

Katherine Fontanella, M.S.

kfontane@ecampus.usg.edu | 678-839-3786 | Carrollton, GA

EDUCATION

-
- June 2012** **Master of Science | Major in Neuroscience**
The College of Staten Island of The City University of New York, Staten Island, N.Y.
 - January 2009** **Bachelor of Science | Major in Biology**
The College of Staten Island of The City University of New York, Staten Island, N.Y.

PROFESSIONAL EXPERIENCE

eCampus Instructional Designer **February 2025 - Present**

University System of Georgia, eCampus

- Provide instructional design and curriculum development support for an assigned suite of USG eCampus courses in collaboration with credentialed subject matter experts, instructional support staff, and USG eCampus leadership.
- Plan and implement media enhancement projects for collaborative courses; collaborate efficiently with diverse stakeholders to ensure timely completion of deliverables.
- Support subject matter experts in analyzing, developing, designing, implementing, and evaluating course content to improve course delivery and student outcomes while abiding by SACSCOC and BOR accreditation guidelines, copyright requirements, and accessibility requirements of Section 508 of the Americans with Disabilities Act.
- Review course analytics to develop data-driven course revision recommendations and prioritize revisions.
- Oversee course quality in university system-wide collaborative online programs by making regular course updates, checking and maintaining links, and developing new multimedia-enhanced materials.
- Collaborate with administration, faculty, staff, and external vendors to maintain program offerings in various academic disciplines in the Learning Management System (LMS).
- Research trends in instructional technology and make recommendations for use in all collaborative programs.
- Review, analyze, and report on course performance metrics on an ongoing basis.
- Provide GoVIEW technical support to USG teaching faculty for assigned programs.
- Monitor student outcomes and report findings to internal and external stakeholders.

Educational Program Specialist **January 2022 – February 2025**

University System of Georgia, eCampus

- Responsible for design, implementation, and operational support of the eCore proctored exam system in support of students from all eCore partner institutions.
- Provide support to eCore faculty in initializing the proctored exam system.

- Provide ongoing support to all related testing centers and test proctors (USG institutional partner testing centers, other higher education testing centers in Georgia, dual student high schools for test proctor assistance, military installations for test proctor assistance, online proctor vendors, and other independent proctor and testing centers needed to cover the eCore student needs for the proctored exam experience.) needed to provide the proctored exam environment for the eCore student experience.
- Provide ongoing support to eCore students for assistance in scheduling and completing the proctored exam experience.
- Collect and analyze proctored exam data for program and student success.

Program Specialist -- Tk20 Unit Administrator

May 2017 – January 2022

University of West Georgia, College of Education, Dean's Office

- Integrated Tk20 with Banner to automate Banner data loads.
- Worked with the Department of Information Technology Systems to ensure the accuracy and timeliness of Banner data loads to the Tk20 server.
- Worked with ITS and Watermark to introduce a direct Tk20 portal into the "OneLogin" system.
- Manage the day-to-day maintenance and support of the system.
- Responsible for working with program coordinators and curriculum, instruction, and assessment leaders to set up program assessment practices and procedures.
- Responsible for scheduling and coordinating data collection activities, developing and/or revising assessment plans, generating digital versions of all assessments, creating and launching key assessments in Tk20.
- Serve as the liaison with Watermark staff and the College of Education.
- Provided training for faculty, staff, and students in the assessment system.
- Developed training materials for the Tk20 website.
- Provide support for the Associate Dean for Research and Assessment in generating annual data reports in aggregate and dis-aggregate forms for the UTeach program, the Dean, and the College of Education Annual Assessment review for Georgia Professional Standards Commission (GaPSC), and SACSOC accreditation.
- Managing effective data collection such as checking for data accuracy, identifying missing data, and preparing data for analysis (qualitative and quantitative).
- Managing College of Education candidate performance data webpage.

Assistant Registrar – Graduation

November 2015 – May 2017

University of West Georgia, Office of the Registrar

- Providing direct supervision to three full-time employees and two student assistants within the Graduation area.
- Responsible for graduation clearance within the Registrar's Office -- work distribution, communication, and procedures for all graduation verification and processing.
- Assisted with applying Degree Works exceptions, graduation application coding, degree audit review, diploma ordering and processing, degree/major/minor/concentration changes, commencement ceremony, and the annual graduation fair.
- Additional responsibilities included evaluating, verifying, and conferring degree requirements based on University (UWG) and University System of Georgia (USG) policies and procedures.
- Working directly with faculty and staff to troubleshoot and resolve degree program issues.

- Notify students of evaluation results, including informing them of appropriate options to satisfy outstanding requirements, explaining relevant policies, regulations, and procedures, and referring students to other academic units when appropriate.
- Overseeing the update of graduation candidate listings and maintaining information on the graduation webpage.
- Served as a member of the university commencement and graduation fair committees.
- Collaborate with committee, staff, and SAEM volunteers on line-up setup for commencement and provide and confirm official candidate listing for the commencement program.

