

Resume

Name - Michael A. Immerman
Address - 1026 8th St. Las Vegas, N.M. 87701
Webpage – immerman.com

Work Phone (505) 454-3548
E-mail – Immerman@nmhu.edu

Current Work Experience-----Associate Professor, School of Education, New Mexico Highlands University (August 2008 – present)

Major Duties - (1) Teaching and Advising: The paramount responsibility of each faculty member is teaching and advising students. Activities that fall under the category of teaching include academic advising, regular course instruction, development of new courses or curricula, independent study courses, independent research, office hours, and supervision of graduate assistants, teaching assistants, student interns, and student teachers. Also included are activities to help the faculty remain current in the fields in which he or she teaches courses.
(2) Scholarship, Research, and Creative Activity Criteria: Teaching is enhanced through involvement in the intellectual and scholarly developments in a discipline. Major attention is devoted to the action research generated by the courses taught.
(3) Service to University, Student Body, and Community: Professional and personal service to the university and extended community.

Previous Work Experience -----Clinical Supervisor, School of Education, New Mexico Highlands University (August 2000 – August 2006)

Major Duties - (1) Monitor the student teacher progress before, during and after they complete student teaching (From application to SOE through completion of student teaching
(2) Assess the Teacher Education Program from curriculum to student teaching and induction, to the retention of candidates in the teaching profession.
(3) Assess the effectiveness of the SOE Teacher Education Program as an ongoing process.
(4) Teach SOE education classes
(5) Assist in improving the program at the University as well as exploring methods to enhance expertise of in service teachers in the University's service area of Northern New Mexico. Includes interaction with the World Class Teachers Project, Golden Apple Foundation, the Commission on Higher Education and other entities interested in improving the education profession.
(6) Assist with ongoing accreditation process

Awards – NMHU Professor of the Year, 2005
Nominee, NMHU Professor of the Year, 2006, 2007

Previous Work Experience -----Instructor (part time) Luna Vocational Technical Institute, 1997 - 1999

Major Duties - (1) Develop instructional materials in the general area of Adult Basic Education
(2) Prepare all course materials in the general area of Adult Basic Education
(3) Instruct students in all of the general area of Adult Basic Education
(Basic Mathematics, General Mathematics, Basic Reading, Introduction to Grammar, Grammar Usage and Writing, GED Preparation)
(4) Develop all evaluative materials in the general area of Adult Basic Education
(5) Assist the unit director in the collection of materials for upcoming accreditation events

Previous Work Experience ----- (Southwestern Indian Polytechnic Institute) 10/74 - 1/96 Retired from the Bureau of Indian Affairs, 10/69 - 1/96)

During my tenure at the Southwestern Indian Polytechnic Institute I served in a variety of roles, both instructional and administrative. The positions (duties provided) included: Instructor (Adult Basic Education), Director of Admissions and Records, Education Specialist, Education Program Specialist, Supervisory Instructor and Supervisory Education Specialist.

Additionally, I served (temporary assignments) as President and Dean of Instruction

Awards – Instructor of the Year (incentive award) – 1979
Administrator of the Year (incentive award) - 1980

Education Specialist

Major Duties - (1) Assumes Responsibility for the planning, assessment, evaluation, measurement and development of all research services/ activities within the Institute.
(2) Serves as the architect of the Institutional Long Range Plan.

Education Program Specialist

Major Duties (1) Serves as the chief funding raising official within the Office of the President. Provides assistance to the President and officials of the Institute in the planning, development and assessment of a variety of grant proposals for program improvement, program expansion and fund raising applicability.
(2) Develops, evaluates and updates grant proposal need assessments and other pertinent data in order to obtain funding sources for the Institute’s instructional programs. Develops and implements a plan to secure appropriate funding.
(3) Maintains contemporary proposals, reports and data deemed necessary for use in the long range planning of the Institute.
(4) Recommends to the President the feasibility of applying for grants from government, non governmental and various philanthropic organizations.

Supervisory Education Specialist

Major Duty - (1) Responsible for the overall operation of the Department of General Studies within the Division of Instruction including: (a) College Studies-non degree, (b) College Studies - Associate of Arts degree, (c) General Education Development GED, and (d) Adult Basic Education, ABE.

Supervisory Instructor (Developmental Studies)

Major Duty - (1) Serves as the Supervisory Instructor within the Department of General Studies. The instructional areas include a comprehensive adult education program emphasizing (a) basic literacy instruction, (b) GED preparation and (c) computer assisted instruction (CAI). Serves as the institutional resource person in the general area of basic adult education (ABE).

Director of Admissions and Records

Major Duties - (1) Responsible for the overall operation of the Office of Admissions and Records within the Division of Administration including: (a) the data records center, (b) the admissions center, © the financial aid office, (d) the recruitment office and (e) the student bank. (2) Responsible for the collection and collation of all enrollment information through the design and implementation of all computer generated data and retrieval.

Education -	Doctorate, (Ph.D.) ** University of New Mexico Curriculum and Instruction Master’s Degree (M.A.E.) **** University of Akron	Education Specialist (Ed. Spec.) University of New Mexico Adult Education Bachelor’s Degree (A.B) Utica College of Syracuse University
--------------------	---	--

** Phi Kappa Phi

**** National Teacher Corps