

Matthew Evins

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Experience

Austin Community College

June 2019 - Present (Austin, Texas)

Title: Director, Academic Technology

Division: Teaching & Learning Excellence Division

- Responsible for overseeing a department of 80+ employees that provides academic technology training and support and media development services to faculty and students in all course modalities.
- Works in collaboration with instructional designers, educational technologists, faculty librarians, and other media specialists to support faculty on projects of significance to students, and as part of curricular or co-curricular innovations.
- Assures functionality, compatibility, and performance of academic technologies and audio-visual technologies within instructional classrooms, conference rooms, and special event spaces; Reviews college growth strategies and determines ACC resource requirements, program goals, and deliverables; Develops strategic plans and tactical goals; Determines scope and priorities of projects.
- Collects analytics on the usage of instructional support spaces, consultation requests, and instructional media development to create data-driven decisions on the expansion or change of services within Academic Technology.
- Leads directors, managers, and staff in collaborating with faculty to improve student enrollment, engagement, retention, and success by working in collaboration with academic departments across all areas of study.
- Oversees the academic technologies and audio-visual solutions selected for use as part of new construction & building renovation projects; Partners with Campus Facilities, contractors, and other entities during new construction & renovation projects; Provides vision and planning for future growth and sustainability of academic technologies and audio-visual technologies.
- Researches and offers guidance for digital fluency to initiate conversations and projects that forward the transformative potential of education.
- Provides guidance and expertise in the design of learning spaces and helps develop training for faculty who use technology-enhanced teaching spaces.
- Coordinates funding programs for digital projects that support student success, including projects initiated through instructional departments or divisions.
- Establishes and advances partnerships with educational institutions, businesses, and community-based organizations in support of enhancing the College's mission.
- Makes recommendations and supports the development of related training and programs that build faculty skills in the use of digital materials and instructional technologies.
- Provides integrated technology services and resources that enable students, faculty, and staff to creatively and productively advance the College's academic, administrative, and co-curricular goals.
- Promotes innovative uses of technology in the classroom and partners with other units on the effective deployment of technology in classrooms and labs.
- Develops, refines, and leads the implementation of internal process improvements within the Teaching & Learning Excellence Division.
- Manages the tracking, support, and lifecycle of staff-assigned technologies within the Teaching & Learning Excellence Division.
- Participates in TLED operational and strategic planning and decision-making.

Winsupply

August 2014 - May 2019 (Dayton, Ohio / Austin, Texas)

Title: Instructional Design Lead

Department: Training Services

- Oversee instructional design and video production services with 2 direct reports. Responsible for designing and delivering training opportunities for 5000-6000 employees around the Continental United States. Training offerings include face-to-face, hybrid, fully online, strategic long-term courses, self-service professional development, documentation and videos. Course designs incorporate best practices, including Universal Design, Backward Design, Quality Matters standards, etc.
- Responsible for administrating organizational Learning Management Systems (Canvas, Desire2Learn and Atomic Learning), including user administration, reporting, creation of course shells/master courses, and billing of users for access to the LMS. Also responsible for serving as administrator for organizational survey platforms (Qualtrics and LimeSurvey).
- Responsible for logistics surrounding training offerings, including dates, hotels, inviting instructors, recruiting students, food & beverages, graduation ceremonies, and billing for participation. Coordinating training offerings includes travel to meetings/events, averaging 40-60% of the time.
- Responsible for implementing mobile app for large-scale events (500-2000 participants), including event schedules, attendees & instructors, session handouts and on-site troubleshooting. Created a relational database to store event attendees, create personal schedules, and automate email notifications. Database also generated reports which interfaced with the mobile app for ease of managing data.
- Research new tools and training approaches for integration into training offerings.

Miami University

February 2011 – August 2014 (Oxford, Ohio)

Title: Instructional Design & Technology Specialist

Department: Advanced Learning Technologies

- Responsible for designing and delivering pedagogical training to faculty as it relates to academic technologies, including the institution LMS, Wordpress, and Google Apps. Organize and lead a week-long faculty training workshop on technology integration into teaching projects. Responsible for creating and maintaining accessible training & support documentation related to campus LMS and other enterprise-level educational technology.
- Conduct needs analysis with instructors and provide suggestions on best practices with integrating technology into face-to-face, hybrid, and fully-online course formats. Responsible for consulting with instructors on the design/redesign of classes into fully-online formats, including; integrating educational technologies when appropriate; addressing concerns with online assessments; and student engagement with instructors, other students, and course content.
- Lead working groups and committees consisting of cross-campus constituents on campus deployment of educational technologies. Collaborate with the Center on Excellence in Teaching & Learning on the creation and delivery of faculty development opportunities. Facilitate Faculty Learning Communities (FLCs) on topics, including: Exploration of Free Technologies in Higher Education; Exploration of Social Media in Higher Education.
- Conduct mid-semester, formative evaluations for face-to-face courses at the request of instructors; consult with instructor post-assessment and discuss possible enhancements and/or changes based on student feedback. Design and implement process for conducting similar evaluations for fully online courses.
- Oversee student employees on various tasks including: design and redesign of online courses into master course templates; creation of support documentation for academic technologies; research and copywriting on various academic technologies, articles, and web 2.0 tools for posting on the Advanced Learning Technologies website; captioning of videos for clients in compliance with ADA standards.
- Research and analyze technological trends as they apply to the University mission.

