

## Steve Garwood

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### Education

- Doctorate of Education (EdD) May 2016  
Graduate School of Education, Rutgers University, New Brunswick, NJ  
Dissertation Topic: Lecture Capture and Learning Strategies  
Committee: Dr. William Firestone (Chair), Dr. Clark Chinn, Dr. Sharon Stoerger
- Princeton University Management Development Certificate April 2010
- Development Dimensions International (DDI) Certified Facilitator August 2008
- Master of Communication and Information Studies (MCIS) May 1999  
School of Communication and Information, Rutgers University, New Brunswick, NJ
- Master of Library Service (MLS) May 1996  
School of Communication and Information, Rutgers University, New Brunswick, NJ

### Academic Honors and Awards

- PreDoctoral Leadership Development Institute (PLDI) Fellowship 2014 - 2016

### Instruction

Instructor 2014 - Present

Center for Online and Hybrid Learning and Instructional Technology (COHLIT)  
Rutgers University, New Brunswick, NJ

- Developed and taught six week course:  
Absorb, Do, and Connect: Technologies to Present, Experience, and Collaborate

Part-time Lecturer 2002 - Present

School of Communication and Information  
Rutgers University, New Brunswick, NJ

- Courses taught: Public Speaking (f2f), Web Design (f2f), Social Software (f2f and online),  
Retrieving and Evaluating Electronic Information (f2f and online)
  - Coordinated course design and development to match school's requirements
  - Migrated course content to online sites and/or course management systems to facilitate access by students
  - Added corporate training style approach and gamification elements to Public Speaking course delivery

Assistant Professor of Practice/Instructor

School of Communication, Information and Library Studies  
Rutgers University, New Brunswick, NJ

2005 - 2008

- Courses taught:
  - Graduate: Information Technologies for Libraries and Information Agencies (f2f and online), Humanities and Social Sciences Reference and Resources (f2f), Multimedia Production (f2f and online), Social Software (f2f and online)
  - Undergraduate: Retrieving and Evaluating Electronic Information (f2f) and Web Design (f2f)
    - Coordinated course design and exercises to match school requirements and future needs of students
    - Responsible for course coordination with other instructors, student exemption policies and procedures for Information Technologies for Libraries and Information Agencies course
    - Served as member of Library and Information Science Program Curriculum Committee
      - Worked to develop model syllabus for courses
      - Reviewed syllabi for new and modified courses

## **Publications**

### **Book Chapters**

- 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
- 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 Proceedings**

- 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
- 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
- Garwood, S. (2005, March). *Addressing Plagiarism: Copyright's Not So Little Cousin*. Proceedings of the Computers in Libraries Conference, Washington, D.C.

## **Posters and Presentations**

### **Conference Poster Sessions**

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

## Conference Presentations

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

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

Garwood, S & Linardopoulos, N. *Effective use of lecture capture in a large lecture hall course*

- 2015, July. International Conference on Information Communication Technologies in Education. Kos, Greece
- 2015, February. Educause/ELI Virtual Annual Meeting. Online
- 2014, October. Online Learning Consortium Conference. Orlando, FL
- 2014, March. NJEDGE.net Faculty Showcase – Best Practices. Lincroft, NJ
- 2014, January. Center for Online and Hybrid Learning and Instructional Technology (COHLIT) Conference New Brunswick, NJ

Garwood, S. (2014, April). *Theory + Best Practices = Effective Recorded Lectures & Presentations*. Pearson Cite Conference. Dallas, TX

Garwood, S. (2013, November). *Just-In-Time Faculty Professional Development using Video Tutorials*. NJEDGE.net Conference

Garwood, S. *Lecture Capture: Low Tech to High Tech Solutions for Capturing your Presentation*

- 2013, April. Pearson Cite Conference
- 2013, January. Center for Online and Hybrid Learning and Instructional Technology (COHLIT) Conference
- 2011, July. Sloan Consortium – International Conference on Emerging Technologies for Online Learning (ET4OL) Conference

Garwood, S. *Using Screencasts to Train Your Staff and Customers*

- 2011, April. New Jersey Library Association – Annual Conference

## Experience

Assistant Dean for Instructional Support and Assessment

August 2013 - Present

School of Communication and Information (SC&I)

Rutgers University, New Brunswick, NJ

*Key duties:*

- Work with chairs, directors, and faculty on curriculum development, including the planning of new programs, development of new courses, and improvements to existing programs and courses.
- Support effective face-to-face, hybrid, and online teaching and learning by working individually and in group sessions with faculty and instructors.
- Collaborate with IT services, administrators, and faculty in identifying, reviewing, purchasing, and maintaining hardware and software solutions for instruction and assessment.
- Work with chairs, program directors, and faculty to create and implement assessment of SC&I programs and courses, and implement the assessment requirements of the RU Core Curriculum.

