

Karen G. Palumbo
2236 Springmill Road
Fort Wayne, IN 46845
(260) 637-9663
kpalumbo@sf.edu



EDUCATION

2005

North Central University

Ph.D. Business Administration, focus in E-Commerce, 4.0 GPA

1989

MBA, University of Notre Dame

Executive MBA degree program, 3.5 GPA

WORK HISTORY

**Jun. '10-
present**

**Assistant Dean and Director of Graduate Programs, Assoc. Professor,
Busse School of Business and Entrepreneurial Leadership,**

Maintain oversight of program development, implementation and evaluation in coordination with program directors. Lead accreditation efforts. Initiate entrepreneurial activities including program startup, experimentation, partnerships and alternative delivery models that will maximize the potential for success through the close relationship between the school and the professional business community. Provide leadership in the development and implementation of academic program evaluation. Assure consistent assessment of student academic achievement and the use of assessment data to improve academic programs. Provide leadership in assuring successful specialty accreditation of programs within the school, if applicable. Assure the integration of teaching and learning technology to support instructional effectiveness. Maintain responsibility to plan course offerings and submit course schedules in cooperation with undergraduate program director.

Encourage communication and collaboration among faculty and staff within the school in order to meet goals of the school, encourage effective team building and promote morale. Implement a system to insure fair and objective performance review for all faculty members within the school, including full-time, part-time and adjunct faculty. Directly supervise, mentor and guide program chairs. Provide the yearly performance review for program chairs. Coordinate efforts with Human Resources to hire support staff for the school. Make recommendations to the Provost regarding the appointment and retention of full-time, part-time and adjunct faculty in the school.

Make recommendations to the Provost and to the Promotion and Tenure Committee regarding promotion and tenure of full-time faculty in the school. Work with the Provost to orient new faculty to the University, school and academic department or program. Promote and monitor the professional development activities of faculty within the school. Monitor faculty workload within the academic departments and

across the school. Work with department or program chairs to identify overall goals for faculty scholarship within the school.

Direct responsibility for development and oversight of graduate programs. Determine teaching assignments for business courses in the graduate business program and provide input regarding the appointment, promotion, retention, and dismissal of full-time and part-time faculty. Direct planning, evaluation, and revision of the MBA and MHA program curriculums, course descriptions, sequences of courses, scheduling of classes and graduation requirements. Oversee academic advising for graduate students in the MBA and MHA programs.

**Aug. '08-
Jun. '10** **Director of Graduate Programs, Associate Professor,
Busse School of Business and Entrepreneurial Leadership,
University of Saint Francis**

Direct responsibility for development and oversight of graduate programs. Determine teaching assignments for business courses in the graduate business program and provide input regarding the appointment, promotion, retention, and dismissal of full-time and part-time faculty. Direct planning, evaluation, and revision of the MBA and MHA program curriculums, course descriptions, sequences of courses, scheduling of classes and graduation requirements. Oversee academic advising for graduate students in the MBA and MHA programs. Collaborate with HPN in marketing graduate program. Collaborate with dean in strategic planning.

Teach graduate and undergraduate classes in E-Commerce, Promotions Management, Marketing Problems and Policies, Introduction to Marketing, Consumer Behavior, Brand Management, B2B Marketing, Sports Marketing, International Marketing, Leading Change, MIS, Computer Applications in Business, and Strategic Management.

**Jul. '04-
Aug. '08** **Dir. of Undergraduate Programs, Assoc. Professor, School of Business,
and Entrepreneurial Leadership, University of Saint Francis**

Assist Department Chair/Dean in determining teaching assignments for business courses in the undergraduate business program and provide input regarding the appointment, promotion, retention, and dismissal of full-time and part-time faculty. Assist in planning, evaluation, and revision of the business administration and accounting program curriculums, course descriptions, sequences of courses, scheduling of classes and graduation requirements. Oversee academic advising. Coordinate recruitment activities. Collaborate with HPN in marketing undergraduate program. Collaborate with Department Chair and university in strategic planning.

