

December 13, 2011

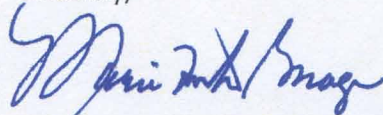
To Whom It May Concern:

This is a letter of reference for Ms. Laura Kerbyson. West Virginia University at Parkersburg employed Ms. Kerbyson as an Assistant Professor of Telecommunications from July 1, 2008 to May 15, 2011. Examples of some of the courses taught by Ms. Kerbyson include: Internet and Web Page Design, Animation for Advertising, Introduction to Animation, Animation and Modeling, Flash and flash-related courses, Digital Game Design, Graphics, Intro to Programming (Java), the Computer Science Senior Project, and Security Capstone. Summaries of Ms. Kerbyson's 2008 and 2009 faculty evaluations relating to (1) teaching/service to students, (2) professional growth and development, and (3) service to the institution and community are attached.

WVU at Parkersburg appointed Ms. Kerbyson as Interim Program Coordinator for Computer Science in the Science and Technology Division for the 2009-2010 academic year and Coordinator for the 2010-2011 academic year. As an academic program coordinator, Ms. Kerbyson was responsible for, among other things, advising 19 students and ensuring that they were matriculating appropriately through the degree program, overseeing program advisory committee meetings, preparing preliminary class schedules, and recommending to the division chair appropriate adjunct faculty qualified to teach in the program.

Ms. Kerbyson also served on campus committees including the Faculty Senate from August, 2009 to May, 2010.

Sincerely,



Marie Foster Gnage, Ph.D.  
President

Attachment

c: Cynthia L. Ashby, SPHR, Director of Human Resources

TO: Marie Foster Gnage, President  
FROM: Rhonda Richards, Senior Vice President for Academic Affairs  
RE: Laura Kerbyson/Annual Evaluation 2009  
DATE: April 7, 2010

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The division evaluation committee and the division chair have reviewed Laura Kerbyson's performance for the 2009 and recommend **continuation** as a faculty member at WVU Parkersburg. Following my review of Laura's file, I concur with the recommendation of the division committee and the division chair. I note that the division committee and the division chair evaluated Laura on the following three dimensions: Teaching and Service to Students; Professional Growth and Development; and Service to College and Community. Total converted point value rating across all three dimensions from all review entities is: 18/18 points.

Noteworthy are the following accomplishments:

- Spearheaded the new AAS in Computer Science degree;
- Attended the Carnegie Mellon University Game Education Summit;
- Presented information on animation and game design as a guest speaker to Edison Junior High girls.

Laura is reminded that the 2010/2011 academic year is the third year of a 3-year term appointment and she will be required to submit a full portfolio for review.

Cc: Dave Thompson  
Laura Kerbyson

*All faculty are reminded that their goals and objectives for the 2009-2010 year have been reviewed and should serve to guide their activities for the upcoming academic year.*

TO: Marie Foster Gnage, President  
FROM: Rhonda Richards, Academic Affairs  
RE: Laura Kerbyson, Annual Evaluation 2008  
DATE: February 14, 2009

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I have reviewed the annual file for **Laura Kerbyson** and the recommendations of the Technology Division Evaluation Committee and the Division Chair. The first year review is an important review and sets the direction for future professional development and growth of faculty who remain with the college. This evaluation cycle covers the period of employment from August 16, 2008 through December 31<sup>st</sup>, 2008. My recommendation is that the term appointment be continued based on this review and the information that follows:

**Teaching/Service to Students**

Ms. Kerbyson received positive comments from students and developed curriculum materials related to the digital animation and web design program as part of a reassigned load. She maintained more than the minimum number of office hours and widely incorporated technology into her classes.

*The contribution in this category of faculty annual review is EXCELLENT.*

**Professional Growth and Development**


Ms. Kerbyson participated in both campus and division level activities. It is noteworthy that she had to become self-taught quickly in an area of computer science (JAVA 1.6 Code Specification) that was new to her. She is encouraged to continue to seek professional development opportunities at the regional and state levels.

*The contribution in this category of faculty annual review is EXCELLENT.*

**Service to the Institution and Community**

Evidence indicates that Ms. Kerbyson is a member of division-level and college committees. She is an active participant in scheduling for computer science courses and in taking the lead on the development of new brochures and other promotional materials for the program and division.

*The contribution in this category of faculty annual review is EXCELLENT.*

  
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Rhonda Richards, Executive Dean for Academic Affairs

2/13/09  
Date