January 24, 2017
Dr. Anne Birberick
Vice Provost, Undergraduate Academic Affairs

Dear Dr. Birberick,

Please accept this letter as part of my application for the position of Associate Vice Provost for Undergraduate Curriculum. Like most public institutions in Illinois, NIU is in a period of significant transition as it seeks to reposition itself in a highly competitive and rapidly changing higher education landscape. During this time, it is more important than ever that NIU maintain and sharpen its focus on its core mission: student career success. The Associate Vice Provost for Undergraduate Curriculum will play a central role in several initiatives currently underway that hold great promise to provide students with a coherent, integrated college experience that is unique to NIU. These include NIUPLUS, the proposed integration of Living Learning Communities with Themed Learning Communities, the creation of an Undergraduate College, and efforts designed to build a campus culture that embraces diversity, academic equity, and inclusion as dimensions of excellence.

Serving as Acting Associate Vice Provost for Undergraduate Academic Affairs over the past two years has given me a comprehensive view of the university's policies, procedures, and overall culture. I have gained valuable experience through: 1) overseeing the General Education Program and the development of NIUPLUS; 2) successfully shepherding components of the PLUS baccalaureate curriculum and the Human Diversity graduation requirement through the shared governance approval process; 3) developing assessment tools and strategies; 4) policy creation and implementation; and, 5) working with students who need assistance with withdrawal and reimbursement procedures. These experiences have prepared me to perform at a high level the duties and responsibilities of the Associate Vice Provost for Undergraduate Curriculum, as outlined in the position description.

I believe that partnerships and strong professional relationships are essential for effecting large-scale change, which rarely can be mandated and occurs most naturally when a broad cross-section of university stakeholders comes together to work toward a common goal. I have developed excellent relationships with key campus partners, such as curricular deans, department chairs, faculty, the Registrar, academic advisors, and directors of academic support units. I have worked closely with numerous offices across campus, including First & Second Year Experience, the University Writing Center, Access Tutoring, Marketing and Communications, and the Office of Student Engagement and Experiential Learning. During the Program Prioritization process, I assisted the Vice Provost for Undergraduate Academic Affairs in preparing the narratives for each of her reporting units, as well as the unit responses to the Prioritization Task Force recommendations. I gained a great deal of familiarity with the individual programs and services various units provide and strengthened my professional relationship with many of the unit directors. Finally, having participated in the budget development process for the Vice Provost’s office for the past two years has provided me with essential experience, given the oversight responsibilities of the Associate Vice Provost for Undergraduate Curriculum.

Looking ahead, I see opportunities in these uncertain times, opportunities that might not exist in more stable periods and which have the potential to redefine NIU. The innovative and bold student career success initiatives I mentioned above not only can enhance student success, recruitment and retention, but collectively will help to position NIU as a national leader in 21st century higher education. I
am eager to continue participating in these efforts and to being a part of the leadership team during this exciting transformational process. I would welcome the opportunity to meet with you to discuss further my qualifications for the position of Associate Vice Provost for Undergraduate Curriculum. If you require anything else in support of my candidacy, please let me know.

Sincerely,

Ed Klonoski, Ph.D.
Acting Associate Vice Provost,
Undergraduate Academic Affairs

References:

Dr. Vernese Edghill-Walden
Chief Diversity Officer & Senior Associate Vice President for Academic Diversity

Dr. David Ballantine
Associate Dean for Undergraduate Affairs
College of Liberal Arts and Sciences

Jerry Montag
Director/Registrar
Registration and Records
Ed Klonoski

Education
Ph.D., Ohio State University, Columbus, OH; Emphasis: Music Theory
Master of Music, Southern Methodist University, Dallas, TX
Bachelor of Music, Marywood College, Scranton, PA

University Administrative Experience
2015- Acting Associate Vice Provost, Undergraduate Academic Affairs, Northern Illinois University

Leadership role in the oversight of the PLUS baccalaureate curriculum:

• General Education Knowledge Domains
  – Oversaw the development and shared governance approval process of the General Education Knowledge Domains
  – Led course vetting and Knowledge Domain placement by the General Education Committee
  – Assisted Registration & Records with the development of transfer course placement guides
  – Led advisor and community college training workshops
  – Created Knowledge Domain application materials
  – Developed a General Education assessment plan
  – Assisted in writing catalog language for the General Education Knowledge Domains

