

Kristina Tollefson, MFA

Costume Design and Technology
Member United Scenic Artist's Local 829

University of Central Florida
Department of Theatre
PO Box 162372
Orlando, FL 32816-2372

OFFICE (407)823-0233
FAX (407)823-6446
CELL (407)970-7042
ktollefs@mail.ucf.edu
kristina@tollefsondesigns.com

Education

Master of Fine Arts	Purdue University, West Lafayette, IN Costume Design and Technology Thesis: <u>Costume Design for The Gut Girls</u>	May 2000
Bachelor of Arts	South Dakota State University, Brookings, SD Majors: Theatre; English Minors: Textiles/Clothing; Art	May 1997

Academic Employment

2008 – Present	Associate Professor, Tenured Associate Chair Coordinator of Undergraduate Studies Resident Costume & Makeup Designer	University of Central Florida Orlando, FL
2007 – 2008	Associate Professor, Tenured Assistant Chair Coordinator of Undergraduate Studies Resident Costume & Makeup Designer	University of Central Florida Orlando, FL
2006 – 2007	Associate Professor, Tenured Coordinator of Undergraduate Studies Resident Costume & Makeup Designer	University of Central Florida Orlando, FL
2003 – 2006	Assistant Professor Coordinator of Undergraduate Studies Resident Costume & Makeup Designer	University of Central Florida Orlando, FL
2000 – 2003	Assistant Professor Resident Costume & Makeup Designer	University of Central Florida Orlando, FL
1997 – 2000	Cutter / Costume Shop Asst. / Wig Stylist Graduate Assistant	Purdue University West Lafayette, IN

Professional Employment

2005 - 2008	Costume Shop Manager / Designer Summer Season	Maples Repertory Theatre Macon, MO
2004	First Hand 5 opera Summer Season	Santa Fe Opera Santa Fe, NM
2002	Costume Shop Manager / Designer Summer Season	Summer Stage Repertory Theatre Georgetown, TX
1999	First Hand / Wig Master Summer Season	Texas Shakespeare Festival Kilgore, TX
1997-2000	Wardrobe / Dresser National Tours	Elliot Hall of Music—Purdue University West Lafayette, IN
1997-1998	Costume Shop Manager / Cutter Summer Seasons	Emporia State University Emporia, KS
1996	Cutter / Stitcher / Wardrobe / Dresser Summer Seasons	Emporia State University Emporia, KS

Commissioned Costume Design and Construction

*Those marked with an asterisk indicate productions with graduate or undergraduate students as research and/or creative collaborators

2009	MUCH ADO ABOUT NOTHING (March)		Orlando Shakespeare Theater, FL
2008	THE TRIAL OF EBENEZER SCROOGE (Dec)	Jim Helsing	Orlando Shakespeare Theater, FL
	THE MIKADO (Oct)	John Bell	DeSales University, PA
	STAR SPANGLED GIRL	Peter Reynolds	Maples Repertory Theatre, MO
	OPUS	Mark Routhier	Orlando Shakespeare Theater, FL
2007	TUNA CHRISTMAS	Pat Flick	Orlando Shakespeare Theater
	BUTTERFLIES ARE FREE	Peter Reynolds	Maples Repertory Theatre, MO
	GODSPELL	Todd Davison	Maples Repertory Theatre
	*NOISES OFF	Richard Stockton Rand	Purdue University, IN
	*CRIME AND PUNISHMENT	Jim Helsing	Orlando-UCF Shakespeare Festival, FL
2006	*EVERY XMAS STORY EVER TOLD	Jim Helsing	Orlando-UCF Shakespeare Festival
	*JUNGLE BOOK	April-Dawn Gladu	Orlando-UCF Shakespeare Festival
	SYLVIA	Todd Davison	Maples Repertory Theatre
2005	*EVERY XMAS STORY EVER TOLD	Jim Helsing	Orlando-UCF Shakespeare Festival
	JOSEPH AND THE AMAZING...	Todd Davison	Maples Repertory Theatre
	HARVEY	Doug Macarthur	Maples Repertory Theatre
	SCHOOL HOUSE ROCKS, LIVE!	Chris Jorie	Orlando Repertory Theatre, FL
	JAMES AND THE GIANT PEACH	April-Dawn Gladu	Orlando-UCF Shakespeare Festival
2004	THE TRIAL OF EBENEZER SCROOGE	Arlen Bensen	Orlando-UCF Shakespeare Festival
2003	WINNIE THE POOH	Doreen Heard	Florida Children's Rep. Orlando, FL
2002	GREASE	Rick Roemer, Desi Roybal	Summer Stage Rep, TX
2000	WIT	Tom Evans	Phoenix Theatre, IN
	THE BEAUTY QUEEN OF LEENANE	Dale McFadden	Phoenix Theatre, IN
1999	SCHOOL HOUSE ROCKS, LIVE!	Theresa Mitchell	Emporia Summer Theatre, KS
	THE COMEDY OF ERRORS	Harry Parker	Emporia Summer Theatre, KS
	HOW I LEARNED TO DRIVE	Sabian Trout	Phoenix Theatre, IN
1998	ANGELS IN AMERICA: PERESTROIKA	Bryan Fonseca	Phoenix Theatre, IN
	ANGELS IN AMERICA: MILLENNIUM	Bryan Fonseca	Phoenix Theatre, IN
1997	ANNIE	Andy Hendrickson	Sioux Falls Playhouse, SD
	RAMONA QUIMBY	Andy Hendrickson	Sioux Falls Playhouse
1996	NUNSENSE	Andy Hendrickson	Sioux Falls Playhouse
1995	THE PIRATES OF PENZANCE	Peter Edeburn	Sioux Falls Playhouse
	I HATE HAMLET	Eric Hagen	Sioux Falls Playhouse
	MAN OF LAMANCHA	Nancy Wheeler	Prairie Repertory Theatre, SD
	IT RUNS IN THE FAMILY	JD Ackman	Prairie Repertory Theatre
	Water Carnival Characters		East Dakota Water Development, SD

