

Curriculum Vita

Janet Powell Gubbins
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EDUCATION

Master of Public Administration, University of West Georgia, December 1997

Exit Paper: Needs Assessment: Computer Utilization for Public Managers

B.A. in Political Science and French, University of West Georgia, December 1992

SELECTED CERTIFICATES

Advanced Technologies for Distance Education Certificate, University of West Georgia, 3-month online program, 2007

WebCT Vista Certified Administrator, University System of Georgia / WebCT/ Blackboard, Inc., 2006, 2007

WebCT Vista Certified Senior Trainer, University System of Georgia / WebCT/ Blackboard, Inc., 2005, 2006, 2007

Distance Education Certified Trainer Certificate, University of West Georgia, 6-month online program, 2004

WebCT Train-the-Trainer, University System of Georgia, 2-day workshop, 2000

Distance Education Certificate, University of West Georgia, 9-month online program, 1999

Advanced French, Universit e De Montpellier, Montpellier, France, 10-week program, 1991

ADMINISTRATIVE POSITION AND SERVICES

The University of West Georgia, Carrollton, Georgia

Online Adjunct Instructor, UWG Political Science Department (January 2008 – Present)

- Teaches undergraduate Introduction to American Government (POLS 1101), completely online to an average of 35 students a term, through the University System of Georgia's Online Collaborative Program known as [eCore](#).

Director, UWG Online (July 2009 - Present)

Assistant Director, UWG Online (April 2007 – June 2009)

Distance Education Specialist/ Coordinator (January 1998 – April 2007)

Distance & Distributed Education Center (UWG\Online)

- Directs general oversight of distance programs and related initiatives, strategic planning, technology selection, budgeting, help desk support, and grants.
- Directs developing distance curriculum, programs, policies, and related initiatives in conjunction with college academic administrators, faculty, the BOR, and others.
- Assists Associate Dean in ensuring institutional effectiveness, promoting quality assurance in distance education courses. Responsible for promotion of accreditation guidelines, quality pedagogical and instructional methods, copyright, and ADA requirements.

- Assists Executive Director of Extended Learning and Dean of USG eCore with State Authorization in Post-Secondary Education, as well as serving as the UWG's primary contact for prospective out-of-state residents inquiring on eligibility to enroll in specific online programs.
- Directs the administration of the online course management system known as CourseDen (powered by GaVIEW's D2L BrightSpace LMS), serving as the Primary Institutional Administrator Board of Regents liaison for the collaborative Go.View server (non-eCore) and the Secondary Institutional Administrator Board of Regents liaison for WestGa.View server. Includes the management of enrollment, users, system data, course templates, files, institutional/ group administrators, and institutional settings for both UWG-specific and USG collaborative programs. Reports critical production issues to BOR/OIIT, institutional support channels, and constituents.
- Coordinates, monitors, and reports distance data for online course management system and key Academic Affairs' regulatory responsibilities, related technologies, and distance course and program offerings, including serving as primary administrator for GeorgiaOnMyLine.org, National Council for State Authorization Reciprocity Agreements (NC-SARA), Southern Regional Southern Regional Education Board (SREB), Electronic Campus (SREC) updates. Reports findings to Registrar, BOR, academic and administrative units, as needed for accreditation and other purposes.
- Provides up to third-tier end-user support for distance education technologies, including calls for assistance via phone help, face-to-face, and web, overseeing and backing up 1st and 2nd tier support staff. Technologies supported include the course management system, two-way audio/videoconferencing, online collaborative tools, multi-media, social media, and other related online applications.
- Helps manage and train student assistants and graduate assistants to help with course development and user support.
- Communicates and collaborates among IT groups, library, admissions, registrar, student services, academic and administrative units, in support of distance education initiatives.
- Provides communication with key stakeholders via DDEC/ UWG Online website, listservs, online course management system, emails, various social media outlets, and other means, regarding distance education news and opportunities.
- Represent the university's distance learning interest to various on-campus and off-campus committees and organizations.
- Supports research, scholarship, and creative endeavors which promote knowledge of distance learning; including assisting with the production of our Online Journal of Distance Learning Administration and annual Distance Learning Conference.
- Attends professional development opportunities and contributes.

