

CURRICULUM VITAE

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EDUCATION

PhD in English, University of Pittsburgh, 1980
Dissertation: "Approach to the Still Point—The Parallel Journeys of T.S. Eliot and Dante"

MA in English, *with distinction*, University of Pittsburgh, 1974
BA in English, *Timothy Alden Scholar*, Allegheny College, 1973

EMPLOYMENT HISTORY

2001-
Seattle Director, Center for Creative Change, Antioch University

Designed and direct an innovative graduate center including four programs: MA in Environment and Community, MS in Management, MA in Organizational Psychology, MA in Whole Systems Design. Programs emphasize reflective practice and an integrated core curriculum leading to specialized advanced degree emphasis. A fifth program, MA in Strategic Communication, is currently under university review and scheduled for implementation fall 2005.

1999-2000 Director of Assessment, Northeastern University

Worked with faculty, curriculum committees, department chairs, and associate deans to identify outcomes for the university-wide Academic Common Experience Program (ACE) and develop and implement mechanisms for assessing student success in meeting those outcomes. Reported to the Provost.

Director of Graduate Studies, Northeastern University
Department of English

Responsible for overseeing the administration of four graduate programs: PhD, MA, MAW (Master of Arts in Writing), MTPW (Master of Technical and Professional Writing), and TWTP (Technical Writing Training Program, a graduate certificate program)

Director of the Computer Lab, Northeastern University

Department of English

Responsible for designing the new laboratory, recommending and purchasing hardware and software, and coordinating the lab's staffing and use.

Professor of English, Northeastern University

Taught graduate and undergraduate courses in the Department of English and introductory and advanced legal writing courses in the School of Law.

1998-99

Senior Fellow, New England Board of Higher Education
(On one-year leave from Northeastern)

Director: Communicating Science and
Technology Project

Producer: "A Workforce Quality Conference: Communicating
Science and Engineering at the Millennium." Co-sponsored by
the New England Board of Higher Education, the Connecticut
Academy of Science and Engineering, and the Engineering
Massachusetts Collaborative.

NORTHEASTERN UNIVERSITY:

1996-98

Interim Dean of Cooperative Education

An 18-month, interim position. Responsible for refocusing and restructuring the cooperative education program; facilitated industry/university partnerships for increased student learning experiences; had oversight for the budget and administered a department with 46 full-time faculty.

1994

Acting Chair, Department of English

During the Chairperson's sabbatical leave.
Responsible for administering a department of 70
faculty: 25 in the professorial ranks.

1993-

Professor of English

Director of Writing Programs
Coordinator, Technical and Professional Writing
Director, Legal Writing Program in the School of Law

1989-93

Associate Professor of English

Director of Writing Programs
Coordinator, Technical and Professional Writing
Director, Legal Writing Program in the School of Law

1983-89

Assistant Professor of English

Co-Founder and Director, Graduate Technical and Professional Writing Programs

- Developed concept and curriculum for the Master of Technical and Professional Writing Program, established an industry advisory board, developed an extensive internship program, coordinated career placement for graduates.

Director, Legal Writing Program in the School of Law

COURSES TAUGHT AT NORTHEASTERN:

Graduate: Rhetoric, Ethics of Professional Writing, Advanced Legal Writing Seminar, Legal Writing Workshop, Applied Software Writing, Technical Writing, Writing for the Computer Industry, Technical Writing Theory and Practice, Writing for Publication Workshop, Issues in Style and Grammar, Research Materials and Methods, Professional Presentations

- Directed master's theses in technical and professional writing, serve on PhD dissertation committees in writing and rhetoric

Undergraduate: Writing for the Computer Industry, Technical Writing, Business Writing, Literature and the Law, Freshman Composition

PRIOR TEACHING EXPERIENCE:

1982-83 Visiting Assistant Professor of English, Allegheny College

Courses: Expository Writing, Contemporary Women's Literature

1980-81 Assistant Professor of Rhetoric, University of Michigan-Dearborn

Courses: Professional Communications, Advanced Expository Writing and Rhetoric, Intermediate Composition, Basic Composition