University Costume Design and Construction

2008	PARADE	Kate Ingram	University of Central Florida
2007	CELEBRATION OF CENTRAL FL DANCE "Want To" and "Story From Within"	Brian Vernon	University of Central Florida
2005	PROPOSALS	Arlen Bensen	University of Central Florida
2004	*THREE SISTERS	Julia Listengarten	University of Central Florida
	*GOD'S COUNTRY	JJ Ruscella	
	*ALL IN THE TIMING	John Wayne Shafer	
2003	*THE MARRIAGE OF BETTE AND BOO	Chris Niess	University of Central Florida
	*ASSASSINS	John Bell	
	GIN GAME	Mark Brotherton	
	CRIMES OF THE HEART	Be Boyd	
	SOMETHING'S MISSING (world premier)	Lani Harris	
	*THE MIKADO	John Bell	

University Costume Design and Construction Continued

2002	*MERRY WIVES OF WINDSOR *WAITING FOR GODOT *DAMN YANKEES	Kate Ingram Chris Niess John Bell	University of Central Florida
2001	*UNDER FIRE (world premier) *AIN'T MISBEHAVIN' THE NERD SYLVIA LUANN HAMPTON LAVERTY... CRAZY FOR YOU (wig master) *A RAISIN IN THE SUN	Lani Harris Mark Brotherton Donald Seay Lani Harris Lani Harris Tan Huaixiang Anthony Major	University of Central Florida
2000	SOMETHING'S AFOOT	Julia Listengarten	University of Central Florida
1999	THE GUT GIRLS A DOLL'S HOUSE	Kristine Holtvedt Richard Stockton Rand	Purdue University Purdue University

**Designs prior to 1999 available upon request

Gallery Shows and Exhibitions

2007	Artist	"Weaving the Fabric of Torah" Purdue University, Klatch Visiting Artist Program
2006-2007	Artist	"Weaving the Fabric of Torah" UCF FCTL
2005	Faculty Advisor	"Theatrical Costume: From Concept to Curtain" UCF Library, October 2005
	Designer	"Cover the Walls" Exhibit of Costume Designs for <u>Assassins</u> USITT, Toronto, CAN. Mar. 16-19
	Artist	"Weaving the Fabric of Torah" UCF Women's Research Center—Gallery Exhibit March 8-April 8, 2005

Publications—Books

- Marinara, Martha, and Kristina Tollefson. "University of Central Florida: General Education Case Study".
Assessing Student Learning in General Education. Ed. Marilee J. Bresciani. Bolton, MA: Anker, 2007.
- Contributor to Chapter 7: "Digital Portfolio Production Techniques"
Jean, Rafael. Developing and Maintaining a Design-Tech Portfolio. New York: Elsevier, 2006.

