

# Janel Mitchell

[jmitchell@uvu.edu](mailto:jmitchell@uvu.edu)

801-863-8990 – work

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## Education

- 2005 Masters of Education, Instructional Technology  
Utah State University, Logan, UT
- 2002 Bachelor of Science, Business Management  
Utah Valley University, Orem, UT
- 1982 Associate of Science, Office Education  
Ricks College / BYU Idaho, Rexburg, ID

## Skills

Excellent people, project management, instructional design, organizational, communication (oral and written), presentation skills. Experienced with office and educational technologies and applications including Microsoft Office Suite, Dreamweaver, HTML, Storyline. Experienced with Learning Management Systems including Moodle, Blackboard Vista, Canvas.

## Experience

Utah Valley University, Orem, UT

### 2005-Present Instructional Designer, Office of Teaching and Learning

- Implemented quality online course development practices based on industry standards
- Implemented Service Learning pedagogy into online course developments
- Social Innovation Champion for department
- Presented Flexible Course Design Studio workshops
- Developed 12+ fully online courses annually to approved standards
- Cultivated strong professional relationships with faculty/subject matter experts for live interactive, online, and tele-course developments
- Developed engaging learning experiences
- Produced video and other learning media in collaboration with creative team
- Project Managed support staff through full online course developments
- Established and directed course development goals, deliverables, and timelines
- Mentored 50+ new faculty in online course management/training through pilot semester
- Conducted 100+ new faculty orientations for distance course developments
- Migrated 200+ courses from Blackboard to Canvas
- Coordinated regular Instructional Design Summits w/speakers for IDs across the state

Work Examples:

[Instructional Design](#) – (co-authored course)  
[Planning P Interactive](#)  
[Lighting Interactive](#)  
[Renewable Energy](#)

### 2015-Present Adjunct Faculty – Online Introduction to Technology, Technology Management

- Communicated weekly with 30+ students each semester
- Graded assignments and provided timely feedback
- Evaluated and improved online course components
- Participated in Early Alert program
- Provided students with midterm grades

### 2007 Adjunct Faculty – Online Public Relations, Communications

- Evaluated / redesigned existing online course to better utilize course tools
- Communicated weekly with 30+ students each semester
- Graded papers and gave timely feedback for each course activity

## **1998-2005 Project Manager, Distance Education**

- Established / implemented / updated course development processes
- Designed /maintained online course development standards
- Supervised 3+ editors and 8+ developers in overseeing quality / completion of courses development assignments
- Managed 3 instructional designers developing a record 40 new courses in a single year
- Produced 9+ full tele-courses consisting on average of (35) 58-minute episodes
- Developed 4+ non-credit online certificate community education courses
- Copyright champion for department

## **1984-1998 Administrative Assistant, Library**

- Assisted Dean of Learning Resource Center in various activities including preparation of statistical / financial reports, and correspondence
- Organized and maintained filing systems, payroll records, department procedural manuals, office supplies and equipment
- Created and implemented database system to manage full periodicals collection
- Analyzed and refined procedures; oversaw library database; trouble shoot computers
- Founding committee member of Honors Society at UVU charged by Dr. Lucille Stoddard
- Coordinated recruitment outreach activities with local high school faculty / administrators

## **Certificates**

June 2009 Center for Intellectual Property - Copyright Leadership/ Management Program,  
University of Maryland University College  
May 2007 Human Resource Academy, Utah Valley State College  
June 2003 Certified Program Planner, CPP, LERN

## **Presentations/Conferences**

- The Teaching of Doers, Sloan-C Conference, Orlando, Florida, November 21, 2013
- Coordinator, Utah Valley University: Distance Education Tri-Annual, ID Summit, Orem Utah, July / October 2011
- Coordinator, Utah Valley State College: Distance Education Summer Seminar 2003, Orem Utah, July 9, 2003
- A Three-Phase Team Approach to Online Course Development, Western Cooperative for Educational Telecommunications, Coeur d'Alene, Idaho, November 2, 2001

## **Professional Development**

Feb-Apr 2016 Accessibility/Universal Design MOOC  
Feb 2016 ASHOKA U Exchange  
Aug 2015 Distance Teaching and Learning Conference, Madison, WI  
Jun 2011-15 InstructureCon Annual Conference  
Oct 2009 Magna Online Seminar, Ten Ways to Improve Blended Learning Course Design, Dr. Ike Shibley  
Aug 2009 Magna Online Seminar, Effective, Time-saving Communication for Online Instructors, Dr. Kathryn Ley  
Nov 08-May 09 Advanced Technologies for Distance Education, University of West Georgia online course  
Sep 2008 OpenEducation Conference, Logan UT  
Feb 2007 Quality Matters, online workshop, [www.qualitymatters.org](http://www.qualitymatters.org)