1976-80 Instructor of English, Allegheny College

Director, Basic Writing Program and Writing Laboratory
Coordinator, Writing-Across-the-Curriculum Program

Courses: Modern Novel, Critical Approaches to Literature, African-American Literature, Introduction to Literature, Expository Writing, Remedial Writing

- Directed senior projects in literature and writing
- Developed seminars on teaching writing for faculty in all disciplines

- Trained and supervised writing tutors

1974-75 Teaching Fellow, University of Pittsburgh

Courses: Short Story, Introduction to Drama,
 Freshman Composition

OTHER EMPLOYMENT:

1975-76 Assistant Editor, Pennsylvania Magazine
 Marketing Associate, Communication Design Corporation

PUBLICATIONS

BOOKS:

Writing for the Technical Professions, third edition. New York, NY: Longman, 2005.

Writing for the Technical Professions, second edition. New York, NY: Longman, 2002.

Writing for the Technical Professions. New York, NY: Longman, 1998.
Website: <http://longman.awl.com/woolever>

Research Across the Disciplines. Mountain View, CA: Mayfield, 1997.
Co-authored with Tiane Donahue.

Writing for the Computer Industry. Englewood Cliffs, NJ: Prentice Hall, 1994. Co-authored with Helen M. Loeb.

About Writing: A Rhetoric for Advanced Writers. Belmont, CA: Wadsworth, 1991.

Untangling the Law: Strategies for Legal Writers. Belmont, CA: Wadsworth, 1987.

ARTICLES:

“Critically Reflective Practice: Weaving Community Action and Social Reflection into Professional Graduate Studies.” Co-authored with D. Comstock and K. Davies. Forthcoming, *Journal of Transformative Education*.

“Doing Global Business in the Information Age: Rhetorical Contrasts in the Business and Technical Professions.” *Contrastive Rhetoric Theory Revisited and Redefined*. C.G. Panetta, ed. Mahwah, NJ: Erlbaum, 2001: 47-64.

“Technical Foul: The Growing Communication Gap Between Technical Specialists and the Rest of Us” *Connection: New England’s Journal of Higher Education and Economic Development*. 13.3 (1998): 28-30.

“Extending the Boundaries of Rhetoric in Legal Pedagogy.”

Journal of Business and Technical Communication. 10.2 (1996): 213-238.
Co-authored with E. Britt and B. Longo

“Corporate Language and the Law.” *Corporate Communication*. Michael Goodman, ed. New York: SUNY Press, 1994: 91-102.

“Unraveling the Metaphors: Deconstruction and Technical Writing.” *Technical Communications Frontiers: Essays in Theory*. Charles H. Sides, ed. ATTW Publications (1994): 103-115.

“Corporate Language and the Law.” *IEEE Transactions on Professional Communication*. 33.2 (1990): 94-98.

“Coming to Terms with Different Standards of Excellence for Written Communication.” *Worlds of Writing*. Carolyn Matalene, ed. New York: Random House, 1989: 3-16.

MEDIA: XyWrite III Plus Documentation.” *PC Computing*. 1.2 (1988): 207-208.

“Overhauling Maintenance Engineering.” *Mechanical Engineering* 108.5 (1986): 86-89.

“Untangling the Law: Verbal Design in Legal Argument.” *Journal of Advanced Composition* 6 (1985-86): 151-165.

“Pithole City: Boom Town Turned Ghost Town.” *Pennsylvania Heritage* 10.3 (1984): 4-11.

“Ramblings on Early Oil History.” *Western Pennsylvania Historical Magazine* 66.4 (1983): 389-395.

“Early Oil: The Industry’s Beginnings in Pennsylvania.” Manuscript funded in part by the Pennsylvania Historical Commission and in part by NEH. On file at the Drake Well Museum in Titusville, PA. Co-authored with Vance Packard, Jr. 1983.

“Roistering Times in the Oil Valley.” *Allegheny Magazine* 3.1 (1983): 37-42.

“Is Writing a Technical Skill or a Means of Humanistic Inquiry?” *Chronicle of Higher Education* 20 July, 1983: 50.

