

**Faculty and Staff Resource List**

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| **College Committees** |
| America’s Promise School Project (APSP) Coordinator 1st Monday of each month 4:00 pm – 5:30 pm Edwards Hall – Room 112C | Carla PohlMary CranstonSue Grant (McLean County Health Department)Lynn KennellSusy Marcum (Unit 5)Michelle Maurer (District 87)Yvette Pigman | 438-2319 |
| Clinical Simulation Initiatives Committee (CSI) Chair 2nd Tuesday of each month 8:00 am – 9:00 am Nursing Simulation Laboratory –  Room 108 | Melissa JarvillMarcia BuchsKim BuckSeon Yoon ChungBrenda JohnsonLynn KennellCindy MalinowskiChris MorganMatt RutherfordTricia WiegnerValerie WrightDenise Wilson | 438-7844 |
| College Council (CC)ChairCo-ChairParliamentarianAdministrative Assistance1st Tuesday of each month1:00 pm – 3:00 pmEdwards Hall – Room 306 | Sheryl JenkinsPaula Brown Mary CranstonHeather Winfrey-Richman | 438-2422438-0714438-2381438-2176 |
| College Election Committee (CEC) Chair Student Student | Cindy MalinowskiKatherine DohrCourtney O’ConnellDenise Wilson | 438-5321 |
| College Faculty Status Committee (CFSC) Chair | Judy NeubranderMary DyckWendy Woith | 438-2205 |

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| **College Committees Continued** |
| College Research Committee (CRC) Chair 3rd Tuesday of each month 1:00 pm – 3:00 pm Edwards Hall – Room 306 Student Student | Carla PohlKim AstrothMary DyckMelissa JarvillMyoung Jin KimMolly LawlerEd ReitzGabriella VazquezDenise Wilson |  |
| Course LeadersConvenerAmerica’s Promise School Project ClinicalNUR 222 Psychomotor SkillsNUR 225 Health Assessment NUR 229 Adult Nursing INUR 231 Adult Nursing IINUR 314 Psychiatric and Mental Health NursingNUR 316 Maternal-Infant NursingNUR 317 Nursing Care of ChildrenNUR 325 Adult Nursing IIINUR 327 Management and Leadership Dimensions of Nursing | Denise WilsonMary CranstonTeresa NovySheryl JenkinsBlanca MillerNina FordAmie WalkerDenise HammerLynn KennellKim BuckNancy Novotny | 438-2358438-2381438-0667438-2422438-5612438-3016438-2482438-2404438-2365438-2522438-3017 |
| Deans and Directors Committee Chair 3rd Thursday of each month 11:00 am – 12:00 pm Edwards Hall – Room 306 | Judy NeubranderKim AstrothMary DyckDiane FolkenAmy IrvingMelissa JarvillEmily McMahonJaneen MollenhauerChris MorganJennifer SedbrookDenise Wilson | 438-2205 |
| Department Faculty Status Committee (DFSC) Chair | Denise WilsonKim AstrothCindy KerberMyoung Jin KimSteve Stapleton | 438-2358 |

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| **College Committees Continued** |
| Graduate Program and Curriculum Committee (GPCC)ChairCo Chair2nd Tuesday of each month11:30 am – 1:00 pmEdwards Hall – Room 306 | Wendy WoithCindy KerberKim AstrothMary DyckSue FranzenBrenda JohnsonCindy KerberMelissa MoodyTeresa ValerioDenise WilsonWendy Woith | 438-2213438-2983 |
| Instructional Assistant Professors (IAP) Convener As Needed | Denise WilsonPaula BrownKim BuckJulie CarrMary CranstonNina FordDenise HammerLynn KennellBecky LaMontCindy MalinowskiKathleen MorrisSandy NielsenTeresa NovyJamie PenrodYvette PigmanTeresa ValerioAmie WalkerValerie Wright | 438-2358 |
| Mennonite College of Nursing Dean’s Council Convener Every Monday of each week 7:30 am – 8:30 am Panera 1401 South Veterans Parkway Bloomington, Illinois 61701 1st and 3rd Thursday of each month 9:00 am – 11:00 am Edwards Hall – Room 306 | Judy NeubranderMary DyckJaneen MollenhauerDenise Wilson | 438-2205 |

