

Steve Garwood, Ed.D.

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Curriculum Vitae

Accomplished professional with broad knowledge and history with instructional design and technology, teaching and training, program assessment, program coordination, and administration within higher education institutions. Experience with establishing new roles and units, analyzing needs, developing and executing plans, problem solving, and evaluation. Extensive experience developing and facilitating comprehensive and innovative educational programs across multiple platforms to audiences of varying backgrounds. Extensive experience in the creation and management of faculty and instructor development programs.

Education and Credentials

Doctorate of Education, Design of Learning Environments, 2016 – Rutgers University, New Brunswick, NJ

Master of Communication & Information Studies, 1999 – Rutgers University, New Brunswick, NJ

Master of Library Science, 1996 – Rutgers University, New Brunswick, NJ

Bachelor of Arts in Political Science, 1990 – Rutgers University, New Brunswick, NJ

Princeton University Management Development Certificate

Development Dimensions International (DDI) Certified Facilitator

Awards

Pre-Doctoral Leadership Development Institute Fellowship (2014-2016)

Topic: Faculty Diversity - Addressing challenges of racial and ethnic inequities in the PhD pipeline

Professional Experience

SCHOOL OF OSTEOPATHIC MEDICINE, ROWAN UNIVERSITY, Stratford, NJ

Director, Faculty Development, December 2019 – Present

Develop and deliver teaching and learning support activities for faculty to enhance the teaching process, support the faculty's personal development efforts, and maximize student learning.

- Provide campus leadership for the development and implementation of comprehensive, coordinated programming, curriculum, and support for faculty that promote excellence and innovation in teaching, learning, technology and scholarship.
- Work closely with the Senior Associate Dean of Academic Affairs, Director of Academic Affairs, Director of the Center for Teaching and Learning, and other key stakeholders to determine faculty development needs, implement a faculty development plan and assess the plan to support the continuous improvement of instructional skills, classroom management skills and assessment knowledge.
- Collaborate with the Offices of Curriculum, Clinical Education, Center for Teaching and Learning, Assessment, and other departments to ensure programming is meeting the university's needs for faculty development.
- Coordinate faculty development programming such as delivering group workshops and individual coaching sessions, conducting new faculty orientation, developing mentoring programs, assessing learner skills and qualifications, and measuring training success.

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- Coordinate faculty development activities for basic science and clinical faculty on the SOM campus in Stratford as well as 11 affiliate hospital sites throughout the state.

THOMAS EDISON STATE UNIVERSITY, Trenton, NJ

Associate Vice President for Academic Affairs, July 2018 to November 2019

Works closely, collaboratively, and confidentially with Provost and Vice President for Academic Affairs to develop and implement policies, processes, and academic initiatives for the university. Oversight responsibilities for academic advising, academic integrity, and the university's non-credit offerings. Work with Provost on divisional budget and strategic planning.

- Assembled cross-functional teams to develop and implement new and updated academic policies.
- Managed large scale enrollment drives focused on the retention of current students.
- Served as operational coordinator for Strategic Plan areas focused on persistence and retention.
- Lead efforts to develop an Enrolled Student Solutions operation to strengthen the University's efforts toward persistence and retention.
- Developed and managed the process of curriculum approvals from inception through approval of New Jersey President's Council and Office of the Secretary of Higher Education.

THOMAS EDISON STATE UNIVERSITY, Trenton, NJ

Director of Transformational Learning (Inaugural), July 2017 to July 2018

Oversee comprehensive unit development, establishing and implementing innovative instructional design and course delivery techniques. Collaborate with SMEs, departmental leadership, and other stakeholders to design and develop course curriculum. Hired, trained, and managed instructional designers, technologists, and instructors to ensure successful implementation of course content. Lead the development of various course and instructional materials, including guiding the editing, rewriting, revising, and formatting of each phase. Analyze project and program phases, compiling detailed statistical reports and presenting findings to senior leadership.

- Rapidly developed core infrastructure to enable unit operationally including identification, licensing and setup of Learning Management System (LMS) and registration and payment processing, and assembling pool of instructional design and technology staff.
- Participated in unit planning and management activities including market analysis, setting program and infrastructure priorities, budget creation and maintenance, and review and refinement of activities.
- Established collaborative working relationships with key university stakeholders, including Registrar, Alumni Affairs, Foundation, Strategic Partnerships, and Academic Units.
- Spearheaded the process to establish the University as a Registered Education Provider (R.E.P.) with the Project Management Institute.

RUTGERS UNIVERSITY, New Brunswick, NJ

Part-Time Lecturer/Coadjunct/Contract Instructor, September 2002 - Present

Design, develop, and teach courses for various institutions at Rutgers University. Incorporate active learning techniques, gamification, and other learner-centered approaches to course development, facilitation, and evaluation.

