

Resume of Richard F. Bortz

I. PERSONAL

A. Business Address:

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II. PROFESSIONAL

A. Current Appointment

Professor. Department of Workforce Education and Development, Southern Illinois University at Carbondale.

Coordinator. Education, Training and Development undergraduate specialization. Fall 2001 to present.

Project Director. A Cooperative Master of Science in Education Degree Program Between the Department of Workforce Education and Development, Southern Illinois University at Carbondale and the University of Technology-Jamaica, Cycles I & II. Fall 1998 to present.

B. Areas of Specialization

Training program development, instructional systems design, organizational and occupational analysis, workplace education, competency-based learning, DACUM analysis, individualized instruction, international education, training and development, entrepreneurship training, university and community college faculty development.

III. EDUCATION

Ph.D.	University of Minnesota	1967	Technical and Industrial Education
M.S.	University of Michigan	1962	Vocational Education
B.S.	Stout State University	1961	Industrial Education

IV. CONSULTING

- A. Curriculum Consultant, HEART Trust and National Training Organization. Workplace Education Curriculum. March 2000 to present.
- B. Senior Curriculum Consultant, MAN-TRA-CON Corporation. **BEST** Project, January 1993-96.
- C. Senior Curriculum Consultant, EDWAA Job Creation Demonstration Project, Department of Labor, Business Entrepreneur Support and Training (**BEST**) Southern Illinois Small Business Incubator. January-December 1992.
- D. Senior Curriculum Consultant, EDWAA Job Creation Demonstration Project, Business Entrepreneur Support and Training (**BEST**), Southern Illinois Small Business Incubator, Southern Illinois University at Carbondale, July 1991 to June 1992.
- E. Consultant, Faculty Development, Lincoln Christian College and Seminary, December 1992.
- F. "Training Program Development." Dawson Technical Institute. Faculty Inservice Workshop. February 1988.
- G. "Tasks Lists to Training Programs." Institute for Edwards, Wabash, Wayne and White County Vocational Teachers and Administrators. Fall 1988.
- H. "Integrating Work Experiences Into Training Program Content." Tri-County Education Service

Center faculties and administrators. Spring 1987.

V. PAPERS/PRESENTATIONS

- A. "A System for Assessing Learner Performance." Illinois Board of Higher Education. Academic Affairs Assessment Workshop, July 24, 2002.
- B. "Workforce 2000." International Council of Hotel, Restaurant and Institutional Educators. Chicago, April 1995.
- C. "Education, Training and Development and the Capstone Option." Tech-Prep Conference. Campus, April 1993.
- D. "Business Entrepreneur Support and Training." United States Association for Small Business and Entrepreneurship National Conference. Chicago, October 1992.
- E. "Training the Training Specialist." Southern Illinois Personnel Managers Association. Fall 1989.

VI. PUBLICATIONS

A. Books/Monographs:

1. Bortz, R.F. (2000). "A Conceptual Model for the Organization and Development of Workplace Education Curriculum." (Submitted for publication).
2. Bortz, R.F. and Rohrer, Eric (1998). "A Guide to the Design and Development of Computer-based Training Programs ." (In progress).
3. Bortz, R.F. (1994). Undergraduate Advisors Handbook. Carbondale: Southern Illinois University, Department of Workforce Education and Development.
4. Bortz, R.F. (1994). Developing Faculty Potential-An Administrator's Guide to Community, Technical and Junior College Faculty Development. Carbondale: Training Systems Designers. (In process).
5. Bortz, R.F. (1986). Recognizing Faculty Contribution-System for Planning, Organizing, Documenting and Rewarding Faculty Activity. Carbondale: Training Systems Designers.
6. Bortz, R.F. (1981). Handbook for Developing Occupational Curricula. Boston: Allyn & Bacon.

B. Articles in Professional Journals

1. Lawson, C.M. and Bortz, R.F. (Fall 1991). "Reliability of Dental Hygiene Faculty Ratings of Student Performance." Journal of Studies of Technical Careers.

