

Curriculum Vitae

Kathy Matthes

P.O. Box 1493
Spring Valley, CA 91979

kmatthes214@stories2music.com
www.stories2music.com/KM/new site/index.html

Education

University of Southern California - Los Angeles, CA

Master of Professional Writing (MPW), May 2006. Course work in English and American Literature.

University of Southern California - Los Angeles, CA

Masters of Science in Education (MSED) in Instructional Technology, 1995. Options: Curriculum and Instruction and Instructional Technology. Coursework included film, video and interactive multimedia production in the USC Cinema School.

California State University, Northridge - Northridge, CA

Bachelor of Arts, Humanities, 1982. (Emphases: Art, Literature, Music and Drama)

Los Angeles Valley College - Van Nuys, CA

Associate of Arts, Humanities, 1978. Humanities Study Abroad Program in Europe, Summer 1978.

Professional Experience: Teaching

Los Angeles Pacific University—San Dimas, CA (previously Azusa Pacific University College)

Adjunct Faculty. Expository Writing. 04/13-present.

Courses: English Composition 101 and 105

Ashford University – San Diego, CA

Online Associate Faculty. College of Liberal Arts. 09/12 – 11/17.

Courses: Scientific and Technical Writing, Business and Professional Writing, Intermediate English Composition, Communication in Organizations, Introduction to Literature and Introduction to Film.

University of Maryland University College – Adelphi, MD

Adjunct Assistant Professor. Communication Studies & Professional Writing, 09/08 – present.

Courses: Advanced Business Writing and Advanced Technical Writing

National University's Online Writing Center, San Diego, CA

Online Writing Coach, 07/08 – present.

Tutor undergraduate and graduate students online using Zoom.

National University Online – San Diego, CA

Certified Core Adjunct Faculty. Sanford College Education, 07/03 – present

Undergrad Courses:

- Effective College English I and II
- Information Literacy and Report Writing
- Introduction to Interdisciplinary Studies
- Interdisciplinary Practice: Integrating Knowledge with Technology

Graduate Courses:

- Computer-Based Technology in the Classroom
- Issues and Trends in Educational Technology
- Instructional Design
- Creating Meaningful Learning With Technology
- Teaching in the Online and Hybrid Environment
- Designing Web-Based Instruction
- Technology for Persons With Disabilities
- Multimedia in Instruction

American Intercontinental University Online – Hoffman Estates, IL

Adjunct Faculty. School of Arts & Sciences, 07/03 – 07/08

Courses: English Composition, Business Communications, English Literature, and International Literary Heritage

Kaplan College Online - Boca Raton, FL

Adjunct Instructor. School of Arts & Sciences, 10/02 – 04/03

Courses: College Composition I and Human Dynamics (life-long learning, time management, learning styles, critical thinking, study and writing skills, and diversity).

University of Southern California - Los Angeles, CA

Co-Instructor, Internet Technology, School of International Relations, 1996-97.

Course: IR 499 - International Communications and Negotiation Simulation (ICONS). Taught the technology components (email, ftp, telnet, Gopher, WWW and University of Maryland/Polnet II Simulation software) for the undergraduate online international negotiation simulation course taught by Professor Joyce Kaufman, Director, International Negotiations Project, Immaculate Heart College.

University of Southern California - Los Angeles, CA

Technology Instructor, School of International Relations, 1988-2001.

Taught basic computer and Internet skills to undergraduate and graduate students, staff and faculty.

Los Angeles Equestrian Center - Burbank, CA

Riding Instructor, Traditional Equitation School, 1986-2001.

Taught riding to adults and children at all riding levels in three equestrian disciplines: dressage, jumping and combined training. Designed and taught show preparation clinics to adult riders.

Founder, co-director and instructor for the TES Combined Training Club (1991-1993). Established and taught the Interactive Riding Study Group, a monthly class for adult riding students interested in the history, philosophy, art and science of riding (1999-2000).

University of California, Los Angeles - Los Angeles, CA

Riding Instructor, UCLA Extension, 1995-2001.

Course: Horsemanship 780.1 - Physical Education

Eight-week course in English or Western riding for students at all ability levels, which included instruction in riding as well as two lecture classes in safety, horse care, grooming, and tacking.

Los Angeles City College - Los Angeles, CA

Riding Instructor, LACC Community Services, 1995-2001.

Course: Horseback Riding.

