

First Contacts for Liberal Arts
(by area of responsibility)
2014 - 2015

Area	Staff member
A/P Staff Development Fund Competition; Networking Program	Joan Marshall
Academic Policies and Procedures (CLA & University)	Joan Marshall
Academic Program Development and Assessment	JoAnn Miller
Affirmative Action	Joan Marshall
Alumni Board liaison ((CLA) and Purdue Alumni Association liaison	Chris Sharp
Alumni information, updates, events, awards, contacts, participation	Chris Sharp Kristy Foster
Assessment of student learning	Barbara Dixon
Banner - student registration system	Song No
Budgets and account management	Paula Swank Leslie Barnes
Business Office operations	Paula Swank Leslie Barnes
Business policies & procedures (department, CLA, & University)	Paula Swank Leslie Barnes
Catalog, Undergraduate	Barbara Dixon
Commencement	Song No
CLA research, developing resources and communicating research to various stakeholders	Hyunyi Cho
Curriculum (procedures for processing changes)	Joan Marshall
CLA Staff Evaluation Procedures	Joan Marshall
Data resources (Data Digest & Metrics), including metric support for CLA units	Song No
Dean's calendar	Barb Welch
Dean's Advisory Council	Lori Sparger
Dean's senior staff searches (coordinator)	Barb Welch
Department head handbook	Joan Marshall
Department head meetings (schedule; minutes; agenda)	Barb Welch
Digital Measures Project, Liaison for CLA	JoAnn Miller
Distance education (technology)	Brett Chambers
Distinguished Professor (procedures)	Barb Welch
Diversity planning	Joan Marshall
Donor/alumni stewardship/gift acknowledgment	Kristy Foster
Emergency procedures	Barbara Dixon
Emeriti faculty nominations	Joan Marshall
Employee pay & benefits (including job classification & leave policies)	Paula Swank Leslie Barnes
Engagement (EPICS, Public Square forum, Engagement Grants member, and others)	JoAnn Miller
Enrollment management	Song No
Equipment and network infrastructure needs	Brett Chambers
External grant processing, including cost sharing; monitoring	Hyunyi Cho
External reviews of academic programs	JoAnn Miller
Faculty and student research awards	Hyunyi Cho
Faculty hiring process	Joan Marshall Paula Swank Leslie Barnes
Faculty Development Centers, Artistic Endeavors, Social Sciences, Undergraduate Instructional Excellence, Humanistic Studies	Hyunyi Cho
Federal relations	Hyunyi Cho
Foundation & corporate funding proposals	Lori Sparger
Fund raising, major and planned gifts	Lori Sparger

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Area	Staff member
Grade appeals (College of Liberal Arts)	Song No
Graduate School liaison, Graduate Education, awards, and fellowships (except for Lynn)	Hyunyi Cho
Harassment issues and other complaints	Joan Marshall
Homecoming	Chris Sharp
Honorary Degree nominations	Irwin Weiser
Honorary Degree nominations (procedures)	Barb Welch
IMPACT Program Contact for CLA	JoAnn Miller
Information Technology news, resources, and literacy	Brett Chambers
Information Technology policies, procedures, security, and support services	Brett Chambers
Instructional Technology (classrooms, labs)	Brett Chambers
Interdisciplinary Studies, School Head	JoAnn Miller
International Programs: student and faculty exchange opportunities, study abroad, international student services	Song No
Interview schedules for senior administrative searches	Barb Welch
ITaP liaison	Brett Chambers
LA Influentials class promotion, logistics	Chris Sharp
Limited-submission grant competitions	Hyunyi Cho
Lynn Fellowships	JoAnn Miller
Mailing lists/direct mail re alumni	Kristy Foster
New faculty and new department head orientations	Joan Marshall
Personnel issues	Joan Marshall Paula Swank
Promotion and tenure (schedule; procedures; form 36)	Barb Welch
Promotion and tenure policies & procedures	Joan Marshall
Publications (THiNK magazine, CLA annual report); Marketing and Media Projects	Barbara Dixon
Purdue Research Foundation (PRF) and other internal (Purdue) research grant programs	Hyunyi Cho
Research proposal budgeting and processing	Paula Swank Leslie Barnes
Scholarships (undergraduate)	Barbara Dixon
Senate (schedule; minutes; agenda)	Barb Welch
Senate and senate committees (CLA)	Joan Marshall Barbara Dixon
Service Learning	JoAnn Miller
Space allocation and facilities remodeling	Irwin Weiser
Sponsored Program Services liaison	Hyunyi Cho
Spring Fest coordinator	JoAnn Miller
Strategic Planning representative to University Strategic Plan.	JoAnn Miller
Student Services (academic advising, Career Services, student recruitment, student retention, student awards, student/parent complaints/questions, articulation agreements)	Song No Dennis Bowling
Student Services Computing liaison	Brett Chambers
Teacher Education Council (dean's representative)	Barbara Dixon
Teaching Excellence Award, teaching needs, enrollment, and course availability	Song No
Technology funding opportunities (internal & external)	Brett Chambers
Undergraduate student diversity	Song No Dennis Bowling
Undergraduate Studies Program liaison	Song No
University Development Office liaison	Lori Sparger
University expenditure policies	Paula Swank Leslie Barnes

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Area	Staff member
University Faculty Scholars	Irwin Weiser
Vice President for Engagement Office liaison; member, council of Associate Deans for Engagement; Committee for Exemplary Community Partners	JoAnn Miller
Vice President for Research Office liaison	Hyunyi Cho
Visiting Scholar appointments	Joan Marshall
Websites (CLA and department)	Barbara Dixon
Wilke Undergraduate Research Internship Coordinator	Song No