Caryn Sever

Instructional Designer

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Education

Old Dominion University, In Progress | Doctor of Philosophy

Jan 2021

Instructional Design & Technology

Concordia University Chicago, Chicago, IL | Master of Science

Sep 2014 - May 2017

Instructional Design & Development

University of Mary Washington, Fredericksburg, VA | Bachelor of Liberal Studies

Apr 2008 - Dec 2010

Northern Virginia Community College, Woodbridge, VA | Associates, General Studies

Jan 2006 - Aug 2008

Skills

508/Accessibility Compliance

ADDIE

Adobe Creative Suite

AGILE

Articulate (2, 360, 3)

Expert Knowledge of LMS (Canvas™, Blackboard™, Moodle™, Docebo™, LearnDash™)

Captivate (8,9,2017,2019)

Course Development

Course material creation

CSS

Professional summary

INSTRUCTIONAL DESIGN & IMPLEMENTATION • CURRICULUM DESIGN & COURSE DEVELOPMENT • LEARNING THEORY EXPERTISE • LMS ADMINISTRATION • 508 COMPLIANCE • PRESENTER COACH • PROJECT MANAGER • COMMUNICATIONS IMPLEMENTATION COORDINATOR • WEB DESIGN • STAFF WRITER • GRAPHIC DESIGN

Employment history

Northern Virginia Community College (NOVA) | Director of Instructional Design and Development | Annandale, VA

Aug 2022 - Present

• Oversee the development, administration, and evaluation of NOVA Online course design and program development, supporting over 23,000 students annually.

• Manage a diverse team of instructional designers, course support specialists, and IT support specialists to deliver 400+ quality online courses and professional development opportunities across six campuses.

• Collaborate with faculty and subject matter experts to ensure alignment of instructional design with learning outcomes and high-quality online instruction.

• Direct overall development, administration, and evaluation of NOVA Online course design and program development.

• Collaborate with academic divisions to create innovative and robust educational solutions, design curricula, and identify faculty for effective program delivery.

• Prioritize project milestones, oversee deliverables, and contribute hands-on instructional design expertise to meet project timelines.

• Communicate project risks and develop solution-focused strategies to minimize risk.

• Stay current with advances in online pedagogy and Universal Design.

• Implement, evaluate, and enhance NOVA's distance learning programs.

• Advance college-wide professional development initiatives related to online pedagogy.

• Assist Associate Vice President of eLearning in creating strategies and business services plans.

• Provide overall management, technical, and financial direction for Instructional Design and associated projects aligned with NOVA initiatives and goals.

• Lead personnel management activities, including hiring, training, and evaluation of staff.

• Raise the profile of NOVA Online by presenting best practices in instructional design and online pedagogy internally and externally.

• Represent NOVA Online in relevant college committees as well as local, state, and national organizations related to distance learning.

Curriculum Design

Graphic Design

HTML

Learning strategies

Monitoring outcomes

SAM

SCORM

Student-centered learning

Training program development

Authentic Assessment *(Expert)*

People Management *(Experienced)*

Thought Leadership *(Expert)*

Languages

English *(Native)*

French *(Proficient)*

Italian *(Novice)*

Hebrew *(Novice)*

BOARDS AND MEMBERSHIPS

Boards

The WithinReach Foundation
Director of Technology
2017 - present

Professional Associations

Women in Technology (WIT)
Member since 2016

Committees

Assessment of Learning Committee
Northern Virginia Community College:
2020 - 2021

Asynchronous Learning Committee
Northern Virginia Community College:
2020 - 2021

Northern Virginia Community College (NOVA) | Interim Associate Director of Instructional Design and Development | Annandale, VA

2019 - 2022

• Led instructional design and development as the Interim Associate Director for the online program, managing a team of instructional designers and course support professionals.
• Oversaw the delivery of educational services to 23,000 students annually across 1,200 running sections, ensuring high-quality online learning experiences.
• Served as the eLearning and Education Technology (eLET) representative for Northern Virginia Community College (NVCC), actively contributing to the advancement of online education initiatives.
• Developed and implemented strategic marketing and training initiatives for instructional design and development at NVCC, significantly enhancing the visibility of these programs within the college.
• Conducted comprehensive faculty training sessions on authentic assessment, instructional design, educational technology, and diversity, equity, and inclusion, fostering professional growth and excellence.
• Actively participated in various college committees, including the Assessment of Learning and the Asynchronous Learning committees, contributing valuable insights to institutional initiatives.

