

CURRICULUM VITAE

**Linda Norton Mason, Ed.D.**

Oklahoma State Regents for Higher Education  
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**EDUCATION:**

Ed.D., Curriculum and Instruction, 1974, Oklahoma State University, Stillwater, OK  
M.S. in Education, 1972, Oklahoma State University, Stillwater, OK  
B.A. in Elementary Education/Art Education, 1968, The University of Arkansas at Little Rock, AR  
High School Diploma, Coweta High School, 1965, Coweta, OK  
Standard Elementary K-8 Certificate, K-12 Art, Oklahoma and Arkansas

**PROFESSIONAL EXPERIENCE:**

**Oklahoma State Regents for Higher Education, Oklahoma City, OK: 2004 to present**

Coordinator for Grantwriting and External Funding Assistance

- Develop and administer a new statewide grantsmanship assistance and training program for primarily undergraduate institutions of higher education in Oklahoma
- Create and direct annual Summer Grant Writing Institute for 40 faculty members and 15 mentors 2005 to 2013
- Create and direct annual statewide professional conferences: The Sponsored Programs Office, Undergraduate Research, Promoting Undergraduate Research Programs, State Grant Administrators Meeting, Campus Security Resource Development Conference, GEAR UP Grant Writing Resources for Faith Based Groups, CRA Preparation Workshop, Community Development Workshops, Search and Select, Beginning Grantwriting.
- Write and administer grant funding for agency-wide projects.
- Development of statewide online journal, The Oklahoma Journal for Undergraduate Research, <http://www.okjur.org>.
- Maintain statewide grantsmanship records.
- Provide compliance training.
- Provide Responsible Conduct of Research training for undergraduate researchers.

**St. Gregory's University, Shawnee, OK: 1997-2002**

Dean of Education

- Obtain and administer grants for university-wide projects.
- Develop and administer a new teacher preparation program, including original infrastructure, policies, procedures, budget, library collection, curriculum materials library, faculty hiring and training, field experience mentor teacher training, and accreditation application
- Administer Education Division (equivalent to a College of Education)
- Chair Teacher Education Council (policy board, internal and external members, parallel to Academic Council)
- K-12 Teacher Inservice Training
- Wrote all original Education program course syllabi
- Education Faculty Member: taught *Introduction to Teaching, Methods, Classroom Management and Educational Evaluation*
- University wide committee service
- Testing officer
- Certification officer
- North Central Accreditation review participation, including Assessment

Dean of Education and Continuing Education, 1997-2000

- Develop and administer continuing education programs
- Develop and administer accelerated adult education degree completion program, ACE (Adults Completing an Education)
- Grant writing and administration
- Supervision of university-wide regular and adjunct faculty
- Faculty development and training
- Technology integration into curriculum university faculty and area teacher training

**University of Central Oklahoma, Edmond, OK 1994-1997**

Director of Continuing Education, Associate Director of Outreach, Graduate Faculty

- Develop a new university-wide continuing education unit, including original infrastructure, policies, procedures, budget processes, and distance education course delivery
- Train faculty, staff and graduate students in distance education and adult education methodology
- Develop and represent the university in 12-Live telecourse network and OneNet network

- Administer the Consortium, the downtown Oklahoma City university campus (5 higher education institution cooperative campus)
- Create new credit and non-credit educational programs to serve over 45 faculty and 3,000 students annually
- Teach *Women in the Workplace* and *Women in Traditional Male Work Fields*
- University committee service
- University representation in state and nation
- Generate approximately \$700,000 annually in new program revenue
- Grant writing and administration

**The University of Oklahoma, Norman, OK, 1982-1994**

Director of Continuing Education Programs for the College of Arts and Sciences and the College of Liberal Studies

