

## Responsibilities and Contact List for Academic Affairs Administration—Updated 1/9/18

OAA Responsibilities	Contact(s) and (responsible administrators)
ACADEMIC APPEALS	<b>Vanelda Hopes</b> , Special Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
ACADEMIC & STUDENT AFFAIRS COMMITTEE, PSU Board of Trustees	<b>Vanelda Hopes</b> , Special Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
ACADEMIC EMPLOYEE AND LABOR RELATIONS	<b>Hannah Miller</b> , Executive Assistant to the Vice Provost – 5-5242 – hmm9@pdx.edu (Julia Getchell, Director of Academic Employee and Labor Relations) (Shelly Chabon, VP for Academic Personnel and Dean of Interdisciplinary General Education)
ACADEMIC LEADERSHIP TEAM (ALT) BUSINESS	<b>Vanelda Hopes</b> , Special Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
ACADEMIC PERSONNEL	<b>Susan Tardif</b> , Special Assistant to the Vice Provost – 5-5352 – stardif@pdx.edu (Shelly Chabon, VP for Academic Personnel and Dean of Interdisciplinary General Education) (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
ACADEMIC PROGRAM REVIEW	<b>Brian Sandlin</b> , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
ACCREDITATION	<b>Brian Sandlin</b> , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Leslie McBride, Special Advisor to the Provost for Accreditation) (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
ADVISING AND CAREER SERVICES	<b>Carla Harcleroad</b> , Associate Vice Provost for Advising and Career Services – 5-4446 – carla.harcleroad@pdx.edu (Sukhwant Jhaj, VP for Innovation, Planning and Student Success)
ARTICULATION AGREEMENTS	<b>Steve Harmon</b> , Curriculum Coordinator – 5-4596 – harmons@pdx.edu (Undergraduate: Sukhwant Jhaj, VP for Innovation, Planning and Student Success) (Graduate: Rossitza Wooster, Dean of Graduate Studies)
ASSESSMENT	<b>Janelle Voegele</b> , Director, Teaching, Learning, and Assessment, OAI – 5-8341 – voegelej@pdx.edu (Sukhwant Jhaj, VP for Innovation, Planning and Student Success)

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BUDGET, PLANNING & OPERATIONS, Academic	<p><b>Thuy Vu</b>, Fiscal Officer, Office of the Provost – 5-5843 – thuyv@pdx.edu  <i>Please direct all IPEB questions to Gil Miller – 5-2167 – gimiller@pdx.edu</i>  <b>Sally Brauckmiller</b>, Fiscal and Operations Manager – 5-5568 – brauckmiller@pdx.edu            (Margaret Everett, Interim Provost and Vice President for Academic Affairs)</p>
CHAIRS AND ASSOCIATE/ASSISTANT DEANS BUSINESS	<p><b>Susan Tardif</b>, Special Assistant to the Vice Provost – 5-5352 – stardif@pdx.edu            (Shelly Chabon, VP for Academic Personnel and Dean of Interdisciplinary General Education)</p>
COLLECTIVE BARGAINING	<p><b>Hannah Miller</b>, Executive Assistant to the Vice Provost – 5-5242 – hmm9@pdx.edu            (Julia Getchell, Director of Academic Employee and Labor Relations)            (Shelly Chabon, VP for Academic Personnel and Dean of Interdisciplinary General Education)</p>
CURRICULAR PROGRAMS/BULLETIN	<p><b>Steve Harmon</b>, Curriculum Coordinator – 5-4596 – harmons@pdx.edu            (Margaret Everett, Interim Provost and Vice President for Academic Affairs)</p>
DEPARTMENTAL GUIDELINES (Bylaws and Promotion & Tenure)	<p><b>Susan Tardif</b>, Special Assistant to the Vice Provost – 5-5352 – stardif@pdx.edu            (Shelly Chabon, VP for Academic Personnel and Dean of Interdisciplinary General Education)</p>
EVENTS, Academic (Convocation, Winter Symposium, Honorary Degree/Commencement)	<p><b>Vanelda Hopes</b>, Special Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu            (Margaret Everett, Interim Provost and Vice President for Academic Affairs)</p>
EXCELLENCE AWARDS (Millar, Hoffmann, Butler, Cumpston, and Adjunct Faculty Awards)	<p><b>Vanelda Hopes</b>, Special Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu            (Margaret Everett, Interim Provost and Vice President for Academic Affairs)</p>
FACULTY AND GRADUATE ASSISTANT CONTRACT IMPLEMENTATION	<p><b>Hannah Miller</b>, Executive Assistant to the Vice Provost – 5-5242 – hmm9@pdx.edu            (Julia Getchell, Director of Academic Employee and Labor Relations)            (Shelly Chabon, VP for Academic Personnel and Dean of Interdisciplinary General Education)</p>
FACULTY SENATE SECRETARY	<p><b>Richard Beyler</b>, Secretary to the Faculty – 5-3996 – r.beyler@pdx.edu</p>
GENERAL QUESTIONS/RECEPTION	<p><b>Aubrie Kent, Katharine Piwonka and Abigail Preston</b>            Student Office Receptionists – 5-3422 – oaarecep@pdx.edu            (Vanelda Hopes, Special Assistant to the Provost)</p>
GOLD PROGRAM	<p><b>Kip Briggs, Assistant Professor of Military Science</b> – 5-3212 – briggs6@pdx.edu            (Shelly Chabon, VP for Academic Personnel and Dean of Interdisciplinary General Education)</p>

