



## Paul T Roberts

Houston Community College • 5801 West Loop South • Houston, Texas 77081 • paul.roberts@hccs.edu

---

### EDUCATION

1983	<b>M.A., Communications Education</b> Brigham Young University
1975	<b>B.A., Communications/Journalism</b> Brigham Young University

### EXPERIENCE

1989 – Present	<b>Houston Community College System</b> Houston, Texas  <i>Instructor</i> <ul style="list-style-type: none"><li>• Researched and prepared the 2004 Workforce Program Review for the Digital Communication Department, resulting in the faculty's objective consideration for curriculum improvements.</li><li>• Developed course in writing for the Web, adding a component to Web Development program that trains students in interpersonal communication and writing for the mass audience.</li><li>• Participated as instructional specialist at 2004 WECM Maintenance Project, updating course listings to reflect current technology and instructional needs.</li><li>• Developed Digital Communication program curriculum guidelines, which formalized the objectives and requirements for each course taught by faculty of the department.</li><li>• Spearheaded major program revisions, resulting in the implementation of three additional certificate programs and an AAS degree program in Web production.</li><li>• Supervised the revisions of the Multimedia, Design Communication and Technical Writing programs, leading these curricula to conform to current trends in business and industry.</li><li>• Developed and implemented course in XML, giving students in the Web Development Program exposure to a leading-edge technology that is in early stages of use in industry.</li><li>• Redesigned and implemented course in JavaScript, giving students beginning skills in scripting languages for the Web.</li><li>• Developed and implemented course in Internet Commerce, resulting in offering students training in the concepts of database-driven Web sites, CGI and server pages.</li><li>• Participated in the development and implementation of a 39-credit-hour Web Production program, which provides training in Web authoring, graphics and Internet database development.</li><li>• Redesigned course in publications production editing and layout to include elements of computer pre-press, which helps students associate traditional procedures with state-of-the-art techniques.</li><li>• Redesigned desktop publishing courses to include Microsoft Windows 95 as operating system, which offers students latest in technological advances.</li><li>• Developed and introduced course in professional interviewing, including information gathering, information giving, employment, appraisal, exit and survey interviewing.</li><li>• Revitalized course in Word Processing for Desktop Publishers – IBM, using Microsoft Word for Windows 2.0, later Microsoft Word for Windows 6.0.</li><li>• Developed course in business applications software, which includes instruction in Microsoft Excel and Claris FileMaker Pro on IBM-compatible and Macintosh computers.</li><li>• Developed advanced desktop publishing course, which offers instruction in QuarkXPress.</li><li>• Train students in technical writing, including business correspondence, proposals, progress reports, feasibility studies.</li></ul>
----------------	--

---

1996 – 2000

**VR Services**

Kingwood, Texas

*Owner and Trainer*

- Trained employees of Compaq Computer in the use of Dreamweaver 3, opening avenues for further development of the company's Intranet.
- Trained employees of Hitemco — Southwest in the used of Microsoft Excel, resulting in cost effective use of the application in various department of the company.
- Introduced owner of Hubbard Insurance Agency to the use of the personal computer, giving him greater decision-making ability in the computer tasks he assigns his employees.
- Upgraded computer system of Anchor Protection, Inc. and installed software to automate tracking of inventory in bookkeeping system, resulting in a reduction in losses in parts inventory.
- Developed database of colleges and universities and built a catalog for publication, providing client with a product suitable for publication.

1989-1991

**North Harris County College — East Campus (Kingwood College)**

Kingwood, Texas

*Adjunct Instructor*

- Developed desktop publishing course, which presented principles of document design and electronic page layout using IBM computers

1989-1991

**University of Houston — Downtown**

Houston, Texas

*Lecturer*

- Trained professional writing majors in introductory principles of publishing, including desktop publishing.
- Trained students in introductory principles of mass communications.
- Trained professional writing majors in journalism - specifically writing for the media.
- Taught students from various disciplines the skills of technical writing.

1991

**North Harris College**

Houston, Texas

*Adjunct Instructor*

- Presented journalism theory to beginning and intermediate students.
- Advised students in the production of the college newspaper.

1985-1988

**Odessa College**

Odessa, Texas

*Journalism Instructor/Adviser*

- Developed dormant public relations course, which aimed at the completion of a community awareness and improvement program.