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| **College Committees Continued** |
| Pre-entry and Retention Opportunities for Undergraduate Diversity (PROUD) Convener As needed | Blanca MillerTeresa NovyOlanna Pullen | 438-5612 |
| Prelicensure Curriculum Committee (PCC)Chair2nd Tuesday of each month1:00 pm – 3:00 pmEdwards Hall – Room 306StudentStudent | Kathleen MorrisSusana CalderonJulie CarrSeon Yoon ChungTina FillmanSue FranzenKileigh GuidoLynn KennellBecky LaMontJaneen MollenhauerSandy NielsenNancy NovotnyGrant SchluntzMichelle ShropshireAmie WalkerKelly WalshTricia WiegnerDenise WilsonValerie Wright | 438-2637 |
| Program Outcome Reflection Committee (POR) Convener As Needed | Paula BrownKim AstrothNina FordKathleen MorrisSandy Nielsen | 438-0714 |

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| **College Committees Continued** |
| Prelicensure Program Committee (PPC)Chair4th Tuesday of each month1:00 – 2:30 pmEdwards Hall – Room 306 | Yvette PigmanKim Buck Julie CarrMary CranstonNina FordSue FranzenJasmine GlubaKileigh GuidoDenise HammerSusan HoveyBecky LaMontBlanca MillerJaneen MollenhauerTeresa NovyTricia WiegnerDenise WilsonValerie Wright | 438-3023 |
| Program and Sequence Leaders Bachelor of Nursing Accelerated Sequence (ABSN) Plan 1 Sequence Plan 2 Sequence RN to BSN Sequence  Master of Science in Nursing Family Nurse Practitioner (FNP)  Sequence Nursing Systems Administration (NSA) Sequence Doctoral Programs  Doctor of Nursing Practice (DNP) Doctor of Philosophy in Nursing  (PhD)  | Steve StapletonTeresa NovySandy NielsenCindy MalinowskiDenise WilsonTeresa ValerioTeresa ValerioKim Astroth | 438-4644438-0667438-0177438-5321438-2358309-253-0081309-253-0081438-2367 |
| RN to BSN Curriculum and Program Committee (RN to BSN) Chair 3rd Thursday of every month 1:00 pm – 3:00 pm Edwards Hall – Room 306 | Cindy MalinowskiPaula BrownJulie CarrSue FranzenKileigh GuidoJaneen MollenhauerJamie PenrodSteve StapletonDenise WilsonValerie Wright | 438-5321 |

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| **College Committees Continued** |
| Scholarship Awards Committee Chair | Steve StapletonDiane Folken | 438-4644438-2247 |
| Space Management CommitteeCo-ChairCo-Chair | Diane FolkenJaneen MollenhauerLissa Bevins Lynn KennellChris MorganJudy NeubranderDenise WilsonHeather Winfrey-Richman | 438-2247438-2417 |
| Technology Steering Committee (TSC) Chair Student | Chris MorganKim AstrothDiane FolkenMelissa JarvillBecky LaMontJaneen MollenhauerJudy NeubranderMatt RutherfordAyanna VinsonTricia WiegnerDenise WilsonHeather Winfrey-RichmanValerie Wright | 438-2637 |
| Tenure and Tenure Track Faculty (T/TT) Convener 1st Tuesday of each month 3:15 pm – 4:15 pm Edwards Hall – Room 306 | Ed ReitzKim AstrothSusana CalderonSeon Yoon ChungMary DyckTina FillmanSusan HoveyMelissa JarvillSheryl JenkinsBrenda JohnsonCindy KerberMyoung Jin KimBlanca MillerJudy NeubranderNancy NovotnyCarla PohlEd ReitzMichelle ShropshireSteve StapletonDenise WilsonWendy Woith | 438-4605 |

