

Phyllis C. Bunn

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EDUCATIONAL EXPERIENCE

- 1996 *Doctor of Philosophy*, Vocational and Technical Education, Virginia Polytechnic Institute and State University, Blacksburg, Virginia
Dissertation Title: *National Industry-Based Skill Standard Technical Committees: Perceptions of Adoption of the Standards in Vocational Education Programs*, Management Cognate (AACSB Accredited)
- 1992 *Master of Science*, Vocational and Technical Education, Virginia Polytechnic Institute and State University, Vocational and Technical Education, Blacksburg, Virginia; Training and Development and Management Cognates
- 1989 *Careers Studies Certificate*, Virginia Polytechnic Institute and State University/New River Community College, Blacksburg and Dublin, Virginia; Public Sector Supervision
- 1966 *Bachelor of Science*, Campbell University, Buies Creek, North Carolina; Business Education

RELATED PROFESSIONAL EXPERIENCE AND EMPLOYMENT

- 2005 – Present Professor, Management, Division of Management, Marketing, and Business Administration, Delta State University, Cleveland, MS
- 2000 – Present Associate Professor, Office Administration and Business Education, Division of Management and Marketing and Office Administration, Delta State University, Cleveland, MS—(ACBSP Accredited)
- 1995 - 2000 *Assistant Professor*, Office Administration and Business Education, Division of Computer Information Systems and Office Administration, Delta State University, Cleveland, Mississippi -- (ACBSP Accredited)

100% Teaching, Subjects Taught:

Management Theory
Human Resource Management undergraduate, MBA and IMBA
Management Theory and Business Law for MBA
Management Seminar for MBA
Recruitment, Selection and Performance Appraisal, MBA
Supervisory Management
Principles of Management
Organizational Behavior
Business Communication

Technical Writing Office Management
Records and Information Management
Information Technology Support
Executive Business Communication, Executive MBA
Managerial Communication, MBA

- 1993 **Research Intern**, Institute for Educational Research, University of Jyvaskyla, Jyvaskyla, Finland
- International Workshop on *Producing and Certifying Qualifications for Skilled-Worker Level Occupations in Youth and Adult Education*.
 - Consulted and assisted with writing proceedings in English
 - Met with conference participants from the Finnish Ministry and Board of Education in Helsinki in informal conversation to assure them they could communicate in English because this was the first Finnish Conference of its kind in English
 - Presented two papers at the International Workshop where Finland, United States, Scotland, England, Germany, and the Netherlands were represented.
 - Toured vocational schools and colleges in Jyvaskyla as well as the Teachers College and met with administrators and teachers
- November 1994 **Foundation Philadelphia Research Training Workshop**, Delta Phi Epsilon National Research Conference, Philadelphia, Pennsylvania.
- Conducted research from start to finish including conceiving the problem, developing the procedures, gathering and analyzing the data, and writing the findings. Research Project Developed: *The Underlying Reasons for Using Selected Classroom Assessment Techniques and the Extent of Their Application by Business Educators*.
- 1966 - 1974 **Business Teacher**, Newport News Public Schools, Newport News, Virginia
- Taught typewriting, clerk steno, general business, business law, recordkeeping, office practice, and office services for economically and socially disadvantaged, grades 10-12
 - Sponsored organizations including Future Business Leaders of America, junior and senior class, and several student committees
 - Taught adult education
 - Supervised cooperative work students
 - Participated in many professional educational organizations

OTHER PROFESSIONAL EXPERIENCE

- 1981 - 1995 **Secretary Senior**, Virginia Polytechnic Institute and State University Division of Vocational and Technical Education, Business Education, Home Economics Education, and Vocational Special Needs Education. Worked for 5 faculty, 16 graduate students, and supervised one half-time secretary and two work study students.
- Performed a variety of secretarial duties requiring determination of priorities and other decision making

- Worked with faculty, students, and outside agencies in person and by telephone
- Used Microsoft Word and other software to prepare reports, manuscripts, tests, course schedules, and a variety of other materials
- Consulted with students in person and by telephone to advise on schedules and orientation to business education; responsible for recruitment of community college transfer students
- Conducted summer orientation for incoming transfer and freshmen students

1987 - 1990

Co-Owner, Creative Catering, Blacksburg, Virginia

- Performed a variety of duties but principle responsibilities included consulting with clients to present catering function options for menus, decorations, costs ,
- Met with florists, rental agencies and other subcontractors to plan catered functions contracted by Creative Catering.
- Participated in community associations such as the Chambers of Commerce
- Provided promotional displays at bridal shows, university/community business fairs, etc.

1975 - 1981

Clerk Steno B, Food Science and Technology, Virginia Polytechnic Institute and State University

- Performed a variety of secretarial duties required to enable six food scientists to meet the teaching, research, and service components of their positions.

PROFESSIONAL ORGANIZATIONS

Professional Affiliations

Member Omicron Tau Theta, (National Honorary Vocational Education Society), National Research Award Committee, 2010-2012

Member Omicron Tau Theta, (National Honorary Vocational Education Society), National Outstanding Thesis and Dissertation Award Committee, 2010-2012

Member, Cleveland Career and Technical Center Advisory Board, 2008 to present

Member Greenville Vocational Technical Center Advisory Board, 2007 to present

Member, Mississippi Business Education Association Board as College Representation, September 2002 to 2005

Member Editorial Board, 2001-2005 Journal of Career and Technical Education, Omicron Tau Theta, National Vocational Education Society; Chair, National Nominating Committee and Past President, 1999-2000; Member, national awards and recognition committee, 2000-present; President, 1998-1999; National President-Elect, 1997-1998; member/reviewer, national outstanding dissertation and thesis award committee, 1998-1999; National Historian, 1994-1998; manuscript reviewer, *Journal of Vocational and Technical Education*, 1997-

present; member, national task force, *Journal of Vocational and Technical Education*, 1995; national awards and recognition committee, 1993 and 1995; member, 1991-2006

Member Editorial Board, Delta Phi Epsilon, National Honorary Professional Graduate Society in Business Education, 2002 to present; National Secretary Nominee, 1999; Upsilon Chapter representative to National Council Meetings, 1999; Publications Committee, 1996-present, member 1993-present; affiliate Beta Gamma Chapter, Virginia Polytechnic Institute and State University and Upsilon Chapter, University of Mississippi

Member Publications Committee, Delta Phi Epsilon, reviewer of manuscripts submitted for possible publication as monographs and special publications provided by the society for business educators, 2000 to 2005

Future Business Leaders, Phi Beta Lambda Foundation Board, March 2001 through March 2003

Inducted as honorary member into Beta Rho Chapter, Delta Mu Delta, National Honorary Society in Business Administration, 2000, (student members select one faculty member to honor each year with membership)

Nominating Committee for Southern Business Education Association 1999 Representative to National Business Education Association Board, 1999

Inducted into Pi Omega Pi, National Honorary Business Education Society, Delta State University Affiliate, Spring 1999

President, Omicron Tau Theta, National Vocational Education Society; Iota Chapter, 1993-1994; chair, program committee, 1991-1992; president, 1993-1995; member, 1990-present

Secretary, Phi Delta Kappa, National Education Fraternity, Virginia Tech Chapter; 1993-1994, 1994-1995; telephone committee, 1991-1994; member, 1991-1995

President, Virginia Tech College of Education Classified Staff Association; 1990-1991, member 1990-1995

President, American Business Women's Association, New River Charter Chapter; 1988; also held the offices of vice president, secretary, treasurer as well as chairing several committees; delegate to regional and national conventions; attended professional seminars sponsored by ABWA, member 1979-1993

Memberships

Association for Business Communication (national, southwest, and southeast affiliation)

Omicron Delta Kappa National Leadership Honor Society, 2008-present

American Association for University Women, Delta State Chapter, 2000--present

American Employment and Training Association, expired

American Society for Training and Development, Roanoke Chapter, expired

American Career and Technical Education Association, formally American Vocational Education Research Association, expired

Delta Mu Delta, College of Business National Honorary Society

Delta Phi Epsilon, National Honorary Professional Graduate Society in Business Education; affiliate Beta Gamma Chapter at Virginia Tech and Upsilon Chapter University of Mississippi

Mississippi Business Education Association, 1996-2008

Mississippi Association for Career and Technical Education

Mississippi Employment and Training Association

National Business Education Association

Phi Kappa Phi, National Honor Society

SERVICE TO UNIVERSITY

Social Sciences, College of Arts and Sciences Tenure and Promotion Committee, reviewed six portfolios,

Serve on Dissertation Committee, College of Education and Human Sciences, 2013 present

Member, Washington DC Student Intern Selection Committee, Spring 2013

Committee Member, Doctoral Admission and Curriculum Council, College of Education and Human Sciences, 2006-present

Member Hall of Fame Selection Committee, 2011

Member Bolivar County/Delta State Alumni Planning Committee, 2011

Chair, Writing Proficiency Appeals Committee, 2010-present

Secretary, Writing Across the Curriculum Committee, 2011-Present

Member, Special Programs Committee, 2011-present

Member University Writing Across the Curriculum Committee, 2007-present

Member Nowell Outstanding Staff Award, 2007 to present

Member, University Confidential Assessment Response Team (CART) 2009 to present

Member, DSU Writing Proficiency Appeals Committee, 2003 to present

Member Doctoral Admission and Curriculum Council, College of Education, 2006 to present

