Max C. Anderson, Ph.D.

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Summary

Knowledgeable and skilled instructional design and project management leader with demonstrated success supporting eLearning, accessibility, and inclusion. Over 20 years professional experience in holistic learning design and instructional technology, leadership, and teaching, with solid grounding in the theory and application of learning design for a wide variety of stakeholders. Particularly interested in leveraging experience in higher education settings into leadership in the private sector working with stakeholders and clients.

Experience

Director, Curriculum Operations   2024-present
University of Miami, Miller School of Medicine   Miami, FL

My responsibilities for this role encompass a spectrum of tasks, ranging from the coordination and attendance of pivotal curriculum meetings to ensuring the precision of student records and the timely submission of evaluations and grades. I am highly engaged in budget management, curriculum innovation, affiliation agreements, and regulatory compliance with federal and state agencies. My role includes oversight of daily educational operations, including space allocation, course scheduling coordination, and supervision of course and clerkship staff.

Responsibilities:
- Manage and lead a team of 9 FTE staff, including program managers, senior program coordinators, LMS service manager, and the director of the simulated patient program.
- Developed and lead a change management process for annual updates to the curriculum map and courses.
- Lead a comprehensive LMS review project to investigate potential solutions to replace existing products.
- Collaborate with vendors to maintain long-term relationships and drive product improvements.
- Develop, implement, and monitor $1.3 million budget for curricular activities; forecast annual financial activities.
- Oversee the grade appeal process for ~800 students.
- Update the academic bulletin annually.
- Develop and facilitate workshops for faculty and staff on technologies supported by the university.
- Develop a perpetual 5-year projected academic calendar.
- Lead ~20 projects annually employing established project management principles to drive positive change and foster growth.
- Remain informed on current instructional design and educational technology theories and trends.
- Serve on multiple committees at the school and university levels.
- Collaborate with units and departments in the school of medicine and at the university level.

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Director of Instructional Design and Learning Innovation   2018-2024
Instructional Designer   2013-2024
Assistant Professor   2024-Present
University of Illinois College of Medicine   Chicago, IL

- Responsible for the direction of all instructional design, planning, and production projects for ~1200 students and ~300 faculty across three campuses in Illinois (Chicago, Peoria, Rockford).
- Oversee the development, delivery, and maintenance of 50+ courses to adhere to requirements from accreditation agencies.
- Manage ~20 projects annually employing established project management principles to drive positive change and foster growth.
- Deliver ~50 workshops and 1:1 instruction annually to faculty, students, and staff on industry-relevant topics such as multimedia design, video production, content delivery; diversity, equity, inclusion, and accessibility.
- Design and develop instructional activities, professional development, and assessments informed by adult learning theories and instructional design models.
- Collaborate with faculty to design, deliver, and evaluate curricular content based on evidence-based instructional design.
- Manage relationships with vendors and have procured educational technologies that have increased our eLearning offerings by over 50%, thereby creating a truly blended curriculum.
- Lead quality and training initiatives; create documentation and job aids for new processes and procedures.
- Identify and report on numerous key performance indicators and metrics for more ~1200 students and ~300 faculty to measure the success of curricular materials and educational technologies via quantitative and qualitative methods.
- Curate and manage a faculty and staff information and upskilling website: http://comfaculty.uic.edu.

Adjunct Instructor   2020-2023
Northern Illinois University & Northeastern Illinois University   Chicago, IL

I taught two well-respected online graduate courses at NEIU, Instructional Design in Human Resource Development (HRD 406) and Multimedia Design in Human Resource Development (HRD 490), as well as courses in HRD, instructional design, and multimedia design at NIU.

- Integrated pedagogical and andragogical theory to inform design and development processes.
- Created authentic assignments that allow learners to engage with materials in ways that value diversity, promote equity, and increase inclusion.
- Used assignment and evaluation data to inform changes in course design and delivery.

Assistant Director for Educational Technology   2012-2013
Rush University   Chicago, IL

- Oversaw the purchase, implementation, and support of educational technology (e.g., Panopto, Respondus, and ExamSoft) for use by all colleges.
- Analyzed usage data and feedback of educational technology to determine trends and to inform continuation of contracts.
- Managed $1.5 million budget, finding sufficient savings to purchase two significant educational technology tools.
- Trained faculty from four colleges (Nursing, Medicine, Graduate School, Health Sciences) to use educational technologies to improve teaching and learning outcomes.
- Served on multiple university-level committees and advisory boards.
- Managed nine full-time employees, including instructional designers, support specialists and lab managers.
- My management style generally followed (and still does) the well-regarded concept of conscious-leadership.

Technology Coordinator   2008-2012
National Network of Libraries of Medicine   Chicago, IL

- Oversaw educational content design and delivery for members in a 10-state region.
- Taught instructional sessions in face-to-face format and via online software tools.
- Implemented and managed a technology improvement award, reviewed competitive applications, and monitored awardee progress toward meeting goals and objectives.

Educational Services Librarian   2003-2008
Southeastern Library Network / SOLINET   Atlanta, GA

- Designed and implemented a comprehensive distance education program that increased the organization's online course offerings by 75% within 4 years.
- Developed workshops and taught hundreds of high-quality sessions through in-person instruction or by utilizing distance learning software.
- Provided ongoing training and support to staff to ensure the success of the program, including the use of new tools and methodologies for online instruction.
- Leveraged instructional design strategies and technologies to create engaging and interactive learning experiences.
- Note: This not-for-profit organization is now known as Lyrasis.

Public Access Computing Trainer   2000-2003
Bill & Melinda Gates Foundation   Seattle, WA

- Taught hundreds of instructional sessions to library staff at rural public libraries across the United State.
- Installed granted computers and networking technology in rural public and tribal libraries.

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- Recruited to partner with the Alaska State Library to install computers and train staff at remote public and tribal libraries.

Education
- Northern Illinois University (Ph.D., Instructional Technology)
- University of North Texas (M.S., Learning Technologies)
- Florida State University (M.L.I.S., Library and Information Studies)
- University of South Florida (M.A., French)

Proficiency with EdTech & Project Management Tools
- Camtasia / Snag-It
- Articulate Suite
- Adobe (Audition, Dreamweaver, Lightroom, Captivate, Media Encoder)
- Echo360 / Kaltura / Panopto
- Audacity
- Blackboard / Desire2Learn / Canvas / Moodle / Elentra
- Asana / Monday.com / Trello / MS Planner / Smartsheet

Functional Areas of Expertise
- Instructional Design (ADDIE / SAM / Dick & Carey, etc.)
- Educational Technology
- Instruction / Training / Facilitation
- Universal Design for Learning (UDL) / Accessible Design
- Artificial Intelligence
- Quality Assurance
- Stakeholder Relations
- Upskilling
- ADA Compliance
- Management
- Assessment & Evaluation

Professional Interests
Some of my interests include instructional design, educational technology, engaged learning, adapting to organizational change, project management, upskilling, management, multimedia design, learning analytics, adult learning theory, accessibility, diversity, equity, and inclusion in learning spaces.