Publications—Journals

- Tollefson, Kristina. Book Review: Symposium 2006. TD&T (Theatre Design & Technology). Pending Publication in Spring 2008.
- Tollefson, Kristina. "Wigs as Hats" TD&T. Volume 41, Number 1, Winter 2005.
- Tollefson, Kristina. Book Review: The Fairchild Encyclopedia of Fashion Accessories by Phyllis G. Tortora.
TD&T Volume 41, Number 1, Winter 2005.
- Tollefson, Kristina. Book Review: The Corset: A Cultural History by Valerie Steele.
TD&T. Volume 40, number 4, Fall 2004.
- Tollefson, Kristina. Book Review: Stage Makeup: the Actor's Complete Step-by-Step Guide to Today's Techniques and Materials, by Laura Thudium. TD&T. Vol. 40 No. 1. 72, Winter 2004.
- Tollefson, Kristina. "Incorporating the Computer in the Costume Classroom." Costume Research Journal.
Vol. xiv, no. 1. Summer 2002.
- Tollefson, Kristina. "PVC Angel Wings" Costume Research Journal. Vol. xii, no.4, Spring 2001.
- Tollefson, Kristina. "Custom Fabric Covered Shoes" Costume Research Journal. Vol. xii, no.2, Fall 2000.

Publications—Electronic

- Tollefson, Kristina. Contributing Artist. "Costume Design Renderings from A Raisin in the Sun". Literactive.
CD-ROM. Boston: Bedford/St. Martin's Press, 2005.
- Tollefson, Kristina. "Accessory Bag Teaching Tool." United States Institute for Theatre Technology.
Creative Teaching Project on the Web. [jurried] <http://www.users.muohio.edu/rozemaj/CreativeTeaching/criteriasubmit.html>.
[Originally posted in 2001] 14 July 2005.

Publications—National Periodical

*Those marked with an asterisk indicate articles with undergraduate students as research and/or creative collaborators

- * Tollefson, Kristina. "The Magic of Costuming In Florida's Themed Venues." Sightlines, November, 2007. Volume XLVII, Number 11. <http://www.usitt.org/sightlines/v47/n11/stories/LastWorkCostumeSymposium.html>
- Tollefson, Kristina. "Commission Offers Online Costume Communities." Sightlines, September 2007. Volume XLVII, Number 9. <http://www.usitt.org/sightlines/v47/n09/stories/CostumeCommunities.html>
- * Tollefson, Kristina. "Submit Your Work, Help Costume Plot Database." Sightlines, March 2007. Volume XLVII, Number 3. <http://www.usitt.org/sightlines/v47/n03/stories/CostumeDatabase.html>
- Tollefson, Kristina. "Costumers Have Choices for Electronic Communication." Sightlines, December 2006. Volume XLVI, no. 12. <http://www.usitt.org/sightlines/v46/n12/stories/CostumeWebsite.html>
- Tollefson, Kristina. "Costume Commission Introduces New Leadership." Sightlines, October 2006. Volume XLVI, no. 10. <http://www.usitt.org/sightlines/v46/n10/stories/CostumeLeaders.html>
- Tollefson, Kristina. "Symposium to Focus on Tailoring Techniques." Sightlines, May 2006. Volume XLVI, no. 5. <http://www.usitt.org/sightlines/v46/n05/stories/CostumeSymposium.html>
- Tollefson, Kristina. "Costume Design & Technology Programming a Big Success." Sightlines. May 2005: <http://www.usitt.org/sightlines/v45/n05/stories/CostumeWrap.html>
- Tollefson, Kristina. "Survey Seeks Input on Design Language". Sightlines, January 2005 <http://www.usitt.org/sightlines/v45/n01/stories/costumeinput.html>.
- * Tollefson, Kristina. "Costume Commission Recaps Long Beach, Looks Forward to Toronto and Louisville". Sightlines, June 2004: <http://www.usitt.org/sightlines/v44/n05/stories/costumecommission.html>.
- Tollefson, Kristina. "Find Costume News on Web Pages, Listservs". Sightlines, July 2004: <http://www.usitt.org/sightlines/v44/n06/stories/costumelistservs.html>.
- Tollefson, Kristina. "Costume Sessions Provide Information and Ideas." Sightlines, June 2003.
- Tollefson, Kristina. "Costume Design & Technology Commission Expands Web Presence." Sightlines, August 2003: 16-17.
- Tollefson, Kristina and Kevin McClusky. "Costume Commission Active Online". Sightlines, October 2002: 22.

Conference Presentations

*Those marked with an asterisk were presented with undergraduate students involved in my research and creative activities.