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GRADUATE STUDENTS/GRADUATE CURRICULUM & POLICIES	<b>Courtney Hanson</b> , Coordinator of Graduate Studies, Office of Graduate Studies – 5-8451 – hanson@pdx.edu <b>Karen Popp</b> , Student Services Coordinator, Scholarship Administrator Office of Graduate Studies—5-8402— <a href="mailto:poppk@pdx.edu">poppk@pdx.edu</a> (Rossitza Wooster, Dean of Graduate Studies)
HECC	<b>Margaret Everett</b> , Interim Provost and Vice President for Academic Affairs – 5-5257 – everettm@pdx.edu
HONORARY DEGREES	<b>Vanelda Hopes</b> , Executive Assistant to the Provost – 5-5250 – vanelda.hopes@pdx.edu (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
INTERNATIONAL AFFAIRS	<b>Karin Waller</b> , Executive Assistant to the Vice Provost – 5-5076 – wallerk@pdx.edu (Ron Witczak, Interim Executive Director, International Affairs) (Margaret Everett, Vice President for International Affairs)
MCNAIR SCHOLARS PROGRAM	<b>Toeutu Faaleava</b> , Director for McNair Scholars Program – 5-9714 – faaleava@pdx.edu (Sukhwant Jhaj, VP for Innovation, Planning and Student Success)
MOU's, domestic and international	<b>Brian Sandlin</b> , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
myPSU - Website and App	<b>Hans VanDerShaaf</b> , Director, Projects (Product Lead for myPSU) – 5-5910 – hansv@pdx.edu <b>Lori Coulter</b> , Executive Project Assistant – 5-2740 – lcoulter@pdx.edu (Sukhwant Jhaj, VP for Innovation, Planning and Student Success)
NEW FACULTY ORIENTATION	<b>Susan Tardif</b> , Special Assistant to the Vice Provost – 5-5352 – stardif@pdx.edu (Shelly Chabon, VP for Academic Personnel and Dean of Interdisciplinary General Education)
OFFICE OF ACADEMIC INNOVATION (the combined office of the former units of Academic Excellence and Online Learning)	<b>Johannes De Gruyter</b> , Executive Director, Office of Academic Innovation, OAI – 5-9165 – johannes.degruyter@pdx.edu <b>Janelle Voegele</b> , Director, Teaching, Learning, and Assessment, OAI – 5-8341 – voegelej@pdx.edu (Sukhwant Jhaj, VP for Innovation, Planning and Student Success)
OFFICE OF THE REGISTRAR	<b>Cindy Baccar</b> , Associate Vice Provost & University Registrar – 5-5533 – baccarc@pdx.edu (Sukhwant Jhaj, VP for Innovation, Planning and Student Success)
ONLINE LEARNING	<b>Johannes De Gruyter</b> , Executive Director, Office of Academic Innovation, OAI – 5-9165 – johannes.degruyter@pdx.edu (Sukhwant Jhaj, VP for Innovation, Planning and Student Success)
POST TENURE REVIEW	<b>Susan Tardif</b> , Special Assistant to the Vice Provost – 5-5352 – stardif@pdx.edu (Shelly Chabon, VP for Academic Personnel and Dean of Interdisciplinary General Education)

