

# Candie McKee-Williams Ph.D.

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## Personal Profile

- **Senior Technical Communicator** with 27 years of proven communication strategies having worked with top 100 and 500 companies across the world across more than thirty disciplines, including engineering, computer science, policing and firefighting, medical, and education.
- **Chair–Writing Program** with proven administrative oversight of writing program administration, faculty, and curriculum in one of the largest programs in the state. Emphasis on diversity, equity, and inclusion efforts to improve innovation and feedback among faculty and students.
- **Composition Coordinator** with proven administrative oversight of the writing program curriculum while overseeing Change Management activities that moved the course offerings to 90% 8-week courses over two terms per semester and that involved updates to composition curriculum (pedagogy and diversity, equity, and inclusion).
- **Senior Instructor/Professor** with proven results in student retention, quality curriculum design, and student engagement. Student success is the number one goal.
- **Senior/Master Instructional Designer** with experience in Corporate and Higher Education with proven success with leading instructional design projects and staff with and without performance metrics. Increased faculty participation in online quality initiatives across divisions between 69 and 100%, helping establish quality standards, processes, and reviews.
- **Master Reviewer and Facilitator** with Quality Matters with proven success leading reviews and facilitating online and face-to-face seminars (until Jan. 2020).

## Education

**Doctor of Philosophy** May 2012  
Technical Writing and Linguistics  
Oklahoma State University

**Masters of Science** Expected Dec. 2024  
Native American Leadership-Education  
Southeastern Oklahoma State University

**Masters of Arts** May 2000  
Traditional Literature  
University of Central Oklahoma

**Bachelors of Arts** December 1996  
English with Writing Focus  
University of Central Oklahoma

## Courses Taught

### First Year Writing Courses

- Accelerated Learning Program
- English Composition I and II
- English Composition I and II for International students
- Vocabulary Building

### Technical Communication Courses

- Professional and Technical Communication 3390
- Technical Report Writing 1233
- Writing in the Health Professions 1119
- Introduction to Technical Report Writing 2333
- Technical Writing 3323 (emphasis on engineering)
- Technical Writing 3323 (emphasis on agriculture)
- Technical Writing 3323 (emphasis on computer science)
- Technical Writing 4023
- Graduate Technical Writing 4063
- Technical Writing 5023
- Advanced Technical Writing 5063
- Technical Editing 5303
- Women in Science and Technical Communication 4910
- Graduate Women in Science and Technical Communication 5910
- Document Design 4910
- Graduate Document Design 5910
- Environmental Writing 4910
- Graduate Environmental Writing 5910
- Information Design 4910
- Graduate Information Design 5910
- Technical Dissemination of Emergency Public Information 4113
- Technical Grant Writing 4910
- Graduate Technical Grant Writing 5910

### English and Humanities

- Introduction to Literature 2123
- Native American Literature 2353
- Women in Literature 2413
- American Literature I and II
- World Literature I
- Mythology 2143
- History of Science 2353
- Critical Thinking 1123

## Higher Education Experience

Assistant Professor of Instruction	University of Texas at Dallas	August 2023 to Present
Chair-Writing Program	Oklahoma City Community College	August 2021 to July 2023
Composition Coordinator	Oklahoma City Community College	January 2020 to July 2021
Professor of English	Oklahoma City Community College	August 2018 to August 2021
Adjunct Professor	University of North Texas Dallas Oklahoma City Community College Oklahoma State University- OKC Eastern Gate Community College	January 2024 to present August 2013 to August 2018 August 2002 to 2023 August 2016 to August 2017
Director of Technical Writing Service	University of Central Oklahoma	August 2003 to August 2010
Assistant Director of Technical Writing Service Courses	Oklahoma State University	January 2003 - August 2003