- 2008 United States Institute for Theatre Technology—Houston, TX
Presenter: "The Evolution of the Corset"
- 2007 Florida Theatre Conference—Lakeland, FL
Panel Chair: "Developing Design, Technology & Stage Management College Entrance Portfolios"
United States Institute for Theatre Technology—Phoenix, AZ
Professional Development 2 day Workshop—"Creating Digital Portfolios"
- 2006 United States Institute for Theatre Technology—Louisville, KY
*Panel Member: "Creating Wigs from Non-traditional Materials"
Southeastern Theatre Conference—Orlando, FL Feb 06
Panel Member: "Developing a Costume Library"
- 2005 Southeastern Theatre Conference—Greensboro, NC, Feb 05
Panel Member: "Language for Collaboration"
Kennedy Center/American College Theatre Festival—Palm Beach, FL. Mar 05
Panel Member: "Technology Portfolio Reviews"
Presenter: "Presentation of Costume Crafts"
United States Institute for Theatre Technology—Toronto, Ontario, Canada, Mar. 05
*Panel Chair: "Creating a Common Language"
Panel Chair: "Online Portfolios: Where do I Start"
*Juried Poster Presentation "Production Requirements: A Costume Plot Database"
Panel Member: "Projects for Teaching Costume Design & Technology"
- 2004 United States Institute for Theatre Technology—Long Beach, CA, Mar. 04
*Juried Poster Presentation "Autonomous Training for Cutter/Drapers"
- 2003 United States Institute for Theatre Technology—Minneapolis, MN, Mar. 03
Juried Poster Presentation "Hair Hats—Construction of Wigs for The Mikado"
Portfolio Presentation of The Mikado to the Costume Commission Assembly

Conference Presentations Continued

*Those marked with an asterisk were presented with undergraduate students involved in my research and creative activities.

- 2002 Southeastern Theatre Conference—Mobile, AL
 Panel Member “Collaboration and Communication: The Real and the Ideal”
 United States Institute for Theatre Technology—New Orleans, LA, Feb 02
 Juried Poster Presentation “Listserv Operations”
- 2001 United States Institute for Theatre Technology—Long Beach, CA, Mar 01
 Juried Poster Presentation “Shopping Handbook”
- 2000 Association for Theatre in Higher Education, Aug 00
 Panel Member “Director-Designer Relationships”
 United States Institute for Theatre Technology—Denver, CO
 Juried Poster Presentation “Custom Fabric Covered Shoes”
 Juried Poster Presentation “Accessory Bag Teaching Tool”

Symposium Organization

*Those marked with an asterisk indicate presentations with undergraduate students as research and/or creative collaborators

- 2007 * “Costuming in the Entertainment Industry” United States Institute for Theatre Technology
 Three-Day Symposium for 50 participants centered at Walt Disney World

Workshop and Lecture Presentations

*Those marked with an asterisk indicate presentations with undergraduate students as research and/or creative collaborators

- 2007 “Creating a Digital Portfolio”
 Purdue University—Klatch Visiting Artist Program
- 2004 * “Fright Makeup”
 UCF Library Frankenstein Event
 “Improving Student Perception of Teaching”
 GTA Orientation—UCF Faculty Center for Teaching and Learning
 “Introduction to Weaving”
 Santa Fe Opera Workshop Series
 * “The Figure Confined: The Evolution of the Corset”
 UCF Women’s Studies Program—Women’s History Month
 “What is Art? What is Theatre?”
 UCF Student Development and Enrollment Services—Open House
- 2003 * “Wearing Kimono—How to Dress the Geisha”
 UCF Learning Institute for Elders
 “Improving Student Perception of Teaching”
 GTA Orientation—UCF Faculty Center for Teaching and Learning

Adjudication

- 2007 Kennedy Center/American College Theatre Festival
 Region V Costume Parade Judge
 University of South Florida Fool for Love Production Response
 Florida Atlantic University Three Sisters Production Response
- 2006 Kennedy Center/American College Theatre Festival
 Region V Costume Parade Judge

Awards

Stage Directions

- 2006 College Educator of the Year

University of Central Florida

- 2004-2005 Teaching Incentive Award—\$5000 increase to base salary
- 2003-2004 University Excellence in Academic Advising \$2000 award
 College Excellence in Undergraduate Teaching \$2000 award
 College Nominee for Excellence in Professional Service
 College Nominee for Excellence in Academic Advising