Chair Faculty Dimension, Foundations of Excellence, 2008 academic year

Past President, Faculty Senate, 2008 academic year

Member, Student Engagement Champions, 2008 academic year

Chair, University Promotion and Tenure Committee, 2008 academic year

Chair, DSU Faculty Lounge Committee, 2008 academic year

Member, Fall Convocation Luncheon Committee, 2008 academic year

President, Faculty Senate, Delta State University, 2007 academic year

Chair, Provost Search Committee 2007 academic year

Member, DSU President's Cabinet, 2007 academic year

Member, DSU Provost's Academic Council, 2007 academic year

Member, DSU BPAC Advisory Board, 2007 to present

Member, DSU Strategic Planning Steering Committee, 2007 to present

Facilitator, Faculty Issues Session, ROMEA Conference, Delta State University, 2007

Represented DSU at the Mississippi Arts and Letters Awards Black Tie Dinner, 2007

Represented DSU faculty at the Outstanding Alumni Gala, 2007

Participated in university sponsored grant writing workshops

Participated in two-day diversity training workshops for Cabinet and Academic Council, 2008

Participated in Momentum Mississippi Workshops as member of DSU Cabinet, 2008

Chair, Combined Cabinet, Faculty Retention Task Force Committee, 2007

Member, University Tenure and Promotion Committee, 2007 to 2008

Evaluation Team to Evaluate Dr. Hilpert, Tom Meridith, IHL Commission, Chair, Spring, 2007

Served on Advisory Group reporting to Dr. Hilpert regarding faculty retention, Spring 2007

University Graduate School Council, appointed by Dean Moore, 2003-2005, reappointed fall 2006

Chair, University Faculty Retention Task Force, 2006-present

Member, Open Mike Poetry Night Committee, Language and Literature Division, 2006-present

Faculty Prize Committee, 2006, recommended by Faculty Senate President and appointed by Dr. Thornell, Vice President for Academic Affairs to select two recipients each for outstanding teaching, service and scholarship.

Facilitator, Faculty Issues Session, ROMEA Conference, Delta State University, September 28, 2005

University Writing Proficiency Appeals Committee, 2003 to present. Fall and spring semester, review students' appeals to have their writing proficiency essays reconsidered, Chair 2003

Member Parent Level of Green and White Fund, Athletic Department

Contributor to Delta State University Alumni Foundation, 1996-present

IHL Campus Advisory Committee for Delta State University presidents search, 2003

College of Business Dean's Search Committee appointed by John Thornell, Vice President for Academic Affairs, 2002

Member Task Force, Policy and Procedures for Faculty Evaluation, developed a policy, procedures and assessment instruments for a consistent evaluation of administrators and teachers across campus, member invited by faculty senate president at request of John Thornell, Vice President for Academic Affairs, 2002-2003

Volunteer, Career Day, serving as hostess in recruiter hospitality room or working recruiter or faculty/student registration desks, Career and Placement Services, Delta State University, 1996-present

Member Writing Committee appointed by John Thornell, Vice President for Academic Affairs, 2001-2003

Member Business Team, One Card Task Force, 2002

Member, Task Force developed by Vice President for Academic Affairs on evaluation to develop a policy, procedure, and assessment instrument for a consistent evaluation of administrators and teachers across campus, invited by faculty senate president, 2002-2003

Member, Innovative Technology in Teaching Focus group, invited by faculty senate president, 2002-2003

With Micheal Thompson, solicited and compiled contributions to a *Delta State University 75th Anniversary Memory Book* (more than 100 entries were received, word processed, edited and forwarded to Dr. Wayne Blansett); in process 2000-2001

Member, Master of Arts in Liberal Studies Degree Committee, 2000-2001, attended meetings and contributed to interest survey

Completed Evaluation of Services survey and returned it to the DSU Chief Information and Planning Officer, Fall 2000

Sanderson Farms, Inc. Annual Career Fair and Facilities Tour. Accompanied DSU students to Sanderson Farms, Inc, McComb, MS to learn about employment opportunities, 2000

Member Summer School committee, 2002-2003, appointed by Dean, School of Business

Member, Academic Achievement Committee, Delta State University, 1996-present

Member, Faculty and Staff Benefits Committee, Delta State University, 1996-present

SERVICE TO COLLEGE OF BUSINESS

Member Division of Management, Marketing and Business Administration Promotion and Tenure Committee, 2005-present

Representative to NCATE, College of Education Accreditation Board, 2007

Member, International Business Symposium Committee, 2005-2007

Member, College of Business Graduate Programs Committee, 2003-2007

Member, Student Recruitment Team, College Recruitment Day, Fall 2006, Spring 2007

Member, Division of Aviation Promotion and Tenure Committee, 2004-2005

Member, College of Business Grant Writing Committee, 2004-2008

Chair, College of Business Marketing Display Committee, 2004

Chair, COB, Division of Management, Marketing, and Business Administration Brochure Development Committee, 2004

Represented Division of Management, Marketing and Business Administration at Delta Focus recruitment activities, Fall, 2004

College of Business, Division of Management, Marketing and Business Administration representation to undeclared major committee, 2004

Developed College of Business promotional recruitment display, 2004

Represented College of Business at the Mississippi High School Recruitment Fair in Jackson, Mississippi, Fall 2000–2004

Chair, Office Administration Curriculum Committee, Delta State University, 1998-2004

Business Education, participate in inducting students in into Phi Omega Phi National Business Education Honorary Society, 2002-2005

Member, School of Business Dean's Search Committee, 2002-2003, appointed by Vice President, Academic Affairs

Member, B. F. Smith Chair Entrepreneur \$1,000 Scholarship Committee, College of Business, Delta State University, 1998-present; chair selection committee, 1998-2000

Member, College of Business Newsletter Committee, CIS/OAD representative, Delta State University, 1998-1999

FORBES Committee, College of Business, Delta State, 1998-2000, presenter Spring 2000, 2001 and 2003

SERVICE TO THE DIVISION

Chair, OAD Curriculum Committee, 1999-2006

Chair, OAD Assessment Committee, 2005-2006

Member, Business Education Curriculum Committee, 1995-2005

OTHER SERVICE

Member, Cleveland Career Development and Technical Complex Craft Advisory Committee, 2008

Member Greenville Public School Vocational School Advisory Craft Committee, 2007 to present

The Andrew W. Mellon Foundation, completed extensive in-depth analysis of faculty perspectives on new electronic forms of scholarly communication in American higher education, 2000

Nevin R. Frantz Graduate Scholarship Finalist Selection Committee, Iota Chapter, Omicron Tau Theta, Virginia Polytechnic Institute and State University, Blacksburg, Virginia, 1998-2002

Member, Virginia Tech College of Education Curriculum Task Force, 1994

Chair, Virginia Tech Classified Staff Affairs Committee; 1989-1990 (first chair of this newly appointed committee representing 3800 classified and hourly staff), member 1988-1991

Member, Virginia Tech Committees, Commissions, and Council restructuring Committee, 1990

Classified Staff Representative, Virginia Tech University Council, unofficial member, 1990

Member, Virginia Tech Division of Vocational and Technical Education, Committee to Enhance the Quality and Scope of Division Programs Implementing the Five-Year Plan, 1990-1991

Member, Virginia Tech Division of Vocational and Technical Education, Marketing Plan Committee, 1990-1991

Chair, Virginia Tech Nominating Committee, Adhoc Advisory Committee to Employee Relations; 1988-1989

SERVICE TO COMMUNITY

Chair, Youth of the Year Awards, Cleveland Exchange Club, 2009

Chair, Fire Safety Focus, Cleveland Exchange Club, 2008 to present

Participate in child abuse prevention activities sponsored by the Cleveland Exchange Club, 2000 to present

Participate in Breast Cancer Awareness Week by helping Center for Community Development prepare for the week's events 2008 - 2010.

Participate in American Association of University Women (AAUW) projects to raise scholarship money and to help preserve environment until 2010

Member, Aging in the Community Class directed by Margaret Tullis, 2006 to present

Contributor to Arts at the Ellis Auction, spring 2007

Contributor, Bolivar County Library Art Auction, Spring 2007

Contributor of art to the Bright Beginnings Foundation for the 2006 annual art auction to 2009

Judge, BBQ on the Bayou competition at Octoberfest. Judge of entries and food for youth grilling competitions, 2006

Habitat for Humanity, Volunteer, Cleveland, MS 2004

Host for Boy Scout Jamboree held at the Cleveland Expo, 2002-present. Member of a team of volunteers that provided breakfast for the scouts

Crosstie sponsor and volunteer, Cleveland Arts Council, 2002-present

Board of Directors, Cleveland, Exchange Club, 2004, Member, 2000-present, participated in many community service activities, chair, Broom Memorial Scholarship Committee, 2004, chair, Child Abuse Prevention committee, 2004

Budget Committee and Facilitator/Outreach leader, Working Professional Singles Sunday School Class, First Baptist Church, Cleveland, MS

Cleveland United Way, Contribute annually by payroll deduction

First Step Entrepreneurial Workshops, Cleveland (2) and Granada. Help un- and underemployed and minority small business owners learn about possibilities of becoming entrepreneurs.