Instructor, UWG Continuing Education Department (January 1998 – May 2017)

- Assisted in developing and teaching online professional development certificate courses, including the UWG Distance Education Certificate Program and UWG Distance Education Certified Trainer Program (serving nearly 800 students in 15 countries)

Managing and Production Editor, Online Journal of Distance Education Administration (January 1999 - June 2006)

- Received submissions and coordinated peer reviews for international online journal with up to 19,000 hits per edition
- Assisted with final review process, formatting, editing, and posting articles online for subscribers spanning 34 countries

eCore Advisor (January 2000 - March 2004)

- Served as University of West Georgia's advisor and liaison for the University System of Georgia's online core program known as as eCore.
- Provided academic advisement and liaison support for 400+ eCore (online core) students each term.

Distance Learning Assistant / Facilitator (August 1996- December 1998)

- Assisted with faculty training and curriculum development using distance education technologies
- Marketed distance learning program through the distance learning web site, state-wide network web site, printed materials, and phone networking.
- Conducted formal need assessments for various distance delivered courses.
- Maintained a telephone-help line for distant students.

- Scheduled and provided technical and pedagogical assistance for faculty and students in videoconferencing classes.

Graduate Research/ Teaching Assistant for MPA Program (August 1996- December 1998)

- Conducted the necessary needs assessment, helped develop course content, and assisted in the instruction of an online computer utilization course for public managers.

City of Bremen, Bremen, Georgia

Assistant to City Administrator (March 1991 – November 1994)

- Instructed city hall staff in desktop and online publishing applications, in order to facilitate the publishing of materials promoting the city's administration, services, and development opportunities.
- Wrote 4 development grants and achieved 100% approval rate.

RELATED PROFESSIONAL EXPERIENCE

2008 – Present

Online Course Instructor, UWG eCore POLS 1101 American Government course, online 3 credit hour core course

2004– Present

Course Developer and Instructor, Distance Education Certified Trainer Program, 6-month UWG continuing education online course

1998 – Present

Learning Management System Administrator, University System of Georgia GeorgiaVIEW Administrator Group

1998– 2017

Course Developer and Instructor, Distance Education Certificate Program, 6-month UWG continuing education online course

2003 - 2006

Production Editor, Online Journal of Distance Learning Administration. Serve as production editor of online journal that focuses specifically on issues faced by administrators and managers of distance and distributed education programs. Journal receives over 10,000 hits per month. Available at: <http://www.westga.edu/~distance/ojdl/>

2000 – 2006

Moderator, Faculty Training and Support Roundtable, Distance Learning Administration Conference (annually since 2000). Moderate roundtable session during annual 3-day conference that attracts presenters and participants from all over the world. Available at <http://www.westga.edu/~distance/dla2002.html>

2003 - 2004

Vista Training Consortium Member, University System of Georgia Board of Regents' Advanced Learning Technology Department program. Collaborate with other WebCT trainers across the state, to design and develop new training modules for the system-wide migration to the new WebCT VISTA.

1999 – 2003

Managing Editor, The DDE Report: A Quarterly Newsletter (since 1999). Serve as managing Editor for publication distributed to all UWG faculty and staff, available online at: <http://www.westga.edu/~distance/news/>

1998 – 2003

Managing Editor, Online Journal of Distance Learning Administration (since 1998). Serve as managing editor of online journal that focuses specifically on issues faced by administrators and managers of distance and distributed education programs. Journal receives over 10,000 hits per month. Available at: <http://www.westga.edu/~distance/ojdl/>

1997

Course Developer and Assistant to Instructor, Online Computer Utilization for Public Managers, full-term credit course within the UWG M.P.A. program and the very first online course to be offered at the University of West Georgia

RESEARCH INTERESTS

Teaching and Learning; Faculty Training and Support; Student Support; Instructional Design; Emerging Technologies in Distance Education; Cognitive Psychology/ Learning Theory