- Oversight of instructional design and technology staff including full-time and part-time staff and student workers.

Director of Instructional Design and Technology  
School of Communication and Information (SC&I)  
Rutgers University, New Brunswick, NJ

July 2010 – August 2013

*Key duties:*

- Identification, planning, implementation, and evaluation of pedagogical and technical initiatives for the continuous improvement of instruction and course development practices and procedures.
  - Examples: New instructor onboarding, @5min video series on topics of pedagogy and instructional technology, cross disciplinary talks on teaching approaches, and purchases of enterprise level services.
- Strategic planning and management of finances and staff.
- Oversight of project management for new instructors, course developers, and those transitioning courses to new formats (e.g. on-campus to hybrid).
- Collaboration with other university offices departments in areas of instructional design, technology, assessment, and with departments that directly impact related processes (registrar, payroll, OIT, etc.).

Staff Training and Development Coordinator  
Princeton University Libraries, Princeton, NJ

July 2008 – June 2010

*Key duties:*

- Conduct iterative needs assessment process to ascertain training and development needs and interests of library administration, supervisors and professional/support staff members.
- Creation of training program to meet the technical and workplace training needs for a large and diverse staff.
  - Taught: Effective Interactions (Communication Essentials), Adapting to Change, and Conducting Performance Appraisals.
  - Created: How Stuff Works seminar series to highlight functions, workflows and technologies that are important for the work of the library.
- Coordination of Microsoft Office '07 Migration Project, including migration schedule and training (including outside hiring).
- Creation of New Staff Orientation program.
- Incorporation of social/new media approach to training by:
  - Creating a process of video recording and archiving training events.
  - Developing screencasts and screencast developers/trainers.
  - Incorporating online assessments.
  - Adding/incorporating blog and wiki approaches to communication and collaboration.
- Leadership for Library Education and Training Committee.

Program and Services Coordinator  
INFOLINK, Piscataway, NJ

June 2002 – June 2005

*Key duties:*

- Planning, development, and execution of continuing education programs for member libraries.
  - Increased both amount and scope of classes to create more learning opportunities for member library staff.
- Oversight of services provided to member libraries including but not limited to interlibrary loan delivery, Book Evaluation, continuing education and managing member listserv.

- Liaison to INFOLINK committees on Career Development, Technology, and Marketing/Public Relations, and the Online Bibliographic Database Task Force.
- Maintenance and continuous design of INFOLINK's website. Approximately 35% of Continuing Education program registration resulted from online form.

Customer Education Librarian

August 1999 – June 2002

Camden County Library/New Jersey Statewide Reference Center, Voorhees, NJ

*Key duties:*

- In-person and electronic reference assistance to library patrons.
- Leadership and direction as Chair of library's Pathfinder (user guides) and World Wide Web committees.
- Team Leader in interface design process for new catalog system.
- Collection development responsibilities for computer and information systems.
- Coordination of library's computer instruction program;
  - Over 2 year period instructed over 2,000 library patrons on PC and Windows Basics, Internet and Search Engine Basics, and Email.
- Facilitation of continuous learning on the Internet by creating and leading a monthly library-based Computer Club.
- Design of training classes for librarians hosted by the South Jersey Regional Library Cooperative.

Reference Librarian/Technology Center Coordinator

March 1998 – August 1999

Burlington County Library, Headquarters, Westampton, NJ

*Key duties:*

- Coordination of Library Technology Center, including:
  - Leading computer instruction workshops.
  - Providing one-on-one assistance to library patrons.
  - Hiring, training, scheduling and evaluating student assistants.
- Design and administration of library's ready reference website.
- Collection development responsibilities for electronic business resources.
- Statistical tracking of electronic resource usage.
- Reference services.

Assistant Director for Information Development

August 1995 – March 1998

Campus Information Services

Rutgers University, New Brunswick, NJ

*Key duties:*

- Coordination of all informational aspects of vast information service.
- Editor of print and electronic university map.
- Liaison to all university offices and departments for the purposes of information collection.
- Manager of student staff with web design and information system responsibilities, including hiring, training, and evaluation.
- Manager of University web site and co-coordinator of University's web projects team.