

# Curriculum Vitae

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## Profile

Senior lecturer, facilitator, and coach with over twenty years' experience developing and implementing curricula that focuses on helping learners develop themselves into self-reliant, resilient and highly employable individuals. Proven track record delivering education and training related to collaboration, business communications, leadership, teacher development, and career management. Possess a passion for helping individuals and teams bring their best to their work and personal lives.

## Post-Secondary Teaching Experience

SIMON FRASER UNIVERSITY, BEEDIE SCHOOL OF BUSINESS  
Burnaby, BC

**Academic Director, Teaching & Learning**  
**Senior Lecturer, Faculty Teaching Fellow**  
**Faculty Lecturer**  
**Visiting Lecturer**

September 2020-present  
September 2015 - present  
2006-present  
2003, 2005, 2006

- Support, guide and advocating for the execution of teaching and learning in both the undergraduate and graduate programs. Focus areas include onboarding, mentoring and training
- Converted two mandatory face-to-face courses to remote instruction in 2020 and supported other instructors in their conversions. Student feedback was positive about the amount of engagement and connection they experienced in both these courses.
- Collaboratively develop and teach the curriculum for BUS 202: Foundations in Collaborative Work Environments
  - Instruct and facilitate students in this experiential course focusing on developing students' self-awareness, awareness of others, and abilities to work in teams
  - Supervise two teaching assistants
- Instruct students in a 13-week, 3<sup>rd</sup>-year mandatory, business communication course which focuses primarily on writing
  - Use experiential learning for a semester-long team assignment
  - Developed peer-review component to the course in partnership with SFU's Student Learning Commons
  - Supervise one teaching assistant per section each semester
- Design and update course material, assessments and lessons each semester taking a student-centered approach and using backward design
- Mark and grade student papers

SIMON FRASER UNIVERSITY, TEACHING AND LEARNING CENTRE  
Burnaby, BC

September 2013 - present

**Instructor, Certificate Program in University Teaching and Learning**

- Co-instruct this 13-week program for graduate students to develop and refine their course design and teaching skills

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- Provide feedback on students' lessons, facilitation, teaching philosophies and course designs
  - Converted this face-to face course to remote instruction in 2020. Students appreciate the engagement and community they experience

**Facilitator, Rethinking Teaching**

Spring 2015 & 2016

- Facilitate small groups within this course for faculty designing or redesigning their courses
- Provide feedback and support to participants in this 4-day workshop

SIMON FRASER UNIVERSITY, CONTINUING STUDIES, Management & Professional Programs  
Vancouver and Surrey, BC

**Lecturer, MGMT 110**

May 2007 – August 2014

- Designed and instruct a 14-week interpersonal business communications course for managers and supervisors as part of the Management & Professional Certificate Program

**Course Designer, Strategy and Leadership On-Line Course**

May 2013-2014

***Current Service to the University***

SENATE

**Senate Appeals Board for Withdraws with Extenuating Circumstances (Alternative)** 2019 - present

**Senate Appeals Board for Withdraws with Extenuating Circumstances (Member)** 2015-2017

AVP LEARNING AND TEACHING

**General Education Curriculum Committee** 2020

**Search Committee, Senior Director, Centre for Educational Excellence** 2019

BEEDIE SCHOOL OF BUSINESS

**Design Team Member, Masters in Management, Graduate Programs** July 2019 – present

**Member, Undergraduate Program Review Task Force** September 2018 – present

- Active participant in the undergraduate program review. Served on the Learning Goals, Structure and Student experience sub-committees, as well as the Working Group to redesign the foundational welcoming courses.

**Faculty Teaching Fellow/Member, Teaching and Learning Council** September 2014 - present

- Support the Associate Dean, Faculty in planning meetings and focus for the council's work
- Work closely with the Associate Deans and Dean to meet the teaching and learning priorities for the school
- Chair and co-chaired the Teaching and Learning Committee before it became a Council in 2019
- Co-design, coordinate, and co-deliver professional development opportunities for faculty and part time instructors

**Coordinator, Teaching and Learning Group (TLG)**

December 2011 - present

- Coordinate TLG workshops that include acting as liaison with workshop presenters and ensuring the promotion of the workshops
- Collaborate with Teaching Fellow, Admin staff, and Associate Dean to produce the Teaching Newsletter

- Design, organize and coordinate, in cooperation with the Associate Deans, Educational Consultant and the presenters, Beedie's annual Teaching and Learning Luncheon

<b>Committee Member, Communication Initiative Action Committee</b>	Spring 2013 – present
<b>Committee Member, Teaching Effectiveness Committee</b>	September 2013 – present
<b>Communications Coach for ICBC Competition Cohort</b>	Fall 2013

