CINDY P. STEVENS, Ph.D.

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DEGREE EDUCATION

Ph.D. in Technology Management |Indiana State University | Terre Haute, IN.
M.A. in Technical & Professional Communication | East Carolina University | Greenville, NC.
B.A. in English | Hilbert College | Hamburg, NY.
Certificate in Facility Management (19 College Credits) |Wentworth Institute of Technology
Legal Secretary Diploma |Kerr Business College| Augusta, GA.
Word Processing Diploma |Kerr Business College| Augusta, GA.

WORKSHOPS AND NON DEGREE CERTIFICATES

Online Teaching Certificate | Assessing Your Learners (AYL) | Quality Matters
Online Teaching Certificate | Creating Presence in your Class (CPYC) | Quality Matters
Online Teaching Certificate | Connection Learning Theories to Your Teaching Strategy (CLTTS) | Quality Matters
Online Teaching Certificate | Exploring Your Institute's Policies (EYIP) | Quality Matters
Online Teaching Certificate | Gauging Your Technology Skills (GYTS) | Quality Matters
Certificate in Online Instruction | Wentworth Institute of Technology
Certificate in Online Instruction | Central Michigan University
A Bootcamp for Women Academic Leaders | Academic Impressions
Get Comfortable Being Uncomfortable: Engaging in Dialogue About Race and Bias | Academic Impressions
IACBE Accreditation Institute | IACBE

EXPERIENCE

Wentworth Institute of Technology | Boston, MA | 1999 – Present
Professor of Management

- Teach (face-to-face, hybrid, and online) undergraduate and graduate technology management, project management, CIS, business management, communication, MIS, and operations management courses.
- Teach over 25+ different undergraduate and graduate courses totally approximately 360 students per year.
- Plan semester schedule work deadlines, including KPIs and quality measures.
- Develop, execute, and manage experiential learning projects.
- Collaborate with professionals on projects to connect students to the professional environment.
- Assess learning related to behavioral, cognitive, and constructivist activities.
- Plan, develop and create course content to be included in the LMS.
- Initiate, plan, execute, and close-out 7-year and 10-year accreditation for IACBE reporting, including assessing programs via quality rubrics and analyze/interpret data related to entry level versus senior level progress in learning.
- Participate/engage in strategic 5-year and 7-year institute-wide planning to establish program goals and objectives and align program goals to campus-wide strategic goals.
- Contribute to student recruitment via marketing events, open houses, and orientation programs to help increase enrollment by 50%.
- Publish articles and present at conferences related to experiential learning and student engagement.

- Serve on multiple organization wide committees, such as: Strategic Planning Committee, Graduate Committee, Technology Committee, and the Industry Advisory Board Committee
- Motivate and coach current students for future success related to resume writing, ePortfolio development, social media presence, and more.
- Faculty sponsor for Student Association of Management Club (SAM). Initiatives include: helping to raise over 10K in funds to date for the Boston YMCA Food Insecurity Program, faculty chaperone of five student business trips to date, and faculty planner for guest speaking and networking events.

Leadership and Facilitation Trainer (Carpenter's Union via Wentworth) 2018-Present
- Conduct facilitated training sessions for the local carpenter's union.
- Initiate, plan, execute, and close-out leadership training that includes instruction on: plan development, documentation, group processes, technical writing (letters, reports, descriptions, instructions, and presentations), and project control.

Project Management Trainer (Gould Construction via Wentworth) 2021-Present
- Conduct Project Management facilitated training sessions for Gould.
- Initiate, plan, develop, execute, and close-out PM training that includes instruction on:
  - project initiation, project planning, project execution, monitoring and control, and project closeout.

