

Sara Jeanette (Jan) Grimes
jgrimes@georgiasouthern.edu
912•478•1556
Georgia Southern University
Post Office Box 8151
Statesboro, Georgia 30460

Education

Master of Business Administration • Georgia Southern University • Statesboro, GA
Major: Management • August 1997

Bachelor of Business Administration • Georgia Southern University • Statesboro, GA
Major: Management • Emphasis: Small Business/Entrepreneurship • August 1995

Academic Work Experience

Lecturer of Management • July 2015 – Present
College of Business • Georgia Southern University • Statesboro, GA

Full – Time Temporary Instructor of Management • January 1999 – June 2015
College of Business Administration • Georgia Southern University • Statesboro, GA

Assistant to the Director of Graduate Studies • May 2002 – December 2002
Office of Graduate Studies • College of Business Administration • Georgia Southern University • Statesboro, GA

Teaching Assistant • September 1998 – December 1998
Department of Management • Georgia Southern University • Statesboro, GA

Business Consultant and Program Specialist • October 1997 – June 1998
Small Business Development Center • Georgia Southern University • Statesboro, GA

Graduate Assistant • June 1996 – August 1997
Office of Publications and Faculty Research Services • College of Business Administration
• Georgia Southern University • Statesboro, GA

Journal Articles

Grimes, J., & McDonald, M. (2016). The new online professor. *Southeast CASE Research Journal*, Vol. 13, 6 – 10.

Vickers, G., McDonald, M., & **Grimes, J.** (2015). A cross country comparison of best practices in recruitment and selection. *Journal of Management and Marketing Research*, Vol.15, pp. 53-61.

McDonald, M., Leaptrott, J., Parker, D. & **Grimes, J.** (2014). Generalizability revisited: comparing undergraduate business students to credit union managers. *Journal of Behavioral Studies in Business*, Vol. 7, pp. 4-14.

Grimes, J., McDonald, M., & Leaptrott, J. (2013). The fruitcake capital of the world. *Journal of Business Cases and Applications*, Vol. 8, pp. 69 – 76.

Grimes, J., McDonald, M., & Leaptrott, J., (2012). Claxton fruit cake's evolution: should they fight fruit cake ridicule? *Southeast CASE Research Journal*, Vol. 9, pp. 29 – 34.

McDonald, J.M., Parker, D., Leverett, A.M., **Grimes, S.J.** & Leaptrott, J. (2011). Global outsourcing: A study of student attitudes. *Journal of International Business and Cultural Studies*, Vol. 5, 26 – 36.

Other Publications

Grimes, J. (2013). Guest Contributor. *Management Monthly: Newsletter for Educators*. McGraw-Hill Irwin

In the Trenches: With Jan Grimes, MBA

Engaging the Online Student: Bringing Personality to the Virtual Classroom

Thought Leader Interview with Jan Grimes, MBA

Tips from Jan Grimes: How to Create an Engaging and User-Friendly Online Class

Grimes, S.J. (2008). The Book Review: *The Secret Language of Business: How to Read Anyone in 3 Seconds or Less*, by Kevin Hogan. *The Business Report*.

Grimes, S.J. (2007). The Book Review: *The Leadership Game*, by Tom Mullins. *The Business Report*.

Grimes, S.J. (2006). The Book Review: *All I Really Need to Know I Learned in Kindergarten – Uncommon Thoughts on Common Things*, by Robert Fulghum. *The Business Report*.

Grimes, S.J. (2005). The Book Review: *The Big Sister's Guide to the World of Work: The Inside Rules Every Working Girl Must Know*, by Marcelle Langan DiFalco and Jocelyn Greenky Herz. *The Business Report*.

Grimes, S.J. (2004). The Book Review: *Raving Fans: A Revolutionary Approach to Customer Service*, by Kenneth Blanchard and Sheldon Bowles. *The Business Report*.

Grimes, Jan (1999). A Profile of the Small Business Development Center. *Southern Economic Developer*, Vol. 9, No. 1, 16-18.