Five-week course in English or Western riding for students at all ability levels, which included grooming, horse psychology, saddling and bridling, riding etiquette, and equipment.

Professional Experience: Non-Teaching

Educational Writer, AIMS Multimedia, Chatsworth, CA. (04/03 – 08/04)

Wrote educational materials for the Digital Curriculum program, which offered on-demand educational videos to K-12 schools throughout the U.S.

Paloheimo Intern, Pasadena Museum of History, Pasadena, CA. 06/02 – 4/03.

Inventoried, digitally photographed and catalogued all of the historic artifacts in the 1906 Fenyes Mansion. Scanned and digitally photographed archival and exhibit materials. Edited and designed instructional informational sheets about the mansion and research for Victorian/Edwardian period activities.

Web Designer, Cornerstone, Ltd., Burbank, CA. 05/01 – 01/06

Designed, authored and maintained company web site.

Riding Instructor, Web Designer, and Educational Consultant, Traditional Equitation School, Burbank, CA. 1986 - 2001.

Taught riding to children and adults at all riding levels; web design & maintenance; desktop publishing, writing & editing of newsletters, instructional manuals, handbooks and brochures; and educational program & clinic development.

Computer Services Consultant II, University of Southern California, School of International Relations, Los Angeles, CA. 1982-1999.

Administrative Assistant to School Director (1982-1989); Technical Consultant (1989-1999). Provided computer technical support to faculty, staff and students. Managed a 17-computer, NT networked instructional computer lab. Designed and maintained departmental web site. Wrote, edited and desktop published brochures, handbooks, PR materials and successful grant proposals. Taught Internet literacy courses. Trained faculty, staff and students on email, Internet and computer software. Assisted faculty with integration of new technologies into the curriculum.

Instructional Design & Educational Consulting

Websites

- Designed, authored and maintain my stories2music website (2015-present).
- Designed, authored and maintain my APA Style Step-by-Step website (2007-present).
- Designed, authored and maintained business web sites for Cornerstone, Ltd. (2001-2006), Traditional Equitation School (1998-2001), Dominion Saddlery (1999-2001) and the School of International Relations, USC (1995-1999).

University Instructional Design

- Instructional Designer, Center for Innovation in Learning, National University (10/17 – 5/18) Redesign online courses for university course consistency, interactivity, QuAP Development Guidelines and multimedia. Contract work completed.
- Redesigned graduate educational technology online courses: EDT 612 (July 2012), EDT 608 (October 2010), EDT 655 (December 2010), EDX 1201x (July 2012) for National University's School of Education.

- Designed undergraduate Advanced Business Writing (WRTG 394) and Advanced Technical Writing (WRTG 393) for University of Maryland University College, 2008, 2009 and 2011.
- Designed online English Composition course (GE218), L.A. College International (2006).
- Redesigned course assignments and grading rubrics, School of Education, National University (2004-2006).
- Provided course design ideas for new Student Study Skills Lab, American InterContinental University (2004).
- Designed and authored university academic website, USC, School of IR (1995-1999).
- Advised faculty on how to incorporate new technologies into their courses, USC (1995-1999).
- Designed and taught Internet literacy classes for an academic computer lab, USC (1992-1999).
- Designed and produced the Internet handbook for the undergraduate, computer-simulated, international negotiation class—ICONS—jointly offered by the USC School of International Relations, International Negotiations Project at Immaculate Heart College Center and the University of Maryland (1996-1997).

Equestrian School Instructional Design

- Established and taught the Interactive Riding Study Group, a monthly study group for adult riding students interested in the history, philosophy, art and science of riding through books, videos, exercises and discussions, both in group and online (1999-2000).
- Researched and enabled equestrian riding school to become the first British Horse Society Approved Riding School on the West Coast (1999).
- Designed and taught equestrian riding classes for adults and children of all riding levels in group and private lessons (1986-2001). Taught UCLA Extension Horsemanship Course and L.A. City College Horseback Riding Course (1995-2001).
- Developed and taught educational equestrian clinics; created and implemented new programs; and restructured the skill requirements for riding class levels for an equestrian school with corresponding lecture series and certificate program (1988-1990).
- Founded and directed the TES Combined Training Club, which provided cross-country schooling days, horse show scholarships, an event groom certificate program, a monthly newsletter, meetings and clinics, and an annual awards banquet (1991-1993).
- Designed and produced equestrian school procedural/training manuals for instructors, working students, horse show competitions, new students, and riding club members (1988-1995).
- Designed, conducted, analyzed and reported results for student surveys about new and current equestrian educational programs (1997, 1999).

