

Dawn R. Sweet

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Education

Master of Science in Educational and Interdisciplinary Studies – December 2006

Western Illinois University – Macomb, IL

Bachelor of Science in Instructional Technology and Telecommunications – July 2001

Western Illinois University – Macomb, IL

Emphasis: **Instructional Design and Training** Minor: Graphic Communications

GPA in Major: 4.0/4.0

Diplomas in Business Accounting and Office Computer Applications – November 1997

Midstate College – Carthage, IL

Emphasis: Office Management

Experience

ITSM/Instructional Development Services Manager – July 2007 to present

College of Education and Human Services – Western Illinois University – Macomb, IL

- Supervise professional staff, graduate assistants, and student workers in the design, and provision of just-in-time and small group technology training, technology integration consultation, technology resource checkout, tier one desktop and classroom support services, and the design of online tools and support materials for the integration and use of emergent technology
- Assess the quality and effectiveness of services provided by Instructional Development Services
- Manage departmental budget, inventory, purchasing, and public relations
- Research the educational effectiveness of emergent technologies in the fields of teacher education and human services
- Establish college-wide planning, acquisition, and training for new technologies
- Establish policies for the departments regarding appropriate resource usage
- Oversee the Faculty Innovators professional development program
- Design and facilitate collaborative on-line tools and face-to-face events that acquaint and assist faculty with an instructional design process appropriate for selection, integration, and evaluation of emergent technology in various teaching practices
- Provide assistance to faculty in the selection, implementation, and evaluation of emergent technologies for their classrooms
- Represent COEHS on selected committees related to instruction and technology.

ITSM/Interactive Multimedia Lab Manager - June 2001 to June 2007

College of Education and Human Services - Western Illinois University - Macomb, IL

- Coordinated and oversaw the essential functions of the IDS faculty and student Interactive Multimedia training and development labs on campus
- Provided individual and group instructional support to faculty and staff
- Designed, provided, organized, and evaluated training
- Oversaw the coordination with other departments within the organization on the development, evaluation, and provision of instructional products
- Interviewed, hired, trained, scheduled, oriented and evaluated student staff members
- Implemented and enforced policies and procedures
- Resolved conflicts
- Managed technology maintenance through facilitation of staff maintenance teams, research on new technologies submission of requests for new technologies
- Implemented policies and training for new technologies
- Oversaw the maintenance of equipment, software, and reference inventories
- Managed budgetary expenses and payroll
- Researched instructional technology and integration needs of the clientele
- Promoted the programs offered by informing faculty, staff, and students of services provided

Related Skills

Educational Research and Technology Integration

- Evaluate and summarize primary and secondary research articles
- Complete literature reviews on various topics related to technology and education
- Design valid data collection instruments
- Measure effectiveness of educational technologies based on qualitative and quantitative data
- Discuss the effectiveness of technologies in achieving learning objectives
- Determine the advantages and limitations of specific technologies based on reviewed research, case studies, conference proceedings, and user feedback
- Perform formative and summative evaluations of technology implementation

Instructional Technology and Instructional Design

- Conduct discrepancy based needs assessments
- Write well defined instructionally aligned learning objectives and test items
- Conduct learning task analysis and determine prerequisite knowledge
- Develop aligned lesson plans for each domain under Gagne and Bloom's Taxonomy
- Select and evaluate appropriateness of instructional media and materials
- Produce and deliver linear and non-linear electronic presentations
- Design and produce computer based instruction in web, and multimedia formats

Graphic Communications

- Design print-based learning materials in page layout programs
- Design business cards, invoices, letterhead, menus, programs, flyers, and ads
- Prepare photos and artwork for importation into electronic page layouts