Kennedy Center / American College Theatre Festival

- 2000 Award of Merit: THE GUT GIRLS
 Barbizon Costume Design Honorable Mention—Region 3: THE GUT GIRLS
 Honorable Mention—Region 3 Costume Design : AS YOU LIKE IT
- 1999 Barbizon Costume Design Winner—Region 3: PRIVATE LIVES

Grants & Funding—TOTAL \$42,933

2008	UCF Women’s Research Center Project Grant Collaborative Project with Martha Marinara	\$1000
	UCF Faculty Center for Teaching and Learning Faculty Summer Development Conference Revision of Theatre Survey for Majors	\$800
2007	Learning Institute for Elders Grant for Lighting Equipment	\$1000
	Purdue University Klatch Visiting Artist Award	\$5000
	United States Institute for Theatre Technology Continued Project Funding: Costume Plot Database	\$1000
	UCF Faculty Center for Teaching and Learning Faculty Winter Development Conference Alignment of Stage Management and Production Handbooks	\$500
2006	United States Institute for Theatre Technology Continued Project Funding: Costume Plot Database	\$1000
	United States Institute for Theatre Technology Continued Project Funding: Costume Commission Web Site	\$400
	UCF Faculty Center for Teaching and Learning Faculty Summer Development Conference Design & Technology SOG	\$1000
	UCF Faculty Center for Teaching and Learning Faculty Winter Development Conference Creating Theatre Careers Rubrics	\$500
2005	United States Institute for Theatre Technology Project Grant: Costume Plot Database	\$1750
	UCF Undergraduate Research Travel Award Conference Presentation with Student	\$150
	UCF Faculty Center for Teaching and Learning Faculty Summer Development Conference Collaborative Revision of Design/Technology Curriculum	\$1000
2004	UCF Undergraduate Teaching Equipment Grant 40 gallon Dye Vat	\$16,700
	UCF Undergraduate Research Travel Award Conference Presentation with Student	\$150
	UCF Faculty Center for Teaching and Learning Faculty Summer Development Conference Collaborative Revision of History & Literature Courses	\$1000
	UCF Faculty Center for Teaching and Learning Faculty Winter Development Conference Collaborative Revision of Theatre Curriculum	\$500
2003	UCF Undergraduate Teaching Equipment Grant Sewing Machines	\$4495
	Sergers	\$1798
	Hat Blocks	\$1300
	Sewing Machine Attachments	\$1390
	UCF Faculty Winter Development Conference Collaborative Revision of Theatre Survey	\$500

Student Mentorship

2007	Harmony McChesney William Boles Student Chapter of USITT Jennifer Anderson	Costume Design <u>The Rocky Horror Show</u> Scene Design <u>The Piano Lesson</u> Faculty Advisor U/RTA Preparation
2006	Harmony McChesney Jonathan Waters Emily Strickland	Costume Design <u>Five Women Wearing the Same Dress</u> Costume Design <u>Falsettos</u> U/RTA Preparation
2005	Emily Strickland Aimee Johnson	Costume Design <u>Guys and Dolls</u> U/RTA Preparation
2004	Dvorah Neubauer	Costume Design <u>Dancing at Lughnasa</u>
2003	Kyla Kazuschyk	Costume Design <u>Balcony Scene</u>

Internship Supervision

2004	Internship with Lion's Share Entertainment Avery Goodman	University of Central Florida
2002	Internship in London at Globe Theatre Gayle Artino	Florida State University

Courses Taught

Theatre Design Basics	Theatre Careers
Honors Theatre Survey	Dramatic Literature II
Theatre Survey	Theatre History II
Stagecraft I (team taught w/ scenery)	Textiles and Weaving
Costume Design I	Graduate Costume History I
Makeup Technique	Graduate Costume History II
Costume Construction	Graduate Design Seminar
Costume History I	Costume Practicum (Purdue University)
Costume History II	Makeup for the Stage (Purdue University)
Pattern Drafting and Draping I, II, and III	

Thesis Supervision

Present	Chair	Harmony McChesney	Masters Thesis <u>Costume Design for The Rocky Horror Show</u>	(In Process)
	Chair	William Boles	Honors in the Major Thesis <u>Scene Design for The Piano Lesson</u>	(In Process)
2008	Committee Member	Gary Alexander	Masters Thesis <u>Scene Design for The Rocky Horror Show</u>	Defended in 2008
2006	Chair	Chris Staffel	Masters Thesis <u>Portraying Pointillism: An Actress's Journey Through Pointillism To Define The Role Of Dot In Sondheim And Lapine's Musical Sunday In The Park With George</u>	Defended in 2006
2005	Committee Member	Rebecca Lane	Honors in the Major <u>The Effects of Movement Theory as Applied to Traditional Theatre</u>	Defended Summer 2005

