

## Barbara Flocke

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### EDUCATION

**MA in Curriculum and Instruction: Foreign Language / TESL Education** May 1996  
University of Texas at Austin, Austin, Texas

**BA in French, Minor in Political Science** May 1993  
Gonzaga University, Spokane, Washington

### INTENSIVE ENGLISH PROGRAM (IEP) ADMINISTRATIVE EXPERIENCE

**Assistant Director for Curriculum and Instruction** March 2020-present  
The International English Center (IEC), University of Colorado, Boulder, Colorado

- Coordinate with faculty and staff to provide students with successful learning experiences both in the classroom, through the campus Learning Management System Canvas and outside of class
- Provide opportunities for professional development for faculty and staff through trainings, in-services, Lunch & Learn and conference recap sessions to promote improved teaching and assessment grounded in course student learning outcomes and best practices in the TESOL field
- Oversee IEP, ESL Credit and Legal English Program curriculum committees in goal-setting, planning, regular review and delivery
- Regularly review and update IEP curriculum guidelines and faculty/staff handbook
- Coordinate curriculum and update Canvas templates, assignments and assessments for IEP Reading, Writing, Electives and University Prep courses
- Lead textbook committee in review and selection of new textbooks and organization of all course books; correspond closely with publishers and university bookstore
- Assist in the hiring of new faculty
- Mentor new faculty and manage mentoring program
- Provide meaningful feedback to faculty through yearly class observations, constructive feedback, goal-setting meetings and writing of annual performance evaluation
- Write and review proposals for grants through the U.S. State Department to teach English through content and to provide teacher-training for international educators
- Organize session procedures such as session schedules, weekly memos and student evaluations
- Supervised faculty and staff in completing the 5-year interim report for the Commission on English Language Program Accreditation (CEA)
- Participated in the IEC Strategic Planning Committee to revise the IEC mission, values and vision
- Helped create a series of Confident Conversations workshops for CU international graduate students to facilitate learning of important conversation strategies
- Coordinated remote learning and supported faculty in remote teaching and curriculum coordination through weekly Zoom meetings, remote class observations, frequent one on one support and professional development opportunities during global pandemic
- Held Interim Assistant Director for Faculty Services and Curriculum title (March 2020 – July 2021)

**Curriculum Coordinator of University Prep (UP) for the Bridge program** 2014-2020  
The International English Center, University of Colorado, Boulder, Colorado

- Mentored faculty and provide support in teaching UP courses
- Coordinated the teaching of UP courses by working with IEC faculty and CU professors and staff to facilitate student learning about campus courses, academic culture and CU facilities
- Worked with the New Student and Family Program director, UP faculty, UP advisor and Student Services Manager to allow Bridge students to take the CU “Online Experience” orientation early to facilitate timely transition to CU
- Maintained UP Curriculum Guidelines, Syllabi and course Canvas templates for eight courses

- Created new course with a focus on campus interactions, culture shock and adapting
- Redesigned the IEC College Ready Curriculum into UP course by revising and developing curriculum for seven 8-week courses in the Academic Bridge CU Conditional Admission program
- Created and implemented new CU Boulder orientation content (checklist for transitioning to CU, CU academic advising and registration, Title IX, etc.) with interactive teaching methods and coordinated campus guest speakers
- Supported faculty in creating curriculum for the Pathways Academic Support course
- Created rubrics for evaluating University Prep student work: oral and written reflections, professional email skills, resume writing, and professor interactions

**Curriculum Coordinator of Elective courses**

2019-2020

The International English Center, University of Colorado, Boulder, Colorado

- Coordinated with staff to determine student elective selections for each session
- Developed Canvas course templates and populated with revised faculty materials
- Conducted survey of faculty on grammar instruction to improve Grammar Elective curriculum

**Coordinator of the Global Business Communication (GBC) Program**

2007-2011

The International English Center, University of Colorado, Boulder, Colorado

- Organized every aspect of the GBC certificate program including recruiting, student enrollment, orientation, testing, working with IEC immigration, housing and accounting staff, making purchases for the program, curriculum development, teacher and student advising, final project presentations, course evaluation and graduation
- Co-led GBC curriculum committees at the IEC to create three separate 8-week intensive business English certificate programs, each including three courses: Focus on the Individual, Focus on the Team and Focus on Sustainable Business Practices
- Directed the implementation of the new GBC curriculum and courses by IEC teachers
- Built and maintained a strong relationship with our Japanese colleagues of ALC Education
- Created close connections with CU Boulder and the Boulder and Denver business community
- Oversaw teachers using open communication such as one-on-one meetings, group meetings, student feedback and weekly memos with updates on the program and students
- Certified to administer and oversee testing of TOEIC for business students
- Helped create a new GBC brochure and Sustainable Business Practices 8-week certificate insert