Interim Dean of the School of Management (Wentworth School of Management) 2020 – 2021
- Supported and promoted the highest quality educational programs through a total restructuring of 22 departments to five schools.
- Managed a staff of 22 faculty and four support administrators.
- Coordinated the development of and implementing the university's vision and goals: inclusive excellence, high-value learning, exceptional student experience, and strong partnerships.
- Provided academic leadership and reported directly to the Provost.
- Increased enrollment retention across four school of management programs by a margin of 20%.
- Was responsible for:
  - academic planning, programs, curriculum, teaching, and accreditation,
  - recruitment/hiring of faculty, faculty development and evaluation,
  - student recruitment and advising; meeting goals and KPIs.
- Managed and controlled a 4-mil budget school operating expenses.
- Planned, executed, and controlled new program development.

Wayne Community College | Goldsboro, NC | 1995 – 2010
Instructor of Information Systems/Information Technology
- Taught Web-based computer courses (previously taught traditional classes) in: computer systems terminology and operations, logic, hardware, software, programming, operating systems, database, data communications, maintenance and troubleshooting, support and training, design and implementation, and networking.
- Planed semester schedule of work, including KPIs of student learning.
- Collaborated with professionals on student projects, guest speaking and curriculum enhancement.
- Developed quality measure ratings for student success.
- Assessed learning related to behavioral, cognitive, and constructivist activities.
- Planed, developed and created course content to be included in the LMS.

- Published articles and presented at conferences.
- Served on multiple organization wide committees, such as:
    - IT Technology Group
    - Faculty Liaison to Seymour John Airforce Base
    - Advising Group
- Motivated and coached students for future success related to resume writing and interviewing skills.

Coordinator, Continuing Education Computer Programs (Wayne Community College) 1995-1997
- Recruited and managed 15 instructors.
- Developed and coordinated instructor's teaching schedules.
- Prepared marketing materials.
- Provided troubleshooting and maintenance for computer labs.
- Developed short-term and long-term project planning initiatives, including KPIs.
- Managed continuing education 1-mil budget.
- Increased enrollment over 20%
- Wrote training materials and tested software.
- Prepared semester and year-end reports.
- Conducted training presentations.

Prentice Hall | Upper Saddle River, NJ | 1997-2005
Technical Writer
- Planed, wrote, and edited instructional, technical and training materials using Microsoft Word, PowerPoint, Publishing software, and Graphical Editors.

Owner | Goldsboro, NC | 1995-1999
Computer & Communications Consultant
- Hardware & software training and installation, networking planning & support, technical writing, database design & management, Web design & support.
- Major Client:
    - 4MSS/DPF Family Support Center, Military Bid. Eight-Month Contract awarded February 1997-September 1997. Services included: assisted in networking the center, trained staff on the use of software, hardware, and network environments, provided technical writing services for military publications, provided technical information and research

CONTRACT EXPERIENCE
Wentworth Institute of Technology |Boston, MA |Spring 2000 to Present
Graduate School/Adjunct Internet-based/Hybrid Instructor, (Per Contract Basis)
- Teach Management, Project Management, Construction Capstone, Communications, and Technical Writing for the Division of Professional and Continuing Studies Teach
- Classes: Operations Management, Project Management, Facility Management, Technology Management, Technical and Professional Communication, Introduction to Computers and Programming, Web Development I & II, Internet Research Methods and Interactive Media Design.

Emmanuel College| Boston, MA |Fall 2002 to May 2010
Adjunct Hybrid/Internet instructor, (Per Contract Basis) Information Technology.
- Taught computers and Microsoft Office software application to general education majors.

North Carolina Wesleyan | Goldsboro, NC |August 1997 to May 1999)
Information Systems Instructor, Seymour Johnson AFB.
- Teach traditional classes to prepare graduates for employment with organizations that use computers to process, manage, and communicate information.

PUBLISHED ARTICLES/BOOKS
Stevens, C. "Digital Self-Identity: Reflection of Top 10 Skills Needed for 2025 and Beyond." THE AAEEBL Review (AePR), Accepted for Publication Fall 2021.

