VITAE

Helen Dvorak

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EDUCATION

Master of Arts in Interdisciplinary Studies, Computer Science and Mathematics, December 2000, University of Houston – Victoria, Victoria, TX

Bachelor of Science, Computer and Informational Science: Computer Science, May 1990, University of Houston – Victoria, Victoria, TX

HONORS AND AWARDS

Distinguished Teacher Award Nominee, Victoria College, 2006-2007
Tandy Technology Scholars Outstanding Teacher, Palacios High School, 1994-1995

PROFESSIONAL DEVELOPMENT

Post Production Captioning: What's the Big Deal?, LSC-Montgomery, TX, September 2012
Online Degree Plans Teleconference, August 2012
Enrollment Management Model by Dr. Paul Illich, July 2012
Blackboard World 2012, New Orleans, LA, July 2012
The Core Curriculum: A focus on 21st Century Competencies, Webinar, April 2012
South Texas Regional Council, Corpus Christi, TX, April 2012
CE8 Upgrade Cohort to Learn 9.1, Online, February - April 2012
First Experience Conference, San Antonio, TX, February 2012
DegreeWorks implementation Presentation, January 2012
Blackboard World 2011, Las Vegas, NV, July 2011
Virtual College of Texas Coordinator's Meeting, Austin, June 2011
South Texas Regional Council, Corpus Christi, TX, March 2011
Blackboard World 2010, Orlando, FL, July 2010
Virtual College of Texas Coordinator’s Meeting, Austin, June 2010
TCC Annual Meeting, San Antonio, TX, May 2010
Sungard HE Summit, San Francisco, CA, April 2010
South Texas Regional Council, Corpus Christi, TX, March 2010
TCCTA Conference, Houston, TX, March 2010
Virtual College of Texas Coordinator’s Meeting, Austin, June 2009
Higher Education Opportunity Act (HEOA) Webinar, May 2009
Discoverer and ODS Training, March 2009
Certified Blackboard CE Administrator Training, February/March 2009
Southern Association of Colleges and Schools Conference, San Antonio, December 2008
T-Bug Conference, Houston, October 2008
Introduction to Softchalk Webinar, September 2008

Certified Blackboard CE/Vista Trainer Training, Las Vegas, NV, July 2008
Virtual College of Texas Coordinator's Meeting, Austin, June 2008
Instructional Design in a Hybrid Environment, LSC – CyFair, Summer 2008
Southern Association of Colleges and Schools Conference, New Orleans, December 2007
Deploying Internet and Intranet Firewalls: Hands-on, Washington D.C., July 2006
Leading To Greatness: Building True Success Wherever You Live and Work, 2006
South Texas Leadership Academy: Building Communities of Learners in College, 2006
Spring Connection, 2006
Integrated Marketing: Creating a Team and Plan That Gets Results, 2005
Texas Skill Standards Board Training, 2005
Wireless Security, Working Connections IT Faculty Development Institute, July 2005
Securing Grants: The What, Where and How, 2005
WECM Review Workshop, Midland, December 2004
Advanced Internet Teaching Methods, Virtual College of Texas, Fall 2002
Web Development with Cascading Style Sheets, Element-K, December 2001 – January 2002
HTML 4.01: Web Authoring Level 1, Element-K, December 2001 – February 2002
Flash 5: Level 1, Element K, January – February 2002
CCNP – Semesters 1 and 2, Victoria College, Summer 2001
Macromedia Web Design Week, Ojai, CA, Summer 2001

PROFESSIONAL CERTIFICATIONS

Certified Blackboard CE Administrator, March 2009
Certified Blackboard Trainer (July 2008 – July 2014)

PROFESSIONAL PUBLICATIONS

Workforce Connections Quarterly Newsletter, Co-Editor/Co-Publisher
Hybrid Course Development

2008	BCIS 1305 Business Computer Applications
2008	COSC 1301 Microcomputer Applications
2008	IMED 1301 Introduction to Multimedia

Online Course Development

2012	BMGT 1314 Business Ethics (re-design for new book)
2012	Generic College-wide Blackboard Course Template
2009	Generic Divisional Blackboard Course Templates
2007	HRPO 1311 Human Relations
2007	COSC 1301 Microcomputer Applications (re-design for new software)
2006	BMGT 1314 Business Ethics, Co-developer
2004	COSC 1315 Fundamentals of Programming (Logic)
2003	COSC 1301 Microcomputer Applications (re-design for new software)
2000	COSC 1301 Microcomputer Applications

PROFESSIONAL RESPONSIBITIES

Blackboard GUI Administration
Blackboard Professional Development/Training for Faculty
Blackboard Orientation for Online Students
Online/Technology Orientation for all Incoming Freshman
Virtual College of Texas (VCT) Coordinator

- Coordinate Victoria College's host and provider interaction with the fifty community college districts and Texas State Technical College System
- Process VCT reservation requests
- Bill VCT lease fees
- Create accounts and communicate with VCT students from across the state taking Victoria College online courses

PROFESSIONAL AFFILIATIONS

Texas Community College Teachers Association (TCCTA)
Texas Distance Learning Association (TxDLA)

COMMITTEES

2012 – Present	Website/Portal Committee
2011 – Present	Convocation Committee
2011 – Present	Professional Development Committee
2010 – Present	Enrollment Management Committee
2008 – Present	Banner/E-Learning Team Lead
2008 – Present	Technology Committee, Member
2008 – Present	Distance Education Committee, Chair
2007 – Present	Business Management Advisory Committee
1999 – Present	Computer Information Advisory Committee, Member
2008 – 2011	Banner/Luminis Steering Committee
2001-2002, 2004 – 2008	Distance Education Committee, Member
2007 – 2008	Achieve The Dream, Core Committee
2006 – 2007	Catalog Committee, Member
2000 – 2001, 2003-2005, 2006 – 2007	Library Committee, Member
2005 – 2006	Marketing – Retention Subcommittee, Member
2005 – 2006	Emerging Technology Committee, Member
2004 – 2006	Portal Committee, Member
2004 – 2006	Tenure Committee, Member
2000 – 2002, 2003 – 2006	Commencement Committee, Member
2001 – 2003	Retention Committee, Member
2001 – 2002	SACS Subcommittee, Member

COLLEGE TEACHING EXPERIENCE

Spring 2008 – Present	Victoria College, Distance Education Coordinator
Fall 1999 – Present	Victoria College, Instructor
August 1999 – Sept. 1999	University of Houston-Victoria, Adjunct, Computer Information Systems

PREVIOUS TEACHING EXPERIENCE

Fall 1992 – Spring 1999	Palacios High School, Computer Science Teacher
Fall 1990 – Spring 1992	Tidehaven High School, Mathematics/Computer Science Teacher

OTHER EMPLOYMENT

Sept. 1983 – May 1987	Chas. Schreiner Bank, Kerrville, TX, Computer Operator
April 1983 – August 1983	Matagorda General Hospital, Bay City, TX, Computer Operator
August 1982 – April 1983	Campbell-Huitt Insurance, Bay City, TX, Full Charge Bookkeeper/Computer Operator

COMMUNITY ACTIVITES

Relay for Life, American Cancer Society
Empty Bowls
St. John Bosco Catholic Church Annual Picnic
Jackson County Youth Fair
Lolita Community Fund
Industrial Jr. FFA
Industrial FFA
Industrial Elementary East PTC
Industrial Jr. High School PTC
Industrial Gifted and Talented PTC
Industrial Youth League
Industrial Little League