

Donna J. Downs Résumé

Education

- Course in Writing for Children, Spring 2023.
- Course in Inspirational Writing, Spring, 2022.
- Course in Freelance Writing, Fall 2021.
- Completed certification to lead Emotional Intelligence Training, June 2021
- Completed Mental Health Certification, May 2021.
- Online Grant Writing course, summer 2018.
- One-year program via Taylor University Leadership Academy, June 2017.
- Course in Poetry Writing, Taylor University, Spring 2017.
- Course in Advanced Creative Writing, Fall, 2016.
- One-year Advancing Women in Leadership Program through Indiana Wesleyan University, March 2013.
- Online course, Introduction to Major Gifts Fundraising, through Azusa Pacific Online University, Winter 2012.
- PRSA APR class. September-November, 2012.
- Course in Multimedia Story Telling, Ball State University. July 2009.
- Course in Digital Photography, Taylor University. Fall 2008.
- Seminar in Narrative Writing, Poynter Institute. July 2007. St. Petersburg, FL
- Ed.D. Education with a cognate in journalism, May 2005 Ball State University, Muncie, IN
- M.A., English, Speech Communication, May 1988 Ball State University, Muncie, IN
- Correspondence Course in Basic Newswriting, August 1994 Christian Writer's Institute, Florida
- B.A., English, Speech Communication, with teaching certificate 7-12, May 1980 Indiana University, Bloomington, IN

Experience

Taylor University, Upland, IN August 2001 - Present
Associate Professor of Communication Arts, teaching journalistic writing, public relations, and other media related courses. I also advised the student newspaper from fall 2001 to spring 2017. I have advised the yearbook in the past and am advising it again, beginning fall 2017. From fall of 2010 until fall of 2016, I co-chaired the Media Communication Department and from 2017-2021 co-chaired the Communication Department.

Taylor University, Upland, IN July 1996 - August 2001
Associate Vice President of University Relations, overseeing a staff of nine people. Our department produced a quarterly magazine, a biweekly employee newsletter, the official university web site and press releases for the university. We were also responsible for conferences, special events, all media coverage and other miscellaneous programs. I served on PCAP, University Cabinet, Martin Luther King Jr. Day Committee, Campus Compact, Community Plunge and other committees.

Taylor University, Upland and Fort Wayne August 1987 - May 1996
Adjunct instructor (up to 12 hours per semester) of communication courses, including public speaking, interpersonal communication, corporate communication and yearbook advising on both campuses. I also developed and taught an introduction to public speaking correspondence and on-line course, 1995-1999.

Indiana Wesleyan University, Marion, IN May, 1992 - 1996
Facilitator for the LEAP program, facilitating learning in the Bachelor's level professional communication course, Associate's level speech communication course, and the Master's level organizational communication course, teaching mainly at the Keystone, Indianapolis facility, but also in Kokomo and Marion, IN. I also taught introduction to public speaking, traditional campus, spring semester 1996.

Personal Tutor August 1987 - May 1993
Personal tutor for various high school students in the area of grammar and composition.

Substitute Teaching August 1981 - August 1987
Substitute teacher for the Madison-Grant and Marion School districts, focus in English.

Published/Writing

- Upcoming publication: *Always & Forever*, Redemption Press (spring 2024)
- Poem published in *Faith on Every Corner*, May 2023

