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### **Education**

- Doctor of Philosophy, Educational Leadership, The University of Mississippi
- Master of Science, Wellness with minors in Exercise Physiology and Counseling, The University of Mississippi
- Bachelor of Science, Dietetics and Institutional Management, The University of Mississippi

### **Professional Status**

- Registered Dietitian – Academy of Nutrition and Dietetics Registration number 573132
- Licensed Dietitian – Mississippi State Board of Health License number D0120
- ServSafe Certification – National Restaurant Association Educational Foundation

### **Professional Employment Experience**

**2012 - Present Director of Coordinated Program in Nutrition and Dietetics/  
Assistant Professor of Family and Consumer Sciences (FCS),  
Delta State University, Cleveland, MS 38733**

- Direct the Coordinated Undergraduate Program in Nutrition and Dietetics
- Responsible for meeting Accreditation Council for Education in Nutrition and Dietetics (ACEND) accreditation requirements
- Submit annual reports to ACEND
- Maintain current contracts and initiate new contracts with preceptors
- Provide guidance for preceptors working with interns
- Prepare class submission reports to the Commission on Dietetic Registration (CDR)
- Prepare verification statements for students completing the Program
- Assist students in planning rotations for the Supervised Practice courses
- Teach courses in Family and Consumer Sciences
- Advise new and current students on course selections and sequence
- Faculty Advisor for the Student Dietetic Association (assist with meeting agendas, locating speakers, and refreshments)
- Supervise student interns in the Nutrition Counseling Center which serves the Cleveland community, DSU faculty/staff, and student athletes
- Coordinate student volunteers for area community health fairs, career fairs, and fund-raising events
- Represent the Coordinated Program and the Division of Family and Consumer Sciences at student recruitment events

**1997 - 2012 School Meals Specialist, National Food Service Management Institute (NFSMI), University of Mississippi, University, MS**

- Coordinated, developed, managed budgets, and executed cooperative agreements, grants, and external contract projects such as training manuals
- Wrote and conduct face-to-face trainings at national and state conferences
- Coordinated and facilitated working groups and task force meetings
- Coordinated development, filming, editing, and publishing of video productions
- Preceptor for dietetic interns/graduate students
- Supervised practicum for undergraduate students
- Served in leadership capacity on national committees representing USDA and the general accepted views of the scientific communities
- Applied federal and state regulations identified in *OMB Circulars* and University policies and procedures
- Participated in strategic planning activities
- Participated in United States Department of Agriculture training such as School Meals Initiative (SMI) and Coordinated Review Effort (CRE)
- Researched and relayed information to clients nationwide regarding any topic related to Child Nutrition Programs through the Information Services/Technology Transfer Division, Customer Help Desk
- Presented workshops at NFSMI, state, and national conferences
- Coordinated preparation and presentation of webinars
- Prepared quarterly and completion reports for projects
- Worked at NFSMI exhibit booth at state and national conferences
- Served on numerous search committees

**1994 -1997 Clinical Dietitian, North Mississippi Regional Center (NMRC), Oxford, MS**

- Participated in Individualized Education Plan (IEP) team meetings
- Completed nutrition assessments
- Charted nutrition progress notes
- Provided in-service training for nutrition services staff, cottage staff, and Tupelo and Fulton community home staff
- Developed and presented orientation training related to nutrition services to all new NMRC employees
- Advised staff on special dietary needs of clients
- Served as preceptor for nutrition services staff enrolled in the Dietary Manager's program
- Supervised practicum undergraduate students
- Assisted with special events

**1990 -1994      Consultant Dietitian, Valley Innovative Management Services, Jackson, MS**

- Clinical dietitian and management relief at various hospital and nursing home accounts
- Completed nutrition assessments and progress notes
- Counseled inpatients and outpatients on special diets
- Conducted in-service training
- Developed quality assurance audits
- Prepared monthly consultant reports for administrators
- Worked with Dietary Managers and facility staff to meet State Board of Health, Joint Commission, and OBRA requirements
- Assisted with special events

