

CURRICULUM VITAE

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Statement of Teaching Philosophy

Having earned my degrees from both traditional classrooms and online learning systems, I value the interactive and responsive instructor. In my experience both in academia and in business, students or clients learn through different methods but have the greatest learning experience when involved in collaborative activities. As such, it is my privilege to work with learners in an online academic environment that may not otherwise have an opportunity to work towards earning an advanced degree

Education

University of Phoenix, Phoenix, AZ

Doctorate: Educational Leadership, Emphasis in Distance Education

July 2007

Master's: Organizational Change and Management

January 2002

University of Oklahoma, Norman, OK

Master's: Human Relations

August 1995

University of Maryland University College, Heidelberg, Germany

Bachelor of Science: Business and Management

January 1992

Associate of Management

October 1991

Certificate in Accounting

October 1991

University of Indiana School of Continuing Studies, Online

Certificate in Distance Education

September 2004

Learning Resources Network (LERN), Online

Certified Online Instructor

September 2004

Academic Leadership Experience

Warren National University, Cheyenne, WY

May 2005 to February 2007

Dean, Business Administration

Responsible for faculty recruitment and training; management of courses; overseeing faculty; working closely with Faculty Council and other KWU staff on special projects

- Developed a stand-alone Writing Lab for the school
- Developed a professional development training program for all faculty – FAC 100
 - Instrumental in revamping the final paper review process, specifically in the area of APA formatting and incorporation of an Institutional Review Board process
- Mentored four new Deans and over 30 new faculty
- Participated in curriculum review, oversaw the writing of course descriptions and course objectives for the Business program
- Created new assessments for five courses in the General Education program.
- Reviewed final papers at the Bachelor's and Master's level
- Stayed current in the field of distance education

A. C. Swanson & Associate's, Highlands Ranch, CO

May 2001 to present

Owner, Educational and Business Consulting

- Developed courses for Pearson Learning Solutions, Warren National University, Indiana Business College, and Northern Arizona University
- Designed Adjunct Faculty Training for Indiana Business College, Indianapolis
- Moderated courses for American City University, Cheyenne, WY
- Worked closely with administration and faculty to design and implement structural changes for a variety of schools

Teaching Experience

- Virginia College Online, Birmingham, AL – Platform Angel 7.1 January 2007 to present
Part-time Online Faculty
- MGT 304 – Organizational Behavior (Bachelor's)
 - MGT 422 – Technology in Business (Bachelor's)
- Warren National University, Cheyenne, WY – BlackBoard 7.1 February 2007 to present
Part-time Online Faculty
- ILC 180 – Information Literacy (Bachelor's)
 - SSH 320 – Cultural Diversity (Bachelor's)
 - BUS 100 – Introduction to Business (Bachelor's)
 - BUS 318 – Organizational Behavior (Bachelor's)
 - BUS 319 – Corporate Culture and Organizational Climate (Bachelor's)
 - FPP 480 – Final Paper Proposal (Bachelor's)
 - FPP 490 – Final Paper (Bachelor's)
 - HRM 434 – Employee Training and Development (Bachelor's)
 - HRM 560 – Training and Development (Master's)
 - MGT 460 – Leadership Theories (Bachelor's)
- Axia College, University of Phoenix Online, Phoenix, AZ – Outlook Express October 2004 to present
Part-time Online Faculty
- IT/101 – Skills for Learning in an Information Age (Associate's)
 - COM/112 / COM/125 – Utilizing Information in College Writing (Associate's)
 - COM/120 – Effective Persuasive Writing (Associate's)
 - ETH/123 – Cultural Diversity (Associate's)
- College for Financial Planning, Greenwood Village, CO – WebBoard 7 July 2004 to present
Part-time Online Faculty
- COM 500A – Communication and Research Techniques (Master's)
- Community College of Aurora, Aurora, CO – classroom, online, and hybrid March 2002 to present
Adjunct Instructor, Communications Department
- SPE-115 – Principles of Public Speaking (Associate's)
 - ECO 201 – Principles of Macroeconomics (Associate's)
 - ECO 202 – Principles of Microeconomics (Associate's)
 - MAR 216 – Principles of Marketing (Associate's)
- Colorado Technical University Online, Hoffman Estates, IL – Virtual Campus May 2004 to December 2004
Adjunct Online Faculty
- MGM 110 – Intro to Business (Bachelor's)
 - SOC 235 – Sociology (Bachelor's)
 - SOC 330 – Social Problems (Bachelor's)
- Art Institute Online, Pittsburgh, PA – Socrates January 2004 to December 2004
Adjunct Online Faculty
- ECO 270 – Economics (Bachelor's)
 - FS 101 – Freshman Studies (Bachelor's)
- Northern Arizona University, Flagstaff, AZ – Active Campus May 2003 to August 2003
Consultant / Online Faculty – Master of Science in Management
- Wrote a new Facilitator's Distance Education Guide for the Master of Science in Management program
 - BA 503 – Management and Marketing (Master's)
- National American University, Rapid City, SD April 2003 to present
Part-time Faculty
- National American University – NAU proprietary software
 - PSY 105 - Psychology 2 (Bachelor's)
 - MT 310 - Labor Relations (Bachelor's)