Projects and Committee Appointments

- The NCA Criterion 3 Accreditation Committee: 2008 - present
- The Mobile Technology Task Force: September 2008 - present
- The Zimbra Technology Advisory Group 2008 - present
- The President's Technology Advisory Users Group: 2008 - present
- The College Technology Implementation Committee: 2008 - present
- The Faculty Upgrade Program Committee: 2008 - present
- Project Lead for IntegrateIT: 2008 - present
- Project Lead for COEHS on Second Life: 2008 - present
- Project Lead for COEHS on iTunesU: 2007 - present
- Coordinate the Faculty Innovators Program: 2004 - present
- The Web Accessibility Committee: 2005 - 2006
- The TechFest Committee: 2004 - present
- Development Team for Teacher Education Technology Competencies: 2001 - 2004
- The COEHS Teacher Education Technology Planning Committee: 2002 - 2003

Software Applications and Peripheral Skills

Adobe Acrobat • Adobe PhotoShop • TWiki • PBWiki • Blogger • WordPress • MySpace • Twitter
Flickr • FaceBook • Ning • PageFlakes • Netvibes • Flock • Blackboard Learning
Management System • Web CT 6.0, VISTA Learning Management System • Google Docs
Google Maps • GIMP • SMART Technologies™ • EndNote® • Fetch • Adobe Dreamweaver
Microsoft Word • Microsoft PowerPoint • Microsoft Publisher • Microsoft Excel • SecondLife
iTunes • iTunes U • iMovie • iPhoto • iWeb • iChat • GarageBand • Inspiration Profcast
Podcast Capture • Keynote • Pages • Macintosh Classic and OSX • Windows 95, 98, XP
Digital Still and Video Cameras • Pocket PCs • Palm Pilots • iPods • Windows Mobile SmartPhones
AppleTV • Flatbed and Slide Scanners • CODEC, Polycom, and Desktop Videoconferencing
Elluminate • DimDim • Zimbra Collaboration Suite • Skype

Additional Experience

Adjunct Faculty Member - Distance Learning and Web Pages for Teachers - Fall 2002

WIU Instructional Technology and Telecommunications Department

Training Development for Student Teaching Cohort iBook Program – June 2001

- Implemented training development for members of the program and incorporated the development of an informational web portal
- Designed training manuals and workshops for the members and supervised the development of accompanying materials for the program

Community Training for Citizens National Bank - September 2001

WIU Center for the Application of Information Technologies

- Coordinated training program for Citizens National Banks Vice President of Marketing
- Implemented production of training materials
- Prepared proposals, and contractual materials for the training provided
- Designed training modules and accompanying materials for bank training
- Facilitated staff preparation of accompanying materials for training
- Provided training for employees and provided follow-up evaluation of training

Additional Experience

Instructional Design Intern - May to June 2001

WIU Center for the Application of Information Technologies

- Developed instructional manuals for teachers and students using an on-line course
- Assisted in the field-testing of the on-line course
- Reviewed feedback from the users of the on-line course
- Adapted instruction based on teacher feedback
- Assisted in the revision of the instructional manual

Multimedia Specialist-Student Work Study - September 1998 to May 2001

WIU Center for the Application of Information Technologies, Macomb IL

Office Assistant - August 1997 to November 1998

The Teaching and Learning Company, Carthage IL

Honors

Magna Cum Laude Graduation Honors, Summer 2001

Inducted into Phi Kappa Phi Honor Society, Spring 2001

Dean's List, Spring 2001; Fall 2001; Spring 2000; Fall, 2000; Fall 1999

Recipient of the Mary Morton Scholarship, Spring 1999

Affiliations

Kappa Delta Pi - Alpha Epsilon Chapter - 2005 – present

President: Spring 2007 - Spring 2009 / Vice President: Spring 2006 - Spring 2007

Phi Kappa Phi Honor Society National Chapter - Spring 2001 - present

Phi Beta Lambda - Midstate College Chapter - Fall 1996 - Spring 1997

Volunteer Work

Pride and Responsibility in My Environment (P.R.I.M.E.)