SELECTED PROFESSIONAL MEMBERSHIP AND SERVICE

Present

- 2016 – Present
Information and Computer Technology (ICT) Accessibility Advisory Committee
- 2015 - Present
UWG Online Orientation Project Team
- 2015 - Present
University of West Georgia, Unit Assessment Leader, Institutional Effectiveness and Assessment
- 2015 - Present
University of West Georgia, Center for Adult Learners and Veterans' Advocacy Group
- 2013 - Present
Desire2Learn's Institution/System eLearning Management Advisory Board
- 2010 - Present
University of West Georgia, Online Doctorate in School Improvement Advisory Committee
- 2007 – Present
University System of Georgia, Regents' Advisory Committee on Distance Education
- 2003 - Present
University of West Georgia, Master of Public Administration Program Advisory Board

Past

- 1998 – 2019
University of West Georgia, Distance Learning Steering Committee
- 2013 - 2019
University of West Georgia, President Marrero's Learning Network Team
- 2012 - 2018
University of West Georgia, Faculty Senate Technology Committee
- 2014 – 2015; 2017 - 2018
University of West Georgia, Engage West Barrier Team's Banner/Data Sub-Committee
- 2014 – 2017
University of West Georgia, Newnan Group
- 2016
University of West Georgia, Data Governance & Management Committee
- 2016
University of West Georgia, Ad-hoc Task Force, UWG Writing Center
- 2015
University System of Georgia, LMS Strategic Advisory Board
- 2014 (Chair, August 2015) - 2019
University of West Georgia, Engage West Linkage Team for Leadership Development Institute
- 2014 – 2015
University of West Georgia, SkillSoft/ DevelopWest Implementation Team
- 2014 – 2015
University of West Georgia, Web Squad – Academic Sites Team
- 2014 - 2015
University of West Georgia, IT Assessment's Cross-Functional/ Evaluation Team
- 2013 - 2014
University of West Georgia, Steering Committee for Center for Adult Learners and Veterans
- 2007 – 2013
University of West Georgia, UWG Strategic Planning Committee

2007 – 2012
University of West Georgia, Technology Coordination Council, Alternate Member

2006 – 2007
University of West Georgia, Tech Fee Committee Alternate Member

2003 – 2005
University of West Georgia, Tech Fee Committee Member

2002 – 2005
University System of Georgia, Strategic Deployment Analysis Team

1998 – 2004
Georgia Distance Learning Association, Member

2003
University of West Georgia, Facilities Planning Committee/ Academic Support Services Member

2001 – 2003
University System of Georgia Board of Regents' Teaching and Learning with Advanced Technologies Conference, Advisory Board Member

2001
SACS Substantive Change for Distance Programs Committee, University of West Georgia

1999 – 2000
UWG Faculty/ Staff Committee for Computer Laptop Awards

AWARDS & AFFILIATIONS

UWG Best of the West Award, Cross-Divisional Certificate, September 2017

UWG Best of the West Award, Strategic Imperative Certificate, March 2017

UWG Best of the West Award, Cross-Divisional Certificate, March 2015

UWG Best of the West Award, Values Recognition Certificate, October 2014

Employee of the Year, University of West Georgia, 2001

Pi Alpha Alpha Public Administration Honor Society, West Georgia Chapter.

Educause and Educause ELI Member, since 1998

WICHE Cooperative for Educational Technologies (WCET) Member, since 2000

Publications and Presentations

Gubbins, J. *UWG REACH: Scalable Student Success*, USG Regents' Academic Committee on Distance Education Spring Retreat 2021. (Presentation) Available at:
<https://docs.google.com/presentation/d/1z1XOOTL02N7WYHbKQ1GTxjwZtdb9vFwuOpp4dd6XBnM/edit?usp=sharing>

Miller, M., and Gubbins, J., 2021. *UWG REACH: At-Risk Programs in the Time of COVID-19*, Distance Learning Administration Conference 2021. (Presentation)

Miller, M., and Gubbins, J., 2021. *UWG Online Support and Services*, University of West Georgia Momentum Center Team Orientation. (Presentation)

