

**Jennifer Lloyd, EdD**  
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Department of Management & Marketing  
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## **SUMMARY OF QUALIFICATIONS**

- Educator, mentor, and supervisor with over 15 years of teaching experience; instructional system specialist background.
- Facilitate courses on instructional design and technology projects that are being developed within students' current organization.
- Within one year of being assigned to TAMUSA, developed and delivered an asynchronous 1-hour applied writing course within the FESA program: Oct 2018.
- Civilian/military instructor supervisor: team lead on course rewrite; reviewed and edited blocks of instruction (approximately 293 hours of course curriculum); reviewed over 400 test questions, student textbooks, and supporting lesson plans.
- Experienced in several different types of learning management systems: Blackboard, Canvas, and Dept of Defense-Air Force learning management systems.

## **EDUCATION**

**Edd College Level Teaching and Learning** 2018  
Walden University, Minneapolis, Minnesota

- **Dissertation published** Oct 30, 2018, Walden University Scholar Works - *Perceptions on the Essential Writing Skills of Entering First-Year College Students*

**Master of Education – Instructional Technology** 2004  
American Intercontinental University, Schaumburg, IL

**Master of Business Administration** 1994  
William Carey College, Gulfport, MS

## **TEACHING EXPERIENCE**

**Adjunct Instructor - Business Communication** Aug 2017-Present  
Texas A&M University – San Antonio, TX

- Teach business communication courses to undergraduate students in bachelor's degree programs: asynchronous, synchronous, hybrid, and face-to-face modality.
- Facilitate and manage 30+ students' gradebook via Blackboard. Download class rosters, post class assignments, review, and assign grades to students.
- Develop discussion board forums, exam/quiz content, and writing assignments.
- Provide feedback that fosters students' understanding and desire to continue degree requirements and enhance their career goals.
- **Professional Training Development**
  - Two ACUE's Microcredential courses: Creating an Inclusive and Supportive Online Learning Environment (Jul 2023) and Promoting Active Learning (Mar 2023).
  - Artificial training (AI) for business communication courses.
- Revised course materials to incorporate AI curriculum within business communication courses.

**Associate Faculty-Instructional Design & General Education** Mar 2007 - Present  
University of Arizona Global Campus, Chandler, CA

- Teach online courses in a graduate program, Master of Science in Instructional Design

and Technology.

- Facilitate and manage students' gradebook via Canvas. Download class rosters, post class assignments, review, and assign grades to students.
- Provide feedback on developing instructional design and technology projects, which fosters students' understanding and desire to continue degree requirements and enhance their career goals.
- Use online discussion boards to respond to students' postings.
- Develop and post weekly announcements to ensure students are informed.
- Increase personal knowledge and skills by participating in webinars and professional development training.
- **Professional Development** - Annual Curriculum Faculty training for the academic year 2024/25: focus is on substantive feedback in the classroom - what it is, why it is essential, and strategies to help provide it.

### **Adjunct Instructor - Business**

Jan 2005 – Mar 2015

University of Phoenix, Phoenix, AZ

- Taught online courses to undergraduate students in associate and bachelor's degree programs.
- Facilitated and managed 15-30 students' gradebook via the Learning Management System; downloaded class rosters, posted class assignments, and reviewed and assigned feedback and grades to students.
- Reviewed course curriculum and provided recommendations and best practices to both faculty peers and the academic affairs team.
- Performed duties as a faculty mentor; coached and mentored new faculty members. The mentorship consisted of an 11-week process, two two-week periods, and nine weeks of actual class monitoring.
- Facilitated student workshops.

### **Instructor Supervisor – Information Management**

Jan 2001 – Mar 2003

Dept of Defense – US Air Force, Biloxi, MS

- Assigned Course Chief/Instructor Supervisor. Directly supervised nine instructors, military and civilian.
- Monitored and scheduled continuation training for 18-26 personnel and ensure information is updated in faculty folders.
- Team lead on course rewrite; reviewed and edited five blocks of instruction (approximately 293 hours of course curriculum); reviewed over 400 test questions, student textbooks and supporting lesson plans.
- Final approval authority for progress checks and appraisals. Wrote, edited, and reviewed course curriculum (including learning objectives, course charts, textbook design, lesson plans, and slide preparation), enlisted performance reports, quarterly award submissions, civilian appraisals, and various reports.
- Monitored, counseled, documented, instructed and evaluated student progress and performance.
- Administered approved written and performance examinations.
- Monitored, tracked, and scheduled training, and in class time for a staff of 27.

### **COURSES TAUGHT**

IDT 601, 603, 604, 606, 609 & 611, Instructional Design & Technology

GEN 101 Developing Skills & Strategies for Success

EXP 105 Personal Dimensions of Education

GEN 102 Digital Literacy for Life and the Workplace  
COM 156 University Composition and Communication II  
PSY 202 Adult Development and Life Assessment  
CRT 205 Critical Thinking  
HSM 438 Introduction to Cyber Crime  
BCOM 3304 Business Communication  
FSEA 3101 Applied Writing

### **PROFESSIONAL AFFILIATIONS**

Member, National Society of Leadership and Success 2018-Present  
Member, Gold Key International 2014-Present

### **PROFESSIONAL EXPERIENCE**

**Supervisor, Instructional System Specialists** Mar 2009 – Oct 2019

Dept of Defense – US Air Force, Randolph AFB, TX

- Supervised five federal employees and two contractors.
- Tracked personnel annual appraisal requirements.
- Accomplished various written reports and memos.
- Accomplished job performance in the following areas; division team lead for Learning Management system--coordinated and consolidated inputs for integration, interface, and system requirements.

**Program Manager, Instructional System Specialists** Jan 2005 - Feb 2009

Dept of Defense – US Air Force, Randolph AFB, TX

- Performed overall management of education and training systems.
- Overseen and provided direction and guidance on the application of systems to users.
- Performed duties as the focal point and division team lead for the Learning Management system--coordinated and consolidated inputs for integration, interface, and system requirements.
- Worked on technical training system certification requirements.

### **AWARDS**

Amazing Adjunct Faculty Award 2023-2024  
Outstanding Civilian Career Service Award Sep 2019  
Civilian Performance Awards (28) July 1991- Jun 2019  
AF Exemplary Service – Civilian Award August 2012  
Group Instructor Supervisor of the Quarter Jan-Mar 2002  
Squadron Instructor Supervisor of the Year Dec 2001  
Outstanding Evaluation - IG Inspection Oct 2001