

RESUME

Position: Vice President for Instruction **Name:** Jan Huffstutler

Education:

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| Texas A & M University-Commerce | 1983 | Ed.D. Secondary and Higher Education, Emphasis in Community College Supervision, Curriculum, and Instruction |
| Texas A & M University-Commerce | 1972 | M.S. English |
| Texas A & M University-Commerce | 1967 | B.S. English and Library Science |

Professional Experience in Higher Education

Trinity Valley Community College, Athens Texas

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| 1988-Present | Vice President for Instruction |
| 1984-1988 | Vice President for Community Services and Assistant to the President Responsible for all non-credit instruction, community service projects and programs, concurrent enrollment, institutional research office, staff development, public relations/public information office, special project development, grant development, responsible for all senior citizen programs sponsored by Trinity Valley Community College |
| 1979-1984 | Dean of Continuing Education and Assistant to the President Responsible for all areas listed above |
| 1978-1979 | Director of Continuing Education Responsible for all non-credit instruction and community service activities |
| 1977-1978 | English Instructor, Counselor, Recruiter |
| 1975-1977 | Adjunct English Instructor and Coordinator of Senior Citizen Programs Responsible for teaching English and establishing and supervising three programs sponsored by Trinity Valley Community College for senior citizens |

Dallas County Community College District, Dallas, TX

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| 1972-1974 | Adjunct English Instructor |
| 1967 | Part-Time Reference Librarian |

Professional Organizations and Committees

Texas Association of Continuing Education for Community/Junior Colleges, Past President 1984-1985

Texas Community College Instructional Administrators, Past President, 1998-99

Distance Learning Advisory Committee for the Virtual College of Texas, 1997-2003

Texas Community College Teachers Association

Member, Advisory Council, Center for Community College Education, Texas A&M University-Commerce, 1989-Present

Other Organizations and Boards

Private Industry Council/Local Workforce Development Board, East Texas Council of Governments, 1983-2003, Chaired Regional Youth Council, and Board's Youth Services Committee, 1996-2003

East Texas Arboretum and Botanical Society, Board Member, 1991-Present

Volunteer Services Council, Terrell State Hospital, Council Member and Vice Chairperson, 2000-Present

Kiwanis

Texas A&M – Commerce Alumni Association, Board of Directors, 1993-Present

Publications

“Anatomy of a Tax Election Campaign,” Community, Technical, and Junior College Journal, Co-Authorship

“The Do’s and Don’ts of Launching a Partnership.” Publication of the President’s Advisory Council on Private Sector Initiatives

“The Singles’ Support Group.” The Catalyst

“Education for a Quality East Texas Work Force.” Third Decade” Regional Cooperation to the Year 2000