

Wendy Joy Grisham

Instructional Designer
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EDUCATION

2003 – 2005 University of West Georgia Carrollton, GA
Master of Arts in English

Fall 2002 North Carolina State University Raleigh, NC
Completed 6 hours of graduate courses in English

1998 – 2002 University of West Georgia Carrollton, GA
Bachelor of Arts in English

2010 – 2011 Southwest Georgia Technical College Thomasville, GA
Certificate of E-Learning Design and Development Specialist

PROFESSIONAL EXPERIENCE

Fall 2013 – Present University of West Georgia Carrollton, GA
Instructional Designer

- Design, develop, implement, and evaluate quality online and hybrid courses and learning objects for delivery
- Consult with and assist faculty to develop teaching strategies, activities, and materials in order to optimize online learning and assessment
- Provide and conduct face-to-face and online training in instructional design, LMS applications, and other support for faculty and staff as assigned
- Research emerging instructional design technologies and methodologies, especially those relating to online education, and make recommendations for new solutions as appropriate
- Help maintain Distance Ed. Web presence; help evaluate online instructional materials and programs in consult with administration and faculty and utilize instructional design and performance improvement processes; and help to ensure institutional effectiveness, promoting quality assurance in online courses, SACS and BOR accreditation guidelines, quality pedagogical and instructional methods, copyright, and ADA requirements
- Serve as an institutional administrator of the online course management system known as GeorgiaVIEW and participate in various committees and organizations

ADMINISTRATIVE EXPERIENCE

Winter 2010 – Summer 2013 Georgia Northwestern Technical College Rock Spring, GA
Assistant Dean of General and Learning Support Education

- Assisted the Deans of Academic Affairs with the management of 22 full-time instructors and over 75 adjunct faculty in the General Education and Learning Support Department on various campuses and online
- Conducted adjunct instructor observations and evaluations for approximately 17 campus adjuncts and 10 online adjunct faculty on the Walker Campus
- Managed the schedules for 27+ adjunct faculty
- Helped maintain the department's budget
- Advised and assisted faculty and students with any classroom issues or conflicts
- Assisted instructors with classroom technology and the learning management system ANGEL and other college programs, such as BannerWeb, GNET, DegreeWorks, etc.
- Had administrative access to ANGEL and Turnitin.com for instructor assistance
- Reviewed resumes and conducted interviews for tutors, adjuncts, and full-time faculty
- Kept the GNTEC General Education and Learning Support information updated on the college's website

Winter 2009 – Summer 2013 Georgia Northwestern Technical College Rock Spring, GA
Department Chair of Learning Support English and Reading

- Reviewed resumes and conducted interviews for tutors, adjuncts, and full-time faculty
- Conducted department meetings: creating, documenting, and entering student learning outcomes and other required data
- Maintained the college's Turnitin.com account
- Selected the department's textbooks and supplementary materials
- Prepared textbook orders for all campuses every semester

TEACHING EXPERIENCE

Fall 2013 – Present Georgia Northwestern Technical College Rock Spring, GA

Adjunct English and Reading Instructor

- Instructor for English 0090-0098, 1101, and 1102, Reading 0090-0098, and College Success 1000
- Currently teach courses online using ANGEL and maintain accurate and current student records; have also taught courses Web-enhanced and hybrid

Summer 2005 – Fall 2013 Georgia Northwestern Technical College Rock Spring, GA

English and Reading Instructor

- Full-time Instructor for English 0090-0098 and Reading 0090-0098
- Developed and taught all courses web-enhanced, hybrid, and online using ANGEL (courses were originally created in Blackboard), maintained accurate and current student records, registered and advised students each semester, represented the college in my field at local and state consortium meetings, attended academic conferences in the field of online learning and instruction (ex. Sloan-C and SoTL), and maintained a membership on several school committees
- Tutored in the campus writing lab in addition to teaching full time (2005-2006)

Winter 2004 – Spring 2005 West Central Technical College Douglasville & Waco, GA

Library Administrative Assistant and Adjunct ESL Instructor

- Library: Created and edited student records in the library catalog, researched materials for purchase, collected fines, resolved complaints, provided technological support, contributed to the daily management of the library, and was responsible for supervision of one or more student workers on duty
- ESL (English as a Second Language) Instructor: Researched, created, and prepared all lessons; completed and filed all state and government issued paperwork on each student; and planned social and community events with other ESL classes

Fall 2003 – Fall 2004 West Central Technical College Carrollton, Douglasville, & Newnan, GA

Adjunct English and Reading Instructor

- Instructor of Reading 097, English 097, Business English 111, and English 101, 191, and 193
- Prepared all lesson plans and testing materials and maintained accurate, immediate student records

PRESENTATIONS AND PUBLICATIONS

Grisham, W. (2014, May 29). Desire2Learn insider tips. Presentation to doctoral students.

Doctor of School Improvement Orientation, Carrollton, GA: University of West Georgia.

Grisham, W. (2014, May 29). The habits of successful online students. Presentation to doctoral students. *Doctor of School Improvement Orientation*, Carrollton, GA: University of West Georgia.

Grisham, W. (2014, April 29). CourseDen and Turnitin: Together at last! Presentation to faculty. *Innovations in Pedagogy*, Carrollton, GA: University of West Georgia.

Grisham, W. (2014, April). Do teachers make the worst students? *Perspective Online*.

Grisham, W. (2013, November). Google apps for education. Presentation to faculty.

UWG | Online Faculty Development Center Town Hall Meeting, Carrollton, GA: University of West Georgia.

CERTIFICATIONS

(2014) Quality Matters Higher Education Peer Reviewer

(2014) Certificate of Completion for Peer Reviewer Course, Quality Matters Program

(2013) Certificate of Completion for Applying the QM Rubric, Quality Matters Program

MEMBERSHIPS

(2014-Present) Quality Matters Instructional Designers Association-Higher Education
(2013-Present) Sloan Consortium
(2011-2013) GNTC Online Learning Review Subcommittee
(2011-2013) GNTC Distance Learning Team
(2011) GNTC Quality Enhancement Plan (QEP) Planning Committee
(2010-2011) GNTC Academic Affairs Team
(2010-2011) GNTC Semester Conversion Online, Hybrid, and Web-Enhanced Subcommittee

OTHER

(2014) Reader in the Helen Ruffin Reading Bowl at UWG
(2008-2010) GNTC Faculty Advisor for the National Technical Honor Society
(2008) Discussion Leader for the National Endowment for the Arts Big Read program in Walker County, GA
(2008 and 2009) Judge for the Optimist Oratorical Contest in Trion, GA

TECHNICAL SKILLS

Proficiency using Microsoft Office programs and various Google apps (Docs, Slides, Sites, Drive, etc.); the following learning management systems: ANGEL, Blackboard, and Moodle; the college record system BannerWeb and Web host Contribute; and additional educational systems/classroom technology like Pearson MyLabs products, Smarthinking, Jing, Audacity, Blackboard Collaborate, Turnitin.com, Promethean products (ActivBoard), LanSchool, and SkillsBank.