

Windy Satterlee Rachal

Nicholls State University
Languages and Literature
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Education

Ph.D. in English Composition/Rhetoric, cognate in Literature

Ball State University, Muncie, IN, 2002

Graduate Student Recognition Award, 1999

Dissertation title: “*Rhetorical Functions of Language and Media in Health Education: Effects of Metadiscourse and the Internet on Readers’ Attitudes and Knowledge about Stress Management*”

- Committee: Linda Hanson, director; Carole Clark Papper, Rai Peterson, Felicia Dixon
- Areas of Comprehensive Examinations: Rhetoric, Composition, Literature

M.A. in English Technical Writing, minor in Communication

University of North Texas, Denton, TX, 1997

President’s List award for a 4.0 GPA, 1995–1997

B.A. in English, minor in History

Nicholls State University, Thibodaux, LA, 1994

President’s List award for a 4.0 GPA, 1992–1994

Teaching Experience

Assistant Professor

- *English Composition 1*, Nicholls State University: Introductory expository writing and critical thinking.
- *Technical Writing*, Nicholls State University: The preparation of documents used in technical and corporate settings.
- *Business Communication*, Nicholls State University: Fundamental business communication theory, business letters, and reports.
- *Writing for the Web*, Nicholls State University: Preparation of Web-based communications with particular attention to writing style, linking strategies, and usability.
- *Technical Writing for the Sciences*, Nicholls State University: Application of writing skills to specialized tasks in technical and scientific areas. Individual and collaborative writing projects.

Teaching Assistant

- *English Composition 2*, Ball State University: Assisted teaching several sections via FirstClass Collaborative Classroom environment. Created
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class plans, writing prompts, and projects; commented on student compositions; mentored writing; and guided chats. Also developed class website for one section:

<<http://www.bsu.edu/classes/papper2/104/1998f/>>

- *Seminar in English Composition: Professional and Administrative Issues*, Ball State University: Assisted graduate class preparation via FirstClass Collaborative Classroom environment. Created class plans and syllabus. Also developed class website for one section:
<<http://www.bsu.edu/classes/papper2/695/1998f/>>
- *World Literature 1 and 2*, University of North Texas, 1995–1996: Held office hours for writing consultation, graded papers and exams, and determined midterm and final scores for the class for 50 students per section with three sections taught.

Faculty Development Co-coordinator

- *HTML and Course Webpage Development*, “Writing, Computers, and Literacy Initiative,” Ball State University, 1998–1999: Taught HTML basics and webpage creation for composition courses.
- *FirstClass Collaborative Classroom*, “Writing, Computers, and Literacy Initiative,” Ball State University, 1998–1999: Taught the uses of distance learning tools to create virtual classrooms and supplement physical classrooms.
- *Using PowerPoint in the Composition Classroom*, “Writing, Computers, and Literacy Initiative” and “Pedagogy, Practice, and the Technology of Writing,” Ball State University, 1998–1999: Taught how to integrate PowerPoint with the Internet and FirstClass to create interactive class projects.
- *Using CommonSpace in the Composition Classroom*, “Writing, Computers, and Literacy Initiative,” Ball State University, 1998–1999: Taught uses of this interactive peer review tool in composition class.
- *Daedalus Integrated Writing Environment*, “Writing, Computers, and Literacy Initiative,” Ball State University, 1998–1999: Taught uses of this chat and writing prompt tool in composition classes.

Guest Lecturer/Speaker

- On portfolios as job application materials, invited by Alexander Allen, assistant professor, Nicholls State University, October 2001.
- On technical communication studies and related careers, invited by Alexander Allen, assistant professor, Nicholls State University, October 2001.
- “Teaching With FirstClass,” numerous workshops and classes delivered to faculty and students at Ball State University, 1998–1999.
- “Using PowerPoint to Compose,” invited by Rich Rice, instructor, Ball State University, April 1998.

Writing Across the Curriculum (WAC) Graduate Consultant

- Nicholls State University, 1995: Worked individually and with a team in a WAC computer lab with a Macintosh environment. Consulted with students to improve composing skills and used English as a Second Language (ESL) techniques to consult with foreign transfer students.