“John Brown, Abolitionist.” *Pennsylvania Magazine* 1.1 (1976): 8-9.

“Our Flood-prone State: Techniques for Better Flood Control.” *Pennsylvania Almanack* 1.1 (1976): 32-33, 73.

PROCEEDINGS:

“Critically Reflective Practice: Weaving Community Action and Social Reflection into Professional Graduate Studies.” International Conference on Transformative Learning, 2003: Compact disk.

“Writing Corporate Policies and Procedures. *ITCC Proceedings*. International Technical Communications Conference, 1990: WE 6-8.

“What Should—and Should Not—Be Taught in Technical Writing Programs, and Why.” *InterChange Conference Proceedings*. InterChange Conference, 1990: TR 21-24.

“Corporate Language and the Law: Avoiding Liability in Corporate Communications.” *Corporate Communications Conference Proceedings*. Corporate Communications Conference, 1989: II 32-43.

“The Politics of Effective Training in Government and Industry.” *ITCC Proceedings*. International Technical Communications Conference, 1988: RET 21-23.

“Industry, Internships, and Academe: A Manageable Menage a Trois?” *ITCC Proceedings*. International Technical Communications Conference, 1987: RET 101-104.

“Determining Audience v. Shaping It.” *CPTSC Proceedings*. Council for Programs in Technical and Scientific Communication Conference, 1985: 10-15.

REVIEWS:

“Legal Writing.” *Technical Communication*, Spring 1995.

“Audience and Rhetoric.” *Journal of Advanced Composition* 13.2 (1993): 545-547.

“Teaching Technical Writing.” *Technical Communication Quarterly* (1993) 2.4: 444-445.

“Strategies for Business and Technical Writing and Elements of Practical Writing.” *Journal of Advanced Composition* 6 (1985-86): 223-225.

“Abeng: A Review Interview.” Included interview with author, Michelle Cliff. *Motherroot Journal* 5.2-3 (1984): 3.

MISCELLANEOUS:

“Students Learn Real-World Writing Skills in Technical Writing Program.” *Arts and Sciences Chronicle*. Northeastern University, Spring 1992: 10.

“The President’s Column.” *Boston Broadside* 7.1-7.

EDITORIAL:

Associate Editor, *Technical Communication* (1987-1993)

Associate Editor, *Journal of Advanced Composition* (1986-1988)

Assistant Editor, *Pennsylvania Magazine* (1976)

Founding Editor, Heatherstone Press, a small press publishing poetry and fiction.

Editorial Board, *Technical Communication*

Editorial Board, *Legal Writing Journal*

Editorial Board, *Journal of Business Communication*

Editorial Board, *IEEE Transactions of Professional Communication*

Manuscript Reviewer for Prentice Hall, Longman, St. Martin's, Bedford Books, Allyn and Bacon, Macmillan, Houghton Mifflin, Wadsworth, Mayfield, Oxford, M.I.T. University Press.

GRANTS AND AWARDS

Associate Fellow Award, Society for Technical Communication. A national award given for outstanding contributions to the technical communication profession. 1998.

Project Director, Instructional Development Grant. An internally funded grant to develop faculty workshops in teaching composition. \$2,000. 1996.

Co-Project Director, Instructional Development Grant. An internally funded grant to improve the Middler Year Writing Program curriculum. \$3,693. 1995-1996.

Project Director, Strategic Planning Grant. An internally funded grant to re-design the ESL curriculum. \$3,700. 1994-1995.

Project Director, NEH Grant. A research and writing grant to study the oil industry's development and cultural impact in Pennsylvania. 1981-1983.

PAPERS PRESENTED

"Transforming Graduate Education: A Systems Approach to Graduate Study in the Professions." American Association of Higher Education (AAHE) Conference. San Diego, April 2004.

"Critically Reflective Practice: Weaving Community Action and Social Reflection into Professional Graduate Studies." International Conference on Transformative Learning. Teachers College, Columbia University, October 2003. Co-presented with Donald E. Comstock.

