

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

<b>College Administration &amp; Committees</b>			
Undergraduate Assessment liaison	Terri Pantuso	Liberal Arts Council (LAC)	Kathy Payne
College guidelines		Liberal Arts Development Council (LADC)	vacant
Dean's Advisory Committee (DAC)	Becky Jobling	Liberal Arts IT Professional Listserv	Paul Wellman
Climate & Inclusion Committee	Kathy Payne	Liberal Arts Life Enhancement Committee (LALEC)	Sarah Franke
Executive Council	Kathy Payne	Liberal Arts Staff Executive Council (LASEC)	
Graduate Instruction Committee (GIC)	Sarah Franke	Open records	Becky Jobling/Paul Wellman
Int'l Programs Advisory Committee (IPAC)	Christie Dunn	Research Advisory Committee (RAC)	Sarah Franke
Liberal Arts Business Council	Kristine Brisco, Miranda Rubach	Undergraduate Instruction Committee (UIC)	Kathy Payne
Endowed Advisory Committee	Becky Jobling	Liberal Arts Undergraduate Scholarship Committee	Christie Dunn

<b>College Diversity &amp; Inclusion Officer - Leroy G. Dorsey</b>	
Climate & Inclusion Committee	
Climate, Inclusion, Diversity, and Accountability	
Diversity Accountability Report	

<b>Business Services - Kristine Brisco, Assistant Dean</b>			
Business support services for departments	Miranda Rubach	Monthly Payroll	Janet Kosh
Business support services for centers and institutes, and interdisciplinary programs	Angie Mayorga	Biweekly payroll and parking	Janet Kosh
Contract administration	Miranda Rubach	Purchasing/Aggiebuy/Payment Cards	Cory LaPaglia
Human resources	Janet Kosh	A&M Foundation business	Angie Mayorga
One-time merit nominations	Kristine Brisco	University business travel (Concur)	Cory LaPaglia

<b>Interim Dean - Steven M. Oberhelman</b>	
Academic Program Reviews (APR)	
Director, Head, Dean Appointments	
Head Reviews	

<b>Faculty - Violet Johnson, Associate Dean</b>			
<i>Becky Jobling, Senior Administrative Coordinator; Kathy Payne, Administrative Coordinator II</i>			
Appointments with Violet Johnson	Kathy Payne	Grievances	Becky Jobling
Department bylaws	Violet Johnson	Joint appointments	Becky Jobling
University Distinguished Professor honors	Becky Jobling	Leaves: AWL, LWOP, Mod Duties	Kathy Payne
Faculty Fellowships, endowed chair/professorship appointments, reviews	Becky Jobling	Partner Placements	Kathy Payne
Employment in excess of 100% time	Kathy Payne	Promotion & tenure, annual review, mid-term review	Becky Jobling
Extension of probationary period	Becky Jobling	Permanent residency	Kathy Payne
Faculty awards	Kathy Payne	Retirees & Emeritus appointment	Becky Jobling
Faculty hiring (College Station & Qatar)	Becky Jobling	Voluntary phased separation	Kristine Brisco
Faculty workload reporting	Becky Jobling	Visiting scholars	Kathy Payne

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

<b>Graduate Programs - Maria Escobar-Lemmon, Associate Dean</b>	
Sarah Franke, Senior Administrative Coordinator	
Awards	Graduate Assessment
Catalog Revisions	Grade change reports, add/drop requests, late registrations & withdrawals
Certificate program completions	Graduate program enhancement
Curriculum proposals	Grievances
Fellowships & grants	Special Topics Course Requests (689)
	Tuition allocations

<b>Information Technology, Instructional Technology &amp; Web - Paul Wellman, Associate Dean</b>			
Connie Davenport, Senior Administrative Coordinator I			
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

<b>Space &amp; Facilities - Paul Wellman, Associate Dean</b>		
Connie Davenport, Senior Administrative Coordinator I		
Annual facilities inventory	Connie Davenport	Space (non-classroom)
Building Proctor	Connie Davenport	Facility updates and renovations
AggieWorks submissions	Connie Davenport	Lab safety

<b>International Programs and Undergraduate Scholarships - Christie Dunn, International Programs Manager</b>	
Faculty-led study abroad programs	Proposals to teach outside of the US
International and domestic field trips	Reciprocal Educational Exchange Programs (REEP)
International program development	Regents' Scholars Initiative
International travel procedures for students	Undergraduate scholarships
Memoranda of Understanding or Agreement (MOU/MOA)	Study abroad scholarships
	Virtual study abroad and Collaborative Online International Learning (COIL)

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<b>Strategic Communications</b>	<b>Development</b>
Heather Rodriguez	Andrew Millar
Branding initiative & guidelines	Development/stewardship writing
Branding initiative & guidelines	Development publications, marketing & publicity
College news (clla-news@tamu.edu)	Donor relations & stewardship
Event publicity & design	Development research & development database management
Media relations, marketing, publicity, general publications, and college website	Estate, trust & real estate philanthropy
Social media	Major gift fund raising: gifts & multi-year commitments

<b>Undergraduate Programs - Leroy Dorsey, Associate Dean</b>			
Assessment (Undergraduate)		High Impact Practices - Undergraduate	
Common Ground reading initiative	Oberhelman/Dorsey	Freshman Innovation Group (FIG) and First Generation Students - Undergraduate	
Cornerstone Honors - Undergraduate		Quality Enhancement Plan (QEP)	
Communication (C) courses		Recruiting	Allison Rivera/L. Dorsey
Curriculum development		Student ratings of faculty	
Curriculum proposals		Writing intensive (W) courses	

<b>Undergraduate Advising Office - Leroy Dorsey, Associate Dean</b>			
Athletics liaison	Allison Rivera	Liberal Arts Undergraduate Scholarship Committee	Christie Dunn/L. Dorsey
Career Center liaison	Allison Rivera	Petitions & referrals	UPO Advisors
Classroom scheduling	Allison Rivera	Readmission	UPO Advisors
Changes of major	Dept. Advisors	Rescheduling final exam	UPO Advisors
Compass account requests	Allison Rivera	Scholastic probation	UPO Advisors
Course schedules & overloads	UPO Advisors	Special topics (289 & 489) course requests	Allison Rivera
Double major & double degree requests	UPO Advisors	Student registration issues & withdrawals	UPO Advisors
First year seminars	L. Dorsey/Bari Brookins	Study abroad forms (students)	Julia Jakab
Freshman admissions	L. Dorsey/A. Rivera	Transfer admission	UPO Advisors
Galveston change of curriculum	Dept. Advisors	Undergraduate catalog revisions	Leroy Dorsey
Grade change reports	Leroy Dorsey	Undergraduate requests to take graduate course	Allison Rivera
Graduation problems	UPO Advisors	Undergraduate student awards	L. Dorsey/Julia Jakab