Instruction includes teaching participants how to determine if they are ready to start their own business, write a feasibility study, and request startup funds and other aspects of owning their own business. With Micheal Thompson and Paul Starkey, 2000-present (paid)

First Step Entrepreneurial Workshops, Greenville, Hollandale, Cleveland, Clarksdale. Help un- and underemployed and minority small business owners learn about possibilities of becoming entrepreneurs. Instruction includes teaching participants how to determine if they are ready to start their own business, write a feasibility study, and request startup funds and other aspects of owning their own business. With Micheal Thompson, 1999-present (paid)

Volunteer, Bayou Academy Elementary School, Read weekly to Mrs. Lance's second grade, 2000

Mississippi Reads Volunteer through Delta State Campus Link AmeriCorps & Delta Volunteers. Meet weekly with student at Presbyterian Day School to tutor, both fall and spring semesters, 1998-2000

Craft Committee for Computer Discovery, Eastwood Junior High School, Cleveland, MS, 1997-1999

Computer Applications Class, Delta and Pineland, Scott, MS, Fall 1996 (paid)

Microsoft Word Class, National Frame and Picture Corporation, Greenwood, MS, Spring, 1996 (paid)

RESEARCH CONTRIBUTIONS

Collect assessment data from DSU's 1997 Entrepreg Camp. (June 1997--May 1998). Research project sponsored by the Kauffman Foundation with grant awarded to University of California, Los Angeles. (Paid by University of California, Los Angeles).

PUBLICATIONS

International

Certification of occupational skills and standards: The United States perspective. (1993). *Theory into practice, XX: Producing and certifying vocational qualifications*, R. Mäkinen & M. Taalas, Eds.). Institute for Educational Research, University of Jyväskylä, Jyväskylä, Finland.

Producing and certifying qualifications for skilled-worker level occupations in youth and adult education: Comment paper. (1993). *Theory into practice, XX: Producing and certifying vocational qualifications*, R. Mäkinen & M. Taalas, Eds.). Institute for Educational Research, University of Jyväskylä, Jyväskylä, Finland.

International (Invited and Refereed, On-Line)

Work-based mentoring programs in the United States. (1998 on-line journal) On-line conference paper moved from conference to web site <http://www.nw97.edu.au>. Publisher: *NET*Working '97: Shaping the On-line Learning Environment*. Adelaide, Australia: Australian National Office of Training and Further Education (OTFE)

International (Refereed, On-line Conference)

Work-based mentoring programs in the United States. (1997, October 30-December 10).
*NET*Working '97: Shaping the On-line Learning Environment*. Adelaide, Australia:
Australian National Training Authority First On-line Conference.

National (Refereed)

Bunn, P. C. (2009, Fall) My Favorite Assignment: Nonprofit Organization Collaborative Writing Project tentatively accepted and waiting for space availability to the *Business Communication Quarterly*, published by the Association for Business Communication (accepted and awaiting publication).

Bunn, P. C., Dorsey, K., Foster, R., & Long, J. . . (Fall, 2007) A Survey of the Recruiting Methods Used By SOBIE Participating Colleges of Business Published in *the Society of Business, Industry and Economics Journal*.

Bunn, P. C., Barfitt, L., Cooper, J., Sandifer, L. (2005, Fall). CPAs in Mississippi: Communication Skills and Software Needed by Entry-level Accountants. *Delta Phi Epsilon Journal, XLVII, 3*.

Bunn, P. C., & Stewart, D. L. (1998, Spring). National industry-based skill standard technical committees: Perceptions of impact of standards on vocational education. *Journal of Vocational and Technical Education, Omicron Tau Theta*.

Incorporating industry-based skill standards into high school secretarial and administrative/information services programs: Teacher professional development activities. (1996). *Journal of Business and Training Education, 5(1)*.

National (Invited)

Bunn, P. C. & Long, J. (2007, February). Best Practices: Tap into Alumni Resources. The South-Western *Balance Sheet*, Brantley, C. P., & Miller, M. G. Communication Tidbits and Hot Links Eds. Publication of South-Western Publishing Company.
www.swep.com/bused/news/0500-comm.html (not accepted for publication)

Bunn, P. C. (2004, Fall). Best Practice: Business Communication is Good Business. The South-Western *Balance Sheet*, Brantley, C. P., & Miller, M. G. Communication Tidbits and Hot Links Eds. Publication of South-Western Publishing Company.
www.swep.com/bused/news/0500-comm.html

Cooper, J., & Bunn, P. C. (2000, May/June). Cross Functional Communication Activities. The South-Western *Balance Sheet*, Brantley, C. P., & Miller, M. G. Communication Tidbits and Hot Links Eds. Publication of South-Western Publishing Company.
www.swep.com/bused/news/0500-comm.html

Use of professional standards and skills with implications for marketing education. (1993, December). *Business Education Forum*, National Business Education Association.

State (Refereed)

Johnson, B. C., Long, J., Johnson, M. & Bunn, P. B. (2005). An assessment of workplace violence and the use of technology as a deterrent to violent behavior. *Texas Business and Technology Educator Association Journal: Building Bridger—Spanning Chasms*, IX, 1, p. 63.

Bunn, P. B., & Cooper, J. (2005). What do they want? Students' perceptions of importance of attributes on teacher evaluations. *Texas Business and Technology Educator Association Journal: Building Bridges—Spanning Chasms*, IX, 1, p. 63.

Bunn, P. C. (2005). Best practice: Business communication is good business. *Texas Business and Technology Educator Association Journal: Building Bridges—Spanning Chasms*, IX, 1, p. 63

Bunn, P. C., & Cooper, J. (2000). An Integrated Approach Technical Writing: Breakout Sessions. *MBEA Journal*. Publication of the Mississippi Business Education Association.

Professional development of high school business teachers. (1999). *MBEA Journal*. Publication of the Mississippi Business Education Association.

Bunn, P. C., Schmidt, B. J., & Stewart, D. L. (1994-1995). Incorporating industry-based standards into Virginia high school secretarial and administrative/information services programs. *The VBEA Link* (16), 10-14. A journal of the Virginia Business Education Association.

National business skill standards: Does business education need them? (1994). *Louisiana Business Education Journal*, 4(1), A journal of the Louisiana Association of Business Educators.

Use of performance standards and skills with implications for business education. (1993, Spring). *The Virginia Business Education Journal*, XV, p. 16-19, a journal of the Virginia Business Education Association.

Sections of Book

Encyclopedia of Business and Finance, (2005-On-line). New York, NY: Macmillan Reference, USA. Seven entries:

Fair Packaging and Labeling Act of 1966,
Staggers Rail and Motor Carrier Acts of 1980,
Federal Trade Commission Act of 1914,
Food, Drug, and Cosmetic Act of 1938,
Sherman Antitrust Act of 1890,
Robinson-Pitman Act (1936), and
Consumer Product Safety Act of 1972 (paid

Encyclopedia of Business and Finance, (2001, on-line). New York, NY: Macmillan Reference, USA. Seven entries:

Fair Packaging and Labeling Act of 1966,
Staggers Rail and Motor Carrier Acts of 1980,
Federal Trade Commission Act of 1914,
Food, Drug, and Cosmetic Act of 1938,

Sherman Antitrust Act of 1890, Robinson-Pitman Act (1936), and Consumer Product Safety Act of 1972 (paid)

Bunn, P. B., & Schmidt, B. J. (1998). Philosophy and objectives in *Review and Synthesis of Research in Business Education*, 1991-1995, Kandies, J. & Magee, B., (Ed.). Delta Phi Epsilon, Little Rock, AR.

Schmidt, B. J., & Bunn, P. B. (1994). Office administration; office procedures in *Review and Synthesis of Research in Business Education*, 1980-1990, Schmidt, B. J., (Ed.). Delta Phi Epsilon, Little Rock, AR.

Regional Magazine

The business of communicating to grow your business. (2002, February). *Mahogany Magazine*, Clarksdale, MS

Newsletters

Long, Jamye & Bunn, Phyllis. (2006, Spring, in process). International business symposium launched. *Bee Line*, publication of the College of Business, Delta State University

Pettus, Gary, Oh, Behave! Or it may come back to haunt you. (2002, December 12-18). *The Clarion-Ledger*. Interviewed by author and quoted in article.

Are You Connected? President's Message. (1999, Fall). National Omicron Tau Theta Newsletter, Myra Womble, Editor, University of Georgia, Athens, GA.

Balcony People. President's Message. (1999, Spring). National Omicron Tau Theta Newsletter, Myra Womble, Editor, University of Georgia, Athens, GA

e-Business can be Positive Business. (1999, June). Delta State University College of Business Newsletter, Vol. 1

Bunn, P. C., & Johnson, C. (1997, Fall). Mentoring: A work based option. *SBEA Newsletter*. Publication of the Southern Business Education Association.

School-to-work: We've been doing it for years. (1996, Spring). *SBEA Newsletter*. Publication of the Southern Business Education Association.

The underlying reasons for using selected classroom assessment techniques and the extent of their applications by business educators: A summary. (1995). *Beta Gamma News*. Newsletter published by the Beta Gamma Chapter (Virginia Tech) of Delta Phi Epsilon.