**1980 – 1990      Director of Food Services/ Clinical Dietitian, Pontotoc Hospital and Nursing Home (Valley Innovative Management Services) Pontotoc, MS**

- Managed daily operations
- Responsible for operating the department within budget
- Scheduled, hired, and supervised employees
- Charted on hospital and nursing home patients
- Instructed patients on special diets
- Conducted in-service training for foodservice staff
- Interacted with local, state, and federal surveyors
- Attended various meetings – department head, safety/security, long-term care, acute care, infection control, and swing bed
- Public relations work with hospital auxiliary, schools, and civic clubs
- Served as preceptor for staff taking the Dietary Manager’s course
- Purchased food, supplies, and equipment
- Maintained employee personnel records
- Submitted weekly management expense reports for food, labor, and supplies
- Coordinated catering for special events
- Balanced cafeteria cash registers and petty cash
- Served as liaison between administrator and corporate office
- Awarded “Outstanding Manager” in the Healthcare Division by Valley Management, first quarter 1985

**Teaching Experience**

- Instructor, Delta State University 2012-2015. Courses taught: FCS 460 - Management in Dietetics; FCS 447 - Professional/Career Development; FCS 477 - Community Nutrition Supervised Practice; FCS 478 - Foodservice Management Supervised Practice; FCS 479 - Clinical Nutrition Supervised Practice; FCS 480 - Senior Seminar in Dietetics (Career Development, Medical Terminology, and Preparation for the RD Examination); FCS 350 - Introduction to the Coordinated Program in Dietetics;
- Guest Lecturer, University of Mississippi (Fall, 2011) NHM 311 – Nutrition; *Nutrition and Health Promotion for Older Americans*

- Guest Lecturer, University of Mississippi (Spring, 2010) English/Writing 101; *Development, Writing, and Graphic Design Process for NFSMI Training Materials*
- Guest Lecturer, University of Mississippi (Fall, 2009) English 250 – Applied Writing; *Development, Writing, and Graphic Design Process for NFSMI Training Materials*

### **Selected Professional Development:**

- Academy of Nutrition and Dietetics Food and Nutrition Conference and Expo (2014 – Atlanta, GA; 2012 - Philadelphia, PA; 2010 - Boston, MA; 2009 - Denver, CO; 2007 – Philadelphia, PA; 2005 – St. Louis, MO; 2004 - Anaheim, CA)
- Mississippi Academy of Nutrition and Dietetics Annual Conference (March 2013-Oxford, MS)
- Nutrition and Dietetic Educators and Preceptors (NDEP) – Area meeting, February 2013
- School Nutrition Association, Annual National Conference (July 2012 - Denver, CO)
- Friesen, Kaye, and Associates (2008): Instructional Systems Design
- Dimensions of Leadership, Elliott Leadership Institute (2004)  
Topics included:
  - Change Agent
  - Communication Champion
  - Diversity and Inclusion, Mentor Talent and Team Developer
  - Integrity Centered Leadership
  - Trail Blazing (Mapping your way to places)
  - Survival Skills (Avoiding the most hazardous traps and pitfalls facing leaders)
  - Fire Building (Motivating people to bring out their best)
- Certificate of Training in Childhood and Adolescent Weight Management, American Dietetic Association, Commission on Dietetic Registration (2004)
- Certified Life Style Counselor in Stress and Weight Management, The Learn Institute/The Cooper Institute for Aerobics Research, Dallas, TX (1995)
- Selected as a participant in Leadership Pontotoc County (January 1989 – May 1990) through the Pontotoc County Chamber of Commerce

### **Professional Memberships**

- The Academy of Nutrition and Dietetics
- Nutrition and Dietetic Educators and Preceptors (NDEP) group of the Academy of Nutrition and Dietetics
- Mississippi Academy of Nutrition and Dietetics
- Northeast Mississippi District Dietetic Association
- Northwest Mississippi District Dietetic Association
- Gamma Beta Phi Honor Society

