

# Katherine Brooks Clyde

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## **EDUCATION**

### **EAST CAROLINA UNIVERSITY**

Master of Business Administration  
3.8/4.0 GPA

May 2008

### **NORTH CAROLINA STATE UNIVERSITY**

Bachelor of Science in Business Administration, Marketing  
Spanish Minor  
3.5/4.0 GPA, *magna cum laude*

December 2002

## **EXPERIENCE**

### **Pitt Community College, Business Division**

September 2014 to  
Present  
Greenville, NC

#### **Dean, Business Division**

- Responsible for supervising 40 full-time Business Division staff and faculty
- Manage Business Division budget
- Review and evaluate current program and course offerings within the division
- Evaluate and analyze teaching methods and performance and recommend changes for improvement
- Perform various student-related duties including advising, registration, service referrals, and handling of student complaints
- Chair or serve on various committees to assist with college improvement and growth
- Ensure Business Division compliance with all accreditation standards and requirements
- Teach 9-12 contact hours using various methods of course delivery

### **Pitt Community College, Business Division**

November 2012 to  
September 2014  
Greenville, NC

#### **Curriculum Coordinator, Business Administration**

- Responsible for supervising full-time and part-time Business Administration instructors
- Prepared instructor schedules and assisted with class scheduling
- Advised students and assisted with class registration
- Conducted performance reviews and trained new employees
- Evaluated the Business Administration program and developed long-range program goals
- Taught 18-21 contact hours using various methods of course delivery
- Prepared syllabi, tests, exams, and assignments for online, hybrid, and traditional classes
- Served on various committees including the Global Education Committee and Multicultural Activities Committee
- Served as President of Faculty Senate

## **Pitt Community College, Business Division**

August 2010  
to November 2012  
Greenville, NC

### **Business Administration Instructor**

- Responsible for advising students and class registration
- Prepared syllabi, tests, exams, and assignments for online, hybrid, and traditional classes
- Assisted with program evaluation and course scheduling
- Prepared various reports and served on committees including the Multicultural Activities Committee and the Global Education Committee
- Taught 21-24 contact hours using various methods of course delivery

## **ECU College of Business, Bureau of Business Research, Center for Economic Education, and Center for Student Success**

August 2008  
to August 2010  
Greenville, NC

### **Support Specialist**

- In charge of maintaining budget paperwork and expenditures for all grants in the Bureau of Business Research
- Co-authored various grant reports including annual reports to National Science Foundation and institutional review board reports
- Managed E-recruiting website, an online job-hunting tool for students and employers
- Advised students majoring in International Business
- Planned and prepared material for various workshops and meetings dealing with economic education, financial literacy, and other business-related topics
- Responsible for designing, constructing, and maintaining the TechMath project website. TechMath was a three-year grant linking businesses, teachers, students, and higher education to enhance student career potential in eastern North Carolina
- Scheduled and planned workshops and summer institute for TechMath grant at both on-campus and off-campus locations

## **TEACHING EXPERIENCE**

### **Pitt Community College, Business Division**

BUS 110 Introduction to Business (traditional, hybrid, online)  
BUS 115 Business Law (traditional, online)  
BUS 153 Human Resource Management (traditional, online)  
BUS 151 People Skills (traditional, hybrid, online)  
BUS 240 Business Ethics (traditional)  
ETR 210 Introduction to Entrepreneurship (traditional, online)  
INT 110 International Business (traditional, hybrid, online)  
MKT 120 Introduction to Marketing (online)  
MKT 123 Personal Selling (online)

## **PRESENTATIONS**

Hamill, N., Clyde, K., Petee, L. & Scheffler, P. (2017, February). *Collaborative Programs for Community Colleges: Ireland as a Model*. Presentation at the annual conference of Community Colleges for International Development, Houston, TX.

Clyde, K. & Miller, T. (2018, February). *Curriculum Globalization: Breaking Down Barriers*. Presentation at the annual conference of Community Colleges for International Development, Scottsdale, AZ.

Clyde, K. & Miller, T. (2018, October). *Curriculum Globalization: Breaking Down Barriers*. Presentation at the North Carolina Community College System Conference, Raleigh, NC.

Brannon, L., Clyde, K. & Hayes, C. (2018, November). *Getting the Global Distinction Program Started on Your Campus*. Presentation at the World View Community College Symposium, Chapel Hill, NC.

Clyde, K., Mayo, D. & Rook, S. (2019, April). *Three Deans and a Dream...to Globalize!* Presentation at the annual conference of American Association of Community Colleges, Orlando, FL.

## **SERVICE, AWARDS, TRAINING, AND LEADERSHIP ACTIVITIES**

Community Action Poverty Simulation Facilitator (2019)

First-Gen mentor through TRIO program (2019)

Pitt Community College Woman of Substance nominee (2019)

North Carolina Community College Global Conference (2019)

Business Support Services pathway review (2019)

North Carolina Community College System Conference (2019)

League for Innovation in the Community College: Innovations Conference (2016, 2018)

Community Colleges for International Development (CCID) Conference (2016, 2018)

American Association of Community Colleges (AACC) Conference (2015, 2016, 2019)

National Association of International Educators (NASFA) Conference (2018)

John E. Roueche Future Leaders Institute-American Association of Community Colleges (2017)

Student Success Action Council: Process Analysis Committee co-chair

Pitt Community College Instructional Leadership Team

Transitional Studies Recruitment Committee

Tourism Ambassador for Greenville, NC

Pitt Community College Scholars of Global Distinction co-founder and advisor

Pitt Community College Certified Online Instructor

Pitt Community College Global Education Committee

Pitt Community College Multicultural Activities Committee

Pitt Community College Institutional Effectiveness Committee

Pitt Community College General Education Assessment Committee

Pitt Community College Southern Association of Colleges and Schools (SACS) Accreditation Committee

Certified Kauffman Foundation Entrepreneurship Ice-House facilitator

Visit NC 365 Conference (2017)

Pitt Community College Global: Ireland Study Abroad faculty leader (2016, 2018)

11<sup>th</sup> International Business Institute for Community College Faculty, Michigan State University (2015)

Faculty Development in International Business-Executive Education, University of South Carolina (2014)

Pitt Community College Faculty Senate President (2013-2014)

Pitt Community College Faculty Senate Vice-President (2012-2013)

Pitt Community College Faculty Senate Representative (2011-2012)

Pitt Community College Faculty Excellence in Teaching nominee (2014)

University of North Carolina at Chapel Hill World View grant recipient (2010 and 2013)

International Passport for Entrepreneurial Success (IPES) grant participant (2011)

University of North Carolina at Chapel Hill World View Community College Workshop (2010, 2011, 2019)

Pitt Community College Strategic Goal 2.2 Committee (2012)

General Hugh Shelton Leadership Conference, NC State University (2012 and 2013)

Business Administration Alignment Project (BAAP) (2014)

Pitt Community College Leadership Conference (2011)

Fairytale Boutique Advisory Board (2008)

Microsoft Office Applications; Word, Access, Excel, Publisher, and PowerPoint

Commonspot Web Design

East Carolina University PORT training, Banner Finance 101,102, and 103, Effort Reporting System

Sigma Iota Epsilon-honorary management fraternity

Study abroad-Spain and Morocco (2000)