Kandies, J. T., & Bunn, P. B. (1994, June). Universal access and training: Keys to the information highway for business education. *SBEA Newsletter*, Atlanta, GA: Southern Regional Business Education Association.

Refereed Proceedings

- Bunn, P. B., & Cooper, J. (2004, November). Students' Perceptions of Importance of Attributes in Teacher Evaluations. Proceedings of the Delta Phi Epsilon National Honorary professional graduate society in Business Education, 2004 National Conference, Washington, DC.
- Bunn, P. B., Cooper, J., Sandifer, L., & Barfitt, L. A. (2003, November), Technology Expertise: Who Needs It? Proceedings of the Delta Phi Epsilon National Honorary professional graduate society in Business Education, 2003 National Conference, Indianapolis, IN
- Bunn, P. C., Sandifer, L., Cooper, J., & Barfitt, L. A. (2003, November). Mississippi CPAs Report Communication and Software Skills Needed by Entry and Newly Hired Accountant. Proceedings of the Delta Phi Epsilon National professional graduate Society in Business Education, 2002 National Conference, Cleveland, OH
- Bunn, P. C. & Lush, M. J. (2000, Spring). Value added activities provide business savvy for MBA students. *Business Communication: My Thoughts, My Interests, My Actions*, Proceedings of the Association of Business Communication, Southeastern, Eastern, and Canadian Regional Conference, Nashville, TN
- Bunn, P. C., & Thompson, M. (1998, March). Going after the purse strings: Successful grant writing. *Proceedings of the American Business Communication--Southwestern Conference*, 1998 Southwestern Federation of Administrative Disciplines, Twenty-fifth Anniversary Meeting, Dallas, TX.
- Bunn, P. C., & Stewart, D. L. (1996, December). Impact of skill standards on vocational education: perceptions of technical committees. *Proceedings of the American Vocational Education Research Association Conference*, 1996 American Vocational Association Annual Convention, Cincinnati, OH.
- National industry-based skill standards technical committees: Perceptions of adoption of the standards in vocational education programs. (November, 1996). *Proceedings of the 1996 Delta Phi Epsilon National Research Conference*, Indianapolis, IN.
- Bunn, P. C., Schmidt, B. J., & Stewart, D. L. (1995, April). Incorporating industry-based skill standards into high school secretarial and administrative/information services programs. *Proceedings of the AERA Business Education and Information Systems Research Special Interest Group*. 1995 Annual Meeting of the American Education Research Association, San Francisco, CA.
- Incorporating industry-based skill standards into high school secretarial programs. (1995, February). *Proceedings: Back to the Future with Business and Marketing Education*. Twelfth Annual Atlantic Coast Business and Marketing Education Conference, Raleigh, NC.
- Bunn, P. B., & Kandies, J. T. (1994, December). Universal access and training: Keys to the information highway for vocational education. *Proceedings: Omicron Tau Theta Professional Studies Seminar*, American Vocational Association, Dallas, TX.
- Embracing excellence with program standards, performance standards, and industry-based standards. (February, 1994). *Proceedings of the Atlantic Coast Business and Marketing Association 1994 Annual Meeting*, Raleigh, NC, pp. 24-25.

Bunn, P. C., & Goins, K. L. (1993, October). Certification and recognition of occupational skills and competencies: The National Retail Foundation Experience. *Marketing and Education: Partners in Progress*, Proceedings of the Atlantic Marketing Association 1993 Annual Meeting, Orlando, FL., pp. 136-141.

Certification of occupational skills and standards: Recent developments in the United States. (1993, February). *Preparing Today for Tomorrow's World in a Global Economy*, Proceedings of the Tenth Annual Atlantic Coast Business and Marketing Education Conference, Raleigh, NC. pp. 14-19.

Abstract

Bunn, P. B., & Stewart, D. L. (1993, December). Incorporation of SCANS competencies in home economics education programs. *Research Abstracts, Home Economics Division, American Vocational Association* American Vocational Association Annual Convention, Nashville, TN.

Textbook Reviewer (Invited/Paid)

Locker, K., *Business and Administrative Communication*. McGraw-Hill Publishing Companies, paid

Oliu, W., Brusaw, C., & Alfred, G. (2000, Fall). *Writing that Works, Instructors Manual*, 6th Ed. Boston: St. Martins Press.

Oliu, W., Brusaw, C. & Alfred, G. (1999, Spring). *Writing that Works*, 6th Ed. Boston: St. Martins Press. (One of my quotes from the revision questionnaire was selected for the back page of the textbook.

Guffey, M. E. *Business Communication: Process and Product*, Third Edition. Cincinnati, OH: South-Western College Publishing, ITP. Second and Third Editions, 1996 and 1999

Books Reviewed

Best Practices in Business Education. (2003). Publication of Delta Phi Epsilon National Honorary Business Education Society.

Workplace Skills Monograph. (In Process, 2003). Publication of Delta Phi Epsilon National Honorary Business Education Society.

Manuscripts Reviewed

Student Teams—Learning to Cope with Conflict. (2004). *Delta Phi Epsilon Journal*. Publication of Delta Phi Epsilon National Honorary graduate Business Education Society.

A Comparison of Business Communication in China and the United States. (2004). *Delta Phi Epsilon Journal*, Publication of Delta Phi Epsilon National Honorary Graduate Business Education Society.

- Determinants of Moral Reasoning: Academic Factors, Gender, Richness-of-Life Experiences, and Religious Preferences. (2004). *Delta Phi Epsilon Journal*, Publication of Delta Phi Epsilon National Honorary Graduate Business Education Society.
- Future Time Orientation and Student Expectations: An Empirical Investigation and Educational Implications. (2003). *Delta Phi Epsilon Journal*, Publication of Delta Phi Epsilon National Honorary Graduate Business Education Society.
- Career Awareness, Perceptions, and Attitudes in Accounting Principles Classes: One School's Experience. (2003). *Delta Phi Epsilon Journal*, Publication of Delta Phi Epsilon National Honorary Graduate Business Education Society.
- Web Teaching: Design, Safety, and Legal Issues. (2003). *Delta Phi Epsilon Journal*, Publication of Delta Phi Epsilon National Honorary Graduate Business Education Society.
- A Framework for Deep Learning in Business Distance Education. (2003). *Delta Phi Epsilon Journal*, Publication of Delta Phi Epsilon National Honorary Graduate Business Education Society.
- Shared Success: The Challenge of Caring for Today's Health Occupations Educator. (2003, November). *Journal of Career and Technical Education*, Publication of Omicron Tau Theta, National Vocational Education Honor Society
- The Difference in Teacher Efficacy Related to Anticipated Career Longevity of Novice Agriculture Teachers. (2003, January). *Journal of Career and Technical Education*, Publication of Omicron Tau Theta, National Vocational Education Honor Society
- The Relationship between Job Stress and Job Satisfaction among Industrial and Technical Teacher Educators. (2003, March). *Journal of Career and Technical Education*, Publication of Omicron Tau Theta, National Vocational Education Honor Society
- Comparison of Three Instructional Methods on Writing: A Quasi-experimental Study. (2003). *Delta Phi Epsilon Journal*, Publication of Delta Phi Epsilon National Honorary Graduate Business Education Society.
- Perceived Problems of Novice Secondary Business Teachers. (2002, October). *Delta Phi Epsilon Journal*, Publication of Delta Phi Epsilon National Honorary Graduate Business Education Society.
- Profiling Female Teachers of Agricultural Education at the Secondary Level. (2002, August). *Journal of Career and Technical Education*, Publication of Omicron Tau Theta, National Vocational Education Honor Society
- Effects of Grammar Instruction in Business Communication as Measured by a Diagnostic Writing Skills Tests. (2002, June). *Delta Phi Epsilon Journal*. Publication of Delta Phi Epsilon National Honorary Graduate Business Education Society

Environmental Scanning and Strategic Information Use: Perceptions of Chief Executive Officers and Business Students. (2002, March). *Delta Phi Epsilon Journal*, Publication of Delta Phi Epsilon National Honorary Graduate Business Education Society

The Impact of a Business Ethics Course on the Moral Development of Undergraduate and Graduate Business Students. (February 2002). Reviewed for possible publication in the *Delta Phi Epsilon Journal*, Publication of Delta Phi Epsilon National Honorary Graduate Business Education Society

Teaching versus Research: At What Cost. (February 2002). Reviewed for possible publication in *the Journal of Business, Economics, and Industry*. Publication of the Society of Business, Economics, and Industry.

Communication in Latin America: An Analysis of Guatemalan Business Letters. October 2001). Reviewed for possible inclusion in the *Association of Business Communication, Southwest United States Proceedings*.

Apply a Strategic Communication Model to Interviewing—From Both Sides of the Table. (October 2001). Reviewed for possible publication in the *Association of Business Communication, Southwest United States Proceedings*.

Reviewed two manuscripts for the *Journal of Career and Technical Education* during the 2001-2002 school years (cannot find review folders). M. Womble editor.

An Assessment of the Historical Arguments in Vocational Education Reform. (2000, August). *Journal of Career and Technical Education*, Publication of Omicron Tau Theta National Vocational Education Honor Society.

