

Carolyn J. Beck  
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**EDUCATION:**

Sports Psychology, graduate course, Spring, 1998 at UT-Tyler; 4.00  
M.S. Counseling & Guidance; minor in Psychology, 1984-GPA 3.96, East Texas State Univ.  
M.S. Music; minor in Radio/TV, 1982 - GPA; 4.00, East Texas State University  
B.A. Music, 1968, California State College at Long Beach  
-----Two years undergraduate study - Music/general studies, Bethany College, Kansas

**CREDENTIALS:**

NCC Certification - April, 1992 - #26598  
Texas All-Level Music Teaching Certification - August, 1985 - #513442573  
California Standard Secondary Teaching - August, 1969 - #28523

**PROFESSIONAL BACKGROUND:**

Thirty years of diverse educational/supervisory experience utilizing training/skills in counseling, advising, teaching, arts, and school relations. Employment experiences have encompassed excellent organizational, problems solving, interpersonal, time management, creative, writing, and research skills.

**WORK EXPERIENCE:**

**August, 2003, to Present: COUNSELOR/ACADEMIC ADVISOR/RECRUITER**  
**Health Science Center-Kaufman, Trinity Valley Community College**

Provide personal and academic counseling for all HSC students; provide academic counseling for HSC applicants and HSC majors; enter admission information (test scores, personal information, etc.) in an incoming student's Registrar file via computer; review all applicant's files for accuracy and prepare letter for applicant's file or return form for each applicant for all selection programs; enter personal, course, and selection information into an HSC applicant's file via computer; answer most questions via email or telephone about application procedures, selection, transfer of courses, etc. for applicants; work with faculty, especially team leaders, to assist special students with testing, study skills, personal issues, etc; present specific workshops on various topics (i.e. stress, test anxiety, learning styles, reading complex material, etc.) to ADN, VN, Surg. Tech, and PCT classes throughout the academic year; represent TVCC's HSC at various College Fairs throughout the district; facilitate visits to the HSC for area high school students and Counselors; member of the Cross Cultural Committee, Curriculum and Instruction Committee, and Insurance and Retirement Plans Committee; keep abreast of current issues in the field and earn continuing education credit through state organizations (i.e. J/CCSPAT, TEXAAN, etc.) and professional readings/study.

**1994 to August, 2003: COUNSELOR/ACADEMIC ADVISOR**  
**Counseling Office-Athens, Trinity Valley Community College**

Provided personal, career, and academic counseling; academic advisor for TVCC football team--65 of 75 student athletes; as TVCC Coordinator, continuously updated equivalency chart of TVCC course numbers (both senior institutions and community colleges in Texas) for use by all college personnel through main frame computer; continuously updated Transfer Information Sheets for 52 senior institutions for students' availability; coordinator of TVCC Annual College Night each fall for TVCC students and area high school seniors; once a week personal counseling provider for health occupation majors at HSC in Kaufman; instructor of General Psychology, Human Growth and Development, and Music

Appreciation classes; presenter of stress management, time management, communication effectiveness, strategies for taking the TASP), diversity, crisis intervention, etc. for both students, staff, and Faculty Forums; presenter for 8th-grade and Jr./Sr. recruiting days; other duties as assigned by Dean; member of Institutional Effectiveness, Athletic, Cultural Awareness, Communication, Academic Advising, Food Service, Career Day Committees.

**1989 to 1994: COUNSELOR**

**Counseling, Placement, & Testing-Central Campus, San Jacinto College**

Provided personal and career counseling, as well as academic advising, for diverse student population; coordinated transfer degree plans/information as well as Minority Survey of Student Service offices; developed and continuously updated Transfer Information Sheets for approximately 52 senior institutions for efficiency and accuracy of information; continuous Academic Advisor for women's volleyball players and San Jans; workshop presentations given on various topics such as researching majors, time management, transferring, single parenting, job interviewing, self-esteem, study skills, and conflict resolution; frequently asked to present workshops for specific majors, divisions, and faculty-in-service; primary advisor for international students in Foreign Student Advisor's absence; registration assignment of working directly with Academic Vice President and making status/skill level decisions for course placement; have assisted students in Placement, met with employers, and made visitations to companies; surveyed 399 students and faculty concerning workshop topic interests and use of Counseling Center; have been a committee member of: Substance Abuse Advisory, Minority Retention and Recruitment, Sub-Committee for Minority Retention and Recruitment, and Orientation; have been Advisory Board member of Fashion Design, Cosmetology, Child Development, Interior Design, Restaurant Management, Fire Protection, Occupational Health and Safety, and Counseling Center representative for the Mathematics and Science Division.

