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**Admissions**

Inquiries	TBD
Post-licensure applicant compliance	Kyler Ummel
Prelicensure applicant compliance	Jodee Cesario

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**Advising (e.g., registration, progress alerts, dismissal)**

Graduate (MSN and Doctoral)	Kyler Ummel
RN to BSN	Kyler Ummel
Prelicensure	Lana Cunningham

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**Affiliated Agreements**

Affiliated Agreement	TBD
Dual Enrollment / Pathways	TBD
Preceptor Arrangements	Shayla Dennis Sequence Leaders, Grant Project Directors
Preceptor Finalization	Shayla Dennis
Student and Preceptor Contracts	Shayla Dennis

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**Alumni**

Amy Irving  
Janis Hollins

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**Appointment Scheduling**

Dean	Janis Hollins
Associate Dean for Academics and Program Directors	TBD
Assistant Dean for Student Support	Barbra Oldenburg
Associate Dean for Research	Barbra Oldenburg

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**Awards**

Janis Hollins

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**Budget**

Diane Folken

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**Business Cards**

Lissa Bevins

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**Calculators**

TBD

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<b>Catering</b>	
Academic / Faculty Related	TBD
Non-Academic / Student Related	TBD
<i>Please complete the Catering Request Form found at <a href="http://nursing.illinoisstate.edu/faculty-staff/resources.php">nursing.illinoisstate.edu/faculty-staff/resources.php</a></i>	
<b>Certified Nursing Assistant (CNA) Applications</b>	
	TBD
<b>Class / Clinical Rosters</b>	
	Shayla Dennis
<b>Clinical Practice Coordination</b>	
Facility orientation, facility contacts, student orientation	Shayla Dennis
<b>College Committee Administrative Assistance &amp; Minutes</b>	
College Council (CC)	TBD
College Research Committee (CRC)	Barbra Oldenburg
Graduate Program Curriculum Committee (GPCC)	TBD
Prelicensure Curriculum Committee (PCC)	TBD
Prelicensure Program Committee (PPC)	TBD
RN to BSN Curriculum and Program Committee (RN to BSN)	TBD
Simulation Committee (SC)	Tricia Wiegner
Technology Steering Committee (TSC)	TBD
<b>Computer Lab (EDW 305)</b>	
ATI Testing	Sandy Nielsen
Software Issues	MCN Tech Team
<b>Conflicts (e.g., student / faculty)</b>	
Graduate courses	Kim Astroth
Undergraduate courses	Sandy Nielsen
<b>Copy Machine / Printers</b>	
Toner Needs	MCN Tech Team/Lissa Bevins Lissa Bevins
<b>Data Requests</b>	
College or Faculty data	TBD
Student data	Kileigh Guido
<b>Dean's List</b>	
	Janis Hollins
<b>Digital Measures</b>	
	Barbra Oldenburg
<b>Donors</b>	
	Jennifer Sedbrook

<b>Employment Contracts</b>	Lissa Bevins
<b>Events – Alumni, College, Fundraising, and Student</b>	Amy Irving
<b>Faculty Administrative Support</b>	
ExamSoft	Tech team
Typing, uploading exams	TBD
<b>FERPA (Family Educational Rights and Privacy Act)</b>	
Waiver Forms	TBD
<p><i>FERPA Waiver - Letter of Recommendation forms can be found at</i>  <a href="http://registrar.ilstu.edu/ferpa">registrar.ilstu.edu/ferpa</a>  ***  <i>More information on FERPA can be found at</i>  <a href="http://registrar.illinoisstate.edu/ferpa">registrar.illinoisstate.edu/ferpa</a></p>	
<b>Fleet Vehicles</b>	Lissa Bevins
<b>GAs / Student Workers</b>	Mary Dyck
<b>Graduation</b>	Amy Irving
<p><i>Information on registering to participate in commencement and ordering regalia can be found at</i>  <a href="http://graduationservices.illinoisstate.edu">graduationservices.illinoisstate.edu</a></p>	
<b>Grant Development</b>	Mary Dyck
<b>Health and Safety Requirements</b>	
Faculty	TBD
Post-licensure students	Kyler Ummel
Prelicensure students	Jodee Cesario
<b>Handbooks</b>	
Faculty / Staff	Lissa Bevins
Student	Kileigh Guido
<b>Hewett 13 (Themed Living-Learning Community)</b>	TBD
Administrative Support	TBD
<b>Honors Program</b>	TBD
<b>Institutional Review Board (IRB)</b>	
Board Member	Kim Astroth / Mary Dyck
Department Reviewers	TBD
	O. Erin Reitz
<b>Inventory</b>	Lissa Bevins
	TBD