The Impact of Personal Philosophy of Teaching Effectiveness in Business Education. (2000, Spring). *Journal of Business, Industry and Economics*. Publication of Society of Business, Industry and Economics.

Problem Based versus Objective Exams: Final Performance of Vocational Career Center Students in Accounting I. (1998, Fall). *Journal of Vocational and Technical Education*, Publication of Omicron Tau Theta National Vocational Education Honor Society.

Making Meaning Not Sense Out of Education for Post-Industrial Work. (1998, Fall). *Journal of Vocational and Technical Education*, Publication of Omicron Tau Theta National Vocational Education Honor Society.

The Impact of Job Quality on Negative Work Attitudes and Job Behaviors of In-School Adolescents. (Fall, 1998). *Journal of Vocational and Technical Education*, Publication of Omicron Tau Theta National Vocational Education Honor Society.

An assessment of school-to work transition: A case study of a vocational high school. (1997, Spring). *Journal of Vocational and Technical Education*, Publication of Omicron Tau Theta National Vocational Education Honor Society.

Learning about computer hardware: A process approach for business educators. (1998, January). Monograph to be published by the Delta Phi Epsilon National Honorary Graduate Fraternity in Business Education.

Seminar Proceedings Publisher

Bunn, P. C., Publisher, (1998, December). *Proceedings of the Omicron Tau Theta Sixth Annual Professional Seminar*. Omicron Tau Theta National Conference, New Orleans, LA.

Presentation Proposals Reviewer

Delta Phi Epsilon Reviewer, presentation proposals submitted for possible presentation at the annual DPE National Convention, 2004

Vocational Education Special Interest Group of the American Educational Research Association. Reviewer of presentation proposals for AVERA national conference, 1998-2002

Omicron Tau Theta Professional Seminar, Reviewer of presentation proposals for national Omicron Tau Theta Conference, 1998 - 2000

Contribution to Textbook (invited)

Technical writing student project was accepted for inclusion as an activity in *Writing that Works*, 7th Ed. Bedford/St. Martins Press, 2003 (paid)

Quote from my review of *Writing that Works*, 7th Ed. Bedford/St. Martins Press, printed on back cover of textbook.

Software Evaluation

Communication Skills Module, ETS's Core Skills Assessment Program, CD-ROM assessment of demonstration module, tutorial, and score report for Gordon S. Black Corporation, Rochester, NY, 1998

SELECTED PRESENTATIONS

International

Bunn, P. C., & Thompson, M. (1997, December). *Creating futures: Writing successful grant applications develops favorable partnerships in the United States*. Presentation at the International Vocational Education and Training Association, American Vocational Association Annual Conference, Las Vegas, NV.

Bunn, P. C., Stewart, D. L., & Frantz, N. R. (December, 1996). *International certification and standards: A review of six countries*. Accepted by the International Vocational Education and Training Association, 1996 American Vocational Association Annual Convention, Cincinnati, OH.

National industry-based skill standards: Recent developments. (January, 1996). Presentation to the Omicron Tau Theta Chapter of the Institute for Educational Research, University of Jyväskylä, Finland.

Defining and producing vocational competence: The United States experience. (1993, June). Presentation at the International Workshop on Producing and Certifying Qualifications for Skilled-worker Level Occupations in Youth and Adult Education, Jyväskylä, Finland.

Certification of vocational competence in the United States. (1993, June). Presentation at the International Workshop on Producing and Certifying Qualification for Skilled-Worker Level Occupations in Youth and Adult Education, Jyväskylä, Finland.

Business education in the United States. (1993, June). Presentation to faculty of the Institute for Educational Research, University of Jyväskylä, Jyväskylä, Finland.

Taalas, M., & Bunn, P. C. (1993, December). *A creative linkage between selected countries: Comparisons and scenarios of initial training standards for entry-level skilled workers*. (1993, December). Presentation at the International Vocational Education and Technical Association, American Vocational Association Annual Conference, Nashville, TN.

National

Bunn, P, Sandifer, L., and McKnight, E. (2014, March). *Soft Skills: Student perceptions of their abilities – A comparison of perceived soft skills between College of Business students and College of Education students at Delta State University*. Accepted for presentation at the Federation of Business Disciplines, Association for Business Communication Southwestern Meeting, Dallas, TX.

McKnight, E., Sandifer, L., and Bunn, P. *Soft skills: Business and education students' perceptions of their abilities*. To be presented at the Society of Business, Industry and Economic, 2013 Annual Academic Conference, Sandestin, FL. April, 2013,

Bunn, P., Sandifer, L., and McKnight, E. *Soft skills: Students perceptions of their abilities*. Accepted for presentation at the Federation for Business Disciplines, Association of Business Communication, Southwestern Division, Annual Conference, Albuquerque, NM, March, 2013, March

Sandifer, L., McKnight, E., and Bunn, P. *Soft skills: Students perceptions of their abilities*. Presented at the Society of Business, Industry and Economics 2012 Annual Academic Conference, Sandestin, FL. April 2012

Bunn, P. C., and Hochradel, R. *Comparative results of two studies: new technological and social media needed by college or business majors and courses taught to prepare students for these*

- skills. Presented at the Association for Business Information Systems, FAB, New Orleans, LA, March, 2012.
- Bunn, P. C., and Hochradel, R. Communication skills, software, new technological social media needed by Mississippi Delta students and businesses. Presented at the 75th Annual Convention of the Association for Business Communication, Chicago, Illinois, October, 2011.
- Bunn, P. C. and Hochradel, R. Does class attendance contribute to student success in higher education? Presentation at the Association for Business Communication, Incline Village, Nevada, October 30-November 1, 2008.
- Bunn, P. C. My favorite assignment: Nonprofit collaborative semester project. Presentation at the Association for Business Communication, Incline Village, Nevada, October 30-November 1, 2008.
- Bunn, P. B. & Long, Jame. (2006, Fall). The world comes to Delta State University. Presentation presented to the Association of Business Communication for the Southwestern Conference, San Antonio, TX, October, 25-28, 2006
- Bunn, P. B., & Cooper, J. (2004, November). Students' perceptions of importance of attributes in teacher evaluations. Presentation at the Delta Phi Epsilon National Honorary professional graduate society in Business Education, 2004 National Conference, Washington, DC.
- Bunn, P. B., Cooper, J., Sandifer, L., & Barfitt, L. A. (2003, November), Technology expertise: Who needs it? Presentation at the Delta Phi Epsilon National Honorary professional graduate society in Business Education, 2003 National Conference, Indianapolis, IN
- Bunn, P. C., Sandifer, L., Cooper, J., & Barfitt, L. A. (2003, November). Mississippi CPAs Report Communication and Software Skills Needed by Entry and Newly Hired Accountant. Presented at the Delta Phi Epsilon National professional graduate Society in Business Education, 2002 National Conference, Cleveland, OH
- Sandifer, L., Barfitt, L. A., Cooper, J. & Bunn, P. C. (2002, February). Communication Skills and Software Needed by Accounting Firms in Mississippi, Presented at the American Society of Business and Behavioral Sciences, Ninth Annual Meeting, Las Vegas, NV
- Cooper, J., Bunn, P. C., Sandifer, L., & Barfitt, L. A. (2002, February). Communication Tasks used by Mississippi Accounting Firms and their Importance. Presented at the Ninth Annual American Society of Business and Behavioral Sciences Conference, Business Communication/Women in Business Sessions, Las Vegas, NV
- Sandifer, L., Barfitt, Bunn, Phyllis, & Cooper, J. (2001, March). Importance of Communication Tasks Used by Mississippi Accounting Firms. Presentation at the 2001 conference of the American Society of Business & Behavioral Sciences (co-authored with Laurie Barfitt, Phyllis Bunn, and Jan Cooper).
- Bunn, P. C., McMurchy, L., Baker, J., & Hunt, B. L. (2000, December). *Adopt-A-Town Solves Employment Problems and Adds Value to Local Mississippi Delta Town*. Presented at the

Adult Workforce Development Division, Employment and Training, Association of Career and Technical Education, San Diego, CA. (presented by P. C. Bunn)

Bunn, P. C., & Lush, M. J. (2000, November). *Collaborative Activities Provide Business Savvy for MBA Students*. Accepted for presentation at the Delta Phi Epsilon National Conference, Columbus, OH (because of cost of attending two conferences Fall, 2000, this conference was not attended)

Lush, M. J. & Bunn, P. C. (December, 1999). *Infuse Added Value into the Traditional Business Communication Course*. Presented at the Association of Career and Technical Education, Orlando, FL

Bunn, P. C. & Cooper, J. (March, 1999). *Technical Writing: An Integrated Approach*. Accepted and presented at the Southwest Federation Administrative Division, Southwest Association of Business Communication Annual Conference, Houston, TX, March, 1999.

Thompson, M., & Bunn, P. C. (1999, February 22). *The Home Care Alternative: A Cost Savings Approach*. Accepted and presented at the Health Care Administration track, American Society of Business and Behavioral Sciences, Sixth Annual Meeting, Las Vegas, NV. Manuscript in Proceedings

Bunn, P. C., & McMurchy, L. (1998, December). *Teaching Skills for the 21st Century Creates Futures in the Mississippi Delta*. Accepted and presented at the Technical Education Division of the American Vocational Association Annual Meeting, New Orleans, LA.

