

KENDRA STAHLE BOGGESS
Assistant Professor and Chair
Division of Business & Economics
Concord College
Athens, West Virginia 24712

Education

Ph.D., Virginia Polytechnic Institute and State University, Blacksburg, VA
Concentration: Business Education, October, 1997. Dissertation Topic:
Ethical Issues in Business Communication: A Comparative Study of
Perceptions among Japanese and US Students. Committee Chair: Dr.
B. June Schmidt.

Masters of Science in Vocational Education. Virginia Polytechnic Institute and
State University, Blacksburg, VA. Concentration: Business Education,
May, 1988

Bachelor of Science, University of Florida, Gainesville, FL. Major: Business
Education

Academic Experience:

Chairperson (1997-), Interim Chair (1996-1997), Assistant Professor,
Division of Business and Economics, Concord College, Athens, West
Virginia, 1984-present.

Responsibilities included preparation of reports for accrediting bodies
(NCATE, North Central, State of West Virginia Program Reviews),
catalog revisions, community and alumni surveys, preparation of first
Division Newsletter and website, Fall 1997, and Business Division
Symposium series, 1996-97; coordination of class schedules, budgeting
for equipment and supplies; contacting, hiring, and orienting adjunct
personnel; evaluation of faculty; representing Division in the College and
the community, scheduling classes for faculty; hiring and supervising
faculty and support staff within the Division.

Courses taught: Business Uses of the Internet, Microcomputer
Applications/Business Information Systems--IBM computers, Personnel
Administration, Special Methods in the Teaching of Business Education,
Business Communications, Word Processing, Keyboarding, Advanced
Document Processing and Business Internship.

Committee memberships: Campus-wide: Academic Affairs Executive
Committee, Computer Services Committee--Secretary, Teacher
Education Advisory Committee--Secretary. State-wide: Annual
Program Review Committee.

Divisional Committee memberships: Professional Activities Committee, Curriculum Revision, Computer Selection, Student Relations, Division Scholarship, Library Committee, & Faculty Senate Representative.

Co-Sponsor: Phi Beta Lambda--student honorary society

Virginia Polytechnic Institute and State University--former Graduate Research Assistant in the Division of Vocational and Technical Education. Responsibilities included collaborative writing of V-TECs catalogs, curriculum guides, and criterion-referenced test items.

Professional Activities

Omicron Tau Theta, honorary vocational education fraternity, Phi Delta Kappa, professional education honorary fraternity - Newsletter Editor, Delta Pi Epsilon, professional honorary graduate society in Business Education, National and State Business Education Associations, NBEA, WVBEA, International Society for Business Education

Publications

- Kirby, M. S., Faulkner, S. L., & Boggess, K. S. (1988). A Criterion-Referenced Test Item bank for Supervisor of Administrative Services. Blacksburg, VA.
- Kirby, M. S., Faulkner, S. L., Kuhla, K. A., & Boggess, K. S. (1988). A Catalog of Performance Objectives and Performance Guides for Nursing Assistants. Blacksburg, VA.
- Kirby, M. S., Faulkner, S. L., & Boggess, K. S. (1988). A Curriculum Guide for Supervisor of Administrative Services. Blacksburg, VA.

Professional Experience

Have demonstrated accomplishments in planning and coordinating projects in both academic and small business environments.

E. T. Boggess, AIA, IFRAA, Architect, Inc., Princeton, West Virginia 24740. Responsible for some financial planning, computerized recordkeeping duties of the company. (May 1979--present)

Lee Scarfone and Associates, AIA, Tampa, FL 33609. Provided office management services to international architectural firm while owner established offices in Saudi Arabia. Responsible for efficient operation of the firm which required skills in: public relations, property management, employee relations, and daily operations management. Arranged domestic and international travel.

Val's Finer Foods, Clearwater, FL. Responsible for extraordinary service to the customer, operated range of business machines, demonstrated accuracy in handling money. Responsible for all recordkeeping duties of this small business, sales, and ordering of fine wines, cheeses, and imported foods.

Computer Experience

IBM-compatibles and Software: Microsoft Office including Word, Excel, PowerPoint; Microsoft Works, Microsoft Publisher, WordPerfect, LOTUS123, dBASEIII, WordStar, FileMaker Pro database, and other software programs. Maintain Web Homepage:
<http://ccvax.concord.wvnet.edu/~boggessk>.