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| **Email ListServs** |
| MCNFULLTIME-L@listserv.ilstu.edu | Includes all current full-time faculty and full and part-time staff. |
| MCNPTUNDERGRADFACULTY-L@listserv.ilstu.edu | Includes all part-time faculty teaching in the undergraduate program including: DeanAssociate Dean for AcademicsAssociate Dean for Academic SupportAssociate Dean for ResearchDirector of Graduate ProgramsDirector of Undergraduate Programs Undergraduate Academic AdvisorClinical Practice CoordinatorClinical Lab Coordinator Director of Events and PublicationsDirector of Marketing and RecruitmentDirector of Nursing StimulationAssistant Director of Nursing SimulationUndergraduate Course LeadersUndergraduate Sequence LeadersAssistant to the DeanAssistant to the Associate Dean for Academics and Program DirectorsAdministrative Aide to the Associate Dean for Academic SupportAdministrative Aide - Dean’s OfficeAdministrative Clerk – OSFSAdministrative Clerk - OSFSAdmissions and Records Representative - OSFSOffice Support Specialist – OSFSLibrarian  |

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| **Email ListServs Continued** |
| MCNPTGRADFACULTY-L@listserv.ilstu.edu | Includes all part-time faculty teaching in the graduate program including: DeanAssociate Dean for AcademicsAssociate Dean for Academic SupportAssociate Dean for ResearchDirector of Graduate ProgramsDirector of Undergraduate Programs Graduate Academic AdvisorClinical Practice CoordinatorClinical Lab Coordinator Director of Events and PublicationsDirector of Marketing and RecruitmentDirector of Nursing StimulationAssistant Director of Nursing SimulationGraduate Program LeadersAssistant to the DeanAssistant to the Associate Dean for Academics and Program Directors Administrative Aide to the Associate Dean for Academic SupportAdministrative Aide - Dean’s OfficeAdministrative Clerk – OSFSAdministrative Clerk - OSFSAdmissions and Records Representative - OSFSOffice Support Specialist – OSFSLibrarian |

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| **Email ListServs Continued** |
| MCNUNDERGRADSTUDENTS-L@listserv.ilstu.edu | Includes all currently admitted MCN undergraduate students including: DeanAssociate Dean for AcademicsAssociate Dean for Academic SupportAssociate Dean for ResearchDirector of Graduate ProgramsDirector of Undergraduate Programs Undergraduate Academic AdvisorClinical Practice CoordinatorClinical Lab Coordinator Director of Events and PublicationsDirector of Marketing and RecruitmentDirector of Nursing StimulationAssistant Director of Nursing SimulationAssistant to the DeanAssistant to the Associate Dean for Academics and Program DirectorAdministrative Aide to the Associate Dean for Academic SupportAdministrative Aide - Dean’s OfficeAdministrative Clerk – OSFSAdministrative Clerk - OSFSOffice Support Specialist – OSFSLibrarian |

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| **Email ListServs Continued** |
| MCNGRADSTUDENTS-L@ listserv.ilstu.edu | Includes all current MCN graduate students including: DeanAssociate Dean for AcademicsAssociate Dean for Academic SupportAssociate Dean for ResearchDirector of Graduate Programs Director of Undergraduate ProgramsGraduate Academic AdvisorClinical Practice CoordinatorClinical Lab Coordinator Director of Marketing and RecruitmentDirector of Nursing StimulationAssistant Director of Nursing SimulationAssistant to the DeanAssistant to the Associate Dean for Academics and Program DirectorsAdministrative Aide to the Associate Dean for Academic SupportAdministrative Aide - Dean’s OfficeAdministrative Clerk– OSFSAdministrative Clerk - OSFSOffice Support Specialist – OSFSLibrarian |