Bunn, P. C., & McMurchy, L. (1998, December). *A Mississippi Delta skill/tech center creates futures by teaching skills for the 21st century*. Presentation to the Employment and Training Division of the American Vocational Association Annual Meeting, New Orleans, LA.

Bunn, P. B., & Thompson, M. (1998, November). *Premier Fasttrac keeps entrepreneurial spirit alive in Mississippi Delta*. Presentation at the Sixteenth Annual Entrepreneurship Education Forum, Nashville, TN

Bunn, P. C., & Thompson, M. (1998, October). *Premier Fasttrac keeps entrepreneurial spirit alive in Mississippi Delta*. Accepted and presented at the Sixteenth Annual Entrepreneurship Education Forum, Nashville, TN

National industry-based skill standards technical committee members' perceptions of business and education partnerships. (December, 1996). Employment and Training Division, 1996 American Vocational Association Annual Convention, Cincinnati, OH.

National industry-based skill standards technical committees: Perceptions of adoption of the standards in vocational education programs. (November, 1996). Presentation at the 1996 Delta Phi Epsilon National Research Conference, Indianapolis, IN.

Impact of skill standards on vocational education: perceptions of technical committees. American Vocational Education Research Association Conference, 1996 American Vocational Association Annual Convention, Cincinnati, OH.

Perceptions of national industry-based skill standard technical committees of the impact of skill standards on vocational education. (1996, November). Delta Phi Epsilon National Research Conference, Indianapolis, IN.

Professional development of high school business teachers: Does it exist? If so, is it effective? (April, 1996). National Association of Business Teacher Educators Division, National Business Education Association, New Orleans, LA.

Professional development of business teachers for incorporating national skill standards into their secondary school programs. (1995, December). Business Division Research Session, American Vocational Association Annual Convention, Denver, CO.

Bunn, P. C., Schmidt, B. J., & Stewart, D. L. (1995, April). *Incorporating industry-based skill standards into high school secretarial and administrative/information services programs.* Presentation at the AERA Business Education and Information Systems Research Special Interest Group. 1995 Annual Meeting of the American Education Research Association, San Francisco, CA.

Bunn, P. C., & Stewart, D. L. (1995, December). *Profile and perceptions of national industry-based skill standards technical committees.* Technical Education Division Research Sessions, American Vocational Association Annual Convention, Denver, CO.

Bunn, P. C., & Kandies, J. T. (1994, December). *Universal access and training: Keys to the information highway for vocational education.* Presentation at the Omicron Tau Theta Professional Studies Seminar, American Vocational Association Annual Conference, Dallas, TX.

Regional

Bunn, P. C., and Hochradel, R. (2012, March). Comparative results of two studies: Communication skills, software, needed by college or business majors and courses taught to prepare students for these skills. Presented at the Association of Business Communication Southwestern Region, FAD Conference, New Orleans, LA.

Bunn, P. C., and Hochradel, R. (2011, March). Communication skills, software, new technological and social media needed by College of Business majors and courses taught to prepare students for these skills. Presented at the Association for Business Communication Southwestern Region, FAD Conference, Houston, TX

Bunn, P. C. (2011, November) Professional Communication and Business Etiquette and Protocol. Three hour training conducted for the Lower MS Delta Service Corps, Inc AmeriCorps, Center for Economic and Community Development

Hochradel, R. and Bunn, P. C. Higher Education: Does Class Attendance Contribute to Student Success? Presentation at the Society of Business, Industry, and Economics. April 15-18, 2008. Destin, FL.

Dorsey, K., Foster, R., & Long, J., & Bunn, P. C. A Survey of the Recruiting Methods Used By SOBIE Participating Colleges of Business. Poster presentation at the 4th Annual Delta Research and Scholarship Symposium, April 15-16, 2008, Delta State University. Accepted.

- Dorsey, K., Foster, R., & Long, J., & Bunn, P. C. A Survey of the Recruiting Methods Used By SOBIE Participating Colleges of Business. Presented at the ROMEA Conference, Delta State University, September, 2007
- Hochradel, R. and Bunn, P. C. Higher Education: Does Class Attendance Contribute to Student Success? Presentation at the Society of Business, Industry, and Economics. April 15-18, 2008. Destin, FL. Accepted.
- Bunn, P. C., Dorsey, K., Foster, R., & Long, J. A Survey of the Recruiting Methods Used By SOBIE Participating Colleges of Business. Presentation presented at the Society of Business, Industry, and Economics, Orange Beach, Alabama, April 15-18, 2007
- Bunn, P. C. & Long, Jamye. International Business Comes to Delta State University, Presentation presented at the Society of Business, Industry, and Economics, Orange Beach, Alabama, April 15-18, 2007
- Bunn, P. C. & Long, Jamye. Best Practice: Make Use of Alumni: A Great Success Story. Presented at the Southeastern Region Annual Conference, Association for Business Communication, Nashville, Tennessee, March 22-24, 2007
- Dorsey, K., Long, J., Foster, R., and Bunn, P. C. (2007, Spring). College of Business Recruitment Efforts by SOBIE Colleges and Universities. Proposal presented to the Society of Business, Industry, and Economics, Orange Beach, AL April, 2007
- Bunn, P. C., Cooper, J., DuBard, T., (2004, April). What do they want? Students' Perceptions of Importance of Attributes Included on Teacher Evaluations. ? Presented at the Annual meeting of the Society of Business, Industry and Economics
- Sandifer, L., Barfitt, L. A., Bunn, P. C., Cooper, J. (2003, April). Computer Skills: Who Needs Them? Presented at the Annual meeting of the Society of Business, Industry and Economics
- Bunn, P. C., Cooper, J., Barfitt, L. A., & Sandifer, L. (2002, March). Importance of Communication Tasks Used by Mississippi Accounting Firms. Presented at the Federation of Business Divisions: Association of Business Communication-Southwestern United States Conference, St. Louis, MO
- Barfitt, L. A., Sandifer, L., Bunn, P. C., & Cooper, J. (2002, March). Communication Skills and Software Needed by Mississippi Accounting Firms. Presented at the American Accounting Association Southwestern Region Federation of Business Disciplines Conference, St. Louis, MO
- Bunn, P. C., Cooper, J., Barfitt, L. A., & Sandifer, L. (2002, April). Mississippi CPAs Report communication Skills and Software Needed by Entry and Newly Hired Accountants. Presentation at the Society of Business, Industry, and Economics Conference, North Alabama University, Host, Gulf Shores, AL
- Cooper, J., Bunn, P. C., & House, D. (2001, April). The Office of the Future. Presentation at the Society of Business, Industry, and Economics Conference, Alcorn State University, Host, Natchez, MS

- McMurphy, L., Baker, B., & Bunn, P. C. (2000, April). *Employment Problems Solved with Adopt-a-Town Program and Value is added to Local Mississippi Delta Towns*. Presented for possible presentation at the Society of Business, Industry and Economics Conference, Delta State University, Cleveland, MS
- Cooper, J., & Bunn, P. C. (2000, April). *Pizzazz for Your Presentations*. Presented for possible presentation at the Society of Business, Industry, and Economics Conference, Delta State University, Cleveland, MS
- Bunn, P. C., & Lush, M. J. (2000, April). *Value-Added Activities Provide business Savvy for MBA Students*. Presented at the Association of Business Communication Canadian, Eastern and Southern Regional Conference, Nashville, TN
- Bunn, P. C., Cooper, J, & Lush, M. J. (1999, April). *Technical Writing: An Integrated Approach Using Breakout Sessions*. Presented at the Society of Business, Industry and Economics Conference (Inaugural Meeting), University of North Alabama, Sheffield, AL
- Bunn, P. C., & Thompson, M. (1999, April 24). *Successful Grant Hunting for the Neophyte and Beyond*. Accepted for presentation at the Society of Business, Industry and Economics Conference (Inaugural Meeting), University of North Alabama, Sheffield, AL
- Southwest Association of Business Communication Members Get Grants—Or Do They?* (1998, April). Invited to present at the Southeast Association of Business Communication Annual Conference, Tunica, MS
- Bunn, P. C., Thompson, T. M., & Redmann, D. H. (1997, April). *When needs exceed resources: Writing successful grant applications*. Presentation at the American Vocational Association Region IV Conference, Hot Springs, AR.
- Incorporating industry-based skill standards into high school secretarial programs*. (1995, February). Presentation at the Back to the Future with Business and Marketing Education, Twelfth Annual Atlantic Coast Business and Marketing Education Conference, Raleigh, NC.
- Matching grants for voluntary national standards by U. S. Departments of Labor and Education for occupational competencies in select industries and trades: An update*. (1993, October). Presentation at the American Technical Education Association Southeastern Regional Conference, Asheville, NC.
- Embracing excellence with program standards, performance standards, and industry-based standards*. (February, 1994). Presentation at the Atlantic Coast Business and Marketing Association 1994 Annual Meeting, Raleigh, NC.
- Certification and recognition of occupational skills and competencies: The National Retail Foundation experience*. (1993, October). Presentation at the Atlantic Marketing Association Conference, Orlando, FL.
- Certification of occupational skills and standards: Recent developments in the United States*. (1993, February). Presentation at the Tenth Annual Atlantic Coast Business and Marketing Education Conference, Raleigh, NC.