<b>Keys</b>	
Locked out during business hours	Any administrative assistant
Locked out outside business hours	University Police
Ordering	Lissa Bevins
<b>Liability Insurance (professional)</b>	
	Diane Folken
<b>Librarian</b>	
	Laura Killingsworth
<b>Licensure (students)</b>	
In-state licensure	TBD
Out-of-state licensure	TBD
<b>Mail</b>	
	TBD
<b>Maintenance and Facility Requests</b>	
	Lissa Bevins
<b>Marketing and Recruitment</b>	
	Nora Dukowitz/Whitney Canterbury
<b>Master Calendar (college events, committee mtgs)</b>	
	Amy Irving
	Janis Hollins
	TBD
<b>Name Tags</b>	
	Lissa Bevins
<b>Nursing Simulation Lab</b>	
Director of Nursing Simulation	Joanna Willett
Assistant Director of Nursing Simulation	Holly Ng
Clinical Lab Coordinator	Urszula Szpila
<b>Orientation</b>	
New faculty	Susan Hildebrandt/ TBD
Graduate students	Mary Dyck
RN to BSN student	TBD
Prelicensure students	TBD
<b>Parking</b>	
Business Parking Pass	Lissa Bevins
	TBD
Visitor Parking Vouchers	Lissa Bevins
<i>Information on purchasing parking permits can be found at</i> <a href="http://parking.illinoisstate.edu">parking.illinoisstate.edu</a>	
<b>Payroll / Timesheet / iPeople</b>	
	Lissa Bevins

<b>Peer Support Person Program</b>	TBD
<b>Peer Tutoring Program</b>	Sandy Nielsen
<b>Personnel Files</b>	Lissa Bevins
<b>Plan for College Assessment</b>	
Course Recommendation Forms	TBD
Exit Assessments	TBD
<i>Information on submitting a Course Recommendation Form can be found on Teams</i>	
<a href="#">MCN Faculty and Staff / Plan for College Assessment / Course Recommendations Submissions and Syllabi</a>	
<b>Press Releases</b>	Nora Dukowitz
<b>Program Inquiries</b>	TBD
<b>Promotional Items</b>	
Admissions Related	Ashley Bollhorst
Event Related	Amy Irving
<b>Publications</b>	Nora Dukowitz
<b>Research Facilitation</b>	Mary Dyck
<b>Room Reservations</b>	
Academic	<a href="http://registrar.illinoisstate.edu/FacilityRequest">registrar.illinoisstate.edu/FacilityRequest</a>
Bone Student Center	emdh@ilstu.edu
Non-Academic (Alumni Center, Outdoor spaces, non-academic purposes, etc.)	<a href="http://registrar.illinoisstate.edu/FacilityRequest">registrar.illinoisstate.edu/FacilityRequest</a>
Edwards Hall rooms	Lissa Bevins
	TBD
<b>Scholarships</b>	Barbra Oldenburg
<b>Search Committees (faculty)</b>	
Chair	Susan Hildebrandt/Judy Neubrandner
Administrative Aide	TBD /Janis Hollins

<b>Secondary / Outside Employment forms (faculty)</b>	Janis Hollins
<i>PERS 927 and 928 forms can be found at <a href="http://provost.illinoisstate.edu/resources/forms">provost.illinoisstate.edu/resources/forms</a></i>	
<b>Sigma Theta Tau International</b>	
Xi Pi Chapter	Yvette Pigman
<b>Student Evaluations (Course and Faculty)</b>	TBD
<b>Student Nurses Association (SNA)</b>	Kate Peterson
<b>Success Plan</b>	Cates Corwin
<b>Supplies</b> (Amazon, computer, office, special accommodations)	Lissa Bevins
	TBD
<i>MCN Supply Request Form can be found on Teams <a href="#">MCN Faculty and Staff / Faculty and Staff Resources / Supply Request Form</a></i>	
<b>Surveys</b> (Doodle, Formstack, Sign Up Genius, Qualtrics)	TBD
<b>Teaching Schedules</b>	
Classroom Changes	Shayla Dennis
General Graduate Program Questions	Kim Astroth
General Undergraduate Program Questions	Sandy Nielsen
<b>Technology</b>	
Urgent Problems, Hardware, Software, Printers, Teams, Office 365	MCN Tech Team or ISU Technology Support Center <a href="http://ithelp.illinoisstate.edu">ithelp.illinoisstate.edu</a>
<b>Textbooks</b>	TBD
<b>Transcultural Experiences</b>	Susana Calderon
<b>Travel</b>	
Request Review / Support	Susan Hildebrandt / TBD
Travel Vouchers	Lissa Bevins
<i>Information on submitting a Travel and Professional Development Fund Request Form can be found on Teams <a href="#">MCN Faculty and Staff / Faculty and Staff Resources / Travel forms and guidelines</a></i>	