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| **Faculty / Staff Roles and Responsibilities** |
| Affiliated Agreements Affiliated Agreement Preceptor Arrangements Preceptor Finalization | Heather Winfrey-RichmanJulie CarrJulie Carr | 438-2176438-1403438-1403 |
| Alumni | Amy Irving | 438-7418 |
| Appointment SchedulingDeanAssociate Dean for Academics and Program DirectorsAssociate Dean for Academic SupportAssociate Dean for ResearchDirector of Graduate Programs Director of Undergraduate Programs | Susan LynchHeather Winfrey-RichmanTo Be DeterminedTo Be DeterminedHeather Winfrey-RichmanHeather Winfrey-Richman | 438-2174438-2176438-2147438-2147438-2176438-2176 |
| Awards | Susan Lynch | 438-2174 |
| Budget | Diane Folken | 438-2247 |
| Business Cards | Lissa Bevins | 438-3143 |
| Calculators | Nancy Wagler | 438-2970 |
| Catering Academic/Faculty Related Non Academic/Student Related | Heather Winfrey-RichmanTo Be Determined | 438-2176438-2147 |
| Clinical Practice Coordination | Julie Carr | 438-1403 |
| College CommitteesAdministrative Assistance | Heather Winfrey-Richman | 438-2176 |
| Computer Lab | Help Desk | 438-4357 |
| Copy Machine/Printer | Tech Team | 438-2637 |
| Digital Measures  | Heather Winfrey-Richman | 438-2176 |
| Display Cabinets | Heather Winfrey-Richman | 438-2176 |
| Donors | Jennifer Sedbrook | 438-7178 |
| Employment Contracts | Lissa Bevins | 438-3143 |
| Events Alumni, College, Fundraising and Student  | Amy Irving | 438-7418 |
| Faculty/Staff Handbook | Heather Winfrey-Richman | 438-2176 |
| Faculty Health and Safety Requirements | Heather Winfrey-Richman | 438-2176 |
| Faculty Support (e.g., Typing, Exams) | Nancy Wagler | 438-2970 |
| Family Educational Rights and Privacy Act (FERPA) | Nancy Wagler[Registrar's Website](http://registrar.illinoisstate.edu/downloads/FERPA%20releaseLetterofRec.pdf) | 438-2970 |
| Fleet Vehicles | Lissa Bevins | 438-3143 |
| Flower Fund | Heather Winfrey-RichmanTo Be Determined | 438-2176438-2147 |
| GAs/Student Workers, General Faculty Support | Janeen Mollenhauer - supervisor | 438-2417 |
| Grant Development | Mary Dyck | 438-2547 |

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| **Faculty / Staff Roles and Responsibilities Continued** |
| Hewitt 13 (TLLC) | Teresa Novy | 438-0667 |
| Honors Program | Sandy Nielsen | 438-0177 |
| Institutional Review Board (IRB)  Board MemberDepartment Reviewers | Kim AstrothCarla PohlEd Reitz | 438-2367438-2319438-3437 |
| Inventory | Lissa BevinsChris Morgan | 438-3143438-2637 |
| Keys Edwards Hall Room Entry Ordering | Nancy WaglerSusan LynchLissa BevinsHeather Winfrey-RichmanLissa Bevins | 438-2970438-2463438-3143438-2176438-3143 |
| Librarian | Sue Franzen | 438-8336 |
| Mail | Nancy Wagler | 438-2970 |
| Maintenance and Facility Requests | Lissa BevinsHeather Winfrey-Richman | 438-3143438-2176 |
| Marketing and Recruitment | Emily McMahon | 438-0763 |
| Name Tags | Lissa Bevins | 438-3143 |
| Notary Public | Lissa Bevins | 438-3143 |
| Nursing Simulation Lab Director of Nursing Stimulation Assistant Director of Nursing  Simulation Clinical Lab Coordinator | Melissa JarvillTricia WiegnerMarcia Buchs | 438-7844438-2773438-6040 |
| Orientation for New Faculty | Denise Wilson | 438-2358 |
| Parking Permit | Lissa Bevins | 438-3143 |
| Payroll / Timesheet / iPeople | Lissa Bevins | 438-3143 |
| Personnel Files | Lissa Bevins | 438-3143 |
| Plan for College Assessment Course Recommendation Forms  (CRFs) | Heather Winfrey-Richman[SharePoint - Academics - Plan for College Assessment - Course Recommendation Forms](https://mcn.sharepoint.illinoisstate.edu/academics/collegeassessment/SitePages/Home.aspx?RootFolder=%2Facademics%2Fcollegeassessment%2FShared%20Documents%2FCourse%20Recommendation%20Forms%20%2D%20Submissions&FolderCTID=0x012000E55FA90877AEA2469A4F53EE8467B6CF&View=%7b16203986-EF16-42A1-A4A9-FA3F92CE39DF%7d) | 438-2176 |
| Prelicensure Compliance | Lana Blakemore | 438-2463 |
| Press Releases | Amy Irving | 438-7418 |
| Promotional Items | Amy Irving | 438-7418 |
| Post-licensure Compliance | Barbra Oldenburg | 438-2252 |
| Publications | Amy Irving | 438-7418 |
| Research Facilitation | Mary Dyck | 438-2547 |

