



**Curriculum Vita**  
**October 2023**

**Instructor:** Jacob Mills, LMS Admin & Data Analyst  
**Academic College:** College of Innovation and Design

**University Address:** College of Innovation and Design  
Texas A&M University-Commerce  
PO Box 3011  
Commerce, TX 75429-3011

**University Email Address:** Jacob.Mills@tamuc.edu

<b>EDUCATION</b>
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**Master of Science in Educational Technology Leadership**  
Henderson State University, 2016

**Bachelor of Arts**  
Henderson State University, 2008

<b>TEACHING EXPERIENCE</b>
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October 2023 – Present, Texas A&M University – Commerce  
– CID 111 – Critical Thinking

August 2019 – May 2022, Henderson State University  
– GEN 1031 – Henderson Seminar: Freshman Orientation

<b>Work Experience</b>
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LMS Administrator/Data Analyst August 2022 - Present  
*Texas A&M - Commerce*

- Serve as the primary administrator for our LMS/SIS integration
- Help determine the roadmap for LMS functionality
- Extract and format data from the LMS and associated systems
- Serve as the secondary administrator for campus course evaluations
- Work with BI reporting tools
- Perform data analysis for instructor and student success purposes

Senior Instructional Applications Administrator

May 2021 – Jul 2022

*Henderson State University*

- Managed academic tech like Canvas, Zoom, Respondus, and Kaltura
- Reviewed and configured desired 3rd party integrations within systems
- Assisted with identifying academic technology needs for the campus
- Assisted with key processes like budgets and accreditation processes
- Fulfilled Academic Technology Director responsibilities: Nov 2021 – Jul 2022
  - Oversaw and negotiated academic technology contracts
  - Supervised academic technology and course design personnel
  - Advocated for academic technology needs across campus
  - Oversaw creating the budget for academic technology
  - Produced academic tech documents for accreditation and budgets

Co-Director for Henderson Seminar

Jan 2021 – Jul 2022

*Henderson State University*

- Devise curriculum for the freshman year experience
- Meet with the provost periodically to align with university initiatives
- Create the syllabus, materials, and course templates for all instructors
- Select and guide faculty and staff instructors throughout the course

Henderson Seminar Instructor

Fall 2019, 2020; Spring 2022

*Henderson State University*

- Manage a course worth credit hours
- Mentor freshmen during their transition to college
- Build a connection between freshmen and the campus
- Help freshmen understand college processes and provide tips to succeed

Instructional Designer

Jul 2016 - May 2021

*Henderson State University*

- Led sessions on course design and delivery best practices
- Assisted faculty with planning and designing courses
- Investigated programs and technology potentially beneficial to faculty
- Performed two migrations, Angel to Bb Learn (2016) to Canvas (2018)
- Continued to serve as the Instructional Technology Support Technician

Instructional Technology Support Technician

Nov 2013 - Jul 2016

*Henderson State University*

- Provided tier 1 technical support for instructional technology
- Assisted faculty with basic planning and course design
- Provided instructional technology sessions to faculty and students
- Worked within the department to plan for future goals and initiatives

Computer Trainer/Support Specialist

Jul 2010 - Nov 2013

*Henderson State University*

- Managed and assisted the help desk; Henderson's tier 1 tech support
- Determined university needs and devised training schedules

- Trained faculty and staff in various software and technologies
  - Including: MS Office, Ektron, Poise, Google Suite, and Shoretel
- Created tutorial material as needed/requested
- Planned and led student sessions for student programs
- Developed and then managed the 24-hour tech center
- Supervised the tech center and help desk personnel