

Melissa K. Nemeth

Senior Lecturer in Decision and Information Systems, K201 Course Coordinator

Indiana University, Kelley School of Business – Indianapolis

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EDUCATION

GRADUATE

Indiana University, Indianapolis, IN MS Adult Education 12/1994

UNDERGRADUATE

Ball State University, Muncie, IN BS Personnel Management 05/1991

APPOINTMENTS

ACADEMIC

Indiana University K201 MOS Excel Exam Coordinator 08/2020-present

Kelley School of Business-Indianapolis Certipoint Proctor- IUPUI Testing Center 08/2020-present

Honors K204 Course Coordinator 01/2014-present

Senior Lecturer & K201 Course Coordinator 06/2006-present

K201/K204 Canvas/SAM Integration Coordinator

K201/K204 SAM Database Administrator

K201/K204 Tutoring Coordinator

K201/K204 SimNet Database Administrator through 2016

Lecturer & K201 Course Coordinator 08/1998-05/2006

K201 SAM Database Administrator

K201 SimNet Database Administrator

K201 MyItLab Database Administrator

K201 Tutoring Manager

Visiting Lecturer 01/1997-08/1998

NONACADEMIC – PROFESSIONAL

Computer Systems Resource, Fishers IN Software Trainer, Training Department Manager

IU Medical Center, Indianapolis, IN Information Systems Consultant & Trainer

IU Medical Center, Indianapolis, IN Information Systems Help Desk Manager

LICENSURE, PROFESSIONAL CERTIFICATIONS

MOS: Microsoft Office Excel 2019 01/2021

MOS: Microsoft Office Access 2013 08/2015

MOS: Microsoft Office Excel 2013 05/2015

MOS: Microsoft Office Word 2007 12/2009

MOS: Microsoft Office Access 2007 11/2009

MOS: Microsoft Office Excel 2007 10/2009

CNA NetWare 4.x 11/1996

TEACHING AWARDS

Athlete Favorite Professor Fall 2017

20 Year IU Employee Recognition Fall 2012

Athlete Favorite Professor (selected by 4 students) Fall 2011

Athlete Favorite Professor selected Spring 2010 and Fall 2009

University Teaching Excellence Recognition Award (TERA Program) April 1998

Schuyler F. Otteson Undergraduate Teaching Excellence Award 1998-1999

University Teaching Excellence Recognition Award (TERA Program) April 1999

University Teaching Excellence Recognition Award (TERA Program) April 2000

PROFESSIONAL DEVELOPMENT (2017-present):

- *“ACUE Course in Effective Teaching Practices”*, will earn Certificate in Effective College Instruction from the American Council on Education (ACE), August 17, 2020 to April 30, 2021
- *“How to find Micro Internships”*, KSBI Kelley Career Coach, Honors Program Webinar, August 28, 2020
- *“Respondus Monitor Instructor Training” Webinar*, Respondus, Inc. August 27, 2020
- *Lecturers’ Excellence in Teaching Workshop*, KSBI, August 5, 2020
- *“Faculty Learning Community - Small Teaching Online sessions”*, Center for Teaching & Learning, IUPUI, July 7, 14, 21, 28, 2020
- *Connected Faculty Online Summit*, McGraw Hill, July 13, 2020
- *Lecturers’ Excellence in Teaching Workshop*, KSBI, November 22, 2019
- *IUPUI CyberSecurity Club Meeting*, October 17, 2019
- *“Gateway Engaged Learning Workshop – Underprepared Students”*, IUPUI Gateway, Ivy Tech Conference Center, Indianapolis, September 27, 2019
- *2019 Faculty Retreat. Implicit Bias & Inclusive Teaching*, KSBI, August 20, 2019
- *First Year Experience Retreat*, IUPUI Gateway, Marott Indianapolis, April 6, 2019
- *“eLearning Design & Services”*, KSBI, February 28, 2019
- *“Google Roadshow”*, Idea Garden IUPUI, February 27, 2019
- *“Cengage Outcomes Analytics training”*, Cengage Webinar, November 14, 2018
- *Gateway Retreat*, IUPUI Gateway, September 21, 2018
- *“Gateway Training: The Big Wahooie”*, IUPUI Gateway, Montage Castleton, IN, April 6, 2018
- *“Teaching Students to Remember: Science of Memory”*, IUPUI Center for Teaching and Learning, October 11, 2017
- *“How to Connect, Not Just Converse with Others “*, Healthy IU Lunch n’ Learn Webinar, October 10, 2017
- *“Emotional Gist: How Smartphone Use Changes User Generated Content”* Jeff Inman, KSBI, October 5, 2017
- *“Engaging Students Today”*, McGraw Hill Webinar, April 28, 2017
- *Connect Pilot Training* McGraw Hill Webinar, April 24, 2017
- *Lecturers’ Excellence in Teaching Workshop*, KSBI, April 14, 2017
- *MyITLab Overview*, Pearson Webinar, April 11, 2017
- *Faculty Training Using Zoom for Online Class & Office hours*, Kelley School of Business, IUPUI, Indianapolis IN, February 23, 2017
- *Nearpod Training*, IUPUI, Indianapolis IN, January 24, 2017