**IEP TEACHING & COORDINATION EXPERIENCE**

**English as a Second Language (ESL) Instructor**

2008-2011, 2015-present

**ESL Lecturer**

2007, 2011-2015

The International English Center (IEC), University of Colorado Boulder (CU), Boulder, Colorado

*Program Development*

- Host a monthly Japanese/English Conversation Hour with the Japanese language department and recruit students through communications with alumni and Japanese university partners, 2013 to 2020 in person; 2020-present on Zoom
- Assist in teaching Confident Conversations workshops for international CU Graduate students
- Assisted in the accreditation process for updating CEA interim report
- Served as the selection committee chair to hire two full-time Instructors
- Joined the CU International Student Success Network (ISSN) to work with academic advisors and improve international student transitions to campus and retention in their four-year degree
- Met with Tokyo Keizai University executives to promote IEC curriculum and IEP program
- Aided the IEC in improving marketing of the program by revising the IEC brochure, researching and writing text for the IEC website and coordinating with a CU photographer
- Co-led the IEC Green Team and maintained a liaison with the Continuing Education Green Team

- Created the bi-annual “Green Day” event with a co-worker for students to learn about the environment and to build community through school-wide activities
- Coordinated volunteer activities for IEC student involvement in CU Better Boulder Better World, alternative spring break, Zero Waste football and basketball games and Boulder volunteering

#### *Curriculum Development*

- Created Legal English Program courses: a Legal Oral Communication course for Colorado Law LLM students and a Law & Grad School Prep course for LLM and Fulbright graduate students
- Created experiential learning courses: English for STEM: Earth Matters (Sustainability); Oral Communication through Art
- Collaborated with TGTHR/Attention Homes staff and the Boulder Homeless Shelter Donations Coordinators in creating a community-based learning project for Level 6 classes
- Created Listening/Speaking and Reading curriculum for an 8-week service learning project based in the Level 6 class on homelessness in the Boulder community, later revised for Level 4
- Researched and created curriculum for a one-week graduate-level writing workshop for Interdisciplinary Telecommunications Program (ITP) master’s level Engineering students
- Built lessons and an 8-week case study project for the Level 8 Listening/Speaking course

#### *Assessment*

- Assisted in Assessment Coordinator duties: IEC placement, diagnostic, practice and final exams
- Lead calibration and scoring sessions for IEC placement and for final writing and reading exams
- Attained certification in CASAS eTests Online Proctor and CASAS Implementation Basics Training
- Co-coordinated the development and implementation of a reading, writing and grammar threshold final exam for Level 3 and Level 6 students, and assisted in the transition to an all-school final Reading and Writing exam
- Helped create reading and writing rubrics for the IEC-wide final exams

#### *Teaching*

- Teach engaging and innovative lessons, including experiential learning projects, to Intro through Advanced level students in core language classes: reading, composition, grammar, listening, speaking and pronunciation
- Instruct international undergraduate students in reading, writing, listening, speaking and grammar to help students succeed in their undergraduate courses
- Teach interactive electives that bring students into the community to utilize their English skills in authentic situations: Earth Matters, Oral Communication through Art and Volunteering
- Educate conditionally admitted CU students to prepare them for dealing with studying at the university, including topics in academic culture, study skills and time management
- Create communicative activities, worksheets and tests that encouraged natural English usage
- Integrate online learning in classes with the university learning management system
- Collaborate on projects and teaching ideas with other IEC instructors
- Taught and created curriculum for the following intensive one-week workshops: Writing for master’s level Interdisciplinary Telecom Program (ITP) Engineering students at CU Boulder; “Practical English for Global Engineers” for Japanese graduate and undergraduate engineering and science students at Tokyo Denki University; Presentation Skills for Mexican military officers and cadets at the IEC, CU Boulder
- Instructed business executives in GBC courses: Cross-Cultural Communication Skills, Business Communication, Business Presentations, Case Studies and Negotiations, Business Writing and Sustainable Business Practices
- Trained GBC students in real-life networking, telephoning, emailing and interviewing skills to help them interact confidently with community business members
- Taught students with vision, hearing and learning disabilities