Volunteer for Youth Camp Technology Training - Summer 2000 – present

- Sweet, D.R., LaPrad, J.G., Closen, J.P., & Stinnett, M. (2009). *Tech and teach-able faculty: Can we build them, yes we can!* Midwest Educause, Chicago, IL.
- Sweet, D.R., West, M.L (2008). *IntegrateIT!* Illinois Education and Technology Conference, Springfield, IL.
- Sweet, D.R. (2008). *Professionalism in online social networks*. Kappa Delta Pi, Alpha Epsilon #29, Western Illinois University, Macomb, IL.
- Sweet, D.R. (2008). *Calling all Avatars! An Introduction to Virtual Worlds*. Office for Partnerships, Professional Development, and Technology, Western Illinois University, Macomb, IL.
- Sweet, D.R., and Shoemaker, A.J. (2008). *New ways of reaching your campus community. Online social networks and virtual worlds*. College Student Personnel Conference, Western Illinois University.
- Zellmann, K.T., Sweet, D.R., & Wiseman, S. (2008). *The reality of virtual worlds in an undergraduate Social Work course*. Virtual presentation for SLOAN-C Consortium.
- Sweet, D.R., West, M.L. (2008). *Welcome to IntegrateIT!* Center for Innovation in Teaching and Teaching and Research, Western Illinois University, Macomb, IL.
- Sweet, D.R. (2008). *Building and editing objects in Second Life*. Center for Innovation in Teaching and Research, Western Illinois University, Macomb, IL.
- Greer, R.J., Sweet, D.R. (2008). *Preparing today's faculty to meet the technology needs of tomorrow's students*. Poster presentation for Midwest EDUCAUSE, Chicago, IL.
- Sweet, D.R., Moon D.M., and Fauvie, R.(2007). *Designing with Accessibility in Mind*. Western Illinois University, Macomb, IL.
- Sweet, D.R. (2007). *Online social networks. What are they and why should I care?* Center for Innovation in Teaching and Research, Western Illinois University, Macomb, IL.
- Sweet, D.R. (2007). *Introduction to the SmartBoard*. Center for Innovation in Teaching and Research, Western Illinois University, Macomb, IL.
- Sweet, D.R., Butcher, J.A. (2007). *Get U Podcasting!* Center for Innovation in Teaching and Research, Western Illinois University, Macomb, IL.
- Sweet, D.R., Butcher, J.A. (2007). *Dreaming up a web site with Dreamweaver*. IL-TCE Conference, St. Charles, IL.
- Butcher, J.A., Sweet, D.R. (2007). *We want to teach the world to podcast*. IL-TCE Conference, St. Charles, IL.
- Sweet, D.R. (2006). *SMART Technologies + you = engagement, motivation, and knowledge retention*. IAECT Online Conference.
- Sweet, D.R., Butcher, J.A. (2006). *Let's Talk Tech: Podcasting*. Brown Bag Luncheon Session. Center for Innovation in Teaching and Research. Western Illinois University, Macomb, IL.
- Sweet, D.R., Butcher, J.A. (2006). *Simplify your life with a PocketPC*. Faculty Summer Institute, University of Illinois at Urbana - Champaign, IL.
- Sweet, D.R., Butcher, J.A. (2006). *Introduction to the Pocket PC*. Illinois Education and Technology Conference, Springfield, IL.
- Butcher, J.A., Sweet, D.R. (2006). *Motion tweening, shape tweening, and maksing, Oh my!* Illinois Education and Technology Conference, Springfield, IL.
- Sweet, D.R., Butcher, J.A. (2005). *Dreaming up a web site with Dreamweaver*. Illinois Education and Technology Conference, Springfield, IL.
- Butcher, J.A., Sweet, D.R. (2005). *Make learning fun with Flash Animation*. Illinois Education and Technology Conference, Springfield, IL.
- Sweet, D. R. (2005). *Dreamweaver for Macintosh*. Center for Innovation in Teaching and Research, Western Illinois University, Macomb, IL.
- Sweet, D.R., (2005). *Dreamweaver for Windows*. Center for Innovation in Teaching and Research, Western Illinois University, Macomb, IL.
- Sweet, D. R., Grindstaff, J.A. (2003). *Introducing the Interactive Multimedia Lab*. Online Presentation for the Illinois Online Conference for Teaching and Learning.