

MELVIN J. COBB

*[Contact info redacted
for online publication]*

WORK EXPERIENCE

Professor – *Long Beach City College, 2004 – present*

- Participate in the development and revision of curriculum, program evaluation, and the assessment of student learning outcomes.
- Work cooperatively with other department faculty, department chairs, and the dean, to develop and maintain quality instruction.
- Served in the Computer and Office Studies department (8 years) and the Learning and Academic Resources department (9 years).
- Primary courses taught:
 - *COSA 4: Using the Computer as a Tool for Learning*
 - *COSA 2: Critical Thinking Using the Computer*
 - *CPAS 805: Distance Learning Success Strategies*

✦ **Campus Leadership Service:**

- *Evaluation committees for tenured, probationary, and adjunct faculty*
- *Numerous classified, faculty and administrative hiring committees*
- *Curriculum Committee*
- *Student Success Committee*
- *Academic Senate*
- *Student Records Committee*
- *Online Education Committee*
- *Open Educational Resources Task Force*
- *Faculty Professional Development Committee*
- *Campus Technology Committee*

Faculty Coordinator for Online Education – *Long Beach City College, 2013 – 2020*

- Worked with college administration, departments, faculty and staff to promote online learning and teaching and the development of online courses
- Coordinated with the Instructional Technology Development Center to develop and deliver faculty training sessions that promoted best practices in online pedagogy
- Served as a resource and general liaison for online teaching and learning issues between the Academic Senate, the Office of Academic Affairs, IITS and other campus governance committees.
- Devised and conducted faculty training on campus learning management system (Canvas)

Open Educational Resources (OER) Faculty Coordinator – *Long Beach City College, 2017 – 2018*

- Developed and led college initiatives to assist faculty with locating and adapting OER and zero-cost degrees.
- Worked collaboratively with diverse groups including faculty, Department Heads, Curriculum Committee Chair, and School Deans to ensure that any selected OER materials meet the guidelines for textbooks/resources appropriate for academic rigor and articulation.
- Worked with Institutional Research to develop metrics and data collection to evaluate impact on student success, focusing on disaggregated data and disproportionate impact.
- Collaborate closely with Library faculty on all aspects of OER adoption and implementation.

Educational Technology Faculty – *CSU Long Beach, 2001 – present*

- Instruct undergraduate, graduate student, pre-service and credentialed teachers, in the area of educational technology as it relates to K-12, adult education, higher education, counseling, library service, and school administration.
- Work with department faculty to develop undergraduate and graduate level curriculum
- Primary courses taught:
 - *ETEC 110: Introduction to Using Computers*
 - *ETEC 444: Educational Technology*
 - *ETEC 523: Information and Digital Literacies*

Associate Faculty – *Saddleback Community College, 2011 – 2014*

- Taught courses in Online Educator Program designed to train faculty to develop and teach quality online courses

Coordinator, California Virtual Campus – *Rio Hondo Community College 2003 – 2005*

- ✦ Administrated Region II of the state funded California Virtual College project
- ✦ Maintained records and prepared reports for California Community College Chancellor's Office
- ✦ Negotiated contracts with course management and technology vendors
- ✦ Managed CVC grant project budget
- ✦ Developed and coordinated faculty professional development for Region II community colleges
- ✦ Assisted colleges in region to develop and maintain distance education programs

Director, Online Education – *Rio Hondo Community College, 2003 – 2004*

- ✦ Developed policies, plans and procedures for college's online department
- ✦ Trained, supervised, and evaluated department staff
- ✦ Developed and administrated department budget
- ✦ Chaired related technology committees to develop and implement long and short-term plans for technology departments
- ✦ Devised and coordinated training workshops for faculty and staff
- ✦ Supervised technicians who administrated web and course hosting servers
- ✦ Performed staff and faculty training on technology related to online learning/teaching

Instructional Technology Coordinator – *USC Law Library, 2000 – 2003*

- ✦ Managed multimedia classrooms and related instructional technology equipment
- ✦ Oversaw the equipment and maintenance budget for the multimedia classrooms, computer labs, and distance learning services.
- ✦ Trained staff and faculty on the use of computer hardware and office applications
- ✦ Coordinated Law School distance education program
- ✦ Served on university committees

Adjunct Professor – *National University, 2000 – 2007*

- Primary courses taught:
 - *EDT 604 The Effect of Technology on Teaching Methodology*
 - *EDT 606 Instructional Systems Design*
 - *EDT 610 Technology-Supported Global Learning*

Educational Technology Trainer – *EDmin.com, 1999 – 2000*

- ✦ Served as project manager, planning, coordinating and conducted training sessions for k-12 district administrators, classified staff and teachers on the implementation of Internet based applications into district technology infrastructures
- ✦ Developed documentation, procedures and training curriculum for online educational applications

Adult Basic Ed Instructor - *Paramount U.S.D. Adult Education School.*

Primary duties:

- ✦ Taught adult basic education, GED test preparation and high school diploma course.
- ✦ Assist in the development and implementation of ABE, High School Diploma, and G.E.D. curriculum.

EDUCATION

Master of Arts in Education

- California State University, Dominguez Hills
- Course of Study: Computer-Based Education

Bachelor of Arts

- Long Beach State University
- Course of Study: Radio / Television / Film

TRAINING CURRICLUM DEVELOPED

- ✦ *Basic Adult Education Computer Tutorial, 2017*
- ✦ *Distance Learning Success Strategies: Interactive Tutorial, 2013*
- ✦ *LBCC Teach Online Seminar, 2016*
- ✦ *LBCC Best Practices for Online Instructors, 2013*
- ✦ *CPAS 805: Distance Learning Success Strategies Student Handbook, 2008*
- ✦ *Computer Proficiencies for Academic Success Student Handbook, 2007*
- ✦ *Instructional Technology Coordinator Handbook, 2002*

PRESENTATIONS

- *“Instructional Design for Online Teaching” – Rio Hondo College, 2003*
- *“Providing Support for Students in Distance Learning Courses” – LBCC, 2006*
- *“Teaching Online with Moodle” – LBCC, 2013*
- *“Regular & Effective Communication in an Online Course” – FLEX, 2014*
- *“Online Student Retention” – 2014*
- *“Teaching & Learning Online” – 2015*
- *“Promoting Critical Thinking in an Online Course” – LBCC 2016*
- *“Designing, Assembling & Delivering Effective Presentations” – Cengage, 2016*
- *“Strategies to Promote Critical Thinking in Online Courses” Online Teaching Conf. 2016*
- *“Strategies for Using Technology to Promote Critical Thinking” – Cengage, 2017*
- *“Bringing Balance to the Force with Technology Learning Skills Courses, E-Learning, 2019*
- *“Technology Proficiencies for Academic Success” – African American Male Summit, 2019*

ORGANIZATIONS/AFFILIATIONS

- Instructional Technology Council
- CCC Distance Education Coordinators and Managers
- Directors of Educational Technology / California Higher Education
- International Society for Technology in Education
- Alliance for Distance Education in California
- Online Learning Consortium
- MERLOT OER Peer Reviewer