State

Educational and community sources for gender equity presentations. (1990, April). Presentation at the Virginia Gender Equity Conference, Richmond, VA.

Gender inclusive/exclusive language in the office. (1990, April). Presentation at the Preparing for the 1990s Workshop, Wytheville Community College, Wytheville, VA.

Local

Bunn, P. C. (2011, Fall). *What can you do to have more time?.* Presentation to the Junior Auxiliary of Cleveland, MS

Bunn, P. C. (2010 Summer). *Proper Business Etiquette and Protocol.* Two half-day workshops presented to the Teen Entrepreneurial Camp through the Center for Community Development.

Bunn, P. C. (2010, Fall). *What can you do to have more time?* Presentation to the Junior Auxiliary of Cleveland

Bunn, P. C. (2010, Fall). *Business Etiquette and Protocol.* Half day workshop for Lower-Mississippi Delta Service Corp. Inc., Center for Economic and Community Development, Cleveland

Bunn, P. C. (2008, Fall). *What I Know for Sure.* Graduation speech to the DSU winter graduating class.

Bunn, P. C and Hochradel, R. (2009, Spring). *Higher Education: Does Class Attendance Contribute to Student Success?* Poster Presentation abstract proposal presented for review for the Delta Research and Scholarship Symposium.

Bunn, P. C. (2009, Spring). *The Time of Your Life.* Presentation to the Junior Auxiliary of Cleveland

Bunn, P. C. (2008, Fall). *It's About Time.* Presentation to the Junior Auxiliary of Cleveland

Bunn, P. C., (2007, April). *Thoughts of Virginia Tech.* Presentation at the Memorial Service honoring the memory of those killed in the Virginia Massacre April 15, 2007

Barfitt, L., Bunn, P. C., Sandifer, L., & Cooper, J. (2005, April). *Mississippi CPAs report communication and software skills needed by entry accountants.* Poster presentation at the May We Present: What Delta State University Professors Do Outside the Classroom, and How it Shapes our Teaching, Delta State University, Cleveland, MS

Bunn, P. C., Cooper, J., Sandifer, L., & Barfitt, L. (2002, April). *Mississippi CPAs report communication and software skills needed by entry accountants.* Presentation at the Faculty of Business Seminars, Delta State University, Cleveland, MS

Cooper, J., & Bunn, P. C. (2001, Spring). *Office of the Future.* Presentation at the Faculty of Business Seminars, Delta State University, Cleveland, MS

- Bunn, P. C., & Cooper, J. (2000, March). *Enhancing PowerPoint presentations*. Presentation at the Faculty of Business Seminars, Delta State University, Cleveland, MS
- ABWA--A chance of a lifetime*. (1994, April). Presentation to the American Business Women's Association, New River Charter Chapter annual business associates meeting, Blacksburg, VA.
- Mentoring and your business*. (1992, April). Presentation to the American Business Women's Association, New River Charter Chapter annual business associates meeting, Christiansburg, VA.
- Getting things done*. (1991, October). Presentation at the Future Business Leaders of America Virginia Tech Region Conference, Virginia Polytechnic Institute and State University, Blacksburg, VA.
- A brief history of classified staff focus groups, ad hoc committee and classified staff affairs committee*. (1990, April). Presentation to the dean's administrative staff, College of Business, Virginia Polytechnic Institute and State University, Blacksburg, VA.
- AIDS in the workplace*. (1990, April). Presentation to the Instructional Applications in Training and Development class, Vocational and Technical Education, Virginia Polytechnic Institute and State University, Blacksburg, VA.
- We've come a long way guys and gals*. (1990, February). Presentation to the Faculty Senate of Virginia Tech, Virginia Polytechnic Institute and State University, Blacksburg, VA.
- Formal representation of staff within the university governance system and formation of a classified staff advisory committee*. (1990, January). Presentation to the administration and classified staff of the College of Education, Virginia Polytechnic Institute and State University, Blacksburg, VA.
- Women in search of excellence*. (1986, February). Presentation to the New River Charter Chapter, American Business Women's Association, Blacksburg, VA.

Paid Workshop Presentations

International

- The Educational System in the United States; Vocational Education in the United States; Current Trends, Problems, and Challenges in Vocational Education*. (1996, January). Presented to faculty and international students at the Vocational Teacher Education College, Jyvaskyla, Finland.
- International Conferences, Publishing in Professional Journals, and the Importance of Professional Networks*. (January, 1996). Presented to faculty and international students of the Vocational Teacher Education College, Jyvaskyla, Finland.

Cultural Diversity and International Education in America. (January, 1996). Presented to international students at the Vocational Teacher Education College, Jyvaskyla, Finland.

Theoretical Background and Vocational Teacher Education in the United States. (1996, January). Presented to international students of the Vocational Teacher Education College, Jyvaskyla, Finland.

Other Workshops Conducted (paid)

Etiquette Two-Day Workshops for Entrepreneurial Summer Camp, Sponsored by the Center for Community Development, 2008 and 2009

Business Etiquette, Small Business Development, Business Week workshops, 2008

Conducted three Continuing Education workshops fall and spring 2002-2003 the Supervisory certificate program on

- communication
- ethics and work ethic
- communicating professionalism and business etiquette

Credible Communication (four series). (2000, March). Workshop for DSU Library staff, Tuesday afternoons

BPAC Phone Book. (1999, February). Two-hour seminar presented to the staff of the Balogna Performing Arts Center. Sunset Room, Delta State University, Cleveland, MS. Workbook developed for use by all participants.

Credible Communication. (1999, February 26). Four-hour workshop presented to the Mississippi Division International Association of Administrative Professionals, Tunica, MS. Workbook developed for use by all participants. With Jan Cooper (paid)

Computers in Edutainment. (1997, June) Four-hour seminar delivered through Continuing Education, Delta State University, Cleveland, MS. Workbook developed for all participants.

AIDS Education Train-the-Trainer. (1993, April). Developed the resources and presented to selected staff of the Personnel Department, Virginia Tech to train personnel staff to present AIDS education seminars to Virginia Tech faculty and staff, Blacksburg, VA.

Lineweaver, D., & Bunn, P. L. (March, 1992). *Train-The-Trainer.* Center for Training and Development, New River Community College, Dublin, VA.

Special Seminar Participant

Online seminars sponsored by Thomson Learning on online teaching and business communication, Fall, 2004 to present

Training the Future Professorate. Research and Graduate Studies, Virginia Polytechnic Institute and State University, Blacksburg, Virginia, Certificate Awarded. 1995

TEACHING INNOVATION

Created service learning internship opportunities for OAD 401, office procedures students having them complete volunteer hours in business offices on campus. This gave office administration student an opportunity to gain experience in a professional environment and be exposed to positive role models.

Required OAD 401, office procedures students to host a business breakfast inviting all Division of Management, Marketing and Business Administration students. Attendance was optional for division majors. OAD students had to learn business protocol, schedule the facility, work with the caterer to plan the menu, obtain a speaker, invite university and college administrators, publicize the breakfast, create the program be a host, and participate on the program

Began teaching OAD 425, Information Technology Support, Spring, 2002. Bring Help Desk Support managers/personnel to speak to class about different aspects of Technology Help Desk Centers.

With Jan Cooper, developed proposal for new Office Administration Course, Organizational Leadership. This course takes the place of CIS 210 as part of updating the Office Administration Curriculum, 2000

Planned and sponsored business breakfast or luncheon for office management students and other office administration majors. The business breakfast included a speaker who talked about setting goals and preparing for the future, 2000 to present.

With J. Cooper, planned and sponsored business lunches for technical writing students. The business lunches had speakers who discussed business etiquette and business savvy, 2000.

With J. Cooper, invited a guest speaker from each major area, management, banking, accounting, etc. to speak to technical writing students about business writing within their profession 2000.

Give business communication students assignments on current business trends: knowledge management, customer service, electronic business, and international business, cultural diversity, working in teams and ethics 1998-present.

Require both office management and information and records management students to complete a practicum where they learn from a practitioner about key topics in related occupations, 1999-present.

Require students to use technology for research, presenting, and other assignments related to all my courses, thus improving their word processing and researching skills

CORPORATE TRAINING

Microsoft Office. (August & September, 1996). Delta and Pine Lane Corporation, Scott, MS, eight paid sessions.

Converting to Microsoft Word 6.0. (February, 1996) National Picture and Frame Corporation, Greenwood, MS, three paid sessions.

AWARDS AND GRANTS

Outstanding Service to Delta State University Award of Appreciation, The Athletic Alumni Association, April 2015

Kossman Outstanding Faculty Award, Delta State University, 2008

Panhellenic Council Award, Outstanding Faculty Member of the Year, Delta State University, 2008

Faculty Prize for Teaching. Foundation Sponsored teaching award recipient for 2007.

Finalist, Kossman Outstanding Faculty Award, Delta State University 2005. Finalist

Bellsouth's Outstanding Faculty Teaching Award, College of Business, Delta State University, voted by students, April, 2005

HEADWAE, Higher Education Appreciation Day—Working for Academic Excellence, Mississippi Legislature, Delta State University Recipient, February, 2005

Delta State University Professional Development Grant, \$400. (2000, Fall). Knowledge Assistant Certification, Course One, First of five courses required for certification by the Performance Institute, Alexandria, Virginia, Course taught in Memphis, TN.

