

## Timothy C. Steelman

### Major Skills

- Successful management of library operations, including circulation. Primary management of staff, adult, teenage and child volunteers.
- Demonstrated creative application of technology to achieve desired results. Successful development, implementation and training associated with new technology solutions.
- Focused handling and management of stressful situations in a multitude of interactive styles and environments.
- Strong written and oral communication skills.
- Accomplished and experienced teacher. Meaningful integration of multimedia technologies and successful delivery of instruction through newer technologies. Develops and applies assessment to evaluate and improve courses.
- Well versed in issues related to copyright and libraries, particularly electronic reserves.

### Current Positions

**Assistant Dean**, The Catholic University of America (CUA), Washington, D.C., 2007 to Present

- School of Library and Information Science (SLIS). Leads the student support team and supervises the Program Coordinator. Works collaboratively with the faculty to devise the school's long-term course schedule, manage administrative issues for students, interface with all student support offices on campus, participate in recruitment and retention efforts, and oversee student scholarships and financial support initiatives. Serves on school committees to continually improve student services.

**Adjunct Assistant Professor**, The Catholic University of America (CUA), School of Library and Information Science (SLIS), Washington, D.C., 2009 to Present

- Ranked position with the university, focus is upon continual growth and excellence in teaching, research and service. Part-time service with credentials reviewed periodically by school's Committee on Appointments and Promotions and the university's Academic Senate.
  - o Design and Production of Multimedia
  - o Media Services
  - o Cataloging and Classification

### Current Service

**Member of the CUA Middle States Task Force 10B: Student Services**

- Chair of sub-committee 10Bii
- Conducted surveys, prepared summary documents and assisted in the writing of the final report focusing on student learning assessment at the program/department/non-departmentalized school levels at CUA.

**Membership on SLIS Permanent Committees**

- Continually reviewing and improving student services, working collaboratively with full-time faculty, part-time faculty, alumni and other stakeholders in the school. Developing new programs, creating new resources, and continuing the responsiveness of the school to its stakeholders and the field.
- Admissions Committee
- Advisory Board
- Commencement Planning Committee
- Facilities Committee
- Recruiting Committee
- Strategic Planning Committee
- Technology Committee
- Web Site Management Team

**Co-Chair of Core Course**, Information Systems in Libraries and Information Centers

- Ensure consistency and quality in the development, revision and delivery of this course, which is required of all students seeking the master's degree at CUA-SLIS.

#### **Member, Bridging the Spectrum Symposium Planning Committee**

- An annual research symposium that ensures CUA-SLIS students research interests are nurtured and have a forum to be developed and presented in a professional setting.

### **Current Grant Funded Projects**

#### **Institute for Museum and Library Studies (IMLS); school library media grant to attract diverse students into District of Columbia Schools. 2008.**

- Administer scholarship funds to support the educational pursuits of the IMLS students in the grant program
- Provide advisement and support for the IMLS students
- Lead the initiative to integrate LiveText into the school library media curriculum

### **Select Past Presentations**

“Introduction and Overview of the U.S Library System and its Policies” American Corners and the Modern Library: Traditions and Innovations. State Department sponsored international visitors from Russia. Washington, D.C. 2008.

“Utilizing Web 2.0 Technologies in the School Library” Association of Independent Maryland Schools Fall Conference. Baltimore, MD. 2007.

“Empowering Students toward Leadership Roles through Online Discussion” MICCA Conference. Baltimore, MD. 2005. Co-presented with Dr. Carole Redline.

“The School-Home Connection” Association of Independent Maryland Schools 10<sup>th</sup> Annual Technology Retreat. St. Michaels, MD. 2005. Lead Panelist.

“CyberSchool Days” Association of Independent Maryland Schools CyberSchool Day Workshop. Upper Marlboro, MD. 2004. Presented with Amy Littlefield and Sigmund Gorski.

“Building Online Resources for School and Family Information Exchange” Maryland Association of Secondary School Principals Spring Conference. Ocean City, MD. 2004.

“Combining the Conventional & Virtual Classrooms: Practical Environmental Science” Association of Independent Maryland Schools Fall Conference. Baltimore, MD. 2003.

“Electronic Environmental Science” 6th Annual Powering Up With Technology Conference, Prince Georges County Public Schools, Maryland. 2002.

### **Previous Professional Positions**

**Lecturer**, The Catholic University of America, School of Library and Information Science. 2005-2009.

- LSC776: Design and Production of Multimedia
- LSC772: Media Services

**Director of Academic Resources**, Queen Anne School. 2002-2007.

**Head Librarian**, Queen Anne School. 2002-2007.

**Teacher**, Queen Anne School. 1995-2007

- Advanced math, Biological sciences, Computer science
- Conventional classroom and virtual classroom

**Honor Council Advisor**, Queen Anne School. 1999-2006.

**Academic Dean**, Queen Anne School. 1999-2002

**Science Department Chair**, Queen Anne School. 1997-1999

**Biological Technician**, Smithsonian Environmental Research Center. 1989-1995.

## **Previous Association and Committee Positions**

### **Co-chair of the American Association of School Librarians CUA-SLIS Accreditation Committee.**

- Led the development of lesson plans and rubrics for courses required for the School Library Media Certification as part of the CUA-SLIS M.S.L.S.

### **Association of Independent Maryland Schools**

- Librarians Committee Chair, 2004-2007
- Fall Conference Committee, 2004-2007
- School Evaluation Committee, 1997; 2005

### **Maryland Distance Learning Association**

- Past President/Board Member, 2007 -2008
- President, 2006-2007
- President-elect 2005-2006
- Awards Committee Chair, 2006
- Awards Committee Member, 2004; 2005
- Program Committee Member 2005

### **Queen Anne School**

- Advancement Committee, 1997-2007
- Discipline Committee, 1998-2001
- Diversity Committee, 2000-2001
- Education Committee, 1999-2007

## **Education & Honors**

M.S.L.S. in Library Science, The Catholic University of America, Washington, D.C.

B.A. in Biology, St. Mary's College of Maryland, St. Mary's City, MD

Certified School Librarian/Media Specialist. Washington, D.C. K-12 Grade Level

Eagle Scout, Boy Scouts of America

Vigil Honor Member, Order of the Arrow