The Future of Jobs Report 2020 from the World Economic Forum lists the top 10 skills needed for 2025 and beyond, including:
- *analytical thinking and innovation,*
- *active learning and learning strategies,*
- *complex problem-solving,*
- *critical thinking and analysis,*
- *creativity, originality, and initiative,*
- *leadership and social influence,*
- *technology use, monitoring and control,*
- *technology design and programming,*
- *resilience, stress tolerance, and flexibility,*
- *reasoning, problem-solving and ideation.*

Do current Business Management undergraduate students understand these skills? In order to determine if students understand and represent each of these 10 predicted skill areas, four award-winning Wentworth Institute of Technology Business Management student ePortfolios were reviewed in order to gage reflection of each area. Digital self-identity, through a review of ePortfolios, indicates that students do not fully understand and reflect these skills. The results indicate that more work needs to occur in order to help students understand, incorporate, and achieve the necessary skills in these areas. Suggestions for our program to help students obtain and represent these skills for Business Management students will also be highlighted.

Stevens, C. "Institutional ePortfolio Implementation: A Review of Program Transformation." The AAEEBL Review (AePR). Winter 2020.

This article presents select institutional ePortfolio implementation pathways. ePortfolio program implementation is nothing new. However, as institutions continue to develop and adopt ePortfolio programs mapping out a formula for success and exploring lessons learned will help other programs to transform their practices. A visual representation of the implementation routes of multiple programs and institutions will be presented. It seems that no matter what type of implementation pathway, similarities of the process happened, which had a direct impact on interdisciplinary approaches and learning designs. Valuable learning lessons from each program will be presented to help other institutions with their own ePortfolio process mission and goals.

Batson, T., Coleman, K. S., Chen, H. L., Watson C. E., Rhodes, T. L., & Harver, A. (Eds.). (2017). Field guide to ePortfolio. Washington, D.C.: Association of American Colleges and Universities.
Chapter Citation: Benander, R, O'Laughlin, N, Stevens, C, Zaldivar, M. Chapter 12: How Important is the Technology, August 2017.

A Collaborative Project of AAEEBL, AAC&U, IJeP and EPAC AAEEBL.
The Association of American Colleges and Universities (AAC&U), The International Journal of ePortfolio (IJeP) and EPAC collaborated on a publishing the ePortfolio Field Guide.

Stevens, C. "Embodied Learning." The Association for Authentic, Experiential and Evidence-Based Learning (AAEEBL). The Learner, Fall 2014 ed.

In the Wentworth management department, we struggle with student reflection pertaining to all work and all levels from freshman to senior years. The Executive Summit workshop provided some excellent tools to consider for ePortfolio reflection, as well as general student or group work learning experiences. I found myself taking as many notes at this session as possible and I was truly surprised to discover that the group workshop exercise truly worked for me. I had such a deep learning experience with the break out session that I decided to try a few ideas in my own classroom.

Stevens, C. "Thank-You, AAEEBL!" The Association for Authentic, Experiential and Evidence-Based Learning (AAEEBL). The Learner, Summer 2014 ed.

Reflections on involvement with AAEEBL and promotion to full professor: Scholarship, Service, Teaching, and Professional Development.

Stevens, C. Stevens, C. "New Year's Resolutions: 13 for 2013!" The Association for Authentic, Experiential and Evidence-Based Learning (AAEEBL). The Learner, Spring 2013 ed.

BSM Student ePortfolio Resolutions. Making changes in our department regarding ePortfolio Processes.

Stevens, C. Stevens, C. "Connecting ePortfolio to Social Business" The Association for Authentic, Experiential and Evidence-Based Learning (AAEEBL). The Learner, Winter 2012 ed.

Social business (or business social networking) has rapidly become very popular and for some organizations unmanageable.

Stevens C. & Dunlop, M., Social Capital: Determining a Student's E-Portfolio Net Worth, Journal of Human Capital Development. Vol. 5. No. 1 January-June 2012.

