

Liz Musgrove

liz.musgrove@tamu.edu
(409) 740-4704

Education

- | | | |
|-----------|--|---------------|
| MA | University of North Texas, English | December 2005 |
| BA | University of North Texas, Language and Composition
Magna Cum Laude | May 2003 |

Teaching Experience

Texas A&M University at Galveston Galveston, TX	January 2023 to present
---	-------------------------

Instructional Assistant Professor, English

- Teach Technical and Professional Writing (ENGL 210), an undergraduate course covering the following topics: writing for professional rhetorical situations, including job application materials, business correspondence, researched proposals, technical instructions, effective visual rhetoric and document design for documents and presentations in print and digital media, citation styles, and collaborative writing.

San Jacinto College South Campus Houston, TX	February 2017 to May 2021
--	---------------------------

Part-Time Instructor, English

- Taught Composition I (ENGL 1301), an undergraduate course covering the following topics: writing processes, academic and professional diction, using standard edited English, effective rhetorical choices, citation styles, and writing academic essays in descriptive, narrative, and analytical modes.
- Taught Composition II (ENGL 1302), an undergraduate course covering the following topics: rhetoric and rhetorical fallacies, effective argumentation, rhetorical analysis, research methods and resources, citation styles, and source documentation.

- Facilitated 4 course sections each long semester. Taught both in person and online in both synchronous and asynchronous formats via Blackboard and Collaborate.
- Collaborated with College Preparatory faculty to enhance student success in ENGL 1301 sections with developmental course co-requisites for English as a Second Language and other college preparatory learners.

North Lake College North Campus
Coppell, TX

January 2009 to December 2010

Adjunct, English

- Taught Composition I (ENGL 1301), an undergraduate course covering the following topics: writing processes, academic diction, using standard edited English, citation styles and formats, effective rhetorical choices, and writing academic essays in a variety of styles.
- Taught Composition II (ENGL 1302), an undergraduate course covering the following topics: effective argumentation, rhetorical analysis, source integration, research methods and resources, citation styles, and source documentation.
- Taught one section per semester
- Maintained online course presence, including gradebook, lecture notes, assignments, supplemental readings, and discussion boards via Blackboard

University of Texas at Dallas
Richardson, TX

August to December 2006

Adjunct, Undergraduate Education

- Taught Freshman Seminar (UNIV 1010), a one-credit undergraduate course for first-time-in-college students covering the following topics: effective oral and written communication, document and presentation design, organization and time management skills, academic life, and major-related campus resources and programs.
- Taught one section
- Maintained online course presence, including gradebook, lecture notes, assignments, and discussion boards via Blackboard

University of North Texas
Denton, TX

August 2003 to May 2005

Academic Assistant, English

- Provided course support for sophomore world literature survey courses (ENGL 2210 and 2220)
- Performed course materials preparation, attendance, grading, tutoring, and mentoring

Advising and Administrative Experience

Texas A&M University at Galveston
Galveston, TX

September 2021 to January 2023

Academic Advisor II, Research and Graduate Studies Office

- Responsible for recruitment, admissions counseling, and orientation for all graduate programs
- Coordinated and supervised Graduate Student Ambassador participation in recruitment, orientation, and other graduate student support services
- Wrote, revised, and updated content for Graduate Studies website and departmental pages related to graduate programs
- Facilitated prospective student campus visits, face-to-face and online information sessions, on-campus and online New Graduate Student Orientation, and faculty admissions committee training sessions
- Updated and maintained website recruitment tools and online graduate admissions applications
- Wrote standard operating procedural manual for graduate recruitment, counseling, and orientation

University of Houston-Clear Lake
Houston, TX

August 2014 to May 2016

Enrollment Management Counselor, Office of Admissions

- Responsible for recruitment and admissions counseling for all graduate programs
- Represented institution at TACRAO Swing recruitment events across Texas and Louisiana. Facilitated information sessions and recruitment tables.
- Consulted with associate deans on recruitment targeting and collaborative recruitment efforts with program faculty

- Wrote standard operating procedural manual for graduate enrollment counselors

University of Texas at Dallas
Richardson, TX

November 2011 to October 2013

Academic Advisor II, School of Natural Science and Mathematics

- Advised undergraduate chemistry and biochemistry majors about degree plans, course planning, academic and scholarship probation, graduation, and graduate and professional school planning.
- Advised biology, math, physics, and actuarial science students during advisor turnover period and trained new advisors.
- Advised prospective transfer students on course equivalencies and degree requirements
- Redesigned and updated content and advising forms for departmental new student orientation presentations and processes. Co-facilitated orientation sessions.

Dallas College North Lake Campus
Irving, TX

July 2008 to May 2010

Coordinator of Evening/Weekend Instruction, North Campus

- Resolved operational and instructional issues related to security, maintenance, library and test center, classroom assignments, enrollment management, and faculty and staff training needs
- Advised students in student-instructor dispute resolution process
- Coordinated student events
- Created online Blackboard community with support and resources for faculty related to student retention
- Wrote content for student handbook

University of North Texas, Denton, TX

June 2007 to July 2008

Academic Advisor II, College of Engineering

- Advised undergraduate freshman and sophomore computer science, engineering, and engineering technology majors about degree plans, course planning, academic probation, and graduation.

