Randall Garver PhD
Assistant Director, Center of Online Learning
Columbus State University

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Professional Experience

Columbus State University
Interim Director in Center of Online Learning (COOL)-January 2022-August 2022
- Supervise full-time employee, part-time employee, and student worker, including performing employee annual review
- Time sheet approval
- Responsible for employee schedules, approving personal and sick time requests
- Budget
  - Submitted requisitions and renewals for department software purchases, event catering orders
  - Approved travel request
  - Approved and submitted reimbursement and stipends for instructors who completed training
- Quality Matters Coordinator for institution
- Responsible for managing training records for online faculty
- All duties listed under Assistant Director

Assistant Director in Center of Online Learning (COOL)- September 2019-Present
- Assisted Director in the supervision of 5 staff and 5 student employees, including holding disciplinary conversations and mentoring for improved performance
- Assists the Director in providing leadership and oversight in the development and implementation of strategies for delivering online learning services for faculty and students.
- Assist in managing our budget of over $637,000
- Organize and lead department hiring committees. Assist with hiring and interview process of full-time employees and student workers.
- Assist with onboarding and training of staff and student workers
- Instructional designer for non-academic department course projects (Title IX athletic department training course, Servant-Leadership course, Rec Center employee training course)
- Project manager responsible for monitoring progress on center's initiatives
- Provide support to faculty and students in the use of our LMS and other online learning tools, whether through email, by phone, or in-person training.
- Facilitate meetings with University Information Technology Services to manage the implementation of appropriate technologies and upgrades for online learning.

- Organize and facilitate professional development opportunities in the theory and methods of effective hybrid and online learning and instruction, including the Face-to-Face Applying the Quality Matters Rubric Workshop.
- Represented center to Faculty Senate and select sub-committees.
- Responsible for sending out department newsletter to faculty
- Managed the design and development of the departmental web site, as well as COVID-19 Google Sites pages.
- Managed Columbus State University's online program entries in the Georgia on My Line web portal.
- Analyze and evaluate data on center's online tools, training, and support.
- Communicate with faculty to ensure compliance in accessibility regulations

Texas State Technical College
Instructional Designer- December 2016-August 2019
- Two grant-supported curriculum development projects. Guide faculty in building cyber security program (eight instructors and fifteen courses), computer-assisted drafting & design program (seven instructors and seventeen courses), and guide logistics faculty (two instructors and three courses) in creating online competency-based education courses and prior-learning assessments for their degree or certificate programs.
- Develop cloud-computing curriculum program (three instructors and 9 courses)
- Worked directly with administrators and staff from Innovation, Online Learning, Professional Development, and Sponsored Programs offices.
- Create curriculum templates and CBE design tools
- Train instructors in CBE curriculum design.
- Lead faculty to design competency modules in blueprints.
- Work with faculty to develop formative and summative assessments (including exams, rubrics, and projects), practice activities (quizzes, interactives), and instructional activities (videos, lessons using course-authoring software/tools).
- Edit copy and review curriculum in LMS.
- Conduct and coordinate work with faculty to pilot test new curriculum.
- Member of college's task-force for reviewing new learning management system.
- Give presentations at professional conferences to disseminate findings and lessons learned
- Member of interview panel.
- Member of institution's Online Learning Advisory Committee using Online Learning Consortium Materials to evaluate online courses.

Brigham Young University-Idaho
Online Instructor- August 2016-Present
Certified instructor of record for online classes.
- Teach TESOL 104 Advanced Grammar for Languages course on English grammar/linguistics in TESOL education certificate program (Fall 2018-Present). Also served as the Online Course Representative to the On-campus Course Council.

- Teach college preparation skills and writing skills in scaled-up classes for groups of 15-45 students domestic or international students. (Spring 2017-Summer 2018)
- Piloted and taught intermediate English-as-a second language course. (Fall 2016-Winter 2017)