"Integrating Liberal and Professional Studies and the World of Work: Coherent Learning through the Integration of General Education, Study in the Major, and Experiential Education." AAUC/Association of New American Colleges (ANAC) Network for Academic Renewal. Pacific Lutheran University, April 2000.

"Nobody Told Me I'd Have to Write!--Communicating Science and Technology at the Millennium." Invited Keynote, Annual Meeting of Sigma XI, the Honorary Society for Professional Science and Engineering Research. University of Massachusetts-Lowell, May 1999.

"Rethinking Technical Communication Pedagogy: A Poststructuralist View of Program and Course Design." CCCC, Phoenix, March 1997. Published in *ERIC Resources in Education*, March 1997 (microfiche).

“Critical Pedagogies for the Legal Writing Classroom.” Legal Writing Institute, Seattle University, July 1996.

“Keeping Pace: Thoughts on the Future of Information Design.” Invited Presentation, Digital Equipment Corporation, November 1995.

“What’s Wrong With This Training Picture?” Invited Keynote, InterChange Conference, University of Massachusetts-Lowell, April 1995.

“Feminist Discourse and Legal Argument.” Legal Writing Institute, John Marshall School of Law, Chicago, IL, July 1994.

“Issues in TA Training: Does Poststructuralism Preclude Teaching Structure?” CCCC, San Diego, CA, April 1993. Published in *ERIC Resources in Education*, March 1993 (microfiche).

“Teaching or Training? A Primer of Corporate Instructional Design.” Invited Keynote, InterChange Conference, University of Massachusetts-Lowell, March 1993.

“Feminist Discourse and Legal Analysis.” Legal Writing Institute, University of Puget Sound, July 1992.

“Using Written Communication in the Business Classroom.” Teaching Excellence Seminar, College of Business Administration, Northeastern University, May 1992.

“Reassessing the Role of Collaborative Writing in Advanced Composition.” CCCC, Boston, March 1991. Published in *ERIC Resources in Education* March 1991 (microfiche).

“Writing Effective Feedback on Law Students’ Legal Memoranda and Briefs.” Legal Writing Institute, University of Michigan School of Law, July 1990.

“Writing Corporate Policies and Procedures.” International Technical Communication Conference, Santa Clara, CA, May 1990.

“What Should—and Should Not—Be Taught in Technical Writing Programs and Why.” InterChange Conference, University of Massachusetts-Lowell, March 1990.

“Corporate Language and the Law: Avoiding Liability in Corporate Communications.” Corporate Communications Conference, Fairleigh Dickinson University, May 1989.

“Designing Effective Internships.” InterChange Conference, University of Massachusetts-Lowell, April 1989.

“Future Trends in Technical Communication.” InterChange Conference, University of Massachusetts-Lowell, April 1989.

“The Tenure Process for Technical Writing Teachers.” CCCC, Seattle, March 1989.

“Tapping the Audience’s Assumptions: Using Rhetorical Enthymeme in Advocacy Writing.” Legal Writing Institute, University of Puget Sound, August 1988.

"Teaching Legal Writing to Students Who Are Professional or Accomplished Writers." Legal Writing Institute, University of Puget Sound, August 1988.

"The Politics of Effective Training in Government and Industry." International Technical Communication Conference, Philadelphia, May 1988.

"Industry, Internships, and Academe: A Manageable Menage a Trois?" International Technical Communication Conference, Denver, 1987.

"Critical Thinking and Legal Writing." CCCC, Atlanta, March 1987. Published in *ERIC Resources in Education*, August 1987 (microfiche).

"The Dramatic Elements of Legal Writing." CCCC, New Orleans, March 1986. Published in *ERIC Resources in Education*, June 1986 (microfiche).

"Speaking to the Present: Teaching Writing for the Computer Industry." National Council of Teachers of English Diamond Jubilee Convention, Philadelphia, November 1985.

"Determining Audience v. Shaping It." Council for Programs in Technical and Scientific Communication, Miami University of Ohio, February 1985.

"Writing Program Administration: Connecting with Graduate and Professional Schools." CCCC, Minneapolis, March 1985.