- Advised prospective transfer students on course equivalencies and degree requirements
- Redesigned and updated content and advising forms for departmental new student orientation presentations and processes. Co-facilitated orientation sessions.
- Wrote, revised, and updated content for advising office website and supervised graduate assistant programmer
- Assisted associate dean with updating university catalog content

University of Texas at Dallas,
Richardson, TX

October 2005 to June 2007

Academic Advisor II, Erik Jonsson School of Engineering and Computer Science

- Advised undergraduate computer science and engineering majors about degree plans, course planning, academic and scholarship probation, and graduation.
- Advised prospective transfer students on course equivalencies and degree requirements
- Created and maintained advising office Facebook page
- Wrote monthly advising newsletter for students

Honors and Awards

Advisor of the Year	2012
University of Texas at Dallas, School of Natural Science and Mathematics	
Mary Patchell Scholarship	2004

Professional Development

Diversity, Equity, and Inclusion Certificate, National Association of Graduate Admissions Professionals, 2022

Leading White Accountability Groups Institute

National Conference on Race and Ethnicity in Higher Education, Portland, OR, 2022
Description: Pre-conference institute focused on facilitation skills and strategies for leaders of white accountability groups as part of broader campus inclusion, diversity, equity, and accountability programming for faculty, staff, and administrators.

Aggie Allies, Texas A&M University, 2022

Description: Training seminar emphasizing knowledge, skills, and resources for faculty and staff serving as allies for the LGBTQIA+ community at the institution and beyond.

Online Teaching Certification, San Jacinto College, 2020

Description: Program focusing on adult education principles and online course delivery strategies and technical skills. Emphasized ADDIE course development model and course accessibility standards.

Leadership Academy, Dallas College, 2008

Professional Affiliations

National Association of Graduate Admissions Professionals, 2014-2016 and 2021-2023

Member

Texas Association of Graduate Admissions Professionals, 2014-2016 and 2021-2023

Member

United States Lifesaving Association, 2017-2020

Member

National Academic Advising Association, 2005-2008 and 2011-2013

Member

Texas Academic Advising Network, 2005-2008 and 2011-2013

Member

Departmental Service

Maritime Studies M.S. Program Planning Committee, 2023-present

Liberal Studies, Texas A&M University at Galveston

Proposal Research and Development Consultant

Institutional Service

Aggie Way Enhancement Program Rapid Response Team, 2022-present

Texas A&M University at Galveston

Member

Civic Literacy, Inclusion, Diversity and Equity Committee (CLIDE), 2021-present
Texas A&M University at Galveston

Member

- The Accountability Group, 2021-present
 - *Member*, 2021-2022
 - *Co-chair*, 2023-present
- Diversity Plan Accountability Report Subcommittee, 2022

Member

Pathways Student Research Symposium Planning Committee, 2022
Texas A&M University at Galveston

Member

Student Research Symposium, 2022
Texas A&M University at Galveston

Judge

Advising Council, 2021-2023
Texas A&M University at Galveston

Member

Student Research Symposium Planning Committee, 2021-2022
Texas A&M University at Galveston

Member

Collaborative for Teaching Innovation Steering Committee, 2021-2022
Texas A&M University at Galveston

Member

Non-Academic Withdrawal Petition Review Committee, 2012-2013
University of Texas at Dallas

Member

Retention Alert Pilot Program Committee, 2009-2010
Dallas College

Member

Coordinator, North Lake Campus

Shared Solutions Committee, 2008-2009
Dallas College North Lake Campus

Secretary

Search Committees, 2008-2022

- Academic Advisor II, member, Texas A&M University at Galveston, 2022
- Program Aide, member, Texas A&M University at Galveston, 2022
- Executive Director of Human Resources, member, Texas A&M University at Galveston, 2021
- Academic Advisor II, member, University of Texas at Dallas, 2011
- Enrollment Services Representative, member, Dallas College North Lake Campus, 2009
- Cashier, member, Dallas College North Lake Campus, 2008
- Student Worker, member, Dallas College North Lake Campus, 2008

North Texas Review, 2002-2003

University of North Texas

Fiction Reader

Learning Center, 2001-2003

University of North Texas

Volunteer Tutor

Community Service

Galveston Island Beach Patrol, 2017-2020

Galveston, TX

Seasonal Beach Lifeguard and Dispatcher

Computer Skills

Applications: Microsoft Office suite, Canvas, Banner, Qualtrics, Blackboard, Peoplesoft, Adobe Acrobat, Photoshop, and Illustrator

Platforms: Windows and MacOS

Other

Hobbies and Interests

- Inclusion, diversity, equity, and accessibility
- Online teaching
- Fiction writing
- Literary and cultural theory
- Positive psychology
- Meditation and mindfulness