- Published in *Chicken Soup for the Soul: Attitude of Gratitude*, August 2022.
- Two poems published with *Agape Literary Magazine*, October 2021.
- Censorship article EPA, summer 2019.
- Poem *All that remains* published online "Military Experience and the Arts Journal" August, 2017.
- Produced (oversaw two-student independent study) & edited *The Quiet & The Storm*, self-published book by Louis Benedict. May 2017.
- Poem *Autumn Moments* published online at Indiana Voice Journal November 2016.
- Personal Narrative "You Old, Grandma?" published online at Indiana Voice Journal December 2014.
- Blogger for Grit Magazine (2012-2013)
- Wrote fiction book *The Auction*, December 2012. Not published.
- Third place in Barton Rees Poetry contest April 2011.
- Poem considered for market research for Blue Mountain Arts cards, 2010.
- Online article published at ACCM Web site, "Women make strides down journalism career path," 2007.
- Book review published in College Media Adviser's newsletter, 2006.
- Editor, photographer and writer for The Communicator, Converse Christian Church biannual magazine, 2004-2010.
- Two devotional articles in *This Cloud of Witnesses*, TU Devotional, December 1999.
- Creator, Editor and Publisher of Lakeview Christian School's monthly newsletter, *Lions' Pride*, 1991, 1993, 1996, 1998.
- Finalist in poetry contest, *Blue Mountain Arts*, December 1999 (published on the Internet).
- Various articles for *Taylor Times*, 1997 - 1999.
- Self-published children's book *Andrew's Gift*, August 1997.
- Poems for *Grit Magazine*, July and November 1995.
- Article published for Indiana Wesleyan University's *Connection*, Winter / Spring issue, 1994.

Additional Information

Member of

- Society of Emotional Intelligence 2021-present.
- MHS Association, 2021-present.
- REST Ministries/Shepherd's Gate Inn Board of Directors (2012 - 2017)
- Association of Christian College Media, 2011- present
- Hoosier State Press Association, 2005 - present.
- Indiana Collegiate Press Association 2005 - present.
- North Central Indiana Youth for Christ Board of Trustees, 2001 - 2004.
- Vo Pro Planning Committee for local schools (Marion Chamber), Sept.1999 - 2001.
- Marion Grant County Business Education Partnership, 1997 - 2001.
- Upland Chamber of Commerce, 1996 - 2001.
- Public Relations Society of America, Indiana Chapter, 1996 - present.
- Secretary for School Board, Lakeview Christian School, July 1995 - January 2001. Chair of Parent / Teacher / School Relations Committee, Lakeview Christian School, 1995 - 1997. Chair of Strategic Plan Committee, beginning July 1999.
- College Media Advisers, 1994 - 1996, 2001 - present.
- Speech Communication Association, 1993 - 1996.
- Parent Teacher Fellowship President for Lakeview Christian School, 1991, 1993.
- Harmony Christian Church

Conferences & Seminars Attended

- Attended Community Engaged Alliance Symposium, Fall 2022
- Attended Community Engaged Alliance Fall Retreat, Fall 2022.
- Attended Community Engaged Alliance Fall Retreat, Fall 2021.
- Presented "10 Steps to Compelling: discovering how you and your story interrelate to establish voice and leave readers with a memorable impression" College Media Adviser's Convention, New York City, March 2017.
- Attended Teaching Conference in Boston, June 2014.
- Presented a Poetry Writing Workshop for Barton Rees Pogue Poetry Festival, April 2014.
- Presented "Finding Service Partners for Service Learning Opportunities" with Katie Rousopoulos, April 2014.
- Presented a Service Learning session for Indiana Campus Compact with Kathy Bruner, September 2013.
- Presented a session on "Dealing with Death & Difficult Situations in Student Newspapers" at CMA New York City convention in March 2013.
- Led a Mentoring workshop through BCTLE January 2012.
- Served on a Community Partnership Panel at Taylor Spring 2012.
- Presented a Service Learning session for BCTLE with Kathy Bruner September 2011.
- Attended Beth Moore Living Proof Seminar, November 2007, August, 2008, August 2009, June 2011, June 2015.