## Technical and Instructional Design Professional Experience

Senior Instructional Designer	Oklahoma State University-OKC	Oct. 2013 to Sept. 2017
Lead Technical Communicator/Content Strategist	Oklahoma Gas and Electric (OGE)	May 2006-October 2013
Technical Writer/Web Designer/Instructional Designer/Owner	Written Works/Beyond Training to Coaching	March 1999-August 2021
Grant writer/Instructional Designer (contract)	Oklahoma ABLE Tech and Oklahoma State University Fire Protection Publications	June 2004 - January 2006
<ul style="list-style-type: none"> <li>Worked closely with the Sulphur School of the Deaf and Miss Deaf Oklahoma and Mrs. Deaf Oklahoma.</li> </ul>		
Technical Writer (contract)	Department of Human Services	April 2002 - September 2002
<ul style="list-style-type: none"> <li>Update policy and procedures used in Information Technology.</li> </ul>		
Technical Writer/Instructional Designer/Project Coordinator	Apigent Solutions	July 2001 - April 2002
<ul style="list-style-type: none"> <li>Clients: McDonalds, Braum's, Panera Bread, KFC, Pizza Hut, Applebee's, Cosco, Hardees, Kohls, Disney, and other prominent corporations.</li> </ul>		
Technical Writer/Marketing Writer/Web Designer	Netplex Group	July 1999 - June 2001
<ul style="list-style-type: none"> <li>Clients: H.E.B., Transcontinental, Virgin Records, Crabtree &amp; Evelyn, Duckwall-ALCO, HMV-USA, Brinker International, Donovese Drug Stores, and Oklahoma Christian University to name a few. Purchased Applied Intelligence Group in 1999.</li> </ul>		
Technical Writer/Instructional Designer	Innovative Computing Corporation	October 1998 - March 1999
<ul style="list-style-type: none"> <li>Clients: General Freight, J.B. Hunt Transport Services, and Old Dominion to name a few.</li> </ul>		
Technical Writer/Corporate Communication	DCA Services	May 1998 - October 1998
<ul style="list-style-type: none"> <li>Clients: AllTel and Logix to name a few.</li> </ul>		
Technical Writer	UroCor	February 1998 - May 1998
Technical Writer/Web Designer	Applied Intelligence Group (AIG)	May 1995-February 1998
<ul style="list-style-type: none"> <li>Clients: TG&amp;Y, Virgin Records, Crabtree &amp; Evelyn, Duckwall-ALCO, HMV-USA, Brinker International, Donovese Drug Stores, Mobile Oil, iJobs, viaLink, ALDI, Sonic, Parkway Cleaners and Men's Store, IGA, IBM, Halliburton, and ITT Hartford to name a few.</li> </ul>		

## Languages

### English

- First language

### Spanish

- Read and write

### Choctaw

- Level 1

### Computer

- HTML
- Javascript

## Tech Expertise

### Learning Management Systems

#### Expert Level

Blackboard	<div></div>
Canvas	<div></div>
BrightSpace	<div></div>
Moodle	<div></div>

### Instructional Design Tools

#### Intermediate to Expert

Captivate	<div></div>
Articulate Story	<div></div>
HTML5	<div></div>
authorPoint	<div></div>
Camtasia	<div></div>
Lectora	<div></div>
Articulate Pres.	<div></div>
SoftChalk	<div></div>

### Other Technologies

#### Intermediate to Expert

Tableau Qualtrics	<div></div>
Microsoft Suite	<div></div>
Adobe Creative	<div></div>

## Certifications and Badges

### Instructional Design

- Quality Matters
  - Master Reviewer
  - APPQRM Online and F2F Facilitator
  - IYOC Online Facilitator
  - Connecting Learning Objectives and Assessments
  - Helping Learners Track Their Progress
- The Institute for Learning Environment Design (ILED)
  - Learning Environment Modeling (LEM)

### Coaching

- The Institute for Life Coach Training
  - 360 Assessments
  - Tools for Creating Your Vision
  - Using Intuition as a Coach
  - Meaningful Goal Pursuit

### Change Management

- Acuity Institute's Change Management (started not completed)

### Teaching

- ACUE
  - Promoting Active Learning Online (Certificate)
  - Developing Effective Modules and Microlectures (Badge)
  - Teaching Powerful Note-Taking Online (Badge)
  - Using Groups to Engage Active Online Learning (Badge)
  - Using the Active Learning Cycle in Online Courses (Badge)
  - Planning Effective Online Discussions (Badge)
  - Facilitating Engaging Online Discussions (Badge)
- BRIGHT Leaders
  - Becoming Great Universities
- Academic Impressions
  - Inclusive Leadership Certificate Program: Building Your Skills and Self-Awareness

- Certificate in Effective Teaching Practice Framework, 2025
- Association of College and University Educators, 2025  
This certificate signifies my completion of a 25-module course in effective teaching practice framework requiring the implementation of evidence-based instructional approaches. The certificate is co-issued by the American Council on Education and distinguishes faculty for their commitment to educational excellence and student success.

## Professional Recognition

- National Society for Leadership and Success. Fall 2023.

## College and University Committees

- Communication Curriculum Committee. Communication Department. University of Texas-Dallas. 2023-present.
- OCSC Disciplinary Committee. University of Texas-Dallas. 2025-present.
- Academic Integrity Committee. University of Texas-Dallas. 2025-present.

## University Awards

- College of Liberal Arts. College of Liberal Arts- University of Central Oklahoma. Edmond, Oklahoma, Spring 2009. Five-year pin.
- College of Liberal Arts Outstanding Teaching Award. College of Liberal Arts- University of Central Oklahoma. Edmond, Oklahoma, Spring 2009. Nomination.
- College of Liberal Arts Outstanding Service Award. College of Liberal Arts- University of Central Oklahoma. Edmond, Oklahoma, Spring 2009. Nomination.
- College of Liberal Arts New Faculty Member of the Year Award. College of Liberal Arts- University of Central Oklahoma. Edmond, Oklahoma, Spring 2006. Spring 2007 Nomination only.

