Norene C. Kemp

Education: **Master of Science, Information and Telecommunications Systems**, Information Systems concentration, Johns Hopkins School of Professional Studies in Business and Education, Baltimore, Maryland, May 2004. GPA 3.97. Alpha Iota Mu National Honor Society.

Bachelor of Science, Information Technologies, Johns Hopkins School of Professional Studies in Business and Education, Baltimore, Maryland, May 2003. GPA 3.70. Alpha Sigma Lambda National Honor Society.

Certifications: Project Management Institute – Project Management Professional (PMP) Certification
May 2005 – May 2013
Global Knowledge Networks, Inc. - Project Management Certification
January 2003

Experience:

February 2023 - Present

Saint Petersburg College
Dean
College of Computers & Information Technology
Saint Petersburg, FL

Directs staff (administrative specialists, adjuncts, and faculty) to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.

Prepares and administers budgets; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; identifies and pursues alternative funding sources; allocates funds across academic functions.

Directs the implementation of activities and operations for multiple academic departments or programs, which includes designing, developing, administering, and evaluating programs, projects, student retention, strategic planning, processes, policies, procedures, systems, standards, and/or service offerings.

Guides curricular directions and reform; develops academic assessment strategies; ensures compliance with Federal, State, and Local laws, regulations, codes, and/or standards; ensures alignment with the overall mission and goals of the College.

Serves as a liaison between assigned academic departments or programs, external agencies, and the College, which includes students, staff, faculty, and administration; represents the department, College, and/or program at a variety of meetings, public events, training sessions, on committees, and/or other related events; establishes and maintains positive collaborative relationships with community groups and establishments.

Directs and participates in the preparation, review, interpretation, and analysis of various complex and multi-faceted information, data, forms, schedules, calendars, surveys, and reports; makes recommendations based on findings.

August 2019 –
January 2023

Wake Technical Community College
Department Head – Programming & Information Sciences
Raleigh, NC

Coordinates all the instructional and academic activities within the assigned department(s) and subject area(s)

Responsible for keeping the Division Dean informed of the operation of the supervisory unit *Provides leadership and supervision of a managerial team that may consist of associate department heads and program directors with a combined full-time faculty count of twenty or more in the respective curriculum area, and/or provides oversight over substantive, multiple disciplines.

Represents the department regarding strategic planning issues and assists in the achievement of division goals.

Develops, maintains, and supervises long-range Institutional Effectiveness assessment plans that may include planning, developing, and reporting the program mission, goals, and program/student learning outcomes.

Ensures programs and courses are effectively measuring program and student learning outcomes Manages curriculum enrollment growth and ensure ongoing development of department program(s).

Supervises curriculum/course development and ensures currency of the curriculum Manages, evaluates, and coordinates departmental course offerings.

Leads the development of full-time and adjunct faculty teaching schedules.

Selects Advisory Committee members and coordinate advisory committee development and projects.

Participates in articulation initiatives.

Coordinates and participates in open houses and other student recruitment events.

Maintains catalog, website, and brochure accuracy Supervises program reviews.

Plans and conducts faculty and student orientation and monthly department meetings.

Participates in or creates faculty training and/or development.

Reviews and recommends changes in curricula and prepare proposals for new curricula, based on the recommendations of the Associate Department Head, Program Directors, and faculty.

Manages advising processes.

Processes degree audits, course substitutions, transcript evaluations, and other like duties

Participates in resolution of faculty and student issues.

Develops and implements strategies to promote student persistence and completion of programs

Ensures currency of course syllabi Supervises textbook selection, revision, and periodic reviews.

Ensure book orders are placed in a timely manner

Completes annual applied benchmark project on an individual or group basis

August 2017 – August 2019
Johnston Community College
Computer Science Instructor
Smithfield, NC

Responsible for systematically planning and delivering instruction; for academic advising of students; for curriculum planning; and for participation in the affairs of the College.

Responsibilities included by not limited to:
- Teaching, advising, student guidance, instructional management, instructional development
- Professional Development
- College and community service

August 2017 – Present
Coastal Carolina University
Teaching Associate
Conway, SC

Responsible for systematically planning and delivering instruction for Computer Science Curriculum Courses

May 2007 – May 2017	Horry-Georgetown Technical College Computer Technology Professor Conway, SC

Responsible for systematically planning and delivering instruction; for academic advising of students; for curriculum planning; and for participation in the affairs of the College.
Responsibilities include:

- Teaching, advising, student guidance, instructional management, instructional development
- Professional Development
- College and community service

May 2005 – May 2007	Florence Darlington Technical College Academic Program Director / Computer Technology Instructor Florence, SC

Responsible for systematically planning and delivering instruction; for academic advising of students; for curriculum planning; and for participation in the affairs of the College.
Responsibilities include:

- Teaching, advising, student guidance, instructional management, instructional development
- Professional Development
- College and community service
- Administrative Duties (Coordinator) – Provide leadership & direction to areas assigned, assist in hiring part-time and full-time faculty; prepare & supervise annual equipment/supply budgets; supervise & evaluate faculty; implement successful advisory committee(s);
- maintain contact with industry; develop schedule of course offerings;
- supervise implementation of retention activities

October 1998 – July 2005	Johns Hopkins Bloomberg School of Public Health Baltimore, Maryland

Technology Project Manager
Responsible for managing all technology projects with a staff of 50, including senior developers and junior developers, successfully completing 89 projects in a fiscal year. Projects involved Intranet applications, operational/infrastructure implementations, and departmental client/server applications, working with over a dozen different client departments. A few representative highlights include the following:

- Managed and/or supported approximately 75 client/server applications written in ASP, .NET, Access, and Visual Basic, and approximately 10 Intranet applications using ColdFusion. Back-end databases include MS/SQL 2000/3, and Access.
- Implemented an Intranet workflow Course Development application to streamline the manual procedures for updating course additions. Managed and supported operational projects such as an email migration from SunOne Iplanet to MS Exchange

2003, implementing computing/infrastructure needs for two new buildings, and Altiris implementations for managing student labs.

- Responsible for and managed the migration of the School's Document Management Software with 15 departments from Oculus 3.4.1 to Oculus 4.0. This included data migration, database structure changes, software installations on 15 scanning units, and training of 50 faculty and staff.

Web Administrator: Office of Information Systems (12/99-10/02)
Information Systems Support Specialist (10/98-12/99)

Transitioned from Departmental Administrator to Information Systems Support Specialist and then promoted to Web Administrator. Gained experience with the Windows operating system, client/server and web technology project techniques, and relational databases.

- Designed and developed a complicated Intranet system for the faculty, staff, and students. Support included yearly updates and revisions and training of over 500 faculty and staff. The administrative application is written in Citrix MetaFrame and makes extensive use of SQL Server.

- Designed and developed multiple departmental websites using Cold Fusion and HTML for both the Intranet and Internet sites.