"Northeastern University's Legal Writing Program: Integrated into the First Year Curriculum." Legal Writing Institute, University of Puget Sound, August 1984.

"Techniques for Organizing the Legal Office Memorandum." Legal Writing Institute, University of Puget Sound, August 1984.

"Public Programming in the Humanities." Public Library Association Convention, Baltimore, March 1983.

"Ida Tarbell as Journalist." NEH-funded Lecture Series, Titusville, PA, November 1982.

"Marketing the Humanities." Public Library Association Regional Conference, Clarion State University, April 1982.

"The Paradox Facing Today's Writing Teachers." *Humanitas* Symposium, University of Michigan-Dearborn, January 1981.

"The Voyage to White." Poe's Use of Myth." Northeast Modern Language Association Conference, Albany, November 1978.

MISCELLANEOUS:

"Communication with Colleagues: Clear, Consistent, Complete." Non-profit Management Luncheon Seminars, the Evergreen State Society, March 2003.

"Integrating Writing into Your Courses." Faculty Development Seminar, Northeastern University, November 1996.

"Assessing Student Writing." Faculty Development Seminar, Northeastern University, April 1996.

“Writing Assignments that Work.” Faculty Development Seminar,
Northeastern University, February 1996.

“Technical Writing: Careers Translating Technology into Plain English.”
Four O’clock Forum, Radcliffe College, May 1993.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

American Association of Higher Education
Modern Language Association
National Council of Teachers of English
Cooperative Education Association
World Association of Cooperative Education
National Commission on Cooperative Education
Writing Program Administrators
Society for Technical Communication
Association for Teachers of Technical Writing
Council for Programs in Technical and Scientific Communication
Association of Business Communication
Legal Writing Institute
IEEE Professional Communication Association
Association of Professional Writing Consultants
Women’s Business Exchange
Rotary Club of Seattle (service organization)

RECENT SERVICE

Antioch University Seattle

Chair, Committee for the Integration of Graduate and Undergraduate Programs, 2004-
Chair, President’s Task Force to Review Antioch’s Relationship with the Organization Systems Renewal Program, 2004
Ad Hoc Committee to Develop Faculty Workload Standards, 2003
Ad Hoc Committee for Faculty Compensation, 2003
President’s Task Force on Enrollment, 2002-2003
Search Committee, Director of the BA in Liberal Studies Program, 2001-2002
Academic Dean’s Team, 2001-
Planning and Budget Council, 2001-
Academic Council, 2001-

2001-2003 Led the complete redesign of the Center for Creative Change, integrating four master’s programs; revitalized enrollments to a robust and still growing number

2003-2004 Developed and implemented five graduate certificate programs: Integrated Skills for Sustainable Change, Ecological Planning and Design, Business Leadership and Change Management, Organizational Dynamics, Systems Thinking and Design

2004 Developed the successful monthly speaker’s series: “Global Issues and Perspectives” held at Antioch University

2004 Developed a new master’s degree, MA in Strategic Communication, to be implemented Fall 2005

2004 Developed a graduate certificate in Environmental Education to be implemented Fall 2005

Northeastern University

UNIVERSITY:

Matthews Distinguished Professor Selection Committee, 2000
Instructional Development Fund Awards Committee, 2000
Provost Search Committee, 1997-98
NEASC Planning Committee for Research, 1997-98
Cooperative Education Working Group, 1997-98
Ad Hoc Committee for Academic Calendar Revision, 1998
Freshman Orientation Committee, 1998
Faculty Senate, 1997-98
Chair, Writing Task Force, 1994-1997
Evaluation Committee for Journalism Department, 1996
Academic Common Experience Committee (ACE), 1992-93
Ad Hoc Tenure Advisory Committee, 1992
Chair, English Department Chairperson Search Committee, 1991
Ad Hoc Committee on Undergraduate Program Evaluation, 1989
University Undergraduate Curriculum Committee, 1987-88
Executive Board, Women's Studies Committee. 1984-86

COLLEGE:

Graduate Coordinators Committee, 1986-96, 1999-
Experiential Education Coordinating Committee, 1995-96
Academic Standing Committee, 1995-96
Chair, College Tenure and Promotion Advisory Committee, 1992-93
College Tenure and Promotion Advisory Committee, 1991-93
Core Curriculum Committee, 1989-91
Chair, College Curriculum Committee, 1986-88
Chair, College Honors Committee, 1985

1989-90 Offered a series of Graduate Writing Seminars for Arts and Sciences graduate students. Sponsored by the Dean's Office.

