

Ervin M. Howard

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EDUCATION

- Doctor of Philosophy in Education** June 2014
Specialization in **Instructional Design for Online Learning**
Capella University, Minneapolis, Minnesota
Dissertation Title: *Understanding undergraduate college students' perceptions about using cognitive load strategies in solving exponential expressions*
- Master of Arts in Education** May 2002
Specialization in **Instructional Technology-Computers**
East Carolina University, Greenville, North Carolina
- Certification Requirements** May 1993
Specialization in **Mathematics Teaching**
Elizabeth City State University, Elizabeth City, North Carolina
- Bachelor of Science in Computer Science** May 1988
Specialization in **Computer & Information Science**
Elizabeth City State University, Elizabeth City, North Carolina

EDUCATIONAL EXPERIENCE

- Instructional Designer/Professional Development Coordinator** 2019-Present
University of North Georgia, Watkinsville, Georgia

As Instructional Designer, I report directly to the Assistant Director – Distance Education, Technology Integration (DETI). Duties include:

1. Assist faculty with development of multimedia educational practices.
2. Plan/design/develop and provide online teaching resources regarding online teaching principles/best practices, including facilitation, active learning, and learning with technology.
3. Guide faculty and staff new to online delivery in the development of courses and in adapting/converting traditional face to face courses to web-based delivery.
4. Partner with faculty regarding instructional design and effective teaching strategies related to the use of technology to enhance learning to face to face, labs, and e-learning courses.
5. Aid instructors to incorporate innovative methods of content delivery in the online environments using appropriate technologies.

6. Conduct formative reviews of online courses applying the Quality Matters standards.
7. Conduct design orientations with faculty and leading or collaborating on special projects/initiatives that require learning design expertise.
8. Attend appropriate conferences and seminars to maintain an up-to-date knowledge of distance education.
9. Develop and facilitate professional development workshops with faculty (i.e., Quality Matters Online Facilitator –APPQMR online workshops, DETI Webinar Series).

Adjunct Faculty (Continuing Educational Specialist)

2006-2020

University of North Carolina, Chapel Hill, North Carolina

Courses taught: *SPC CSC 115 Computer Science and SPC GE 118 Pre-Calculus*

- Created course curriculum for the design and teaching of two independent self-paced courses for the University of North Carolina at Chapel Hill.
- Instructed both online and distance learning in C++ programming and pre-calculus mathematics based on self-paced instruction.

Instructional Designer/Education Lead

2016-2017

Norfolk State University, Norfolk, Virginia

As Instructional Designer/Education Lead, I report directly to the Dean – School of Extended Learning, in functioning as part of an online course development team and provide assistance with reliable, and scalable course development processes. My responsibility entails the enhancement and development of online master course templates for various academic online programs. Additional duties include:

- Collaborate with faculty to develop new or revised face-to-face, hybrid, or online courses.
- Provide analysis of course and lesson learning objectives and desired outcomes to construct quality aligned online structures and content by partnering with subject matter experts.
- Provide training consultation, policy and procedure development, training provision, development of certification programs, supervision of staff, budget development and monitoring, conduct needs assessment, research and analysis, project planning, program and organizational development evaluation, in consultation with the Dean.
- Update and modify course content to reflect any new developments and changes in procedures or technology discussed in the course.
- Orient faculty to instructional design and educational technology, and conduct course design webinars and workshops.
- Conduct periodic design reviews of existing course using a quality assurance rubric.
- Develop and maintain course templates and procedural documentation as required to facilitate the development of high-quality distance education courses.

- Consult with individual or groups of faculty on optimal design of online course development processes and procedures used by the development team.
- Provide back-up basic technical support and troubleshooting for course design issues.
- Serve as the quality assurance coordinator.

