

Dr. Nan K. Jones

EDUCATION

Hardin-Simmons University, Abilene, TX Ed.D. Leadership in Higher Education	2012-2016
Angelo State University, San Angelo, TX M.A. in English	2008-2010
L'Universite Catholique de l'Ouest, Angers, France Study abroad French language program	Summer 2001
University of Texas, Austin, TX B.A. in English Minor: French	1992-1996

AWARDS

Promotion from Instructor status to Senior Instructor status	Fall 2018
Carr Academic Excellence Graduate Scholarship	2009-2010
Angelo State University Study Abroad Scholarship	Summer 2010

TEACHING EXPERIENCE

Angelo State University, San Angelo, TX

Instructor – GS1181: “Introduction to American Culture and Academia” 2017-Present
Collaborate with colleague to develop curriculum and teaching materials for students on academic probation; create lessons that address American culture, integration into the university community, campus resources, and strategies that help international be successful academically; grade all written work; administer all grades.

Angelo State University, San Angelo, TX

Senior Instructor – English 130C / 1301T: “Developmental Composition,”
English 1302: “Writing Across the Curriculum,”
and English 1301: “English Composition” 2010-present
Collaborate with colleagues to develop syllabus; meet with students in conferences; grade all written work; administer all grades.

Angelo State University, San Angelo, TX

Instructor – USTD 1101: “University Studies” 2011-2015
Collaborate with colleagues to develop curriculum and teaching materials for students on academic probation; create lessons that address learning styles, study skills, and goal setting; meet with students in individual conferences to discuss academic progress in all courses; grade all written work; administer all grades.

Angelo State University, San Angelo, TX 2008-2010

*Teaching Assistant – English 130C: “Developmental Composition,”
English 1301: “English Composition,” and English 1302: “Writing
Across the Curriculum”*

Collaborated with colleagues on curriculum and assignment development; met with students in conferences; graded all written work; administered all grades.

San Juan Diego High School, Austin, TX 2006-2008

*Instructor – English I, English IV, AP English IV;
Dean of Curriculum and Instruction*

Developed curriculum, syllabi, and overall course structure; graded all written work; administered all grades; evaluated the curriculum and instructional practices of colleagues.

Dripping Springs High School, Dripping Springs, TX 1997-2006

*Instructor – English I, English II, Pre-AP English II, English III, AP English III,
English IV, and French I*

Developed curriculum, syllabi and overall course structure; graded all written work; administered all grades.

RELATED EXPERIENCE AND SERVICE

Coordinator of Developmental English Education 2018-present

Oversee curriculum and policy implementation of developmental English courses (T-sections); collaborate with developmental faculty to develop written assignments; stay informed of any legislative decisions made in the State Legislature concerning developmental education; gather data related to passing rates in the T-sections and create reports per the request of the English and Modern Languages Chair; attend meetings as needed with administrators across campus to address concerns regarding the T-sections.

Ad Hoc Non-Tenure Track Evaluation Criteria Committee 2021

Collaborated with Non-Tenure Track faculty to determine quantifiable annual evaluation criteria; Created annual evaluation rubric; presided over vote to approve NTT Annual Evaluation Criteria.

Angelo State University Writers Conference 2019

Introduced the panel of presenters to the audience, timed the length of the presentations, and moderated a quest and answer session between audience members and presenters.

First-Year Composition Instructor Handbook 2018

Collaborated with the First-Year Composition Coordinator to develop a handbook for instructors of both developmental and mainstream composition courses.

Composition Instructor Hiring Committee 2017-2018

Collaborated with the First-Year Composition Coordinator and other English instructors to compose interview questions and interview prospective developmental and mainstream composition courses.

Committee on Non-Tenure Track Faculty and Promotion 2017

Collaborated with non-tenure track English faculty and the First-Year Composition Director to determine criteria for administrators to use when completing performance reviews for non-tenure track faculty

Research, Write, n' Cite Event Coordinator

2016-2017

Collaborated with Research Librarian and Writing Center Graduate Assistants to host event at which participants received assistance with research papers.

