

**College of Liberal Arts
First Person to Contact**

College Administration & Committees			
Assessment liaison	Penny Boice	Liberal Arts Council (LAC)	Mandy Stark
College guidelines	Faculty Resources	Liberal Arts Development Council (LADC)	Winna Kimery
Dean's Advisory Committee (DAC)	Becky Jobling	Liberal Arts IT Professional Listserv	Paul Wellman
Climate & Inclusion Committee	Joshua Harms	Liberal Arts Staff Development Committee (LASDC)	Mandy Stark
Executive Council	Mandy Stark	Liberal Arts Staff Executive Council (LASEC)	Mandy Stark
Graduate Instruction Committee (GIC)	Tiffany Green	Open records	Becky Jobling
Int'l Programs Advisory Committee (IPAC)	Christie Dunn	Planning and Resources Committee (PRC)	Tiffany Green
Liberal Arts Business Council	Cheryl Hanks, Kristine Brisco	Undergraduate Instruction Committee (UIC)	Penny Boice
Endowed Advisory Committee	Becky Jobling	Liberal Arts Undergraduate Scholarship Committee	Diana Hoffman

Inclusion Excellence & Strategic Initiatives - Leroy G. Dorsey, Associate Dean			
Joshua Harms, Administrative Coordinator II			
Cornerstone Learning Community		Honors - Undergraduate	
High Impact Practices - Undergraduate			
Climate & Inclusion Committee			

Business Services - Cheryl L. Hanks, Assistant Dean			
Business support services for departments	Kristine Brisco	Payroll	Miranda Rubach
Business support services for centers and institutes, and interdisciplinary programs	Roxanne Moody	Purchasing/BAM	Angie Mayorga
Contract administration	Cheryl Hanks	A&M Foundation business	Angie Mayorga
Human resources	Miranda Rubach	University business travel (Concur)	Angie Mayorga
One-time merit nominations	Cheryl Hanks		

Faculty - Violet Johnson, Associate Dean			
Becky Jobling, Senior Administrative Coordinator			
Department bylaws	Violet Johnson	Grievances	Becky Jobling
Head reviews	Mandy Stark	Joint appointments / Partner Placements	Becky Jobling
Distinguished Professor honors	Becky Jobling	Leaves of absence	Becky Jobling
Faculty Fellowships, endowed chair/professorship appointments, reviews	Becky Jobling	Promotion & tenure, annual review, mid-term review	Becky Jobling
Employment in excess of 100% time	Becky Jobling	Permanent residency	Becky Jobling
Extension of probationary period	Becky Jobling	Retirees & Emeritus appointment	Becky Jobling
Faculty awards	Joshua Harms	Voluntary phased separation	Cheryl Hanks
Faculty hiring (College Station & Qatar)	Becky Jobling	Visiting scholars	Becky Jobling
Faculty workload reporting	Becky Jobling		

Faculty Research - Gerianne Alexander, Associate Dean			
Tiffany Green, Senior Administrative Coordinator			
Award program proposals		Program to Enhance Scholarly & Creative Activities (PESCA); Arts & Humanities Fellows	Julie Masser
Faculty Development Leave / Professional Development Leave		Research center & institute program reviews, director hiring	Cheryl Hanks
Faculty Seed Grant proposals		Research strategy & development	Julie Masser
Fallon-Marshall lecture series		Research position appointments	
International travel support		Research proposal review/approval	

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Graduate Instruction - Leroy G. Dorsey, Associate Dean			
Tiffany Green, Senior Administrative Coordinator			
Catalog Revisions		Grade change reports, add/drop requests, late registrations & withdrawals	
Certificate program completions		Grievances	
Curriculum proposals		Special Topics Course Requests (689)	

Graduate Programs - Gerianne Alexander, Associate Dean			
Tiffany Green, Senior Administrative Coordinator			
Awards		Graduate program enhancement	
Fellowships & grants		Tuition allocations	

