

CAS Academic Affairs Responsibilities by Contact Person

Academic Affairs Contact Information	
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Ray VanArragon, <i>Dean of Faculty</i>	rvanarra@bethel.edu x6804
Katie Bonawitz, <i>Associate Dean of Education, Program Director of Special Education</i>	katie-bonawitz@bethel.edu x6724
Joel Frederickson, <i>Associate Dean of Institutional Assessment and Accreditation</i>	frejoe@bethel.edu x6317
Virginija Wilcox, <i>Associate Dean of International & Off-Campus Programs</i>	virginija-wilcox@bethel.edu x6124
Mary Schulze Michener, <i>Assistant Dean of Early College, Program Director of Associate of Arts and Sciences Programs</i>	mary-michener@bethel.edu x8001
Amy Niemczyk, <i>Operations Manager</i>	a-niemczyk@bethel.edu x6144
Brittany Boehm, <i>Communication Specialist</i>	boebri@bethel.edu x6005
Jodie Bunish, <i>Academic Affairs Coordinator</i>	j-bunish@bethel.edu x6036
Lisa Sowards, <i>Academic Affairs Coordinator</i>	lisa-sowards@bethel.edu x6800

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Academic Affairs Roles & Responsibilities		
Area of Responsibility	Person to Contact	Other Information
Accreditation		
MOHE/HLC Accreditation	Joel Frederickson	
Early College, NACEP Accreditation	Mary Schulze Michener	
Specialized Program Accreditation Consultation	Diane Dahl	Accreditation Information
Calendars		
AA Conference Room	Lisa Sowards	Reserve the AA Conf Room
Academic Calendar	Julie Finnern & Lisa Sowards	Quick Reference 2023-2024 Calendar
Meeting Scheduling	<ul style="list-style-type: none"> ● Julie Finnern's calendar: Lisa Sowards ● Diane Dahl's calendar: Sonia Richardson (s-richardson@bethel.edu x6291) ● Barrett Fisher's calendar: Brittany Boehm ● Ray VanArragon's calendar: Jodie Bunish 	
Committee Assignments for 2023-2024 - Includes Deans' Participation		
Communication		
Academic Affairs Visitors	Lisa Sowards	
Academic Affairs Website	Brittany Boehm	Academic Affairs website
Admissions, Marketing & Communications, & Registrar Liaison	Brittany Boehm	
Department Chair Information/Updates	Brittany Boehm	Academic Affairs Department Chair Website
Department Newsletters	Brittany Boehm & Lisa Sowards	
EMS Room Management	Lisa Sowards	
Faculty Information & Updates	Brittany Boehm - Marketing Amy Niemczyk - Banner	

Student Life Liaison	Lisa Sowards	
Day-to-Day Operations		
AA Student Worker Supervisor	Brittany Boehm	
Document Intake & Mail Processing	Lisa Sowards	
Events		
Commencement	Julie Finnern & Jodie Bunish	CAS Faculty Commencement Information
Study Day Brunch	Ray VanArragon & Jodie Bunish	
Faculty Human Resource (Office of People & Culture) Matters		
Benefits	Amy Niemczyk - Eligibility Office of People & Culture - All Other Questions	Faculty Handbook - Benefits people-culture@bethel.edu
Contracts (Full Time and Adjunct)	Julie Finnern & Amy Niemczyk	
Faculty Contact Information Management & Lifecycle Maintenance	Amy Niemczyk	
Faculty Personnel Matters	Ray VanArragon	
Faculty Reporting	Amy Niemczyk	
Faculty Professional Growth & Development		
Adjunct Plus	Ray VanArragon & Jodie Bunish	Adjunct Plus Status Overview
Department Chair Reviews & Support	Ray VanArragon & Jodie Bunish	
Edgren Scholars	Ray VanArragon & Jodie Bunish	Edgren Scholars Process Information
Faculty Development	Ray VanArragon & Jodie Bunish	Faculty Development Website Professional Development Forms

Faculty Development (& Alumni) Grants	Ray VanArragon & Jodie Bunish	Alumni Faculty Grant Guidelines (pdf) Alumni Faculty Grant Application (doc) Faculty Development Grant Application and Guidelines (doc)
Faculty Excellence Awards	Ray VanArragon & Jodie Bunish	Faculty Excellence Award: Scholarship (doc) Faculty Excellence Award: Service or Leadership (doc) Faculty Excellence Award: Teaching (doc)
Faculty Retreat	Ray VanArragon & Jodie Bunish	
Faculty Workshops	Ray VanArragon & Jodie Bunish	
Primetime Presentations	Ray VanArragon & Jodie Bunish	Primetime Presentation Information
Promotion	Julie Finnern & Lisa Sowards	Promotion, Tenure, & Reappointment Procedures & Information
Tenure - Initial Tenure & Tenure Renewal	Julie Finnern & Lisa Sowards	Promotion, Tenure, & Reappointment Procedures & Information Eligibility Information
Tuition Benefits Requests	Ray VanArragon & Jodie Bunish Katie Bonawitz for Education Diane Dahl for all Nursing, Community Health, & Social Work	CEU's only Reimbursement Request Competitive Summer Seminars and Artist in Residence Application
Reappointment	Ray VanArragon & Jodie Bunish	Promotion, Tenure, & Reappointment Procedures & Information
Sabbatical	Ray VanArragon & Jodie Bunish	All Sabbatical forms - see Professional Development Section
Finances		
Academic Affairs budget	Julie Finnern & Amy Niemczyk	

