DAN COMINS

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INSTRUCTIONAL DESIGNER, VIDEOGRAPHER AND
EDUCATIONAL TECHNOLOGY PROFESSIONAL

QUALIFICATION HIGHLIGHTS

- 20 years of experience in higher educational video/media production, curricular design, and instructional design

- 3.5 years of higher education supervisory and management experience

- Strategic planning and project management experience related to large campus-wide initiatives (multiple LMS transitions, rapid and multi-modal educational technology training of campus faculty in response to COVID-19 pandemic) as well as focusing teams on shared goals and objectives

- Experienced leading and managing diverse teams of people in the completion of large projects in supervisory or project manager roles, delivering them on time and within budget and scope

- Managed the direct development of 80+ hybrid, online, medical, and MOOC courses including both instructor-led and self-paced courses; including curriculum design, consultation, instructional design, and media design

- Highly experienced and effective in-person and online/remote workshop facilitator and presenter

- System administrative experience with Canvas, Zoom, Mediasite, Panopto, Qualtrics, and Elentra

- Expert user of Camtasia, Zoom, Final Cut Pro X, Adobe Premiere, Adobe Captivate, Adobe Photoshop; intermediate ability with other Adobe Creative Suite applications, Airtable

- Excellent video and educational multimedia production skills, including screencasting, and live event recording

- Experienced with accessibility (Sect. 508, ADA, WCAG) best practices and universal design principles

- Ability to interact effectively and establish a positive rapport quickly with faculty, staff, students, and other stakeholders/clients whether in leadership, training, coaching or team member roles; consulted with hundreds of faculty, instructors, and healthcare professionals across career

- Skilled at analyzing and learning novel concepts, processes, and procedures to design effective learning experiences and improve business processes

- Organized with strong project management, verbal and written communication skills, a solid work ethic, excellent people skills and customer service skills, ability to work on many projects at once while still meeting deadlines

PROFESSIONAL EXPERIENCE

Instructional Designer/Educational Technologist | UC Davis School of Medicine | 2020 - Present

- *Educational technologist responsible for the support of the school's LMS, Zoom, ARS and other educational technology software, as well as the sole instructional designer consultant across all 4 years of the undergraduate medical education curriculum*

- *Key Accomplishments/Projects:*

  - I-EXPLORE Curriculum Implementation – Developed logistics and tracking for faculty content submission (more than 500 new pre-recorded lecture videos); trained faculty on effectively using new pedagogies (Team-Based Learning, Problem-Based Learning, Peer Teaching) and chunking their content appropriately; adapted iClicker technology to our Peer Teaching format, handling all technology logistics and training

coordinators in using the system); leveraged Airtable to design schedules for import into Elentra LMS, and track content submission; and provided direct project management and instructional design support to the Pre-Clerkship and longitudinal phases of the curriculum to ensure all content was delivered to students on time. Working collaboratively, my unit worked with faculty to roll out the new curriculum in only 2 years (4 years is standard) by simultaneously transitioning the 3 phases of the curriculum at the same time.

- **Canvas – to – Elentra LMS Transition** – Immediately upon hire, I started collaborating with my new colleagues to transition away from the Canvas LMS to a medical education focused LMS called Elentra. I quickly learned all I could about the system so that I could train my colleagues, faculty, and students in use of the new system by delivering workshops, 1:1 training, writing articles, and creating screencasts, while also working with the vendor to problem-solve implementation issues and resolve numerous system bugs.

- **Pandemic Response** – All of the projects listed above were done during some of the most challenging times of the Pandemic during its first 2 years. The school relied on my skillset to get faculty trained not only in all the new active learning pedagogies they were learning, but how to best conduct those pedagogies in an online-only format through Zoom, leveraging breakout group functionality. During the winter 20-21 surge where UC Davis went solely online for 6 weeks after the winter break, I took on the additional responsibility of converting all the classes *back* to an online format within a matter of days, and handled the remote technology aspects in most courses myself so that classes could continue.