<u>Texas A & M University</u>
Part-time Lecturer- English Language Institute-Taught high beginner level reading and listening/speaking courses.
Summer 2015
Program Aide - English Language Institute. Substitute taught all levels and skills in the program. Assisted with calibration and evaluation of students' compositions.
June 2014-July 2016
Graduate Teaching/Research Assistant – Department of Teaching, Learning, & Culture
*Instructor of Record
    INST 362 (Spring 2016) *ESL Methods II* [online]
    INST 462 (Fall 2012 Spring 2013, Summer 2013 [online], Fall 2013[online], Spring 2014, Summer 2014[online]) - *Language Acquisition & Development/ESL I* –University Designated Writing-Intensive Course.
    -Student evaluation score: 4.4/5(Fall 2012), 3.64/5 (Spring 2013), 4.59/5 (Summer 2013), 4.16/5 (Fall 2013), 4.33/5 (Spring 2014), 4.15/5 (Summer 2014)
*Teacher's Assistant
    INST 462 Language Acquisition & Development. (Spring, 2013, Fall 2014)
    INST 463 Second Language Methodology: ESL/Bilingual. (Fall 2012)
    EDCI 645 Society and Education in World Perspective. (Summer 2012)
*Research Assistant
    Knowledge of Algebra for Teaching and Equity (KATE Project) 2013-2014. Project leader: Dr. Trina Davis.

<u>Bryan Adult Learning Center</u>
Part-time ESL Teacher- August 2015- June 2016
- Taught intermediate level life skills, career preparation, and oral skills course to 15 students. Created student centered instruction. Designed lessons based around student needs.

<u>Oregon State University</u>
Instructor – June 2010- December 2011
- INTO OSU Intensive English Program-Taught high beginner, intermediate, and advanced levels.
- General and academic English to classes of 20-30 students.
- Planned and organized cultural and academic field trips.

<u>Utah State University</u>
Language Laboratory Assistant - Intensive English Language Institute January 2010-April 2010

ESL Teacher – Office of Study Abroad- July 2009 - September 2009.
- Taught intermediate/advanced level students.
- English course designed to improve oral proficiency and academic English course designed to improve academic skills such as giving presentations.

English Language Center of Cache Valley, Logan, Utah
ESL Teacher- January 2010-April 2010
- Taught beginner level survival skills course to Hispanic immigrants.

Classroom Assistant January 2009-July 2009

Daily Dose English Conversation Program, Provo, Utah
ESL Volunteer classroom assistant March 2007-August 2008

Tutoring
Private ESL Tutor January 2010-April 2010

Education

Ph.D. in Curriculum and Instruction (August 2018)
Texas A & M University.
Specialization: English as a second language
Dissertation title: Raising Preservice Teachers' Efficacy with Els through Service-learning
*This study was awarded a 2015 TESOL Research Mini Grant by the TESOL International Association.

Master of Second Language Teaching (May 2010)
Utah State University.
Major: Second Language Teaching

B.A. (August 2008)
Brigham Young University.
Major: Linguistics. Minor: Spanish.

Professional Development and Skills

Certification
Leadership: Lead CSU 2021 Cohort; Live CSU Emerge Program [Spring 2020]

Quality Matters Workshops and Certifications: Independent Applying the QM Rubric (APPQMR) Fifth Edition [Mar 20, 2018]; Rubric Update Role Reinstatement (RURR) Sixth Edition [Oct 11, 2019]; Peer Reviewer Course [Nov, 5, 2019]; Applying the QM Rubric Face to Face Facilitator Certification [Jan 9, 2020], Quality Matters Coordinator Training [May 23rd, 2022]

Online Accessibility: CSU-Supporting Inclusive Practices [Fall 2019]; Developing Inclusive Practices [Fall 2019]. Columbus State University Accessibility Champion 2020

Project Management: Project Management Fundamentals [Summer 2020]

Proficient in
Computer Software: Microsoft Office,
Video Creation and editing: Kaltura, Screencast-o-matic, Loom, Camtasia
Meeting Tools: Zoom, Microsoft Teams, Google Meet, Collaborate Ultra
Online Proctoring: Proctorio, Respondus
Learning Management Systems: Blackboard (Instructor), Brightspace (Secondary Administrator), Moodle (Instructor level), Canvas (Instructor level)

Second-Language Learning Experience
-Spanish, ACTFL certified Advanced-mid. (2008).
-Russian, through 200 levels at university.
-Polish, through 200 levels at university.
-French, through 200 levels in community college

<div align="center">Research Centers/Projects</div>

Team Leader. Into the field: Raising preservice teacher's efficacy for working with English language learners. Fall 2013-present. Aggie Research Leadership Program. Leading team of undergraduate researchers. Faculty Mentor: Dr. Zohreh Eslami.

Assistant. ELL Writing Project. Spring 2014. Project Leader: Dr. Quentin Dixon.

Presenter. Center for Urban School Partnerships. Texas A & M University. Fall 2012-present. Center Director: Dr. Norvella Carter.