- Indiana Business College – WebCT
 - BUS 100 - Intro to Business (Associate's)
 - SPC 101 - Presentation Skills (Associate's)
 - COM 2 – Basic Writing Skills (Associate's)
 - COM 3 – Advanced Writing Skills (Associate's)
 - Indiana Business College – WebCT
- ITT Technical Institute – Questa
 - TB 133 - Tools for Professional Technician (Bachelor's)

Kennedy-Western University, Agoura Hills, CA – BlackBoard

December 2002 to December 2007

Adjunct Faculty, Distance Education, Cheyenne, WY

Member, Faculty Council (formerly Wyoming Faculty Core Team)

- Wrote the curriculum, designed exams, provided tutorial assistance, and assessed grade challenges for:
 - BUS 100 – Introduction to Business (Bachelor's)
 - BUS 215 – Entrepreneurship (Bachelor's)
 - BUS 430 – Business and Society (Bachelor's)
 - COM 120 – Written Communications (Bachelor's)
 - COM 210 – Communications in the 21st Century (Bachelor's)
 - HRM 650 – Human Resources (Master's)
 - MGT 461 – Leadership Theories (Master's)
- Consultant on several key initiatives for this expanding university: Faculty Governance, Faculty In-Service and Orientation, Certificate Program, Curriculum Review Committee
- Team Leader for the Writing Lab – designed an online writing lab and professional development lab
- Team Leader for the Professional Development Committee – designed and facilitated a basic orientation course for all faculty

ITT Technical Institute – Online, Indianapolis, IN – Questa

December 2002 to January 2003

Instructor, Online Campus

- EG 372 – Written Analysis (Bachelor's)

Arapahoe Community College, Littleton, CO – classroom

May 2002 to August 2002

Adjunct Instructor, Communications Department

- SPE-115 – Principles of Speech Communication (Associate's)

Douglas County & Cherry Creek School System, Douglas County & Arapahoe County

October 2001 to April 2003

Substitute Teacher, K – 12

ITT Technical Institute, Thornton, CO – classroom

August 2001 to August 2003

Adjunct Instructor, General Education Department

- GE 452 – Economics of Change (Bachelor's)
- GE 332 – Economic Problems (Bachelor's)
- GE 237 – Economics (Associate's)
- GE 232 – Group Dynamics (Associate's)
- GE 117 – Communications I (Associate's)
- GS 101 – Dynamics in an Information Society (Associate's)
- TB 132 – Strategies for Technical Professionals (Associate's)

Colorado Technical University, Greenwood Village, CO – classroom

December 1999 to December 2000

Assistant Professor

- Soc 203 – The Professional and Society (Bachelor's)