#### **ESL Instructor**

2000-2006

The English Language Center (ELC), University of Denver (DU), Denver, Colorado

#### *Program Development*

- Participated as a member of the hiring committee for the Assistant Director position
- Served on committees for the ELC's initial self-study for CEA accreditation
- Researched and presented listening, speaking and pronunciation teaching techniques
- Organized all-school international student booths for the University of Denver Festival of Nations

#### *Curriculum Development*

- Designed curriculum for and taught three upper level ESL courses: an undergraduate credit course ENGG 0091 (Advanced Writing); a College Preparation Reading Discussion and Study Skills course; and a Graduate Preparation Program Speaking Lab
- Created an intermediate-level grammar writing workbook as a part of a committee
- Evaluated and updated Beginning through Advanced levels of course curriculum objectives and created curriculum guidelines for pronunciation and culture shock instruction for all levels

#### *Assessment*

- Worked with instructors to create a school-wide writing assessment
- Assisted in the development and use of a speaking placement interview procedure

#### *Teaching*

- Taught creative, interactive, communicative lessons that encouraged natural language usage at all levels of IEP reading, composition, grammar, listening, speaking and pronunciation; including pre-MBA speaking and pronunciation, undergraduate first-year writing and rhetoric, and DU employee integrated skill courses
- Created interactive reading and writing online discussion assignments
- Employed reflective pronunciation and grammar journals for student active learning

### **TEACHER TRAINING**

University of Colorado Boulder, Boulder, Colorado 2008-present

- Mentor new IEC faculty in teaching and performing various duties, and created materials to assist and train mentees
- Host and mentor MA and BA TESOL (Teaching English to Speakers of Other Languages) practicum students yearly in skill classes (Level 4 Listening/Speaking, L6 Reading, L2/3 & L5 Writing)
- Co-taught one undergraduate linguistics grammar class period to give students real-world teaching tips and strategies
- Led IEC faculty in-service on teaching and assessing multilevel classes
- Mentored and partnered with a CU Multicultural Education-TESOL MA graduate in completing her practicum in our Listening/Speaking classes; created speaking assessment tools focused on reflection, self-evaluation, peer observation and goal setting; presented at TESOL and CoTESOL
- Led the Service Learning teacher workgroup and facilitated the advancement of service learning as a method for teaching in the advanced and high intermediate levels
- Trained teachers in methods to teach and coordinate between classes on GBC Business Action Projects, 8-week projects based in the business writing and business communication classes

University of Denver, Denver, Colorado 2004-2008

- Trained DU student volunteers to teach English classes in India, Bosnia and Thailand
- Trained coaches of the DU Daniel's School of Business Resource Center on teaching writing, oral communication skills and US cultural norms to international business students
- Mentored new faculty and instructed faculty in use of Blackboard Learning Management System

Tokuji Junior High Schools, Tokuji, Japan 1996-1999

- Trained English teachers at five Tokuji junior high schools

### **INTERNATIONAL TEACHING EXPERIENCE**

**Practical English for Global Engineers Instructor**, Tokyo Denki University, Tokyo, Japan 2017-2019

- Taught a one-week workshop to graduate and undergraduate science and engineering students
- Instructed students in presentation skills, academic cultural norms and discussion skills

- English as a Foreign Language Teacher**, Hiraoka English Academy, Hofu, Japan 1996-1999
- Taught and developed curriculum for 25 classes per week in beginning through advanced English to students aged 2 to 70 at an English academy, Yamaguchi Junior College, five Tokuji Junior High Schools, preschools, elementary schools, local companies and UNESCO classes
  - Judged students' English speeches at Tokuji school and town contests

- Private English Tutor**, Monterrey, Mexico Summer 1995
- Developed individualized and interactive lessons for adults and children

- Private English Tutor**, Paris, France 1991-1992
- Created lessons for and taught English to two children through vocabulary, songs and play

#### FOREIGN LANGUAGE TEACHING

- Japanese Teacher**, Thunder Mountain Elementary School, Grand Junction, Colorado May 2000
- French Teacher**, private lessons, Hofu, Japan 1997-1998