DEPARTMENT:

Chair, Graduate Studies Committee, 1999-2000
Graduate Studies Committee, 1986-96
TA Advisory Committee, 1987-96
Writing Committee, 1991-96
Steering Committee, 1991-92
Coordinators Committee, 1986-91
Chair, Undergraduate Studies Committee, 1989-90
Merit Committee, 1985-88, 1992
Chair, Forum Committee, 1985-86
Undergraduate Studies Committee, 1984-86

Ad Hoc Committees: Governance Document Review Committee, PhD Proposal Committee, Freshman Writing Programs Evaluation Committee, Merit

Document Review Committee, Appointments Procedures Review Committee, Department Chair Evaluation Criteria Committee, and others.

- 1991-96 Supervisor and Trainer, Departmental Teaching Assistants
- 1986-2000 Directed over 150 Master's Final Projects, including a two-hour oral defense for each
- 1984-2000 Faculty Advisor, technical writing graduate students
- 1983-96 Coordinated internships and career placements for all graduate students in the technical writing programs
- 1983-90 Represented the technical writing programs at the annual College of Arts and Sciences Open House
- 1986-87 Coordinated fund-raising efforts to establish the endowed Helen M. Loeb Scholarship for graduate students in technical writing. Current interest on the principal is over \$2,000 annually.
- 1983 Co-developed, with Professor Helen M. Loeb, the Master of Technical and Professional Writing

MISCELLANEOUS:

- 1996-98 Provided special workshops on professional writing for incoming graduate students in Speech Pathology and Audiology
- 1995-96 Developed and taught the writing components of the Mechanical Engineering Capstone Design Course and the sophomore level laboratory courses
- 1995-96 Consulted with the College of Nursing on integrating writing into the curriculum; guest lectured in several courses and conducted faculty development workshops for nursing faculty
- 1985, 94 Taught the Writing Seminar in the Executive MBA Program

PROFESSIONAL:

- 1998-99 Conference Director, "The Widening Information Gap: Communicating Science and Technology" Conference, sponsored by the New England Board of Higher Education, April 14, 1999, Boston
- 1997 Delegate, World Association for Cooperative Education Conference, Cape Town, South Africa
- 1997 Planning Committee, National Cooperative Education Accreditation, Evanston, IL
- 1990-92 Executive Board, Legal Writing Institute
- 1990-91 President, Society for Technical Communication (STC), Boston Chapter

- 1985-90 Manager, STC Technical Publications Competition,
Boston and Northern New England Chapters
- 1988 Stem Manager, Research and Education Stem of the
International Technical Communication Conference,
Philadelphia
- 1985-88 Executive Board, STC, Boston Chapter
- 1981 Coordinator, "College Preparatory Writing Seminars" in the
Detroit and Dearborn public schools

CONSULTING:

State Street Bank
Goulston and Storrs Law Firm
New York State Department of Social Services, Legal Affairs
Millipore, Inc.
Control Data Corporation
Stahlin and Bergstresser Law Firm
The Kendall Company
Editorial Services of New England
E.C. Jordan Company
Apollo Computer
Data General
Siemens
Massachusetts Financial Services
Computervision
Digital Equipment Corporation
Society for Technical Communication
Wehran Envirotech
C-E Environmental Engineering Corporation
Gradient Corporation
ABB Environmental Engineering, Inc.
Northeastern University Finance Office
Northeastern University Human Services Office
Cox Charitable Trust (private tutoring)
Bay Networks, Inc.
Unitil, Inc.
Boston Scientific Corporation
Weyerhaeuser
The Boeing Company