

Melisa (Lisa) Doreen Jones

EDUCATION:

M.S. in Interdisciplinary Studies

Texas A&M University, Texarkana, Texas, 2000
Concentrations: English, History

Secondary Education Post B.A. Certification

East Texas State University, Texarkana, Texas, 1995
Concentrations: English, Education

B. A. in Mass Communications

Southern Arkansas University, Magnolia, Arkansas, 1991
Concentrations: Journalism, Political Science
Texarkana College, Texarkana, Texas

PROFESSIONAL EXPERIENCE:

Director of Adult Education

July 2017- Present Texarkana College Texarkana, Texas

Program Management

- Implement procedures and coordinate the process to identify adult- and community-education courses based on community needs and requests.
- Develop and revise adult-education curriculum and assist instructors with development of appropriate course curriculum.
- Plan and implement promotion and public relations programs to publicize the adult- and community-education program.
- Prepare and supervise dissemination of informational materials and catalogs to community.
- Coordinate scheduling and room assignments for all classes.
- Oversee the recruitment, enrollment, and retention of students in the program.
- Develop and conduct or arrange for staff development sessions, including sessions on delivery of instruction and methods of instruction for adult students.
- Develop and coordinate a continuing evaluation of the adult- and community-education program and implement changes based on the findings.
- Attend seminars and conferences essential to program administration.
- Develop and maintain working relationships with business and other community service agencies.
- Demonstrate high expectations of students and staff.

Budget and Inventory

- Administer the adult and community education budget and ensure that programs are cost-effective and that funds are managed appropriately.
- Compile budget and cost estimates based on documented program needs.
- Write and execute grants for federal and state funding.
- Assist with the selection and purchase of supplemental equipment and supplies for the program.

Policy, Reports, and Law

- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Comply with procedures and policies established by federal and state law, Texas Workforce Commission rule, and the local board policy.

Other

- Help screen, select, and train adult education staff and make sound recommendations on the assignment, discipline, and retention of instructors and staff.
- Maintain and submit accurate information for payroll processing.
- Systematically monitor Adult Education sites.

Coordinator of Developmental Education

Aug. 2013-Present Texarkana College Texarkana, Texas

- Research and stay informed about developmental education
- Increase student completion in developmental education
- Assist Disability and Retention Director with accommodations and retention of developmental students
- Plan and manage developmental education budget
- Monitor the progression of developmental education students
- Maintain data for TSI
- Collaborate with Enrollment Services to ensure students are placed into proper developmental courses
- Coordinate schedules for all developmental education classes
- Coordinate tutoring for students with Student Support Services
- Build partnerships with other colleges to help improve student completion
- Coordinate TSI requirements with testing center and advising
- Organize tutoring and course options for ABE students
- Advise ABE students on options
- Liaison with high schools for College Preparatory Classes mandated by HB5
- Hire and supervise Math Lab tutors
- Plan and advertise TSI Tutoring Sessions and Camps

Associate Professor English

Aug. 2013- Present Texarkana College Texarkana, Texas

- Have taught Non-Course Based Options (NCBOs) 0020 (ESL), 0050 (BASE with 0041), 0060 (Writing with 1301)
- Teach Composition and Rhetoric I (1301)
- Have taught English 0041 and 0042 (Integrated Reading and Writing)
- Teach Composition and Rhetoric I (1301) online using Moodle
- Have taught Composition and Rhetoric II (1302) and World Literature I (2332) face to face and online
- Have taught Basic English (0031), Developmental Writing (0032), Developmental Reading I and II (0031 and 0032)
- Developed Curricula for English 0041 and 0042/1301 Paired Courses
- Created and maintained online labs in English 0041 and 0042
- Organized and supervised operation of Developmental English Labs and Humanities Lab
- Developed curricula for developmental courses
- Serve as a student advisor
- Served as a dual credit teacher liaison

Adjunct Instructor

2003-2008 *Texarkana College Texarkana, Texas*

- Taught Composition and Rhetoric I 1301 and II 1302

Secondary Teacher

1998-2008 *Redwater ISD Redwater, Texas*

- Taught College English 1301 and 1302 as dual credit course for seniors
- Taught yearbook, journalism, video technology, English I, English II, and English III
- Advised yearbook production of 200-300 page book for six years
- Advised newspaper production for two years
- Used PageMaker 6.5+ in yearbook and newspaper production
- Managed fund-raising and budgeted for yearbook production costs (\$25,000 - \$30,000 yearly)

