

ADMINISTRATIVE FUNCTIONS IN VPAA OFFICE

	Katherine Kantardjieff	Fran Horvath	Kris Roney	Gary Torngren	Christina Rocchi	UCGS Analyst	Hayley Azevedo	Myrsha Garcia	Amy McClintock
Resource Management									
•Hiring Decisions	x								
•Budget	x			x					
VPAA Programs and Events									
•Honors Convocation	x	x					x	x	
•Commencement	x	x	x		x		x	x	
•Celebration of Research	x						x		
•Faculty Planning Week	x						x	x	
•Panetta Internship/Lecturer Series	x						x		
•Student Awards	x						x		
Academic Planning Management									
•Catalog	x	x			x				
•Course Consent	x	x							x
•Program, Administrative, Service and Center Reviews	x	x			x				
•Curricular Review (Technical Review)		x	x		x				
•Institutional Assessment and Research Office		x							
•Academic Scheduling		x							
•Space and Facilities Management		x							
•Large Scale Institutional Effectiveness		x							
•Campus Policies	x	x			x				
•Program Planning	x	x	x		x				
•Centers and Institutes Reports	x	x			x				
•Academic Planning Database					x				
Assessment Management									
•Disciplinary Accreditation	x	x							
•WSCUC	x	x			x				
•Curriculum/curriculum mapping		x	x						
Graduation/Retention Management									
•Retention, Progression & Graduation (OtterPromise)	x	x	x						

Academic Program Management									
☑Academic Colleges	x								
•Cooperative Learning Center (CLC)			x			x			
•Center for Advising, Career and Student Success			x			x			
•Center for Teaching, Learning and Assessment (TLA)		x						x	
•COAST			x			x			
☑General Education			x			x			
☑FYS			x			x			
•Information Technology	x								
•International Articulations & Agreements			x						
•Library	x								
•Service Learning			x			x			
☑Sponsored Programs		x						x	
☑University Programs and Special Events (UPSE)	x								
•Undergraduate Research Opportunities Center (UROC)			x			x			
☑Communciation Across the Disciplines (CAD)			x			x			
☑Academic Senate	x								
ALT Meetings									
•Prepare Meeting Agenda and Materials	x						x		
•Record Meeting Notes							x		
Student Academic Services									
•Academic Petitions	x		x					x	
•Academic Probation and Disqualification			x					x	
•Graduate Programs Thesis Processing			x					x	
•Post Bac Admin Support			x					x	
•Student Complaints			x					x	
•University Withdrawals			x					x	
Personnel Management									
•RTP Evaluations	x								
•Admin Staff Evaluations	x	x	x						
•MPP Evaluations	x	x	x						
•Supervision of Office Staff	x	x	x						
•Supervision of Student Assistant(s)					x			x	