Faculty

2007-2014

Elizabeth City State University, Elizabeth City, North Carolina

Courses taught: *EDUC 203 Introduction to Computer Instructional Technology, EDUC 225 Explorations in Mathematics, and EDUC 170 Praxis I Math & EDUC 211A Early Field Experience for Elementary Majors: Introduction to Education*

- Teach 15-25 undergraduate students in 4 courses per semester.
- Instructed in both online and blended learning environments the principles of technology integration concepts and strategies to preservice teachers.
- Regularly meet with students outside class hours to provide additional guidance on course content.
- Managed course assignments and blended learning aspects using Blackboard.
- Created and incorporated YouTube video lectures as hyperlinks within Blackboard
- Participate regularly in department faculty meetings.
- Committee member of Elizabeth City State University's National Council for Accreditation of Teacher Education/ Council for the Accreditation of Educator Preparation (NCATE/CAEP) Technology Committee, NCATE Standards II Committee, Faculty Governance Committee, and the Resource Allocation Committee.

Interim Director of Instructional Technology

2007-2008

Elizabeth City State University, Elizabeth City, North Carolina

Courses taught: *EDUC 203 Introduction to Computer Instructional Technology*

- Teach 15-25 undergraduate students in 4 courses per semester.
- Instructed in both online and blended learning environments the principles of technology integration concepts and strategies to preservice teachers.
- Regularly assisted faculty members with trouble-shooting issues in software applications and Blackboard courseware management.
- Assisted faculty members and students in the infusion of technology and instruction with specific emphasis on computer and multimedia applications.
- Assisted faculty members in creating data reports using the LiveText electronic portfolio system.
- Managed all data downloads from LiveText in creating data displays for the Teacher Education Program and NCATE assessment reports for retention and successful graduation rates in meeting targeted teaching skills and performance of their specialty areas.

Faculty

2002-2007

Elizabeth City State University, Elizabeth City, North Carolina
Courses taught: *GE 115 College Algebra*, *GE 118 Pre-Calculus*, *MATH 141 Number Systems and Algebra*, and *GE 142 Geometry and Data Analysis*

- Teach 15-25 undergraduate students in 4 courses per semester.
- Instructed both online and blended learning environments for preservice teachers and non-teaching majors using Blackboard.
- Regularly meet with students outside class hours to provide additional guidance on course content.
- Participate regularly in department faculty meetings.

Adjunct Faculty

2001-2002

Elizabeth City State University, Elizabeth City, North Carolina
Courses taught: *GE 115 College Algebra*

- Teach 25-35 undergraduate students in 2 courses per semester
- Regularly meet with students outside class hours to provide additional guidance on course content.
- Instructed both online and blended learning environments for preservice teachers and non-teaching majors using Blackboard.
- Participate regularly in department faculty meetings.

Technology Assistant

1999-2002

Elizabeth City Middle School, Elizabeth City, North Carolina

- Provided on-going support of the media center and teachers utilizing computer and media equipment.
- Assisted in preparing LAN/hard disk backups for disaster recovery, hardware, and software installation.
- Maintained the SunSPARC workstation that housed the Eclipse server that operated the school's internet connection on a T-1 line.
- Maintained the Novell Network Server (Novell Client32 software 4.0).
- Coordinated telecommunications and satellite projects such as maintaining operations for students to transmit live-video broadcasts from the media center to all monitors in the classrooms.

DOT Intern

1993-1995

Elizabeth City Middle School, Elizabeth City, North Carolina

- Assisted in troubleshooting and networking setups of the Ethernet network connections for Macintosh Classics and LC computers.
- Assisted students in technical service in learning how to operate application programs such as Adobe Photoshop 3.0, Adobe PageMaker 3.0, Microsoft Works, HyperCard, and MacDraw for Apple systems.

PROFESSIONAL EXPERIENCE

Product Support Representative
Canon Computer Systems Inc.

1995-September 1999

- Provided technical support to clients and customers of Canon products via telephone, electronic support, and written communication.
- Displayed effectiveness and competence in merging service with detailed translation when troubleshooting Canon's software and peripheral devices.
- Provided workable solutions to problems of diverse scope where analysis of data requires evaluations of identifiable factors
- Displayed broad range and high level of technical proficiency in providing solutions to Canon clientele.
- Performed data-entry of all incoming call information in call-tracking Oracle database software program application for future problem resolutions.
- Assisted in promoting database marketing to customers in purchasing Canon's inks, paper products, and accessories.
- Provided advance troubleshooting and technical support for personal computers, multifunctional units (fax, printer, and scanner combination), fax machines, bubble-jet, and laser beam printers.