C. Chapters in Professional Books

1. Bortz, R.F. (2000). "Job Analysis and Design." Encyclopedia of Business and Finance. New York: Macmillan Reference.
2. Bortz, R.F. (1989). "Systematizing the academic recognition process." In Wadsworth, Emily C. (Ed). A Handbook for New Practitioners (pp. 169-174). Stillwater: The Professional and Organizational Developmental Network in Higher Education and New Forums Press.

D. Project Development Materials

1. Bortz, R.F. (1995). Editor and contributing author. "Education Methods Course Syllabi." Technical Education Development Project, Ministry of Higher Education of Egypt in cooperation with the Department of Workforce Education and Development, SIUC.
2. Contributing author. "Micro-teaching" in Education Methods Course Syllabi. Technical Education Development Project, Ministry of Higher Education in Egypt in cooperation with the Department of Workforce Education and Development. Fall 1995.

E. Assessment Materials

1. Author. "Information and Documentation to Support a Request for Institutional Change. A Report to the North Central Association of Colleges and Schools, Commission of Institutions of Higher Education." Summer-fall 1996.
2. Author. "Program Assessment Plans - Undergraduate and Graduate Programs." Department of Workforce Education and Development and the College of Education, Southern Illinois University. Summer 1996 to present.

F. WED Recruitment Materials

1. Undergraduate Advisors Handbook.
2. Transparency Set.
3. WED Specialization Packets.
4. Promotional Materials Notebook.

G. Miscellaneous Writing

1. "Request for a New Unit of Instruction, Off-campus, Mt. Vernon." Department of Workforce Education and Development. April 2003.
2. "Education, Training and Development -Version II." Department of Workforce Education and Development, Department of Corrections. February 2003
3. "Product-oriented ETD Course Materials." Department of Workforce Education and Development. January 2003
4. "WED Thesis and Research Paper Organization and Format." Department of Workforce Education and Development, WED graduate program. Spring 2002.
5. "Education, Training and Development - Review, Assessment and Planning." Department of Workforce Education and Development. November 2001.
6. "Workforce Education and Development." Written presentation made to WED "Endowed Chair" donor. March 1996.

H. Curriculum Materials

1. Bortz, R.F. (1997). "Learner's and Instructor's Guide to Curriculum Foundations for Work Education."
2. Bortz, R.F. (1998). "Learner's and Instructor's Guide to Individualizing Training."
3. Bortz, R.F. (1998). "Learner's and Instructor's Guide to Training Systems Management."
4. Bortz, R.F. (2000). "Learner's and Instructor's Guide to Occupational Analysis and Curriculum Development."
5. Bortz, R.F. (2000). "Learner's and Instructor's Guide to Instructional Methods and Materials."
6. U.S. Department of Labor, EDWAA Job Creation Demonstration Project, Business Entrepreneur Support and Training "**BEST**" project curriculum materials. Contributing author to the following materials:
 - a. Bortz, R.F. (1992). "Student and Instructor's Guide to Small Business Management Training."
 - b. Bortz, R.F. (1992). "Trainers in Training Guide."
 - c. Bortz, R.F. (1992). "Presenter's Recruitment Package."
 - d. Bortz, R.F. (1992). "Client's Recruitment Package."
 - e. Bortz, R.F. (1991). "Guest Speakers Packet."
 - f. Bortz, R.F. (1991). "Transparency Packet."
 - g. Bortz, R.F. (1991). "**BEST** Guides."
 - 1) BEST Club Guide.
 - 2) Counseling Guide.
 - 3) Administrative Guide.
 - 4) Business Plan.

VII. PROFESSIONAL SERVICE

- A. Curriculum Coordinator. "Education, Training and Development", Department of Workforce Education and Development, Southern Illinois University at Carbondale. 1984 to present.
- B. Illinois State Board of Education, "Quality Assurance and Improvement Planning", Glen Raymond Junior High School, December 8-12, 1997.
- C. Southern Illinois University Faculty Senate, Campus-wide Assessment Committee, July 1997 to present.

