Kelly M. Steed, Ph.D.

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Professional Experience

Assistant Dean of USG eCampus

Under the general direction of the Dean and Chief Learning Officer of eCampus, the Assistant Dean provides senior leadership and support of the Curriculum and Instruction, Instructional Design and Development, and the Faculty Support and Development Divisions.

- Assess, plan, develop, implement, manage, evaluate and oversee the primary areas of facilitating academic curriculum and design and faculty development.
- Evaluates faculty presence, engagement and overall performance.
- Serves as a first point of contact for engaging with grade appeals, academic honesty cases, and general faculty and student concerns.
- Establishes, implements, and oversees policies and procedures necessary for the efficient operation of eCampus divisions, makes strategic decisions, and provides leadership in areas of record-keeping and compliance with established USG, SACSCOC, and other policies and procedures as required of eCampus.

Associate Dean, School of Arts & Sciences, West Georgia Technical College *2018-2022*

Managed an academic division serving 6,000+ students per term to ensure positive student outcomes. Responsible for direct supervision of Arts & Sciences faculty, annual budgeting and fiscal planning, management of associate's degree programs, scheduling 300+ courses per term at 5 regional campuses, assessment of academic departments and personnel, monitoring of learning outcomes and student retention, leadership of special projects as assigned by the VP of Academic Affairs, and serving as liaison to external organizations to foster strong relationships with community partners.

- Managed 4 academic departments to lead continuous improvement in instructional design, curriculum development, course scheduling, and faculty assessment.
- Supervised a staff of 32 full-time and 60+ adjunct faculty at 5 regional campuses and 3 educational sites; completed performance evaluations, hired and trained new personnel, coordinated professional development, and managed discipline procedures for all faculty.
- Reviewed faculty qualifications and managed hiring and ongoing professional development to ensure all instructional staff met credentialing guidelines.
- Monitored courses for compliance with institutional and SACSCOC standards. Documented course evaluations in alignment with accrediting body guidelines; audited classes through classroom observations and online evaluations and provided performance feedback to faculty.
- Selected department chairs; facilitated departmental initiatives and coordinated internal communication to encourage collaboration among faculty to achieve strategic goals.
- Managed student concerns and academic grade appeals. Coordinated response to student concerns in a timely manner and provided feedback to faculty and the dean to resolve student complaints.
- Investigated discipline issues and academic integrity cases in collaboration with the Dean of Students; served as Chair of Hearing Committee for student conduct cases.
- Developed and implemented process improvements in academic support services to enhance student retention and graduation rates.

Psychology Instructor and BIT Chair, West Georgia Technical College *May 2016—Nov. 2018*
Taught 16-20 sections of undergraduate psychology per year with consistently excellent performance and course evaluations from students and administrators. Chaired WGTC's Behavioral Intervention Team.

- Managed curriculum development for all WGTC Psychology courses (EMPL 1000, PSYC 1010, PSYC 1101, PSYC 2103 and PSYC 2250). Course designer for PSYC 2250 Abnormal Psychology.
- Chaired WGTC's Behavioral Intervention Team responsible for threat assessment and case management working collaboratively with law enforcement and Student Affairs staff.
- Nationally certified in NaBITA's evidence-based practices for campus safety and risk management.
- Developed policies and procedures for WGTC's KnightCARE initiative to address mental health, substance use and campus safety concerns with an ongoing public awareness campaign.

Principal Investigator, Bainbridge Evaluation *2014—2018*
Founded independent research firm to provide program evaluation and outcomes research services for federally funded mental health services and substance use treatment grants.

- Evaluator for Carroll County's SAMHSA grant-funded Juvenile Wellness Court for adolescents with co-occurring mental health and substance use disorders from 2014-17.
- Developed evaluation protocols in compliance with funding agency guidelines.
- Managed data collection and analysis to measure ongoing multi-year program performance.
- Prepared quarterly and annual reports to provide progress updates to SAMHSA and key stakeholders.

Graduate Psychology Instructor, University of West Georgia *2013—2016*
Completed doctorate in psychology while teaching multiple sections of Introductory Psychology and Abnormal Psychology. Passed comprehensive oral examination March 2016. Dissertation successfully defended October 2017.