Many schools or individual departments require student e-portfolios. The e-portfolios are used for different reasons including assessment, employment, internship, and/or co-op purposes. However, getting all students to "buy- in" to the idea of developing an e-portfolio is a daunting challenge as most academic professionals are well aware. There is increasing concern on the part of the student that e-portfolios are not relevant for employment purposes. From the first year through the senior year, Bachelor of Science in Management (BSM) students at Wentworth Institute of Technology are required to compile an e-portfolio of their work in consultation with their academic advisor. Since 2007 we have been struggling with helping students develop professional looking e-portfolios. Over the years we switched from static built web sites, to LinkedIn, and now we are using WordPress.com. Student e-portfolios look much more professional since we made this switch. In many ways students are building social capital for themselves through the use of an e-portfolio. But, what exactly is the net worth of an e-portfolio for a student? Developing a professional looking e-portfolio goes well beyond building social capital for the student. We define net worth as it relates solely to e-portfolios. We also propose a methodology or model that can be used to determine the net worth of a student e-portfolio. We conclude by summarizing that the net worth of an e-portfolio can be broken down into heuristic patterns that add value for the student.

Stevens, C., ePortfolio: "What's it Worth." The Association for Authentic, Experiential and Evidence-Based Learning (AAEEBL) The Learner, Vol. 3, No.5, October 2012.

Developing and utilizing an ePortfolio involves many skills or leads to new skill growth. Helping students understand the worth of ePortfolio development is challenging. Students utilize, perfect, and increase certain skills during ePortfolio development and usage. ePortfolio worth or simply, the intended outcome of ePortfolio development, is for students to maximize skills, create and utilize effective networks, and increase marketability. The ability to value and to self reflect on learning has even more worth overall.

Stevens, C., "Management Students Attend the AAEEBL Conference, by Cindy Stevens, Aaron Goldblatt, and Kyle Laird, Wentworth Institute of Technology." The Association for Authentic, Experiential and Evidence-Based Learning (AAEEBL) The Learner, Vol. 3, No.4, August 2012.

This is the third year in a row that I was able to attend the AAEEBL ePortfolio Conference in Boston, MA. I was even more excited this year than normal, because I just returned from the ePic ePortfolio Conference in London so I was engulfed in ePortfolio research, one on one discussions, table conversations, and presentations for almost two weeks! This year two of my students from Wentworth Institute of Technology's (WIT) Management department joined me. Both students provided great insight on ePortfolio development and how they plan to utilize their ePortfolios for the future.

Stevens, C. ePIC (ePortfolio and Identity Conference- Peer-Reviewed Conference Proceedings CD). Social Capital: Determining a Student's E-Portfolio Net Worth. London, Summer 2012.

Should everybody have an ePortfolio? How do ePortfolios contribute to the identity construction process? How do ePortfolios support the acquisition of 21st century skills? How do ePortfolios support lifelong learning, orientation and employability?

Stevens, C., The Association for Authentic, Experiential and Evidence-Based Learning (AAEEBL) The Learner, "The Management Department at Wentworth Institute of Technology in Boston, MA Acknowledges ePortfolio Competition Prize Winners." Vol. 3, No. 3, June 2012.

For the past three years, students at Wentworth Institute of Technology, Boston, MA in the Management department, have competed for prizes for the top four ePortfolios. When the ePortfolio requirement was put into place during 2008 there seemed to be something lacking in motivation from the students for the first few years. As a department, it was decided to find ways to motivate students during ePortfolio development and the faculty came up with several options, such as a grading rubric, peer review, and four gift card prizes for the top four ePortfolios. Showcased below are our top ePortfolio winners for the senior graduating class of August 2012.

Stevens, C., "ePortfolio Initiatives: Out With The Old And In With The New." The Association for Authentic, Experiential and Evidence-Based Learning (AAEEBL) The Learner, Vol.3, No.3 June 2012.

I created my first ePortfolio using FrontPage (when FrontPage still existed) and published it to a server. Even though FrontPage was an editor, it was still a lot of work. That was about four years ago and about forty hours' worth of work effort total. I spent more time trying to get links to work, upload artifacts to link, and worrying about design. That meant the content area took a back seat. I created my new ePortfolio using Weebly (http:// www.weebly.com/) a few months ago. It took me three hours. I had a lot more fun and felt like I knew what I was doing this time around.