Writer's Conference High School Involvement Sub-Committee

2016-present

Writing Judge, Event Coordinator

Communicate with area high schools regarding contest guidelines, deadlines, and results; Organize meetings to evaluate high school student contestants' writing and determined winners based on criteria established by the sub-committee members; Serve as a liaison between area high school teachers and ASU Special Events and Facilities Services and the Admissions Office to ensure availability of food and campus tours; Announce contest winners at the Writers Conference; Send certificates and ASU recruiting information to all contest participants

First Year Writing Assessment Committee

2013-2014, 2017

Committee Member

Evaluated the new Student Learning Outcomes in the core writing courses, discussed assignments and means of assessing these SLOs, addressed policies and procedures in the core writing courses, and explored possibilities for new textbooks.

Writing Center Director (Title changed to Coordinator July, 2014)

Spring 2013-2018

Provide training and in-service sessions for tutors; conduct campus-wide workshops that address writing strategies; consult with writing centers at universities in Texas and other states to gather information regarding assessment, methods of collecting data, and collaboration among tutoring units on their campuses; conduct assessment according to HSI (Hispanic Serving Institute) and departmental guidelines; update English Department Chair and Dean on programs and events involving the Writing Center; create and update a strategic plan that includes short-term and long-term goals; create opportunities for outreach to ASU campus.

SMARTrac Phase II Committee

Summer 2013

Committee Member

Collaborated with technology consultants and directors of other tutoring units to make the necessary revisions and updates to SMARTrac to better serve our record keeping and assessment needs.

Writing Across the Curriculum Textbook Revision Committee

Spring 2012

Committee Member

Collaborated with colleagues to re-write and make revisions to the WAC textbook titled *Rhetorical Guide for the Student Researcher*, a textbook specifically designed for Angelo State University students; conducted research regarding current changes to the core curriculum and made adjustments to the textbook to comply with those changes.

SMART (Students Mapping a Right Track) Online Tutoring Implementation Committee***Committee Member***

Spring / Summer 2011

Collaborated with other tutoring units to research and implement an online tutoring service for Angelo State University students; conducted training to Writing Center tutors on how to use Blackboard Collaborate, the online tutoring program; developed a resource guide for using the online tutoring tool that was made available to tutors.

Angelo State University Writers Conference

2011

Paper Proposal Panel Member, Event Coordinator

Coordinated with other panel members to read conference paper proposals and determine their acceptance status; coordinated with other faculty to plan banquets for conference presenters, English faculty, and English majors.

Angelo State University

2010-2013

Writing Center Coordinator

Provided training and in-service sessions for tutors; created the working schedules for the tutors; monitored the accuracy of times and descriptions of sessions entered into the database; coordinated and organized curriculum for TSI students; conducted campus-wide workshops that addressed writing strategies; consulted with writing centers at universities in Texas and other states to gather information regarding assessment, methods of collecting data, and collaboration among tutoring units on their campuses; conducted assessment according to HSI (Hispanic Serving Institute) and departmental guidelines.

Angelo State University Writers Conference

February 2009

Paper Presentation Session Moderator

Introduced the panel of presenters to the audience, timed the length of the presentations, and prepared questions to ask the presenters.

CONFERENCES AND PRESENTATIONS

Dissertation Defense

April 2016

Case Studies of Paths to Leadership for Women in a Public University and a Private Christian University

Region XV Annual Literacy Conference, San Angelo, Texas

June 2015

Writing Beyond the STAARs

South Central Writing Center Association Conference, Austin, Texas

February 2015

Navigating the Changes in Developmental Education: The Benefits of Incorporating Writing Center Tutors in a Paired Course

South Central Writing Center Association Conference, Corpus Christi, Texas

February 2013

SMART Online: Building Bridges between Learning Communities

South Central Writing Center Conference, Houston, Texas

February 2011

"SMART Trac: How an Internal Software System Can Help Students Map A Right Track"

American Studies Association of Texas, Commerce, TX

November 2010

Paper Presentation - Sink Your Teeth into This One:

*Feminism and the Role of Food and Hunger in Marsha Norman's
Getting Out and 'night, Mother*

World Congress on Reading, Auckland, New Zealand
Conference attendee

July 2010

American Studies Association of Texas, San Angelo, TX
*Paper Presentation - "To keep from cryin' / I opens ma mouth an' laughs":
Humor in the Blues Poetry of Langston Hughes*

November 2009

LANGUAGES

English – native language

French – can speak, read, and write at an advanced level of proficiency

MEMBERSHIPS

South Central Writing Centers Association

2011-2018

American Studies Association of Texas

2009-2010

Sigma Tau Delta Honors English Society

2008-2010