VIII. INTERNATIONAL EXPERIENCE

A. Consulting

1. Curriculum Consultant, HEART Trust and National Training Organization. Workplace Education Curriculum. March 2000 to present.
2. Curriculum Consultant, Technical Education Development Project. Ministry of Higher Education of Egypt. Summer 1995.
3. Coordinator. "Peace Corps Recruiting Grant." ACTION/Peace Corps. April 1978-September 1981.
4. Special Assistant to the President. College of Arts, Science and Technology (CAST), Kingston, Jamaica. Fall 1983.
5. Consultant. Peace Corps. "Vocational Training Program Development." Liberia, West Africa. December 1978-January 1979.
6. Consultant. International Education Stateside Training Program for Peace Corps Trainees for Assignment as Volunteers to Western Samoa and Tonga. October-December 1978.

B. Project Administration

1. Project Director. "A Cooperative Master of Science in Education Degree Program Between the Department of Workforce Education and Development, Southern Illinois University at Carbondale and the University of Technology-Jamaica - Cycle II. January 2000 - June 2002.
2. Project Director. "A Cooperative Master of Science in Education Degree Program Between the Department of Workforce Education and Development, Southern Illinois University at Carbondale and the University of Technology-Jamaica - Cycle I. July 1998 - December 1999.

C. Presentations

1. "Preparing Students for the Future." Administrative Staff and Faculty Development Workshop, Shortwood Teachers' College, Kingston, Jamaica, December 17, 2001.
2. "Preparing Students for the Future." Administrative Staff and Faculty Development Workshop, Sam Sharpe Teachers' College, St. James, Jamaica, June 8, 2001.
3. "Preparing Students for the Future." Administrative Staff and Faculty Development Workshop, Church Teachers' College, Manchester, Jamaica, June 7, 2001.
4. "Preparing Students for the Future." Administrative Staff and Faculty Development Workshop, Guidance and Counseling Division, Mico Teachers' College, Kingston, Jamaica, June 6, 2001.
5. "Preparing Students for the Future." Administrative Staff and Faculty Development Workshop, Moneaque Teachers' College, St. Ann, Jamaica, June 5, 2001.
6. "Preparing Students for the Future Workforce." Administrative Staff and Faculty Development Workshop, Bethlehem Moravian College, Santa Rosa, Jamaica, January 9, 2001.
7. "Preparing Students for Tomorrow's Workforce." A Conference of the Vocational-Technical Development Institute (VTDI) Faculty and Administration and HEART Trust Representatives. Kingston, Jamaica, September 20, 2000.
8. "A Conceptual Model for the Organization and Development of Workforce Education Curriculum." Seminar on Career Development for Teachers' College Administrators and Education Officers. Ministry of Education representatives, Teacher's College Principals and HEART Trust/NTA members. Kingston, Jamaica. March 15, 2000.
9. "Higher Education: Creating a Workforce Development Training Program." Building Human Capacity Development Through Education and Training: Meeting the Challenge Conference. United States Agency for International Development, Association Liaison Office for University Cooperation in Development. Kingston, Jamaica. Summer 1998.