Stevens, C., International, Education, and Develop Conference (INTED-2012 Peer Reviewed Conference Proceedings CD). Social Capital: Determining a Student's E-Portfolio Net Worth. (Spain, March 2012) 1st Conference submittal for peer reviewed evaluation. Conference Publications Proceedings, ISBN: 978-84-615-5563-5.

Defining net capital worth as it relates solely to e-portfolios. A model is proposed that can be used to determine the net worth of a student e-portfolio. The net worth of an e-portfolio can be broken down into heuristic patterns that add value for the student.

Stevens, C., Annual World Conference, ePortfolios & the Emergent Learning Ecology (The Association for Authentic, Experiential and Evidence-Based Learning (AAEEBL Peer Reviewed Conference Proceedings CD). Survey results for student EP development. Boston, Summer, 2011.

Stevens, C., Enterprise Resource Planning: A Trio of Resources, Information Systems Management Journal, Vol. 20, 2003.

Enterprise Resource Planning (ERP) systems offer a better way to help manage and improve plant and business processes. As processing plants turn increasingly to ERP to run operations, they must use a trio of technology resources to control ERP systems. This trio of resources— standards, ERP software such as SAP, and middleware or third party software—is integrating the plant floor to the business office to make ERP a success.

CONFERENCE PRESENTATIONS

Stevens, Cindy (AAEEBL World Summit). The AAEEBL Portfolio Review: A Different Path to Publishing. Presentation. AAEEBL's Digital Conference, July 2020.

Stevens, Cindy (AAEEBL World Summit). Paper Presentation: Institutional ePortfolio Implementation: A Showcase of Program Transformation, Bronx, NYC, July 2019.

Stevens, Cindy (AAEEBL World Summit). Poster Presentation: Institutional ePortfolio Implementation: A Showcase of Program Transformation, Bronx, NYC, July 2019.

Stevens, Cindy AePR: Showcasing Our Authoring and Mentorship Process (Workshop Session), Bronx, NYC, July 2019.

Stevens, Cindy AePR: Showcasing Our Authoring and Mentorship Process (Poster Session), Bronx, NYC, July 2019.

Stevens, Cindy (Centre for Recording Achievement (UK) at Dublin City University AAEEBL/CRA International Seminar ePortfolios & More). Presentation: The Developing Role of ePortfolios within the Digital Landscape: "AePR's Future Direction." Dublin, Ireland, May 2018.

Stevens, Cindy (Centre for Recording Achievement (UK) at Dublin City University AAEEBL/CRA International Seminar ePortfolios & More). Poster: The Developing Role of ePortfolios within the Digital Landscape: "AePR's Future Direction." Dublin, Ireland, May 2018.

Stevens, Cindy, (AAEEBL World Summit). Presentation: The Executive Editorial Team Presents AePR: The Executive Team Presents a "Big Picture" Road Map (Online Journal), Portland, OR, July 2018.

Stevens, Cindy, (AAEEBL World Summit). Poster Session: The Executive Editorial Team Presents AePR: The Executive Team Presents a "Big Picture" Road Map (Online Journal), Portland, OR, July 2018.

Stevens, Cindy, (AAEEBL World Summit). Presentation and Poster Session: The Executive Editorial Team Presents AePR: The New AAEEBL ePortfolio Review (Online Journal), July 2018.

Stevens, Cindy, (AAEEBL World Summit). Presentation and Poster Session: Showcasing a Class-Wide

ePortfolio: A Journey of EPIC Learning. Boston, MA 2016.

Stevens, Cindy, (AAEEBL World Summit). Presentation and Poster Session: Acquiring an ePortfolio System for Wentworth Institute of Technology's Business Management Department at Wentworth Institute of Technology. Boston, MA July 2015.

