

KATHERINE FONTANELLA, M.S.

kfontane@ecampus.usg.edu

678-839-3786

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE

Jan. 2022 - Present

Educational Program Specialist

University System of Georgia, eCampus

- Responsible for design, implementation, and operational support of the eCore proctored exam system in support of students from all eCore partner institutions.
- Provide support to eCore faculty in initializing the proctored exam system.
- Provide ongoing support to all related testing centers and test proctors (USG institutional partner testing centers, other higher education testing centers in Georgia, dual student high schools for test proctor assistance, military installations for test proctor assistance, online proctor vendors, and other independent proctor and testing centers needed to cover the eCore student needs for the proctored exam experience.) needed to provide a proctored exam environment for the eCore student experience.
- Provide ongoing support to eCore students for assistance in scheduling and completing the proctored exam experience.
- Collect and analyze proctored exam data for program and student success.

May 2017 – Jan. 2022

Program Specialist -- Tk20 Unit Administrator

University of West Georgia, College of Education, Dean's Office

- Integrated Tk20 with Banner to automate Banner data loads.
- Worked with the Department of Information Technology Systems (ITS) to ensure the accuracy and timeliness of Banner data loads to the Tk20 server.
- Worked with ITS and Watermark to introduce a direct Tk20 portal into the "OneLogin" system.
- Manage the day-to-day maintenance and support of the system.
- Responsible for working with program coordinators and curriculum, instruction, and assessment leaders to set up program assessment practices and procedures.
- Responsible for scheduling and coordinating data collection activities, developing and/or revising assessment plans, generating digital versions of all assessments, and creating, and launching key assessments in Tk20.
- Serve as the liaison with Watermark staff and the College of Education.
- Provided training for faculty, staff, and students in the use of the assessment system.
- Developed training materials for the Tk20 website.
- Provide support for the Associate Dean for Research and Assessment in generating annual data reports in aggregate and dis-aggregate forms for the UTeach program, the Dean, and the College of Education Annual Assessment review for Georgia Professional Standards Commission (GaPSC), and SACSOC accreditation.
- Managing effective data collection such as checking for data accuracy, identifying missing data, and preparing data for analysis (qualitative and quantitative).

- Managing College of Education candidate performance data webpage.

Nov. 2015 – May 2017

Assistant Registrar – Graduation

University of West Georgia, Office of the Registrar

- Providing direct supervision to three full-time employees and two student assistants within the Graduation area.
- Responsible for graduation clearance within the Registrar’s Office -- work distribution, communication, and procedures for all graduation verification and processing.
- Assisted with applying Degree Works exceptions, graduation application coding, degree audit review, diploma ordering and processing, degree/major/minor/concentration changes, commencement ceremony, and the annual graduation fair.
- Additional responsibilities included evaluation, verification, and conferral of degree requirements based on University (UWG) and University System of Georgia (USG) policies and procedures.
- Working directly with faculty and staff to troubleshoot and resolve degree program issues.
- Notifying students of evaluation results including informing them of appropriate options to satisfy outstanding requirements, explaining relevant policies, regulations, and procedures, as well as, referring students to other academic units when appropriate.
- Overseeing the update of graduation candidate listings and maintaining information on the [graduation webpage](#).
- Served as a member of the university commencement committee, and the graduation fair committee.
- Collaborate with committee, staff, and SAEM volunteers on line-up setup for commencement, as well as, provide and confirm official candidate listing for the commencement program.

July 2015 – Nov. 2015

Departmental Associate - Graduation

University of West Georgia, Office of the Registrar

- Responsible for reviewing undergraduate-level student records in preparation for graduation. This includes but is not limited to reviewing coursework, as well as, other non-course requirements.
- Interpreting and communicating policies and procedures governing degree requirements for undergraduate degree candidates to students, staff, and faculty.
- Notifying degree candidates of graduation application deadlines, unmet requirements, and deferring degrees.
- Other responsibilities included proactive problem-solving concerning student Degree Works audits, organizing West Georgia’s annual graduation fair, assisting with preparation for Commencement, and serving at each commencement ceremony.

May 2014 – June 2015

Catalog and Curriculum Specialist

Eastern Kentucky University, Office of the Registrar

- Responsible for reviewing, and editing curriculum proposals submitted on behalf of the five colleges within Eastern Kentucky University. This includes new courses, course revisions, new programs, program revisions, and program suspensions.
- Working with the Provost, and Registrar to compile the Council on Academic Affairs agenda monthly, and communicate with the associate dean’s offices regarding all/any necessary edits required by the University.