Teach graduate and undergraduate classes in E-Commerce, Promotions Management, Marketing Problems and Policies, Introduction to Marketing, Consumer Behavior, Brand Management, B2B Marketing, Sports Marketing, International Marketing, MIS and Introduction to Computers.

- Aug. '99-
Jul. '04** **Business Department Faculty, Univ. of St. Francis, Assistant Professor**
Taught graduate and undergraduate classes in E-Commerce, Promotions Management, Marketing Problems and Policies, Introduction to Marketing, Consumer Behavior, B2B Marketing, Sports Marketing, International Marketing, MIS and Introduction to Computers. Past courses taught also included Facilities Management and Economics of Social Issues. Developed new courses in E-Commerce Entrepreneurship and Introduction to E-Commerce. Updated course content for CIS190, Introduction to Computers and CIS272, Management of Information Systems.
- Aug. '98-
Aug. '99** **Associate Faculty, Concordia University**
Taught capstone course in Business Policy (Strategic Mgmt.)
- Aug. '98-
Aug. '99** **Associate Faculty, Purdue University**
Taught English Composition classes.
- Dec. '97 -
2002** **The Pyramid Project (co-owner)**
Developed business from ground level for product sales through the Internet. Responsible for all Internet development, financial, sales, and marketing functions.
- Apr. '95 -
Nov. '97** **President and Chief Operating Officer, Logikos, Inc.**
Logikos is a small (70-person) software engineering firm in Fort Wayne, IN
Responsible for leadership and management of growing software development company. Managed all marketing and sales activities, overseeing 50% growth in gross sales for fiscal year ending Dec. 31, 1996 and 55% growth in gross sales for fiscal year ending Dec. 31, 1995. Increased after-tax profit in 1995 by 200% and by 50% in 1996. Supervised all financial operations, including preparation of financial statements, tax reports, and annual \$6 million dollar budget preparation.
- Supervised Director of Project Engineering, who was responsible for all project production efforts in company. Lead "MasterForce Group" of top engineering managers dedicated to keeping the company on the leading edge of technology and continually improving standards, processes, tools, and procedures. Lead annual strategic planning efforts for 1996 and 1997.
- Jun. '92 -
Mar. '95** **Vice President, Logikos, Inc.**
Lead annual strategic planning effort beginning in 1993. Responsible for all financial management and planning, including annual financial goals. Performed all accounting functions, including preparation of monthly and quarterly financial statements, quarterly and annual tax reports, and annual budget preparation. Procured all corporate insurance policies, including employee benefit insurance, 401(k) program, and business insurance. Directly responsible for all human resource functions, including all corporate recruiting and performance evaluations.
- Jul. '88 -** **Operations Manager, SCS, Inc.**

Jun. '92 Performed directly or by delegation all accounting functions, including preparation of monthly and quarterly financial statements, quarterly and annual tax reports, and annual budget preparation. Procured all corporate insurance policies, including employee benefit insurance and business insurance. Participated in hiring of all employees, including engineers, sales, and administration.

Mar. '84 - Business Manager, SCS, Inc.

Jul. '88 Supervised all administrative functions and administrative support personnel. Performed all bookkeeping functions, directly or by delegation, including monthly financial statements and quarterly tax reports. Planned and executed advertising for pc software product for engineering market.

Nov. '82 - Asst. Public Affairs, City of Fort Wayne

Mar. '84 Responsible for all administrative functions for Public Information Office, Citizen's Advocate Office, Neighborhood Advocate's Office, and the Minority Affairs Director, including distribution of news releases and media materials. Supervised staff of 3 to 6 administrative assistants. Supervised volunteers for various public events.