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PROGRAM REVIEW	<b>Brian Sandlin</b> , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
PROMOTION AND TENURE PROCESS	<b>Susan Tardif</b> , Special Assistant to the Vice Provost – 5-5352 – stardif@pdx.edu (Shelly Chabon, VP for Academic Personnel and Dean of Interdisciplinary General Education) (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
reTHINK PSU	<b>Hans VanDerShaaf</b> , Director, Projects – 5-5910 – hansv@pdx.edu <b>Randi Harris</b> , Director, Programs – 5-2342 – rap@pdx.edu (Sukhwant Jhaj, VP for Innovation, Planning and Student Success) (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
SABBATICALS	<b>Deans' Offices</b>
SCHEDULING ADMINISTRATORS	<b>Colette Yaspo</b> , Executive Assistant to the Provost – 5-5257 – colette.yaspo@pdx.edu (Scheduling for Interim Provost Margaret Everett and Vice Provost Shelly Chabon) <b>Lori Coulter</b> , Executive Project Assistant – 5-2740 – lcoulter@pdx.edu (Scheduling for Sukhwant Jhaj, Vice Provost for Innovation, Planning and Student Success) <b>Hannah Miller</b> , Executive Assistant to the Vice Provost – 5-5242 – hmm9@pdx.edu (Scheduling for Julia Getchell, Director of Academic Employee and Labor Relations)
STATE AUTHORIZATION LIAISON (online learning)	<b>Brian Sandlin</b> , University Accreditation and Compliance Coordinator – 5-5252 – bsandlin@pdx.edu (Margaret Everett, Interim Provost and Vice President for Academic Affairs)
STUDENT SUCCESS (Improve the student experience and increase degree completion)	<b>Randi Harris</b> , Director, Programs – 5-2342 , – rap@pdx.edu <b>Hans VanDerShaaf</b> , Director, Projects – 5-5910 – hansv@pdx.edu (Sukhwant Jhaj, VP for Innovation, Planning and Student Success)
TUTORING/LEARNING CENTER	<b>Michael Brown</b> , Director, The Learning Center – 5-2952 – brownmic@pdx.edu (Sukhwant Jhaj, VP for Innovation, Planning and Student Success)
UNIVERSITY HONORS	<b>Cornelia Coleman</b> , Assistant to the Director – 5-4937 – colemanc@pdx.edu (Brenda Glascott, Director, Honors College) (Shelly Chabon, VP for Academic Personnel and Dean of Interdisciplinary General Education)
UNIVERSITY STUDIES	<b>Krys Roth</b> , Executive Assistant to the Executive Director – 5-4949 – klroth@pdx.edu (Maurice Hamington, Executive Director of University Studies)
WEBSITE UPDATES AND MAINTENANCE, OAA	<b>Katy Piwonka and Aubrie Kent</b> , Student Office Receptionists – 5-3422 – oaarecep@pdx.edu (Vanelda Hopes, Special Assistant to the Provost)