University of Phoenix, Online Campus – Outlook Express

September 1999 to present

Online Faculty Member

- COM 200 – Interpersonal Communication Skills (Bachelor's)
- COM 315 – Diversity Issues in Communication (Bachelor's)
- COM 400 – Management Communication Skills (Bachelor's)
- GEN 101 – Professional Life Skills (Bachelor's)
- GEN 300 – Skills for Professional Development (Bachelor's)
- SOC 101 – Business and Society (Bachelor's)

ITT Technical Institute, Thornton, CO – classroom

June 1997 to April 2000

Advanced Instructor, Life-Long Learning & Learning Resource Center Coordinator

- CS 101 – Success Orientation (Associate's)
- GE 111 – Written Communications I (Associate's)
- GE 231 – Sociology of Change (Associate's)
- GE 232 – Economics (Associate's)
- GE 241 – Oral Communications (Associate's)
- GE 263 – History of Art and Design (Associate's)
- GE 312 – Written Communications II (Associate's)
- GE 332 – Economic Problems (Bachelor's)
- GE 431 – Social Psychology (Bachelor's)
- GS 101 – Dynamics in an Information Society (Associate's)
- TB 132 – Strategies for Technical Professionals (Associate's)
- Composition 1 (Associate's)
- Windows 95 & 98, MS Outlook, MS PowerPoint, MS Excel, and MS Word (Associate's)

Professional Experience

RentX Industries, Inc., Denver, CO

March 2000 to July 2001

National Training Manager

- Designed, coordinated and implemented a management training program for a national rental company
- Conducted needs analysis
- Created a budget and managed a \$500,000 training fund
- Designed and conducted training sessions on marketing, communications, customer service and many other operational topics

La Petite Academy Corporate, Overland Park, KS

December 1996 to June 1997

Corporate Communications Manager

- Managed publications (newsletters and manuals) to include long-range planning and budgeting.
- Composed, reviewed, and edited articles, curriculum, training manuals, and marketing tools.

Training and Performance Manager

December 1995 to December 1996

- Managed ongoing training program of over 15,000 employees, including new employee training and a multi-level certification program for field trainers.
- Developed two training videos. Wrote, edited, and prepared for publication the accompanying instructor and participant guides.

Department of Air Force, Army & Defense, Fort Bragg, NC, Ramstein Air Base,
Germany, & Oklahoma City, OK

April 1979 to October 1995

Office Manager and various secretarial positions

Volunteer / Charitable Work

International Forum for eLearning, Sponsorship Committee, USDLA

2007

Faculty Club Advisory Board Member, LERN

January 2006 to January 2007

Highlands Ranch High School, Touchdown Club, Highlands Ranch, CO

August 2001 to January 2005

- Secretary on the Board of Directors for the football booster club
 - Participated in designing, preparation, and implementation of all activities in support of the football club.
 - Custodian of a \$60K-a-year booster program.
 - All around volunteer, football camp chaperone, J-V concession coordinator

Highlands Ranch High School Volunteer

August 2002 to May 2005

Swedish Outreach Trip, Cherry Hills Community Church, Highlands Ranch, CO

January 2003 to June 2003

Preparations and team building associated with creating a team to provide a ministry to a community in Sweden.

Douglas County Elections, Supply Judge, Highlands Ranch, CO

August 2002 to November 2003

- Supply management, set up polling location, election day management, return ballots and supplies accounting

America Online, Online

October 1997 to February 2002

- Teacher Assistant...answering questions for elementary – college students
- Quality Control Area Expert/Assistant Board Leader
- Sociology Area Expert (supervisor)
- Writer / Editor for AOL Knowledge Database – written over 83 articles
- Teacher Pager Forwarder for the History Department

Professional Competencies

Professional competency in four areas recognized by the American Society of Training and Development

- Training environment
- Training development and presentation
- Management and training technologies
- Organizational development

Articles and Publications

Swanson, A. (2005). Writing Lab. *Kennedy-Western University*.