PUBLICATIONS

- Babb, D., & Howard, E. (2022). FLOC, Facilitating Learning Online Certification Workshop Part of the Micro-Credential series for online teaching certification. *The Online Journal of Distance Learning Administration*, 24(4), 1-7.
<https://ojdla.com/articles/floc-facilitating-learning-online-certification-workshop-part-of-the-micro-credential-series-for-online-teaching-certification>
- Babb, D. & Howard, E. (2023). Explore UNG's Self-paced Professional Development Workshops. An Update on Our Micro-credential Series for Online Teaching Certification. *The Online Journal of Distance Learning Administration*, 25(1), 1-12.
<https://ojdla.com/articles/explore-ungs-self-paced-professional-development-workshops-an-update-on-our-micro-credential-series-for-online-teaching-certification>
- Howard, E. (2006). *GE 118 pre-calculus self-paced course manual*. Self-Paced Courses Program of the University of North Carolina: Chapel Hill, NC.

ACADEMIC RESEARCH PROJECTS

Elizabeth City State University, Elizabeth City, North Carolina

June 2014

- CReSIS (Center of Remote Sensing of Ice Sheets) educates students within a diverse multidisciplinary research team that focuses on global climate and remote sensing topics.
 - GPS/GIS Training workshop
Url link: <http://cerser.ecsu.edu/cresis/cmosp2014/collage-GPS.html>

Elizabeth City State University, Elizabeth City, North Carolina

2012-2016

- NASA-NICE (NASA Innovations in Climate Education) to empower faculty of education programs at Minority Serving Institutions to better engage preservice teachers in teaching and learning about global change through NASA Earth observation data sets
 - Creating climate change lessons for K-2 learning using the technology integration planning model (TIP Model)
Url link: <http://nia.ecsu.edu/nice/2013/fall2013lessons/>
 - STEM Connections for the EDUC 203 Introduction to Computer Instructional Technology course
Url link: http://nia.ecsu.edu/nice/2013/stem_connect/
 - Conducted a NASA NICE GPS Workshop for preservice teachers
Url link: <http://nia.ecsu.edu/nice/2012/121025gps/>

Elizabeth City State University, Elizabeth City, North Carolina

2002-2003

- GLOBE Training programs for undergraduate college students in learning environmental science through GLOBE protocol experimentation
 - GLOBE Hydrology Training
Url link: <http://nia.ecsu.edu/nrts/2002events/102302globe/globe.html>
Url link: <http://nia.ecsu.edu/nrts/2003events/120303hydro/hydro.html>
- GLOBE Training programs for middle and high schools in learning environmental science through GLOBE protocol experimentation
 - Conducted a pilot GLOBE program at a local community school
Url link: <http://nia.ecsu.edu/nrts/2003events/021303globe/globe.htm>
Url link: <http://nia.ecsu.edu/nrts/2003events/020603globe/globetrigg.htm>
Url link: http://nia.ecsu.edu/nrts/2001events/cw_web/cws2001.html

Colgate University, New York

1993

- Parallel Processing workshop using the OCCAM language.

INSTITUTIONAL SERVICE

- Committee member of the NCATE/CAEP Technology Committee 2012-2014
- Committee member of the NCATE Standards II Committee 2013-2014
- Committee member of the Hearing Committee 2010-2011
- Member of the SACS Undergraduate Committee 2009
- Conducted a professional faculty development workshops 2013-2014
 - iPad technology training
 - Introduction to Second Life

PRESENTATIONS

- NASA Pre-Service Teacher Conference (PSTC), 2003 at Alexandria, VA for presenting hydrology protocols.

POSTER PRESENTATIONS

- NASA NICE Climate Change Education: Best Practice for Incorporating Climate Change Pedagogy, 2013 at American Geophysical Union in San Francisco, California.