Miller, M., and Gubbins, J., 2021. *REACH Initiative*, Innovations in Pedagogy Conference 2021. (Presentation)

Gubbins, J., 2020. *Knowledge Management & Artificial Intelligence: Be Effective and Scalable Without Losing Your Mind*, Conference on Meaningful Living and Learning in a Digital World 2020 (Presentation)

Gubbins, J., 2019. *Artificial Intelligence - What is It and How Can it Help Administrators?* Distance Learning Administration Conference 2019. (Presentation)

Gubbins, J., 2019. *PEEP: Making Teaching and Learning Online More Personal, Easier, Effective, and Purposeful*, Conference on Meaningful Living and Learning in a Digital World 2019. (Presentation)

Gubbins, J., 2018. *Third Party Integrations: Where Does Our Responsibility Start and End?*, Distance Learning Administration Conference 2018. (Presentation)

Gubbins, J., and Clay, M., 2018. *Technology, Politics and Social Equity*, Conference on Meaningful Living and Learning in a Digital World 2018. (Presentation)

Gubbins, J., and Swindle, S., 2017. *A Model Online Orientation*, Distance Learning Administration Conference 2017. (Presentation)

Gubbins, J., 2017. *CourseDen by D2L*, University of West Georgia Student Services' Orientation Planning Committee. (Presentation)

Gubbins, J., 2016. *Leveraging Digital Overload to Your Advantage*, Conference on Meaningful Living and Learning in a Digital World 2016. (Presentation)

Gubbins, J., 2016. *Seven Strategies for Marketing to Online Students*, Distance Learning Administration Conference 2016. (Presentation)

Gubbins, J., 2016. *Online Ed: Challenges and Opportunities*, University of West Georgia Academic Affairs' Strategic Planning Committee. (Presentation)

Gubbins, J., and Swindle, S., 2015. *Online Orientations: Case Study*, Distance Learning Administration Conference 2015. (Presentation)

Gubbins, J., 2015. *Distance Learning Staff Engagement*, Distance Learning Administration Conference 2015. (Presentation)

Gubbins, J., 2014. *Cool Tools to Make DL Admin Life Easier*, Distance Learning Administration Conference 2014. (Presentation)

Huett, J., and Gubbins, J., 2013. *What's in a Name? Better Defining "Online" Course, Program, and Student*. Distance Learning Administration Conference 2013. (Presentation)

Gubbins, J., 2012. *Faculty Role in Promoting Success and Retention of Online Students*. Conference on Global Leadership, Learning, and Research 2012. (Presentation and Poster Session)

Gubbins, J., West, K., and De Vries, N., 2010. *Campus Strategies: Collecting DE Data for ZORELCA*, University System of Georgia Annual Computing Conference. (Invited Presentation)

Gubbins, J., West, K., and De Vries, N., 2010. *Campus Strategies: Collecting DE Data for ZORELCA*, Georgia Summit Conference 2010. (Invited Presentation)

Gubbins, J., 2010. *IGNITE: Why Online Ed Matters*, University of West Georgia IGNITE Program. (Presentation)

Quinones Nottingham, J., Kevorkian, M., and Gubbins, J., 2009. *Ensuring Access to Library Resources for Distance Learners*, Distance Learning Administration Conference 2009. (Presentation and Proceedings)

Gubbins, J. and Rowland, S., 2009. *Going Mobile, Streaming and Beyond: A Comparative Analysis*. WebCT/ Blackboard User Conference 2006. (Poster Presentation)

Clay, M. and Gubbins, J. *Implementation of eTuition: Lessons Learned*, Distance Learning Administration Conference 2008. (Presentation and Proceedings). Available at: <http://www.westga.edu/~distance/videos/dla2008/etuition.ppt>

Gubbins, J., 2007. *Using Online Tools to Improve the K-12 Experience*. UWG College of Education Learning Festival 2007. (Presentation). Available at: <http://www.westga.edu/~jgubbins/presentations/k12learning.ppt>

Clay, M., Packard, A. and Gubbins, J., 2007. *Best Intentions and Retention: The Role of Support Staff*, Distance Learning Administration Conference 2007. (Presentation). Available at: <http://www.westga.edu/~distance/presentations/dla2007/>

Owens, D. and Gubbins, J., 2006. *A Picture IS Worth a Thousand Words!*, WebCT/ Blackboard User Conference 2006. (Presentation). Available at: http://distance.westga.edu/ppt/UWG_virtualfeedback.ppt

Clay, M. and Gubbins, J., 2006. *The Wonders of Just-in-Time Training*, Distance Learning Administration Conference 2006. (Presentation).