#### PROFESSIONAL VOLUNTEER EXPERIENCE

- CEA Site Reviewer**, Commission on English Language Program Accreditation, U.S. sites 2023
- English Conversation Teacher**, Meadows Boulder Public Library, Boulder, Colorado 2007-2010
- ESL Teacher**, Holy Family School, Grand Junction, Colorado 2000
- ESL Tutor and Language Assessor**, Literacy Austin, Austin, Texas 1994-1996
- First Grade Teacher**, Saint Leo's School, San Antonio, Texas 1993-1994
- Volunteers for Educational and Social Services

#### PRESENTATIONS & WORKSHOPS

- "The Innovation Code: Embracing Differences and Conflict in the Workplace" February 2023  
EnglishUSA Professional Development Conference (PDC), Virtual
- "Encouraging Metacognition in Beginner-Level Adult Learners" Fall 2021  
Co-TESOL (Colorado Teaching English to Speakers of Other Languages) conference, Hybrid
- "Increasing Diversity, Equity and Inclusion with Intercultural Communication Training" Fall 2021  
Co-TESOL conference, Virtual
- "Strategies for Teaching Multilevel Courses" Summer 2021  
Remote workshop for faculty at ELI, Missouri State University
- "Fostering Student Self-Awareness through Skill-Focused Surveys and Goal Setting" Spring 2021  
TESOL (Teaching English to Speakers of Other Languages), Houston, TX (Virtual)
- "Online Technologies Building Student and Teacher Metacognition" Fall 2020  
Co-TESOL conference, Virtual
- "Exploring Identity Development in Educators and Students" Fall 2019  
Co-TESOL conference, Aurora, CO
- "Teaching and Assessing in a Multilevel ESL Classroom" Fall 2019  
Co-TESOL conference, Aurora, CO

“Assessing Experiential Learning Using Guided Student Reflection” TESOL, Atlanta, GA	Spring 2019
“Reflective Strategies for Increasing Motivation and Overcoming Language Plateaus” TESOL, Atlanta, GA	Spring 2019
“Conquering Language Plateaus through Reflective Speaking Activities” Co-TESOL conference, Aurora, CO	Fall 2018
“Critical Reflection in Experiential and Task-Based Learning” Co-TESOL conference, Aurora, CO	Fall 2017
“Authentic Communication and Community beyond the Classroom” Co-TESOL conference, Aurora, CO	Fall 2017
“Comprehension Out Loud: Collaborative Strategic Activities for Building Reading Skills” TESOL, Seattle, WA	Spring 2017
“Comprehension Out Loud: Collaborative Strategic Activities for Building Reading Skills” Co-TESOL conference, Aurora, CO	Fall 2016
“Exploring Campus Culture Through Task-Based Projects” Co-TESOL conference, Aurora, CO	Fall 2016
“Bridge to University: International Student Success” Co-TESOL conference, Aurora, CO	Fall 2015
“Engaging Students through Community-Based Learning” Co-TESOL conference, Aurora, CO	Fall 2014
“Online Discussions: Interactive Expression and Critical Thinking” Co-TESOL conference, Aurora, CO	Fall 2014
“Creating a Threshold Test: Research, Design, Structure and Outcome” Co-TESOL conference, Aurora, CO	Fall 2013
“The Greening of an Intensive English Program Curriculum” poster presentation Association of Advancement of Sustainability in Higher Education, Denver, CO	Fall 2010
“The Greening of an IEP Curriculum” Co-TESOL conference, Aurora, CO	Fall 2009
“Innovative Listening and Speaking Techniques” Co-TESOL conference, Denver, CO	Fall 2006
“What ESL Teachers Can Learn by Studying a Foreign Language” Co-TESOL conference, Longmont, CO	Fall 2002

#### PUBLICATIONS

- “Identity Research,” *Flatiron Forum*, May 2019
- “Expressing Our Complex Identities at TESOL,” *Flatiron Forum*, May 2019
- “Student Passage to Self-Awareness through Critical Reflection,” *Flatiron Forum*, May 2018

“Critical Reflection as a Tool to Engage Learners,” *ESLevations*, December 2016

“A Kinesthetic & Visual Approach to Revising Student Work,” *ESLevations*, May 2015