Writing, Editing, & Publishing

Author. *The Boy Who Was Loved by the Wind*, published in *Bravura* literary journal and awarded 3rd place in the prose category, Palomar College, May 2018.

Author. *The Boy Who Was Loved by the Wind* (Amazon Kindle e-book and paperback) – 2017.

Author. *True Love Imagined* (Amazon Kindle e-book) – 2017.

Author, Narrator and Audio Producer, www.stories2music.com (2011-present).

Wrote 16 flash fiction stories and narrated them over short, orchestral film music using Audacity sound editing software.

Educational Writer, AIMS Multimedia Digital Curriculum.

Wrote teacher educational materials for over 100 educational videos for AIMS Multimedia's Digital Curriculum program, which offered video on-demand to K-12 schools in the U.S. (2003 – 2004).

Paloheimo Intern, Pasadena Museum of History.

Researched, wrote, digitally photographed and designed Fenyes Mansion artifact information sheets for the Pasadena Museum of History (2002-2003).

Website Content Writer.

Designed and wrote content for four business websites with educational components: USC School of International Relations, Traditional Equitation School, Dominion Saddlery and Cornerstone Events Management.

Technical/Educational Writer. School of IR, University of Southern California.

Designed, wrote and produced the *Internet Handbook* for an undergraduate, computer-simulated, international negotiation class—ICONS—jointly offered by the USC School of International Relations, International Negotiations Project at Immaculate Heart College Center and the University of Maryland (1996-1997).

Grant Writer. School of International Relations, University of Southern California.

Wrote three successful grant proposals for computer equipment, which established a 17-computer instructional lab (1992), provided two Macintosh Performa computers from the USC Apple Grant Program for the above lab (1995), and (3) provided one Power Macintosh for the USC Teaching International Relations Program (1997).

Co-Editor. School of International Relations, University of Southern California, 1994-1999.

Alumni Newsletter, Graduate School Handbook, and Tech Notes.

Author.

Great Expectations. *Horse Illustrated*, June 1992.

Why You Should Think Like a Horse. *HorsePlay*, February 1992.

Editor. Traditional Equitation School, 1989-1993.

T.E.S. Talk and *TESCTC Eventer* newsletters.

Additional Skills

Typing Speed: 85 wpm

Computer Programs:

- Windows and Microsoft Office 365
- Google Apps
- Adobe Acrobat XI Pro, Dreamweaver CC, Photoshop CC, InDesign CC, Illustrator CC
- Adobe Connect and Zoom
- Skype
- Audacity (sound editing)

- Jing, Screencast-o-matic, and Kaltura
- HTML 5.0 & CSS2
- Blackboard, Canvas, e-College, Desire2Learn, Moodle and proprietary online courseware
- Blogs, wikis, podcasts, YouTube videos, Facebook, and Twitter
- Scanner, digital camera and webcam software

Special Skills: Web design; writing, editing and desktop publishing; online teaching; instructional design; and online course design. Ability to prioritize tasks, to think critically and innovatively, to solve problems, to communicate effectively, and to work independently.

Awards & Honors

Third Place winner in prose category for “The Boy Who Was Loved by the Wind,” published in the *Bravura* literary journal, Palomar College, May 2018.

Nominated for the 2011 UMUC Stanley J. Drazek Teaching Excellence Award and the UMUC Teaching Recognition Award, University of Maryland University College. Unable to compete due to insufficient length of time at the college.

AIU Online Faculty Service Awards for November 2003, 2004, 2005, 2006, 2007 and 2008.

Professional Memberships

Computer-Using Educators (CUE)
National Council of Teachers of English (NCTE)

Academic Service

Faculty Mentor. Azusa Pacific University/University College, Summer 2016.

