

## C. Ja'net Chappelle

3737 Motley Drive  
Mesquite, TX 75150  
802-379-9318  
[cchappelle@dccd.edu](mailto:cchappelle@dccd.edu)

### EDUCATION

Doctor of Education in Organizational Leadership • Grand Canyon University • Phoenix, AZ (pending)  
Masters of Public Administration – 2008 • North Carolina Central University • Durham, NC  
Bachelor of Arts – History – 1998 • Xavier University • New Orleans, LA

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### EXPERIENCE

**Dallas County Community College (Richland), Dallas, TX , July, 2013 -present**  
**Adjunct Faculty and Instructional Curriculum Developer – Continuing Education**  
*Key Contributions*

- Developing and implementing Nonprofit certification curriculum
- Teaching various courses within the certification – primarily organizational development.

**Dallas County Community College (Eastfield), Mesquite, TX , August, 2013 -present**  
**Adjunct Faculty – Government Department**  
*Key Contributions*

- Teaching introductory American and Texas Government course to approximately 15-24 students.

**Paul Quinn College, Dallas, TX , August, 2013 -present**  
**Adjunct Faculty– Government Department**  
*Key Contributions*

- Teaching introductory American and Texas Government course to approximately 10 students.

**Cedar Valley College, Lancaster, TX , August, 2010 –August, 2011**  
**Adjunct Faculty – Government Department**  
*Key Contributions*

- Taught introductory American Government (GOVT 2301) course to approximately 15-24 students.
- Taught dual credit American Government courses.

**North Carolina Central University, Durham, NC, January 2003 – November 2008**  
**Assistant Instructor, January 2001 – May 2001; Administrative Support Associate – Biology Department, January 2003 – November 2008**

Reported to Department Chair in managing operations and administrative functions for one of the largest departments of the fastest growing university in the North Carolina State University System.

*Key Contributions*

- Assisted teaching two courses in the public administration department.
- Managed and monitored annual departmental budgets totaling \$1.2MM
- Hired, coached and evaluated a team of 3-9 junior administrative staff and student employees.
- Authored operations manuals and provided training for faculty orientation and work-study staff.
- Served as spokesperson and liaison to parents, students, government officials, and key units of the University: Chancellor, Provost, Dean of Academic Affairs, Research & Evaluation, Accreditation, and Contract & Grants.

- Analyzed and disseminated program data, including budgetary, demographic and annual reporting.
- Researched and provided data for grant proposals; monitored grant expenditures.
- Participated in academic advising, providing individual needs assessments, course overrides, drop/add and withdrawal recommendations.
- Promoted Biology curriculum via student recruitment efforts.
- Coordinated event logistics for conferences, workshops, seminars and luncheons.

#### *Accomplishments*

- Improved department's ability to monitor student retention by initiating the development of databases to track academic advisement and the matriculation status of approximately 350 undergraduate and 15 graduate students.
- Conducted a cost analysis in response to an unforeseen department budget reduction; negotiated vendor pricing; cut and tracked expenditures to regulate spending. Satisfied student and faculty needs, and met Results Based Budget requirements implemented by the Chancellor.
- Planned and oversaw the evacuation of entire department to multiple campus locations during environmental crisis. Resulted in the successful relocation of classes, laboratories, and administrative operations – serving over 1000 students, faculty, and staff -- within three days.
- Reported directly to Dean of Academic Affairs during Department Chair transition; key decision-maker in department operations for two month period.
- Promoted to Chair of Career Development Committee for University Staff Senate. Worked with Human Resources to initiate formal proposals to increase morale, establish a staff mentorship program, invest in training, and develop career pathways for staff advancement.
- Recipient of NCCU Employee Recognition Award, a university-wide honor unanimously voted by Biology Department Chair and faculty.
- Recipient of College of Science and Technology Staff Award.

#### **Philadelphia Ministries Inc, New Orleans, LA, October 1995 – January 2001**

*Instructor, August 1996 – August 2000; Director-Singles Ministry, October 1995 – January 2001*

#### *Key Contributions*

- Prepared lesson plans and provided instruction in History, Civics, and Time Management to at-risk adolescents; served as mentor and academic advisor.

#### *Accomplishments*

- Achieved a 90% increased desire to read among students by utilizing an inductive learning methodology; improved students' academic performance by one letter grade.
- Developed the Teen Advancement Program, resulting in a 100% success rate in students pursuing post- high school goals. Program expanded to Alabama and Mississippi.

## **PUBLICATIONS**

There are some pending.

## **PROFESSIONAL DEVELOPMENT**

Webfocus (351/354): *Building Reports with Report Painters* • NC Central University

Quality Service Training: *Leadership Culture, Service Plus* • NC Central University

Results Based Budget • NC Central University

Student Learning Outcomes (SACS Accreditation) • NC Central University

Vanguard Online Training • Cedar Valley College