Secondary Teacher

1993-1998 *Hooks ISD Hooks, Texas*

- Taught English I, World History, American History, and TAAS Writing
- Student Council sponsor for five years
- Junior Varsity Cheerleader sponsor one year
- Managed TAAS Remediation Lab for English and Math

CERTIFICATIONS:

Secondary English Language Arts

TEXARKANA COLLEGE COMMITTEES:

Chair Developmental Education Committee

Co-Chair of SACSCOC Student Support Committee Member of Academic Student Support Committee Member of Academic Council

Member of Mathways Committee ATD Core Team Member

Member of Distance Education and Technology Committee Member or Teacher Evaluation Committee

STATE/LOCAL COMMITTEES/BOARDS:

NE Texas Workforce Board Adult Education Representative 2017-2021
TxCRLA President 2021
TxCRLA President Elect 2020
TxCRLA Secretary – 2018, 2019
TADE Membership Chair– 2016, 2017
THECB - Performance Level Indicators for TSI Reading, 2014
THECB - ABE Diagnostic Standard Setting for Reading and Writing TSI, 2014 THECB - TSI Item Review Team for Reading, 2013
THECB - LOWG Writing Committee, 2012

PROFESSIONAL DEVELOPMENT:

Adult Education (PD Portal, Fall Institute, TWC Conference) 2017-2021
CRLA 2021
TALAE 2020, 2021
NETX, 2017, 2018
THECB Co-requisite Conference, 2017
THECB Acceleration Institute, 2017
Developmental Education Regional Forum, 2017
College Academic Support Program (CASP), 2016-2020
NISOD 2016, 2021
EdTech Conference and Technology Training for Trainers, 2016 Achieving the Dream Conference, 2016
TCCTA – Leading from the Middle, 2015 THECB Winter Institute, 2015
Understanding and Engaging Under-Resourced College Students, 2015 THECB Advisor Summer Institute, 2014
Patrick Henry College SCALE Institute for Distance Learning, 2014 Mathways Training, 2014
College Academic Support Program (CASP), 2014 Achieving the Dream – On Course, 2014
NADE, 2014
“Sit and Get” Won’t Grow Dendrites Part II – Dr. Marcia L. Tate, 2014 TCCTA, 2014
“Sit and Get” Won’t Grow Dendrites – Dr. Marcia L. Tate, 2013 Seven Habits of Highly Effective People, 2013
TCCTA, 2013
Achieving the Dream – Active and Collaborative Learning Workshop Part II, 2013 THECB Integrated Reading and Writing Conference, 2013
TCCTA, 2012
Achieving the Dream - Active and Collaborative Learning Workshop, 2012 National Association for Development Education Conference (NADE), 2012 Developmental Education Conference at Houston Community College, 2010; 2011
National Council of Teachers of English Language Arts Conference 2006 SBEC Portfolio Development, 2004-2006

Texas Council of Teachers of English Language Arts Conference, 2000-2004 East Texas Writing Project, 1998

PROFESSIONAL MEMBERSHIP:

CRLA 2019-Present

TADE, 2015-Present

TxCRLA, 2015 - Present

NADE(NOSS), 2012-Present

TCCTA, 2010-2017

Texas Council of Teachers of English Language Arts, 1998-2008

Texas Classroom Teachers Association, 1993-2008

PRESENTATIONS:

THECB Co-Requisite Conference – “Plunge into It, Move with It, and Join the Dance,” 2017

Developmental Education Regional Forum - “Plunge into It, Move with It, and Join the Dance,” 2017

TC SACSCOC Quality Enhancement Plan (QEP), 2015 TC Achieving the Dream (ATD)

English Data Bytes, 2015

TC Faculty and Professional Learning Community – Underprepared Students, 2015

TCCTA GIFTS – “Writing CPR,” 2014

Putting Voice in Writing. Presented at Region 8 Educational Service Center, Mt Pleasant, Texas, 2005.

TAKS Writing Warriors. Presented at Redwater Elementary School In-Service, Redwater, Texas, 2002.