San Jacinto College District

January 2010 – January 2011 (Houston, Texas)

Title: Instructional Designer

Department: Educational Technology Support Services

- Design interactive and multimedia instructional programs using the latest technology; consult with faculty to identify courses and programs suitable for advanced technology delivery systems including distance learning; and design, develop, and deliver multimedia and other training.
- Demonstrate experience in instructional design, development, implementation and assessment in an academic environment. Demonstrate knowledge of instructional development and instructional technology. Demonstrate skill in using a variety of graphics, multimedia, and productivity application software. Demonstrate ability to write instructor support materials.
- Demonstrate ability to design, develop, and deliver training of graphics, multimedia, and productivity applications. Demonstrate effective oral and written communication, interpersonal, and organizational skills. Expertise in integrating technology in a wide variety of instructional situations. Flexibility in adapting to the needs of a changing program. Experience with classroom applications of the Internet, interactive video, and other technologically mediated instruction. Assist with other duties as assigned.

Miami University

June 2007 – December 2009 (Oxford, Ohio)

Department: Center for the Enhancement of Learning and Teaching (CELT)

Coordinator, Ohio Learning Network Southwest Regional Center

- Responsible for consulting with faculty from Miami and other institutions in Southwest Ohio in relation to grants awarded by the Ohio Learning Network to improve teaching.
- Presented and coordinated regional and statewide teaching events regarding innovative technologies in the field of higher education.
- Designed, prepared, and reported statistical financial information about the Southwest Center and grant recipients to the Ohio Learning Network in Columbus at quarterly meetings.
- Coordinated a yearly statewide initiative related to supporting the teaching and learning of grant recipients.

Manager of Operations and Technology, Lilly Conference on College Teaching

- Design and prepare print-ready copy of all parts of Conference program book (300 pages), including layout, designs, and content.
- Responsible for the development and updating of the Conference website.
- Ensured all technological needs are met for conference presenters.
- Responsible for recruiting, hiring, training, on-site supervision, and payroll for over 100 student workers during conference.
- Responsible for remaining onsite at Marcum Conference Center 24 hours/4 days to assist, consult, and troubleshoot problems.
- Oversaw the designing of all conference materials.

Faculty Development Consultant

- Administer consultations with faculty about teaching and learning, such as Small Group Instructional Diagnosis (SGID), including working with faculty or departments to develop an action plan in response to feedback received.
- Responsible for supervising CELT's student consultation service, which improves teaching by observing faculty from students perspective.
- Present at seminars on various aspects of faculty development.

Special Projects & Assignments

Spring 2024: Serves as Event Project Manager for the College's inaugural Data Summit - an in-person event for 3000 employees hosted by the Office of the Chancellor to communicate and inspire newly developed goals and priorities. Responsibilities include working with internal stakeholders and external vendors to ensure special events are produced using diversity, equity, and inclusion as cornerstones for successful productions. Provides oversight for all areas of the event planning and execution, including website development, registration, communications, audio/visual needs, and accessibility supports all attendees.

Spring 2020: Led the implementation of technology availability and support for students across the District. As a result of the COVID-19 pandemic, this project involved the acquisition of 1000+ iPads and other technologies, preparing devices for distribution to students, facilitating the request, distribution, and return processes, and establishing a new team under Academic Technology to provide student-facing technology support. This project grew in scope to over 3000 technology assets (as of Fall 2023) available for students to check out and use in support of academic success. In addition, the availability of technology support has grown to include support via email, live chat, phone, and in-person at 10 campuses.

Fall 2019 – Present: Leads the training, support, and effective use of Asana as a college-wide project management solution. Collaborates with academic and administrative departments to refine existing business processes to streamline and automate using Asana as the basis for collaboration and efficiency. Develops and delivers live and on-demand Asana training, both in-person and virtually, to all business units of the College.

Fall 2019 – Present: Serves as Producer and Event Project Manager for annual General Assembly - an event designed to celebrate the start of the academic year for all faculty and staff. Responsibilities include working with internal stakeholders and external vendors to ensure special events are produced for in-person and virtual attendees using diversity, equity, and inclusion as cornerstones for successful productions. Provides oversight for all areas of the event planning and execution, including website development, registration, communications, audio/visual needs for in-person and live-streaming, presenter selection and presentation development.

