

MICHELLE STEWART

1704 Boston Ave. | Bridgeport, TX 76426 | 402-202-4493 | mlstewart07@gmail.com | michellelstewart.com

Experience

Associate Dean, Curriculum Innovation

February 2021 – Present

Dallas College – Center for Excellence in Teaching and Learning (CETL)

- Provide strategic direction for curriculum innovations and course designs at Dallas College including PLA, CBE, new and innovative Level 1 certificates, and redesign of certificates and degree programs.
- Collaborate with faculty, stakeholders, and leadership in the Academic Disciplines, CETL, HSI Title V Grants, E-learning, and the Academic Incubator to advance accessible and quality course designs and program development across Dallas College.
- Supervise and coach instructional design team working on course designs and faculty development.
- Lead project management and reporting for instructional design teams with agile deadlines.
- Hire, train, and evaluate a team of 12 full-time instructional designers supporting three on-ground centers at various campuses.

Instructional Designer (Team Lead)

January 2020 – January 2021

Dallas College – LeCroy Center Course Design Team and Learning Technology Team

- Manage and coach instructional design teams working with faculty professional development including webinars, events, and advance course designs for academic and workforce curriculum innovation.
- Lead project management and reporting for instructional design teams with strict deadlines.
- Provide strategic leadership for curriculum design projects in collaboration with faculty experts, eLearning, and Dallas College Strategic Initiatives office.
- Deliver excellent customer service to faculty, staff, and administrators across Dallas College for multiple course design projects, faculty development activities, and other innovative curriculum projects.

Adjunct Faculty, EDUC 1300-Learning Frameworks

August 2018 – August 2020

Dallas College – Richland Campus

- Provide instruction and monitor teaching/learning in the course using an established textbook.
- Provide student feedback through formative and summative assessments in a timely manner.
- Design a web enhanced lecture course for three days of instruction per week.

Instructional Designer

February 2017 – January 2020

Dallas College – Learning Technology Team

- Provided consultation and support services for instructional design strategies, signature assessments, technology, and distributed learning materials for instructional development technologies.
- Coordinated Quality Matters (QM) reviews and course designs for seven DCCCD campuses.
- Provided professional development presentations and training to faculty to enhance learner engagement, best practices, course alignment, assessment strategies, and technology usage.
- Analyzed instructional needs, provide expertise and assistance with innovative strategies to meet those needs and ensure DCCCD's vision and mission.
- Collaborated with faculty and colleagues on the application of instructional technologies, learning and cognition theories, accessibility, course design and teaching best practices, and UDL principles when developing online and hybrid courses.
- Applied project management strategies to concurrently lead multiple projects at differing stages of course design and development.
- Researched and evaluated the latest trends in online learning, teaching, and instructional technology.

MICHELLE STEWART

402-202-4493 | mlstewart07@gmail.com

Instructional Design Specialist

March 2012 – February 2017

Central Texas College (CTC) – Distance Education and Education Technology (DEET)

- Managed project and coordinated timeline of course development/revision team; to include CTC academic and vocational departments, SMEs, technology specialists, and outside vendors.
- Conducted Quality Assurance reviews and revises courses as needed to meet SACSCOC and THECB accreditations, Quality Matters, and ADA and Section 508 compliance requirements.
- Provided instructional design guidance to academic department through curriculum mapping, technology product research and ensures quality and consistency in online courses.
- Directed and guided SMEs in the infusion of technology, assessment, learning objectives, and learning resources to ensure course and competency objectives are met.

Course Developer

January 2012 – March 2012

Central Texas College (CTC) – Distance Education and Education Technology (DEET)

- Developed online, blended and multimedia courses using Blackboard and HTML.
- Assisted Instructional Designers in creating and revising courses using standards for DEETs.

Information Technology Specialist

June 2006 – March 2012

University of Nebraska (Lincoln) – Campus Recreation

- Provided user support and software training for 500+ employees for all technology including hardware support and software training including Microsoft Office applications, Blackboard and more.
- Designed and documented user guides for technology equipment and systems.
- Responsible for \$300,000 IT budget including software and hardware purchasing.
- Lead software support for Vermont Systems recreation management and online registration software.
- Designed and maintained websites for Campus Recreation and Student Affairs.
- Administered the Campus Recreation Student Voice benchmarking survey.
- Developed student learning outcomes for Campus Recreation programs and co-curricular projects.

East Campus Recreation Coordinator

June 2000 - June 2006

University of Nebraska (Lincoln) – Campus Recreation

- Interviewed, hired, trained, scheduled, supervised, and evaluated a staff of 35 student employees.
- Facilitated staff training programs for customer service, conflict resolution, and diversity awareness.
- Collaborated with Student Involvement and CASNR to host student events such as concerts, food and sport competitions, late night event programming and health fairs.
- Supervised all aspects of East Campus Recreation facilities including the strength & conditioning, gym space, outdoor areas, membership program, and equipment/locker rental program.
- Operated office operations including supplies, cash deposits, and office and point of sale machines.
- Assisted with design of online risk management training including sexual harassment and medical.
- Prepared, organized, and taught Red Cross CPR, AED, First Aid trainings.

Education

Master of Science in Educational Administration

May 2000

Texas A&M University; College Station, Texas

Emphasis: Higher Education-Student Affairs Administration

Bachelor of Science in Exercise and Sport Science

May 1998

Texas Tech University; Lubbock, Texas

Minor: Biology (Completed the majority of requirements, except student teaching, for secondary education certification).