Professional Development & Continuing Education

Palomar College

- Writing for Online Journalism (Spring 2018)
- Graphic Communications (Spring 2018)
- History of Multimedia (Fall 2017)
- History of the Book (Fall 2017)

San Diego Mesa College

- Dean’s Honor List for the 2015-2016 and 2016-2017 academic years.
- History of Graphic Design (spring 2017)
- Digital Media (spring 2017)
- Business Communications (fall 2016)
- Adobe Illustrator CC (spring 2016)
- Intro. to Multimedia (spring 2016)
- Adobe Dreamweaver CC (fall 2015)
- Adobe Photoshop CC (fall 2015)
- HTML 5.0 & CSS (spring 2015)
- Adobe InDesign (spring 2015)
- Adobe PDF (spring 2015)

National University – School of Education

- Adjunct Faculty Professional Development Seminar, February 2018.
- Adjunct Faculty Professional Development Seminar, March 2017
- Adjunct Faculty Professional Development Seminar, March 2016.
- Adjunct Faculty Professional Development Seminar, February 2015.
- Adjunct Faculty Professional Development Seminar, February 2014.
- Adjunct Academy, January 2009

National University – Human Resources

- Injury & Illness Prevention (2016), June 2017.
- FERPA Basics (2016), June 2017.
- Sexual Harassment Prevention - California (AB1825), December 2015.
- Harassment Prevention Training, January 2014

National University Online – Center for Teaching Excellence Professional Development

- Blackboard training, January 2015.
- Introduction to Adobe Presenter, September 2010.
- Audacity training, November 2009.
- Adobe Connect Online Training Course, September 2008.

Ashford University

- ED Talks: Hallmarks of the Emotional Mind, 9/20/17.
- Sharing Expertise in the Classroom, 7/16/17.
- ED Talks: Mindset 5: Making the Change, 5-31-17.
- ED Talks: Mindset 4: Relationships, 5-21-17.
- ED Talks: Mindset 3: Champions and Leaders, 4/22/17.
- ED Talks: Mindset 2: Ability and Accomplishment, 3/26/17.
- ED Talks: Mindset 1: A Look Inside, 2/25/17.
- Think Tank: Models the Standards for Online Student Performance, 1/18/17.
- ED Talks: Emotional Intelligence: Master the Aptitude, 1/15/17.
- ED Talks: Self-Science, 1/3/17.
- Bridges: Building a Supportive Community (Sexual Harassment Training) 12/12/16.
- ED Talks: Social and Emotional Learning, 10/29/16.
- How Feedback Improved My Life, or Telling Students What You Really Think, 10/23/16.
- Media Savvy: How to Enrich Your Course With Relevant Audio, Video & Hyperlinks, 10/10/16.
- Services for Students with Disabilities, 8/26/16.
- ED Talks: Motivation, Persistence, and Students From Generational Poverty, 7/27/16.
- ED Talks: The Language Resource of the Online Student, 5/8/16.
- ED Talks: The Mental/Cognitive Resources of the Online Student, 4/24/16.
- ED Talks: The Hidden Rules of the Online Classroom, 4/10/16.
- ED Talks: Our Two Minds /When Smart is Dumb (Emotional Intelligence), 3/9/16.
- Bridges: Building a Supportive Community (Sexual Harassment Training), 10/26/15.

Azusa Pacific University College – Faculty Training

- Sexual Harassment: Policy and Prevention (California AB1825 Full), April 30, 2017.
- FERPA: Confidentiality of Records (Full Course), April 19, 2017.

University of Maryland University College

- All in the Story: Enhancing Cognition Through Scenario-Based Learning, July 26, 2017.