Winter 2017: Led an institutional change of the LMS platform from Canvas to Desire2Learn. Responsible for identifying stakeholders, meeting with vendor representatives, scheduling training opportunities, migrating courses and users, establishing workflow for the new LMS.

Fall 2017: Lead the institutional migration of the surveying platform from Qualtrics to LimeSurvey. Responsible for identifying stakeholders, researching various vendors/products, meeting with vendor representatives, scheduling training opportunities, communicating with survey users, and ensuring timelines are met.

Fall/Winter 2014 – December 2015: Proposed the migration of self-service professional development opportunities to Atomic Learning, allowing for advanced reporting, ease-of-use, and additional libraries of training made available by the vendor. Proposal was accepted (early 2015). Led the migration of training assets (videos & documentation) to the new platform by meeting with subject matter experts, evaluating existing content, updating content, and managing a database of all content added into the new platform. Database allows Training Department to ensure that all training content is continuously reviewed at least once per year.

Spring 2014 – August 2014: Serve on testing committee for review of institutional Learning Management System (LMS). Tasks include: assigning sandbox accounts to over 100 faculty, staff, and students; Scheduling and oversight of open lab sessions for the University community to test various vendor products; Communicate with the LMS review committee on the status of review testing.

Spring 2014 – August 2014: Lead an institutional roll-out of Atomic Learning, a self-paced, online training platform for faculty, students, and staff. Responsible for identifying stakeholders, meeting with vendor representatives, scheduling training opportunities, marketing for the product to the institution.

Fall 2013 – August 2014: Serve as Faculty Teaching Associate (FTA) with the Center for the Enhancement of Learning, Teaching, and University Assessment (CELTUA). Responsible for attending CELTUA staff meetings and contributing to the strategic plan and vision of the Center.

Fall 2011 – August 2014: Serve as project manager for the implementation and support of Wordpress as an academic blogging platform. Oversaw core and steering teams during project implementation and branding of the service. Following launch of the service in 2012, provide institutional support on account & site creation, system troubleshooting, and annual software upgrades. Currently serving as project manager on the implementation of single sign-on and roster population between Wordpress and the institution's LMS (Sakai).

Fall 2011: Responsible for planning and carrying out university events related to the use of eTexts in education. Invited and collaborated with textbook vendors, planned sessions to be presented by instructors using eTexts at the institution, university marketing of event, creation of advertising materials, and assessing impact following the event.

Summer 2011 – Summer 2012: Participated in a cross-divisional committee on branding and implementation of social media at the university. Topics included best practices, new and available technologies, and collaborating on specific use cases with other departments/divisions.

Education

Master of Arts, Instructional Design and Technology

Thesis Project: Development of podcasts to enhance faculty development
Miami University (Oxford, Ohio)

Bachelor of Music, Music Education

Concentration: Instrumental Music
Primary Instrument: Saxophone
Miami University (Oxford, Ohio)

Technical Competencies

Environments: MacOS (expert), iPadOS (expert), iOS (expert), Windows (intermediate), Linux (novice)
Learning Management Systems: Blackboard; Sakai; Canvas; Desire2Learn
Technology Management & Infrastructure: Mersive Solstice; JAMF; Apple School Manager; Parallels
Instructional Development Software: Camtasia; Adobe Captivate; Articulate Presenter, Quizmaker, Storyline; SoftChalk; Qualtrics; LimeSurvey; Padlet; Packback, Respondus (Authoring Tool, Lockdown Browser); Panopto; Mediasite
Productivity Software: Google Workspace (Drive, Docs, Sheets, Slides, Forms); Asana; Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); Filemaker Pro; Adobe Creative Suite (Acrobat, Sign, Photoshop, Lightroom, Illustrator, InDesign, Premiere Pro); Audio recording software (Audacity, Garage Band); Textwrangler; BBEdit; iWork (Pages, Numbers, Keynote), Asana
Languages: HTML, CSS

Teaching Experience

eLearning in K-12 Education, EDP 447 (Fall 2014). This course was developed and taught as a fully-online course, using Canvas as a pilot user for Miami University. The students were pre-service teachers, completing their final undergraduate year.

Audio/Visual Technologies in Education, EDP 443/543 (Spring 2013). This course was developed and taught as a fully-online course. The students were pre-service teachers, both undergraduate and graduate levels.