- Courses Taught:
 - Professional Development: Technologies to Present, Experience, and Collaborate (part of Rutgers Online Teaching Certificate)
 - For-credit: Retrieving and Evaluating Electronic Information; Public Speaking; Web Design; Social Software; Multimedia Production

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SCHOOL OF COMMUNICATION AND INFORMATION, RUTGERS UNIVERSITY, New Brunswick, NJ

Assistant Dean for Instructional Support & Assessment (Inaugural), August 2013 to July 2017

Collaborated with multiple personnel, including deans, department chairs, program directors, and faculty to develop and implement cutting-edge courses, programs, and curriculums across face-to-face, hybrid, and online platforms. Developed and implemented assessment plans. Worked closely with IT services, administration, and faculty to effectively identify, evaluate, procure, and maintain hardware/software solutions for instructional domains.

- Coordinated with departmental chairs, program directors, and faculty to effectively develop direct and indirect program learning outcome assessment plans for seven academic programs.
- Developed semester-end and annual reports and represented school on learning outcome assessment to RU Core (General Education requirements) Committee and Executive Council on Assessment (Program Learning Outcomes).
- Led school-wide learning management system migration from eCollege to Canvas.
- Collaborated with faculty and instructional design staff, developing the first Quality Matters (QM) certified online and hybrid courses.
- Developed, implemented, and reported on Scholarship of Teaching and Learning (SoTL) initiatives such as – Student use of recorded lectures and social media in education.

SCHOOL OF COMMUNICATION AND INFORMATION, RUTGERS UNIVERSITY, New Brunswick, NJ

Director of Instructional Design & Technology (Inaugural), July 2010 to August 2013

Led continuous improvement initiatives for pedagogical and technical platforms, identifying, planning, implementing, and evaluating course procedures to effectively enhance instructional approaches. Conducted strategic planning and management of department, ensuring accurate data maintained for all projects and programs.

- Acquired approval for, hired, developed, and managed instructional design and technology staff focusing on for-credit and non-credit course design and implementation.
- Procured school-wide licenses for lecture capture (Panopto) and web-based learning (LyndaCampus) to support educational efforts.
- Implemented new instructor orientation and onboarding programs, successfully serving approximately 50 full-time and part-time instructors per academic year.
- Provided professional development opportunities utilizing workshops, one-to-one sessions, webinars, and a short 5-minute video series.

PRINCETON UNIVERSITY LIBRARIES, Princeton, NJ

Staff Training and Development Coordinator (Inaugural), July 2008 to June 2010

Identified and assessed training requirements for library administration, supervisors and professional support staff. Facilitated comprehensive instructional training to increase communication effectiveness, enhance performance appraisals, and integrate technology into the library setting. Developed new training models and approaches, utilizing videos, screencasts, blogs, wikis, and online assessments to incorporate social and new media into staff trainings.

- Led system-wide needs assessment process, utilizing surveys, focus groups, and individual interviews to analyze requirements and priorities for training and development groups.
- Led Library Education and Training Committee (LETC), collaborating with groups to develop and implement training and development programs for administrative, professional, and unionized staff.
- Oversaw the successful coordination of complex Microsoft Office '07 project, leading the migration schedule and training of 400+ staff on the new technology.
- Facilitated workshops in the University's Management Development program.

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RUTGERS UNIVERSITY, New Brunswick, NJ

Instructor (Full-Time, Non-Tenure Track), July 2005 to June 2008

Collaborated with department faculty to design, develop and teach courses in multiple areas, including library science, information technology and informatics, and web and multimedia design. Served as member of Department curriculum committee and course coordinator for information technology and multimedia courses.

- Utilized innovative teaching approaches and technologies.
- Developed Social Media course which achieved consistently high enrollment numbers and was often the single elective choice for School Library Media Specialists.
- Represented the school at conferences and association meetings.

INFOLINK, Piscataway, NJ

Program & Services Coordinator, June 2002 to June 2005

Planned, developed, and managed continuing education programs across member libraries, overseeing various services including interlibrary loan delivery, book evaluation, continuing education, and member listserv. Coordinated with various INFOLINK committees, including Career Development, Technology, Marketing/Public Relations, and Online Bibliographic Database Task Force. Executed comprehensive re-development of organizational website, leading to 35% of continuing education program registrations.

- Successfully increased number and scope of continuing education classes, enhancing learning opportunities for participants and library staff.
- Developed and managed 'Tech is IT' conference, providing staff from member libraries with continuing education programming focused on IT in libraries.

CAMDEN COUNTY LIBRARY/NEW JERSEY STATEWIDE REFERENCE CENTER, Voorhees, NJ

Customer Education Librarian (Inaugural), August 1999 to June 2002

Provided stellar support and assistance to library patrons across in-person and electronic platforms. Coordinated and oversaw the computer instruction program, successfully instructing 2k+ patrons on computer basics, internet/search engine basics, and email usage within a two-year period. Designed and led monthly Computer Club, facilitating an energetic learning environment for new users.

- Served as the chair of the library's Pathfinder and World Wide Web committees, providing exceptional leadership and guidance to committee members.
- Led task force with developing design process interface for use with new integrated library system.

BURLINGTON COUNTY LIBRARY HEADQUARTERS, Westampton, NJ

Reference Librarian/Technology Center Coordinator, March 1998 to August 1999

Conducted comprehensive management and training functions, including facilitating computer instruction workshops, assisting library patrons, and executing detailed performance management for all student assistants. Designed and maintained organization's reference website, enabling effective tracking of all electronic resource usage and reference services.

