

CAS Academic Affairs Responsibilities by Contact Person

Academic Affairs Contact Information	
General Academic Affairs Email Inbox	cas-academic-affairs@bethel.edu
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Barrett Fisher, <i>Dean of Academic Programs</i>	b-fisher@bethel.edu
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Todd Harmening, <i>Dean of Academic Budgets and Operations</i>	t-harmening@bethel.edu x1101
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
Brittany Boehm, <i>Communication Specialist</i>	brittany-boehm@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
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Accreditation

MOHE/HLC Accreditation	Joel Frederickson	
Early College, NACEP Accreditation	Mary Schulze Michener	
Education	Katie Bonawitz	
Nursing, Social Work, and all other accredited Healthcare programs	Diane Dahl	
Accreditation for all other Academic Programs	Department Chairs with the support of Barrett Fisher	

Calendars

AA Conference Room	Lisa Sowards	Reserve the AA Conf Room
Academic Affairs Calendar	Lisa Sowards	Academic Affairs Google Calendar
Academic Calendar	Registrar's Office	Quick Reference 2024-2025 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 ● Todd Harmening's calendar: Lisa Sowards & Brenda Niemi ● Ray VanArragon's calendar: Jodie Bunish 	

Committee Assignments for 2024-2025 - 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 and Updates	Ray VanArragon & Brittany Boehm	Academic Affairs Department Chair Website Department Chair Moodle Site
EMS Room Management	Lisa Sowards	EMS Reservation website
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	Angie Lopez, Benefits Administrator - Eligibility Office of People & Culture - All Other Questions	Faculty Handbook - Benefits people-culture@bethel.edu
Contracts (Full Time, Adjunct, & Affiliate)	Todd Harmening & Amy Niemczyk	
Faculty Contact Information Management & Lifecycle Maintenance	Todd Harmening & Amy Niemczyk	
Faculty Personnel Matters	Ray VanArragon	
Faculty Reporting	Amy Niemczyk	
Faculty Professional Growth & Development		
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 & Workshops	Ray VanArragon & Jodie Bunish	
Primetime Presentations	Ray VanArragon & Jodie Bunish	Primetime Presentation Information
Promotion	Julie Finnern & Lisa Sowards	Promotion, Tenure, 5-Year Clinical Contract, & Reappointment Procedures & Information
Reimbursements	Jodie Bunish	Business Expense Report – Reimbursement for Bethel Employees (Credit Card Reimbursements are processed using Chrome River)
Tenure - Initial Tenure & Tenure Renewal	Julie Finnern & Lisa Sowards	Promotion, Tenure, 5-Year Clinical Contract, & Reappointment Procedures & Information Eligibility Information
Tuition Benefits Requests	Ray VanArragon & Jodie Bunish Katie Bonawitz for Education Diane Dahl for all Nursing, Public and Community Health, & Social Work	CEU's only Reimbursement Request Competitive Summer Seminars and Artist in Residence Application

Reappointment	Ray VanArragon & Jodie Bunish	Promotion, Tenure, 5-Year Clinical Contract, & Reappointment Procedures & Information
Sabbatical	Ray VanArragon & Tonia Rucker Sabbatical Committee	All Sabbatical forms - see Professional Development Section
Finances		
Academic Affairs budget	Julie Finnern & Amy Niemczyk	
Department Program Budgets	Todd Harmening, Ray VanArragon, & Amy Niemczyk Katie Bonawitz for Education Diane Dahl for all Nursing, Public and Community Health, & Social Work	Budget Request Form Reallocation of Funds (doc) <i>General Questions should be directed to Josh Olson, Director of Financial Planning & Analysis and Jason Norman, Associate Vice President of Finance</i>
Early College & College in the Schools budgets	Julie Finnern, Mary Schulze Michener, Amy Niemczyk Jodie Bunish: Invoices and Payments	
Grants		
Faculty Grants	Ray VanArragon & Jodie Bunish	Faculty Development Grant Application and Guidelines (doc)
Federal Grants	Ray VanArragon	Frequently Requested Information on Grants
All Other Academic Grants (Review & Intent)	Barrett Fisher	Grants Website
Hiring & New Faculty		
Faculty Hiring (including Personnel Requisitions)	Ray VanArragon & Jodie Bunish Katie Bonawitz for Education Diane Dahl for all Nursing, Public and Community Health, & Social Work	
New Faculty Orientation	Ray VanArragon & Jodie Bunish	
Onboarding: Faculty	Ray VanArragon, Jodie Bunish, & Amy Niemczyk	

Space Planning		
CAS Space Planning	Todd Harmening	
Faculty Offices	Todd Harmening & Amy Niemczyk	
University Classroom Oversight Committee	Todd Harmening	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, Public and Community Health, & Social Work) instead of the Department Chair)	Academic Honesty Honesty Violation Reporting (BEACON)
Admissions	Julie Finnern	
Student Petitions (Academic)	Barrett Fisher, Katie Bonawitz for Education, & Diane Dahl for Nursing, Public and Community Health, & Social Work	Registrar Petition forms Academic Appeals information
Graduation Appeals	Julie Finnern & Lisa Sowards	
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 & Pre-attrition	Ray VanArragon & Lisa Sowards	
Student Conference Travel Funds	Ray VanArragon & Jodie Bunish	Student Conference Travel Funds Application
Teaching & Learning		
Academic Plans	Barrett Fisher & Brittany Boehm	2024-2025 Academic Plans

Academic Policies Committee (APC)	Barrett Fisher	Agendas & Minutes
Acadeum	Todd Harmening & Amy Niemczyk	
Advising	Julie Finnern & Brittany Boehm	Advising Resources
Early College Advising	Mary Schulze Michener	
Academic Enrichment & Support Center (AESC)	Julie Finnern	AESC Resources
Catalogs (CAS & BUILD)	Barrett Fisher & Brittany Boehm	Catalog
Center for Community Engaged Learning (CCEL)	Barrett Fisher	
College in the Schools	Mary Schulze Michener, Brittany Boehm, & Jodie Bunish	
Committee for Academic Affairs	Barrett Fisher, Ray VanArragon, Diane Dahl, & Katie Bonawitz	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 (in collaboration with the Registrar's office)	
Cross Enrollment	Barrett Fisher	
Curriculum Collaborations between colleges	Barrett Fisher	
Curriculum review & revision (course & programs)	Barrett Fisher & Brittany Boehm	Curriculum forms
DegreeWorks	Julie Finnern & Brittany Boehm	
Early College	Julie Finnern & Mary Schulze Michener	
Faculty Teaching Loads	Barrett Fisher & Amy Niemczyk	Load & Split-Load Information (including Reduced Load Request form)
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	
Johnson Center	Barrett Fisher	
Living the Questions	Barrett Fisher & Katie Friesen Smith	
MPCC Transfer Initiatives	Barrett Fisher	
Slingshot	Todd Harmening	Slingshot website
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](#)