## Academic and Professional Publications and Presentations

- "Learning Loss and Its Impact on Placement Practices." COWPA Panel at MLA 2023. San Francisco, California. January 2023. Accepted not presented due to illness.
- *Technical Communication: Science, Theory, and Practice*. Open Resource Textbook. In development.
- "Teaching Writing to Students on the Spectrum." OCCC English Department Special Event. Oklahoma City, Oklahoma. April 2021.
- Session Chair: Workplace and Beyond. Rocky Mountain Modern Language Association 72<sup>nd</sup> Annual Convention. Cheyenne, Wyoming. October 2018.
- "Creating Change to Affect Knowledge Transfer in Technical Writing Service Courses." Rocky Mountain Modern Language Association 72<sup>nd</sup> Annual Convention. Cheyenne, Wyoming. October 2018. Presented.
- *Technical Writing: A Course in Science, Theory, and Practice*. Textbook for University of Central Oklahoma Technical Writing Service Courses, Fall, 2003 - 2006. A customized edition.
- "Stratagems." Composition textbook. Fall, 2003 - 2014. Used at University of Central Oklahoma, Texas Women's College, and Middleton North Carolina.
- "Simulating Civic Discourse: Students Seek to Cancel Halloween." Article for *Simulation and Gaming: An International Journal of Theory, Practice, and Research*. Fall, 2007.
- "A Review of Books on Adobe PhotoShop CS2." Article for *Technical Communication: Journal for the Society for Technical Communication*. February, 2006.
- "Writing in the Sciences." Book Review for *Technical Communication: Journal for the Society for Technical Communication*. October, 2005.
- "Metaphor and Knowledge: The Challenges of Writing Science." Book Review for *Technical Communication: Journal for the Society for Technical Communication*. May, 2004.
- "Essential Works on Technical Communication." Article for *Technical Communication: Journal for the Society for Technical Communication*. November, 2003. Editor: Gerald Alred. Listed as major contributor.
- "Speak Your Mind." Text/Workbook for the University of Central Oklahoma English Composition 1213 Course. January 2004.
- "Spenser's Sixteenth Century Love Note." Thesis. University of Central Oklahoma. Edmond, Oklahoma. May 2000.
- "C.S. Lewis' Generic Multiplicity." C.S. Lewis Conference. University of Central Oklahoma. Edmond, Oklahoma. April 2000.
- "And You Have to Do It Blindfolded...: Erasing This and Other Unintended Messages We Send Online Students." Oklahoma Quality Summit. Individual presentation. February 18, 2014.
- "Achieving-It Cowboy Style: Adapting QM's Rubric and Review Process to Develop a University Specific Rubric." Oklahoma

Quality Summit. Co-presentation. February 18, 2014.

- “The Art of Persuasion.” Society for Technical Communication. International Conference. Minneapolis, Minnesota. May 2007.
- “Communicating with Deaf Users.” Society for Technical Communication. International Conference. Las Vegas, Nevada. May 2006.
- “Kee Goodle Daw: INFCAs Hegemonic Politic.” CCCC. Chicago, Illinois. March 2006. Accepted; unable to attend due to funding.
- “The Art of Influencing.” Society for Technical Communication. International Conference. Seattle, Washington. May 2005.
- “Riding the Off Shoring Wave.” Society for Technical Communication. International Conference. Baltimore, Maryland. May 2004.
- “Kee Goodle Daw: INFCAs Hegemonic Politic.” Association of Teachers of Technical Writing. International Conference. San Francisco, California. March 2004.
- “Transferable Skills: Rethinking Your Resume.” Society for Technical Communications. Oklahoma State University. Stillwater, Oklahoma. February 2002; February 2003.
- ---Southwest Missouri State University. Springfield, Missouri. April 2002.
- “Leadership Workshop: Making the Most of Your Abilities.” Texas Tech University. Lubbock, Texas. April 2002.
- “Tooling Around with PowerPoint.” Society for Technical Communication. Region 5 Conference. Albuquerque, New Mexico. October 2000.
- “Learning Based on Layout.” Society for Technical Communication. Oklahoma Chapter Meeting. Edmond, Oklahoma. November 1998.

## Volunteer Experience

- Reviewer. *WPA: Writing Program Administration* journal. 2022-present.
- Member/Executive Board Member. Council of Writing Program Administrators. 2021 - present.
- Conference Planning Committee. Oklahoma Association of Community Colleges. 2022 - present.
- Member. Modern Language Association. 2006-present. (breaks in membership occurred during this time).
- Member. Conference on College Composition and Communication. 2020 - present.
- Member. 2023 Technical and Scientific Communication Awards Selection Committee—CCCC.
- Chair-Staff Development and Recognition. Oklahoma Foundation for the Disabled. 2019 - 2021.
- Board Secretary. Oklahoma Foundation for the Disabled. 2018 - 2019.
- President. Oklahoma Foundation for the Disabled. 2014 - 2015.
- Board Member. Oklahoma Foundation for the Disabled. 2013 - 2018.
- Member. Women for OSU. Awards Committee 2014 - 2017.
- Committee Member: Webinar. Quality Matters Instructional Design Association. Jan. 2015 to 2019.
- Workshop Facilitator. Oklahoma Consortium of Quality Matters. 2014 to 2018.
- United Way. Financial Reviewer. 2011 to 2015.
- Oklahoma Regional Food Bank. Food Sorter. 2015 to present.