RUTGERS UNIVERSITY, New Brunswick, NJ

Assistant Director for Information Development (Inaugural), August 1995 to March 1998

Directed information services for the organization, incorporating multiple informational aspects to ensure complete database. Designed and edited detailed university map, utilizing print and digital media to increase distribution. Collaborated with all offices and departments across university campus, enabling effective web design across all platforms.

- Managed university web site, coordinating and managing complex web projects team.

Publications

Book Chapters

1. Garwood, S. (2013). Toward LessonCapture: A New Approach to Screencasting and Lecture Capture. In E. Smyth, & J. Volker (Eds.), *Enhancing Instruction with Visual Media: Utilizing Video and Lecture Capture* (pp. 89-105). Hershey, PA: Information Science Reference. doi:10.4018/978-1-4666-3962-1.ch007
2. Garwood, S. (2009). Screencasting: Extending Your Educational Environment. In V. Bowman & R. Lackie (Eds.), *Teaching Generation M: A Handbook for Librarians and Educators* (pp. 277-296). New York: Neal-Schuman Publishers

Conference Papers

1. Garwood, S & Linardopoulos, N. (2016, November). *Student Use of Captions when Using Lecture Recordings for Studying and Learning in the Basic Communication Course*. Top Papers in the Scholarship of Teaching and Learning - National Communication Association 102nd Annual Convention, Philadelphia, PA

Conference Proceedings

1. Linardopoulos, N., & Garwood, S. (2015). Effective use of Lecture Capture in Large Lecture Halls. *Proceedings of the International Conference on Information Communication Technologies in Education*. Kos, Greece
2. Garwood, S. (2011, July). *Lecture Capture: Low Tech to High Tech solutions for capturing your presentation*. Proceedings of the International Conference on Emerging Technologies for Online Learning (ET4OL), San Jose, California
3. Garwood, S. (2005, March). *Addressing Plagiarism: Copyright's Not So Little Cousin*. Proceedings of the Computers in Libraries Conference, Washington, D.C.

Presentations

Conference Poster Sessions

1. Garwood, S. (2014, October). *Theory + Best Practices = Effective Recorded Lectures & Presentations*. Online Learning Consortium Conference. Orlando, FL
2. Kreiger, D. & Garwood, S. (2013, November). *Pinterest for Student Collaborative Projects*. NJEDge.net Conference. Plainsboro, NJ
3. Kreiger, D. & Garwood, S. (2013, June). *Pinterest for Student Collaborative Projects*. New Media Consortium (NMC) Conference. Hilton Head, SC

Conference Presentations

2. Garwood, S & Linardopoulos, N. (2016, November). *Student Use of Captions when Using Lecture Recordings for Studying and Learning in the Basic Communication Course*. National Communication Association Convention. Philadelphia, PA

3. Garwood, S & Linardopoulos, N. (2016, January). *Student Use of Captions when Using Lecture Recordings for Studying and Learning*. Rutgers Online Learning Conference. New Brunswick, NJ
4. Garwood, S & Linardopoulos, N. *Effective use of lecture capture in a large lecture hall course*. International Conference on Information Communication Technologies in Education (July 2015). Kos, Greece
5. Garwood, S & Linardopoulos, N. *Effective use of lecture capture in a large lecture hall course*. Educause/ELI Virtual Annual Meeting (February 2015). Online.
6. Garwood, S & Linardopoulos, N. *Effective use of lecture capture in a large lecture hall course*. Online Learning Consortium Conference (October 2014). Orlando, FL.
7. Garwood, S & Linardopoulos, N. *Effective use of lecture capture in a large lecture hall course*. NJEDGE.net Faculty Showcase (March 2014). Lincroft, NJ.
8. Garwood, S & Linardopoulos, N. *Effective use of lecture capture in a large lecture hall course*. Center for Online and Hybrid Learning and Instructional Technology (COHLT) Conference (January 2014). Lincroft, NJ.
9. Garwood, S. (2014, April). *Theory + Best Practices = Effective Recorded Lectures & Presentations*. Pearson Cite Conference. Dallas, TX
10. Garwood, S. (2013, November). *Just-In-Time Faculty Professional Development using Video Tutorials*. NJEDGE.net Conference
11. Garwood, S. *Lecture Capture: Low Tech to High Tech Solutions for Capturing your Presentation*. Pearson Cite Conference, April 2013.
12. Garwood, S. *Lecture Capture: Low Tech to High Tech Solutions for Capturing your Presentation*. Center for Online and Hybrid Learning and Instructional Technology (COHLT) Conference, January 2013.
13. Garwood, S. *Lecture Capture: Low Tech to High Tech Solutions for Capturing your Presentation*. Sloan Consortium - International Conference on Emerging Technologies for Online Learning (ET4OL) Conference, July 2011.
14. Garwood, S. *Using Screencasts to Train Your Staff and Customers*. New Jersey Library Association Annual Conference, April 2011.