- Recipient of the Clendenin Fellowship for 4 consecutive years, awarded to outstanding graduate students in Georgia by the Clendenin Scholars program at Kennesaw State University.
- Papers presented at Psychology & the Other Conference at Harvard University, the Southern Society of Philosophy and Psychology and UWG SPARC research conference.
- Published article in the Journal of Exceptional Experiences in Psychology, a peer-reviewed quarterly journal, in Summer 2013.

Community Health Project Coordinator, Tanner Health System *July 2013—Aug. 2014*
Managed communications, public relations, marketing, community initiatives, and program evaluation for *Get Healthy, Live Well*, Tanner Health System's $1.2 million community transformation grant from the CDC. The program included 21 multi-year objectives with 24 task forces working on a variety of public health initiatives.

- Directed research and program evaluation as staff liaison to the grant's principal investigator, coordinated evaluation team activities, reported on outcomes to key stakeholders, and managed evaluation in compliance with CDC guidelines.
- Coordinated public relations, conducted media interviews, devised messaging strategy and developed talking points for leadership for media and public appearances.
- Regular appearances in local media (radio and print) and presentations to community groups to raise awareness about the program.
- Articles published in the Atlanta Business Chronicle, the Times-Georgian, West Georgia Living, Georgia Department of Public Health's PH Week, Healthy Living magazine, the Villa Rican, Tallapoosa Journal, Star News, Franklin News and Banner and Heard Citizen.

Alumni Director & Marketing Coordinator, Foundations Recovery Network *2009—2011*
Responsible for strategic planning and management of a new department to lead outreach to alumni and local markets for an addiction treatment company operating 140+ beds and 4 outpatient programs in 4 regional markets. Directed design, production and distribution of corporate marketing collaterals and provided marketing support to the national business development team.

- Launched FRN's alumni program as a single employee and grew it to a community of 5000+ alumni.
- Managed four full-time Alumni & Events Coordinators; maintained the alumni and events team budget and audited expenditures; implemented program metrics to ensure achievement of strategic goals.
- Developed targeted campaigns and special events to increase referrals from a community of 5000+ alumni. Designed customized information systems including multiple CRM solutions.

Acquisitions Editor, Providence House Publishers *Sept. 2007—Dec. 2008*
Senior editorial position with independent book publisher responsible for strategic planning and corporate marketing, product development and management of key client relationships.

- Coordinated product development including project planning; content editing and writing for print, video and web; managing freelance writers and editors; and supervising graphic designers.

Freelance Editor, Providence House Publishers *Nov. 2003—Sept. 2007*
Responsible for product development, Internet research and fact checking, manuscript analysis, copy editing and proofreading of numerous books.

Managing Editor, Providence House Publishers *Oct. 1999—Nov. 2003*
Managed the publication of more than one hundred books while serving as primary author liaison and editorial supervisor. Coordinated projects from concept to publication including packaging, design, editing, and manufacturing.

- Responsible for publishing contracts, manuscript development, book design, and budgeting.
- Maintained key client relationships and handled customer communications.
- Supported strategic planning and market research, hired and trained new employees, created marketing materials and web content, and negotiated subsidiary rights agreements.

Editor, American College of Neuropsychopharmacology at Vanderbilt University *Dec. 1998-Oct. 1999*
Coordinated publications and planned scientific symposia for a national honor society for research scientists in neuropsychopharmacology including editing content for scientific journals, developing quarterly newsletters, writing annual reports, and organizing board meetings.

Education

University of West Georgia, Ph.D. in Psychology *Dec. 2017*

- Dissertation "Beyond the Boundaries of Self: An Intuitive Inquiry of Non-Pathological Dissociative Experiences," published December 2017 explored flow states and the impact of positive dissociative experience on identity construction.
- Four-year recipient of Clendenin Fellowship from Kennesaw State University

Tennessee Technological University, Bachelor of Arts, *Summa cum laude* *May 1998*

- English major, double minor in history and Spanish
- SGA vice president, TTU debate team captain, 4-year Pinkerton Debate scholarship recipient