Presentations or Proceedings at Professional Meetings

Grimes, J., McDonald, M. & Leaptrott, J. (2015). The New Online Professor, *Proceedings*. Southeast Case Research Association, Myrtle Beach, South Carolina.
(Case with Instructor Manuel)

Presenter, Scribe, Chair, and Participant: Southeast Case Research Association – Myrtle Beach, South Carolina (2015)

Grimes, J., McDonald, M. & Leaptrott, J. (2014). The New Online Professor, *Proceedings*. Southeast Case Research Association, Myrtle Beach, South Carolina.
(Abstract Only)

Presenter, Scribe, Chair, and Participant: Southeast Case Research Association – Myrtle Beach, South Carolina (2014)

Vickers, G., McDonald, M., & **Grimes, J.** (2013). A cross country comparison of best practices in recruitment and selection, *Proceedings*. Academic and Business Research Institute, Las Vegas, Nevada.

Co-Presenter, Academic and Business Research Institute International Conference – Las Vegas, Nevada (2013)

Grimes, J. (2013). An effective classroom technique for brainstorming utilizing Play-Doh® (Abstract), *Proceedings*. Academic and Business Research Institute, New Orleans, Louisiana.

Presenter, Academic and Business Research Institute International Conference – New Orleans, Louisiana (2013)

McDonald, M., Leaptrott, J., Parker, D., & **Grimes, J.** (2013). Generalizability revisited: comparing undergraduate business students to credit union managers, *Proceedings*. Academic and Business Research Institute, New Orleans, Louisiana.

Grimes, J, McDonald, M., & Leaptrott, J. (2013). The fruitcake capital of the world, *Proceedings*. Academic and Business Research Institute, Orlando, Florida.

Presenter, Academic and Business Research Institute International Conference – Orlando, Florida (2013)

McDonald, J.M., **Grimes, S.J.** & Leaptrott, J. (2010). The Woodyard Dilemma, *Proceedings*. International Academy of Case Studies, New Orleans, Louisiana, Vol. 17, No. 1, 40 - 42.

McDonald, J.M., Parker, D., Leverett, A.M., **Grimes, S.J.** & Leaptrott, J. (2010). Global outsourcing: A study of student attitudes, *Proceedings*. Academic and Business Research Institute, Orlando, Florida.

Honors, Awards, and Business Activities

2015 - Ron and Barbara Shiffler Faculty Award

2007 - Ron and Barbara Shiffler Instructor Award

Services, Professional Activities, and Associations related to discipline

February 2018 – Attendee/Member: Southeast CASE Research Association (SECRA) - Myrtle Beach, South Carolina

February 2017 – Member: Southeast CASE Research Association (SECRA)

February 2016 - Attendee/Member: Southeast CASE Research Association (SECRA) – Myrtle Beach, South Carolina

February 2015 – Attendee/Member: Southeast CASE Research Association (SECRA) – Myrtle Beach, South Carolina

October 2014 - Attendee/Member: Southern Management Association (SMA) – Savannah, Georgia

February 2014 - Attendee/Member: Southeast CASE Research Association (SECRA) – Myrtle Beach, South Carolina

Other items, events, activities not covered in the items above

Professional Development Activities

2018

QEP (Quality Enhancement Program) *Georgia Southern! Eagles! Write! Write! Write!*
College QEP Meetings for Spring 2018, Statesboro, Georgia

QEP Special Meeting for Peer Review, February 21

Student Success in Writing Conference, April 2018, Savannah International Trade
& Convention Center, Savannah, Georgia (Travel Grant)

Course Review Report Written, May, Statesboro, Georgia

QEP Retreat, May 7-9, Savannah, Georgia
Program Planning Report Written with Departmental Members
Course Planning Report Written

Selected by the QEP to attend the 2018 International Writing Across the
Curriculum Conference at Auburn University in Auburn, Alabama (Travel Grant)

QEP IWAC Debrief Meeting, June 14

College QEP Meetings for Fall 2018, Statesboro, Georgia

CT2 Training on FOLIO Quizzes and Respondus, September, Statesboro, Georgia

Fusion: Annual Desire2Learn Global Users Conference (FOLIO), July 25 -27, Houston,
Texas

Center for Academic Technology Support (CATS) training on Daylight, April 17

CT2 Training on FOLIO Integrations – Kaltura Audio/Video – February, Statesboro,
Georgia

