

# Carmeta A. Blake

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## EDUCATION

**NOVA SOUTHEASTERN UNIVERSITY – Distance Learning Leader Certificate – May 2004**

**UNIVERSITY OF PHOENIX** Certificate of Successful Completion Faculty Training for Online Teaching (April 1999).

**FLORIDA INTERNATIONAL UNIVERSITY** Miami, Florida. Doctor of Education (Ed.D) in Adult Education/Human Resource Development (April 1998).

**FLORIDA INTERNATIONAL UNIVERSITY** Miami, Florida. M.Sc. Mass Communication majoring in Television Field/Studio Production and management (April 1991).

**MANAGEMENT TRAINING AND DEVELOPMENT INSTITUTE** Washington D. C. Certificate of Completion Journalism in Development, August 1987.

**UNIVERSITY OF NORTH CAROLINA** Chapel Hill, North Carolina, Certificate of Participation Journalism Workshop, (USAID) July, 1987.

**UNIVERSITY OF THE WEST INDIES** Mona, Jamaica, West Indies B.A. (Honors): majoring in Mass Communication Techniques in radio production and presentation, Language and Literature, June 1981

**MICO TEACHERS' COLLEGE** Kingston, Jamaica. Teachers' Certificate (Honors) major: English and Social Studies (June 1975).

## RESEARCH AND CONFERENCE PRESENTATIONS

Participant, Southern Regional Faculty and Instructional Development Consortium, March 16-18, 2008. Broward Community College, Florida.

Participant, Blackboard Southeast Users Group (BSEUG) Conference, Atlantic Beach, Florida, February 28-March 2, 2007.

Workshop Presenter, “The Power of Microsoft Tools in the ODL Environment”, The Fourth Pan Commonwealth Forum on Open Learning Conference, Ocho Rios, Jamaica, October 28 – November 2, 2006

Presented, “A Paperless Classroom” Distance Learning Administration Conference, Jekyll Island, Georgia, June 4-7, 2006.

Presented, “A Higher Education Instructional Design Experience via Blackboard” - Blackboard Southeast Users Group, (BSEUG) Savannah, Georgia, September 28-30, 2005

Reviewed for publication, along with: Henry C. Amoroso, University of Southern Maine; Donna J. Baumbach, University of Central Florida; Christopher F. Mulrine, Blackburn College; and Stacey Reeves, William Carey College; **Technology Tools for Teachers - A Microsoft Office Tutorial, 2nd Edition** - Mills, Steven; Roblyer, M.D. Pearson Merrill Prentice Hall, Columbus, Ohio, Copyright 2006, 2003 by Pearson Education Inc

Participant, Distance Learning Administration Conference, Jekyll Island, Georgia, June 5-8, 2005

Co-presenter, “Distance Education: Design Considerations for Effective and Successful Distance Learning” World Conference on E-Learning, Washington, 2004.

Co-presenter, with Dr.Sam Perkins, SITE Conference, March 3-6, 2004, Atlanta , Georgia.

Editorial Board Member, 2001-2004 Human Resource Development International

Moderator , Roundtable "Can the missing face-to-face component be captured in online course development?"  
Orlando, Florida – March 6-8, 2003

Participant, California Virtual Campus 2003 Electronic Conference – Student Support and Instructional Services, May 8-9, 2003.

Attended, E-Conference "Building and Using Cool Interactive Learning Objects for Online Courses" September 18, 2003

Co-Presenter with Dr. Sam Perkins, September 27, 2003. "You Too Can Teach with Blackboard" Southeast Regional TESOL Conference – New Orleans

Presenter, Distance Learning – The Constructivist/Objectivist Framework for Course Development for the Distance Learner – FDLA Distance Education Conference. December 13-14, 2002, Davie, Florida.

Co-Presenter , ADSOE Practitioner Model: Will it Work for You? – The 8<sup>th</sup> Sloan-C International Conference, Orlando, FL, November 8-10, 2002

Presenter, "Instructional Design – The Systems Design Approach to the Online Classroom" Distance Learning Administration 2002 Conference – Jekyll Island, Georgia, June 5-7, 2002.

Workshop Participant, Blackboard Users Conference – Phoenix, Arizona, March 2002.

Workshop Presenter, "Integrating Technology in Higher Education" Conference – Distance Education in Small States, Ocho Rios, Jamaica – July, 2000.

Participant, "Kick it up a Notch Conference" WebCT Technology presentation and hands-on workshops, Ohio State University, Columbus, Ohio – August 2000.

Distance Education, the University of the West Indies: Positioning the Institution as a Catalyst for Human Resource Development in the Caribbean Region: A Case Study. AHRD Conference, Raleigh, Durham, March 2000.

Researcher, "Feasibility of the Broadcast Medium in Distance Education" Nassau, Bahamas, Kingston, Jamaica. July 1999.

Panelist, Distance Education Conference in Guyana on "Pragmatism, Quality, Collaboration and Partnerships. Guyana, September 1999.

Distance Education, Examining Emerging Standards and Instructional Practice via Videotaped Content Analysis AHRD Conference, Washington, 1999.

Videotaped, Content Analysis in Distance Higher Education: Emerging Standards and Faculty Practice: accepted for presentation at AERA Conference, Montreal, Canada, April 1999.

Dissertation, A Distance Education Case Study: A Comparison of Instructional Delivery Methods Practiced by Higher Education Faculty and Emerging Standards, March 1998.

Trends in Distance Education, Globally and at Mona University of the West Indies Distance Education Centre (UWIDEC) Summer Programme for Students, Mona, Jamaica, July, 1999

Presenter, "Trainer and Transition" UWIDEC's Train the Trainers' Workshop, Kingston, Jamaica. August, 1999.