- *Special Recognition:* STAR Award, April 2021; STAR Award, March 2022, Multiple BEST Awards

Director of Academic Technology | Sacramento State University | 2018 - 2020

- *Director responsible for all software and hardware academic technology across campus as a part of the information technology division*

- Managed the work of 13 direct staff reports and 5 indirect student reports across 3 different teams:

    - Academic Technology and LMS Support Team – responsible for the support of Canvas and ancillary academic technologies for campus, primarily in a 1:1 consultative model

    - Learning Space Services Team – responsible for the direct support of A/V technology in over 200 centrally-managed campus classrooms and computer labs

    - Universal Design for Learning Team – responsible for the accessible remediation of gateway courses and other courses upon request, accessibility consultation, producing training materials and delivering workshops related to accessibility and universal design

- Maintained educational technology vendor contracts including Canvas, Mediasite, Qualtrics, Blackboard Ally, and more; negotiated contracts annually

- Maintained budgeting and allocation of over $700,000 annually for classroom A/V equipment upgrades, and approximately $200,000 annually for educational technology software vendor contracts

- *Key Accomplishments/Projects:*

    - Academic Technology and LMS Support Team handled 3,890 separate incidents (ServiceNow tickets) and a record 600 1:1 appointments during the 2019-2020 academic year

    - Learning Space Services oversaw a record 48 classroom upgrade projects during the 2019 summer period after I honed the procurement and project management aspects of this annual effort

    - Prosci ADKAR Change Management Certification, 2019

- **Pandemic Response** – My team and I led the campus through its online-only instruction readiness efforts during the initial months of the pandemic. I trained my team to create screencasts and deliver workshops online using Zoom. My team and I delivered multiple workshops weekly on using Canvas and Zoom, created dozens of screencasts and how-to articles in just a few weeks, and built out a "Teaching Online" course in Canvas available to all. We increased our 1:1 consultation model, supported all the large, campus-wide online meetings, stopped Zoom-bombing incidents before Zoom increased their security, and ensured the campus community was as ready as possible in the time they were given to transition.

Lead Instructional Designer/Instructional Technologist | UC Davis Extension | 2015 – 2018

- *Instructional Designer responsible for directly creating video and e-learning content for catalog online courses, MOOCs, and client self-paced training as well as training instructors and staff in pedagogical approaches and educational technology platforms*

- *Key Accomplishments/Projects:*

  - **MOOC Course Development** – During my tenure, I led the production of 22 MOOC courses through our Coursera partnership, in a variety of disciplines: Geographic Information Systems, DevOps, Managerial Coaching, SQL/Data Science, Spanish, Web Design and more. To date, these courses have been taken by over 1,000,000 Coursera learners internationally combined, garnering a 4.7/5 average rating.

  - **LMS Instructor Training Screencasts** – As an expert utilizing LMSs to their fullest advantage, I produced a series of 16 screencasts to teach instructors how to use the Canvas LMS as a part of our LMS transition efforts (from Moodle). I wrote, produced, and edited all the screencasts independently using Camtasia.

  - **Teaching and Learning Workgroup** – In early 2017 I formed the TLG group with 2 other colleagues to create an internal training program so UCDE staff could learn and explore teaching and learning concepts. I helped design the curriculum for all 8 sessions and presented during 6, independently leading 3 sessions. Focusing on creating active learning and interactive workshops, we covered such topics as: adult learning theory, designing online discussion questions, running effective webinar sessions, ID principles, and more.

  - **Online Course Evaluation Tool** – In order to evaluate our online extension courses more effectively, I prepared an evaluation tool based on portions of QOLT and Quality Matters (two tools I was familiar with in prior work) that was used to assess online education and production quality of our legacy online courses. A final report, based on my team's findings was shared with UCDE leadership.

- *Promotions:* Promoted to Lead Position in 2017, began supervising 2 other instructional designers

Instructional Design Lead | UC Davis Academic Technology Services | 2011 - 2015

- *Instructional Designer responsible for developing online and hybrid courses in collaboration with faculty*

- *Key Accomplishments/Projects:*

  - **Provost Hybrid Course Award Program** – With a colleague in the Center for Educational Effectiveness, I co-managed this local grant program for 4 years that was directly responsible for the development of hybrid courses at UC Davis. I helped arrange for the selection committee, then co-led the 8-week workshop series to train selected faculty in aspects of course design. We developed between 6-10 new hybrid courses annually.

  - **Violence Intervention Prevention (VIP) Online Program** – Working with a subject matter expert, I led a team of ATS colleagues and student actors in the production and delivery of a series of engaging video and multimedia modules on mandatory sexual violence training for 8,500 incoming first-year and transfer students.