MICHELLE STEWART

402-202-4493 | mlstewart07@gmail.com

Technology Skills

Microsoft: Word, Excel, Outlook, Access, PowerPoint, Planner, OneDrive, Teams, Forms, Bookings

Google: Drive Documents, Sheets, Slides, Workspace, Sites, Analytics

Systems: Windows and Mac OS

LMS Experience: Blackboard, Cornerstone, SharePoint, Canvas, D2L, WordPress, Joomla

Computer Languages: HTML, XHTML, CSS, Javascript

Adobe: Dreamweaver, Captivate, Illustrator, InDesign, Photoshop, Acrobat Professional PDF

TechSmith: Camtasia and Snagit

Multimedia: YuJa, Kaltura, YouTube, Adobe Premiere, video recording/editing, closed captioning

Others: ServiceNow (ticketing system), Turnitin (plagiarism checker), Respondus Lockdown

Browser/Webcam (test integrity), SoftChalk (design), and Ally (accessibility), Articulate Storyline

Professional Membership and Organizations

Online Learning Consortium (OLC)	2017-Present
Texas Community College Teacher's Association (TCCTA)	2012-Present
Texas Distance Learning Association (TXDLA)	2012-Present
Association of Educational Communications and Technology (AECT)	2018-2020
United States Distance Learning Association (USDLA)	2012-2020

Certifications

Quality Matters: Coordinator (QMC); Peer Review Course (PRC); Quality Matters Rubric (APPQMR)
HDI - Computer Support Center Analyst Certification

Professional Presentations

<i>Webinars: Virtual Office Hours, Collaborate Ultra, eCampus Basics (Tests, Discussions, and More)</i>	2020
<i>Breaking Down Silos and Building Relationships for Signature Assignment Success,</i>	2019
LEAP TX Conference (April), DCCCD Conference Day, SACSCOC Annual Meeting (December)	
<i>Introduction to Accessibility (FT Faculty Return Week), Cedar Valley College</i>	2019
<i>Creating Accessible Documents in Word, Richland College</i>	2019
<i>Creating Accessible Presentations in PowerPoint, Richland College</i>	2019
<i>Creating Accessible Videos with Media Hub, Richland College</i>	2019
<i>Accessibility in eCampus, Richland College</i>	2019
<i>Accessibility Checklist Overview, (El Centro and Cedar Valley) Colleges</i>	2019
<i>Media Hub Basics (Richland, North Lake, Cedar Valley, and El Centro) Colleges</i>	2019
<i>Using the OLC OSCQR Rubric to Improve Online Courses and Achieve Our OLC</i>	2018
<i>Quality Scorecard Improvement Plans, Online Learning Consortium</i>	
<i>Getting Immediate Student Feedback with Kahoot! Workshop, Brookhaven College</i>	2018
<i>Using Rubrics in eCampus (Blackboard), Richland College</i>	2018
<i>Blackboard Attendance Tool: Lunch & Learn, Richland College</i>	2018
<i>Group Them in Groups Workshop, Richland College, Richland College</i>	2018
<i>Collaborate Ultra: Real Time Communication Online, Brookhaven College</i>	2018
<i>Online Grading Using Box View in eCampus, Brookhaven College</i>	2018
<i>eCampus Grade Center Workshop for Saturday Adjunct Seminar, Brookhaven College</i>	2018
<i>Strategies to Improve Your Instructor Effectiveness and Online Courses, DCCCD Conference Day</i>	2017
<i>5 Strategies to Increase Student Engagement in Online Courses, Spring Technology Institute</i>	2017
<i>Planning for Unexpected Absences: How Do I Teach my Class in eCampus, El Centro College</i>	2017
<i>Flipped Classroom: What, How, and Why, Brookhaven College</i>	2017
<i>How to Get the Job or Graduate Assistantship, NIRSA Region V Conference</i>	2007
<i>On-Line Risk Management Training, NIRSA Region V and NIRSA National Conference</i>	2001-2002

MICHELLE STEWART

402-202-4493 | mlstewart07@gmail.com

Related Leadership Positions, Committee Work and Honors

Information and Communication Technology Accessibility Council (ICTAC)	2020-2021
LGBTQ+ ERG (Dallas College) Member	2020-2021
Women's Employee Resource Group	2020-2021
COVID-19 eLearning Task Force	2020
ACUE Course Facilitator for DCCCD Faculty Development	2020
Texas Restaurant Promise Certification Project Team	2020
Accessibility Champions Team (El Centro College)	2019
Assessment Advisory Committee Team (Cedar Valley College)	2019
DCCCD Library Instruction Council (consultant)	2017-2018
Central Texas College Employee of the Year	2014
NIRSA and NASPA Consortium Work Team	2009-2011
NIRSA Region V and Big 12 & Friends Conference Registration Chair	2007
University of Nebraska (Lincoln) Technology Group	2006-2011
University of Nebraska (Lincoln) Web Developer's Group	2006-2011
University of Nebraska (Lincoln) Campus Rec and Student Affairs Assessment Committee	2005-2011
NIRSA Career Opportunities Center Committee and Co-Chair	2003-2008
NIRSA Annual Conference Program Committee	2003
NIRSA Nebraska State Director	2001-2003
NIRSA Student Professional Development Committee	2001-2002
NIRSA Region V Student Lead-On Coordinator	2001