

# CURRICULUM VITAE

Elicia A. Flom

Leader in curriculum design, instructional technology and teaching and learning best practices.

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## EDUCATIONAL BACKGROUND

Degree	Discipline	Institution	Year
Ph.D., ABD	Teaching & Learning, Instructional Design and Technology	The University of North Dakota	2021 (expected)
M.S.	Instructional Design & Technology (IDT)	The University of North Dakota	2011
B.S.	Business & Public Administration and Computer Information Science (Double Major)	The University of North Dakota	1990

## PROFESSIONAL EXPERIENCE

Position	Department/Division	Organization	Period
Course Designer & Instructor Mentor	Workforce Innovation, Non-Credit	Columbus State Community College	Dec. 2018-Present
Director, Senior Instructional Designer	Instructional Design & eLearning, Academic Affairs	University of Cincinnati, Clermont College	Feb. 2016-Nov. 2018
Senior Instructional Designer, Dual-Campus Role	The Center for Excellence in eLearning	University of Cincinnati, Main Campus, AND University of Cincinnati, Clermont College	June 2015-Feb. 2016
Instructional Designer & Instructor	Instructional Design & Curriculum Development	Computer Help, Education & Site Support, CHESS	1990-Present
COST Coordinator	Adult Workforce Division	Eastland-Fairfield Career & Technical Schools, EFCTS	2012-June 2015
Computer Consultant & Technical Writer	Information Technology (IT)	Computer Help, Education & Site Support, CHESS	1990-Present
Adjunct Instructor	Adult Workforce Division	Eastland-Fairfield Career & Technical Schools, EFCTS	1993-Present
College Tutor	Student Support Services	The University of North Dakota	1987-1990
College Proctor	Disabled Student Services	The University of North Dakota	1986-1990

### Professional Portfolio:

[Elicia Designs](#)

Projects, Service and Research Samples

### LinkedIn Profile:

[Elicia Flom, LinkedIn](#)

Professional Experience

## TEACHING & TRAINING CERTIFICATION(S)

State of Ohio Department of Education, 4 Year Adult Education Permit	7/1/1993- 6/30/2024
Apple Teacher	1/28/2018
Dragon Certified Instructor	1990-2018
Microsoft Certified Partner	1993-2016

## COMPUER & JOB READINESS COURSES (ONLINE, SYNCHRONOUS AND ASYNCHRONOUS FORMAT)

Subject	Organization
Adobe Creative Cloud (Photoshop, InDesign, Illustrator, Dreamweaver)	EFCTS
Microsoft Office (Word, Excel, PowerPoint, Access, Publisher)	EFCTS
Computer Fundamentals, Job Readiness, Resume Development	EFCTS
Dragon NaturallySpeaking Professional, Foundation-Advanced	CHESS
Business Prep: Communication, Math, Accounting, Resume/Portfolio	CHESS
Microsoft Office, Online courses for Opportunities for Ohioans consumers	CHESS