- Attended week-long Poynter Institute Seminar on Narrative Journalism in St. Petersburg, FL, Summer 2007.
- Presented a session at College Media Adviser's Convention with four students October 2006.
- Presented dissertation research at Midwest Research-to-Practice Conference, September 2006.
- CCCU PR Directors' Conferences in Virginia, 1998, and Seattle, 1999. Also attended various other one- to two-day seminars on management, public relations, supervisory skills, media relations and the Internet.
- College Media Advisers Seminars in New Orleans, Nov., 1994; Washington, D.C., November 1995; Orlando, Nov. 2002; Dallas, Nov. 2003; Nashville, Nov. 2004; Kansas City, Nov. 2005; St. Louis Nov. 2006; Washington DC, Nov. 2007; Kansas City, Nov. 2008; Austin, Nov. 2009; Louisville, Nov. 2010; Orlando, Nov. 2011; New York City, March 2013; New Orleans, October 2013; Philadelphia, October 2014; Austin, October 2015; Washington DC, October 2016; Louisville, KY, October 2018; Washington DC, October 2019.
- Christian Writer's Institute Workshop, Wheaton, IL, Summer 1993.
- Speech Communication Association Seminar in Nashville, TN, Summer, 1993.
- Various computer workshops at Taylor University, including Front Page 2000, Microsoft Word, Excel and PowerPoint in addition to every T-4-T workshop since they began.
- Various BCTLE workshops offered by Taylor University.

Other Activities

- Speaker at CCCU Seattle conference (Leadership), July 1999.
- Speaker at Lakeview Christian School (for various chapels), 1992-1996 and other local elementary schools and senior groups 1997-1998.
- Speaker for Youth Conference, Taylor University, 1995, 1996 and chapel January 1998.
- Spring Carnival Coordinator, Lakeview Christian School, 1988-1994 (total planning, management and purchasing supervision).
- Bible study leader with senior students. August 2006-2018.
- Led Media Communication major through 8-year review process, 2008-9.
- Grant proposal writer/coordinator for Upland Fire Department: awarded \$2500 from Community Foundation and \$12,800 from Boren Foundation. Summer 2009
- Grant proposal co-writer for Monroe County Dive Team: awarded \$15,000 from Bloomington and Monroe County Community Foundation 2010.
- Led Lenten service at Taylor University, April 2011.
- From a proposal written by a student (I serve as project manager) in my PR Writing & Production class, the Kings Academy received a grant for around \$3000 for recess equipment.
- Grant proposal co-writer for Barton Rees Pogue Library in Upland; awarded \$3200 from Grant County Community Foundation.
- Received a \$2500 from the Women's Giving Circle to carry out a spring 2013 Right to Life event in Marion (October 2012).
- Received \$500 mini-grant from BCTLE to present at the spring 2013 CMA convention.
- Received \$2000 from the Fund for Faculty Scholarship for my trip to Ecuador (fall 2012).
- Finished writing a short fiction book called *The Auction*, fall 2012.
- Hold a valid Indiana State Teaching license for grades 7-12, English and Speech Communication.
- Received a \$500 BCTLE mini-grant to establish a course in Backpack Journalism/Multimedia Storytelling, Summer 2014.
- Received a \$4500 grant to plan and execute an Investigative Journalism Conference at Taylor Spring 2015.
- Received a \$500 BCTLE mini-grant to establish a Grammar & Style Basics course, Summer 2015.
- Received a \$500 mini-grant from Calling and Career Office to rework my capstone course Summer 2016.
- Received a \$500 BCTLE mini-grant to rework Communication curriculum Summer 2016.
- Worked with two students to write/produce a memoir for a WWII vet, spring 2017. I was the editor and project manager.
- Received a \$500 service learning grant to establish an SL course, summer 2017.
- Received a \$500 grant from BCTLE to create a course in Event & Venue Planning summer 2017.
- Received funding of \$8660 from a proposal I wrote for the Service Learning Committee to work on the Carnegie Classification spring 2019.
- Grant proposal co-writer for two funded proposals: \$5000 for Outlook Christian Church and \$4700 for The King's Academy, spring 2020.
- Grant proposal co-writer for funded proposal for a new slide (\$3000) for The King's Academy, spring 2021.
- Grant proposal co-writer for funded proposal (Grant Co. Community Foundation) for sewing class (\$900) for The King's Academy, spring 2022.
- Received \$5000 from Indiana Campus Compact for a spring service learning class, March 2022.
- Renewed teaching license June 2022.
- Grant proposal co-writer for RISE; received \$10,000 May 2023