“Aligning Intermediate 3 Student Learning Outcomes with a Community-Based Project,” *ESLevations*, December 2014

“Extended Reading Book Activities,” *ESLevations*, May 2014

### SELECTED PROFESSIONAL DEVELOPMENT ACTIVITIES

#### **Awards**

“Outreach and Engagement Micro-Grant” March 2019

Awarded a \$2,000 grant with a colleague to attend and present at TESOL, Atlanta GA  
Presented on assessing service learning projects through critical reflection  
Office of Outreach and Engagement, CU Boulder, Boulder, Colorado

“Engaged Faculty Institute” March 2014

Selected and given a \$400 scholarship to attend a 2-day institute on creating and implementing  
service learning courses in higher education  
Campus Compact of the Mountain West, University of Denver, Denver, Colorado

#### **Conferences**

TESOL International Conference 2009, 2017, 2019, 2020, 2021  
Houston, TX (virtual); Atlanta, GA; Seattle, WA; Denver, CO

Annual Co-TESOL Conferences, Aurora, Denver and Longmont, Colorado 2000-present

EnglishUSA Professional Development Conference (PDC), Virtual Conference 2001-present

Advisor Day Conference, College of Arts & Sciences Advising Center, CU Boulder 2015, 2018

Diversity Summit: Supporting International Students’ Academic Success 2012-present  
CU Boulder, Boulder, Colorado

#### **University Organizations**

“Faculty Scholars Group for International Student Success” study and work group Spring 2021  
Center for Teaching and Learning, CU Boulder, Boulder, Colorado

“International Student Success Committee” 2019-2021  
CU Boulder, Boulder, Colorado

#### **Courses**

“Going Green: Becoming a Sustainability Coordinator” course Spring 2010  
Continuing Education and Professional Studies, CU Boulder, Boulder, Colorado

“Program Management Institute” training June 2008  
LERN Institute, Cleveland, Ohio

#### **Workshops**

“Advanced Reviewer” and 2-day “CEA Site Reviewer” training (virtual) October, June 2022

“CEA Accreditation” 4-day workshop (virtual) July 2020

Commission on English Language Program Accreditation, Washington D.C.

“Allyship: Advancing Diversity and Inclusion,” and “Journey to Inclusion - 101, 102 & 201” 2022-2023  
Office of Equity and Inclusion, CU Boulder

“Coffee & Conversations on Community Engagement: How are you connecting undergraduate teaching and learning to communities?”	December 2022
“Community Engaged Learning and Teaching” 6-week Community of Practice (virtual) Campus Compact	Fall 2022
“Course Design” 5-day workshop Arts and Sciences Support of Teaching through Technology, CU Boulder (virtual)	May 2020
“Listen Again: Strategies for an Integrated Approach to Listening Skills” workshop TESOL certificate course, Seattle, WA	March 2016
Foreign Language Technology Program (FLTP) certificate training workshops (7 credits) Anderson Language and Technology Center (ALTEC), CU Boulder, Boulder, Colorado	2013-2016
Service Learning annual all-day and afternoon workshops Institute for Ethical & Civil Engagement, CU Boulder, Boulder, Colorado	2010-2014
Faculty and Staff Assistance Program Workshops on workplace communication, conflict, ethics Human Resources, CU Boulder, Boulder, Colorado	2008-2013

#### MEMBERSHIP

TESOL member	1994-1996, 2000-present
Co-TESOL member	2000-present
Boulder Potters Guild member: Secretary (2015-2017), Class Chair (2021-2023)	2014-present
Texas-TESOL member	1994-1996

#### LANGUAGES

- French (advanced, summer exchange Switzerland, 1988; study abroad Paris, France, 1991-1992)
- Japanese (intermediate, conversational, 3 years private lessons in Hofu, Japan, 1996-1999)
- German (intermediate, conversational)
- Spanish (basic communication skills, one summer study abroad in Querétaro, Mexico, 1995)

#### TECHNOLOGY SKILLS

Instruction Technologies & Apps: Quizlet, FlipGrid, Studio, PollEverywhere, Kahoot, PlayPosit, Flippity  
Microsoft Office (Word, PowerPoint, Excel)  
Google Suite (Docs, Sheets, Slides, Forms and Sites)  
Learning Management Systems: Canvas, Desire to Learn (D2L), Blackboard