*Director of Public Information for KOCV-TV*

- Conceptualized and named official published schedule for mailing to members of public television in viewing area. Publication was implemented by the college's news and information office.

1983-1985	<p><b>Bee County College</b> Beeville, Texas</p> <p><i>Journalism Instructor/Adviser</i></p> <ul style="list-style-type: none"><li>• Developed and introduced course in advertising and marketing, resulting in an increase in quality and quantity of ad sales for student publications.</li></ul>
1981-1983	<p><b>Brigham Young University</b> Provo, Utah</p> <p><i>Graduate Teaching Assistant</i></p> <ul style="list-style-type: none"><li>• Supervised beginning journalism students in laboratory settings, working individually with them to assist in developing journalistic skills.</li></ul>
1977-1980	<p><b>The Daily Herald</b> Provo, Utah</p> <p><i>Reporter and Copy Editor</i></p> <ul style="list-style-type: none"><li>• Redesigned and produced weekly television supplement, which enhanced readership among the newspaper's subscribers.</li></ul>
1976-1977	<p><b>Color Country Spectrum</b> St. George, Utah</p> <p><i>Reporter and Copy Editor</i></p> <ul style="list-style-type: none"><li>• Utilized writing, photography, and design and layout skills to accommodate converting weekly newspaper into five-day per week daily.</li></ul>
1975	<p><b>Neighbor Newspapers</b> Tampa, Florida</p> <p><i>Managing Editor of <u>The Brandon Neighbor</u></i></p> <ul style="list-style-type: none"><li>• Directed corps of freelance correspondents in producing news copy and photographs with a professional polish, which enhanced the quality of the publication.</li></ul>

## OTHER ACCOMPLISHMENTS

- Received Teacher of the Year for Houston Community College Southwest in 2002 from the Houston West Chamber of Commerce
  - Developed a distance learning course through a fellowship with Instruction Computing Resource Center at Houston Community College, making the course available to students who have schedules that would preclude attendance at a traditional classroom.
  - Prepared grant proposals for the Business and Computer Careers Division of the Southwest College, Houston Community College System, resulting in the awarding of \$50,000 for curriculum development of a new technical certificate program.
  - Prepared minutes for industry advisory committees associated with Technical Communication and Computer Science Departments, providing detailed and accurate documentation of meetings required by the Texas Higher Education Coordinating Board.
  - Upgraded computer system of a Humble, Texas, business and installed software to automate tracking of inventory in bookkeeping system, resulting in a reduction in losses in parts inventory.
  - Streamlined PC systems for clients and installed needed computer peripherals, resulting in more efficient computer systems.
  - Prepared fax brochures for an international business based in Houston, Texas, which enabled the firm to distribute information about its services through a call-in fax bank. This led to an increase in sales.
  - Developed a workable computer sales database for two Boy Scout troops, which contributed to accurate and manageable tracking of individual and group fund-raising efforts.
-

## EXTRACURRICULAR

- Director of Program Review for Digital Communication, Houston Community College Southwest, 2003–present.
  - Chair of Program Discipline Committee for Digital Communication, Houston Community College Southwest, 2002–present.
  - Member of Information Technology Curriculum Development Task Force, Southwest College, Houston Community College System, 1995–1996.
  - Faculty liaison with Technical Writing Industry Advisory Subcommittee, Southwest College of Houston Community College System, 1993–2000.
  - Member of Texas Junior College Teachers Association, 1992–1994.
  - Member of Houston Area League of PC Users, 1992–1994.
  - Member of Desktop Publishing Leadership Committee, Houston Community College, 1991.
  - Volunteer hospital team member for AIDS Foundation Houston, assigned to visit people living with AIDS at LBJ Hospital, Houston, Texas, 1997.
  - Merit badge counselor, Boy Scouts of America, Troop 674, Sam Houston Area Council, 1992–1996.
  - Member of Faculty Senate at Odessa College, 1987-1988.
  - Director of regional journalism contests of the University Interscholastic League, Odessa College, 1986-1988.
  - Member of Awards Committee, Odessa College, 1985-1988
  - Host of annual convention of the Rocky Mountain Collegiate Press Association, 1987.
  - Member of Graduation Committee, Bee County College, 1983-1985
  - Member of Kappa Tau Alpha
-