



P.O. Box 477200
Tulsa, OK 74147
918.828.5000

Administrative Offices
6111 E. Skelly Dr.
Tulsa, OK 74135

Broken Arrow Campus
4600 S. Olive Ave.
Broken Arrow, OK 74011

Memorial Complex
•*Career Services Center*
3420 S. Memorial Dr.
Tulsa, OK 74145

•*Health Sciences Center*
3350 S. Memorial Dr.
Tulsa, OK 74145

•*Lemley Campus*
3420 S. Memorial Dr.
Tulsa, OK 74145

•*Training Center*
3638 S. Memorial Dr.
Tulsa, OK 74145

Peoria Campus
3850 N. Peoria Ave.
Tulsa, OK 74106

Riverside Campus
801 E. 91 St.
Tulsa, OK 74132

Sand Springs Campus
500 N. Adams Rd.
Sand Springs, OK 74063

November 30, 2009

To Whom It May Concern:

This letter is to serve as my formal recommendation for Gina Snow. As a member of the Instructional Services (IS) department, Gina consistently demonstrated a strong work ethic and a dedication to success. Her efforts, which ranged from developing curriculum to leading the Tulsa Tech District in distance learning and technology integration, produced high quality results time and time again. Gina's attention to details and organizational skills are outstanding.

During her last 18 months, Gina was instrumental in leading a major District initiative which targeted the integration of distance learning into the multiple Tulsa Tech programs. Gina developed and successfully implemented the professional development necessary to effectively utilize the Blackboard Learning Management System. Her efforts resulted in the successful training of over 150 instructors and staff members and the creation of several hundred course shells. In addition, Gina developed the Online Student Orientation Course and was a valuable member of the IS team in determining the District policies related to Internet Based Instruction at Tulsa Tech. The distance learning initiative was a major undertaking, requiring a great deal of thought and effort on Gina's behalf.

Gina also possesses an advanced level of understanding in all areas related to curriculum. Her creativity and outstanding organizational skills were apparent as she worked with the instructors to organize and align their curriculum to effectively meet the requirements of Industry and the District. Gina also led several committee's which resulted in recommendations and presentations to members of District administration.

For these reasons, I highly recommend Gina Snow in her future endeavors. Her drive and abilities will truly be an asset to your organization.

Sincerely,

Andy Allison
Manager, Instructional Services