Graduate Faculty, Doctoral Committees

- Develop educational programs for over 250 faculty and 30 departments
- Generate approximately \$2 million annually in fees, contracts, and grants
- Grant/contract writing and administration
- Develop and administer all OU off-campus credit programs
- Develop and administer all classes during Intersession periods
- Develop and administer all telecourses
- Develop and administer all Elderhostels and Senior Citizen programs
- Develop Gerontology Training Program involving older citizens in Tulsa and throughout Oklahoma, agencies serving older citizens in work training
- Develop and administer all precollegiate youth programs
- Train and orient faculty in adult learning and program development
- Serve over 7,500 students generating over 12,000 credit hours per year
- Represent OU nationally, including national committee chair and editor of committee newsletter
- Develop and produce television courses and tapes
- Instrumental in developing training contracts, including McDonald's national McMasters' Program to train Older Citizens
- Develop training program for Green Thumb in concert with the Oklahoma Department of Human Services Aging Services
- Provost's Strategy for Excellence Task Force, 1986-1988
- Develop and administer new Institute of Fashion and Design
- Develop and administer Art Therapy Certification Program
- Teach *Women in Male Dominated Professions, Women and Men in Organizations, Nonverbal Communication, Organizational Leadership*
- Develop and administer the Tulsa OU program of University Center at Tulsa (UCAT), developing 7 new graduate degree programs
- Trained graduate student interns
- Trained staff
- University committee service
- Doctoral committee service

**City of Faith Medical and Research Center, Tulsa, OK, 1981-1982**

Director, Continuing Education

- Created, developed new Center for Continuing Education, including infrastructure, policies, procedures, budget processes
- Center wide committee service
- Developed programs for 1,000 employees and 5,000 medical staff and allied health personnel per month
- Developed annual conference, hosted national *Heart Surgery Procedures* with Michael Debakey, M.D.

**Oral Roberts University, Tulsa, OK, 1974-1981**

Undergraduate and Graduate Faculty of Education

- Taught *Elementary Language Arts Methods, Social Studies Methods, Tests and Measurement*, Student Teacher Supervision
- Helped develop new Masters Degree in Reading Literacy
- Participated in NCA and NCATE accreditation applications and reviews
- Developed 38 instructional videos for courses delivered on the internal TV course delivery system
- Grant writing and administration

**Oklahoma State University, Stillwater, OK, 1970-1974**

Graduate Teaching Assistant, College of Education

Assistant to Graduate Dean: Director of Graduate Assistant Teacher Training

- Grant writing and administration
- Teaching upper division courses

**University of Tulsa, Langston University, Tulsa Junior College, Oklahoma State University, Rose State College, Oklahoma City University, University of Oklahoma, University of Central Oklahoma, 1974 to present.**

Adjunct Instructor, Education, Psychology, Sociology

**Elementary Teacher, Little Rock, Arkansas and Cushing, Oklahoma, 1968-1970**

**PROFESSIONAL TRAINING:**

- National Council for Accreditation of Teacher Education and Oklahoma Commission for Teacher Preparation Board of

Examiners Training, 2001

- National Leadership Institute in Adult and Continuing Education, University of Georgia, OU Representative 1989-90 (One of 38 in nation, competitively selected)
- More than 200 training workshops including: Grant Writing, Development, Adult and Continuing Education, Distance Education, Higher Education, Computer Software, Leadership, Management, Professional/Administrative Issues, Professional Women's Issues, Multicultural Relations, African American Issues, Native American Culture, International Relations, Supervision, Teacher Education, Library Development

### **PROFESSIONAL AFFILIATIONS:**

National Council of University Research Administration  
Society of Research Administrators, International  
Council on Grantsmanship and Research  
Association for Supervision and Curriculum Development  
Oklahoma Association of Colleges of Teacher Education  
Oklahoma Distance Learning Association  
National University Continuing Education Association  
National Universities Degree Consortium  
Oklahoma Association for the Advancement of Women in Higher Education

### **PANEL PARTICIPATION IN GRANT REVIEWS**

National Science Foundation – HBCU Partnerships  
National Science Foundation – Noyce Scholarship Program  
National Science Foundation – TUES Phase I  
US Department of Education – FIPSE, EOC, SIP  
Oklahoma Department of Commerce  
Oklahoma State Regents for Higher Education – Brain Gain, No Child Left Behind, Improving Teacher Quality  
Corporation for National and Community Service  
US Department of Health and Human Services, Health Resources and Services Administration

### **HONORS:**

- NCURA International Research Fellow, October 2013. With Dr. Yulia Matskevich, Research Development Manager (EU), Brunel University, London, England.
- American College Testing Program, Creative Continuing Education Award, 1993, for *Returning the Gift: A Festival of North American Indian Writers*
- The National University Continuing Education Association Innovations in Continuing Education Award for 1993 for *Returning the Gift: A Festival of North American Indian Writers*
- National University Continuing Education Association Division of Conferences and Institutes, Creative Programming Award for 1993, for *Returning the Gift: A Festival of North American Indian Writers*
- National Leadership Institute, University of Georgia, 1989-1990 (competitive selection nationwide)
- Outstanding Achievement Award, Employee Executive Council, University of Oklahoma, April 1989
- Distinguished Service Award, Administrative Staff Council, University of Oklahoma, November 1988
- Scholarship, American Association of University Women, 1976
- Graduate Excellence Award, Oklahoma State University, 1972, 1973, 1974
- Scholarship, Little Rock Business and Professional Women's Association, 1968
- Grant, Academic Excellence, NDEA, Oklahoma State University, 1966