## INSTRUCTIONAL DESIGN PROJECTS

Course Design and Development Projects	Organization
<p>Workforce Innovation, Established Master LMS Shell Templates for Non-Credit Program courses based on Universal Design for Learning and Quality Matters framework:</p> <ul style="list-style-type: none"> <li>• <b>IT Certificates:</b> Cybersecurity, Data Analytics, Software (Java) Development, Infrastructure Architecture</li> <li>• <b>AWS Academy:</b> AWS Academy Cloud Foundations, AWS Academy Cloud Architecture, AWS Academy Cloud Development</li> <li>• <b>Facebook Digital Marketing-Pathstream:</b> Foundations and Strategy of Marketing, Marketing Content Strategy &amp; Branding, Marketing Analytics &amp; Performance Optimization, Social Media Marketing</li> <li>• <b>Anti-Money Laundering 101,</b> Initial Course</li> </ul> <p>Workforce Innovation, Established Teaching and Learning Resources to align with Course Learning Outcomes and based on Universal Design for Learning (UDL) tenets and Quality Matters guidelines to ensure that teaching and learning resources are engaging, effective and accessible for all learners:</p> <ul style="list-style-type: none"> <li>• <b>Instructor Facing:</b> Orientation (New Hire and Refresher) Class (Course) Lesson Plans, Rubrics &amp; Evaluation Guides, Class Management and Learning Technology Resources</li> <li>• <b>Student Facing:</b> Learning Activities Checklists, Learning Assignments Templates, Assessments, Syllabus with Schedule or Pacing Guide (for Competency-Based Education) Orientation Materials, and Technology Support Resources</li> </ul> <p>Workforce Innovation, Established Instructional Media (Instructional Video, In-Class and Virtual Office Hours) Design, Development and Management Practices:</p> <ul style="list-style-type: none"> <li>• Instructor (class) Video Planning and Recording Practices</li> <li>• Instructional Video Development (Storyboarding, Shooting, Post-Production) based on Universal Design for Learning tenets, with pre and post assessment (formative) practices</li> <li>• Instructional Video Library management practices</li> </ul>	<p>CSCC, Non-credit</p> <p>CSCC, Non-credit</p> <p>CSCC, Non-credit</p>

	<b>Organization</b>
<b>Course Design and Development Projects (Continued)</b>	
Biology Website, Learning Content, Redesign	UC
Science & Health, Instructional/Recruitment Video	UC
Lightboard Pilot, Use Case/Implementation, Instructional Video	UC
<a href="#">IDeL Community of Practice</a> , Instructional Design & eLearning Resources	UC
<a href="#">Illustrated Media Guide</a>	UC
Instructional Design and eLearning, Workshop Series:	
<b>Course Planning, Design &amp; Development</b>	
Creating Measurable Learning Outcomes, Building a Task Objective Assessment Blueprint, Designing Pre-Assessments, Formative and Summative Assessments, Developing Rubrics, Course Maps: Connecting Course Goals, Action Research, Continuous Improvement and Scholarship of Teaching & Learning, NTeQ Lessons	
<b>Integrating Technology, The Canopy Tools</b>	
<b>Core Technology:</b>	
Getting the Most from Blackboard (or Canvas); Part 1-Overview, Accreditation, Universal Design for Learning, Quality Matters, Part 2-LMS Tools to Support Learning, Part 3-Course Management Settings for Tracking Learner Engagement, Part 4-Assessments and Grade Center Management; Introduction to UC Box, Introduction to WebEx, Introduction to Kaltura, Introduction to Cielo24, Introduction to Echo360 Active Learning Platform (ALP), Introduction to eText & UC SmartBooks, Introduction to Examity.	UC
<b>Deep-Dive Workshops:</b>	
Strategies for Hybrid Courses: Planning and Facilitation, ePortfolios for Learning & Career Exploration, Gamification to Support Problem-Based (Quest-Based) Learning, Instructional Video Development w/Lightboard and Captioning, eText Development for course, textbook and supporting instructional materials, Preparing for Course Audits	
eLearning, Workflows and Guidelines	UC
Geology Undergraduate Research website, <a href="#">Clermont Explorer</a>	UC
Universal Design for Learning Resources (Courses & Presentations)	UC
Computer Survival Skills, 6-class series, Re-Design for Hybrid Facilitation	EFCTS
Professional Development for Adult Educators:	EFCTS
<ul style="list-style-type: none"> <li>• Design a Lesson Plan Series, Instructor-led and eLearning</li> <li>• Design a Gradebook Series, Instructor-led and eLearning</li> <li>• Design a Program of Study Series, Instructor-led and eLearning</li> <li>• Microsoft Outlook for Educators</li> </ul>	
A+ Certification Lesson Supplement, Workplace Safety Specialist	EFCTS
3D Game Labs classes and learning modules	EFCTS
Learning Management System (Moodle) Workshops	EFCTS/CHESS
Dragon Fundamentals, Intermediate and Advanced (onsite, distance and hybrid)	CHESS
Microsoft Office Courses (onsite, distance and hybrid)	CHESS
Web Tools; Part 1: Optimize Resume, Part 2: Design Professional E-Portfolio, Part 3: Advertise your Resume and E-Portfolio (onsite, distance and hybrid)	CHESS

