

**James "Art" Beveridge**  
18594 GA Highway 85 W  
Shiloh, GA 31826

Home Telephone: 706-846-8518

Cellphone: 229-200-3855

Email: [jabeveridge1963@gmail.com](mailto:jabeveridge1963@gmail.com)

LinkedIn Profile: <https://www.linkedin.com/in/james-beveridge-3b15514/>

## **CURRICULUM VITAE**

Date: August 26, 2023

### **EDUCATION/TRAINING HISTORY**

- 8/2014-Present Valdosta State University – Valdosta, GA**  
Educational Doctorate (EdD) – Expected 12/2023  
Educational Leadership (emphasis: Technology Leadership)
- 9/2012-4/2014 Western Governors University – Online**  
Master's Degree (MEd)  
Learning and Technology
- 8/2011-12/2011 Southwest Georgia Technical College – Thomasville, GA**  
Technical Certificate of Credit (TCC)  
E-Learning Design and Development Specialist
- 8/1983-12/1985 The University of West Florida – Pensacola, FL**  
Bachelor's Degree (BA)  
Middle School Math/Science Education
- 8/1981-5/1983 Gulf Coast Community College – Panama City, FL**  
Associate Degree (AA)  
General Studies

### **RESEARCH**

- Dissertation - Emergency Remote Instruction and the Future of Online Courses at Georgia Technical Colleges
- Thesis - Work Ethics Student Engagement: Increasing Student Completion Rate in Self-paced Online Instruction

### **PUBLICATIONS and PRESENTATIONS**

- GLAC Presentation - Creating a Virtual Library in Blackboard – 10/2017
- GaETC Presentation - Key Elements of a High Quality Online Educational Program – 11/2011

### **CERTIFICATIONS**

- USA Archery Certified Level II Instructor - Issued: 2015
- NRA Certified Instructor (Pistol, Rifle, Shotgun) - Issued: 2012
- NRA Certified Range Safety Officer - Issued: 2012
- Georgia DNR, Wildlife Resources Division, Hunter Ed. Instructor - Issued: 2014
- CompTIA Security+ - Issued: 1999
- Georgia Teacher Certificate 299478 (Expired)

## **COLLEGE COURSES TAUGHT**

- ELDG 1010 - Introduction to E-Learning
- ELDG 1110 - E-Learning Instructional Design
- ELDG 1150 - E-Learning Design and Delivery Tools
- ELDG 1210 - E-Learning Instructional Design Capstone Project

## **HIGH SCHOOL COURSES TAUGHT**

- Introduction to Business and Technology
- Business and Technology
- Business Communication

## **MIDDLE SCHOOL COURSES TAUGHT**

- Eighth Grade Science (Florida)

## **PROFESSIONAL DEVELOPMENT COURSES TAUGHT**

- Accessibility (WCAG 2.0) for Faculty and Staff
- Faculty Professional Development Series
  - Overview of the Distance Learning Department the Course QA Process and Blackboard
  - Course Transparency
  - Generic Bb System Navigation and Settings
  - Using Common Blackboard Activity Elements with Students
  - Instructional Content
  - Working with Common Blackboard Assessments
  - Working with Assignments
  - Working with Common Blackboard Interaction Tools
  - Resources for Working with Groups
  - Advanced Content Elements
  - Grade Center and Grading
  - Using Blackboard Collaborate Ultra
  - Using Echo360 for Your Video and Content Needs
  - Using the Respondus LockDown Browser and Monitor
  - Content Developer Skills - Building Content within the Course Template
    - Recommended Best Practice for Utilizing PowerPoint Content in Blackboard
    - Accessibility
    - Common Assessments
    - Common Ways to Facilitate Student Interactions
    - Configure the Grade Center
  - Subject Matter Experts (SME) Concepts and Skills - Designing Course Masters
    - Instructional Design Concepts and Considerations
    - Recommended Best Practices from the makers of Blackboard
    - Engaging Students with Learning Activities
    - Instructor Responsiveness and the “Human Connection”
    - Universal Design for Learning (UDL)