Stevens, Cindy, (Polytechnic Summit 2014) Technology Acquisition: An Externally Based Class Project Life Cycle Depiction at Wentworth Institute of Technology. Boston, MA June 2014.

Stevens, Cindy, (AAEEBL World Summit). Evaluating Artifact Selection to Improve EPIC Initiatives at Wentworth Institute of Technology. Boston, Ma July 2014.

Stevens, Cindy, (AAEEBL World Summit). An EPIC ePortfolio Artifact: Externally-collaborative, Project-based, Interdisciplinary Curricula. Boston, Ma July 2014.

Stevens, Cindy. ePIC (ePortfolio and Identity Conference- 2nd World Summit). Social Capital: Determining and Student's E-Portfolio Net Worth. London, Summer 2012.

Stevens, Cindy. AAEEBL World Summit Conference. The Association for Authentic, Experiential and Evidence-Based Learning (AAEEBL) Social Capital: Determining and Student's E-Portfolio Net Worth. Boston, Summer 2012

Stevens, Cindy. PolySummit 2012, Improving Student Social Business Skill Sets Through Development of ePortfolio Net Worth. Atlanta, Summer 2012.

Stevens, Cindy. International, Education, and Develop Conference (INTED-2012). Social Capital: Determining a Student's E-Portfolio Net Worth. Spain, March 2012.

Stevens, Cindy, Sloan-C, Electronic Portfolio (EP) Development: Determining Student Motivation and Satisfaction Perception. Florida, Fall, 2011.

Stevens, Cindy, Annual World Conference, ePortfolios & the Emergent Learning Ecology (AAEEBL). Survey results for student EP development. Boston, Summer, 2011.

Stevens, Cindy, Annual World Conference, ePortfolios & the Emergent Learning Ecology (AAEEBL). Static Web sites versus LinkedIn e-portfolios. Boston, Summer, 2010.

Stevens, Cindy, The International Conference on College Teaching and Learning. A Social Networking Project in Technology Management: Did We Learn Anything? Florida, Spring, 2010.

OTHER PRESENTATIONS
Burke, Mike & Stevens, C., Webinar for the NorthEast Reginal Computing Program (NERCOMP). The ePortfolio Webinar: Educating the Whole Student: What's our Evidence. Spring, 2008.

Stevens, C., Online Teaching Endeavors Panel Discussion. Wentworth Colloquium Presentation, Boston 2006.

Stevens, C., Schellings, J., Loftus C., Fuchs, M., Greene, T. & Lazarovich, P. CMS Pilot. A Course Management System for Wentworth? Panel Discussion. Wentworth Centennial Conference, Boston. 2004.

RESEARCH & GRANT
Research: Determining Student E-Portfolio Satisfaction. Results from a survey sent out to e-portfolio students Spring, 2011.

Research: Static Web sites versus LinkedIn e-portfolios: Results from a survey sent out to Co-op Employers, Spring 2010. Since Fall 2009 management students at Wentworth Institute of Technology (WIT) were directed to begin building ePortfolios in LinkedIn instead of building each from scratch using Dreamweaver. Are we helping or hindering our students when it comes to Co-op or career employability using LinkedIn? After the Spring 2010 semester, a survey was sent out to Co-op employers in an attempt to discover the answer.

Research: "Evaluating Student Electronic Portfolios". Surveyed 1400 WIT CO-OP Employers, Summer, 2008. Presented research findings at (NERCOMP). The ePortfolio Webinar: Educating the Whole Student: What's our Evidence. Spring, 2009. Conducted two workshops based on research (Spring 2009).

Grant: Davis Educational Foundation, Grant Proposal to the Davis Educational Foundation in support of computer-mediated technologies for online learning via the M.S. Management of Technology Program at Wentworth Institute of Technology, 2002.

Proposal: Strategic Technology Plan for Portal Implementation, Strategic Proposal to the Provost related to an overall plan for implementation of a full-service Internet-based Portal and a strategic plan of performance measurement, 2003.