#### TEACHING AND LEARNING CENTRE

**Planning Committee, TLC Teaching Symposium May 2013, 2014, 2016, 2017, 2019**

**Academic Planning Committee Member, STLHE Annual Conference, June 2015**

#### SFU CONTINUING STUDIES

**Member of Advisory Committee, SFU Executive Leadership Program** January 2016 - present

### *Research*

CREATING A SUCCESSFUL AND MEANINGFUL TRANSITION FOR TRANSFER STUDENTS IN AN ONLINE ENVIRONMENT [WORK IN PROGRESS]. SFU INSTITUTE FOR THE STUDY OF TEACHING & LEARNING IN THE DISCIPLINES – NEW WAYS GRANT. COLLABORATORS: SHAUNA JONES AND DESIRAE STACK

THE WHERE AND HOW TEAMS ARE USED, TAUGHT, AND ASSESSED ACROSS CORE COURSES IN A BUSINESS UNDERGRADUATE CURRICULUM. [WORK IN PROGRESS]. SFU TEACHING AND LEARNING DEVELOPMENT GRANT (Completed and Submitted March 2020) COLLABORATORS: SHAUNA JONES AND ANIRBAN KAR

USING MINI CASES TO SUPPORT STUDENT LEARNING IN A COURSE ON COLLABORATION - TEACHING AND LEARNING DEVELOPMENT GRANT (Completed January 2018)

FACTORS AFFECTING COMMUNICATION COMPETENCIES OF STUDENTS IN UNDERGRADUATE BUSINESS CURRICULUM (SUPERVISOR: ANDREW GEMINO)

- Led the employer research component for this project
- Designed the survey and interview questions
- Conducted all employer interviews
- Collaborated with two other investigators on the project to begin to write up the research

### *Recent Conferences and Presentations*

SCHOLARSHIP OF TEACHING AND LEARNING SYMPOSIUM, SFU HARBOUR CENTRE, VANCOUVER, BC. Changing the Way We Teach Teams. (November 2017)

SCHOLARSHIP OF TEACHING AND LEARNING IN HIGHER EDUCATION ANNUAL CONFERENCE, Saint Mary's University, Canada. Changing the Way We Teach Teamwork: How would you do it? (June 2017)

## SIMON FRASER UNIVERSITY ANNUAL SYMPOSIUM ON TEACHING AND LEARNING (May 2017)

- Tensions and Vulnerabilities: Drawing on the Wisdom in the Room

## DOUGLAS COLLEGE, BUSINESS ADMINISTRATION PRESENTATION TO FACULTY, CANADA

- Teaching Teamwork at Beedie (April 2017)
- Designing Curriculum to Address Working with Others (September 2017)

SOCIETY FOR TEACHING AND LEARNING IN HIGHER EDUCATION ANNUAL CONFERENCE, Vancouver, BC  
June 2015

- Comprehensive Program Reform from a Singular Focus: The Power of One Program Goal
- “I’m Not a Grammar Expert”: myths, opportunities, and challenges of building peer review into the writing process

**Education****Master of Arts in Leadership and Training**

2002

ROYAL ROADS UNIVERSITY, Victoria, BC

**Professional Development**

Certified Facilitator, CoreStrengths

Coaching Groups and Teams, Royal Roads University – 3 credit course

STHLE Annual Conference 2015, 2016 and 2017

Certified Facilitator, Strengths Deployment Inventory

UBC Leadership Program in the Scholarship of Teaching and Learning

Numerous workshops and webinars through SFU’s Teaching and Learning Centre

Certified Prime Potential Facilitator - Miruspoint Inc.

The Implicit Career Search Coaching Training – BCon International Inc.

Train the Trainer, Implicit Career Search – Talavera Consulting

Certified Emotional Intelligence Facilitator

The Human Element Advanced – Train the Trainer (Licensed Human Element Trainer)

Appreciative Inquiry – Learning Advance

MBTI Trainer Certification, Psychometrics

Courses toward Instructor Diploma Program - Vancouver Community College

**Community Involvement**

- **Callanish Society**, Kitchen Volunteer Week-long Retreat for cancer patients May and November 2018
- **Tip a Wee Dram**, Co-Founder and Organizer of this popular whiskey tasting fundraiser for the BC Cancer Foundation and Callanish Society 2010-present
- Rider in the BC Ride to Conquer Cancer 2009-2013
- **CSL Vancouver**, President of the Board of Trustees & Secretary 2006-2008
- **BC Centre for Quality**, Program Chair, Board of Directors 2001-2005