### Committees/Panels

- NFSMI liaison for the national School Nutrition Association, Nutrition Committee, 1999 - 2003 and 2008 - 2010
- Participated in the *CDC Expert Panel and USDA Work Group on Managing Food Allergies in Schools*; Alexandria, VA; February 10-12, 2009
- Participated in the National Food Service Management Institute, Applied Research Division, *Expert Panel: Special Needs in Schools to Identify Barriers, Resources, and Training Needed*; Hattiesburg, MS; September 18-19, 2007; Members of this panel later served as reviewers for the resource, *Special Food and Nutrition Needs of Children: Current Issues and Training Needed by School Nutrition Professionals*, published in 2008
- Represented NFSMI at USDA-sponsored meeting, *Introducing New Foods to Young Children*, Alexandria, VA; May 22-23, 2000

### Poster Sessions

- Poster session – *Review of the Nutrition Component in the Preparation of Secondary Health Education Teachers in Mississippi*; October 8, 2012; Academy of Nutrition and Dietetics, Food and Nutrition Conference and Exposition; Philadelphia, PA
- Poster session – *Special Needs Nutrition Resources for Child Nutrition*; July 16-17, 2007; School Nutrition Association, Child Nutrition Showcase “Best Practices” category; Chicago, IL.
- Poster session – *Developing and Implementing Self-Directed Learning for Culinary Techniques Using Computer-Based Instruction*; October 19-22, 2003; American Dietetic Association Food and Nutrition Conference and Exposition; San Antonio, TX

### Research/Scholarship/Publication

- Lead Author: Delta State University Coordinated Program in Dietetics Accreditation Site Visit Response for Accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) submitted to ACEND February 4, 2015.
- Lead Author: Delta State University Coordinated Program in Dietetics Self-study document for Accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) submitted to ACEND August 24, 2014.
- *McPherson, D., Howell, E., & Craven, J. S. (2013). The “Art of Living Smart” Summer Camp Survey Results in Mississippi Delta Students Ages 6-13, The Delta Journal of Education, 52-61.*
- Howell, E. (2011). *Professional Preparation of Secondary Health Education Teachers in Mississippi*. (Doctoral dissertation).
- Society of Nutrition Education, Kansas City, Missouri; July 2011, *Working With Local Schools: You Can Make A Difference*.
- Reviewer: American Dietetic Association (2010). Position Paper: Providing Nutrition Services for Infants, Children, Adolescents and Adults with Developmental Disabilities and Special Health Care Needs. *Journal of the American Dietetic Association, 110* (2), 296-306.
- Contributor/Reviewer: National Food Service Management Institute. (2007). *Meeting*

*Children's Special Food and Nutrition Needs in Child Nutrition Programs.* University, MS: Cloud, H.H., Bomba, A., Carithers, T., Tidwell, D.

- Howell, E. (2007). Meeting the Special Needs of Children. *NFSMI Update*, Vol. 12.
- Contributor/Reviewer: National Food Service Management Institute. (2006). *Handbook for Children with Special Food and Nutrition Needs.* University, MS: Cloud, H.H., Bomba, A., Carithers, T., Tidwell, D.
- Contributor/Reviewer: National Food Service Management Institute (2005). *HACCP implementation in K-12 schools.* University, MS: Author.
- Howell, E. (2004). *Swallowing Fact Sheet for Child Nutrition Professionals.* University, MS: National Food Service Management Institute.
- Contributor/Reviewer: National Food Service Management Institute. (2003). *Focus on the Customer: Building a Customer-Focused Child Nutrition Program.* University, MS: Author.
- Howell, E. (2003). *Allergy Fact Sheet for Child Nutrition Professionals.* University, MS: National Food Service Management Institute.
- Howell, E. (2003). *Lactose Intolerance Fact Sheet.* University, MS: National Food Service Management Institute.
- Howell, E. (2003). *Diabetes Fact Sheet for Child Nutrition Professionals.* University, MS: National Food Service Management Institute.
- Contributor/Reviewer: National Food Service Management Institute. (2001). *Dietary Guidelines for Americans: 2001 Breakfast Lunch Training.* University, MS: Author.
- Howell, E. (2001). Special Needs Care for the Young Child. *Mealtime Memo for Childcare.* Vol. 6.