TEXT BOOK PUBLICATIONS
Stevens, P. Cindy, Exploring Microsoft Publisher 2007. New Jersey: Prentice Hall (2008).

Stevens, P. Cindy, Exploring Microsoft Publisher 2003. New Jersey: Prentice Hall (2004).

Stevens, P. Cindy, Exploring Microsoft Publisher 2002. New Jersey: Prentice Hall (2001).

Stevens, P. Cindy, Exploring Microsoft Publisher 2000. New Jersey: Prentice Hall (1999).

DISSERTATION
Evaluating the Effectiveness of Concept Mapping as a Strategy for Developing a Knowledge Management Model for an Urban Technical Institute's Digital Campus. Advisor: J. Barry DuVall. (2002).

MASTER'S THESIS
Contextual Instructions in Computer-User Documentation. (1997).

SUPPLEMENTAL INSTRUCTIONAL RESOURCES

Stevens, P. Cindy, Exploring Microsoft Word. New Jersey: Prentice Hall, (2000, 2002, XP, and 2003).

Stevens, P. Cindy, Exploring Microsoft PowerPoint. New Jersey: Prentice Hall, (2000, 2002, XP, and 2003).

Stevens, P. Cindy, Exploring Microsoft Office Volume I. New Jersey: Prentice Hall, (2000, 2002, XP, and 2003).

Stevens, P. Cindy, Exploring Microsoft Office Volume II. New Jersey: Prentice Hall, (2000, 2002, XP, and 2003).

Stevens, P. Cindy, Exploring the Internet with Microsoft Internet Explorer. New Jersey: Prentice Hall, (2000, 2002, XP, and 2003).

Stevens, P. Cindy, Getting Started: Computer Concepts. New Jersey: Prentice Hall, (2000, 2002, XP, and 2003).

WEB-BASED WRITING MATERIALS

Stevens, P. Cindy, Online Interactive Study Guide Companion Web Site: Exploring Microsoft Word. New Jersey: Prentice Hall, (2000, 2002, XP, and 2003).

Stevens, P. Cindy, Online Interactive Study Guide Companion Web Site: Exploring Microsoft PowerPoint. New Jersey: Prentice Hall, (2000, 2002, XP, and 2003).

Stevens, P. Cindy, Online Interactive Study Guide Companion Web Site: Exploring Microsoft Getting Started: Computer Concepts. New Jersey: Prentice Hall, (2000, 2002, XP, and 2003).

Stevens, P. Cindy, Online Interactive Study Guide Companion Web Site: Exploring Microsoft Office Volume I. New Jersey: Prentice Hall, (2000, 2002, XP, and 2003).

Stevens, P. Cindy, Online Interactive Study Guide Companion Web Site: Exploring Microsoft Office Volume II. New Jersey: Prentice Hall, (2000, 2002, XP, and 2003).

Stevens, P. Cindy, Online Interactive Study Guide Companion Web Site: Exploring the Internet with Microsoft Internet Explorer. New Jersey: Prentice Hall, (2000, 2002, XP, and 2003).

CONTRACT TECHNICAL WRITINGS (1998 TO 2000)
BROCHURES
Air Combat Command Family Programs Listing
Seymour Johnson Resource Directory

COMPUTER TUTORIALS
Mail Merge for Microsoft Word
Simple Letter for Microsoft Word
Using Netscape
Windows 95 and Microsoft Word Training Materials for Home Health and Hospice

SURVEYS
East Carolina Information Exchange Day Student Survey
East Carolina Information Exchange Day Survey for Communicators
Operation Family Readiness Survey

FACT SHEETS
Single Parents Guidelines for Deployment
Unit Commander's Guide for Deployment Family Issues
The Three "R's" of Change: Recover, Refocus, Regenerate

BOOKLETS AND HANDBOOKS
Teacher's Guide to Working with Military Children During Separations (Booklet)
Seymour Johnson Family Readiness Deployment Handbook
Parents Day Away: A Deployment Activity Book for Parents & Children
Post Deployment Family Reunion Guide (Booklet)
For Better and Worse: A Human Relations View Regarding Marriage To An Asian (Handbook)

TRAINING MATERIALS
Screen-based Test Bank for Prentice Hall
Microsoft Office Screen-based Test Bank for Prentice Hall
Microsoft Office 2000 Online Course Full Volume I: Word, Excel, Access, and PowerPoint

FORMS
Brown's of Carolina (Performance Appraisal 5 Pages)

REVIEWER
Reviewed a textbook, MIS Cases: Decision Making with Application Software,
4/E Lisa Miller. (Fall 2008).