High School/Middle School Substitute

- *Drama* (11th and 12th grade), Kenton County School District, 2000: Taught periods and movements in drama from all parts of the world for the last nine weeks of a semester. Created lesson plans and grading criteria, created final exams, and graded performances and tests.
- *Journalism* (11th and 12th grade), Kenton County School District, 2000: Taught principles of news writing for the last nine weeks of a semester. Created lesson plans and grading criteria, created final exams, and graded tests.
- *Senior Newspaper*, Kenton County School District, 2000: Taught in a computer lab the principles of news writing and guided class in the creation of the monthly school newspaper for the last nine weeks of a semester. Created grading criteria, created final exams, and graded performances and tests.
- *Mathematics* (6th grade), Kenton County School District, 2000: Taught sections of advanced statistics and basic math for a one-month period. Created daily lesson plans, prepared classes, graded papers and daily performance.

Conference Presentations and Service

Presenter, “Modality Metadiscourse Markers in Online and Print Health Education Material: Effects on Recall, Cognitive Processing, and Attitude,” with K. Chris Rachal, at the AERA Annual Meeting in New Orleans, Louisiana, April 2002.

Coordinator, website developer, and session leader, Ball State University Institute for Teaching with Technology: Pedagogy, Practice, and the Technology of Writing (PPTW) in Muncie, Indiana, August 1999
<<http://www.bsu.edu/english/events/pptw/>>.

Presenter, “Ethnographic Narratives in the Writing Classroom,” with Dr. Carole Clark Papper and Brian Lloyd, at the NCTE Professional Development Conference, Stories in the Classroom: Narrative as Knowledge in Tucson, Arizona, April 1999.

Coordinator, “Story Swap,” at the NCTE Professional Development Conference, Stories in the Classroom: Narrative as Knowledge in Tucson, Arizona, April 1999.

Coordinator and website developer, Practical Criticism Midwest 9, an in-house conference at Ball State University in Muncie, Indiana, January 1999 <<http://www.bsu.edu/csh/english/graduate/gsab/pcm/1999.htm>>.

Presenter, “The Writing, Computers, and Literacy Initiative: Re-evaluating Literacy in New Environments,” with Dr. Carole Clark Papper, Rich Rice, and Ralph Rife at the Scholarship of Teaching and Learning Conference: “The Lives We Change” in Muncie, Indiana, April 1999.

Presenter, “Meeting the Experiential Needs of the Department and the Job Market,” with Dr. Lauren Onkey, Rich Rice, Chris Simar, and Ralph Rife at the 1998 MMLA Annual Convention: “Does the Profession Have a Future?” in St. Louis, Missouri, November 1998.

Presenter, “All About Going to Conferences,” delivered to English Department new graduate students at Ball State University in Muncie, Indiana, October 1998.

Presenter, “Using PowerPoint Reflectively,” with Rich Rice to English Department graduate students and faculty at Ball State University in Muncie, Indiana, April 1998.

Presenter, “Renegotiating the Disciplines of English Studies as Unified Theory: A Polylogue,” with Rich Rice and Chris Simar at Practical Criticism Midwest-8 in Muncie, Indiana, January 1998.

Employment History

Assistant Professor

August 2002–present

Visiting Instructor

August 2001–May 2002

Nicholls State University, Thibodaux, LA

- Teach freshman, junior, and senior level courses on composition and business and technical communication, supplemented with Blackboard course sites and websites.
- Develop and maintain websites for the department and affiliated organizations.
- Serve on committees as needed and chair the publicity committee and advanced writing program.
- Coordinate university policy and procedure and update/maintain policy and procedure manual.

Research Web Content Editor

February 2000–August 2001

Children’s Hospital Medical Center, Cincinnati, OH

- Work with a team of editors, programmers, and graphic designers to create and manage a +13,000–page website for a pediatric hospital and research institute: <<http://www.cincinnatichildrens.org/>>
- Interview doctors and other medical faculty and staff and interpret the work of various people, divisions, and programs for academic and lay audiences.
- Also responsible for database development and maintenance and HTML, ASP, and meta data coding.