<div align="center">Grants/Awards</div>

College of Education and Human Development Graduate Travel Grant. Texas A & M University. October 2015. **$500.00**

Researcher. Into the field: Raising preservice teacher's efficacy for working with English language learners. *College of Education and Human Development Research Grant. Texas A & M University.* October 2015. **$880.**

Researcher. Serving and believing: Raising preservice teacher's efficacy for working with English language learners. *TESOL Research Grant. TESOL International Association.* September 2015. **$500.00**

Teaching, Learning, & Culture Strategic Scholarship. Texas A & M University. September 2015. **$1000.**

College of Education and Human Development Graduate Travel Grant. October 2014. Texas A & M University. **$500.00**

Graduate Teaching Excellence Award. Department of Teaching, learning, & Culture. 2013. Texas A & M University. **$300**.

College of Education and Human Development Strategic Support Scholarship. Fall 2013. Texas A & M University. **$781.25**

College of Education and Human Development Graduate Travel Grant. October 2013. Texas A & M University. **$500.00**

College of Education and Human Development Strategic Support Scholarship. Summer 2013. Texas A & M University. **$1,000.00**

Department of Teaching, Learning, & Culture Travel Grant. Summer 2013. Texas A & M University. **$350.**

Oregon State University Professional Faculty Development Award: Travel grant to present at Tri-TESOL Conference in Des Moines, WA. **$100** (October 2011)

Oregon State University Professional Faculty Development Award: Travel grant to TESOL Conference in New Orleans, LA. **$1714**, (March 2011).

INTO OSU Professional Development Award: Travel grant to ORTESOL Conference in Portland, OR. **$100**, (Nov. 2010).

Department of Languages, Philosophy, and Speech Communication Grant for Registration at Intermountain Graduate Research Symposium. **$25**, (March 2010)

Publications

Published

Garver, R. A., Eslami, Z. R. & Tong, F. (2018). I believe I can: Service-learning to raise preservice teacher's efficacy with English learners. *The Reading Matrix: An International Online Journal, 18*(2), 23-37.

Eslami, Z. R., & Garver, R. A. (2012). English language learners and project-based learning. In R. M. Capraro, M. M. Capraro and J. Morgan (Eds.), *Project-Based Learning: An Integrated Science, Technology, Engineering, and Mathematics (STEM) Approach* (2nd Edition pp.119-128). Rotterdam, The Netherlands: Sense Publishers.

Invited to revise and resubmit

Garver, R. A. & Eslami, Z. R. The setting makes a difference: Developing preservice teachers' efficacy for English learners through service-learning. *TESOL Quarterly*

Presentations

Knott, J. & Garver, R. A. (July 2021). *The QuickStart Course: A Timely Response to Faculty Needs During the Pandemic*. Presentation during the D2L-Fusion Online Conference.

Campos, D. & Garver, R. A. (May 2018). *Designing and Developing Courses in an Online, Competency-Based Format*. Presentation at the NISOD International Conference on Teaching and Leadership Excellence. Austin, TX.

Garver, R. A. & Haley, R. (April 2018). *Preparing Faculty to Design Online, Competency-based Courses*. Presentation at the Fast Track to Success Conference. Austin, TX.

Campos, D. & Garver, R. A. (April 2018). *Strategic Planning for Designing and Developing an Online, Competency-based Degree Program*. Presentation at the Texas Administrators of Continuing Education. Austin, TX.

Garver, R. A. & Haley, R. (April 2018). *Training Faculty to Design Online, Competency-based Curriculum*. Presentation at the Texas Association of College Technical Educators Conference. Austin, TX.

Campos, D. & Garver, R. A. (March 2018). *Innovative Design through Online, Competency-based Curriculum and Instruction*. Presentation at the Texas Distance Learning Association Conference. Dallas, TX.

Garver, R. A. (February 2018). *Designing Online, Competency-based Courses*. Presentation at the Texas Association for Literacy and Adult Education Conference. Austin, TX.

Garver, R. A. (February 2018). *Designing Online, Competency-based Courses*. Presentation at the Texas Association for Literacy and Adult Education Conference. Austin, TX.

Haley, R. & Garver, R. A. (January 2018) *Leading and Developing an Online, Competency-based Degree Program*. Presentation at North Texas Community College Consortium Spring Leadership Conference. Tyler, TX.

Garver, R.A. (Dec 2017). *Developing an Online Course*. Presentation at Texas State Technical College Professional Development Day. Waco, TX.

Garver, R.A. (Dec 2017). *Designing a Competency-Based Course*. Presentation at Texas State Technical College Professional Development Day. Waco, TX.

