

# Matthew Potter

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## **Education**

University of Maine - Orono  
M.A. Mathematics, Graduated: August 2010.

Lubbock Christian University  
B.S in Mathematics, Graduated: May 2008.  
Concentrations in Chemistry

## **Related Work Experience**

### **Math Department Course Manager, Utah Valley University, 2019-Present**

Half staff and half faculty teaching 18 credit hours a year as well as being in charge of transfer articulations as well as scheduling of courses.

### **Adjunct Professor, Kaplan University Augusta Maine 2015-2017**

Using online interactive tools such as Zoom or Adobe I prepared lessons, taught class, tutored students and graded assignments. Classes covered topics such as basic math, nursing math, statistics and intermediate algebra. I taught up to 3 classes at a time ranging from 15 to 40 students. These were entirely in an online setting and were supported with online office hours. The curriculum was generally provided, and I personally customized it to better meet the student's needs.

### **Adjunct Professor, Mathematics, EMCC, Bangor, ME, 2010-2018**

I ran my own classes covering personally made worksheets, tests and homework assignments to students of a various ages. I graded all my own students work and saw the transition to MyMathLab for classes from pre-algebra through Calculus 2. I found ways to accommodate the needs and life challenges for the students that are specific to EMCC.

### **Trio Tutoring Coordinator, EMCC, Bangor ME, Spring 2016- Fall 2017**

I paired up students in need with professionals or peer tutors and processed their pay. I developed alternative methods of reaching students using notetaking techniques, multiple learning style approaches and utilizing modern internet resources such as YouTube and zoom. I tutored all math courses from developmental to Calculus 2. I managed resources to meet the needs of students with disabilities such as persons who were deaf, autistic, partially blind, and many more. I worked as a student advisor and ran supplementary instruction sessions for developmental math.

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## **Summer Success Academy Spring/Summer 2016/2017**

I was on the planning committee over the spring semesters 16 and 17. I helped plan, organize, and execute the events (both academic and recreational) of both the residential and commuter academies. I helped organize the materials that covered the math content as the students studied for their accuplacer tests. I made interactive group and single person activities that prepped the students and found alternate methods of explaining the content to help the students learn. I drove to events and was the Residential Dean over 1 RA.

## **Term Prof/Adjunct, Mathematics, Unity College, Unity ME, Fall/Spring 2015-2016**

I was a full time yet temporary math instructor running 4 courses including algebra, pre-calculus, and statistics. Here I enforced cross curriculum learning as well as definition based content exploration. I ran my own courses and shared course materials with Janet Preston. I was observed by Amy Arnett, my department supervisor.

## **Student Success Center Tutor 4 Semesters**

I tutored in the Student Success Center at EMCC off and on over the last 4 years. I have got to know most of the other tutors and seen what kinds of needs the students have, as well as worked to coordinate with the other instructors. I worked with the other tutors to develop better practices and coordinate schedules and needs of various students. Up to 14 hours a week.

## **nSight, Online textbook and Math software editor 2013-2015**

Using my experience with both online and in-class education I have generated and edited many questions for math books on multiple software programs. I troubleshoot, edited and clarified math works to better suit students in an increasingly electronic age. I used many forms of software from EQAT, Respondus, Black Board, SWAT and others. I helped make the questions clearer and made automated solutions that would adapt to the numbers in the questions. I worked with cultures across the world to bring new strategies to content delivery.

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## Conferences and Professional Development:

### **Kaplan Student Success Seminars**

I attended 16 hours of online conferences about how to design online content, provide remote support and coordinate online classes to make sure students display skills not just in the course content but in adapting it to their professional focus.

### **NEACT New England Association of Chemistry Teachers**

I attended this conference for a week in Massachusetts. We covered how to apply chemistry and science to everyday life and how to incorporate physical demonstrations into classroom learning. There were many applications of developmental math that will make sense to the more application minded professionals we get here at EMCC.

### **MEEOA Presenter**

I presented over how to adapt math tutoring needs in the modern age using new formats that meet the needs of traditional and non-traditional students.