Undergraduate Research Supervision

UCF Showcase of Undergraduate Research Excellence 2008—1 st Place Arts and Humanities
Faculty Advisor: "Scenic Design for Largo Desolato"
UCF Showcase of Undergraduate Research Excellence 2007—1 st Place Arts and Humanities
Faculty Advisor: "Scene Design for Fish Eyes"
Undergraduate Presenter: William Boles
UCF Showcase of Undergraduate Research Excellence 2005—2 nd Place Arts and Sciences
Faculty Advisor: "Production Requirements: A Costume Plot Database"
Undergraduate Presenters: Jennifer Kracht, Emily Smeraldo, Mike Quinones, and Markisha Cobourn
UCF Showcase of Undergraduate Research Excellence 2005
Faculty Advisor: "Costume Design for <u>Guys and Dolls</u> "
Undergraduate Presenter: Emily Strickland
LEAD Scholar Assistantship Mentor:: Lindsay Long (2006), Markisha Cobourne (2005), Brian Kleinschmidt (2001)

Conference Presentations by Students

- 2006 Jonathan Waters Juried Poster Presentation "Experiment Results on Rosco Crystal Gel"
United States Institute for Theatre Technology—Louisville, KY
- 2006 Christina Woodman Juried Poster Presentation "Straw Bonnets"
United States Institute for Theatre Technology—Louisville, KY

Publications by Students

- McChesney, Harmony. "Costume Symposium to Focus on Themed Venues." *Sightlines*, April 2007. Volume XLVII, Number 4. <http://www.usitt.org/sightlines/v47/n04/stories/CostumeSymposium.html>

Guest Teaching

- University of Northern Colorado
Senior Seminar: Phone Interviews (2006, 2007)
- University of Central Florida
Costume Design: Portfolios (2006, 2007)
Costume Design: Alternative Rendering Techniques (2006, 2007)
Stage Management: Fostering Relationships (2005-2007)
Stage Management: Stage Managers & the Costume Shop(2005-2007)
Costume Construction: Commercial Pattern Lab (2005)
Costume Construction: Weaving and Fabrics (2007)
Costume Construction: Ditty Bag Lab (2005)
Costume Construction: Fabrics (2005, 2006)
Guest Interviewer: Graduate Theatre Careers (2005)
- Purdue University
Intro to Technical Theatre: Costume Design & Technology
Scenography: Rendering Techniques

Professional Memberships—Current and Previous

- AAC&U—American Association of Colleges and Universities
USITT—United States Institute for Theatre Technology
USITT-SE—Southeast Section of United States Institute For Theatre Technology
ATHE—Association for Theatre in Higher Education
SETC—South Eastern Theatre Conference
Central Florida Performing Arts Alliance
Handweavers Guild of America
Alpha Psi Omega

Professional Service

- 2007 Text Book Review for Draping for Fashion Design for Pearson Prentice Hall
Chapter Review for The Magic Garment for Rebecca Cunningham
- 2006 – Present United States Institute for Theatre Technology
Commissioner of Costume Design & Technology Commission
Assist in Planning and Scheduling for National Conference Sessions
Coordinate Summer Symposium Planning and Execution
Moderator of Email Listserv
Design and Maintenance of Commission web site
<http://pegasus.cc.ucf.edu/~ktollefs/>
- 2006 Text Book Review for Theatre in Your Life for Thompson's Wadsworth Publishers
- 2005 Portfolio Reviewer United States Institute for Theatre Technology
- 2001 – 2006 United States Institute for Theatre Technology
Vice-Commissioner of Communications Costume Design & Tech. Commission
Moderator of Email Listserv
Editor and Contributor of articles to Sightlines (20-25 articles a year)
Design and Maintenance of Commission web site
<http://pegasus.cc.ucf.edu/~ktollefs/>
Facilitate Communication for Commission members worldwide
- 2000-2003 Associate Editor and Jury Member Costume Research Journal

Service to Public Schools

- 2002-2007 Florida's State High School Thespian's Festival—Adjudicator
Costume and Scene Design Events
- 2007-2008 Steering Committee Member—Satellite High School Fine Arts Academy Application
- 2004 "Dressing the Geisha—How to wear Kimono"
Florida State Thespian's Festival