10. "Higher Education: Partnership for Development-Leaving a Legacy; A Cooperative Master of Science in Education Degree Program." Building Human Capacity Development Through Education and Training: Meeting the Challenge Conference. United States Agency for International Development, Association Liaison Office for University Cooperation in Development. Kingston, Jamaica. Summer 1998.
11. "Technical Instructor Training Project for Bulgaria." Council of Deans, Technical University-Plovdiv. Plovdiv, Bulgaria. January 1996.
12. "Technical Instructor Training Project for Bulgaria." Ministry of Education, Science and Technology. International Relations Department. Sofia, Bulgaria. January 1996.
13. "Technical Instructor Training Project for Bulgaria." Embassy of the United States of America. Council for Press and Culture. Sofia, Bulgaria. January 1996.
14. "Technical Instructor Training Project for Bulgaria." Rector and Council of Deans, Technical University-Sofia. Sofia, Bulgaria. December 1995.
15. "Education Methods Curriculum." Ain Shams University. Cairo, Egypt. Fall 1995.
16. "Technical Instructor Training Program." Industrial Education Colleges at Cairo and Beni Suef, Academic Council and Faculty. Cairo, Egypt. Fall 1995.
17. "Technical Instructor Training." International Trade and Consulting. Cairo, Egypt. Fall 1995.
18. "Technical Instructor Training." Faculty and Administration. The 6th of October University. Cairo, Egypt. Fall 1995.
19. "Technical Instructor Training Program." Department of Mass Communications, Technical University-Sofia. Sofia, Bulgaria. Fall 1995.
20. "Expanding Horizons: Implementing A Technical Instructor Training Program." Dean's Council, Technical University-Sofia, Sofia, Bulgaria. Fall 1995.
21. "A System for Planning, Organizing, Documenting and Rewarding Faculty Activity." International Seminar on Staff, Program and Organizational Development. Newcastle, England. Summer 1987.
22. "Designing and Preparing Learning Materials." Faculty Development Seminar. College of Arts, Science and Technology, Kingston, Jamaica. Fall 1983.
23. "Developing and Organizing Learning Activities and Materials Workshop." College of Arts, Science and Technology, Kingston, Jamaica. Fall 1983.
24. "Planning for Your Future." St. Andrews Technical High School, Kingston, Jamaica. Fall 1983.
25. "Rationalization of Technical Education in the Caribbean." Conference participant. Caricom Secretariat and Government of St. Christopher/Nevis. Fall 1983.

D. Proposals

10. Bortz, Richard F. "Cooperative Master of Science in Education Degree Program Between the Department of Workforce Education and Development, Southern Illinois University at Carbondale and the University of Technology-Jamaica. Cycle II." December 1999.
11. Bortz, Richard F. "Cooperative Master of Science in Education Degree Program Between the Department of Workforce Education and Development, Southern Illinois University at Carbondale and the University of Technology-Jamaica. Cycle I." December 1996.
12. Bortz, Richard F. "Technical Instructor Training Project." Department of Workforce Education and Development and the Faculty of the Technical University, Sofia, Bulgaria." October 1996.
13. Contributing Author. "Master of Education Program." Ministry of Education of China. Fall 1995.
14. Contributing Author. "Technical Training Project." Nepal Council for Technical Education and Vocational Training." Summer-fall 1995.
15. Southern Illinois University/Technical University-Sofia, Memorandum of Understanding. Fall 1996.
16. Southern Illinois University/University of Technology, Memorandum of Understanding.

Summer 1996.

E. Miscellaneous Writing

1. Bortz, Richard F. Prospectus: "Education, Training and Development and the Master of Science in Education Degree Program in Workforce Education and Development." Pacific School Entity, Niigata Prefecture, Japan.
2. Bortz, Richard F. "Handbook for Campus Security Officers." College of Arts, Science and Technology, Kingston, Jamaica. Fall 1983.
3. Bortz, Richard F. "Supervisor of Campus Job Security - Job Description." College of Arts, Science and Technology, Kingston, Jamaica. Fall 1983.

F. Professional Development

1. Reviewer Trainee. "Quality Assurance and Improvement Planning Workshop." Center for Accountability and Quality Assurance, Illinois State Board of Education. June 5-7, 1997.
2. Conference participant. "Winning Development Bank Bids." Development Bank Associates. Grand Hyatt, Washington, D.C. November 7-8, 1995

G. Sabbaticals

1. New Zealand-Australia, Fall 1974-Spring 1975.
2. Jamaica, Fall 1983.

H. International Travel

1. South Pacific - New Zealand, Australia, Tahiti, American Samoa, Fiji.
2. North America - United States, Canada, Mexico.
3. Europe - Bulgaria, France, Belgium, Netherlands, Germany, Austria, Italy, Sweden, Denmark, Norway, Bulgaria, Greece, Yugoslavia,
4. Great Britain - England, Scotland.
5. Malta.
6. Egypt
7. Caribbean - Jamaica, Eastern Caribbean Islands
8. Africa - Liberia, Ghana, Nigeria, Senegal, Canary Islands.

April 22, 2003