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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.

CERTIFICATES AND WORKSHOPS (Non-Degree)

Non-Profit Essentials, NonProfitReady.org, 2023
Certificate in Higher Education, Excellence in Online Teaching | CHEP (12 Courses), 2023
IACBE Accreditation Institute | IACBE, 2019, 2023
Online Teaching Certificate (7 Courses) |Quality Matters, 2022
Get Comfortable Being Uncomfortable: Engaging in Dialogue About Race & Bias | Academic Impressions, 2021
A Bootcamp for Women Academic Leaders | Academic Impressions, 2021
Certificate in Online Instruction | Wentworth Institute of Technology, 2015
Certificate in Online Instruction | Central Michigan University, 2014

EXPERIENCE

Wentworth Institute of Technology | Boston, MA **1999 – Present**

Project Management Program Director & Accreditation Manager, Professor of Management (Remote) **Sept 2023-Present**

- Works with the Dean’s Office to support School initiatives and collaborate on teams with colleagues, across the Institute, to provide integrated communications and to support student retention for the School of Management’s Project Management program(s).
- Works closely with program faculty to provide resources and support for successful online course development (synchronous and asynchronous) and deployment for all online Project Management degree program offerings, utilizing Quality Matters framework, guidelines, and standards.
- Acts as lead program coordinator to ensure consistency of developed course material across all developed courses for online deployment through faculty mentoring and course auditing activities.
- Engages in teaching a partial load of undergraduate and graduate project management courses available in the online modality to ensure continuous improvement of course development and deployment (12 credit hours per year).
- Provides project management online coursework maintenance and engages with adjuncts associated with the Project Management Program.

Professor of Management, Communications and Project Management **1999-2023**

- Taught (face-to-face, hybrid, and online) undergraduate and graduate management, communications, group process and team building, research methods, technology management, project management, CIS, MIS, and operations management courses.
- Developed, executed, and managed experiential learning projects.
- Collaborated with business professionals on projects to connect students to the professional environment.
- Planned semester schedule work deadlines, including KPIs and quality measures.
- Conducted Prior Learning Assessment portfolio review for incoming college credit.
- Assessed learning related to behavioral, cognitive, and constructivist activities.
- Planed, developed, and created course content to be included in the LMS.
- Initiated, planned, executed, and closed-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.

- Participated/engaged 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.
- Contributed to student recruitment via marketing events, open houses, and orientation programs to help increase enrollment by 50%.
- Published articles and present at conferences related to experiential learning, and student engagement.
- Served on multiple organization wide committees, such as: Strategic Planning Committee, Graduate Committee, Technology Committee, and the Industry Advisory Board Committee.
- Motivated and coached 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 included: help 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.

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%.
- Tasks included:
 - 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

1997-2010

- Taught computer courses in computer systems terminology and operations, information systems, logic, hardware, software, programming, operating systems, database, data communications, maintenance and troubleshooting, support and training, design and implementation, and networking.
- Planned 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.
- Planned, 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 enrolment by over 20%.
- Wrote training materials and tested software.
- Prepared semester and year-end reports.
- Conducted training presentations.

CONTRACT EXPERIENCE

Wentworth Institute of Technology | Boston, MA 2000 to Present

Workforce Development & Professional Education Faculty (Wentworth) Sep 2023 - Present

- Introduction to Project Management Workshop Instructor.
- Intermediate Project Management Workshop Developer.
- Online Instructor Asynchronous Project Management Professional Certificate.
- Brightspace Pro Faculty Lead.
- Women at Wentworth (W@W) Leadership Program Advisor.

Project Management Training Remote (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.

Leadership and Facilitation Training (Carpenter's Union via Wentworth) 2018-2021

- Conducted facilitated leadership training sessions for the local Carpenters union.
- Initiated, planned, executed, and closed-out leadership training that includes instruction on:
 - plan development, documentation, group process, technical writing (letters, reports, descriptions, instructions, and presentations), and project control.

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.
 - 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, and Prior Learning Assessment (PLA).

Lakewood University | Boston, MA 2022-to Present

Instructional Design Consultant (Part-time)

- Work with instructors to develop and design courses in Moodle LMS following industry best practices and the Lakewood University course updating policy and procedures.
- Mentor and guide instructors through the course updating and design process.
- Meet with instructors when necessary to develop and design courses.
- Ensure all records (completed CLO forms, syllabus creation forms, etc) are stored for historical and accreditation review purposes.
- When necessary, participate remotely in regulator / accreditor visits where the presence of the instructional designer is requested.
- Work with the Academic Team to plan faculty meetings and faculty training opportunities
- Assist with minor issues in Moodle LMS when needed.

Emmanuel College | Boston, MA 2002 to 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

1997 to 1999

Information Systems Instructor, Seymour Johnson AFB.

- Taught traditional classes to prepare graduates for employment with organizations that use computers to process, manage, and communicate information.

Prentice Hall | Upper Saddle River, NJ

1997-2005

Technical Writer

- Planned, wrote, and edited instructional, technical, and training materials using Microsoft Word, PowerPoint, Publishing software, and Graphical Editors.

Cindy P. Stevens Consulting | Goldsboro, NC

1995-1999

Computer and Communications Consultant

- Hardware and software training and installation, networking planning and support, technical writing, database design and management, web design and 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.

PUBLISHED ARTICLES

Stevens, C. "Digital Self-Identity Part B: Five Additional Skills Needed for 2025 and Beyond." AAEEBL Review (AePR) Fall/Winter Edition 2022.

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

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

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.

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

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

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.

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

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.

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.

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.

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.

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.

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.

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.

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.

CONFERENCE PRESENTATIONS

Stevens, Cindy. (AAEEBL Conference) Digital Self-Identity Part B: Five Additional Skills Needed for 2025 and Beyond. Conference Presentation, July 2023.

Stevens, Cindy, and Reynolds Candyce (AAEEBL Conference). Writing and Publishing about ePortfolios: Opportunities and Possibilities Ignite Session. Conference Presentation, July 2023.

Stevens, Cindy. (5th International Conference on Innovative Research in Education in Amsterdam, Netherlands). Digital Self-Identity Part B: Five Additional Skills Needed for 2025 and Beyond. Conference Presentation, November 2022.

Stevens, Cindy, and Reynolds Candyce (AAEEBL Conference). Writing and Publishing about ePortfolios: Opportunities and Possibilities Ignite Session. Conference Presentation, July 2022.

Stevens, Cindy (AAEEBL World Summit). Digital Self-Identity: Reflection of Top 10 Skills Needed for 2025 and Beyond. Conference Presentation, July 2022. (Invite to present again at an ignite session).

Stevens, Cindy (AAEEBL World Summit). Digital Self-Identity: Reflection of Top 10 Skills Needed for 2025 and Beyond. Conference Presentation, July 2021.

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.

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).

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).

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 2019)

ADVISORY PANELS:

- WIT Advising Committee
- WIT Graduate Committee
- WIT Learning and Technology Committee
- MFHE Visiting Committee (Masters 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