Tzipora Katz, PhD

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trk=hp-identity-name

Personal Attributes

Highly qualified educator with over 45 years of teaching experience.

Skilled in many disciplines such as Instructional Design, Web Development and Design, Online Adult Learning, and LMS integration.

Capable of designing full courses in various modalities including on ground, online, and blended learning.

Expertise in professional development training for leadership to increase employee engagement.

Highly qualified to present on multiple topics in different modalities: in person, webinars, podcasts, and on-demand videos.

Skilled in assisting leadership to interpret existing learning needs in creative ways to ensure employee engagement and success.

Skilled in Project Based Learning and devloping interactive assessments to measure learner skills.

Detail oriented professional with extensive senior level management experience.

Apply a variety of teaching styles and adapt instruction to learners with diverse learning needs and preferences.

Ability to excel in a demanding, outcome-oriented, and dynamic work environment.

Expertise in instructional design and curriculum development.

Utilize proven educational strategies that promote learner success.

Professional Positions

Training – Manager Design & LMS Administration   2017 - Present
The Money Source, Phoenix, AZ

 Lead Administrator for LMS (Cornerstone)

 Create online learning assets for staff using Articulate 360.

 Mentors training team members in development and facilitation of training across multiple modalities.

 Trains team members in Adult Learning Theory and Online Course Development.

 Offers ongoing Train the Trainer for L&D team and leadership within the company.

 Tracks training completion and ensures industry required classes are completed on time.

Facilitator (contractor), Arizona Department of Education   2015 - 2017

 Collaborate with CTE instructors and supervisors to align program standards to meet current industry needs.

 Validate and develop exam questions for end of program testing at the state level.

Vice President, Educational Programs   2014 - 2016
Certification-Partners, LLC, Phoenix, AZ

 Develop innovative platforms for professional develop of faculty.

 Create interactive eLearning assets for online and classroom learning using Web 2.0 and Education 3.0 trends.

 Developed a series of ten courses in Digital Literacy for middle schools and for remediation classes in high schools and community colleges.

 Present at state conferences across the country about the importance of Digital Literacy and technical skills for future jobs.

 Align certifications with vertical career paths in technology fields.

 Report to CEO

Vice President of Educational Design   2013
World Education University, Rancho Mirage, CA

 Responsible for All Class Design – reported to the Provost.

 Developed curricula templates for all courses in keeping with current trends in Education 3.0 and Web 2.0 technologies.

 Oversaw the work of the production in implementing proper course design.

Worked with deans in ensuring university as well as program objectives are being met for all classes.

Maintained training for course developers and created orientations for developers and new students.

Monitored student and faculty concerns and developed a database for an ongoing FAQ to make as much of the process self-paced and directed.

Adjunct Instructor/ Director of Faculty Development & Staff Training   2006 - 2009
Philadelphia Art Institute, Philadelphia, PA

Director of Faculty Development & Staff Training   2008-2009

Worked with faculty on developing classroom management and presentation skills.

Created a new system for monitoring classes and performing assessments.

Maintained records for Middle States Accrediting Agency.

Held regular roundtable discussions with faculty to address time sensitive concerns.

Observed classes and developed additional training materials to improve classroom delivery skills.

Developed training materials for staff and faculty use in Microsoft Office applications.

Technical Trainer   2000 - 2006
Online Consulting, Inc., Wilmington, DE

Taught over 60 different classes encompassing basic software application to Web design and graphics to soft skills.

Featured instructor on the *Train the Trainer* CD set.

Developed e-Learning training materials used for Train the e-Trainer and Microsoft Office Applications.

Instructor/Training, Quality & Development Manager   1998 - 2000
ExecuTrain of Philadelphia, West Conshohocken, PA

Developed career paths of the Training Department including hiring, managing and providing continuing education training for 15 people.

Trained sales staff to understand the product line, with specialized skills in teaching Microsoft Access and Web Design.

Designed and taught classes for both open public and Fortune 500 private classes through advanced levels (see Software Skills section) and developed several one week.

Courseware Development Experience

Developed multiple courses for TMS at all levels of the mortgage industry.

Developed Web Design/Development track for Drexel University.

Created and executed academic programs for World Education University across multiple disciplines.

Created Computer Literacy Training for Grades 3-8 for Online Consulting.

Redeveloped the *Train the Trainer* Manual for Online Consulting and TMS.

Created *Train e-Trainer* distance training courseware.

Co-Authored *Help Desk Analyst* courseware.

Teaching Experience

Strayer University   2008 - Present
Herndon, VA

Professor   2008 - Present

Teach various education, Web development and IT courses.

Interim Director Faculty Evaluation   2012

Report to Vice Provost Faculty Affairs and manage the evaluation process for both campus based and online classes, totaling over 5000.

Developed online teaching skills for new and existing faculty.

Developed the "scorecard" used to measure faculty efficacy using both quantitative and qualitative measurements.

Developed the training program for our campus evaluation team based on IBSTPI (International Board of Standards for Training, Performance, and Instruction) standards.

Created strong relationships with academic leadership to take the evaluation process to a formative partnership to help improve faculty performance.

Scheduled campus visitations, weekly reports to the Vice Provost on evaluation progress and faculty scores, training leadership on preparing faculty for evaluations, managing the two evaluation teams, and preparing to move campus-based evaluations to a digital format.

A flexible team of no less than eight people reported directly to me.

Online Faculty Manager   2011 - 2013

Manage the online faculty (adjunct and full time – approximately 275 members) for the West Region.

Monitored online class shells to ensure faculty were in compliance with University policies.

Coaching and mentoring new faculty to acclimate them to the online modality. Developed most of the training and support materials for faculty ranging from how to use Blackboard, to classroom management, using Open Educational Resources, and access Microsoft Office to streamline tasks.