Gubbins, J., and Ferrington, C., 2005. *Dr. D and the Apollo Lounge: Innovative Ideas for Faculty Development*, WebCT 2005 Conference. (Presentation)

Gubbins, J., 2005. *Infiltrating the Ranks: A New Approach to Faculty Development*, Distance Learning Administration Conference 2005. (Presentation).

Clay, M., Gubbins, J., and Talley, C., 2004. *How Faculty Really Learn to Teach Online: Implications for Trainers*, WebCT 2004 Conference. (Presentation).

Clay, M. and Gubbins, J., 2004. *Extreme Training Makeover: Looking at Faculty Development in a Whole New Way*, Distance Learning Administration Conference 2004. (Presentation).

Gubbins, J., Clark, S., Christopher, P., and Wicker, M., 2003. *Developing Faculty Technology Training Materials*, Teaching and Learning With Advanced Technologies Conference 2003. (Invited Panel Presentation).

Gubbins, J., 2003. *Advanced Learning Technologies Instructional Technology Pilot Projects: Trivantis' Lectora Demonstration*, Teaching and Learning With Advanced Technologies Conference 2003. (Invited Demonstration).

Clay, M. and Gubbins, J., 2003. *Where does DL Support Fit in Organizationally? The Case for Centralization*, Distance Learning Administration Conference 2003. (Presentation).

Clay, M., Gubbins, J., and Talley, C., 2002. *Accreditation Issues in Distance Learning*, Distance Learning Administration Conference 2002. (Presentation). Available at: http://www.westga.edu/~igubbins/2002_dla_accredit/AccreditationDLA2002_v3_document.htm

Gubbins, J. and Bryan, M., 2001. *Tips for Maintaining Your WebCT Course Data*. WebCT 2001 Conference. (Poster Presentation)

Mims, N. and Gubbins, J., 2001. *Managing Online Courses Around the World*, Distance Learning Administration Conference 2001. (Presentation)

Gubbins, J., 2001. *Using WebCT to Develop an Online Personal Finance Course*. National Business Education Association Convention 2001. (Invited Hands-on Seminar).

Clay, M. and Gubbins, J., 2000. *Untangling the Organizational Web of Distance Education*. Georgia Distance Learning Association Conference 2000. (Presentation)

Gubbins, J., 2000. *Administrative Concerns and Challenges of Implementing WebCT on the Dalton Campus*. Dalton State College Faculty Training Seminar 2000. (Invited Presentation via Video-conferencing)

Gubbins, J. and Kral, K., 2000. *Growing Pains; How to Do More with Less*. WebCT 2000 Conference. (Poster Presentation).

Clay, M. and Gubbins, J., 2000. *Economy vs. Quality: Establishing Class Size Policies for Online Courses*. Distance Learning Administration Conference 2000. (Presentation)

Gubbins, J., 2000. *DE Faculty Training: Strategies on a Shoestring*. Distance Learning Administration Conference 2000. (Presentation)

Gubbins, J., Clay, M. and Perkins, J., 1999. *The Development of an Online Course to Teach Public Administrators Computer Utilization*. Online Journal of Distance Learning Administration, Vol. II, No. 2, Summer 1999, University of West Georgia, Distance Education Center [Online], Available at: <http://www.westga.edu/~distance/gubbins22.html>

Gubbins, J., 1998. *Help Line: The Ultimate in Distance Support*, Online Journal of Distance Learning Administration. Vol. I , No. 1.. Spring 1998, University of West Georgia, Distance Education Center [Online], Available at: <http://www.westga.edu/~distance/gubbins11.html>