Information Technology, Instructional Technology & Web - Paul Wellman, Associate Dean			
Connie Davenport, Senior Administrative Coordinator			
Computer hardware questions & lending requests	LiberalArtsIT@tamu.edu	Problems requiring a "network administrator"	LiberalArtsIT@tamu.edu
Purchasing computer hardware and/or software	LiberalArtsIT@tamu.edu	Research computing requests	
Instructional technology questions or requests	Shweta Kailani	Requests for new IT services for college units	Paul Wellman
Installation or software ability questions	LiberalArtsIT@tamu.edu	Texas administrative code compliance	Carl McKneely
Multi-unit IT initiative or request	Paul Wellman	Website consultation	Paul Wellman, Carl McKneely

Interdisciplinary Programs - Pamela R. Matthews, Dean			
Mandy Stark, Executive Assistant to the Dean			
Interdisciplinary Programs, Director Appointments and Program Reviews			

International Programs - Christie Dunn, International Programs Manager			
Faculty-led study abroad programs	Penny Boice	Proposals to teach outside of the US	Christie Dunn
Global Ambassadors	Penny Boice	Reciprocal Educational Exchange Programs (REEP)	Penny Boice
International and domestic field trips	Penny Boice	Regents' Scholars Initiative	Penny Boice
International program development	Penny Boice	Study abroad data	Penny Boice
International travel procedures for students	Penny Boice	Study abroad scholarships	Christie Dunn
Memoranda of Understanding (MOU)	Christie Dunn	Study Abroad Fair	Christie Dunn and Penny Boice

Space & Facilities - Paul Wellman, Associate Dean			
Connie Davenport, Senior Administrative Coordinator			
Annual facilities inventory		Space (non-classroom)	
Lab safety		Facility updates and renovations	

Strategic Communications and Development - Karissa Bayliss, Manager			
Development publications, marketing & publicity	Kimberley White	Donor relations & stewardship	Winna Kimery
Development/stewardship writing	Kimberley White	Major gift fund raising: gifts & multi-year commitments	Diana Hoffman
Development research & development database management	Winna Kimery	Estate, trust & real estate philanthropy	Larry Walker, Andrew Millar
Branding initiative & guidelines	Angelyn Wiley	Event publicity & design	Angelyn Wiley
College news (clla-news@tamu.edu)	Heather Rodriguez	Media relations, marketing, publicity, general publications	Heather Rodriguez
College website	Karissa Bayliss, Marcy Heathman	Social media	Karissa Bayliss

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Undergraduate Programs - Steven M. Oberhelman, Associate Dean			
Penny Boice, Executive Assistant II			
Assessment		Quality Enhancement Plan (QEP)	
Common Ground reading initiative		Recruiting	UPO Advisors
Communication (C) courses		Student ratings of faculty	
Curriculum development		Writing intensive (W) courses	
Curriculum proposals			

Undergraduate Advising Office - Steven M. Oberhelman, Associate Dean			
Penny Boice, Executive Assistant			
Athletics liaison	Shedrick Johnson	Liberal Arts Undergraduate Scholarship Committee	Christie Dunn
Career Center liaison	Andy Armstrong	Petitions & referrals	UPO Advisors
Classroom scheduling	Shedrick Johnson	Readmission	UPO Advisors
Changes of major	Departmental advisor	Rescheduling final exam	UPO Advisors
Compass account requests	Andy Armstrong	Scholastic probation	UPO Advisors
Course schedules & overloads	Shedrick Johnson	Special topics (289 & 489) course requests	Shedrick Johnson
Double major & double degree requests	Tabitha Foreman	Student registration issues & withdrawals	UPO Advisors
First year seminars	Steve Oberhelman	Study abroad forms (students)	Tabitha Foreman
Freshman admissions	Andy Armstrong	Transfer admission	UPO Advisors
Galveston change of curriculum	Andy Armstrong	Undergraduate catalog revisions	Steve Oberhelman
Grade change reports	Andy Armstrong	Undergraduate requests to take graduate course	Andy Armstrong
Graduation problems	Andy Armstrong	Undergraduate student awards	Andy Armstrong