Departmental Associate – Graduation

July 2015 – November 2015

University of West Georgia, Office of the Registrar

- Responsible for reviewing undergraduate-level student records in preparation for graduation. This includes reviewing coursework and other non-course requirements.
- Interpreting and communicating policies and procedures governing degree requirements for undergraduate degree candidates to students, staff, and faculty.
- Notifying degree candidates of graduation application deadlines, unmet requirements, and deferring degrees.
- Other responsibilities included proactive problem-solving regarding student Degree Works audits, organizing West Georgia’s annual graduation fair, assisting with preparation for Commencement, and working on each commencement ceremony.

Catalog and Curriculum Specialist

May 2014 – June 2015

Eastern Kentucky University, Office of the Registrar

- Responsible for reviewing and editing curriculum proposals submitted on behalf of the five colleges within Eastern Kentucky University. This includes new courses, course revisions, new programs, program revisions, and program suspensions.
- Working with the Provost and Registrar to compile the Council on Academic Affairs agenda monthly and communicate with the associate dean’s offices regarding all/any necessary edits required by the University.
- Guiding each proposal through several approval processes, including the Council on Academic Affairs, Faculty Senate, and Board of Regents.
- Integrating each approved proposal into InDesign, assembling and publishing the University Graduate and Undergraduate Catalogs, and maintaining the CAA and Catalog webpages.

Academic Records Specialist

September 2013 – May 2014

Eastern Kentucky University, Office of the Registrar

- Responsible for maintaining and processing program of study changes for the entire student body within Eastern Kentucky University. These include implementing changes for major, concentration, minor, catalog, and departmental and university certificates.
- Responsibilities also include providing strong administrative support to all faculty, staff, and students regarding troubleshooting any issue related to program of study changes in Banner.
- Communicated accurate and up-to-date information regarding university programs and curriculum policy to all faculty, staff, and students.

TEACHING EXPERIENCE

University System of Georgia, eCampus | Spring 2024 - Present

Part-time Instructor for Introduction to Biology with Lab - Biology 1011K

Eastern Kentucky University, Biology Department | January 2013 – May 2013

Part-time Lecturer for Human Anatomy – Biology 171

Utah Valley University, Biology Department | August 2010 – June 2011

Part-time Lecturer for Introduction to Human Anatomy & Physiology – Zoology 1090

Part-time Lecturer for Human Physiology – Zoology 2420

Part-time Lecturer for General Biology – Biology 1010

The College of Staten Island of The City University of New York, Biology Department | September 2009 – May 2010

Part-time Lecturer for Human Anatomy & Physiology II – Biology 160

Part-time Lecturer for Maculary Honors General Biology – Biology 171

SERVICE TO THE UNIVERSITY

Hiring Committees:

- Served on the eTesting Part-Time Education Program Specialist Committee Search for USG eCampus (January 2023)
- Served on the eTesting Educational Program Specialist Committee Search for USG eCampus (November 2022)
- Served on the Administrative Support Senior and Proctor Committee Search for the UWG VPAA Office (June 2022)
- Served on the Testing Services Coordinator Committee Search for the UWG VPAA Office (May 2022)
- Served on the Coordinator of the College of Education External Relations Committee Search for the UWG College of Dean's Office (January 2021)
- Served on the Assistant Registrar Committee Search for the UWG Registrar's Office – Graduation (November 2017)
- Served on the Departmental Assistant Committee Search for the UWG Registrar's Office – Graduation (April 2017)
- Chair of the Departmental Associate Committee Search for the UWG Registrar's Office – Graduation (March 2017)
- Chair of the Departmental Associate Committee Search for the UWG Registrar's Office – Graduation (February 2017)
- Chair of the Departmental Assistant Committee Search for the UWG Registrar's Office – Graduation (July – September 2016)
- Served on the Student Assistant Committee Search for the UWG Registrar's Office – Graduation (March – April 2016)
- Served on the Customer Services Representative Committee Search for the UWG Enrollment Services Center (2016)

- Chair of the Departmental Associate Committee Search for the UWG Registrar’s Office – Graduation (January 2016)
- Served on the Catalog and Curriculum Specialist Committee Search for the ECU Registrar’s Office (June 2015)

Institutional Committees:

- UWG Commencement Ceremony Committee Member – Registrar’s Office Representative (2017)
- UWG Commencement Ceremony Committee Member – Registrar’s Office Representative (2016)
- Chair of the UWG Graduation Fair Committee (2016)

PRESENTATIONS

Fontanella, K., & Rush, E. (2024). “USG eCampus Proctored Testing” Presentation at the Georgia College Testing Association

Canada, K., Fontanella, K., & Rush, E. (2023). “USG eCampus Proctored Testing” Presentation at the Georgia College Testing Association

Canada, K., Ledbetter, Meredith., & Fontanella, K., & (2022). “eCampus Testing: More than just eCore!” Presentation at the Georgia College Testing Association

PROFESSIONAL DEVELOPMENT

Fontanella, K. (2024) “First-Time Online Course Design” (Momentum USG)

Fontanella, K. (2024) “Leading Change” workshop (eCampus USG)

AWARDS & RECOGNITION

Recipient of the College of Education Distinguished Staff Award. Presented by the Associate Dean of the College of Education. (April 2020)