MENTORING:

Barb Cutillo	KSBI Lecturer	2021
Jon McMahel	KSBI Associate Faculty	2019
Matthew Pranger	KSBI Associate Faculty	2015-present
Davis Mayanja	KSBI Associate Faculty	2014-present
Zachary Johnson	KSBI Associate Faculty	2014-present
Karen Musick	KSBI Associate Faculty	2010-present
Kim Burress	KSBI Associate Faculty	2006-present
Michael Luttrell	KSBI Associate Faculty	1998-present
Michael Thomas	KSBI Associate Faculty	1998-present
Manjit Trehan	KSBI Associate Faculty	1998-2018
Richard Morgan	KSBI Associate Faculty	2014-2018
Debra Lesjak	KSBI Associate Faculty	2006-2007; 2013-2018
Kurt Snyder	KSBI Associate Faculty	1998-2009; 2013-2015
Tim Gudeman	KSBI Associate Faculty	2008-2014
Patti Hammerle	KSBI Associate Faculty	2008-2014
Martin Wagner	KSBI Associate Faculty	2009-2011
Nick Weltich	KSBI & KSB Associate Faculty	2009-2011
Todd Herring	KSBI Associate Faculty	2008-2010
Jeannine Smith	KSBI Associate Faculty	2008-2010
Jon Ford	KSBI Associate Faculty	2006-2009
Paul Anderson	KSBI Associate Faculty	1998-2008

TEACHING ADMINISTRATION AND CURRICULUM DEVOPMENT

- K201/K204 Course Coordinator 1998-present
 - K201 hiring and mentoring of up to 13 adjunct faculty per semester
 - Create and distribute face to face K201 course templates Canvas/SAM
 - Create and distribute hybrid distance K201 course templates Canvas/SAM
- Incorporated MOS Excel Certification exams in all K201 sections with coordination through the IUPUI Testing Center
- Coordinate K201 Tutoring with MAC Stat lab Kelley sponsored K201 Tutoring program 2006-present
- Created Winter K201 course format
- Created Summer K201 course format

DISSEMINATION

UNIVERSITY, GOVERNMENT AND COMMUNITY PRESENTATIONS

- Lecturers' Teaching Excellence Workshop presentation on Excel 2019 New Features, November 22, 2019
- Lecturers' Teaching Excellence Workshop presentation on Cengage Unlimited Subscription Model, March 23, 2018
- Lecturers' Teaching Excellence Workshop presentation on Academic Integrity and Misconduct, April 14, 2017

PUBLICATIONS

REFEREED

*Clemons, M.L., Malatestinic, E.L., McDonald, J., Nemeth, M., Developing the Kelley School of Business Indianapolis Academic Fairness Committee Manual, IUPUI Digital Teaching Repository, November 13, 2020.

SCHOOL SERVICE:

K201 Departmental MOS Excel Exam Coordinator Fall 2020 to present.

Appointed as Chair of Kelley School Academic Fairness Committee 2014 to present.

Kelley School Indianapolis Academic Fairness Committee Fall 2008 to present.

K201 Departmental Tutor Coordinator Spring 2012 to present.

Kelley School Undergraduate Program Committee Fall 2008-2020.

Search Committee Chair for Business Communications Lecturer Nov 2018-May 2019.

Coordinate lab & students for data gathering research for Marketing faculty 2006-2018.

Kelley School Indpls Technology Comm Fall 2001–Spring 2008; Fall 2011- Spring 2014.

Kelley School Indianapolis Assessment Committee from Fall 2005 – Spring 2010.

Kelley School of Business PRAC representative Fall 2006 and 2007.