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| **Faculty / Staff Roles and Responsibilities Continued** |
| Room Reservation Academic Scheduling (Classroom  Reservations) Bone Student Center Non Academic Scheduling (Alumni  Center Outdoor Spaces, Non  Academic Purposes, Etc.) Edwards Hall Room Reservations | [AcademicScheduling@ilstu.edu](https://mcn.sharepoint.illinoisstate.edu/guidelines/Shared%20Documents/AcademicScheduling%40ilstu.edu)[BoneStudentCenter@ilstu.edu](https://mcn.sharepoint.illinoisstate.edu/guidelines/Shared%20Documents/BoneStudentCenter%40ilstu.edu)jtvanhe@ilstu.eduTo Be DeterminedLissa BevinsHeather Winfrey-Richman | 438-2188438-2222438-2403438-2147438-3143438-2176 |
| Secondary Employment Forms  PERS 927 and 928 | Susan Lynch[Provost Website](https://provost.illinoisstate.edu/resources/forms/) | 438-2174 |
| Search Committee | Denise Wilson | 438-2358 |
| ScholarshipsCommittee Chair Events | Diane FolkenAmy Irving | 438-2247438-7418 |
| Student Handbooks | Janeen Mollenhauer | 438-2417 |
| Student Nurse Association (SNA) | Sandy NielsenKileigh Guido | 438-0177438-7131 |
| Surveys (Doodle, Form Stack, Sign Up Genius and Qualtrics) | Heather Winfrey-Richman | 438-2176 |
| Success Plan | Becky LaMont | 438-2203 |
| Teaching SchedulesClassroom ChangesGeneral Undergraduate QuestionsGeneral Graduate Questions | Julie CarrValerie WrightKim Astroth | 438-1403438-2482438-2367 |
| Technology Access, Copier/Computer/Printer  Problems, Hardware/Software | ISU IT Help Desk[IT Help Website](https://isu.cherwellondemand.com/CherwellPortal/ISUSelfService%22%20%5Cl%20%220)Mennonite College of Nursing Tech TeamChris Morgan | 438-HELP438-4957438-0245438-2637 |
| Textbooks | Nancy Wagler | 438-2970 |
| Transcultural Experiences | Lynn KennellMelissa Moody | 438-2365438-7035 |
| TravelTravel and Professional Development Request FormTravel Request Processing Travel Vouchers | SharePoint – Handbook/Guidelines – Travel Forms and GuidelinesHeather Winfrey-RichmanLissa Bevins | 438-2176438-3143 |
| Website | Emily McMahon | 438-0763 |