USF Committee Service

2010-present Provost's Council
2010-present Planning and Budget Committee
2010-present Promotion and Tenure Committee
2010-present Strategic Enrollment Planning (Graduate) Committee
2009 FROG Peer Development Task Force
2008-present Graduate Council
2008-present Co-Chair, Accreditation Committee
2008-2009 Service Learning Task Force
2008-2009 Peer Development Committee
2007-2008 Mission and Values Committee of the Board
2007-2008 Business Continuity Committee
2007 Dean's Search Committee for School of Business
2006-2008 Planning and Budget Committee
2007 Assessment Task Force Sub-committee
2006-2007 Promotion and Tenure Committee
2006-2007 Technology Task Force Sub-committee
2004-2006 Martin Luther King Day Committee
2004-2005 Dean's Search Committee for School of Business
2004-2005 Mission and Values Committee of the Board
2003-2005 Planning and Budget Committee
2002-2004 Peer Development committees
2002-2004 Campus Technology --Instructional Technology Subcommittee
2002-2004 Campus Technology Committee
2000-2002 Library Committee

Training/Development Seminars

2010 ACBSP National Conference
2010 AFCU Symposium
2010 Fort Wayne Area Teaching Conference
2009-10 Care for Creation
2008 AMA: Social Networking/Marketing
2008 Pilgrimage to Assisi
2007 ACBSP National Conference
2007 AMA: Search Engine Marketing
2006 ACBSP Regional Conference
2005 EduCause: Distance Education
2004 Writing Across the Curriculum
Translating Content to the Online Environment
2003 EduCause: Distance Education
Translating Content to the Online Environment
2002 AMA: Strategic Marketing
Blackboard: Creating Quizzes and Test
Blackboard: Using Collaborative Tools
E-Commerce for the Small Entrepreneur
2001 Blackboard Nuts and Bolts
Blackboard Basics
E-Commerce for Industry
1998 Pedagogy for English Educators
1996 Predictive Index Systems for Human Resource Management
1994 TS²: Trade Show for Trade Shows
1992 World Class Manufacturing
1990 Total Quality Management
1988 Contract Accounting and Management
Business Forecasting
Automated Information Systems for DOD Classified EDP
1987 Facility Security Officer for Dept. of Defense Classified Facilities
1986 Essentials of Industrial Security Management
Softcon - Marketing for Software Developers

COMMUNITY/PROFESSIONAL ORGANIZATIONS

2011-present Blue Jacket Board member
Strategic Planning Committee Chair
2010-present Arts United Board member
2009-2010 Blue Jackets Community Action Team
2009-2010 Leadership Fort Wayne
2007-present American Management Association
2006-2008 Business and Information Technology Academy
2000-present American Marketing Association
1993-1999 Anthony Wayne Services Board of Directors
1996-1999, Treasurer
1989-1994 Three Rivers Food Co-op Board of Directors

President, 1994; Vice President, 1993; Treasurer, 1992

Recent examples of the Boyer model of Scholarship

Scholarship of Teaching

Presenting at workshops on Teaching
Applying Technology to Teaching and Learning
Developing and Implementing New Courses
Designing Evaluation/Assessment Programs
Developing programs, including formulating program philosophies and conceptual frameworks
Writing Accreditation Program Reports

Scholarship of Application

Designing, implementing and evaluation a business symposium for area high school students:
Leading Development of Professional Practices in one's field:
Consulting in One's Area of Expertise
Participating in Professional Organizations:

Scholarship of Discovery

Dissertation: Correlation of Disintermediation with Changes in Job Satisfaction for Remaining Members of the Disintermediated Marketing Channel, 2005

“Teaching and Working with Millennials” presented at the 2010 Fort Wayne Teaching Conference, sponsored by Fort Wayne area schools and deans at Indiana-Purdue Fort Wayne,

“Teaching Students in Synchronous Case Negotiations,” presented at Educause 2007 National Conference in Orlando, Florida

“E-Commerce Entrepreneurship Online Teaching and Learning,” presented at the IHETS (Indiana Higher Education Telecommunication Systems / IPSE (Indiana Partnership for Statewide Education) in West Lafayette, Indiana

Scholarship of Integration

May 2010: Workshop on “Sustainability in Difficult Economic Times” for executives of non-profit foundations receiving grants from Anthony Wayne Service's Foundation

Fall 2009: Presentation on studies done to develop EPIC BBA and ACCTG programs presented to SoBEL Business Advisory Group and other invited business executives

Fall 2008: Workshop on Training and Working with the Millennials” for

Parkview's quarterly training seminar for their Achieving Excellence initiative.