- Creating and Using Rubrics
  - Using Goals and Alignments
  - Using Respondus 4
  - The Blackboard Retention Center
- Introduction to Cisco WebEx
- Introduction to:
  - Microsoft Office 97 (Excel, Outlook, PowerPoint, Word)
  - Microsoft Office 2000 (Excel, Outlook, PowerPoint, Word)
  - Microsoft Office XP (Excel, Outlook, PowerPoint, Word)
  - Microsoft Office 2003 (Excel, Outlook, PowerPoint, Word)
  - Microsoft Office 2007 (Excel, Outlook, PowerPoint, Word)
  - Microsoft Office 2010 (Excel, Outlook, PowerPoint, Word)
  - Microsoft Office 2013 (Excel, Outlook, PowerPoint, Word)
  - Microsoft Office 2016 (Excel, Outlook, PowerPoint, Word)
  - Microsoft Office 2019 (Excel, Outlook, OneDrive, PowerPoint, Teams, Word)
  - Microsoft 365 (Excel, Outlook, OneDrive, PowerPoint, Teams, Word)
- Intermediate:
  - Microsoft Office 2010 (Excel, Outlook, PowerPoint, Word)
  - Microsoft Office 2013 (Excel, Outlook, PowerPoint, Word)
  - Microsoft Office 2016 (Excel, Outlook, PowerPoint, Word)
- Using Echo360
- Using the FLORIDA System

### **PUBLIC AND VOLUNTEER SKILLS DEVELOPMENT COURSES TAUGHT**

- BSA Basic Adult Leader Outdoor Orientation (BALOO)
- BSA Basic Leader Training for:
  - Cubmaster
  - Den Leader
  - Pack Committee
  - Tiger Cub Den Leader
  - Troop Committee
  - Webelos Den Leader
- BSA Train the Trainer Workshop
- Georgia Department of Natural Resources Hunter Safety
- National Rifle Association:
  - Basics of Pistol Shooting
  - Basics of Rifle Shooting
  - Basics of Shotgun Shooting
- USA Archery:
  - Explore Archery
  - Beginning Archery
  - Level 1 Instructor Certification

## **SKILLS**

- Curriculum Design and Development
- Instructional Design Principles
- Mentorship and Advising
- Diversity and Inclusion
- Accessibility
- Universal Design for Learning (UDL)
- Needs Assessment and Analysis
- E-Learning and Blended Learning
- Learning Management Systems (LMS)
- Multimedia Development Tools
- Servant Leadership
- Project Management
- Assessment and Evaluation
- Collaboration and Teamwork
- Communication Skills (Written and Verbal)
- Public Engagement
- Adaptability and Problem-Solving

## **PROFESSIONAL EMPLOYMENT HISTORY**

**08/2023 – Present Chattahoochee County High School  
CTAE Teacher – Business Pathway**

**Cusseta, GA**

Help ensure the continuous improvement of community partnerships and programs at the college and career academy. Additional responsibilities include but are not limited to implementing the curricular and instructional services at the college and career academy for the purpose of increasing student performance in the Business and Technology pathway courses and local workforce development. Major duties included:

- Teach business administration.
- Teach common business document creation, spreadsheet, presentation, and database software usage.
- Participate in curriculum review and design.
- Implement a variety of effective instructional strategies consistent with lesson objectives.
- Diagnose and evaluate student abilities and progress in a timely and consistent manner.
- Monitor student progress and adjust instruction accordingly.
- Plan a program of study that meets the individual needs, interests, and abilities of the students.
- Create a classroom environment that is conducive to learning.
- Assess the accomplishments of students on a regular basis and provide progress reports as required.
- Effectively implement District initiatives.
- Effectively collaborate with department and grade-level teachers.

- Effectively engage parents and the community in efforts to provide the highest quality education to students.
- Abide by state statutes, school board policies, and regulations.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.

**09/2022 – 05/2023 Columbus Technical College  
Dean of Academic Affairs – Business Division**

**Columbus, GA**

Responsible for the supervision and monitoring of student and faculty performance and progress as well as recruitment and placement efforts. Major duties included:

- Supervised academic personnel, programs, and services.
- Coordinated dual enrollment options for division.
- Ensured the consistent exercise, review, and revision of academic procedures, rules, and regulations.
- Promoted the instructional programs of the division to public and private organizations.
- Coordinated recruitment efforts in all venues for division.
- Worked with Human Resources personnel to coordinate new faculty and staff hires; verified appropriate faculty qualifications and credentials.
- Oriented new personnel to areas of responsibility with the division.
- Maintained related files for all personnel of the division including credential files for all instructors.
- Oversaw accreditation attainment and continuance activities.
- Recommended curriculum changes, program additions, and program terminations in the academic division.
- Communicated with the Vice President for Academic Affairs on activities of the division.
- Reviewed semester course evaluations by students.
- Reviewed staff development plans of and provided mentoring support to division faculty and staff.
- Reviewed and approved all requests for supplies and materials, including all curriculum materials for the programs.
- Addressed student and/or faculty complaints and issues.
- Monitored the activities of personnel to ensure compliance with the TCSG policy manual and division procedures.
- Developed and/or assisted with the development of procedures and recommended changes to effectively meet the goals and requirements of the division.
- Evaluated employees at scheduled intervals which included classroom observations.
- Conducted regular evaluation of services provided and adjusted as needed.
- Provided guidance for the utilization of advisory committees as related to the programs of the division.

- Promoted articulations between division programs and secondary and postsecondary institutions.
- Effectively engage business and other community partners in efforts to provide the highest quality education to students.
- Assisted faculty Subject Matter Experts with Instructional Design and content development as needed.
- Planned, developed, and presented faculty professional development within the Division.
- Participated in Division and program assessment, planning, budgeting, and staff development.
- Managed and oversaw financial/budget operations of the Division.

**10/2016 – 08/2022 Columbus Technical College                      Columbus, GA**  
**Director of Distance Learning**

Responsible for establishing, implementing, and coordinating college goals and objectives relating to educational technology and learning resources and coordination and supervision of the college distance learning office.

Responsibilities included:

- Directed the establishment of goals, objectives, and priorities for distance education technology, educational technology, instructional computing, and learning resources relevant to Distance Learning and faculty support.
- Developed and implemented operational standards for quality assurance in distance education technology, educational technology, instructional design, instructional computing, learning resources, and areas deemed appropriate for the position.
- Facilitated the design, creation, organization, and implementation of professional development programs/activities related to distance education, educational technology, instructional design, instructional computing, and learning resources related to Distance Learning.
- Aided in the areas of curriculum revision, instructional guidance and regulation implementation for programs.
- Provided technical assistance to faculty in the development of class management processes and procedures to accomplish their objectives.
- Provided technical assistance to instructional staff and others involved with program-specific technology.
- Conducted needs assessments designed to identify strengths, weaknesses, opportunities, and threats relative to service excellence in Distance Learning.
- Assigned, planned, and directed professional development activities to ensure maximum operational efficiency on a continuous basis according to established procedures.
- Managed and oversaw financial/budget operations of the office.
- Planned and executed the teach-out process for the shutdown of the E-Learning Design and Development Specialist TCC program upon its termination by the college.

**9/2010 – 9/2016 Southern Regional Technical College Thomasville, GA  
(Prior to 7/2015: Southwest Georgia Technical College)  
Distance Education Coordinator**

Work assignments were split among instructional design assistance for Subject Matter Experts, direct instruction, indirect instructional tasks, and the coordination of teaching/learning activities that utilize Internet technologies for online instruction. Job functions included:

- Developed and delivered instruction for the four courses of the E-Learning Design and Development Specialist Technical Certificate of Credit (TCC) program.
- Maintained and administered the Moodle LMS used for student course development associated with the E-Learning Design and Development Specialist TCC.
- Demonstrated commitment to and support of behaviors found in the College Values: Commitment, Integrity, Teamwork, Excellence, and Respect for the Individual.
- Assisted in preparing an Annual Plan and Budget for the unit and completing mid-point and end-of-year assessments of the Annual Plan.
- Designed, prepared, and implemented an individual Staff Development Plan and completed mid-point and end-of-year assessments of the Staff Development Plan.
- Supported Online Instruction through the provision of instructional design and content development support for web-enhanced, hybrid, and online course development, ensuring that such courses meet the Technical College System of Georgia (TCSG) Standards, the Principles of Good Practice as formulated by the Georgia Virtual Technical Connection (GVTC), Distance Education and the Principles of Accreditation of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and follows the SRTC policy and procedures.
- Served as the first level of technical support for problems relating to the design, development, and delivery of online courses. This includes providing “help desk” services to instructors and students enrolled in online, hybrid, and web-enhanced courses.
- Served as liaison between the College’s services (including but not limited to Student Affairs, Library Services, financial aid, bookstore, business office) and individual program advisors to ensure that online students are properly technically supported to be admitted, advised, registered, and tracked throughout their academic careers at SRTC. This duty included ensuring that administrative tasks such as the submission of applications for admissions and financial aid, graduation applications, and other related paperwork were available and functional for current and prospective online students.
- Served as liaison between SRTC and GVTC as “point of contact.
- Entered online program and course information into the program/course database and checks to make sure it is current.
- Batch enrolled users and courses using the scripts developed by the TCSG.