Chronological Resume

10/17-5/18	<p>Instructional Designer, Center for Innovation in Learning National University, La Jolla, CA Redesign online courses for university course consistency, interactivity, QuAP Development Guidelines and multimedia. Contract work completed.</p>
04/13-present	<p>Adjunct Faculty, Department of Humanities Los Angeles Pacific College—San Dimas, CA (was Azusa Pacific Univ. College) Teach online courses: English Composition 101 and 105</p>
09/12-11/17	<p>Online Associate Faculty. College of Liberal Arts. Ashford University—San Diego, CA Taught online courses: Science & Technical Writing, Intermediate English Composition, and Communication in Organizations, Introduction to Literature and Introduction to Film.</p>
09/08-present	<p>Assistant Adjunct Professor, Communication Studies & Professional Writing. University of Maryland University College—Adelphi, MD. Teach online courses: Advanced Business Writing and Advanced Technical Writing.</p>
07/08-present	<p>Writing Coach National University Online Writing Center—La Jolla, CA. Provide online tutoring to graduate and undergraduate students in all stages of the writing process, including Master’s theses.</p>
06/03 --present	<p>Certified Core Adjunct Faculty, Sanford School of Education. National University—La Jolla, CA. Teach online courses: graduate-level educational technology classes and undergraduate English Composition I and II, Information Literacy and Report Writing, Introduction to Interdisciplinary Studies, and Interdisciplinary Practice: Integrating Knowledge with Technology.</p>
07/03 – 07/08	<p>Adjunct Faculty, Department of English. American Intercontinental University Online—Hoffman Estates, IL. Taught online courses: English Composition, Business Communications and English Literature.</p> <p>Adjunct Instructor Kaplan College Online - Boca Raton, FL Taught online courses: College Composition I and Human Dynamics.</p>
10/02 – 04/03	
04/03 – 08/04	<p>Educational Writer AIMS Multimedia/Digital Curriculum—Chatsworth, CA Wrote various educational materials for over 100 educational videos for the Digital Curriculum program, which offers educational videos on-demand to K-12 schools.</p>
6/02 – 04/03	<p>Paloheimo Intern. Pasadena Museum of History—Pasadena, CA. Inventoried, digitally photographed and catalogued the contents of the 1906 Fenyes Mansion. Scanned and photographed archival materials. Wrote/designed mansion artifact guides.</p>

05/01- 01/06	<p>Web Designer Cornerstone Events Management—Burbank, CA. Designed, authored and maintained business website.</p>
10/86 – 12/01	<p>Riding Instructor, Web Designer, and Educational Consultant. Traditional Equitation School—Burbank, CA. Taught riding to children and adults at all riding levels; designed, authored and maintained school web site; desktop published, wrote & edited newsletters, instructional manuals, handbooks and brochures; and developed educational program & clinics.</p>
12/82 – 07/99	<p>Computer Services Consultant II. School of International Relations. University of Southern California. Administrative Assistant to School Director (1982-1989); Computer Consultant II (1989-1999). Provided computer technical support for faculty, staff and students; set-up and managed computer labs; designed, authored and maintained school website; desktop published, wrote and edited brochures, handbooks, PR materials and successful grant proposals; taught Internet literacy classes; and provided educational consulting for integration of new technology into the curriculum.</p>

Online College Courses Taught by Kathy Matthes

(as of 04/25/18)

Total courses taught (2002-2018): 362

Azusa Pacific University College (Undergraduate Courses)

Total	Course Title
27	ENG 101: Introduction to Composition
9	ENG 105: Composition: Argument and Analysis
36	TOTAL

University of Maryland University College (Undergraduate Courses)

Total	Course Title
27	WRTG 393: Advanced Technical Writing
20	WRTG 394: Advanced Business Writing
47	TOTAL

National University (Graduate Courses)

Total	Course Title
1	ADL 630: Instructional Design for the Digital Environment
43	EDX 6001x: Computer-Based Technology in the Classroom (previously EDX1201x:)
2	EDT 601: Instructional Design
2	EDT 606: Instructional Design Strategies
2	EDT 607: Multimedia in Instruction
6	EDT 608: Computer-Based Technology in the Classroom
1	EDT 610: Teaching in the Online and Hybrid Environment
78	EDT 612: Creating Meaningful Learning With Technology
2	EDT 623: Designing Web-based Instruction
9	EDT 655: Issues and Trends in Educational Technology
2	ENG 100: Effective College English I
10	ENG 101: Effective College English II
3	ILR 260: Information Literacy & Report Writing
1	EXC 615: Technology for Persons with Disabilities
2	BIS 301: Introduction to Interdisciplinary Studies
3	BIS 401: Interdisciplinary Practice: Integrating Knowledge with Technology
167	TOTAL

Ashford University (Undergraduate Courses)

Total	Course Title
1	ENG 315: Business and Professional Writing
20	ENG 325: Intermediate Composition
15	ENG 328: Scientific and Technical Writing
2	ENG 125: Introduction to Literature
7	ENG 225: Introduction to Film
3	COM 425: Communication in Organizations
48	TOTAL

American InterContinental University

Total	Course Title
10	BUS 210/245 Business Communication courses
1	ENG 203 International Literary Heritage courses
1	ENG 205 English Literature courses
48	ENG 105 English Composition courses
60	TOTAL

Kaplan College

Total	Course Title
3	CS 110 Human Dynamics
1	CM 102 College Composition
4	TOTAL