## COMMITTEES AND ASSOCIATIONS (LISTED ALPHABETICALLY)

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American Society for Training & Development, ATD, (formerly ASTD) Member	2011-2015
American Educational Research Association, AERA, Member	2012-2015
Association for Educational Communications and Technology, AECT, Member	2011-2017
Business Advisory Committee (BAC), 2007-2015 Goodwill Columbus, Combined Advisory Committee; Business Office Specialist Advisory Committee 1992-2013	1992-2015
Customized Office Skills Training (COST), Advisory Member, Adult Workforce Development division, <i>Eastland-Fairfield Career &amp; Technical Schools (EFCTS)</i>	1993-2015
Digital Accessibility Committee, Columbus State Community College	2019-Present
IDT Graduate Student Organization, Officer	2013-2016
International Society for Technology in Education, ISTE, Member	2011-2016
Ohio Rehabilitation Technology Association, ORTA, 1990-2010; Founding Member <i>Ethics Committee, Programming Committee (merged with ORA in 2010)</i>	1990-2010
Ohio Instructional Design Association	2016-Present
Quality Matters™ Instructional Design Association	2015-Present
Society of Professional Journalists	2007-2011

## AWARDS & GRANTS

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University of Cincinnati, Main Campus & Clermont College	
<ul style="list-style-type: none"><li>• Universal Provider Award, Faculty Development Workshops</li><li>• \$19,693.00 for eText Initiative to purchase 12 Macbooks, 5 Apple TVs</li></ul>	Dec. 2017

## PRESENTATIONS, SEMINARS, WORKSHOPS

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### University of Cincinnati, Main Campus

New Faculty Orientation, Instructional Design Resources, Center for Excellence in eLearning, CEeL	August 2015
Center for the Enhancement of Teaching & Learning, CET&L	October 2015

### University of Cincinnati, Clermont College

eText Publisher Support, for <a href="#">First for UC Clermont College eText, Dr. Hilvano</a>	August 2017
eText Initiative, Professional Development	2017-2018
<a href="#">Jam Sessions, Various Topics</a>	2015-2018
Instructional Design & eLearning Workshops, Ongoing	2016-2018
Storyline Workshop, 3T Conference	February 2017
2 presentations, CCC Conference	June 2017
Business, Law and Technology, Kickoff Meeting, What can IDeL Do for You?	August 2017
New Faculty Orientation, What can IDeL Do for You?	August 2017

### Computer Help, Education & Site Support (CHESS): Hybrid & Remote (Distance):

Working with Microsoft Word Tables	Timesaving Functions in Microsoft Excel
Building Microsoft Word Macros	Securing Your Computer and Mobile Devices
Merge Letters/Labels in Microsoft Word	QuickStart to Microsoft Outlook Calendar
Web Tools for Job Seekers & SOHO Workers	QuickStart to Microsoft Outlook E-Mail

**Presentations, Seminars & Conferences (*Listed Alphabetically*):**

Association for Educational Communications and Technology (AECT) International Convention, “Learning in the Age of Globalization,” Louisville, Kentucky; Paper: Online Learning Communities. October 2012.

Cleveland Sight Center, Cleveland, Ohio; 2000, 2003  
Staff seminars: Integrating Dragon and JAWS, various topics

Columbus State Community College, Disability Awareness Week; 1992, 1994, 1998, 2004, 2008, 2010  
Workshops: Incorporating speech recognition technology and digital recorders in the classroom.

Cuyahoga Community College Media Center, Student Accessibility Workshops; 1996, 1999, 2004

Defense Finance Accounting Systems (DFAS), Columbus, Ohio; Multicultural Awareness; 1998-2012  
Presentations: Incorporating speech recognition technology—balancing accessibility and security.

