

Sarah H. Huffines

Office Address

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Education

Ed.D., Higher Education Leadership and Policy, 2021
Vanderbilt University, Nashville, TN

M.F.A., Creative Writing, 2006
Specialization in Creative Nonfiction
Pennsylvania State University, University Park, PA

B.A., English, 2001
Minor in Religious Studies
University of Florida, Gainesville, FL

Work Experience

Covenant College, Lookout Mountain, GA
Associate Professor of English, 2013-present
Assistant Professor of English, 2007-2013
Visiting Lecturer in English, 2006-2007

Teaching Experience

Courses Taught:

Applied Rhetoric	English Composition
Basic Writing	English Internship
Character of Leadership	Introduction to Creative Writing
Christian Mind	Leadership in Context
Creative Essay	Practicum in Leadership
Creative Writing: Creative Nonfiction	Stranger Than Fiction
Creative Writing: Prose	Theories of Composition

Academic Center Experience

- Director of the Writing Center, 2006-present*
- Worked with students seeking help on papers and other writing tasks
 - Trained students to work as peer tutors
 - Kept and compiled data regarding center usage

- As a writing spokesperson on campus, gave guest lectures on writing in various classes
- Designed and implemented an assessment plan

Significant Committee Work and Leadership Experience

Faculty Moderator (elected position)

2021-Present

- Worked with the Faculty Steering Committee to:
 - Set the agenda for faculty meetings
 - Coordinate committee placement of faculty
 - Review the governance process and committee work
 - Assign work to standing committees
 - Serve as a channel through which any faculty member could introduce matters for consideration by the faculty
- Served as a liaison between faculty and administration
- Reported to the Board of Trustees twice a year
- Worked as a member of the Board of Trustees Governance Committee
- Served on the President's cabinet

QEP Director

2017-2022

- Managed the plan's implementation
- Tracked faculty involved in the QEP
- Helped coordinate faculty development workshops
- Coordinated with the faculty steering committee to schedule QEP events or announcements in faculty meetings
- Acted as a liaison between all parties involved in the QEP
- Chaired the QEP Steering Committee
- Reported to the Vice President for Academic Affairs with progress reports
- Wrote the final impact report for SACSCOC

Maclellan Scholars Program, co-director

2009-present

- Taught the freshman class, Character of Leadership
- Read files of Maclellan applicants, rating them for invitation to scholarship weekend
- Helped coordinate scholarship weekend, running the "fishbowl" evaluation activity, recruiting students, staff, and faculty members for help evaluating that activity, and recruiting faculty members to conduct interviews
- Taught the sophomore course, Leadership in Context
- Coordinated and evaluated intercultural study applications, and helped students identify appropriate intercultural study options
- Taught the junior course, Practicum in Leadership, helping students identify appropriate service projects, coordinating committee approval of the projects, and evaluating final portfolios

- Worked with others to coordinate the annual May trip for the freshmen Maclellan Scholars
- Traveled with students for the annual May trip for freshmen scholars
- Acted as an informal and secondary advisor for many of the Maclellan Scholars

Director of the Writing Program

2017-present

- Coordinated and implemented the first comprehensive assessment of English Composition
- Collaborated with the English department to draft a set of agreed-upon objectives for English Composition
- Helped draft and pilot a signature assignment to assess English Composition
- Developed and implemented a writing concentration within the major
- Found and mentored adjuncts to teach writing classes
- Coordinated the Nick Barker Writer in Residence Series (2006-2010, 2014-present)
- Expanded internship opportunities for writing concentration students

QEP Development

2014-2017

- Worked with institutional assessment data to develop a QEP proposal
- Collaborated with other faculty members to develop a QEP proposal that combined our individual proposals
- Chaired the committee tasked with writing the QEP
- Researched and wrote significant portions of the QEP
- Revised the QEP draft for clarity and consistency
- Worked with Communications to develop and implement a marketing plan
- Presented the QEP to a SACSCOC on-site committee
- Agreed to serve as the QEP Director

Other Committee and Service Work at Covenant College

QEP Steering Committee, 2017-present

Steering Committee, 2015-present

QEP Writing Committee, 2015-2017

Pre-orientation Participant, Summer 2010, 2011, 2014, 2015

Strategic Plan Oversight Committee, 2011-2012

Common Language Team, 2009-2010 school year

Plagiarism Committee (a subcommittee for Academic Standards), 2009

Mission and Vision Statement Facilitation, 2007-2008

Service work outside of Covenant College

QEP Lead Evaluator for SACSCOC On-Site Reaffirmation Committee

March, 2016

- Reviewed the QEP of another SACSCOC institution as part of their reaffirmation process

- Coordinated with fellow members of the On-Site Committee to interview those involved at the institution, read and evaluate their QEP, and write a report on our findings

Associate Editor, Current: Commentary, Reflection, Judgement

September, 2022-present

- Edited short essays for publication

Pennsylvania State University, University Park, PA

Graduate Assistant, English Department, 2003- 2006

Teaching Experience

Courses Taught:

Freshman Rhetoric and Composition

Introduction to Article Writing

Introduction to Creative Writing: Fiction, Poetry, and Creative Nonfiction

Technical Writing

Academic Center Experience

Writing Tutor, 2005- 2006

- Tutored Freshman Rhetoric and Composition and Basic Writing Skills students as part of a regular writing tutorial

Santa Fe Community College, Gainesville, FL

Teaching Assistant, Academic Foundations Department, 2002- 2003

Teaching Experience

Courses Taught:

College Prep Writing I

College Prep Writing II

Academic Center Experience

CLAST Lab Tutor, Academic Foundations Department, 2002- 2003

- Prepared students for the College Level Academic Skills Test, necessary to receive an Associate of Arts in Florida
- Worked individually with students in reading competency, English, and math

Publications and Presentations

"Bricolage" *Current*, April 2022. Nominated for Pushcart Prize.

"Why Covenant College" Covenant College Admissions Events, November 2021 and October 2022

"Languishing and the Discipline of Discomfort" Covenant College Convocation, August 2021

"READ Covenant" Covenant College Chapel, January 2017

"Faculty Chapel: I Believe I am an Essay" Covenant College Chapel, March 2015

"Faculty Chapel: John 20: 11-18" Covenant College Chapel, March 2012

"Telling the Story: Shaping Personal Accounts of Illness" Covenant College Leadership Forum, 2011

"Evaluation, Plus: Using the Review Assignment to Move Students from Passive to Active Learners" *Teaching in the Pop Culture Zone*. Ed. Allison Smith, Trixie Smith, and Rebecca Bobbit. Boston: Wadsworth Cengage Learning, 2009.

"Evaluating Student Writing" Covenant College Faculty Retreat, 2008

"Creating Writing Assignments" Covenant College Faculty Retreat, 2008

"Books that Changed My Life: Pilgrim at Tinker Creek" Covenant College Chapel, 2007

"Food Chain: A Book Review" *Meridian* Issue 14, Winter 2005.

"Turning Bones: A Book Review" *The Midwest Quarterly* Autumn 2004.

"Before Beginning" *A Closer Look: The Writer's Reader*, ed. Sidney Dobrin and Anis Bawarshi. New York: McGraw Hill, 2003.