Garver, R.A.; Eslami, Z.R.; & Tong, F. (May 2017). *I Believe I Can: Service-Learning to Raise Preservice Teachers' Efficacy with English Language Learners.* Presentation at American Educational Research Association. San Antonio, TX.

Garver, R.A. (April 2016). *Progress report on research grant*. Presentation at TESOL International Association Conference. Baltimore, MD.

Garver, R.A. (February 2015). *English language learners and service- learning*. Presentation at Language Matters Forum. Texas A & M University. College Station, TX.

Garver, R.A. (February 2015). *English language learners and service- learning*. Presentation at Texas Foreign Language Education Conference. San Antonio, TX.

Garver, R.A. (February 2014). *English language learners, Project-based Learning, and STEM*. Presentation at Texas Foreign Language Education Conference. Austin, TX.

Garver, R.A. (February 2014). *Collaboration: English language and Content-area teachers working together*. Presentation at Texas Foreign Language Education Conference. Austin, TX.

Garver, R.A. (October 2013). *Into the field: Raising preservice teachers' efficacy for working with English language learners.* Presentation to Teaching, Learning, & Culture Graduate Student Association. Texas A & M University. College, Station, TX.

Garver, R.A. (June 2013). *Collaboration between English Language and Content-Area Teachers.* Presentation at Eighth International Conference on Language Teacher Education. Washington D.C.

Garver, R.A. (Jan. 2013). *English language learners: Strategies for middle school teachers.* Presentation at Teague Middle School professional development day. Humble, Texas.

Garver, R.A. (Oct. 2011). *Got it? Making Input Comprehensible to English Learners.* Presentation at Tri-TESOL Conference. Des Moines, Washington.

Garver, R. A. (April 2011). *Report from TESOL New Orleans.* Presentation at INTO OSU Professional Enrichment Day. Corvallis, Oregon.

Garver. R.A. (Dec. 2010). *Report from ORTESOL.* Presentation at INTO OSU Professional Enrichment Day. Corvallis, Oregon.

Garver, R.A. (April 2010). *Understanding Cultural Perspectives through Food.* Presentation at Department of Languages, Philosophy, and Speech

Communication Student Research Symposium. Utah State University, Logan, Utah.

Garver, R.A. (March 2010). *Peanut Butter: An American Cultural Product.* Presentation at Intermountain Graduate Research Symposium. Utah State University, Logan, Utah.

Garver, R.A. (Oct. 2009). *Glossing Texts: From Marginal to Hypertext.* Presentation at Intermountain TESOL. Brigham Young University, Provo, Utah.

Garver, R.A. (April 2009). *Spanish Past Tense Morphology.* Presented at Department of Languages, Philosophy, and Speech Communication Student Research Symposium. Utah State University, Logan, Utah.

Professional Service

Ex-officio Member. Teaching and Learning Committee. Columbus State University. Fall 2020-Present.

Committee Member. Student Evaluation Committee. Columbus State University. Spring 2020-Present.

Treasurer. Graduate Student Association, Department of Teaching, Learning, & Culture, Texas A & M University. Fall 2013-Spring 2014.

Classroom Expectations Task Force Committee Member. INTO OSU. August 2010-September 2010

Section Moderator. Languages and Communication Section, Intermountain Graduate Research Symposium, Logan, Utah, March 2010

Department Representative. Utah State University, August 2008-August 2010

Community Service

Elder's Quorum Presidency. Men's Service Organization. The Church of Jesus Christ of Latter-day Saints. Spring 2021-Present. Columbus, GA.

Sunday School Presidency. The Church of Jesus Christ of Latter-day Saints. Fall 2019-Present. Columbus, GA.

Young Men's President/Scout Leader. Youth Ministry. The Church of Jesus Christ of Latter-day Saints. Summer 2018-Summr 2019. Tyler, TX.

Elder's Quorum Presidency. Men's Service Organization. The Church of Jesus Christ of Latter-day Saints. Fall 2016-Spring 2018. Tyler, TX.

Young Men's President/Scout Leader. Youth Ministry. The Church of Jesus Christ of Latter-day Saints. Summer 2014-Fall 2015. Bryan, TX.

Religion Instructor. Prison Ministry. The Church of Jesus Christ of Latter-day Saints. Summer 2012-Summer 2014, Fall 2015-Summer 2016. Bryan, TX.

Professional Organizations

-Texas Administrators of Continuing Education (TACE) Past Member
-Texas Distance Learning Association (TxDLA) Past Member
-Teachers of English to Speakers of Other Languages (TESOL) Past member
-American Educational Research Association (AERA) Past member

References

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