



# Office of Academic Affairs



**Dr. Celia Cook-Huffman**

Vice President for  
Academic Affairs

260-982-5980

- Board of Trustees
- President's Leadership Council
- Academic Affairs Leadership Council (AALC)
- Academic quality and accreditation
- Academic Affairs budget planning and institutional oversight
- Academic Governance Council Executive Committee
- Academic Affairs representative to Academic Governance Council
- Core curriculum and Interdisciplinary program
- Academic facilities, Physical Plant and instructional quality requests/questions
- Assigning program review of academic offices; approval of action plans
- Oversight of Study Abroad and Off-campus Programs, Library, Registrar, Institutional Effectiveness, Instructional Design
- Annual performance evaluations for members of Academic Affairs Leadership Council



**Dr. Stacy L. Erickson-Pesetski**

Associate Dean of Academic Affairs  
Professor of English

260-982-5391

- Academic Calendar and academic catalogs
- Academic Integrity violations and Hearing Panels
- Academic Standards Committee – OAA representative
- CETL Steering Committee – OAA representative
- Director of First Year Seminar Program
- Student Transitions to College – OAA representative
- Post-Baccalaureate competitive award programs and Fulbright Scholarships
- Internal student travel scholarship programs
- Oversight of Center for Effective Teaching and Learning, Honors Program, Interdivisional and Interdisciplinary Programs
- Academic Affairs Leadership Council
- University Council





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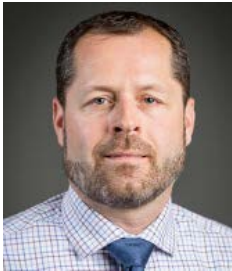


**Kathrine A. Dwyer**

Administrative and Institutional  
Research Officer

260-982-5140

- Academic Affairs Leadership Council
- Academic Governance Council Executive Committee administrative support
- Honors Program – OAA Representative
- VIA Program – OAA Representative
- Project manager for Academic Affairs hosted events
- Coordinate institutional activities with college deans, department chairs, program directors and unit administrative assistants
- Academic Affairs Institutional budget development and monitoring support
- Annual faculty reappointment process
- Resource for policies and procedures including Faculty Manual
- Liaison to Institutional Effectiveness Office and data request team member
- Internal student survey maintenance (scheduling, approval of requests, registration, development, administration)



**Justin P. Lunsford**

Instructional Design Specialist

260-982-5280

- Serves as the learning managements systems (LMS) administrator for Manchester University
- Sponsors workshops supporting best practices in both online and face-to-face courses and the use and implementation of Canvas LMS
- Trains faculty in online course development
- Collaborates with the Center for Effective Teaching and Learning (CETL), Information Technology Services (ITS), Canvas User-Support Team, Director of Instructional Design for Pharmacy, and faculty colleagues to maximize teaching and learning effectiveness through evidence-based instructional design
- Leads institution-wide efforts to improve the quality of current and forthcoming online courses using Quality Matters rubrics and standards
- Assists departments, colleges, the Office of Academic Affairs and the Office of Institutional Effectiveness with institutional assessments of institution-wide student learning outcomes and academic program assessment







# Office of Academic Affairs



**Kim D. Nash**

Administrative Assistant

260-982-5051

- Primary contact and resource for Academic Affairs related questions
- Administrative support for the Office of Academic Affairs, the Office of Institutional Effectiveness, and the Office of the Registrar
- Manages calendar for Interim Vice President for Academic Operations, and Interim Vice President for Academic Affairs
- Office of Academic Affairs web site and ChetNet site maintenance
- Staff liaison to Undergraduate Promotion and Tenure Committee
- Honors/Awards processes: Academic Excellence Banquet, Kauffman/Study Abroad, Dean's List, Faculty Research and Creative Endeavor Grants, Faculty/Student Summer Research Grants, Undergraduate Faculty Awards
- Support Faculty Governance committees – maintain ChetNet sites, post meeting agendas, schedules and minutes
- Logistical support for Academic Governance Council and Executive Committee, Undergraduate Faculty Meetings, Center for Effective Teaching and Learning, Honors Program, New Faculty Orientation, and Faculty Workshop
- Paperwork and processes relevant to VIA Attendance, Off-campus travel courses, OAA policies and procedures, phone lists and directories