Reports to the Associate Provost Faculty Affairs.

Additional Work and Contributions:

Department Chair School of Education   2016

Worked on the M.Ed. Program review   2015

Chaired School of Education Assessment Committee   2010 – 2012

Served as a Course Lead for Introduction to Computer Science and mentored over 100 faculty members per quarter.

Helped to write the Executive Summary report to Middle States to remain in compliance.

Collaborated on writing TEAC (Teacher Education Accreditation Council) application.

Assisted in the development of training for new faculty (New Faculty Orientation).

Developed videos, job aids, and mentor new faculty every quarter.

Member of Academic Integrity Committee.

Created "Project Green Room" a bridge for new faculty as they begin teaching online classes.

Adjunct Assistant Professor   2005 **-** Present
Goodwin College of Professional Studies/College of Computing & Informatics, Drexel University, Philadelphia, PA

Teach various Web Development courses.

Developed all the courses for Web Development for Computer Technology Majors, the Sports Management Program, and online courses (Drexel eLearning).

Developed curriculum for Creative Studies in the World Wide Web, and its online counterpart.

Developed Web Development Professional Certificate Program – Goodwin College Professional Studies.

Mentor for new adjunct faculty at Goodwin College and helped to establish better assessment methodologies for all computer classes both on campus and online.

Adjunct Instructor/ Director of Faculty Development & Staff Training   2006 - 2009
Philadelphia Art Institute, Philadelphia, PA

Director of Faculty Development & Staff Training   2008

Worked with faculty on developing classroom management and presentation skills.

Created a new system for monitoring classes and performing assessments.

Maintained records for Middle States Accrediting Agency.

Held regular roundtable discussions with faculty to address time sensitive concerns.

Observed classes and developed additional training materials to improve classroom delivery skills.

Developed training materials for staff and faculty use in Microsoft Office applications.

Adjunct Instructor   2006 - 2009

Taught introductory computer science courses.

Entrepreneurial Experience

Lead Instructional Designer (Contractor)
2015 - 2017
The Babb Group, Newport Beach, CA

Work with Subject Matter Experts to create significant learning events for several Programs in university settings.

Create interactive multimedia assets to enhance existing undergraduate and graduate classes.

Manage other Instructional Designers to assure design consistency and client satisfaction.

Freelance Web Consulting & Corporate Trainer   1998 – 2008

Collaborated with a variety of clients on developing their websites and print media.

Developed training materials and deliver classes for customized classes.

Taught a variety of software and soft skills classes for Fortune 500 and 100 companies.

Free-Lance Folk Musician   1982 - 1992
Storyteller and Lecturer (Nationwide)

Played music in major folk music venues nationally and in Canada.

Performed storytelling at festivals and in schools, churches and synagogues.

Offered lectures nationally on many topics including: Women's Self-Esteem, Storytelling,

and Parenting.

Handled the booking of the events, designed promotional materials and developed a database to track schedules and earnings.

Formal Education

PhD, Professional Studies in Education   2010
Capella University, Minneapolis, MN

MEd, Instructional Technology   2005
American Intercontinental University, Hoffman Estates, IL

BA, Digital Communication   2004
American Intercontinental University, Hoffman Estates, IL
Graduated Summa Cum Laude

Educational Training

Quality Matters course development training   2012

Elliot Masie Distance Learning Seminar   2001

Business and Technical Training and Certifications

Master CIW Site Designer   2001

CTT+   2001

iNet+   2001

Certified Instructor (CIW)   2001

Certified Internet Webmaster (CIW) Fundamentals   2000

Certified Internet Webmaster (CIW) Site Design   2000

Certified Internet Webmaster (CIW) E-Commerce   2000

Memberships and Affiliations

Treasurer for The Society for Ritual Arts   2016 – Present

Associate Editor for Coreopsis Journal   2013 - Present

Advisory Board for San Diego Tech University   2010 - Present

International Society for Technology in Education   2005 - Present

Treasurer for John Dewey High School Alumni Association   2011 - 2012

Secretary/Treasurer for the Students in Action: Education Soweto 2009 - 2011

Community Service

Associate Editor for *Coreopsis: Journal of Myth and Theater*

Work with local dog rescue groups to help place dogs of all breeds and ages.

Work with women who have survived domestic violence to learn MS Office skills and business communication skills.

Publications

Katz, T. (2011). Best Practices in Online Teaching. *Forum, 6,* 2. (Strayer University)

Katz, T. (2010). Adult Online Learning. Saarbrucken: VDM.

Awards and Honors

Donald R. Stoddard Faculty Award of Excellence – Strayer University 2012

Samuel Mercer, Jr. Teaching Award - Drexel University   2008

Instructor of the Year - Executrain of Philadelphia   1999

Ranked in the top seven instructors for Executrain North America nationally for one year and in the top 70 instructors for two years.

Highly Competent Subject Areas

Software:

  Articulate 360
  Adobe Master Suite
  Adobe Captivate
  Microsoft Office
  Microsoft OneNote
  Microsoft SharePoint
  Crystal Reports

Learning Management Systems:

  D2L
  Blackboard
  Moodle
  WebCT
  WebCT Vista
  eCollege
  Canvas
  Bridge

Sencia

Subject Matter Expert:

Instructional Design for Online Learning
Integrating Technology into Curricula
Adult Online Learning
Adult Learning Theory and Practice
Curriculum Design
Educational Philosophy
LMS Services and Support

<u>References</u>

Dr. Ryan Poirier
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Amy Edwards, Ed.D.
Research Associate, Life Course Outcomes Program
A.J. Drexel Autism Institute, Drexel University
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Todd Hopkins
VP Operations and Product Development
Phone: 602-794-4114
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Work samples available upon request