



## College of Arts and Sciences Dean's Office Staff and Partners

Who to contact if you need help with the following:

<b>Budgetary:</b>	
<ul style="list-style-type: none"> <li>• Chairs' questions about:             <ul style="list-style-type: none"> <li>○ background checks</li> <li>○ check requests</li> <li>○ contracts</li> <li>○ expense reports</li> <li>○ faculty members' teaching load</li> <li>○ stipends</li> </ul> </li> <li>• summer stipend instead of a reassigned time</li> </ul>	Catherine Cornell or Carla Wilson
<ul style="list-style-type: none"> <li>• reimbursement for a Learning Communities activities</li> </ul>	Tess Nunn Eves
<ul style="list-style-type: none"> <li>• discuss a funding opportunity</li> <li>• interest in submitting a funding proposal to a family, corporation or foundation</li> </ul>	Valerie Attisha
<b>Courses:</b>	
<ul style="list-style-type: none"> <li>• CIM or CAT questions</li> <li>• department assessment or program review</li> <li>• proposing a new program</li> <li>• submissions to the UCC</li> </ul>	Ron Kauffman
<ul style="list-style-type: none"> <li>• core curriculum assessment</li> <li>• core curriculum requirements</li> <li>• submitting a course for approval in the new core curriculum</li> <li>• submissions to the CCC</li> </ul>	Beth O'Shea
<ul style="list-style-type: none"> <li>• help with Honors proposal guidelines and draft submissions</li> </ul>	Jim Gump
<b>Facilities/Space:</b>	
<ul style="list-style-type: none"> <li>• room reservations for a review session, speaker, make-up exam, or another academic event associated with a class</li> <li>• classroom or office space issues (leaks, rats, chairs in classrooms, etc.)</li> </ul>	Nancy Kuelbs
<ul style="list-style-type: none"> <li>• space planning, construction and/or building renovations</li> </ul>	Kristin Moran

<b>Faculty-related inquiries:</b>	
<ul style="list-style-type: none"> <li>• faculty or staff development suggestions</li> <li>• Faculty Research Grants</li> <li>• Leadership Development Travel or other awards</li> <li>• Rank and Tenure Process</li> <li>• University Professorships</li> </ul>	Kristin Moran
<ul style="list-style-type: none"> <li>• ARRT reviews schedule</li> <li>• confirm tenure clock dates</li> <li>• confirm your date of eligibility for sabbatical</li> </ul>	Lori Stevenson
<ul style="list-style-type: none"> <li>• discuss grants with a cost-share requirement</li> <li>• interest in pursuing an external funding opportunity</li> <li>• support with develop a detailed budget or narrative on a grant proposal</li> </ul>	Leisa Rodriguez or Ron Kauffman
<ul style="list-style-type: none"> <li>• interest in team-teaching an honors course</li> </ul>	Jim Gump or Erin Fornelli
<ul style="list-style-type: none"> <li>• coordinating a guest speaker to facilitate a workshop for your students while you are at a conference</li> </ul>	Katie Freedman
<ul style="list-style-type: none"> <li>• interest in being a faculty advisor in the Learning Communities program</li> <li>• desire to engage first-year students in co-curricular events</li> </ul>	Tess Nunn Eves or Neena Din
<ul style="list-style-type: none"> <li>• interest in participating in “A Professor Walks into a Bar” or other College initiatives</li> </ul>	Valerie Attisha
<b>Marketing/Communications:</b>	
<ul style="list-style-type: none"> <li>• help with planning an event for students, alumni, donors and/or parents</li> <li>• if you were contacted by the media</li> <li>• you or a student of yours is doing something newsworthy</li> <li>• major website changes/updates (minor updates via your EA)</li> </ul>	Leslie Spring or Samantha Paulus
<ul style="list-style-type: none"> <li>• ITS – web-related issues</li> </ul>	Ahmed Khan

