

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 21<sup>st</sup> 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,

A handwritten signature in cursive script that reads "Ed Klonoski".

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
    - 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
    - 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
    - Identified and hired two Co-Directors, three Graduate Assistants and seven undergraduate Honors volunteers.
    - 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
  - Office of the Vice Provost for Undergraduate Affairs budget development process (2015-2017)
- 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

- 2006 “Improving Dictation as an Aural Skills Instructional Tool” *Music Educators Journal* Vol.93, No.1.
- 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.
- 2001 "Teaching Pitch Internalization Processes" *Journal of Music Theory Pedagogy* Volume 12.
- 2001 "A Perceptual Learning Hierarchy: An Imperative for Aural Skills” *College Music Symposium* Volume 41.

## **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
- 2006 "Beyond Dictation: Developing Critical Listening Skills" College Music Society Great Lakes Region Annual Meeting, Evanston, Illinois
- 2005 "Notated vs Perceived Meter: Hearing the Difference" Illinois Music Educators Association Annual Meeting, Peoria, Illinois
- 2001 "Inner Ear, Inner Voice and Subvocalization," National Convention of the American Choral Directors Association, San Antonio Texas.
- "Teaching Aural Skills Fundamentals," invited presentation, University of Chicago
- 2000 "Inner Ear, Inner Voice and Subvocalization," Illinois Chapter of the American Choral Directors Association, Wheaton, Illinois.
- 1999 "Auditory Imagery and Music Pedagogy: Reciprocity and Untapped Potential," National Meeting of the Society for Music Perception & Cognition, Chicago, Illinois.
- 1997 "Teaching Pitch Internalization Processes: Supportive Cognition/Perception Research," National Meeting of the College Music Society, Cleveland, Ohio
- 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*