Conference Presentations

- "There's an App for That? There's an App for That!" Presented at the Instructional Technology Council eLearning Conference. Tuscon, AZ. February 11, 2018.
- "Responding Effectively to Students' Feedback From Small-Group Instructional Diagnosis." Presented at the Lilly Conference on College Teaching. Oxford, OH. November 19, 2016.
- "iPad Essentials." Presented at the Instructional Technology Council e-Learning Conference. Scottsdale, AZ. February 14, 2016.
- "What Happens in Vegas Online Stays Online." Presented at the Instructional Technology Council e-Learning Conference. Las Vegas, NV. February 19, 2015.
- "Listening to Our Students: What We Have Learned From Doing Small-Group Instructional Diagnoses." Presented at the Lilly Conference on College Teaching. Oxford, OH. November 21, 2014.
- "Apps for Teaching & Learning." Presented at the Instructional Technology Council e-Learning Conference. Orlando, FL. February 20, 2014.
- "iPad 201: Moving Beyond 'Getting Started.'" Presented at the Instructional Technology Council e-Learning Conference. San Antonio, TX. February 20, 2013.
- "The Legal Side of the Creative Classroom." Presented for the Teaching, Learning, and Technology Group (webinar). June 8, 2012.
- "There's an App for That." Presented for the Teaching, Learning, and Technology Group (webinar). June 5 & 7, 2012.
- "eLearning Digital Story Slam." Presented at the Instructional Technology Council e-Learning Conference. Long Beach, CA. February 21, 2012.
- "Work Smarter, Not Harder: 5 Ways to Enhance Workplace Productivity." Sponsored by the Center for the Enhancement of Learning, Teaching, and University Assessment. Miami University. Oxford, OH. September 21, 2011.
- "The Legal Side of the Creative Classroom." Presented at the International Lilly Conference on College Teaching, Oxford, OH. November 19, 2011.
- "Creativity in Education: Ideas for Using Technology to Engage Your Students." Presented at the International Lilly Conference on College Teaching. Oxford, OH. November 17, 2011.
- "What Students Hear: Communicating Effectively With Technology." Presented at the International Lilly Conference on College Teaching. Oxford, OH. November 20, 2010.
- "Free Technologies That Can Improve Your Teaching: A Hands-On Workshop." Presented at the International Lilly Conference on College Teaching. Oxford, OH. November 18, 2010.
- "Digital Signatures and Interactive PDFs." Presented at the San Jacinto College Great Ideas for Teachers and Staff. Houston, TX. October 26, 2010.
- "Blogging for Everyone: Wordpress Made Easy." Presented at the San Jacinto College Staff Community Day. Houston, TX. September 24, 2010.
- "Engaging in Online Office Hours." Presented at the Cougar Social Media Showcase. Houston, TX. March 31, 2010.
- "Social Networking for Beginners." Presented at the Instructional Technology Council e-Learning Conference. Ft. Worth, TX. February 21, 2010.

"Free Instructional Tools to Enhance Teaching and Learning." Presented at the International Lilly Conference on College Teaching. Oxford, OH. November, 2009.

"Nuts and Bolts: Web 2.0 – What's it all About?" Presented at the Ohio Teaching Enhancement Program Spring Meeting. Columbus, OH. March 4, 2009.

"Social Networking for Beginners." Presented at the Instructional Technology Council e-Learning Conference. Portland, OR. February 20, 2009.

"Social Networking for Beginners." Presented for the Instructional Technology Council (webinar). December 9, 2008.

"Social Networking for Dummies." Presented at the Ohio Digital Commons for Education 2008 Conference. Columbus, OH. March 2, 2008.

Publications

Wentzell, G. W., Blue, J., & Evins, M. J. (2015, February). *Listening to our students: What we have learned from doing small-group instructional diagnoses*. Paper presented at the Lilly Conference on College and University Teaching, Newport Beach, CA.

J. Blue, G. W. Wentzell, and M. J. Evins, What Do Students Want? Small Group Instructional Diagnoses of STEM Faculty, 2014 PERC Proceedings [Minneapolis, MN, July 30-31, 2014], edited by P. V. Engelhardt, A. D. Churukian, and D. L. Jones, doi:10.1119/perc.2014.pr.007.

Evins, M. J. (2010). A podcasting initiative at the Center for the Enhancement of Learning, Teaching, and University Assessment at Miami University (Ohio). *Journal on Centers for Teaching and Learning*, 2, 91-109.

Evins, M. J. (2009). *The Five-Minute Time Manager for College Students: How to Turbo-Charge Your Academic and Personal Productivity* (Forward).

Affiliations, Recognitions, Certifications

Asana Ambassador
Summer 2024

Influencer Trainer, VitalSmarts
October 2016

Certified Trainer, The Birkman Method

Google Education Trainer

Quality Matters Certified Peer Reviewer
Fall 2013

Instructional Technology Council
South Central Regional Representative

Tau Beta Sigma, National Honorary Music Service Sorority
Life Member

Phi Mu Alpha Sinfonia, National Music Fraternity
Alumni Member

Eagle Scout, Boy Scouts of America

December 2002

Led a project involving 10-15 volunteers and over 100 hours

References

Available upon request