<b>Student-related inquiries:</b>	
<ul style="list-style-type: none"> <li>• Academic Integrity (also refer to the <a href="#">Academic Integrity Policy</a>)</li> <li>• LLC/TLC program (academic-related items)</li> <li>• interpreting academic policies regarding students</li> </ul>	Neena Din
<ul style="list-style-type: none"> <li>• general help advising a student</li> <li>• graduation requirements or transfer credit inquiries</li> <li>• student wellness concerns</li> <li>• student-related issues in the classroom</li> </ul>	Pauline Powell or Ashley Gisiger
<ul style="list-style-type: none"> <li>• National awards for students</li> <li>• refer a student who is considering pursuing a career in a health-related field</li> <li>• student wants to apply to graduate school for a health-related field</li> </ul>	Cassandra Gomez
<ul style="list-style-type: none"> <li>• career counseling focused on the College students can learn about their strengths and weaknesses with Myers-Briggs testing</li> </ul>	Katie Freedman or Kelsey Schultz
<ul style="list-style-type: none"> <li>• students considering law school</li> </ul>	Del Dickson
<ul style="list-style-type: none"> <li>• students wanting to take a regular course for Honors credit</li> </ul>	Jim Gump or Erin Fornelli
<b>Administrative:</b>	
<ul style="list-style-type: none"> <li>• scheduling a meeting with Dean Norton</li> </ul>	Lori Stevenson
<ul style="list-style-type: none"> <li>• interest in advancing the liberal arts, diversity and/or interdisciplinarity.</li> <li>• suggestion for a topic for “Drinks with the Dean”</li> <li>• to discuss the vision of the College</li> </ul>	Noelle Norton
<ul style="list-style-type: none"> <li>• make an appointment with our assistant/associate deans</li> <li>• obtain new or used furniture from our storage</li> </ul>	Janey Middleton
<ul style="list-style-type: none"> <li>• coordination/marketing of undergraduate academic activities</li> <li>• LLC/TLC program support</li> <li>• schedule a meeting with Neena Din</li> <li>• scheduling information about an academic integrity hearing</li> </ul>	Devon Moraes
<ul style="list-style-type: none"> <li>• Honors Convocation</li> </ul>	Pauline Powell

**Dean's Office Staff:**

Founders 114– (Ext. 4545)

Noelle Norton, Dean of the College of Arts and Sciences  
Lori Stevenson, Special Assistant to the Dean

Kristin Moran, Associate Dean for Faculty  
Neena Din, Associate Dean for Advising and Academic Life  
Ron Kaufmann, Associate Dean for Curriculum and Program Development

Ashley Gisiger, Assistant Dean  
Pauline Powell, Assistant Dean

Cassandra Gomez, Director of Pre-Health Advising and Student Awards

Catherine Cornell, Director of Budget and Special Projects  
Carla Wilson, Executive Assistant for Budget and Special Projects (Assistant to Catherine Cornell)

Devon Moraes, Undergraduate Studies Coordinator (Assistant to Neena Din)  
Janey Middleton, Dean's Office Manager  
Nancy Kuelbs, Lead Academic Scheduler/Building Operations Assistant (*Camino, Founders, Maher, Serra*)

Chris Burgos, Graduate Assistant  
Lawrence Chan, Graduate Assistant

Founders 106

Leslie Spring, Director of Marketing and Communications for the College of Arts and Sciences  
Valerie Attisha, Director of Development for the College of Arts and Sciences  
Samantha Paulus, Development and Marketing and Communications Assistant

**Affiliated Staff:**

Access and Community Partnerships

Perla Myers, Director

Budget and Grant Proposals

Leisa Rodriguez, Budget and Grant Proposal Analyst

Career Development for the College of Arts and Sciences

Katie Freedman, Assistant Director

Kelsey Schultz, Career Counselor

Core Curriculum

Bethany O'Shea, Core Director

Honors Program (SLP 409/410)

Jim Gump, Director of the Honors Program

Erin Fornelli, Honors Program Coordinator

Humanities Center (Serra 200)

Brian Clack, Director of the Humanities Center

Lindy Villa, Humanities Center Coordinator

Learning Communities (Missions Crossroads 140)

Tess Nunn Eves, Associate Director of Learning Communities

Pre-Law Advisor

Del Dickson (Department of Political Science and International Relations)

Special Projects and Executive Assistant

Esther Aguilar (also serves as the EA for Ethnic Studies)