**1988 to 1989: COUNSELOR**

**Counseling and Career Development Office, Prairie View A&M University**

Counseling of diverse cultural and ethnic individuals/groups with personal, academic, career, and social concerns; academic advising of undecided majors during registration and throughout semester; consultant for Housing, Peer Counselors, and Campus Police; Chair of fall, 1989, Orientation Committee; assisted with testing administration and Placement Office events; continuous creation of counseling handouts; created and wrote Student Worker's Handbook and Supervisor's Manual for Financial Aid; member of Alcohol and Drug Awareness Week Committee, 110th Anniversary celebration Committee, and Self-Study Committee for College of Education.

**1986 to 1988: SECRETARY/PROGRAM COORDINATOR**

**Honors/New Center Office, East Texas State University**

Coordinated office duties and procedures involving students and faculty for better communication between offices and other university departments; organized files and duties as necessary (i.e. Honor's Day, NCL Retreat, various budgets, and statistical data).; supported students and counseled them as needed; created new and more efficient ways to handle office procedures as well as new ideas for establishing a better educational atmosphere.

**1985 to 1986: PUBLICATION SPECIALIST**

**Counseling and Guidance Department/TEA Grant, East Texas State University**  
Co-authored Job Hunter's Guide for North Central Texas via a one-year TEA grant; responsibilities included research of literature, conducting surveys, writing of approximately 150 pages of text, creating activity checklists and examples, supervising all photos and artwork, and designing and completing a layout design for the entire guide of 250 pages.

**1983 to 1984: COUNSELOR (GRADUATE STUDENT-PRACTICUM I & II)**

**Counseling and Guidance Department, East Texas State University**  
Served as Counselor and Consultant in the Counseling Center; directed groups, did individual counseling, made referrals, transcribed tapes, and completed various administrative duties; a total of 373 clock hours were completed, 49 being one-on-one counseling with students as well as faculty and staff.

**1982 to 1983: OFFICE SUPERVISOR**

**Admissions and School Relations, East Texas State University**  
Supervised a staff of 18, coordinated/directed Entering Freshmen Scholarships (EFS) program, and performed general office duties for Director; conducted meetings with staff (individually and as a group) to coordinate their efforts to increase office productivity and personal positive worth; as Coordinator of EFS program, updated applicants' files via computer, coordinated communication among offices, and wrote/presented reports for/to ETSU Foundation Board and a number of administrators.

**1981 to 1982: OFFICE MANAGER**

**Testing Center, East Texas State University**  
Consultant for counselors, faculty, and administrators concerning various tests, statistical data, and testing procedures; supervised scheduling and administered individual and group tests, scored various tests, and assisted with major record keeping activities, such as test procurement and budget; completed correspondence as required, acted as supervisor of proctors and student workers, and completed probability results for admission as necessary; routinely communicated with numerous agencies, gathered statistics, and wrote reports.

**PRESENTATIONS:**

- Yearly "Stress In Nursing," HSC ADN Sophomore students, February 6, 2006
- Yearly "How To Survive Nursing School, HSC VN class, January 27, 2006.
- Various workshops/seminars at annual J/CCSPAT conference (October 1992 to present).
- "The Mountains of Nursing School: Acting As A Guide," J/CCSPAT Conference, October, 2005.
- "Stress and Time Management," for TVCC Secretaries, November 19, 2002.
- "Program at the HSC," for junior and senior students at Kemp High School, October 29, 2002.
- "Coping with Stress," workshop for TESA's Annual Conference, Austin, June 17, 2002.
- "A Cowgirl's Guide to Life," guest speaker at Annual Christmas Staff Luncheon, San Jacinto College-Central, Pasadena, 2000
- "Course Offerings at TVCC and How To Make Application," for TVCC Adult Learning Center, Athens, May, 1999.
- "Coping with Stress With Laughter," for TESA's Annual Conference, Austin, June 28, 1999.
- "TASP Workshop," for students, Athens, November, 1999.

