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# Education

**Indiana University** Bloomington, IN

M.S.: Higher Education & Student Affairs (GPA: 4.0) May 2002

Ph.D.: Russian Language & Literature February 2001

M.A.: Russian Language & Literature August 1995

**University of Missouri** Columbia, MO

B.J.: Magazine Writing, Editing, & Design December 1991

(*Magna cum laude*, School of Journalism)

B.A.: Russian Area Studies December 1991

# Current Experience

## **Human Research Protections Program Administrator** Sept. 2023–Current

## **Western Washington University** — Bellingham, WA

* Oversee all HRPP/IRB office operations: issue all Exempt/Not Human Participant determinations; processing and conducting expedited protocol reviews; prepare and manage full-board IRB submissions; generate IRB Authorization Agreements for regulatory sIRB (single IRB) requirements.
* Conduct educational outreach on ethical research and HRPP/IRB processes; provide presubmission consultations for students, faculty, and staff.
* Collaborate with Vice Provost of Research and Research Integrity Administrator to develop new guidelines and initiatives for supporting culture of research excellence and integrity at WWU.
* Partner with the Office of Research & Sponsored Programs to support faculty in development and execution of grants involving human participant research.
* Triage instances of unanticipated events, including investigating and addressing possible and/or actual research non-compliance.
* Ongoing Onboarding Tasks:
  + Creating new SOPs and HRPP Policy/Procedures Handbook to better reflect nature of WWU research, regulatory updates, and best practices in ethical research.
  + Conducting IRB member and new member training in federal regulatory criteria, WWU HRPP policies and review processes, and best IRB practices.
  + Developing post-approval monitoring system to meet regulatory auditing functions and maintain accurate HRPP/IRB oversight continuation and termination.
  + Redesigning WWU HRPP, including upgraded site structure, content review, improved visual layout, inclusive language, and universal design principles for accessibility.
  + Developing guidance on critical aspects of human participant research: informed consent, data security/sharing, anonymity/privacy, online research, and inclusive research practices.

**Lecturer, Albers School of Business and Economics** Fall 2016—current

**Seattle University** *—* Seattle, WA

* *BCOM2800 Business Communication*: Inclusive pedagogy focuses on crafting persuasive, accurate messages with attention to editorial detail; developing interpersonal skills such as listening, providing and accepting critical feedback; and establishing an authentic, integrated identity to communicate in diverse technological and global business environments. (Approx. 30 students per course; 1-2 sections annually).
* *BCOM1120 Business Editing*: Supported self-study emphasizes English grammar and mechanics via attention to accuracy, emphasis, strong word choice, and coherence, to gain proficiency in professional writing and editing**.** (Approx. 35-40 students per 3 sections annually.)

## **Administrator, Institutional Review Board** July 2011–Oct. 2023

## **Seattle University** — Seattle, WA

* Maintained overall responsibility for all IRB office operations with no professional staff: issued all exempt, NHPR, Doctor of Nursing Practice program, and student course project determinations (approx. 200+ annually); processed and reviewed expedited protocols, and prepared full-board submissions for review (approx. 30 annually).
* Provided extensive education/consultation at individual, departmental, and University level on ethical research and IRB policy/processes.
* Collaborated with Office of Sponsored Projects to support funded research projects involving human participants.
* Hired, trained, and supervised IRB graduate assistants to ensure regulatory knowledge; SU policies/review processes; and SOPs for requisite recordkeeping and professional communication.
* Together with IRB chair, managed instances of unanticipated events, including investigating and addressing possible and/or actual research non-compliance.
* Created and updated all SOPs to reflect regulatory changes and best practices in human participant research.
* Conducted IRB member training in federal regulatory criteria, SU policies, and review processes, and best practices in human participant research.
* Configured and implemented new online submission system to enhance processing and facilitate compliance functions.
* Developed post-approval monitoring system to meet regulatory auditing functions and maintain accurate IRB oversight continuation and termination.
* Redesigned *previous* SU IRB website for upgraded site structure, content review, layout, and accessibility.

# Further Professional Experience

## **Advancing Ethical Research Conference Planning Committee Member**, 2017–Current

## Promoting Responsibility in Medicine & Research (PRIM&R)

## **Author/Reviewer**, Collaborative Institutional Training Initiative (CITI Program) 2019–Current

## **Social-Behavioral Biannual Conference Committee Co-Chair**, 2019/2021

## Promoting Responsibility in Medicine & Research (PRIM&R)

## **Faculty Co-Advisor**, Sullivan Leadership Award Program (Seattle University) 2008–2011

## **Speechwriter, Indiana University Chancellor Dr. Sharon Brehm**, 2001–2002

## Office of the Chancellor (Indiana University-Bloomington)

# Publications and Editorial Work

**Reprint in Book Collection.** “I ona byla chelovekom’ (For the Dog Was Once a Human Being): The Moral Obligation in Bulgakov’s Heart of a Dog.” *Short Story Criticism.* Ed. Rebecca Parks. Vol. 313. Prod. Layman Poupard. Detroit: Gale, Cengage, 2022. 57-69.