## **EXPERIENCE:**

### **Distance Education:**

**Instructional Designer/ Distance Education** - Barry University, September 2000 to June 30, 2007. Working with faculty in the School of Education. Main focus on online course development using WebCT. Faculty Development and Workshop presentations also falls within my job description. Member of the Distance Education Committee. Assists the Director of Distance Education with the day to day running of the Instructional Technology and Distance Education department.

**Curriculum Development Specialist** - University of the West Indies, May 1999- September 2000. Instructional design for 7 degree courses to date. Wrote 5 of a 10-unit course on Community Development Strategies. Continuous work with faculty writing course materials applying the systems design approach with interactive elements for distance education on several courses that are in progress. Prepared manual to guide Tutor's instructional practice and another for the preparation of Course Outlines for distance students. Training tutors for use of the audioconferencing system and consulting with outside agencies on matters of distance education. The job also involves interaction with counterparts in other campuses as well as with other senior academic and administrative staff. The job also involves conducting workshops for writers of distance education course materials.

**Online Faculty** - University of Phoenix – 1999-2000. Position requires uploading weekly lectures, uploading weekly grammar quiz, and facilitating group research projects online, as well as grading and posting weekly evaluation summaries for each student. It also requires that the faculty logs on and conducts asynchronous teaching with students 5 out of 7 days each week.

**Graduate work** with Dr. Douglas Smith in Instructional design for synchronous videoconference via PictureTel. Worked on assessing the impact of video delivery in a synchronous environment and on the model of a study guide wrapped around texts in Adult education courses at Florida International University, College of Education. Research into emerging instructional delivery methods with a view to ascertaining the existence of standards in distance education. 1995-1998.

**Taught course** “Adults as Learners” in a synchronous class via audio-conference, UWI, September to December, 1999.

**Web Course Design:** Extensive knowledge with using the "WebCT" “Blackboard” platforms to design and upload course materials for web-based/blended or enhanced face-to-face courses; Advanced use of Plagiarism detection tool (Turnitin), Interactive Response Device tools (TurningPoint), Camtasia and Viewlet Building (Quarbon) Tools for tutorials.

### **Traditional Teaching**

Palm Beach Community College — English and Strategies Fall '97 to Summer 1999

Broward Community College - Spring '99 to Summer '99

Miami Dade Community College — English, Speech & ENC 1101 Summer '91-Summer '97

Miami Dade Community College — ESOL GREAT PROGRAM Fall '96-Summer'97

Haile Selassie Secondary School — English and Social Studies — 1974 -1978

Fitz-Henley's Secretarial Institute — Shorthand and Typewriting. 1970-1980

Camperdown High School & Holy Childhood High School English and Commerce  
(Part-time) 1978—1981

### **Media Communication**

Producer/Presenter, Afternoon/Drive time radio program on WAVS 1170AM — 1991 to 1994. Created and designed a "word game" as a main feature of these programs.

Internship, WPBT 2 Miami, Florida Fall 1990, Community Affairs Department, as assistant to the Producer of "Viewpoint". I researched, wrote, produced and presented a special feature on the Police Museum in Florida. This was aired several times on WPBT 2.

Graduate Assistant, Florida International University, Department of Journalism, 1990-1991.

Producer/Director/Presenter, Nightly prime-time television program, Jamaica Information Service, 1985-1989 researched, developed, wrote, directed, presented and performed editing function; on a daily basis stories were drawn from assignments in Canada, the United States, Europe and the Caribbean.

Producer/Reporter/Presenter, Weekly magazine radio program (won Press Association Award for Best Human Interest Story in radio), Jamaica Information Service 1984-1985. Initiated, organized the format, researched, developed, wrote, produced and presented the program on a weekly basis; supervised the technical crew and editing staff for the program.

Freelance Reporter/Producer/Newsreader/Disc Jockey, Jamaica Broadcasting Corporation, 1983-1984. Assigned to cover gang violence, state openings, official visits, entertainment: Wrote, produced, and did voice-overs for television newscasts. Also read major radio newscast and filled in as Disc Jockey.

Journalist/News Reader/Disc Jockey, Radio Antilles, Montserrat, West Indies 1982-1983. Opened the station at 5:00AM., received correspondents' reports via phone line. Responsibilities included recording first on reel to reel tape and then transferring to cart for inserts into the newscasts, writing the lead-ins to these inserts and 30-second segments of wire copies for the morning news, and getting on the air by 5.59 A.M. to read the 6.00A.M. newscast. In addition I was selected to work on an experimental program called "Radio Bilingual" a French/English Disc Jockey program.

Live TV Presenter/Narrator/Interviewer, Jamaica Information Service 1980-1982. This was a freelance position in which people at various levels of the society were interviewed during a half hour live magazine program. The job also included narration over film during the live presentation and reading of a 5-minute news feature.

Sales Assistant, Jamaica Broadcasting Corporation, 1969-1972. Coordinated traffic logs and sales contracts and dealt with public service announcements.

### **PROFESSIONAL ACTIVITIES**

American Educational Research Association, Washington, D.C. (1998-2000)  
Academy of Human Resource Development, Baton Rouge, LA (1998-2000)  
American Society for Training and Development, Broward Chapter (1993-1995)

### **AWARDS**

Christopher John Parnell award for Child Study 1974  
Reginald Murray award for the teaching of English (secondary schools) 1974  
Jamaica Press Association Award for Best Human Interest Story (Radio) 1984  
Jamaica Festival Certificate of Merit — Impromptu speaking 1973  
Rotary International Scholarship for Journalism, 1988/89

### **LANGUAGE**

Fluent in English  
Working knowledge of Spanish