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| **Student Resources** |
| Admission Inquiries  | Nancy Wagler | 438-7400 or 438-2970 |
| Advising(e.g., registration, progress alerts, dismissal)Graduate (MSN and Doctoral)PrelicensureRN-BSN  | Melissa MoodyKileigh GuidoKileigh Guido | 438-7035438-7131438-7131 |
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| Candlelighting | Amy Irving | 438-7418 |
| Class / Clinical Rosters | Nancy Wagler | 438-2970 |
| Certified Nurse Assistant Applications | Nancy Wagler | 438-2970 |
| Conflicts(e.g., student/faculty)**\*** Undergraduate Courses Graduate Courses | Valerie WrightKim Astroth | 438-2482438-2367 |
| Data Requests College or Faculty Data Student Data | Heather Winfrey-Richman Janeen Mollenhauer  | 438-2176438-2417 |
| Dean’s List | Susan Lynch | 438-2174 |
| Graduation  | Amy Irving | 438-7418 |
| Orientations for Students Overall Graduate Prelicensure RN to BSN | Janeen MollenhauerMelissa MoodyKileigh GuidoKileigh Guido | 438-2417438-7035438-7131438-7035 |
| Peer Support Person Program | Kileigh Guido | 438-7131 |
| Peer Tutoring Program | Marcia Buchs | 438-6040 |
| Plan for College Assessment Exit Assessments | Heather Winfrey-Richman | 438-2176 |
| Program Inquiries | Nancy Wagler | 438-7400438-2970 |
| Sigma Theta Tau International  Xi Pi Chapter | Cindy Malinowski | 438-5321 |
| Student Evaluations Course and Faculty | To Be Determined | 438-2147 |
| Student and Preceptor Contracts | Julie Carr | 438-1403 |
| Student Health and Safety Requirements Prelicensure Students Post Licensure Students | Lana BlakemoreBarbra Oldenburg | 438-2463438-2252 |
| Student Nurses Association | Kileigh GuidoSandy Nielson | 438-7131438-0177 |
| Verification of LicensureOut Of State Licensure | Heather Winfrey-Richman | 438-2176 |
| Verification of Professional Liability Insurance | Heather Winfrey-Richman | 438-2176 |

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| **Deans and Directors** |
| Dean | Judy Neubrander | 438-2205 | EDW 309 |
| Associate Dean for Academics | Denise Wilson | 438-2358 | EDW 309 |
| Associate Dean for Academic Support | Janeen Mollenhauer | 438-2417 | EDW 112K |
| Associate Dean for Research | Mary Dyck | 438-2547 | EDW 302 |
| Director of Business and Finance | Diane Folken | 438-2247 | EDW 308 |
| Director of Development | Jennifer Sedbrook | 438-7178 | Alumni Center |
| Director of Events and Publications | Amy Irving | 438-7418 | EDW 321 |
| Director of Graduate Programs | Kim Astroth | 438-2367 | EDW 219 |
| Director of Marketing and Recruitment | Emily McMahon |  | EDW 321 |
| Director of Nursing Simulation | Melissa Jarvill | 438-7844 | NSL 105C |
| Director of the Office or Research, Scholarship and Innovation | Myoung Jin Kim | 438-2566 | EDW 301 |
| Director of Technology | Chris Morgan | 438-2637 | EDW 102 |
| Director of Undergraduate Programs | Valerie Wright | 438-2482 | EDW 220 |

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| **Support Staff** |
| Assistant to Dean | Susan Lynch | 438-2174 | EDW 311 |
| Assistant to Associate Dean for Academics and Program Directors; Academic Special Projects Manager | Heather Winfrey-Richman | 438-2176 | EDW 312 |
| Administrative Aide, Business and Finance | Lissa Bevins | 438-3143 | EDW 312 |
| Administrative Aide, Office of Academic Services and Office of Research, Scholarship and Innovation | To Be Determined | 438-2147 |  |
| Office Support Specialist, Office of Academic Services | Nancy Wagler | 438-2970 | EDW 112E |
| Administrative Clerk, Office of Academic Services | Lana Blakemore | 438-2463 | EDW 112F |
| Administrative Clerk, Office of Academic Services | Barb Oldenburg | 438-2252 | EDW112H |
| Student Worker, Dean’s Suite | Lissa Bevins – supervisor | 438-2574 | EDW 312 |
| GAs/Student Workers, Nursing Simulation Lab  | Marcia Buchs – supervisor | 438-6040 | NSL |
| GAs,/Student Workers, Office of Academic Services GA Student Workers  | Janeen MollenhauerNancy Wagler – supervisor | 438-2417438-2970 | EDW 112KEDW 112A |
| GAs/Student Workers, Technology  | Chris Morgan | 438-2637 | EDW 102 |
| GAs assigned to a specific faculty | Specific Faculty – supervisor | Varies | Varies |