University Service

- Student Conduct Board (2003-Present)
Student Conduct Outreach Board
- Assessment Documentation Provided to Paula Krist, Director of Operational Excellence and
Assessment Support for University Application for a Student Outcomes Assessment Award (2007)
- Senior Faculty Fellow to Rick Schell (2006-2007)
- Liberal Studies Task Force (2006)
- Game Day Football Ambassador (2006)
- Undergraduate Research Council (2002-2008)
Editorial Board for UCF Undergraduate Research Journal (2004-2005)
Showcase of Undergraduate Research Excellence Sub-Committee (2003-2004)
- Pilot of New Course Evaluations for FCTL using TPA 2000C (Fall 2007)
- Ethics Task Force (2003-2006)
- Faculty Senate (2002-2004)
Undergraduate Policy and Curriculum Committee (2002-2004)
American Sign Language Sub-Committee (2002-2003)
Advising Research Sub-Committee (2003-2004)
- General Education Oversight Committee (2004-2005)
- Service Learning Coordinating Committee (2003-2004)
- National Survey of Student Engagement—Academic Rigor Working Group (2005)
- Homecoming King and Queen Judging Panel (2005)

College Service

- Honors in the Major Awards Selection Committee (2006-2007)
- Assessment Divisional Review Committee (2007-2008)
- TIP Selection Committee (2006-2007)
- Author of College of Arts and Sciences Report on Advising Procedures (2003-2004)
- Author College of Arts and Sciences Report on Service Learning for Assistant Dean Stebbins (2003-2004)
- CAS Advising Council (2005)

Administrative Responsibilities—University of Central Florida

- 2008-2009 Associate Chair
Budget Development and Oversight
Class Scheduling (5 Graduate Programs, 5 Undergraduate Programs)
Chair of Coordinators Committee
- 2007-2008 Assistant Chair
Budget Development and Oversight
Class Scheduling (5 Graduate Programs, 5 Undergraduate Programs)
Chair of Coordinators Committee
- 2003-Present Departmental Coordinator of Undergraduate Studies
New Student Orientations, First Year Advising, and On Call Advising for all 350 Majors
Outcome Assessment and Exit Exam Revision / Administration (5 degree programs)
Liaison with other advising offices including Honors College, First Year & OASIS
Department Representative to CAS Curriculum Committee, UPCC, and UCRC
Catalog, Curriculum and Student Handbook Monitoring and Revisions
Advisor Mentoring & Training and Maintenance of Advising Forms (5 degree programs)
Overrides & Administrative Records Changes
Registration and Scheduling Troubleshooting
Transfer Student Transcript Evaluation
Graduation Audit Approvals
Honors in the Major Coordinator
Chair of Undergraduate Policy and Curriculum Committee

Departmental Service

Committees

Chair: Coordinator Committee
 Chair: Undergraduate Policy and Curriculum Committee (2007-2008)
 Chair: Probation Sub-Committee (2007-2008)
 Member: Season Selection Committee (2006-2008)
 Chair: Tenure and Promotion Committee (2006-2007)
 Member: Graduate Committee (2002-2004)
 Member: Exit Exam Committee (2000-2005)
 Member: Internship Task Force (2004-2005)
 Member: Coordinator Committee (2003-2007)

Search Committees

Chair: Staff Accountant (2008)
 Member: Staff Costume Shop Manager Search (2006-2007)
 Member: Staff Cutter / Draper Workroom Manager Search (2006-2007)
 Chair: Non-Tenured Faculty Costume Shop Manager Search (2002-2003)
 Chair: Non-Tenured Faculty Assistant Costume Shop Manager Search (2002-2003)
 Chair: Tenure Track Scene Design Searches (2 searches same year) (2002-2003)
 Chair: Staff Costume Shop Manager Searches (3 searches same year) (2002-2003)
 Chair: Staff Assistant Costume Shop Manager Search (2002-2003)
 Chair: Staff Assistant Costume Shop Manager Search (2001-2002)
 Chair: Staff Costume Shop Manager Search (2001-2002)
 Member: Costume Technologist Search Committee (2004-2005)

Other

Departmental Listserv Moderator (2002-Present)
 Departmental Library Representative (2001-2004)
 Coordinator of Undergraduate Recruitment at Florida State Thespian's Festival (2000-2004)
 Alternate Departmental Orientation Representative (2002-2003)
 NAST Accreditation Research Committee (2003-2004)
 Departmental Executive Summary of U/RTA membership Requirements (2004)
 Departmental Meetings and Revision of Governance Document (2004-2005)

Professional Development

United States Institute for Theatre Technology

2007 Costume Symposium in Orlando: Costuming in the Entertainment Industry
 2005 Costume Symposium in NYC: Working and Shopping in New York