- Used the standardized naming convention on all servers provided by TCSG for all courses and students.
- Provided publicity about the online initiative at the college by producing brochures, making presentations at faculty/staff meetings, and making presentations at civic organizations.
- Assisted the GVTC student affairs personnel with technical support to assure that each student could register for course(s).
- Assisted students in getting textbooks from the college's bookstore, etc.
- Ensured the college's information including contact information was current on the GVTC web site.
- Attended all GVTC coordinator meetings.
- Ensured the college's web site had a link to GVTC.
- Ensured that information regarding distance education courses (i.e., program admissions, course availability, advisement/registration procedures, technology requirements, etc.) was disseminated to faculty, staff, and students on an available basis.
- Engaged in a systematic and ongoing evaluation of distance education programs and courses to ensure continuous improvement.
- Performed administrative tasks related to and provided technical support for online tutoring accounts (Smarthinking) provided to students through the College.
- Ensured continued support and troubleshooting of all issues pertaining to the support, maintenance, and/or instruction related to the use of the Learning Management System.

**2/2009 – 9/2010     Fringe Benefits Management Co.     Tallahassee, FL**  
**System Administrator I**

Installed and maintained the Company's computer hardware, system and application software, telephone systems, network systems, printers and other related equipment. Analyze software problems, write complex scripts and macros, modify existing programs or macros, test programs and/or changes, install and configure personal computer (PC) software, and prepare user and technical documentation with routine supervision.

**10/2007 – 2/2009     Technology Services Group     Tallahassee, FL**  
**Senior Network Engineer**

Provided network and user support for client law office with 100+ users, 12 servers, and public and guest wireless LANs. Also supervised one other systems specialist. Provided all IT support for the client firm, and supplemental support for various other customers as needed. Support provided included the management and maintenance of technology; maintenance and support of MS SQL 2003 databases; disaster recovery plan monitoring and maintenance; and managing their GroupWise to Exchange migration project.



**8/2007 – 9/2007 Blough Tech  
Support Engineer**

**Cairo, GA**

Provided customer support for computer equipment and software installation, wireless network installation, and data protection and recovery.

**6/2006 – 6/2007 HD Supply Waterworks  
Systems Manager**

**Thomasville, GA**

Supervised staff consisting of two Network Engineers, two System i Engineers, one Windows/Linux Systems Engineer, and two Systems Specialists in the Systems section of the IT Infrastructure department. My responsibilities included hands-on work in and/or supervision of personnel, maintenance of corporate website and intranet, maintenance and support of MS SQL 2000 databases, participated in disaster recovery plan development and testing, and technology support related to branch acquisitions, openings, moves, consolidations, and closures, security remediation, and network remediation.

**7/1998 – 5/2006 Florida Institute of CPAs  
Information Systems Manager/Programmer**

**Tallahassee, FL**

Originally hired as an Access and web/database programmer, I was promoted to manager in May 1999 following the resignation of my predecessor. For six months I had no staff, and was responsible for all Information Systems duties, from user support to network management. I hired & supervised a staff of three including a Network Administrator. My responsibilities included hands-on work in and/or supervision of the following: Budget Management; Personnel Management; Information Security Management; Network Administration; Database Administration; Web and Database Application Programming; and Contract/Engagement Management.

**5/1996 – 6/1998 Florida Department of Revenue, CSE Tallahassee, FL  
Senior Management Analyst I**

Developed technical training materials related to the use of mainframe applications, served as liaison between systems programmers and policy-makers, developed and implemented dBase applications for managing paper files & tracking policy documents.

**4/1993 - 5/1996 FL Dept. Children and Families Tallahassee, FL  
Telecommunications Specialist III**

Provided application & technical support to end-users in a help desk environment, utilized software diagnostic tools to identify network problems & forward them to the appropriate level of technical support, developed & implemented dBase tracking system for Quality Assurance & Customer Satisfaction surveys, server as liaison between users and programming staff.