### **PUBLICATIONS:**

- Mason, Linda. Editor, GRANT NEWS, Oklahoma State Regents for Higher Education monthly email newsletter, April 2009 to present.
- Mason, Linda. Editor, UNDERGRADUATE STUDENT RESEARCH NEWS, Oklahoma State Regents for Higher Education quarterly email newsletter, October 2009 to present.
- Mason, Linda, ed. "Report and Recommendations on the Enhancement of Grantsmanship in Oklahoma Higher Education," Oklahoma State Regents for Higher Education, November 2007.
- Mason, Linda. "Waiving the Indirect Cost—Not a Good Practice," Guest editorial, April 2007, Grant Week, AASCU (American Association of State Colleges and Universities).
- Norton, Linda and Robert Swisher. "Telecommunications Solutions for Serving Placebound Graduate Students: The University of Oklahoma Experience at the University Center at Tulsa." Proceedings of the 9<sup>th</sup> Annual Conference on Non-Traditional Interdisciplinary Programs, George Mason University, Fairfax, Virginia, May 1991 (Juried selection)
- Norton, Linda, Lois Pfister and Clair Stubblefield. "Successful Strategies for Women in Non-Traditional Fields in Higher Education:

A Panel Presentation.” Proceedings of the conference on Advancement of Women in Higher Education, sponsored by Southeastern Oklahoma State University Continuing Education and Northeastern State University Weekend College, Texoma Resort Lodge, April 1991. (Juried selection)

- Norton, Linda. “Women’s Perceptions of Leadership Effectiveness.” Proceedings of The Women of the 90’s Oklahoma Conference on Advancement of Women in Higher Education, sponsored by Southeastern Oklahoma State University Continuing Education, Northeastern State University Weekend College, The University of Oklahoma Research Center for Continuing Professional and Higher Education, Texoma Resort Lodge, March 1990. (Juried selection)
- Norton, Linda. “Creating a Strategic Plan that Works.” Proceedings of the Sharing What Works, Continuing Education in Action Conference, Virginia Tech University, Blacksburg, Virginia, March 1989. (Juried selection)
- Norton, Linda. “Analysis of Older Workers Training Program, July 1, 1986-June 30-1987.” Final Report to the Oklahoma Department of Human Services, Aging Services Division, July 1987.
- Norton, Linda. “Analysis of Older Workers Training Program, July 1, 1985-June 30, 1986.” Final Report to the Oklahoma Department of Human Services, Aging Services Division, March 1987.
- Norton, Linda Chartier and others. TOUCHING, LIVING, GROWING, K-6 ELEMENTARY SOCIAL STUDIES CURRICULUM GUIDE, Oklahoma State Department of Education, 1981.
- Norton, Linda and Russell Dobson. “Perceptions of Teachers’ Nonverbal Behavior by Children of Different Race, Sex and Age,” HUMANIST EDUCATOR, March 1976.
- Norton, Linda. “Save the Institution--Possible?” NEW VOICES IN EDUCATION, Vol. 7, September 1975.
- Norton, Linda. Illustrator, SHARED RESPONSIBILITIES IN TEACHER EDUCATION, Oklahoma State University, 1974.
- Norton, Linda. “Simulation Gaming as an Instructional Strategy.” NEW VOICES IN EDUCATION, Vol. 6, March 1974.
- Gootas, Harry and Linda Norton. “Open Space is Not Open Education,” NEW VOICES IN EDUCATION, Vol. 9, Winter 1974.
- Norton, Linda. Illustrator, ECONOMIC EDUCATION – K-12, Oklahoma State University and Oklahoma State Department of Education, 1972.
- Norton, Linda. Illustrator, IPI (INDIVIDUALLY PRESCRIBED INSTRUCTION), by Arnola Bose, Oklahoma State Department of Education, 1971.

