



Michele Jones

Project Coordinator, School of Communication

For the past four years (2019–present), I have worked for Texas Southern University (TSU). My responsibilities as the project coordinator for the School of Communication (SOC) include reviewing, editing, and maintaining assessment plans for all SOC programs, assisting with new content for the SOC website, auditing the website's current content to find areas for improvement, and managing, planning, and carrying out projects. Before this time, I had the great opportunity to work as an assessment specialist in the administration division of TSU's Institutional Assessment, Planning & Effectiveness (IAPE) department. In this role, I supported the university-wide assessment processes, undergraduate program reviews, and the use of assessment software in accordance with the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Managing and developing the first Institutional Assessment, Planning, and Effectiveness Resource Guide, a valuable guide for Institutional Effectiveness processes, with a coworker was one of my greatest achievements as an assessment specialist. This guide includes a wide range of topics, such as understanding assessment, institutional effectiveness levels that are assessed, strategic planning vs. assessment planning, the use of assessment tools, assessment/university Accreditation, etc. This guide is accessible on the TSU IAPE website.

Prior to beginning a career in higher education, I also worked for contractors at the Johnson Space Center (JSC)/National Aeronautics and Space Administration (NASA) for many years (1988–2019). As an **Export Control (EC) Access Analyst III** for General Dynamic Information Technology, I evaluated export compliance audit reports, identified compliance issues and risks, mitigated those risks, and developed corrective action plans to ensure effective export compliance. On a regular basis updated and maintained several HyperText Markup Language (HTML) templates. Besides that, I identified the export authorization or classification of the thing or information that was going to be given to FNs (e.g., data analysis, information gathering, problem-solving, determining the accuracy and relevance of information, using good judgment to generate and evaluate alternatives, making recommendations, etc.). I obtained certifications in all flight phases, including ascent, on-orbit, and entry as a **Senior Dynamics Controller** for Bendix Field Engineering. This included updating and validating the operational capabilities of the Trajectory application software and databases for Mission Control Center (MCC) support of Space Transportation System (STS) Operation as well as monitoring/maintaining vehicle-related computation, trajectory table, storage/retrieval of state vectors, and more. Also, worked with Front End Processors (FEP), host computers for real-time display, managed execution of user test application programs, and recording the compressed data system. As the **Technical Support Specialist Lead** for AlliedSignal Technical Services, I assisted with the development and implementation of several IT processes (like setting up mailboxes, keeping an online calendar, controlling execution of user test application programs, recording the compressed data system, and status monitoring with real-time data analysis functions). In accordance with the JSC Security Management Regulations, NASA Procedural Standards, and Common Work Instructions, I developed and revised written procedures.

One of my major goals is to assist in improving the lives of those in need by becoming a philanthropist.