COLLABORATIVE PROJECTS AND PARTNERSHIPS & Volunteer Work

PROFESSIONAL MEMBERSHIPS:
- The Association for Authentic, Experiential and Evidence-Based Learning (AAEEBL). (2012 to present)
  - AAEEBL AePR Journal Executive Co-Editor
  - AAEEBL Conference Planning Committee
  - AAEEBL Co-editor for The Learner Newsletter
  - AAEEBL Learner Newsletter Contributor
  - AAEEBL Association Point Person for WIT
- PMI (2013 to present)
- Academy of Management (2011 to 2013)
- IFMA (2010 to present)

ADVISORY PANELS:
- WIT Advising Committee
- WIT Graduate Committee
- WIT Learning and Technology Committee
- MFHE Visiting Committee (Master's of Facilities Management)
- WIT Vision Committee
- WIT Online Learning Committee
- WIT Spot Pilot Committee
- WIT Learn Pilot Committee
- WIT Management Focus Group
- WIT IPAC Advisory Committee
- COF WebCT Pilot Study
- WIT Vista 4 Pilot Study
- WCC Distance Learning Advisory Panel

SERVICE:
- WIT Online Learning Committee
- BSM Curriculum Mapping Committee
- Electronic Career Portfolio Coordinator WIT
- Faculty Mentor Program, Faculty Technology Mentor at WIT.
- Reviewer: Prentice Hall Web Based Instructors Resources
- Web Publisher: Wentworth Institute of Technology BSM Web Site
- Ph.D. Peer Partner: Support new Ph.D. students attending ISU
- Colleges of the Fenway: IBM Collaborative Workshop
- Guest on Goldsboro, NC radio station representing Wayne Community College
- Web Tester: Tester of new technologies for Wentworth Institute of Technology
- Volunteer: Quincy YMCA- USS Swim Team Official

SAMPLE LIST OF COURSES DEVELOPED
- Prior Learning Assessment (PLA)
- Portfolio Development (Co-op Workshop)
- EPortfolio Development (Co-op Workshop)
- Engineering and Innovation (Graduate Level

- Communication Strategies (Graduate Level)
- Contemporary Issues in Managing Technology (Graduate Level)
- Emergency Technology Management
- Technology Acquisition Project
- Systems Analysis and Design
- Technology Project Management
- Technology Entrepreneurship
- Integrative Seminar
- Operations Management (Graduate Level)
- Principles of Management
- Advanced Topics in Technology Management
- Technology Transfer
- Technology Acquisition and Assessment
- Introduction to Technology Management
- Computers and Business Applications
- Introduction to Management
- Management information Systems
- Web Development I
- Interactive Media Design
- E-Commerce
- Internet Research Methods
- Technology Acquisition Project
- Technology Entrepreneurship
- Introduction to Technology Management
- Technology Acquisition and Assessment
- Principles of Management
- Introduction to Management
- Financial Management
- Managing and Leading Organizations
- Computers and Business Applications
- Management Information Systems
- Management of Technology
- Management Policy
- Portfolio Development
- Prior Learning Assessment
- Introduction to Computers and Programming
- Business Applications
- Web Development I
- Interactive Media Design
- E-Commerce
- Internet Research Methods
- Technical Communication
- Professional Communication
- College Success
- Introduction to Computers
- Spreadsheets I
- Introduction to the Internet
- Operating Systems
- Trends in Technology