• General Education Thematic Pathways
  – Oversaw the Pathway Development Grant application process
  – Led Pathway development meetings and workshops for faculty, staff, administrators, and student groups
  – Oversaw the development and shared governance approval of seven Pathways
  – Developed the Pathway Coordinator job responsibilities and recruited Pathway Coordinators
  – Ongoing Pathway Coordinator oversight
  – Developed Pathway marketing, advising, and recruiting materials
  – Assisted in writing catalog language for the General Education Pathways

• Development and implementation of a Writing-infused course graduation requirement
  – Formed and led implementation teams in the creation of Writing-infused course criteria
  – Led Writing-infused criteria presentations to faculty, staff, administrator, and student groups
  – Oversaw the development and shared governance approval process of the Writing-infused course graduation requirement
  – Assisted Registration & Records in developing a Writing-infused course tagging system
  – Assisted in writing catalog language for the Writing-infused course graduation requirement
• **NIUPLUS (AcademicsPLUS, EngagePLUS, JobsPLUS)**
  – Leadership role in coordinating NIUPLUS components
  – Leadership role in the development of marketing materials for the NIUPLUS marketing campaign
  – NIUPLUS presentations to faculty, staff, administrators, student groups, and at Orientation and Northern Neighborhoods
  – Leadership role in developing Living Learning Communities/Themed Learning Communities integration

• **UNIV 101**
  – Leadership role in redesigning UNIV 101
  – Co-led faculty development workshops
  – Leadership role in securing Bryan Stevenson campus visit

**Responsibilities outside of the PLUS baccalaureate curriculum:**

• **Diversity, Equity, and Inclusion Initiative**
  – Authored NIU’s American Association of Colleges & Universities (AAC&U) 2015 Equity Academy application; NIU was one of 16 schools nationally chosen to participate in the Equity Academy
  – Member of the Committee on Multi-Cultural Curriculum Transformation
  – Member of the Committee for Academic Equity and Inclusive Excellence
    o Chair of the subcommittee charged with developing a Human Diversity graduation requirement
      -Leadership role in the development and shared governance approval process for the Human Diversity graduation requirement
      -Assisted in writing catalog language for the Human Diversity graduation requirement
    o Chair of the subcommittee charged with eliminating academic equity gaps for underserved students
      -Led meetings with college equity teams
      -Presented to college senates and curriculum committees, department chairs, and at full-college meetings

• **University Honors Program**
  – Coordinated arrangements for the 2015 “Introduction to American Life and Culture” exchange program for Chinese students
  – Arranged the 2016 “Introduction to American Life and Culture” exchange program for Chinese students
    o Identified and hired two Co-Directors, three Graduate Assistants and seven undergraduate Honors volunteers.
    o Leadership role in developing the program budget

• **Vice Provost’s Committee Designee**
  – General Education Committee
  – Committee for the Improvement of the Undergraduate Academic Experience
  – Academic Planning Council
  – Committee for Academic Equity and Inclusive Excellence
  – Educational Services and Programs Advisory Committee
  – Committee on Undergraduate Curriculum
  – Committee on the Improvement of Undergraduate Education
Committee on Undergraduate Academic Environment
- Admissions Policies and Academic Standards Committee
- Committee on Multi-Cultural Curriculum Transformation

- Program Prioritization:
  - Assisted Vice Provost for Undergraduate Affairs with the development of reporting-unit Prioritization narratives and with reporting-unit responses to Prioritization Task Force recommendations
  - Authored the Bachelor of General Studies and Bachelor of Science Applied Management Prioritization narratives

- Assist students with academic matters and oversee student university withdrawal reimbursement requests


2014 Acting Assistant Director, School of Music, Northern Illinois University
- Developed and coordinated the “Student+Faculty In-Tune Mentorship Program”
- Assisted students with academic matters
- Assisted the Director of the School of Music in facilitating discussions surrounding admissions standards, the awarding of scholarships, major studies requirements, and restructuring of ensemble offerings

2010 Coordinator, Music Theory & Composition Area
- Coordinated faculty teaching assignments
- Coordinated administration and grading of entrance and diagnostic exams, and transfer student course placement
- Assisted students with academic matters
- Led weekly instruction improvement meetings with area faculty

University Teaching Experience
1995- Northern Illinois University, Associate Professor
1994 Capital University: Visiting Instructor
  Ohio State University: Visiting Instructor

Publications
2003 "Connecting the inner ear and the voice" (with Prof. E. Johnson). *Choral Journal*. Vol. 44 no. 3.
2002 "Silent singing, inner voice, inner ear and intonation" American Choral Directors Association National Convention, San Antonio, TX. Publication ViaMedia Productions Cave Springs, AR.
Presentations