**Book Review.** [Review of Nancy L. Segal’s *Deliberately Divided: Inside the Controversial Study of Twins and Triplets Adopted Apart*](https://doi.org/10.1007/s40592-022-00159-3) (2021). *Monash Bioethics Review*. Springer, June 2022.

**Peer Course Review.** “Social-Behavioral Data Management Course.” Collaborative Institutional Training Initiative (CITI Program), October 2021.

**Author ~ Training Module.** “Students in Research Course.” Collaborative Institutional Training Initiative (CITI Program), December 2019.

**Poster.** “Establishing Institutionally Appropriate Incentive Payment Policies.” With Michelle DuBois. PRIM&R’s Advancing Ethical Research; San Diego, CA. November 2018.

**Article.** ‘[I ona byla chelovekom’ (For the Dog was Once a Human Being): The Moral Obligation in Bulgakov’s Heart of a Dog](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/otherness.dk/fileadmin/www.othernessandthearts.org/Publications/Journal_Otherness/Otherness__Essays_and_Studies_5.2/6_Andrea_McDowell_-_I_ona_byla_chelovekom.pdf).” *Otherness*, 5.2 (2016).

**Content/Copy Editor, Typesetter.** Gilbert O. Rossing, *Dignity, Dogmatism, and Same-Sex Relationships*. Eugene: Wipf and Stock Publishers, 2009.

**Article**. “**Lev Tolstoy & the Freedom to Choose One’s Own Path**.” *Journal for Critical Animal Studies*, 5.2 (2007).

**Book Review**. “Konstantin Barsht. *Risunki v rukopisiakh Dostoevskogo* (Illustrations in Dostoevsky’s manuscripts).” (St. Petersburg: Formika, 1996. 319 pp.) *Canadian-American Slavic Studies*/*Revue Canadienne-Américaine d’études Slaves*, Spring 2000.

**Technical/Content Editor—Slavica Publishers** (Bloomington, IN)July 1998–August 2000

## Responsible for article and book manuscript content editing, proofreading, manuscript tracking, author communication, and producing camera-ready copy.

# Research Ethics Conference Presentations

“A Little Help Here? Finding Support & Community for Compliance Committees at Small Research Programs.” With Aaron Putzke. PRIM&R’s Advancing Ethical Research; Washington D.C. December 2023.

“Leave the Cold Cuts at Home: Hot Topics in Social-Behavioral Research.” With Andrew Hedrick. PRIM&R’s Advancing Ethical Research; Washington D.C. December 2023.

“Challenges and Opportunities at Small Research Programs.” Northwest Association of Biomedical Research: Research Community Forum & IRB Conference. Previous: Virtual July 2021; Lynnwood, WA, July 2019/2021/2023.

“Categorical Conundrum: What Is the Tipping Point for Non-Exempt SBER Needing Convened Review” and “‘A Little Help Here?’ Finding Support and Community for Compliance Committees at Small Research Programs.” PRIM&R: Advancing Ethical Research; Virtual. Dec. 2022.

Invited host/interviewer of Nancy L. Segal: *Deliberately Divided: Inside the Controversial Study of Twins and Triplets Adopted Apart*. International Society of Twin Studies Webinar, April 2022.

“College Students and Research: Challenges and Issues for IRBs.” With Julie Simpson. PRIM&R: Advancing Ethical Research; Boston, MA. November 2019. (Presented annually at AER since 2015.)

“Challenges and Opportunities for Institutions with Small Research Programs.” With John C. Smith. PRIM&R’s Advancing Ethical Research; San Diego, CA. November 2018.

“Flying Solo: A Moderated Discussion on Challenges Encountered by Single Staff IRB Offices.” With April Baker and Rachel Zand. PRIM&R’s Advancing Ethical Research; San Diego, CA. November 2018.

“Recruitment, Incentives, and Compensation in SBER.” With Michelle DuBois and Linda Petree. PRIM&R’s Advancing Ethical Research; San Antonio, TX. November 2017.

“Building and Maintaining an HRPP within a Primarily SBER Institution with a Small Research Portfolio.” With Greg Manship. PRIM&R’s Advancing Ethical Research; Anaheim, CA. November 2016.

# Other Teaching Experience

**University Honors**(Lecturer,Fall 2019, Seattle University): *Russian and Soviet Literature*

**Dept. of English** (Visiting Assistant Professor, 2004–2013, Seattle University): *19th-century & Soviet Russian Literature, Russian and Soviet Cinema, Tolstoy & Dostoevsky, Russian/Soviet Satire, Punctuation and Grammar, Editing and Style*

**Dept. of Professional Studies** (Adjunct Faculty, 2003–2005, Seattle University): Master’s and Doctoral course: *Student Development Theory and Research*

**Dept of Slavic Languages & Literatures** (Associate Instructor, 1994–1999, Indiana University): *Elementary/Intermediate Russian*

**Dept. of German and Russian** (Adjunct Instructor, Spring 1998, University of Missouri): *Topics in Russian Literature (upper-division seminar), Intermediate Russian*

**Dept. of English** (Associate Faculty, Fall 1997, Indiana University/Purdue University–Indianapolis): *English Composition/Professional Development*

**Available upon request**:

References, Recommendation Letters, Course Syllabi,

Student Evaluations, Writing/Editing Samples