Northern Virginia Community College | Instructional Designer | Annandale, VA

Apr, 2018 - Oct, 2020

• Collaborated with the Director of Instructional Design and Development to provide expertise for NOVA Online, focusing on designing and implementing effective distance learning programs.
• Managed end-to-end coordination of course development and revision projects, ensuring quality and consistency.
• Provided consultation to faculty on optimal online course design, multimedia utilization, and effective instructional practices.
• Led faculty in developing high-quality, engaging, and objective-driven online courses, emphasizing adult learning pedagogy.
• Reviewed and enhanced existing courses for quality and relevance, mentoring faculty in the revision process.
• Tracked project statuses, maintained records, and contributed to continuous improvement of instructional design processes.
• Designed diverse learning materials in various formats to support teaching, learning, and college information needs.
• Conducted research and made recommendations on best practices, instructional resources, and technologies.
• Facilitated courses, workshops, and presentations for faculty and staff to enhance professional development.
• Actively participated in NOL and Instructional Design team meetings, contributing to strategic initiatives.
• Contributed to special projects aligned with the overall mission of NOVA Online.

eLearning and Education Technology (eLET) Committee, VCCS
Virginia Community College System: 2020 - present

Professional Faculty Caucus (Vice Chair)
Northern Virginia Community College: 2022 - 2022

College Senate
Northern Virginia Community College (Senator, Presidential Appointee): 2021-2023

AWARDS AND GRANTS

Awards

VCCS Excellence in Education (2022): Building Opportunity through Knowledge (Winner)

VCCS Excellence in Education (2022): Regular and Substantive Interaction (Winner)

American Association of Community Colleges (AACC) 2023: Faculty Innovation - the Authentic Assessment Institute (Finalist)

Grants

DEI InNOVAtion Grant (2022):
Open for Inclusive Excellence: Using open education to create more equitable learning materials, spaces, and Experience for NOVA students.

NOVA Radical InNOVAtion Grant (2022):
the Virtual InNOVAtion Incubator

The Catholic University of America | Instructional Designer | Washington, DC

2017 - 2018
• Managed and executed the migration of Blackboard Learn™ from 9.1 Q1 to 9.1 Q4
• Developed and designed documentation and training materials for faculty, students, and staff
• Administered Blackboard Learn™ 9.1, including course development, maintenance, and system updates
• Provided tier 3 support for Blackboard™, instructional technology, and general instructional design
• Ensured compliance with 508 and accessibility standards
• Served as subject matter expert on instructional technology, instructional design, and eLearning implementation

Library of Congress, CRS | Instructional Designer | Washington, DC
2016 - 2017

• Developed and designed effective, non-partisan, live presentations and instructive materials for CRS analysts to deliver to Congressional Staffers and Members of Congress and the Senate.
• Instructed analysts on how to best develop presentations that are tailored to learner needs.
• Recommended industry proven instructional design modalities to best deliver content.
• Ensured that all instructional materials meet the 508 and accessibility, and content standards of CRS.
• Developed training videos for internal staff and overviews of CRS websites for Congressional Staffers.
• Implemented best practices adhering to privacy (HIPAA, PII, PHI) and the Americans with Disabilities Act (ADA) standards.
• Evaluated and monitored all Sharable Content Object Reference Model (SCORM) packages via a Moodle platform.
• Developed internal training on presentation design, development, and delivery to enhance the quality of CRS presentations and briefings.
• Designed guidebooks and best practice standards of practice (SOPs) for CRS staff.

Cooper Thomas, LLC | Senior Presenter Coach and Instructional Designer | Washington, DC

2013 - 2016

As a contractor for the Veterans Health Administration (VHA), I worked with government staff to develop and produce live virtual training programs delivered to VHA leadership and staff across the world. The live presentations were delivered through a tailored LMS called MyVehu Campus. The presenters were subject matter experts (SMEs) at the top of their field, including Senior Executive Service (SES) level directors within the VHA. I worked closely with the SMEs to adapt their materials to our virtual learning platform for live on-camera broadcasts and taped sessions. I provided the SMEs in one-on-one training with a focus on the use of instructional technology and design, on-camera presenting, and in-person digital production studio direction.