2017

QEP (Quality Enhancement Program) *Georgia Southern! Eagles! Write! Write! Write!*
QEP Kick-off Meeting for Spring 2018, December, Statesboro, Georgia

QEP Kick-off Meeting for Fall 2017, August, Statesboro, Georgia

Course Review Report Written, May, Statesboro, Georgia

Student Success in Writing Conference, April 2017, Savannah International Trade & Convention Center, Savannah, Georgia (Travel Grant)

College QEP Meetings for Fall 2017, Statesboro, Georgia

College QEP Meetings for Spring 2017, Statesboro, Georgia

Quality Matters CONNECT Conference, September 24 – 27, Fort Worth, Texas

Fusion: Annual Desire2Learn Global Users Conference (FOLIO), July 19-20, Las Vegas, Nevada

University's Academic Assessment Summer Institute, May 15-16, Georgia Southern University, Statesboro, Georgia

Blended Course Design Institute, May 8-12, CT2, Georgia Southern University, Statesboro, Georgia

SoTL Commons Conference, March 31 - April 1, Coastal Georgia Center, Savannah, Georgia (Travel Grant)

Served as chair of four sessions.

"Today's Student, Tomorrow's Future – Preparing Students with the Skills of the Leader of Tomorrow", McGraw-Hill Education Management & Organizational Behavior Symposium, February 23-25, La Jolla, California

2016

QEP (Quality Enhancement Program) *Georgia Southern! Eagles! Write! Write! Write!*
QEP Kick-off Meeting for Spring 2017, December 13, Statesboro, Georgia

CT2 Symposium: Demonstrating Teaching Effectiveness through Course Assessment, November, Statesboro, Georgia

QEP Kick-off Meeting for Fall 2016, August, Statesboro, Georgia

College QEP Meetings during Fall 2016, Statesboro, Georgia

Selected by the QEP to attend the 13th International Writing Across the Curriculum Conference at the University of Michigan in Ann Arbor, Michigan (Travel Grant)

QEP Summer Retreat, May 11, 12, 13, Statesboro, Georgia

CT2 Symposia: Engaging Students through Writing, April, Statesboro, Georgia

QEP Workshop: Responding to Student Writing, February, Statesboro, Georgia

Brightspace South Carolina Connection (FOLIO), October 21, Orangeburg-Calhoun Technical College, Orangeburg, South Carolina

Retail's Academic Symposium hosted by the National Retail Federation (NRF), August 7-9, New York, New York. (Invited by the NRF – Recommended by Dr. Kathleen Gruben)

Fusion: Annual Desire2Learn Global Users Conference (FOLIO), July 18-19, Washington, D.C.

Flipped Learning Faculty Showcase Panel, April 21, CT2, Georgia Southern University, Statesboro, Georgia

Evaluating Online Teaching: Implementing Best Practices conducted by Dr. Thomas Tobin., April 15, CT2, Georgia Southern University, Statesboro, Georgia

2015

No Muss! No Fuss! How to Become a Quality Matters Star Using Brightspace, November 10, Webinar, Brightspace by D2L

7th Annual QM Conference: Annual Conference on Quality Assurance in Online Learning, November 1-4, San Antonio, Texas (2015)

Fusion: Annual Desire2Learn Global Users Conference (FOLIO), June 22 -24, Orlando, Florida (2015).

Quality Matters Research Seminar, April 29, CT2, Georgia Southern University

Selected to participate in the Quality Matters (QM) Course Review Team Training, Spring Semester, CT2, Georgia Southern University.

2014

Quality Matters Retreat, October 8 – 9, CT2, Georgia Southern University.

Fusion: Annual Desire2Learn Global Users Conference (FOLIO), July 14 – 17, Nashville, Tennessee (2014).

