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Summary

Highly motivated professional with extensive knowledge, skills and direct experience in the design, development, production, delivery, support and evaluation of e-learning, distance learning and adult education and training systems and services, including leadership roles in major e-learning initiatives addressing learners with diverse needs. Comprehensive working knowledge of current e-learning technologies.

Achievements

Planned and implemented highly successful online, classroom-based and blended learning initiatives; applied instructional design expertise to the development of e-learning, distance learning and adult education and training systems, programs and services; employed leadership and group facilitation skills and experience to work effectively with multi-disciplinary project teams and community groups; successfully completed numerous project management, curriculum development and program evaluations and revision initiatives.

Instructional design, evaluation and curriculum development

- For SAIT – evaluated the Nuclear Medicine Technology Program, reviewing individual courses as well as the overall Program, and developed a Re-Design strategic plan.
- For eCampusAlberta – developed quality assurance process and procedures and evaluated online eCA courses for conformance with the Essential Quality Standards.
- For Tranzeo Inc. – evaluated existing workshop materials and developed online self-paced certification training for radio installers.
- For Bow Valley College – in collaboration with the Ghanaian government, developed competency-based training for Ghanaian workers in a variety of trades and technology vocations.
- For the University of Alberta and the University of Manitoba (as Program Manager) and the University of Calgary (as Consultant/Instructor) – developed online and classroom-based courses in e-learning, e-learning facilitation, Local Government Studies, Freedom of Information and Protection of Privacy, project management, program planning and addictions counseling.
- For the University of Alberta, as Program Manager and Chief Editor:
 - Evaluated distance education courses and programs and developed a new instructional design model for Government Studies online programs.
 - Designed and developed two award-winning national online certificate programs.
 - Designed, developed and managed a unique technology-based Supervisory Skills Development program and negotiated development and satellite-based delivery agreements with the ACCESS Network.
 - Consulted with various departments on best practices in online learning.

- For Museums Alberta – developed first ever pilot of an online board development training program.
- For Manitoba Culture, Heritage and Citizenship and various other volunteer and social service agencies – developed board development, strategic planning and voluntary sector training programs.

Project Management

- For SAIT – managed the Nuclear Management Technology Program Evaluation and Re-Design Project.
- For ACERES – managed a systematic needs assessment and stakeholder consultation process for the Alberni-Clayoquot Environmental Research and Education Society.
- For Bow Valley College:
 - Managed the development of a unique online Essential and Employability Skills program for entry-level workers.
 - Managed two major internal service reviews that resulted in major service reorganizations at the college.
 - Managed the migration of all online courses to the eCampusAlberta consortium, to create the largest number of online courses offered by any of the 15 members
- For Inter-Universities North (IUN):
 - Managed the expanded delivery of university credit courses and programs in Northern Manitoba that resulted in a 600% increase in IUN enrolments in a 3 year period;
 - Managed complete, diversified full-time university degree programs in remote northern First Nations communities.
- For the National Productivity Board (NPB), Singapore - designed trainee support services for a multi-media, distance education program to teach 5000 blue-collar workers basic skills in English, Front-Line Supervision, Quality Control, and Productivity Enhancement as part of a national economic development project.

Training, Facilitation and Presentations

- Developed and delivered hundreds of courses, workshops, seminars, papers and presentations to local, provincial, national and international audiences in Adult Education, Train the Trainer, Instructor Support, E-learning, Curriculum Development, Project Management, Instructional Design, Student Assessment, Planning, Community Development, Addictions Education, Voluntary Sector Management, Board Development, Customer Service, Program Planning and Evaluation.
- Provided training to local staff in Singapore and Ghana on student and trainee support services, competency-based training, curriculum design and development.

Working with Teams

- With the University of Alberta – worked with Government Studies staff and instructors to develop a new online program instructional design model.
- With the Addictions Foundation of Manitoba - developed unique technology-based services for clients including telephone and web-based support services.

- For the University of Alberta - trained faculty and staff in online program delivery and student support strategies that resulted in a 90% retention rate for students.

Education

- Master's Degree in Distance Education (2000) – Athabasca University
- Advanced Graduate Diploma, Educational Technology (1998) – The University of Alberta
- Bachelor of Arts (1976) – The University of Alberta
- Chair Academy for College Leadership (2002-3) – Mount Royal College
- DACUM Facilitator (2001) – Canadian Vocational Association
- Certificate in Applied Counselling (Aboriginal Focus) (1995) – the University of Manitoba
- Certified Board Development Trainer (1988) – Alberta Culture, Government of Alberta
- Certificate in Voluntary Sector Management (1985) – Grant MacEwan College
- Various training courses in facilitation skills, adult education, diversity and cross-cultural awareness, software applications, learning technologies, applied counselling, addictions counselling, and leadership skills.