**10/1990 - 4/1993 EDS  
Training Specialist**

**Tallahassee, FL**

Designed, developed, and implemented technical training modules related to mainframe applications for the Florida Department of Health and Rehabilitative Services (HRS), developed and implemented dBase system for tracking revisions to & turn-over of training materials, served as liaison between contact training staff & HRS staff.

**9/1990 - 10/1990    Solution Skills, Inc.**  
**Tutor/Instructor (Part-time)**

**Tallahassee, FL**

Held individual and small group tutoring sessions for middle and high school students in the subjects of math and science, including, but not limited to, algebra, statistics, probability, biology, physics, and chemistry. Designed and presented instruction on the content and methods needed to successfully complete the SAT and ACT math and science sections, achieving an approximate 98 percent pass rate on subsequent tests, as measured by exit surveys of graduates of the program.

**4/1990 - 6/1990    Fairview Middle School**  
**Science Teacher**

**Tallahassee, FL**

Designed and implemented unit curriculum in the physical sciences for eighth-grade students, including lectures, demonstrations, laboratory experiments, and the administrative tasks associated with tracking student progress. Implementation of these units included equipment inventory and procurement, mixing chemicals, preparing visual aids, and library research.

**3/1989 - 4/1990    FL Dept. of Labor and Emp. Security**  
**Unemployment Compensation Examiner I**

**Tallahassee, FL**

This job consists of data entry and analysis experience processing Employer Quarterly Tax Reports on the DLES mainframe. I analyzed incoming Quarterly Tax reports to insure their completeness and accuracy, and then entered pertinent data on the Department's mainframe.

**7/1986 - 3/1989    Gulf Coast Council, BSA**  
**District Executive**

**Pensacola, FL**

Recruited, trained, and supervised a twenty-member volunteer training staff for the presentation of courses designed to teach unit administration, and the skills and methods of operating Cub, Scout, Varsity, and Explorer units within the program of the Boy Scouts of America. Coordinated the activities and operation of the Scouting program utilizing approximately 400 adult volunteers and 1000 youth members. Activities included fund-raising, unit organization, event planning, training, recruitment, and community service projects.

## **COMPUTER SKILLS**

WCAG 2.1 Accessibility Compliance; Blackboard Learn 9.1; Blackboard Collaborate Ultra; TechSmith Knowmia; MySQL; PHP; HTML; Active Server Pages (ASP); JavaScript; VB.Net; Adobe Dreamweaver CS3; MS Office 365; Prezi; MS SharePoint; Microsoft Access; Microsoft SQL Server; Oracle 9i Query tools; Microsoft Office 365; Microsoft Teams; Microsoft FrontPage; Microsoft Visual Studio; Microsoft Project

## **COMMUNITY SERVICE**

01/2022 – 02/2023	Shiloh Community Connection	Founding President
12/2016 – 12/2020	BSA Chattahoochee Council Shooting Sports	Archery Dir.
02/2019 – 02/2020	Harris County Archery Club Board	Vice President
10/2007 – 07/2017	American Legion Post 265	Member
01/2013 – 12/2016	BSA Crew 319	Advisor
07/2013 – 04/2016	BSA Thunderbird District	Dist. Commissioner
01/2011 – 08/2015	SkillsUSA Georgia Postsecondary	Club Advisor
09/2014 – 07/2015	SRTC Student Veterans Association	Club Advisor
10/2007 – 12/2012	BSA Troop 319	Scoutmaster
03/2009 – 1/2010	BSA Thunderbird District	Training Chair
10/2008 – 12/2009	BSA Pack 319	Cubmaster
05/2004 – 06/2007	BSA Troop 117	Committee
05/2003 – 06/2006	BSA Ponce DeLeon District	Training Chair
07/1998 – 06/2006	Tallahassee Society of Association Executives	Member
11/2002 – 10/2004	Chaires-Capitola Recreation Council	Chairman
09/1999 – 05/2004	Cub Scout Pack 25, BSA	Cubmaster
07/1997 – 05/2003	Chaires-Capitola Community Center Board	Secretary
07/1998 – 08/2002	Leon County Parks & Recreation Advisory Team	Chairman
09/1986 – 03/1989	Gulf Breeze Rotary Club	Member