2012

“The Changing Face of Management Education” symposium, McGraw-Hill/Irwin, March 1-4, 2012 at Westin La Paloma in Tucson, Arizona

“Folio Basics”, Georgia Southern University Center for Academic Technology Support, Statesboro, GA

“Folio – Quizzes and Dropbox”, Georgia Southern University Center for Academic Technology Support, Statesboro, GA

“Folio – Managing Content”, Georgia Southern University Center for Academic Technology Support, Statesboro, GA

“Folio – Course Clean Up”, Georgia Southern University Center for Academic Technology Support, Statesboro, GA

2011

“GeorgiaView - Assessments”, Georgia Southern University Center for Online Learning, Statesboro, GA

“GeorgiaView - Gradebook & Grading”, Georgia Southern University Center for Online Learning, Statesboro, GA

“GeorgiaView – Assignment”, Georgia Southern University Center for Online Learning, Statesboro, GA

“GeorgiaView – Discussion”, Georgia Southern University Center for Online Learning, Statesboro, GA

GeorgiaView – Building a Learning Module”, Georgia Southern University Center for Online Learning, Statesboro, GA

“Team – Based Learning Seminar”, Center for Teaching, Learning & Scholarship, Georgia Southern University, Statesboro, GA

2010

“GeorgiaView – Private Tutorial”, Georgia Southern University Center for Online Learning, Statesboro, GA

2005

“Teaching Your Vista Course”, Center for Continuing Education, Georgia Southern University, Statesboro, GA

“Building Your Vista Course, Part Two”, Center for Continuing Education, Georgia Southern University, Statesboro, GA

“Building Your Vista Course, Part One”, Center for Continuing Education, Georgia Southern University, Statesboro, GA

“Introduction to WebCT Vista”, Center for Continuing Education, Georgia Southern University, Statesboro, GA

2004

“Jump Drives”, Center for Excellence in Teaching, Georgia Southern University, Statesboro, GA

2002

“Dreamweaver II”, Center for Excellence in Teaching, Georgia Southern University, Statesboro, GA

“Dreamweaver I”, Center for Excellence in Teaching, Georgia Southern University, Statesboro, GA

“Access II”, Center for Excellence in Teaching, Georgia Southern University, Statesboro, GA

“Access I”, Center for Excellence in Teaching, Georgia Southern University, Statesboro, GA

“Web Site Management”, Center for Excellence in Teaching, Georgia Southern University, Statesboro, GA

Service

2016 – Present	Writing Enrichment Faculty , Quality Enhancement Program (QEP)
2015 – Present	Attendee , Honor’s Day
2015 - Present	Member , Departmental Assessment Committee
2014 – Present	Member , Distance Education Advisory Committee (The purpose of the DEAC is to examine, discuss, and guide policies and procedures to promote quality distance learning courses at Georgia Southern University.)
2012 – Present	Consultant to other professors using McGraw-Hill’s <i>Connect</i> system

- 2011 - Present** **Presenter**, Georgia Southern Football, Speak to Recruits and Parents during official visits on topic of majors in the College of Business
- 2008 – Present** **Member**, College of Business Homecoming Alumni Tailgate Committee
- 2000 – Present** **Chair**, Textbook Committee – MGNT 3130 – Principles of Management
Member, Textbook Committee – MGNT 3134 – Behavior in Organizations
- 2000 – Present** **Chair**, Departmental Social Committee – Receptions, Dinners, Events
- 1999 – Present** **Attendee**, Commencement – Fall and/or Spring
Attendee, Convocation – Fall

2018

- Participant**, AACSB Review Meeting
Scholarship Reviewer, College of Business
Host, Graduate Commencement – Spring
Member, Search Committee: Strategy
Member, Search Committee: Administrative Assistant
Member, Search Committee: Hospitality

2017

- Presenter**, Integration Deployment of McGraw-Hill Campus” – CT2 – Two sessions
Scholarship Reviewer, College of Business

2016

- Member**, Search Committee: Department Chair of Management
Member, Search Committee: Strategy
Member, Search Committee: Leadership
Member, Search Committee: International Management (continued from 2015)
Host, Graduate Commencement - Spring
Presenter, “Integration Deployment of McGraw-Hill Campus” – CT2 – Five sessions
Presenter, “How to Fully Engage and Communicate with Online Students for More Effective Teaching.” Staff Development Day, Two Breakout Sessions, Ogeechee Technical College, Statesboro, Georgia (Invited)