- Guiding each proposal through several approval processes, including the Council on Academic Affairs, Faculty Senate, and Board of Regents.
- Integrating each approved proposal into InDesign, thereby, assembling and publishing the University Graduate and Undergraduate Catalogs, as well as maintaining the [CAA](#) and [Catalog](#) webpages.

Sept. 2013 – May 2014

Academic Records Specialist

Eastern Kentucky University, Office of the Registrar

- Responsible for maintaining and processing program of study changes for the entire student body within Eastern Kentucky University. These include implementing changes for major, concentration, minor, and catalog, as well as, both departmental and university certificates.
- Responsibilities also include providing strong administrative support to all faculty, staff, and students concerning troubleshooting any issue related to program of study changes in Banner.
- Communicated accurate and up-to-date information to all faculty, staff, and students regarding university programs and curriculum policy.

PART-TIME LECTURER/INSTRUCTOR

Jan. 2013 – May 2013

Eastern Kentucky University, Biology Department

Human Anatomy – Biology 171

Aug. 2010 – June 2011

Utah Valley University, Biology Department

Introduction to Human Anatomy & Physiology – Zoology 1090

Human Physiology – Zoology 2420

General Biology – Biology 1010

Sept. 2009 – May 2010

The College of Staten Island of The City University of New York (CUNY), Biology Department

Human Anatomy & Physiology II – Biology 160

Macaulay Honors General Biology – Biology 171

RESEARCH ASSISTANT

Oct. 2009 – May 2010

Institute for Basic Research for Developmental Disabilities (IBR), Human Genetics, Developmental Abnormalities Department, Staten Island, N.Y.

Aug. 2005 – Jan. 2008

The College of Staten Island of The City University of New York (CUNY), Neurobiology Department, Staten Island, N.Y.

EDUCATION

June 2012

Master of Science | Major in Neuroscience

The College of Staten Island of The City University of New York, Staten Island, N.Y.

Jan. 2009

Bachelor of Science | Major in Biology

The College of Staten Island of The City University of New York, Staten Island, N.Y.

Jan. 2006

Associate in Science

The College of Staten Island of The City University of New York, Staten Island, N.Y.

PROFESSIONAL CONFERENCES

May 2023	GCTA Conference
May 2022	GCTA Conference
June 2021	Watermark Engage
May 2019	Watermark Regional Assessment & Accreditation Summit
June 2018	Watermark Engage
June 2017	Taskstream-Tk20 Interactive
March 2017	Ellucian LIVE 2017
Oct. 2016	GACRAO 2016 Annual Conference
Sept. 2015	Georgia Summit for the GeorgiaBEST Banner/DegreeWorks Boot Camp

CONFERENCES PRESENTATIONS

May 2023	GCTA Conference: “USG eCampus Proctored Testing More than just eCore!”
Sept. 2022	eCampus Student Success Retreat: “eTesting – Serving the Students of the USG”
May 2022	GCTA Conference: “eCampus Testing More than just eCore!”

SERVICE

HIRING COMMITTEES

Oct. 2022 – Nov. 2022	Served on the Educational Program Specialist Search Committee
June 2022	Served on the Administrative Support Senior and Proctor Committee Search for the UWG VPAA Office
May 2022	Served on the Testing Services Coordinator Committee Search for the UWG VPAA Office
Jan. 2021	Served on the Coordinator of the College of Education External Relations Committee Search for the UWG College of Dean’s Office
Nov. 2017	Served on the Assistant Registrar Committee Search for the UWG Registrar’s Office - Graduation
April 2017	Served on the Departmental Assistant Committee Search for the UWG Registrar’s Office - Graduation
March 2017	Chair of the Departmental Associate Committee Search for the UWG Registrar’s Office - Graduation
Feb. 2017	Chair of the Departmental Associate Committee Search for the UWG Registrar’s Office - Graduation
July – Sep. 2016	Chair of the Departmental Assistant Committee Search for the UWG Registrar’s Office - Graduation
March – April 2016	Served on the Student Assistant Committee Search for the UWG Registrar’s Office - Graduation
2016	Served on the Customer Services Representative Committee Search for the UWG Enrollment Services Center
Jan. 2016	Chair of the Departmental Associate Committee Search for the UWG Registrar’s Office - Graduation

June 2015 Served on the Catalog and Curriculum Specialist Committee Search for the EKU Registrar's Office

INSTITUTIONAL COMMITTEES

2017 UWG Commencement Ceremony Committee Member – Registrar's Office Representative

2016 UWG Commencement Ceremony Committee Member – Registrar's Office Representative

2016 Chair of the UWG Graduation Fair Committee

RECOGNITION AND AWARDS

April 2020 Recipient, COE distinguished staff award