2016  “A Collaborative Approach to Inclusion and Equity in General Education Courses” Annual meeting of the Association for General & Liberal Studies, Salt Lake City; (with Greg Barker and Anne Birberick)

2016  “Outcomes-Based Assessment: Integrating General Education, Major Studies, and Co-Curricular Activities” Annual meeting of the American Association of Colleges & Universities, New Orleans, LA; (with Anne Birberick)

2015  “Making Diversity Integral to Liberal Education: A Multi-cultural Approach” Annual meeting of the Association for General & Liberal Studies Milwaukee WI; (with Anne Birberick and Vernese Edghill-Walden)

2014  “Progressive Learning in Undergraduate Studies: Finding your PLUS advantage” Annual meeting of the Association for General & Liberal Studies, Atlanta, Georgia; (with Anne Birberick and Michael Kolb)

“Combining Composition and Analysis to Teach Voice Leading in Non-chorale Style Pieces” Rocky Mountain Society for Music Theory, Tempe Arizona

2011  “The Importance of Context in Developing Aural Skills” University of Wisconsin, Janesville

2010  “A Prolongational Harmonic Model as the Foundation for Beginning Aural Skills Instruction” Macro Analysis Creative Research Organization Annual Meeting, Madison, Wisconsin

2007  “Re-thinking Part Writing as a Tool for Teaching Voice Leading” Music Theory Midwest Annual Meeting, Lawrence, Kansas


“Teaching Aural Skills Fundamentals,” invited presentation, University of Chicago


1997  "Teaching Pitch Internalization: Classroom Strategies and Techniques,”

Music Theory Midwest Annual Conference, Northfield, Minnesota

University Service

2016-17  Supervisor, Visiting Associate Professor
          Higher Learning Commission Faculty Qualifications committee

2016  University Committee Restructuring ad hoc committee

2014-15  PLUS Task Force
          PLUS Task Force Report-writing Sub-committee
          General Education Committee

2013  General Education Committee
          General Education Re-visioning Task Force
2012  General Education Committee
Admissions, Policies and Academic Standards Committee
2011  Vision 20/20 Strategic Planning Committee
General Education Committee
2011  Baccalaureate Review Task Force
2011  Admissions, Policies and Academic Standards Committee
2010- Chair, General Education Committee
2009- General Education Committee
Baccalaureate Review Task Force
Admissions, Policies and Academic Standards Committee
2005-2008 Educational Services and Programs Advisory Committee
2003-2005 Committee for the Improvement of Undergraduate Education
1998-1999 Committee on Undergraduate Academic Environment
1995-1999 Faculty Advisor to the Neptune Hall Music Interest Floor Residential Program

School of Music Service
2014  Acting, Assistant Director, School of Music
Advisory Committee
Scholarship Committee
2013  Graduate Advisory Committee
2012  Graduate Advisory Committee
2010  Coordinator, Music Theory/Composition Area
2006-2008 School of Music Committee on Standards and Admissions
2006-2007 School of Music Curriculum and Assessment Committee
1999-2000 Supervisor, Supplemental Instruction Program
1998-2000 Co-coordinator School of Music Peer Tutoring Program

Professional Service
Executive Council Member of the Association for General & Liberal Studies
Treasurer, Association for General & Liberal Studies
Member American Association of Colleges & Universities

Awards/Honors
2011  CIUE Instructional Improvement Grant, "General Education Resource Library"
co-authored with Greg Long, Allied Health & Communicative Disorders
2008  Excellence in Undergraduate Teaching Award
2008  CIUE Instructional Improvement Grant, Restructuring the Undergraduate Core
Music Theory Sequence
2005 & Certificate of Recognition from the Center Access- Ability Resources for
1998 “Outstanding Contribution and Commitment to Diverse Learning Styles”
2004  CIUE Instructional Improvement Grant: Music Cognition/Auditory Imagery
Resource Library, (with Dr. Robert Fleisher)
1999  CIUE Undergraduate Curriculum Improvement Grant: Making NIU’s
Aural Skills Curriculum More Relevant to the Occupational Needs of
Tomorrow’s Musician
1998  College of Visual and Performing Arts Undergraduate Artistry and Research
Apprenticeship Program Grant: Writing as a Means of Expressing Musical
Intuitions
1997  Graduate School Summer Research Grant:
Teaching Pitch Internalization Processes