SPECIALIZED TRAINING

- KSR1 Training for AASERT training. 1994
(Argumentation Award for Science and Engineering Research)

PROFESSIONAL LICENSES

North Carolina State Board License: Department of Public Instruction

- Program Code/Status: Standard Professional II
Code/Area: Instructional Technology-Specialty. Telecommunications (K-12)
Effective Date: 06/26/2018 – 07/2023
- Program Code/Status: Standard Professional I
Code/Area: Mathematics (Grades 9-12)
Effective Date: 06/26/2018 – 07/2023

LICENSES & CERTIFICATIONS

- QM Quality Matters- Designing Your Blended Course
Issuing authority: QM Quality Matters

Issued date and, if applicable, expiration date of the certification or license
Issued Dec 2020

- QM Quality Matters- Accelerated K-12 Reviewer Course for Higher Education (AK12RHE), Fifth Edition
Issuing authority: QM Quality Matters
Issued date and, if applicable, expiration date of the certification or license
Issued Oct 2020
- QM Quality Matters- QM Certified Online Facilitator Canvas Training
Issuing authority: QM Quality Matters
Issued date and, if applicable, expiration date of the certification or license
Issued Jun 2020
- QM Quality Matters-QM Coordinator Training
Issuing authority: QM Quality Matters
Issued date and, if applicable, expiration date of the certification or license
Issued Oct 2019
- QM Quality Matters
Rubric Update Role Reinstatement (RURR) Sixth Edition
Issuing authority: QM Quality Matters
Issued date and, if applicable, expiration date of the certification or license
Issued Sep 2019
- The University of Adelaide College
Certificate of Achievement: Project 101x : Introduction to Project Management
Issuing authority: The University of Adelaide College
Issued date and, if applicable, expiration date of the certification or license
Issued Apr 2018
Credential ID: 3ec76dd99b464e9595ce8a3a86ec5b21
- Great Lakes ADA Center
Accessibility Online Webinar Session
Issuing authority: Great Lakes ADA Center

Issued date and, if applicable, expiration date of the certification or license
Issued Sep 2017

- Great Lakes ADA Center
CIOC/SECTION 508 Webinar Session-CIOC Revised Section 508 Chapter 4 Hardware
(including Mobile)
Issuing authority: Great Lakes ADA Center
Issued date and, if applicable, expiration date of the certification or license
Issued Jul 2017

PROFESSIONAL AWARDS/RECOGNITION

- Peer Reviewer for the Online Journal Distance Learning Administration 2022
- Peer Reviewer for the Journal of Educators Online 2022
- Member of the University Professional and Continuing Education Association 2022
- Member of the Geological Society of America (GSA) 2014
- Member of the American Geophysical Union (AGU) 2013
- Association for Educational Communications and Technology (AECT) 2010
- Member of the Kappa Delta Pi Honor Society in Education 2004
- Cambridge Who's Who Among College Professors & Instructors- 2006 - 2007
- East Carolina University Kappa Delta Pi Honor Society in Education 2001
- Recipient of an ONR/NSA Research Award 1994
- Recipient of the Argumentation Award for Science and Engineering Research Training Program 1994
- Who's Who Among College Students- 1993
- Who's Who Among College Students 1992
- Recipient of the North Carolina Non-Service Scholarship 1984-1988
- Graduated Cum Laude/Elizabeth City State University 1988
- North Carolina State Government Summer Internship Program Recipient 1987

COMMUNITY INVOLVEMENT

- Member of New Life Assembly of God Church (Assemblies of God)
- Sunday School Teacher of biblical learning for the Adult Education class
- Former Webmaster & Designer of the New Life Assembly Church website
Url link: <http://www.newlifeassemblyec.com>
- Webmaster & Designer of the McDonough First Assembly of God Church website
Url link: <https://mcdonoughfirstag.org/>

- Conducted a community technology summer workshop at Elizabeth City State University
Url link: http://nia.ecsu.edu/nrts/2001events/cw_web/cws2001.html
- Assisted in a technology outreach program at a church in Windsor, North Carolina
Url link: http://nia.ecsu.edu/nrts/2003events/122203wndsr/nrts_windsor.htm

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