

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

College Administration & Committees			
Assessment liaison	vacant	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 Life Enhancement Committee (LALEC)	Mandy Stark
Executive Council	Mandy Stark	Liberal Arts Staff Executive Council (LASEC)	Mandy Stark
Graduate Instruction Committee (GIC)	Sarah Franke	Open records	Becky Jobling/Paul Wellman
Int'l Programs Advisory Committee (IPAC)	Christie Dunn	Planning and Resources Committee (PRC)	Sarah Franke
Liberal Arts Business Council	Kristine Brisco, Miranda Rubach	Undergraduate Instruction Committee (UIC)	vacant
Endowed Advisory Committee	Becky Jobling	Liberal Arts Undergraduate Scholarship Committee	Christie Dunn

Inclusive Excellence & Strategic Initiatives - Leroy G. Dorsey, Associate Dean			
Joshua Harms, Executive Assistant II			
Assessment (Graduate)			
Cornerstone Honors - Undergraduate		Climate & Inclusion Committee	
High Impact Practices - Undergraduate		Freshman Innovation Group (FIG) and First Generation Students - Undergraduate	
Climate, Inclusion, Diversity, and Accountability		Diversity Accountability Report	

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

Dean - Pamela R. Matthews			
Mandy Stark, Executive Assistant to the Dean			
Academic Program Reviews (APR)		Head reviews	
Director, Head, Dean Appointments			
Interdisciplinary Critical Studies		Fallon-Marshall lecture series by the LAC	

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

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Faculty Research - Maria Escobar-Lemmon, Associate Dean			
Sarah Franke, Senior Administrative Coordinator			
Award program proposals		Arts & Humanities Fellows; T3; X-Grants	Maria Escobar-Lemmon Julie Masser
Faculty Development Leave / Professional Development Leave		Research center & institute program reviews, director hiring	
Faculty Seed Grant proposals		Research strategy & development	Julie Masser
Intellectual Property Rights Waiver Form		Research position appointments	
Indirect Cost Waiver Form	Julie Masser	Research proposal review/approval	Maria Escobar-Lemmon Julie Masser
International travel support			

Graduate Programs - Maria Escobar-Lemmon, Associate Dean			
Sarah Franke, Senior Administrative Coordinator			
Awards		Grade change reports, add/drop requests, late registrations & withdrawals	
Catalog Revisions		Graduate program enhancement	
Certificate program completions		Grievances	
Curriculum proposals		Special Topics Course Requests (689)	
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	Garrett LaPaglia
Multi-unit IT initiative or request	Paul Wellman	Website consultation	Paul Wellman, Garrett Lapaglia

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

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

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Strategic Communications and Development			
Development publications, marketing & publicity	Heather Rodriguez Winna Guess	Donor relations & stewardship	Winna Guess
Development/stewardship writing	Heather Rodriguez	Major gift fund raising: gifts & multi-year commitments	Winna Guess
Development research & development database management	Winna Guess	Estate, trust & real estate philanthropy	Larry Walker
Branding initiative & guidelines	Angelyn Wiley	Event publicity & design	Q'Anteria Roberson, Angelyn Wiley
College news (ccla-news@tamu.edu)	Alix Poth	Media relations, marketing, publicity, general publications	Heather Rodriguez
College website	Marcy Heathman	Social media	Q'Anteria Roberson

Undergraduate Programs - Steven M. Oberhelman, Associate Dean			
Assessment (Undergraduate)		Quality Enhancement Plan (QEP)	
Common Ground reading initiative	Oberhelman/Dorsey	Recruiting	Brianna Edwards
Communication (C) courses		Student ratings of faculty	
Curriculum development		Writing intensive (W) courses	
Curriculum proposals			

Undergraduate Advising Office - Steven M. Oberhelman, Associate Dean			
Athletics liaison	Lisa Brown	Liberal Arts Undergraduate Scholarship Committee	Christie Dunn/Steve Oberhelman
Career Center liaison	Andy Armstrong	Petitions & referrals	UPO Advisors
Classroom scheduling	Lisa Brown	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	Lisa Brown	Special topics (289 & 489) course requests	Lisa Brown
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	Steve Oberhelman	Undergraduate requests to take graduate course	Steve Oberhelman
Graduation problems	Andy Armstrong	Undergraduate student awards	Steve Oberhelman