# Office of the Dean (460C DeVos Center)

John Shinsky, Interim Dean  
(616) 331-6682  
shinskjo@gvsu.edu  

Shawn Evans, Administrative Assistant  
(616) 331-2093  
evanssha@gvsu.edu  

Caryn King, Associate Dean, Accreditation & Assessment  
(616) 331-6654  
kingc@gvsu.edu  

Bonnie Bowen, Assistant Dean  
(616) 331-2094  
bowenb@gvsu.edu  

### Office of the Dean Responsibilities:
- Budget for College of Education
- Business cards
- Contract letters
- Dean’s calendar
- Key requests
- Professional development expenses

### Office of the Dean Coordinates:
- Employment searches
- Faculty activity reports
- Grades
- Graduate Assistantships
- Office moves
- Payroll
- Personnel actions
- Professional development reports
- Scheduling

## Academic Units

### Special Education, Foundations, & Technology (489C DeVos)

<table>
<thead>
<tr>
<th>Unit Chair</th>
<th>Academic Department Coordinator</th>
<th>Programs</th>
</tr>
</thead>
</table>
| Sean Lancaster | Kim Busman | - Current Issues in Education  
| (616) 331-6802 | (616) 331-6690 | - Educational Psychology  
| lancasts@gvsu.edu | busmank@gvsu.edu | - Educational Research and Evaluation  
| Mary Bair, Vice Chair | | - Educational Technology  
| (616) 331-6697 | | - Special Education  
| bairma@gvsu.edu | | - Undergraduate and Graduate Foundations |

### Leadership & Learning (408C DeVos)

<table>
<thead>
<tr>
<th>Interim Unit Chair</th>
<th>Academic Department Coordinator</th>
<th>Programs</th>
</tr>
</thead>
</table>
| Jay Cooper | Suzanne Rogers | - Adult and Higher Education  
| (616) 331-6293 | (616) 331-6657 | - College Student Affairs Leadership - CSAL  
| cooperj@gvsu.edu | rogerssu@gvsu.edu | - Early Childhood Education  
| Paula Lancaster, Vice Chair | | - Educational Differentiation  
| (616) 331-6593 | | - Educational Leadership  
| lancastp@gvsu.edu | | - Educational Specialist  
| | | - Elementary Education  
| | | - Middle Level Education  
| | | - Reading and Language Arts  
| | | - School Counseling  
| | | - Secondary Level Education  
| | | - Special Education Administration  
| | | - Teaching English to Speakers of Other Languages (TESOL) |

### Teacher Education (part of L & L) (388C DeVos)

<table>
<thead>
<tr>
<th>Director</th>
<th>Academic Department Coordinator</th>
<th>Programs</th>
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</thead>
</table>
| Paula Lancaster | Ann Homrich | - Graduate Teacher Certification (GTC)  
| (616) 331-6593 | (616) 331-2089 | - Undergraduate Initial Certification Programs  
| lancastp@gvsu.edu | homriann@gvsu.edu | |

### Academic Department Coordinator Responsibilities:
- Budgets for academic units
- Class lists (upon request), Syllabi
- Classroom and computer lab reservations
- Correspondence with Copy Center
- Course evaluations on Blackboard
- Course scheduling
- Form supplies (e.g., planned programs, field observation and evaluation forms)
- Notification of students re: course changes and cancellations
- Office and classroom supplies
- Textbook orders
- Travel & Expense Forms (all except Professional Development expenses)
**Student Information and Services Center (401C DeVos Center)**

<table>
<thead>
<tr>
<th>Tom Owens, Director</th>
<th>(616) 331-6282</th>
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<tbody>
<tr>
<td><a href="mailto:owenst@gvsu.edu">owenst@gvsu.edu</a></td>
<td></td>
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<tr>
<th>Front desk:</th>
<th>(616) 331-6650</th>
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<tbody>
<tr>
<td><a href="mailto:coeserve@gvsu.edu">coeserve@gvsu.edu</a></td>
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**Responsibilities:**
- 685/695 information
- Advising files and records
- Credit transfers
- Faculty advising and program planning
- Field placement
- Graduate admissions
- Group advising sessions
- MTTC information
- Registration and permits
- State certification and testing
- Undergraduate and graduate audits
- Undergraduate teacher education admissions
- Waivers and appeals

**Administrative Services (496C DeVos Center)**

<table>
<thead>
<tr>
<th>Glenda Eikenberry, Director</th>
<th>331-6661</th>
</tr>
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<tbody>
<tr>
<td><a href="mailto:eikenbeg@gvsu.edu">eikenbeg@gvsu.edu</a></td>
<td></td>
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<tr>
<th>Jeffrey Rollins, Database and Technology Specialist</th>
<th>331-6245</th>
</tr>
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<tbody>
<tr>
<td><a href="mailto:rollinsj@gvsu.edu">rollinsj@gvsu.edu</a></td>
<td></td>
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**Responsibilities:**
- COE Blackboard postings (information relevant to entire faculty and staff)
- COE web site information and changes
- Data reports (requires advance notice)
- Internal publications management
- MTTC test data
- NCATE data collection
- SPA and MDE program standards and approvals
- Student and faculty scholarships and awards coordination

**Center for Educational Partnerships (396C DeVos Center)**

<table>
<thead>
<tr>
<th>David Bair, Director</th>
<th>331-3489</th>
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<tbody>
<tr>
<td><a href="mailto:baird@gvsu.edu">baird@gvsu.edu</a></td>
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<tr>
<th>Veda Hodges, Office Coordinator</th>
<th>331-6440</th>
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<tr>
<td><a href="mailto:hodgesv@gvsu.edu">hodgesv@gvsu.edu</a></td>
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**Responsibilities:**
- COE Alumni Association
- COE convocation
- *Colleagues* news magazine
- Grants: Groundswell, Michigan’s Department of Environmental Quality
- School district outreach, Adopt-A-District program
- Workshops and conferences

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**GVSU Services**

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<thead>
<tr>
<th>Copy Center - Allendale (183 KC)</th>
<th>331-3407</th>
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<tr>
<td>Copy Center - Grand Rapids (136C DEV)</td>
<td>331-7323</td>
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<tr>
<td>Facilities Services (Allendale) – building maintenance, bus &amp; parking questions in Allendale</td>
<td>331-3000</td>
</tr>
<tr>
<td>Information Technology Help Desk - computer help (both campuses), classroom technology and A/V equipment on Allendale campus</td>
<td>331-2101</td>
</tr>
<tr>
<td>Curriculum Materials Library - Grand Rapids (201A DEV)</td>
<td>331-7084</td>
</tr>
<tr>
<td>Library – Allendale</td>
<td>331-3252</td>
</tr>
<tr>
<td>Library – Grand Rapids (104A DEV)</td>
<td>331-7330</td>
</tr>
<tr>
<td>Media Services (206 EC) – classroom technology and A/V equipment on Grand Rapids campus</td>
<td>331-6637</td>
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<tr>
<td>Pew Campus Operations (350 BIK) – building maintenance, bus &amp; parking questions in GR</td>
<td>331-6700</td>
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<tr>
<td>Pew Campus Security (102 EC) - parking, requests to have classroom doors unlocked</td>
<td>331-6677</td>
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8/20/15