University of Central Florida

2007-2008 UCF Financials
 Basic Navigation 8.9
 Chart of Accounts 8.9

2006 – 2007 Faculty Center for Teaching and Learning
 MyUCF Grades
 Office of Student Rights and Responsibilities
 Organizational Hearings Workshop
 Alcohol and Other Drug Programming
 Ethics and Academic Dishonesty

2005 – 2006 OEAS
 Outcome Assessment and Student Learning Outcomes
 Office of Experiential Learning
 Legal Issues, Forms & Contracts for Internships
 Office of Student Rights and Responsibilities
 Dealing with Sexual Abuse Cases
 Faculty Center for Teaching and Learning
 Academic Learning Compacts
 Winter Faculty Development Conference
 Engaging Undergraduates in Your Research Program
 Keeping Ahead of your Students: Using Student Technology
 Hot Topics in Tech: Epacks, autosync, editing public pages.

Professional Development Continued

- 2004-2005 Faculty Center for Teaching and Learning
 Targeting Learning Outcomes for Program Assessment
 The Role of Desire in Teaching and Learning
 Handling Negative Student Feedback
 101 Tips for Teaching Large Classes
 NSSE Initiatives: Development Workshop
 Faculty Winter Development Conference
 Leader of Faculty Team of 19 for Department Curriculum Revision
 Faculty Summer Development Conference
 Partnered with 2 faculty to finalize curriculum revision for Design track
 Academic Affairs
 Recruiting and Hiring Faculty
 Experiential Learning
 Internship Symposium—Legal Issues in Experiential Learning with Michael Goldstein
- 2003-2004 Diversity Initiatives
 Leadership Enhancement Program—Year Long Program
 Mentor: Dr. Consuelo Stebbins, Assistant Dean College of Arts and Sciences
 Mentor: Dr. Rick Schell, Asst VP Academic Affairs/Dean Undergraduate Studies
 Service Learning Day with Cathryn Berger Kaye and Robert Shumer
 UCF Office of Service Learning and Office of Undergraduate Studies
 The Scholarship of Teaching and Learning
 Dr. Tom Angelo
 Faculty Center for Teaching & Learning
 Teaching Creatively
 Ethics and Professionalism in the Classroom
 Classroom Discussion and Critical Thinking
 Pedagogical PowerPoint
 Developing a Teaching Portfolio
 Preparing a Teaching Award Portfolio
 The Path to Tenure—Faculty Development Series
 How to Get High Ratings—Faculty Development Series
 Faculty Winter Development Conference
 Leader of Faculty team to Coordinate Theatre Survey Curriculum
 Faculty Summer Development Conference
 Partnered with colleague to restructure Theatre History and Dramatic Literature
- 2002-2003 Faculty Center for Teaching & Learning
 Effective Grading
 “Fixing Up” Your Syllabus
 Academic Integrity
 Ten Best Teaching Practices
 Interactive Teaching
 Preparing for Grading
 Academic Development and Retention
 New Advising Tools
 Course Development and Web Services
 E-Community Training
 Student Records
 Peoplesoft Training
- Purdue University**
- 2000-2001 Course Development and Web Services
 Web CT Training
- 1999-2000 Center for Instructional Excellence
 Cultural Awareness Workshop
 College Teaching Workshop II—Ten Week Course
- 1998-1999 Center for Instructional Excellence
 College Teaching Workshop I—Ten Week Course

Personal Development Workshops Attended

2006-2007	Office of Diversity Initiatives Etiquette Luncheon
2004-2005	Department of Theatre Conflict Resolution with Hugh Kincaid, Walt Disney World UCF Human Resources Effective Networking Using the Meyers-Briggs Type Indicator
2003-2004	UCF Human Resources The FISH Philosophy First Aid Identity Theft Awareness Business Etiquette UCF Library Library Database Training Office of Diversity Initiatives Cross-Cultural Communication Provosts Office Tenure and Promotion Workshop
2002-2003	UCF Human Resources Stress Management Accomplishing More Contemporary Business Etiquette Coping with Difficult People Resolving Personal Conflict Interviewer Certification Interviewer Skills for Supervisors Who Moved my Cheese? Organizational Change Office of Diversity Initiatives Multi-Cultural Conflict Resolution
2001-2002	Office of Diversity Initiatives Interrupting Bigotry in Everyday Life
2000-2001	Office of Diversity Initiatives ABC's of Diversity Workshop