Employment

1988 - Present	Partner and CEO , Online Learning Consultants, Ltd.
2002 - 2007	Director, Learning Resource Services and International Consultant to Government of Ghana , Bow Valley College
1999 – 2002	Chief Editor and Program Manager, Distributed Learning Initiatives , Government Studies, Faculty of Extension, University of Alberta
1994-1999	Supervisor, Community Programs and Consultant , Addictions Foundation of Manitoba
1990-1994	Program Manager , Inter-Universities North
1989	Assistant Director , Trainee Support, National Productivity Board of Singapore
Pre-1989	Small business owner ; Positions in various educational settings

Recent Publications and Presentations

- Marles, C.M., Shobe, C.R. and Peterson, C.J. (2009). Evaluation and (Re) Design Report for Nuclear Medicine Technology Program, SAIT Polytechnic, June, Calgary.
- Marles, C.M. (2009) Instructor Training Workshop in Online Course Design, SAIT Polytechnic, June, Calgary.
- Marles, C.M. (2008). Opportunities for Enhanced Course Development, Athabasca University, April, Athabasca.
- Marles, C.M. and Shobe, C.R. (2008). Government Studies Instructor Training Workshop, August, University of Alberta, Edmonton.
- Shobe, C.R. and Marles, C.M. (2008). A New Government Studies Program Development Model (GSPD Model) for Online Programs, August, University of Alberta, Edmonton.
- Shobe, C.R. and Marles, C.M. (2007). The Alberni-Clayoquot Environmental Research and Education Society (ACERES) Concept Paper Final Report. ACERES, December, Port Alberni.

- Marles, C.M. (2006). Competency-Based Training Curriculum Development Workshop II, Ghana Educational Services, December, Accra, Ghana.
- Marles, C.M. (2006). Competency-Based Training Curriculum Development Workshop I, Ghana Educational Services, August, Accra, Ghana.
- Marles, C.M. (2006). Best Practices in Competency-Based Training, Ghana Educational Services, August, Accra, Ghana.
- Marles, C.M. and Fiege, K. (2006). Effective eLearning Project Management, eLearning Guild DevLearn, June, San Francisco.
- Marles, C.M. and Seaman, T. (2006). Piloting Electronic Portfolios – Supporting Learners for Success. Mount Royal College Teaching and Learning Conference, May, Calgary.
- Marles, C.M. (2005) You Want What When? Interface 2005, June, Edmonton.
- Marles, C.M. (2005) Building Workplace Essential Skills Online Pre-Conference Workshop, Interface 2005, June, Edmonton.
- Marles, C.M. (2005) Building Workplace Essential Skills Online, AMTEC Conference 2005, May, Calgary.
- Marles, C.M. (2005) Building Workplace Essential Skills Online. Invited presenter for Manitoba Association of Distance Learning and Training Conference, May, Winnipeg.
- Marles, C.M. (2004) Building Workplace Essential Skills Online. Invited presenter for CADE Wise and Witty Session, March (national audio-conference).
- Marles, C.M. (2004) Building Workplace Essential Skills Online. Invited speaker at Re-Connecting the Dots Conference, HRSDC, Ottawa.
- Marles, C.M. (2004). Moving Essential and Employability Skills Online, Interface 2004, Calgary. <http://www.adeta.org/interface2004/Marles%20-%20Moving%20Essential%20and%20Employability%20Skills%20Online.doc>
- Marles, C.M. (2004). Moving Essential and Employability Skills Online. Canadian Association for Distance Education Conference, Toronto.
- Marles, C.M. (2004). eCampusAlberta. Presentation to the Board and Academic Council, Bow Valley College.
- Marles, C.M. (2003). Building Workplace Essential Skills Online. Invited speaker at Connecting the Dots Conference, HRSDC, Ottawa.
- Marles, C.M. & Shobe, C.R. (2003) Understanding Learning Objects for Online Learning. Pre-conference workshop, E-learning Conference, University of Calgary.
- Marles, C.M. (2003). Learning Objects in Group Work. Bow Valley College.
- Marles, C.M. and Whybrow, E. (2002). Introduction to Learning Objects, ADETA Fall Workshop.
- Marles, C.M. & Shobe, C.R. (2002). Distance Education System Design for Online Program Migration and Development. North American Regional Distance Education Conference, ICDE/CADE-ACED. Available online at http://www.cade-aced.ca/icdepapers/marles_shobe.htm
- Marles, C.M., Stefanick, L. & Novack, J. (2002). Blueprint for Online Partnering in National University Programs. Proceedings of the 49th Annual Conference of the Canadian Association for University Continuing Education (in press).
- Marles, C. M. (2001). A program migration: Moving the local government certificate program on-line. *Learning Technology* (3) 2.

(Complete list available upon request.)