 2003-2004
- Board Member At-large, North Carolina Association of Institutional Research. 1998 - 2001

##### Community:

- Chairman of the Board, Seigle Avenue Preschool Cooperative, 2004-2005
- Chair (appointed), Research Division, Charlotte Chamber of Commerce – 2001-2002

#### **Professional Service:**

##### National:

- Abstract Reviewer, Association for Institutional Research, 2006
- Community College National Benchmarking Project, League for Innovation, 2003
- Member, Association for Institutional Research, Newcomers Committee, 2001-2002

##### **Professional Service (cont.):**

- Abstract Reviewer for the Research Consortium or the American Alliance for Health, Physical Education, Recreation and Dance, 1994-1999.
- CEU Program Sight Reviewer/Medical Settings for PRO-NET/AAHE (The American Association for Health Education [AAHE]), 1996 - 99
- NCATE Folio Reviewer for PRO-NET/AAHE (AAHE), 1996 - 99
- Reviewer for the American Journal of Health Behavior 1995 - present

##### Regional:

- Member, Site Visitation Teams (Institutional Effectiveness) The Southern Association of Colleges and Schools, 2000-present.

##### State:

- Strategic Planning Committee, Leadership Development Task Force, 2007
- State Accountability Measures Task Force 2007
- CIS Steering Committee 2006-present
- Technical Advisory Committee for Planners and Researchers, (to provide direction for new CIS, North Carolina Community College System) 1999-present

#### **Community Service**

- Evaluation Committee Member, SmartStart of Mecklenburg County, 2004, 2005
- Research Team, The ARC of Mecklenburg County, 2004
- Strategic Planning Committee Member, Community Link, 2004

**Community Service (continued)**

- Steering Committee Member, Voices and Choices' Focus on the Region Report 2003
- Board Member (elected), Seigle Avenue Preschool Cooperative – 2001-2004
- Literacy Index for Mecklenburg County Initiative – Charlotte Chamber, 2001-2004
- Member, Research Team, Workforce Development Continuum Flagship Initiative (Advantage Carolina) – Charlotte Chamber, 2000
- Charlotte-Mecklenburg Planning Council, Census 2000 Task Force, 1999-2000
- Workforce Development Board - Technical Task Force - 1999
- The United Way of Central Carolinas - Outcome Measurement Trainer and consultant - 1997- 1999
- Foundation for the Carolinas' - Program Evaluator for the "Strengthening Families Initiative" 1991 - 99

**University/ Community College Service**

Central Piedmont Community College: Served as Chair or member of the following committees:

- Recognition Advisory Committee, 2004
- Strategic Initiatives Management Team, 2004 to present
- SACS Self-study Sub-committee Member (Institutional Effectiveness and Local Arrangements) 2000-2002
- Learning Outcomes for the 21<sup>st</sup> Century Team 2001
- General Education Committee – Subcommittee 2000-present
- Students Win Action Team (Enrollment Management Task Force) 2001-2002
- College Institutional Effectiveness Committee (IEC), 1999 – present
- Student Opinion Survey (teaching evaluation instrument) Revision Subcommittee (IEC), 1999-2000
- Process Review Task Force, 1998-99
- General Education Assessment Committee, 2000 - present
- President's Planning Council, 1998 to present
- President's Expanded Cabinet, 1998 - 2000
- Enrollment Management Team, 1998 to 2002
- Fall Conference Planning Team, 1998, 1999
- Safe College Team, 1998 -2000
- North Campus Planning Committee, 1999

The University of North Carolina at Charlotte: Served as Chair or member of the following committees:

- Graduate Faculty Member, 2000 to present
- Faculty Council, 1995-97
- Faculty Course and Curriculum Committee (University-wide), 1995-97
- Substance Abuse Advisory Committee, March 1991-97

**University/ Community College Service (cont.)**

- Research Fellow in the Office of Faculty Development and Research (College of Education), 1994-95
- Instructional Technology Advisory Committee (ITAC), 1990 - 91
- Program Evaluation Committee for Elementary Educators, 1990
- Research Sequencing Committee, September - October, 1990
- Department Review Committee, 1991-96
- Department Curriculum Committee, 1992-95
- Department Readmission Committee, 1992-93
- Thesis Advisor for Health Promotion Students, 1990-97
- Comprehensive Exam Committees for Graduate Students, 1991-97
- Graduate Student Advisor, 1990-97

### **Funded Grants**

#### External

1998 The West Boulevard Corridor Family Support Project, Governor's Crime Commission Grant. \$133,832.00. Written for the City of Charlotte.

#### Internal

2000-2001 Community-wide Needs Assessment Study – Innovation Grant received, \$3,000

1995-96 An Assessment of Teacher Content Knowledge and Attitude Relating to Adolescent Drug Use in North Carolina. \$1,060.80.

1994-95 The relationship among gender, diet consistency, maximum bite force and efficiency of masticatory muscles in school-age children. \$4,096.49

1993-94 Dysfunctional family characteristics as predictors of exercise addiction in exercisers at various levels. \$2,189.82

### **Memberships in Professional Associations**

2000-present Women Administrators in North Carolina Higher Education (WANCHE)  
 2000-present Community College Planning and Research Organization (CCPRO)  
 1998-present The National Council for Community College Research and Planning (NCCCRP)  
 1998-present The Association for Institutional Research (AIR)  
 1998-present North Carolina Association for Institutional Research (NCAIR)  
 1997-present Charter Member, The American Academy of Health Behavior  
 2001-2003 American Association of Women in Community Colleges  
 1988-1998 The American Alliance for Health, Physical Education, Recreation and Dance.  
 1996-1997 The American Association for Adult and Continuing Education  
 1993-1998 The American Public Health Association.  
 1990-1996 The North Carolina Alliance for Health, Physical Education, Recreation and Dance.  
 1988-1998 Health Psychology, Division 38 of The American Psychological Association.  
 1988-1991 The Society of Behavioral Medicine.

### **References**

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