Goodwill Rehabilitation Centers: Cincinnati, Columbus, Dayton, Toledo; 1991-2012  
Workshops: Incorporating speech recognition technology and digital recorders in business.

Government Finance Officers Association (GFOA) Technology Seminar; April 23, 2004  
Introduction to Microsoft PowerPoint; Microsoft Excel “Refresher”

ISTE 2015 Ed Tech Coaching Playground Session; June, 30 2015 (confirmed, 4/9/15)  
Using 3D GameLab and Google Tools to Help Educators Flip Classes

Jewish Family Services (JFS) Seminar; July 2013, October 2014  
Workshop: Use PowerPoint to Create an Advertisement to Get Hired!

Ohio Association of Career and Technical Education (ACTE); April 2014  
Workshop: Social Media in Education: Using Twitter to Conduct Formative Assessments

Ohio Rehabilitation Counselors Association (ORCA) Conference; April 18-19, 2013  
Technology Best Practices to Support Consistent Collaboration among Rehabilitation Counselors, Employers, Consumers and Providers, 1.0 CEUs

Ohio Rehabilitation Association (ORA) Annual Training Conference, October 2012  
“Job Development & Placement: Job Seeking Digital Style” 18 Workshop Attendees/CEUs, 1.0 CEUs

Ohio Rehabilitation Association (ORA) Annual Training Conference, October 2011  
“Creating Text Macros and AutoText Effectively in Word 2010,” 15 Workshop Attendees, 1.0 CEUs

Ohio Rehabilitation Association (ORA) Annual Training Conference, October 2010  
“Sharpen Your Microsoft Word 2007 Skills,” 14 Workshop Attendees, 1.0 CEUs

Ohio Rehabilitation Association (ORA) Annual Training Conference, October 2009  
“Sharpen Your Microsoft Word 2003 Skills” 15 Workshop Attendees, 1.0 CEUs

Wright Patterson AFB, Dayton, Ohio; Accessibility Showcases; 1995, 1997, 1999

The Ohio State University, Fawcett Center, Architectural Designs by Voice, Ohio Rehabilitation Services Commission Annual Meeting, September 30, 1990.

### **SOLIDARITY Conference (Bi-Annual)**

(Breakout sessions, presentations, seminars)

#### Core Presentations:

Integrating Dragon NaturallySpeaking 11.0 with Microsoft Office 2010

Integrating Dragon NaturallySpeaking 10.0 with Microsoft Office 2007

Integrating Dragon NaturallySpeaking 9.0 with Microsoft Office 2003

Using Dragon NaturallySpeaking Professional Effectively

Taking Dagon on the Road

Look Who's Talking—Corporate Acceptance and Integration

Look Mom, No Hands! Balancing accessibility and Productivity

1991, 1993, 1995, 1997, 1999, 2001, 2003, 2005, 2007, 2009, 2011

### **DIGITAL & PRINT PUBLICATIONS**

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#### **Scholarly Writing:**

A Review of the Instructional Practices for Promoting Online Learning Communities (RTPE-2013-0091)

Submitted for publication July 25, 2013: *Technology, Pedagogy and Education*

Lead Author: Woei Hung; Second Author: Elicia Flom

#### **Print Publications:**

Dragon NaturallySpeaking End-User's Manual, *Using Dragon NaturallySpeaking Effectively*, 1997-2017, updated per software version.

Dragon Dictate for Mac End-User's Training Manual, *Using Dragon Dictate for Mac Effectively* 2009-2017, updated per software version.

Integrating the Sony recorder and Dragon NaturallySpeaking, 1998-2013.

DragonDictate End-User's Manual, *Using DragonDictate Effectively*, 1990-1995.

### **HONORS**

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The National Honor & Merit Scholars Society	2012-2015
Pi Lambda Theta, International Honor Society and Professional Association in Education	2012-2013
Kappa Delta Pi, International Honor Society in Education	2012-2013