- "Stress Management" and "Conflict Resolution," one-day conference for professional Health workers, Kaufman Health Science Center, November, 1998.
- "Assessment of Student Athletes For Better Players and Better Students," J/CCSPAT Annual Conference, October, 1998.
- "Stress Management and Unemployment," Texas Employment Commission, Palestine, Texas, June, 1998
- "Exploring Careers," Eighth-Grade Career Days, TVCC-Athens, April, 1998
- "Charting A Course for Advising Athletes," TEXAAN Annual Conference, March, 1998
- "Advising Student-Athletes In Community Colleges: One Advisor's Perspective," J/CCSPAT Annual Conference, October, 1996.
- "Results of a Three-Year Survey of Minority Students at San Jacinto College-Central of How They Rate Student Support Services," J/CCSPAT Annual Conference, October, 1995
- "Dealing With Difficult People," TESA Conference, Austin, June, 1995
- "Dealing With Difficult Students," TVCC Faculty Forum, Spring, 1995
- "Coping With Stress," TVCC Faculty Forum, Fall, 1994
- "Handling Stress When You Have No Control," TESA Conference, Austin, June, 1994
- "Gender Issues in the Career Development of Returning Adults," J/CCSPAT Conference, Odessa, October, 1993
- "How To Obtain Your Slice of Excellence When All Around You Are Rotten To The Core," TESA Conference, Austin, June, 1993
- "Gender Issues in the Career Development of Returning Adults," J/CCSPAT Conference, Odessa, October, 1993
- "Cultural Diversity-Cultural Awareness," SJC-Central Faculty In-Service, August, 1992
- "On the Front Lines: Dealing With Angry Students," TESA Conference, Austin, June, 1992
- "Cultural Diversity-Cultural Awareness," Student Services, SJC-Central, November, 1991
- "Time and Stress Management," Student Organization Leadership Development, SJC-Central, October, 1991
- "Choosing A Career," Deer Park High School Seniors, April, 1991
- "Reflection and Visions At One Community College: Where We're Going In Counseling Services," TACD Annual Conference, Corpus Christi, November, 1990
- "Cultural Diversity: An In-Service Awareness Program For Educators," J/CCSPAT Conference, Tyler, November, 1990
- "Roommate Conflicts," Housing, Staff, Prairie View A&M University, February, 1990
- Remarks, ADN Pinning Ceremony, HSC-Trinity Valley Community College, 1994 to present.
- "Academic Meetings" for TVCC Football Team each semester, Athens campus, Spring, 1995-2002.
- Palestine High School College Day, November 21, 2002.
- Frankston High School Career Fair, March 24, 2004.
- Wills Point High School College Day, November 16, 2005.
- TVCC College Fair, Athens, 2003 to present.

**PUBLICATIONS:**

- "Emergency Manual for Student Services." 1995. Counseling Office: Trinity Valley Community College, 1995.
- "A 'By The Numbers' Portrait of Women." December, 1993/January, 1994, J/CCSPAT Newsletter.
- "TSOICC Freebies!" Fall, 1992, Counselors' Dialog.
- "Spotlight on San Jacinto College Central: Up and Running at San Jacinto College" and "Crossing Cultural Barriers." April, 1992. J/CCSPAT Newsletter.
- "Choosing a Vocation Can Be a Major Decision." 1991. San Jacinto College Times.
- "What Questions to Ask If Your Four Year Schools." Fall, 1991. Counselors' Dialog.