• Senior "Presenter Coach" and Instructional Designer
• Provided leadership and training to new employees and junior presenter coaches.

- Project manager of over 50 virtual learning courses implementing ADDIE, AGILE, and SAM management models depending on the client
- Adapted all presentation material to the MyVeHU Campus learning environment.
- Recommend industry best practiced instructional design models to best deliver content.
- Ensured all deliverables complied with technical, legal, copyright, and contract requirements.
- Liaison to the VA Employee Education System (EES) which ensured accreditation and content for virtual learning courses.
- Implemented compliance to privacy (HIPAA, PII, PHI) and the Americans with Disabilities Act (ADA), including 508 and accessibility standards.

George Mason University | Communications Coordinator | Virginia

2011 - 2013

- Spearheaded content production, including written content, video blogs, and social media updates as the Webmaster for CHPRE.
- Disseminated Affordable Care Act (ACA) information to University students, affiliates, and health policy professionals.
- Co-hosted major conferences and organized Capitol Hill visits, fostering collaboration among health policy professionals and students.
- Supervised Graduate and Undergraduate students, overseeing project management and task development for the entire CHPRE team.
- Played a vital role in a healthcare study, contributing to the implementation of a county-wide healthcare plan.
- Edited and managed grant proposals related to ACA and Patient-Centered Medical Homes, ensuring successful funding and compliance with ADA standards for information distribution.

George Mason University | Office Manager | Virginia

2010 - 2011

- Managed scheduling for the Director, coordinating meetings, appearances, conference calls, and projects for the CHPRE.
- Provided comprehensive administrative support for CHPRE and the Academic Outreach Division (AOD) within the College of Health and Human Services.
- Supervised junior staff members and graduate research assistants, ensuring efficient workflow and project completion.
- Edited and refined various departmental communications, including business letters, newsletters, brochures, publications, documents, and advertisements.
- Oversaw all administrative tasks for both AOD and CHPRE, demonstrating versatility in managing diverse responsibilities.
- Managed the allocation of state funds and grant funds, ensuring effective financial management and compliance.

PRESENTATIONS

- August 20, 2020
  - The Case for Authentic Assessment
  - Northern Virginia Community College - Fall Faculty College Summit
- May 18, 2021
  - The Case for Authentic Assessment

- - Old Dominion University - Center for Teaching and Learning, Faculty Summer Conference
- August 4, 2021
  - Authentic Assessment Institute: The Data, the Evidence, the Implementation - Part 1
  - Northern Virginia Community College
- August 11, 2021
  - Authentic Assessment Institute: The Data, the Evidence, the Implementation - Part 2
- August 25, 2021
  - RSI Series: Instructor Initiated Interactions
  - Virginia Community College System
- September 23, 2021
  - RSI Series: Authentic Assessment - the What, Why, and How
  - Virginia Community College System
- November 7, 2021
  - The New Standards of Online Education
  - Panel hosted by Inside HigherED
- November 10, 2021
  - NOVAOnline Course Development Process and Flexibility
  - Northern Virginia Community College, Academic Deans Council
- December 10, 2021
  - How to Increase Regular and Substantive Interactions (RSI) in Online and Distance Learning
  - Panel hosted by the Online Learning Consortium (OLC)
- January 11, 2022
  - Authentic Assessment: The Evolution of an Assignment
  - Northern Virginia Community College, Power Up Pedagogy Conference, Annandale, VA
- January 11, 2022
  - Real Learning in the Real World
  - Northern Virginia Community College, Power Up Pedagogy Conference, Annandale, VA
- April 7, 2022
  - The Value of Authentic Assessment in Universal Design
  - New Horizons Conference, Roanoke, VA
- May 2, 2022
  - Preparing Faculty for Synchronous Instruction and Assessment
  - American Associate of Community Colleges Conference, NYC, NY
- November 15, 2022
  - Roadmap To Authentic Assessment: A Proactive Approach To Academic Integrity In Quality Online Learning
  - Online Learning Consortium (OLC) Accelerate Conference, Orlando, FL
- April 3, 2023
  - Inclusive Excellence: From Talking the Talk to Walking the Walk
  - American Associate of Community Colleges Conference, Denver, CO
- October 26, 2023
  - Leveraging AI for Authentic Assessment in Higher Education Embracing the Paradox for Online Learners
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