Freelance Writer

January 2000–February 2000

Custom Editorial Productions, Cincinnati, OH

- Wrote storyboards for an Intermediate CBT course on Access 97. Included detailed instructions to graphic designers and developers on user interface and program development.
- Wrote a Microsoft Office 2000 activities workbook for a middle school market.

Substitute Teacher

September 1999–December 2000

Kenton County School District, Cincinnati, OH

- Taught middle school English, mathematics, art, and science, and taught high school journalism, drama, and communications classes for periods of one day to two months with the same class.
- Responsible for creating tests including final exams, grading performance, and keeping records.

Doctoral Assistant

August 1998–August 1999

Ball State University, Muncie, IN

- Assisted teaching composition classes via FirstClass Collaborative Classroom environment.
- Under a million–dollar grant, co–coordinated and conducted Ball State University faculty training on all computer hardware and software in the department's networked classes. Also developed and maintained the initiative website:
<<http://www.bsu.edu/csh/english/resources/technology/wcli/>>
- Co–coordinated a regional institute on Technology and Teaching, marketed to a five–state area, conducted workshops, and helped develop and maintain the website: <<http://www.bsu.edu/english/events/pptw/>>

Independent Contractor

January 1999–February 1999

Ontario Systems Corp., Muncie, IN

- Edited technical documentation for financial and customer service systems and met with the project manager to give documentation recommendations.

Consultant to Independent Contractor

June 1999

Kenneth Joy, Ph.D., Muncie, IN

- Worked with Dr. Joy to analyze shadow jury results and graph jury selection charts based on forensic psychologist test results. All results were used to recommend prosecution strategy.

Training Solutions Consultant

February 1997–August 1998

Whittman–Hart, Inc., Indianapolis, IN

- Worked on a team of technical writing, instructional design, business, information systems, and electronic commerce consultants to implement information technology solutions in mid–sized corporations.
- Documented a Year 2000 Readiness methodology containing processes for inventory and assessment, readiness determination, and contingency/implementation/testing for a medical hospital network. Also coordinated Year 2000 communications and information exchange between joint ventures, for–profit, and not–for–profit entities under the same ownership.
- Headed communications, marketing, and documentation for configuring and implementing J.D. Edwards software. Developed the training program, including course materials and validation.
- Documented customized Lotus Notes 4.5 databases, tested the programming, designed a training course, and trained a sales force to use the databases.
- Developed a business case and project specification defining a proposed methodology and budget for reengineering a pneumatics corporation.
- Analyzed, standardized, and documented corporate policies and operating procedures for ISO 9002 quality system documentation project. Maintained documentation online for use via intranet.

Independent Contractor

October–December 1996

Geogroup, Inc., San Francisco, CA

- Collaborated with a team to create an award–winning intranet website for Texas Instruments, Inc. Researched and wrote web content on corporate learning and success, including online tools and games.

Teaching Assistant

January–December 1996

University of North Texas, Denton, TX

- Assisted teaching sections of sophomore–level World Literature to a total of 150 students. Held office hours, created grading criteria, and graded all papers.

Writing Consultant

January–July 1995

Nicholls State University, Thibodaux, LA

- Worked individually and with a team in a Writing Across the Curriculum (WAC) computer lab with a Macintosh environment.
- Individually consulted with students to improve composing skills and used English as a Second Language (ESL) techniques to consult with foreign transfer students.

Professional Affiliations

Member, Society for Technical Communication (STC), 1995–present.

Member, Midwestern Modern Language Association (MMLA), 1998.

President, STC, Region 5: Eagle Chapter, 1996.

Computer and Design Skills

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| • IBM Personal Computers | • Apple Macintosh Computers |
| • Windows Platforms | • Microsoft Office Suite |
| • WordPerfect | • Microsoft Project |
| • Visio | • Lotus Notes |
| • Adobe PhotoShop, ImageReady, PageMaker, FrameMaker, GoLive | • Daedalus Integrated Writing Environment |
| • CorelDRAW, Corel PHOTO–PAINT | • FirstClass Collaborative Classroom |
| • Fireworks | • CommonSpace |
| • Allaire Homesite | • Blackboard |
| • Dreamweaver | • Inspiration |
| • Timeliner | • Microsoft Publisher |

References

Available upon request