2015

- Peer Reviewer**, CISM 7335 (Business Intelligence and Performance Management Systems) – Spring/Summer
Co-Presenter, Quality Matters Showcase
Member, Search Committee: International Management
Member, Search Committee: Entrepreneurship

Lead-Presenter, “Brightspace by D2L and McGraw-Hill Connect: Bridging the Gap with McGraw-Hill Campus” – Fusion: Annual Desire2Learn Global Users Conference (FOLIO) – Orlando, Florida

Presenter, “Folio and McGraw-Hill Connect: Connecting the Dots with McGraw-Hill Campus” - TechXpo, Georgia Southern University, Statesboro, Georgia

Co-Presenter, “CISM 7335 Course Review” – QM Course Review Team Showcase – CT2 – Georgia Southern University, Statesboro, Georgia

2014

Co-Presenter, “Personalizing Online Courses with Audio and Video Tools” - Fusion: Annual Desire2Learn Global Users Conference (FOLIO) – Nashville, Tennessee

Presenter, “Personality and Engagement in the Online Class” – TechXpo, Georgia Southern University, Statesboro, Georgia

Presenter, “Emotional Intelligence” - The Professional Women of Statesboro. Statesboro, Georgia

Nominee, “Desire2EXCEL” award for MGNT 3134 online section. Nominated by the Center for Academic Technology Support (CATS) for the award given by the Desire2Learn corporation

2013

Host, Spring Commencement, Graduate

Advisor, The Swing Cat Society at Georgia Southern University

2012

Interviewee, Debut of TechTalk on the topic of FOLIO on www.georgiasouthern.tv

Presenter, “Folio: Tips and Tricks” - TechXpo, Georgia Southern University, Statesboro, Georgia

Volunteer, COBA Golf Tournament – Placed out sponsorship signs

2011

Volunteer, COBA Golf Tournament – Placed out sponsorship signs

Advisor, Approximately 50 students per semester (1999 – Spring 2011)

2010

Faculty Mentor, Omicron Delta Kappa Society, Inc (2009 – 2010)

Chair/Day Manager, COBA Golf Tournament (2006 – 2010)

2008

Member, Management Assessment Committee (2006 – 2008)

Volunteer, Logistics Golf Tournament (2006 – 2008)

2005

Presenter, Camp Eagle, “Teamwork” and “Women in Leadership Roles” I.N.S.P.I.R.E. Leadership Conference

Judge, Small Business Institute Case of the Year (2003 – 2005)

Member/Volunteer, COBA Golf Tournament Committee – Member (1999 – 2005)

2004

Participant, SOAR – Summer Sessions

2001 Presenter, Camp Eagle, Presented two sessions on “Values and Collaboration”

Presenter, CRI Leadership Team Training Panel, Presented two sessions on “Empowerment”

Outside Service

2018 – Present **Executive Board President**, The Aging Eagles Club dba Forever Eagles, 501 (c) 3 Organization, (Booster Club for the Southern Pride Marching Band)

2013 - 2018 **Executive Board Secretary**, The Aging Eagles Club, 501 (c) 3 Organization, (Booster Club for the Southern Pride Marching Band)

Licensures and Certifications

Blended Course Design Institute Certification • May 2017 – Present
Georgia Southern University CT2

Improving Your Online Course (IYOC) Pre-Conference • Facilitator: Cecelia Green • November 2015 – Present • QM Quality Matters

Peer Reviewer Course (PRC) • Facilitator: Linda Jacoby • June 2015 – Present • QM Quality Matters

Independent Applying the QM Rubric (APPQMR): (Statewide Systems) • Facilitator: Peter Berryman • February 2015 – Present • Georgia Southern University CT2

Online Course Development Training Certification • September 2011 – Present
Georgia Southern University Center for Online Learning

Professional in Human Resources • January 2005 – January 2008
Society for Human Resource Management

Classes Taught: Georgia Southern University

1. Principles of Management (Face-to-Face, Online, Distance Learning)
2. Behavior In Organizations (Face-to-Face, Online, Distance Learning)
3. Introduction to Business
4. Principles of Marketing
5. Economics in a Global Society (Macroeconomics)
6. The Business Plan (Face-to-Face, Distance Learning)
7. Human Resource Management
8. Legislative Compliance