

Stacy Boyd

Faculty & Staff Development
Program and Curricular Delivery

Vanessa Griffin

Undergraduate & Graduate Student Success
Program and Curricular Design and Assessment

Coordinating/Overseeing

Academic Programming & Curricula

- New Program Delivery
- DEI within Course and Program Delivery
- Collaboration between program coordinators and advisors for new programming
- Supplemental Instruction
- High Impact Practices and Innovation

- Program Assessment
- SACS and USG Procedures for Program Modifications and Additions
- New Program Design
- Course Scheduling
- DEI within Curricula

Branding

- Faculty & Staff Stories
- Promoting Faculty & Staff Success

- Student Stories
- Promoting Student Success
- Promoting Alumni

Budgeting & Finances

- Faculty and staff professional development funds
- Grants and Awards
- Faculty and Staff Contracts

- Student professional development, research, and travel
- Graduate Assistantships

Communication

- College Communications

- Student Newsletter
- Student Website

Community

- Student Internships and Externships
- Student Volunteering
- Alumni and Professional Consultation/Advisement on program & Curriculum Development

Data

- Faculty- and Staff-Related Data
- Work with Faculty and Staff for Data Needs, Development, and Interpretation

- Student- and Program-Related Data
- Work with Student Success for Data Needs, Development, and Interpretation

Policies, Procedures, & Planning

- Faculty Academic Calendar Administration
 - Roster Verification
 - Final Grade Submission
 - Semester update emails
 - Promotion and Tenure Timelines and Processes
- Work with Executive Committee on updates and assessment of Strategic Planning, Bylaws, and DEI policies and procedures

- Work with Executive Committee on Course and Program Modifications and Additions
- Student Academic Calendar Administration
 - Unmet Prerequisites
 - Waitlists
 - Add/drop
 - Early Alerts
 - Dishonesty/Plagiarism Reporting
 - Grade Appeals
 - Transient Student Applications
 - Hardship Withdrawals
 - Other Withdrawals
 - Incompletes
 - FERPA Waivers

Recognition

- Faculty Awards
- University Faculty and Staff Recognition Committee

- Student Scholarships
- Student Awards
- Other Student Recognition

Research & Scholarship

- ORSP committee
- Interdisciplinary Studies
- Faculty and Staff Research, Publications, Presentations, Exhibits

- Undergraduate Student Research
- Graduate Student Research
- Theses & Exit Paper Procedures
- Interdisciplinary Student Research

Retention & Promotion

- Hiring, Conversion, and Promotion
- Cultural Competency and Engagement
- Faculty Annual Reports
- Staff Annual Evaluations
- Chair and Director Evaluations

- Track Student Enrollment
- Work with DMA to assess DEI programming
- RPG & Engagement programming and assessment
- Preview Days
- Orientations
- Local Recruitment Efforts
- DEI Efforts in Recruitment

Erin Brannon

- Budget for University College Dean's office and departmental units', personal services budgets, budget amendments, graduate assistants, and summer school budgets.
- Faculty/Staff Hiring
- Faculty Reviews (Promotion & Tenure, 3rd Year Review, Post Tenure, etc.) eDossier Contact for UC
- Faculty Contracts
- Argos/Banner Reporting and data work with Associate Deans (enrollments, workloads, assessment, etc.)
- Assist with Policies, procedures, strategic planning
- TLC building manager

Brenda McCrary

- Oversee day-to-day operations of the Dean's office including greeting visitors, answering phones, hiring and training student assistants, maintain inventory, purchase supplies
- Assist Deans with student affairs (hardship withdrawals, late add/drop, grade appeals, appeals of suspension, re-admission and academic renewals)
- Facilities: Serve as lead for all UC facilities requests, including offices, classrooms as needed
- Records: assists in maintaining personnel and student records, records retention point person for College
- ITS Liasion
- Argos/Banner Reporting and data work with Associate Deans (enrollments, workloads, assessment, etc.)
- Academic Standing: Run undergraduate and graduate academic standing letters each semester
- Scanning: Coordinate Scantron test scanning process and teaching evaluation process

Stephanie Urich

- Calendars (office, conference room, deans, etc.)
- University College Social Media
- University College Website
- UCM Liasion
- Coordinate marketing and public relations materials and events for the college.
- Events: Coordinate all logistics for the College events
- Assist Associate Deans with Catalog Edits
- Listserv maintenance