Credit Card Processing & Reimbursements	Departmental Credit Card Processing: Lisa Sowards Faculty Development Reimbursements: Jodie Bunish	Credit Card Activity Report Business Expense Report – Reimbursement for Bethel Employees
Department Program Budgets	Barrett Fisher, Ray VanArragon, & Amy Niemczyk Katie Bonawitz for Education Diane Dahl for all Nursing, Community Health, & Social Work	Budget Request Form Non-personnel (doc) Budget Request Form Reallocation of Funds (doc)
Early College & College in the Schools budgets	Julie Finnern, Mary Schulze Michener, & Amy Niemczyk	
Grants		
Faculty Grants	See Faculty Professional Growth & Development	
Federal Grants	Ray VanArragon	Frequently Requested Information on Grants
Other Grants (Review & Applications)	Barrett Fisher	
Hiring & New Faculty		
Faculty Hiring (including Personnel Requisitions)	Ray VanArragon & Jodie Bunish Katie Bonawitz for Education Diane Dahl for all Nursing, Community Health, & Social Work	
New Faculty Orientation	Ray VanArragon & Jodie Bunish	
Onboarding: Faculty	Ray VanArragon, Jodie Bunish, & Amy Niemczyk	
Onboarding: Staff	Lisa Sowards	
Space Planning		
CAS Space Planning	Julie Finnern	
Faculty Offices	Julie Finnern & Amy Niemczyk	
University Classroom Oversight Committee	Julie Finnern	University Classroom Oversight Committee webpage

Student Matters		
Academic Dismissal	Julie Finnern & Lisa Sowards	Academic Dismissal information
Academic Honesty Violations	Julie Finnern & Lisa Sowards (When necessary, an appeal is routed to Katie Bonawitz (Education), Barrett Fisher, or Diane Dahl (Nursing, Community Health, & Social Work) instead of the Department Chair)	Academic Honesty Honesty Violation Reporting (BEACON)
Admissions	Julie Finnern	
Student Petitions & Academic, Graduation Appeals	Julie Finnern & Lisa Sowards Katie Bonawitz for Education Diane Dahl for Nursing, Community Health, & Social Work	Registrar Petition forms Academic Appeals information
Early College Appeals	Mary Schulze Michener	
General Education Appeals	Barrett Fisher	
Enrollment Data	Brittany Boehm	
External Student Scholarships	Barrett Fisher	
Faculty Related Student Concerns	Ray VanArragon	
Retention and Pre-attrition	Ray VanArragon & Jodie Bunish	
Student Conference Travel Funds	Ray VanArragon & Jodie Bunish	Student Conference Travel Funds Form: Group (doc) Student Conference Travel Funds Form: Individual (doc)
Teaching & Learning		
Academic Plans	Barrett Fisher & Brittany Boehm	2023-2024 Academic Plans
Academic Policies Committee (APC)	Barrett Fisher	Agendas & Minutes
Acadeum	Barrett Fisher	

Advising	Julie Finnern & Brittany Boehm	Advising Resources
Early College Advising	Mary Schulze Michener	
Academic Enrichment & Support Center (AESC)	Julie Finnern	AESC Website
Catalogs (CAS & BUILD)	Barrett Fisher & Brittany Boehm	Catalog
Center for Community Engaged Learning (CCEL)	Barrett Fisher	
College in the Schools	Mary Schulze Michener & Jodie Bunish	
Committee for Academic Affairs	Barrett Fisher, Ray VanArragon & Diane Dahl	Agendas & Minutes
Course Evaluations (including CIS & Early College)	Ray VanArragon & Brittany Boehm	Course Evaluations Procedure & Information
Course Proposals & Changes	Barrett Fisher & Brittany Boehm	Curriculum forms
Course Schedules (including section creation)	Barrett Fisher & Amy Niemczyk	
Curriculum Collaborations between colleges	Barrett Fisher	
Curriculum review & revision (course & programs)	Barrett Fisher & Brittany Boehm	Curriculum forms
DegreeWorks	Julie Finnern & Brittany Boehm	
Dual Enrollment	Barrett Fisher	
Early College	Julie Finnern & Mary Schulze Michener	
Faculty Teaching Loads	Barrett Fisher & Amy Niemczyk	Load & Split-Load Information -
General Education	Barrett Fisher & Brittany Boehm	General Education Curriculum & Policies
Honors Programs	Barrett Fisher & Brittany Boehm	Pietas Honors Program Pietas Honors Program catalog information Honors catalog information
IACUC Committee & Chemical Hygiene Officer	Ray VanArragon	
Individualized Majors	Barrett Fisher	Individualized Major Proposal

International & Off-Campus Programs	Julie Finnern & Virginija Wilcox	
ITAC Committee	Barrett Fisher	
Johnson Center	Barrett Fisher	
Living the Questions	Barrett Fisher & Katie Friesen Smith	
MPCC Transfer Initiatives	Barrett Fisher	
Reconciliation Studies	Barrett Fisher	
Summer School	Julie Finnern & Amy Niemczyk	Intent to offer goes through department chairs
Syllabi	Julie Finnern & Brittany Boehm	col-syllabus@bethel.edu

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Most up to date information can be found on the [Academic Affairs website](#)