- "Majors, Majors On the Wall." Spring, 1990. Counselors' Dialog.
- "It's OK To Be Undecided." Fall, 1989. Counselors' Dialog.
- Personal/Social Counseling. 1988. Complete revision with added procedural information for office manual. Counseling and Career Development Office: Prairie View A&M University.
- Supervisor's Manual. 1988. Financial Aid Office: Prairie View A&M University.
- Student Worker's Handbook. 1988. Financial Aid Office" Prairie View A&M University.
- "Job Hunter's Perspective on Their Needs During The Job Search." December, 1987. Journal of Employment Counseling, Vol. 14(4), pp. 155-156.
- Job Hunter's Guide for North Central Texas. 1986. (Co-Author). Austin, Texas: Texas Education Agency.
- "Needs of Unemployed Job Hunters in North Central Texas." Spring, 1986. Texas Career Guidance Association Newsletter.
- "Manipulative Aspects of the Broadcasting Medium." 1982-1983. International Journal of Intructional Media, Vol. 10(a), pp. 11-21.
- From This: Autobiography of Early Childhood, 1981) and A Book of Haiku (1980, written and produced for family and friends.
- "Time," a poem. May-July, 1977. Encore, A Quartelry of Verse and Poetic Arts. Albuquerque, New Mexico, Vol. XI, No. 3, p. 25.

**PROFESSIONAL ORGANIZATIONS:**

- Junior/Community College Student Personnel Association of Texas - Member of Board
- Texas Academic Advising Network
- Association of Medical Academic Advisors (Health Occupations)
- Texas Association of Counseling and Development

**PROFESSIONAL DEVEOPMENT ACTIVITIES:**

- Continuous development through self-study programs, annual professional conference, and professional seminars for NBCC accreditation
- "The Welfare of the College Student-Athlete: Ethical Perspectives," at SMU-Dallas, October 5, 2000.
- "Family Violence Training," East Texas Crisis Outreach Center and Henderson County Attorney's Office, Athens, October 11, 2000.
- "Psychobiology of Mental Control," Health Professionals and Educators, Tyler, May 15, 2000.
- Meeting with UT-Southwestern Medical Center Assistant Dean RE: Articulation and Transfer, Dallas, March 1, 2001.
- Police Academy, 4 hours per week for 4 weeks, Athens, March, 2001
- Faculty Retreat, April, 2001; April, 2003.
- Murphy Day Conferences, A&M University, Commerce, 2002, 2003, 2005.
- "Living with Grief," workshop on Athens Campus, April 24, 2002.
- "End of Life" workshop on Athens campus, November 20, 2002.
- TCCTA, Austin, February 21-22, 2003.
- Attended Region X meeting, Austin, April 10, 2003.
- Student Services Retreat, Cain Center, Athens, October 3, 2003.
- Designed Honors Criteria for MUSI 1306, Summer, 2004.
- Honors, Meetings, Terrell Campus, August 24, 2004.
- Annual J/CCSPAT Conference from 1988 to present.
- "Directions in Mental Health Counseling"/Self-Study Program, many volumes over the last 15 years, each volume earning 24 continuing education credits, Hatherleigh Company, Ltd.

**HONORS:**

- Special Service Award, 1999, J/CCSPAT - Outstanding Service as member and Board Member.**
- Service Award, 1996, J/CCSPAT - Outstanding Service as member and Board Member.**
- Special Service Award, 1995, J/CCSPAT - Outstanding Student Personnel Professional in Texas of all community colleges as member of J/CCSPAT.**
- Darrell Truitt Research Award, 1994, J/CCSPAT - For student personnel research on the use of student services by minority students at San Jacinto College, Central Campus.**

**INSTRUCTION:**

**Summer, 2000, to Present: Classes taught are PSYC 2301-Intro to Psychology; PSYC 2314-Human Growth & Development; MUSI 1306-Music Appreciation.**

**COMMUNITY ACTIVITIES:**

- Member of Housing Committee for North Athens to help improve present housing/safety in North Athens as well as help provide low-income housing for low-income families.**
- Active member and Treasurer (1997 to 1999) fo a 12-step group in Athens; provided outreach for community people and work with probation department to provide information and support.**
- Work in cooperation with East Texas Crisis Center and Texas Child Protective Services of Texas for community members (as well as TVCC students/families).**
- Provide free, confidential counseling services for a few elderly/retired community members.**
- Member of the Athens, Texas, Arboredum.**
- Volunteer at Terrell State Hospital.**
- Visit with occupants of Windsor Care Center and donate items as needed, Terrell, Texas.**