Professional and Scholarly Presentations

Presenter, Course Design Showcase, 21st Annual Distance Learning Conference, 05/05, Madison, WI

Certifications / Licenses

12/05 Facilitator for Professional Development – FAC100, Kennedy-Western University
08/01 3-year Substitute Teacher License, State of Colorado
04/01 Experiential Training Course, University of Oklahoma
03/01 Train-the-Trainer Certification, "Getting to the Heart of Customer Service," Impact Learning Systems International
02/01 ICS Certification, University of Phoenix
10/00 Myers-Briggs Type Indicator Certification, Association for Psychological Testing

Professional Development Conferences

11/06 Sloan-C Conference, Orlando, FL
09/06 Supporting Learning with Technology: Assessment's Role, Educause Learning Initiative Fall Focus 2006, Broomfield, CO
04/06 17th Annual International Conference on College Teaching and Learning, Ponte Vedra Beach, FL
04/06 NCA Conference, Chicago, IL
02/06 BlackBoard 2006, San Diego, CA
08/05 21st Annual Conference on Distance Learning, University of Wisconsin

Workshops and Training

03/07 New Faculty Training, Ashford University, Online
01/07 Getting Started with Student Learning Assessment, Magna Publications Online
01/07 New Faculty Training, Virginia College Online

12/06 FPM-Materials Workshop, University of Phoenix, Online
11/06 General Faculty Meeting, Axia College of University of Phoenix, Online
11/06 FPM-Facilitation Workshop, University of Phoenix, Online
11/06 FPM-Basics Workshop, University of Phoenix, Online
05/06 General Faculty Meeting, University of Phoenix, Online
05/06 Assessment Training, Kennedy-Western University, Cheyenne, WY
04/06 Faculty Refresher, Axia College of University of Phoenix, Online
03/06 Feedback Workshop, Axia College of Western International University

- 08/05 Copyright, Axia College of Western International University
- 06/05 Teaching Cultural Diversity, Axia College of Western International University
- 05/05 General Faculty Meeting, Axia College of Western International University
- 04/05 Mountain Plains Adult Education Association, Jackson Hole, WY
- 02/05 SLOAN-C Online Seminar Series: How Can Online Be Better Than On-Ground?

- 08/04 20th Annual Conference on Distance Learning, University of Wisconsin
- 06/04 Fostering Online Discussion, Learning Resources Network
- 05/04 New Faculty Training, Colorado Technical University
- 04/04 New Faculty Training, College for Financial Planning
- 04/04 Critical Thinking Workshop, University of Phoenix Online

- 06/03 Online Faculty Training, Art Institute Online
- 01/03 Facilitator Refresher, University of Phoenix Online

- 12/02 Online Teacher Training, ITT Technical Institute
- 10/02 Student Evaluation Workshop, University of Phoenix Online
- 08/02 Dealing with the Difficult Student, University of Phoenix Online
- 05/02 Copyright Workshop, University of Phoenix Online
- 04/02 Plagiarism, University of Phoenix Online
- 03/02 Teaching the New Student, University of Phoenix Online

Awards and Recognition

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| Service Award – CTU Online | September 2004 |
| CBSD Award – Master Instructor status | April 2003 |
| ITT Employee of the Month | October 1999 |
| CBSD Award -- Advanced Instructor status | June 1999 |
| ITT Employee of the Month | October 1997 |

Professional Organization Memberships

- American Association for Collegiate Independent Study – Member since 2006
- American Association of Contingent Faculty – Member since 2007
- American Society of Training and Development (ASTD) – Member since 2001
- Greenleaf Center for Servant-Leadership – Member since 2004
- Rocky Mountain ASTD – Member since 2007
- Sloan-C – Member since 2005
- United States Distance Learning Association (USDLA) since 2005

Professional References

Dr. Donna Bottenberg, Ph.D. Chief Academic Officer Warren National University 200 W. 17 th Street, Suite 30 Cheyenne, WY 82001	 877-570-1236 dbottenberg@wnuedu.com
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Dr. Ted Coleman, Ph.D. Associate Professor and Chair Department of Health Science and Human Ecology California State University, San Bernardino 1828 West Sycamore Street San Bernardino, CA 92407-2304	 909-887-8962 909-537-5537 kwtcoleman@msn.com
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