First Step: Welfare to Workfare Success Story Two, \$25,000. (2000, Spring). Coleman Foundation, Inc., Entrepreneurship Awareness and Education Grant, Chicago, IL (18 month duration). With Micheal Thompson.

Enterprise Council of the Delta. \$25,000 matching funds with First Step: Welfare to Workfare Success Story Two, \$25,000. (Spring 2000). With Micheal Thompson

Delta State University Professional Development Grant, \$500, Fall, 1999, National Multimedia Presentation Design and Development Workshop sponsored by Delta Phi Epsilon, St. Louis, MO, November 18-20, 1999.

First Step: Welfare to Workfare, \$25,000. (1999, Spring). Coleman Foundation, Inc., Entrepreneurship Awareness and Education Grant, Chicago, IL (18 month duration). Co-Director with Micheal Thompson

Enterprise Council of the Delta. \$25,000 matching funds with *First Step: Welfare to Workfare*, \$25,000. (1999, Spring). Coleman Foundation, Inc., Entrepreneurship Awareness and Education Grant, Chicago, IL (18 month duration). Co-Director with Micheal Thompson

Delta State University Professional Development Grant, \$900, Summer, 1998, Technical Writing Institute sponsored by University of Arkansas

Entreprep Grant for \$44,000, Assistant Director, 1997-1998, Center for Entrepreneurial Leadership, Inc. Ewing Marion Kauffman Foundation

Entreprep Grants totaling \$26,000, Assistant Director, 1997-98, Public and private contributions supporting the Kauffman Entreprep grant

Research Grant for \$450, Graduate Student Assembly, 1995. Virginia Polytechnic Institute and State University

Travel Grant for \$350 to Foundation Philadelphia, Delta Phi Epsilon Bi-Annual Research Conference, 1994, Beta Gamma Chapter, Delta Phi Epsilon

International Field Study Travel Grant for \$1,000 from College of Education, Virginia Tech, 1993 travel to Institute of Educational Research, University of Jyvaskyla, and Jyvaskyla, Finland

National Grant, \$1,200, 1989, Stephen Bufton Memorial Education Fund, American Business Women's Association

Woman of the Year, 1988, New River Charter Chapter, American Business Women's Association

Woman of the Year, 1986, New River Charter Chapter, American Business Women's Association

Awards developed but not funded

Bunn, P. C. & Thompson, M. (2006, Spring). *Entrepreneurial Opportunities: Artistic Success Story*. \$56,000 for two years presented to the Mattox Foundation, New Mexico

Bunn, P. C. (2006, Spring). *Entrepreneurial Opportunities: Making Underserved Artists Entrepreneurs*. \$56,000 for two years presented to the Coleman Foundation, Chicago, Illinois

Thompson, M. & Bunn, P. C. (2000, February). *Delivering Internet entrepreneurial training to minorities and women in the Mississippi Delta*. Learning Anywhere Anytime Program Fund for the Improvement of Postsecondary Education, United States Department of Education, Washington, DC

OTHER DSU ACTIVITIES

Attended OIT Workshops 2006 - present

Attended OIT Smart Cart Training, 2005, April

Attended Mississippi Leadership Conference for Women, 2005, April. Delta State University

Participated in four on-line Web Tutor lectures sponsored by Thomson Learning, 2004: Motivating Students via Web Tutor Content, Using the Accounting Instructor's Guide to Online Resources, and Simplifying Classroom Chores with Web Tutor Technology

Conducted in 2003 three Continuing Education workshops in the Supervisory certificate program on

- communication
- ethics and work ethic
- communicating professionalism and business etiquette

Attended the FISH: Catch the Energy and Release the Potential workshop for faculty and staff at Delta State, April 2003

Attended five workshops sponsored by Teaching and Learning Center, 2003-2004

Attended Web Page Design Training sponsored by ITS, Delta State University, Fall, 2001 and Spring, 2000 and 2004

Attended WebCT classes sponsored by ITS, Delta State University, 2002 and 2003

Attended Faculty Development Workshops I and II on Service Learning, December, 2001

Attended Pipeline Training sponsored by ITS, Delta State University, Spring and Fall, 2000

Participated in Jumpstart Your Business, Online Conference, Fall 2001

Team taught Executive Communication EMBA course, Summer, 1997-1999

Attended Art and Science of Writing Proposals series, Spring, 1999

Attended WEB page development seminar sponsored by South-Western Publishing Company, Fall 1999

Attended Imaging presentation sponsored by ITS, Spring, 1999

Participated in Excel workshop sponsored by ITS, Fall, 1999

Attended Banner training sessions sponsored by ITS, Fall, 1999

Attended two Small Business Development Center workshops: Web Page Development and Entrepreneur and Home-based Business Development, 1998

Attended five computer training workshops including 12 hours of instruction in distance learning sponsored by the Information Technologists, Delta State University, 1997-1998

Attended four teleconferences on integrating technology into the classroom and web-page development sponsored by Information Technologists, Delta State University, 1997-1998

Developed WEB page with links to class assignments

Graduate Courses Completed

Microcomputer Computer Applications for Managers, Fall 1998, Dr, Darry Hardy professor of record, 3 credit hours, grade received A

Management Seminar, Entrepreneurship, Spring, 1998, Dr. Cooper Johnson professor of record, 6 credit hours, grade received A

Undergraduate Courses

Painting 2, Summer 2012

Painting 1, Fall 2004

Multimedia Systems Support, Spring 2001, Ms. Jan Cooper, professor of record

Publication Design Technology, Spring 2001, Ms. Jan Cooper, professor of record

Word Processing II, Fall 2001

Water aerobics every semester, 1996-present

Aging and the Community, unofficial course taught by Margaret Tullos to interested women faculty, Fall, 2004 to present

SUPPORT TO STUDENTS AND STUDENT ORGANIZATIONS

Installing officer for the newly formed FBLA chapter at Drew High School, February 12, 2004, Drew, MS

Take graduating senior OAD majors to lunch and often identify other students to take to lunch to expose them to a different environment

Phi Beta Lambda, Rho Chi Chapter national leadership conference, summer 2000 national winners reported in the "Popular Cleveland", Cooper, F. L., *Mississippi Magazine*, September/October, 2000, p. 69-74

Phi Beta Lambda State Leadership competition facilitator and proctor, 1996-present

Phi Beta Lambda National Leadership Conference competition facilitator and proctor, 1997-present

Sponsor, Rho Chi Chapter, Phi Beta Lambda, Delta State University, 1995-present

2002 Accounting II first place in Mississippi

2002 Accounting II competition at national competition

2001 Marketing and Accounting II competition first place in Mississippi

2001 competed in Marketing and Accounting II at National competition

2000 Desktop Publishing team won fifth place at National Leadership Conference, Long Beach,

2000 three student winners at PBL state competition, Jackson, MS

1999 five student winners at PBL state competition, Jackson, MS

1999 three national PBL competition participants, Chicago, IL

1998 eight student winners at PBL state competitions, Jackson, MS

1998, four national PBL competition participants, Orlando, FL

1997 nine state student winners at PBL state competitions, Jackson, MS
1997 three national PBL competition participants, Anaheim, CA
1996, one state student winner at PBL state competitions, Jackson, MS
1996-present, sponsored Professional Day for administrators, support staff and secretaries on DSU campus, Bolivar County Chamber of Commerce members; attendance grew from 250 to over 300

As sponsor of Phi Beta Lambda, planned and sponsored three annual Professional Day Luncheons. 150 guests from community and campus first year, 275 third year. Dr. Kent Wyatt, President, hosted the luncheon, 1997-1999

Participated in inducting students into Phi Omega Phi National Business Education Honorary Society, 2000 to present

Planned and sponsored Office Management Business Breakfast. (2000, Fall). Ms. Glendscene Williams, America Reads, Mississippi, Associate Coordinator spoke on *The Time to Prepare for Corporate America is Now*. Delta State University

Planned and sponsored with Jan Cooper, Technical Writing Business Luncheon. (2000, Spring). Dr. Sarah Jordan spoke on *Little Things Make a Difference in Projecting a Professional Image*. Delta State University

Assisted Director, Virginia Tech Region Future Business Leaders of America in preparing for the annual regional conference held on the Virginia Tech Campus

Sponsored high school chapters of Future Business Leaders of America and served as judge for regional and state conference competitions for Future Homemakers of America, Future Business Leaders of America and Vocational Industrial Clubs of America

Member of Green and White Club contributing to Women's and Men's Basketball, Softball and Baseball and attend as many games as possible in support of my students

Support my students by attending activities they are in when they make me aware of their participation

Service to Colleagues outside DSU

Contribute to research conducted by business educators through the Delta Phi Epsilon listserve. This is ongoing as the business education honorary society provides funding, facilitation, and a forum for research in business education by DPE members, 2004 – present...

Contributed to the doctoral study of Suzanne Simpson, University of Alabama. Critiques survey instrument and then completed revised survey, Fall, 2004

Contributed to study of Nicole Edwards Doctoral Candidate, Department of Educational Leadership and Research, The University of Southern Mississippi, Hattiesburg, MS March 2002