

Organizational Chart

University College
University of West Georgia

Dean's Office

Dean: Meg Pearson (megp@westga.edu, 678-839-5190)

Associate Dean Stacy Boyd sboyd@westga.edu	Associate Dean Vanessa Griffin vwoodwar@westga.edu	
Administrative Manager Erin Brannon ebrannon@westga.edu	Brenda McCrary amccrary@westga.edu	Stephanie Urich surich@westga.edu

Department of Civic Engagement and Public Service

Chair: Paul Rutledge (prutledg@westga.edu, 678-839-6327)

Staff: Jessica Thurber (jthurber@westga.edu, 678-839-5199)

Program Coordinators	Criminology Mai Naito mnaito@westga.edu	Political Science Anthony Fleming afleming@westga.edu
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Department of General Education

Chair: Tim Schroer (tschroer@westga.edu, 678-839-6040) Staff:

Nate Vargas (nvargas@westga.edu, 678-839-6515)

Directors	First Year Writing Bonnie Jett bjett@westga.edu	First Year Math Scott Sykes ssykes@westga.edu
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Department of Student Success

Executive Director: Carrie Ziglar (cziglar@westga.edu, 678-839-6280)

Staff: Ian Davis (idavis@westga.edu, 678-839-6280)

Associate Directors	Center for Academic Success Jerome Lee jlee@westga.edu	UCC Advising John Brittian jbrittia@westga.edu	Training and Certifications Nichole Ray nray@westga.edu	Technology and Assessment Beth Freeman efreeman@westga.edu
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Academic Transition Programs

Director: Ryan Bronkema (rbronkem@westga.edu, 678-839-6069)

Staff: Tiffany Powers (tpowers@westga.edu, 678-839-3929)

Center for Interdisciplinary Studies

Director: Andy Walter (awalter@westga.edu, 678-839-5190)

Program Coordinators	BIS in Interdisciplinary Studies Andy Walter awalter@westga.edu	BA in Global Studies Neema Noori nnoori@westga.edu
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Department of Multicultural Achievement

Director: Ashley Lewis (alewis@westga.edu, 678-839-5400)

Program Coordinators	Achieve Atlanta Essence Collins ecollins@westga.edu	AAMI Mike Hester mhester@westga.edu
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Civic Impact and Leadership

Director: Chapman Rackaway (crackawa@westga.edu, 678-839-5190)



List of Duties

University College

University of West Georgia

Associate Deans

Stacy Boyd

Associate Dean

- Student Complaints:
 - *Student Conduct/Concern Report*
- Student Success/Advising
- Summer Budget and Summer Teaching
- Strategic Plan
- General Education
- Faculty Research/Professional Development/Pathway to Tenure for Teaching Faculty
- Center for Interdisciplinary Studies
- Civic Impact and Leadership
- Department of Multicultural Achievement
- Academic Transition Programs

Vanessa Griffin

Associate Dean

- Academic Calendar Administration
 - *Unmet Prerequisites*
 - *Verify Rosters*
 - *Waitlists*
 - *Add/drop*
 - *Early Alerts*
 - *Withdrawal*
 - *Dishonesty/Plagiarism Reporting*
 - *Dishonesty Grade Appeals*
 - *Transient Students*
 - *Hardship Withdrawals*
 - *Other Withdrawals*
 - *Incompletes*
 - *FERPA Waiver*
- Graduate Programs
- Assessment and Program Review
- Data Warehouse
- Enrollment tracking
- Department of Civic Engagement and Public Service
- Technology and Online Delivery
- Innovative Curricula and Academic Programming

Associate Deans

work together on:

- Student Orientations
- Preview Days
- Student Engagement

Budget Manager

Erin Brannon

- Budget for University College Dean's office and departmental units', personal services budgets, budget amendments, graduate assistants, and summer school budgets.
- Faculty/Staff Hiring
- Faculty Reviews (Promotion & Tenure, 3rd Year Review, Post Tenure, etc.) eDossier Contact for UC
- Faculty Contracts
- Argos/Banner Reporting and data work with Associate Deans (enrollments, workloads, assessment, etc.)
- Assist with Policies, procedures, strategic planning
- TLC building manager

Dean's Office Staff

Brenda McCrary

- Oversee day-to-day operations of the Dean's office including greeting visitors, answering phones, hiring and training student assistants, maintain inventory, purchase supplies
- Assist Deans with student affairs (hardship withdrawals, late add/drop, grade appeals, appeals of suspension, re-admission and academic renewals)
- Facilities: Serve as lead for all UC facilities requests, including offices, classrooms as needed
- Records: assists in maintaining personnel and student records, records retention point person for College
- ITS Liaison
- Argos/Banner Reporting and data work with Associate Deans (enrollments, workloads, assessment, etc.)
- Academic Standing: Run undergraduate and graduate academic standing letters each semester
 - Scanning: Coordinate Scantron test scanning process and teaching evaluation process

Stephanie Urich

- Calendars (office, conference room, deans, etc.)
- University College Social Media
- University College Website
- UCM Liaison
- Coordinate marketing and public relations materials and events for the college.
- Events: Coordinate all logistics for the College events
- Assist Associate Deans with Catalog Edits
- Listserv maintenance