- <u>Online and Hybrid Course Development</u> – During my 4 years with ATS, I consulted with dozens of faculty members to create over 30+ regularly offered hybrid and online courses, where before there were virtually no offerings through campus. These courses still cater to over 5,000 students at UC Davis annually.
- <u>LMS Initiative/Video Initiative</u> – served on the strategic planning and steering committees for both complex ATS initiatives. I assisted in the development of survey instruments, did research, helped facilitate pilots, contributed to the development of the RFPs, and provided training to faculty and staff when vendors were selected, and implementation began.
- <u>E-Learning Studio</u> - For the video initiative, I also took the lead on developing the first iteration of the "eLearning Studio," a self-serve studio where faculty can create high quality video for their courses with minimal staff intervention after some initial training.
- <u>EdTech Commons Website</u> – I co-project managed the development of a central resource website designed for faculty to explore educational technology topics and pedagogical practices related to the development of online courses. The site featured articles, videos, and course examples from across UC Davis. My colleagues and I planned and created most of the content for this site.
- *Special Recognition:* STAR Award, July 2013; STAR Award, March 2022, Multiple BEST Awards
- *Promotions:* Promoted to Lead Position in 2014

E-Learning Developer | UC Davis Accounting and Financial Services | 2010 - 2011

- *E-Learning Developer responsible for developing self-paced educational multimedia experiences*
- Wrote, storyboarded, and programmed a series of 14 online, self-paced lessons in Adobe Captivate and offered through the SumTotal LMS, teaching staff throughout UC Davis how to use the new Kuali Financial and Payroll Systems as a part of the "Kualification" and PPS Training Series.
  - These lessons were designed as interactive screencasts where, after concepts were taught, learners were allowed to practice what they learned directly in the module in essentially a built-in, guided sandbox environment

Principal Video Producer/Director | UC Davis MIND Institute | 2005 - 2010

- *Video Producer/Director responsible for video recording all lectures, producing video used in research studies, creating videos to promote the work of the MIND Institute, recording special events, and maintaining the video equipment used in the research facilities to record subjects*
- *Key Accomplishments/Projects:*
  - <u>APP Virtual Visit</u> – led a team of individuals to produce a series of short videos explaining to families exactly what they would be experiencing in a large, multi-visit study. Wrote, directed, shot, edited all videos, and produced an easily navigable online video experience.
  - <u>MIND Institute Podcasts</u> – developed and revamped MIND Institute website video section to improve user experience and created multiple podcast feeds searchable in iTunes store featuring nearly 200 lectures and programs I independently recorded and edited. At the time I left, these videos had an average combined viewership of over 10,000 per month.
  - <u>ADEPT E-Learning Project</u> – worked with subject matter experts to produce a 10-lesson self-paced online learning module to help train parents how to teach basic life skills to their children affected with autism. Produced both an English and Spanish version, working with a native Spanish speaker for the translation.

- <u>Chromosome 22q11.2 DS Educational Video</u> – worked with a subject matter expert to create a 20-minute educational video for parents and physicians discussing the medical issues surrounding Chromosome 22q11.2 Deletion Syndrome.
- <u>Assistive Technology Video</u> – worked with two SMEs to produce a 25-minute video discussing what is assistive technology (AT), types of AT, and real-world applications of AT for professionals working with children who have special needs. Worked with a native Spanish speaker to produce a Spanish version.

- *Special Recognition:* Vice-Chancellor/Hospital CEO Award, 2008
- *Promotions:* Senior Video Producer/Director, 2008; Principal Video Producer/Director, 2009

Multimedia Specialist | Sierra College Online Nursing Program | 2003 - 2005

- *Multimedia Specialist responsible for aiding nursing program faculty in the creation of their educational materials, training in the use of the Blackboard LMS and other educational technologies, creating quizzes, and creating nursing skills videos for students*

- In collaboration with Director and faculty, established the first remote online nursing program in California with a cohort of students in South Lake Tahoe

EDUCATION

San Diego State University, 2007-2011

- Master of Arts, Education – Educational Technology (2011)
- Instructional Technology Certificate (2009)

Sacramento City College, 2004-2005

- General Education in Business and Graphic Design (no degree sought)

Sacramento State University, 2001-2004

- Bachelor of Arts, Communication Studies, Digital Media (2004)
  - *Emphasis:* Digital Video
  - *Minor:* Film Studies
  - *Honors:* Summa Cum Laude

Sierra College, 1999 – 2001

- General Education for Transfer to Sacramento State (no degree sought)
  - *Honors:* President's Honor Roll 1999 – 2001

Maintained 3.9 GPA in all undergraduate and graduate coursework

Key UC Davis Staff Development Courses and Certifications

- Your Role in Workplace Diversity & Bridging the Diversity Gap, 2021
- Developing as a Supervisor Certificate, 2018
- UC Performance Management Series, 2018
- Managing Projects to Success, 2014

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