### **Recent Presentations**

- Mississippi Association of Family and Consumer Sciences Annual Meeting, Brandon, MS; February 27, 2015, *I Found it on the Internet!: Locating Reliable Health Information and Full-Text Articles.*
- Workshop for preceptors and students in preparation for upcoming ACEND accreditation site visit, Cleveland, MS; October 10, 2014, *Accreditation Update.*
- Life Help for Seniors, Cleveland, MS; April 2014, *Health Eating from the Ground Up: Incorporating Plant-based Foods.*
- Christian Women's Job Corp, Cleveland, MS; March 2014, *Healthy Eating from the Ground Up; Incorporating Plant-based Foods.*
- The Mid-South Educational Research Association, Annual Meeting, Pensacola, FL; November 2013, *Professional Preparation of Secondary Health Education Teachers in Mississippi.*
- The Mid-South Educational Research Association, Annual Meeting, Pensacola, FL; November 2013, (Co-Presenter), *The Art of Living Smart Camp Participant Food Knowledge and Preferences.*
- Christian Women's Job Corp, Cleveland, MS; October 2013, *Basic Nutrition for Families on a Budget.*
- Church of Christ, Teen Mentoring Program, Ruleville, MS; October 2013, *Healthy Eating, From the Ground Up: Incorporating Plant-based Foods.*

- School Nutrition Association, Annual National Conference, Denver, CO; July 2012, *Following a Gluten-Free Diet: Practical Help for School Nutrition Employees.*
- National Evaluation Institute Consortium for Research on Educational Accountability and Teacher Evaluation, University of Mississippi; October 1, 2011, *Professional Preparation of Secondary Health Education Teachers in Mississippi.*

### **Service Activities**

- DSU Health and Wellness Committee, Member 2012-2013; 2014-2015
- DSU Dissertation Committees, College of Education and Human Sciences – 2014: Carla Rodgers; Shannon Lamb; 2015 – Kenneth Pulley
- DSU Jack Winton Gunn Scholarship committee – spring 2014
- CORE after school program, Bell Academy, Boyle, MS – spring 2014
- Reviewer for the Academy of Nutrition and Dietetics Coding and Billing draft documents – June 2014

### **Grants**

- Received Dulce Faculty Development grant, Delta State University - \$500.00 (August 2014)
- Applied for grant as co-investigator with Dr. Jacqueline Craven to the Academy of Nutrition and Dietetics Foundation for the PepsiCo Healthy Lifestyle Innovation Research Grant - \$5,000 ( April 2014)
- Received grant with the Academy of Nutrition and Dietetics Kids Eat Right Mini Grant - \$200.00 (April 2014)
- Applied for grant as co-investigator with Dr. Jacqueline Craven to the Cornell Center for Behavioral Economics (January 2014)
- Received grant with the Academy of Nutrition and Dietetics Kids Eat Right Mini Grant - \$200.00 (September 2013)
- Received Dulce Faculty Development grant, Delta State University - \$500.00 (August 2013)

### **Community Activities**

- Craft Committee member, Community Health class speaker at Lafayette County Schools
- Sunday School teacher, three-year-olds, 2006 to present
- Pontotoc County Historical Society, member
- Daughters of the American Revolution, Pontotoc Hills Chapter, member
- Pontotoc Town and Country Garden Club, Past President , Vice-President, and Secretary
- Pontotoc Chamber of Commerce, member and past participant in Leadership Pontotoc
- University of Mississippi Alumni Association, lifetime member
- Itawamba Community College Alumni Association, lifetime member
- Mississippi 4-H Volunteer Leaders Association, lifetime member
- Friends Organization of the North Mississippi Regional Center, past member
- Ford Center for the Performing Arts, volunteer, 2007 - 2012
- US Marine Corps 4/14, Bessemer, Alabama, key volunteer, 2004-2005