## PRESENTATIONS:

- Mason, Linda, and Delia Gallinaro, Building International Collaborations and NCURA International Fellowship, Concurrent Sessions at NCURA Region V Conference, Austin, TX, May 2014.
- Mason, Linda. Mentor for NORDP, 2012 to present.
- Mason, Linda, and others. Helping New Faculty Succeed, Concurrent Session at NORDP National Conference, Austin, TX, May 15, 2013.
- Mason, Linda. Research Development at PUIs, Concurrent Session at NCURA National Conference, Washington DC, November 2011.
- Mason, Linda and Greg Wilson. Incorporating Student Research at PUIs, Discussion Session at NCURA National Conference, Washington DC, November 2011.
- Mason, Linda. Grant Writing Institute, Oklahoma State Regents for Higher Education, Oklahoma City, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012.
- Mason, Linda. NSF for Community Colleges, Oklahoma Association for Community Colleges, Midwest City, December 3, 2010.
- Mason, Linda. Grantsmanship Training for Oklahoma PUIs: eTraining, Higher Learning Commission Annual Conference, Chicago, May 2009.
- Mason, Linda. eTraining in Oklahoma Higher Education, NCURA Region V, May 2009.
- Mason, Linda. Math and Science Resources for Community Colleges, paper presented to the Oklahoma Association for Community Colleges, March 4, 2007.
- Mason, Linda. Grant Resources for Community Colleges, paper presented to the Oklahoma Association for Community Colleges, March, 2006.
- Mason, Linda and Jeanne Small. Grant Resources: Oklahoma and NSF, paper presented to the Oklahoma Association for Community Colleges, March 3, 2006.
- Mason, Linda. Grantwriting Resources for Higher Education, paper presented to the Council of Resource Development-Region VI, Arkansas, Oklahoma, Louisiana, New Mexico, and Texas, Oklahoma City, June 3, 2005.
- Mason, Linda. Grantwriting Resources for Higher Education, paper presented to the National Council of University Research Administrators-Region VI, Oklahoma and Texas, Tulsa, Oklahoma, April 12, 2005.
- Mason, Linda. Grant Resources for Community Colleges, paper presented to the Oklahoma Association for Community Colleges, March 4, 2005.
- Mason, Linda. Technology Integration Into the Curriculum, paper presented to Amarillo Catholic Diocese Teachers Association, St. Gregory’s University, October 1999.
- Norton, Linda. Who’s on First, What’s on OneNet?, paper presented to the Oklahoma Distance Learning Association, Tulsa, April 1997.
- Norton, Linda. The Women’s Agenda, an 8-233k set of presentations to professional women through The Consortium, Oklahoma City, Fall 1996.
- Norton, Linda. Distance Learning Via 12-LIVE, paper and demonstration presented to the Oklahoma distance Learning Association from UCO via OneNet, Norman, April 1996.
- Norton, Linda. Women in Transition, paper presented to the National University Continuing Education Association, National Conference, Boston, Mass., 1996.
- Norton, Linda. Women and Men: Communication in the Workplace, paper presented to the National University Continuing Education

Association, National Conference, Nashville, Tenn., 1995.

Norton, Linda. Leadership for Women in the Workplace, paper presented to the Oklahoma Court Clerks Association, Annual Conference, Tulsa, 1995.

Norton, Linda, Continuing Education Programs for Women, paper presented to the National University Continuing Education Association, National Conference, Atlanta, Ga., 1994.

Norton, Linda. Continuing Education in the United States, paper presented to the University of Electro-Communications, Tokyo, Japan, November 1993.

Norton, Linda. The Changing Nature of Higher Education Continuing Education, paper presented to Ritsumeikan University, Kyoto, Japan, November 1993.

Norton, Linda; Deborah Meder; Fred Loomis; Jim Schaeffer; and Mike Freeman. Organizational Change: Impact on the Bottom Line, paper and presentation to the NUCEA National Conference, Nashville, Tenn., April 1993.

30 presentations at national conferences from 1973 to 1993.

### **INSTRUCTIONAL VIDEOS:**

- Brown Bag Lunch Series, 2 years of weekly brown bag lunch presentations about grantsmanship issues. Oklahoma State Regents for Higher Education, <http://www.okhighered.org/grant-opps.2004-2005>.
- “There is Life After Math!” a 30-minute video for high school math students, partially funded by Dwight D. Eisenhower Mathematics and Science Act, the Oklahoma State Regents for Higher Education, 1992.
- Wrote, directed, and provided talent for 38 instructional video tapes for the course, *Educational Measurement*, for Oral Roberts University, 1978-1980.

### **GRANT ADDENDUM AVAILABLE**