



A n n o u n c e m e n t s & I n f o r m a t i o n

**Academic/Administrative Structure
2009-2010 Calendar
Departmental Information
How to Plan Your Meeting/Event
Historic Southern Indiana Research/Internship Opportunities
Where to Get Help
Administration/Faculty/Staff Listings**

Revised 9-21-09

Contact the University Relations Office at (812) 464-1755 or pjwhite@usi.edu with changes.

ACADEMIC/ADMINISTRATIVE STRUCTURE

BOARD OF TRUSTEES

John M. Dunn, Chair	Evansville
Jeffrey L. Knight, Vice Chair and Chair of Finance/Audit Committee	Evansville
W. Harold Calloway, Vice Chair and Chair of Long-Range Planning Committee	Evansville
Amy W. MacDonell, Secretary	Indianapolis
Ira G. Boots	Evansville
Lauren K. Raikes '11	Speedway
Ronald D. Romain '73	Evansville
Steven J. Schenck '72	Fishers
Ted C. Ziemer, Jr	Evansville

ADMINISTRATIVE OFFICERS

Linda L. M. Bennett, President	464-1756
Cynthia S. Brinker, Vice President for Government and University Relations	464-1774/464-1755
Nadine A. Coudret, Interim Provost and Vice President for Academic Affairs	465-1617
Mark Rozewski, Vice President for Business Affairs and Treasurer	464-1849
Robert W. Parrent, Vice President for Student Affairs	464-1757

ACADEMIC/ADMINISTRATIVE STRUCTURE

President's Office - President	(<i>Linda L. M. Bennett</i>).....	464-1756
President Emeritus.....	(<i>David Rice</i>).....	682-4550
Chancellor.....	(<i>H. Ray Hoops</i>).....	492-4405
Athletics.....	(<i>Jon Mark Hall - Director</i>).....	465-7164
Development.....	(<i>David Bower - Director</i>).....	464-1918
USI Foundation.....	(<i>David Bower - President</i>).....	464-1918
Planning, Research, and Assessment (Office of).....	(<i>Katherine A. Draughon - Director</i>).....	465-1630
Academic Affairs – Interim Provost and Vice President for Academic Affairs	(<i>Nadine A. Coudret</i>).....	465-1617
Vice Provost for Outreach.....	(<i>M. Edward Jones</i>).....	464-1863
Assistant Provost for Undergraduate Studies.....	(<i>Brian D. Posler</i>).....	465-7020
Center for Academic Creativity.....	(<i>Karyn Sproles - Director</i>).....	461-5476
Extended Services.....	(<i>M. Edward Jones - Dean</i>).....	464-1863
.....	(<i>Linda Cleek – Associate Dean</i>).....	464-1863
Bachelor of General Studies.....	(<i>Lee Ann Wambach - Coordinator</i>).....	464-1879
Center for Human Resource Development.....	(<i>Charmaine McDowell – Director</i>).....	465-1629
Center for Applied Research.....	(<i>Susan J. Ellspermann – Director</i>).....	461-5407
Children's Learning Center.....	(<i>Pam Buschkill - Coordinator</i>).....	464-1869
College Achievement Program (CAP).....	(<i>Ginger Ramsden - Director</i>).....	464-1989
Center for Continuing Education.....	(<i>Linda Cleek – Director</i>).....	464-1863
Center for Education Services and Partnerships.....	(<i>Ginger Ramsden - Director</i>).....	464-1989
Grants and Special Projects.....	(<i>Jane Friona – Coordinator</i>).....	455-7946
Historic New Harmony.....	(<i>Connie Weinzapfel - Director</i>).....	682-4488
Historic Southern Indiana.....	(<i>Leslie Townsend - Director</i>).....	465-7013
Instructional Technology.....	(<i>Dana Willett - Director</i>).....	465-7182
Military Science (ROTC).....	(<i>Major Nathaniel Skelley – Office-in-Charge</i>).....	461-5304
Organizational and Professional Development.....	(<i>Rebecca Deeg – Program Coordinator</i>).....	464-1816
.....	(<i>Julie Brauser – Training Consultant</i>).....	461-5425
Service Learning.....	(<i>Anne Statham, Director</i>).....	465-1203
Southern Indiana Japanese School.....	(<i>Keietsu Nishimura - Director</i>).....	471-1210
General Education.....	464-1712
University Core Curriculum.....	(<i>Mark Krahling - Director</i>).....	464-1712
Graduate Studies and Sponsored Research.....	(<i>Peggy Harrel - Director</i>).....	465-7015
International Programs and Services.....	(<i>Heidi Gregori-Gahan - Director</i>).....	465-1248

Library Services	(<i>Ruth Miller – Director; Senior Librarian</i>)	464-1824
Archives and Special Collections	(<i>Jennifer Greene – Reference/Archives Librarian</i>)	464-1896
Checkout & Reserves	(<i>Debbie Clark – Checkout/Circulation Manager</i>)	464-1832
Collection Development	(<i>Martha Niemeier – Associate Library Director & Collection Development Librarian; Senior Librarian</i>)	464-1834
Distance Learning.....	(<i>Philip Orr - Distance Learning Librarian; Associate Librarian</i>)	461-5328
Government Documents.....	(<i>Mona Meyer – Government Documents/Reference Librarian; Assistant Librarian</i>)	464-1920
Hours Information	465-7127
Interlibrary Loan	(<i>Erica Conn - Senior Library Assistant</i>)	465-1683
Instructional Services.....	(<i>Johanna MacKay – Instructional Services Librarian</i>)	465-1277
Monographic Acquisitions & Cataloging	(<i>Dianne Grayson – Technical Services Librarian; Affiliate Librarian</i>)	464-1905
Reference Services	(<i>Joanne Artz - Head of User Services; Assistant Director</i>)	465-1056
Serials	(<i>Peter Whiting – Serials Librarian; Assistant Librarian</i>)	465-1280
Toll Free Number	800-246-6173
University Archives & Special Collections	(<i>Jennifer Greene – Reference/Archive Librarian</i>)	464-1832
Registrar	(<i>Sandy Farmer- Registrar</i>)	464-1761
Veterans' Support Services	(<i>Sandy Farmer - Director</i>)	464-1761
Bower-Suhrheinrich College of Education and Human Services	(<i>Julie H. Edmister – Dean</i>)	464-1811
.....	(<i>Thomas Bordelon – Assistant Dean</i>)	465-7140
Bachelor of Social Work Program	(<i>C. Christy Baker – Director</i>)	465-7116
Field Experiences in Teacher Education	(<i>Pamela Blessing – Director</i>)	228-5047
Graduate Programs in Education.....	(<i>Vella Goebel – Director</i>)	461-5306
Master of Social Work Program.....	(<i>Wendy G. Turner-Frey – Director</i>)	465-1201
Physical Education Department.....	(<i>Jane Davis-Brezette - Chair</i>)	464-1821
Social Work Department	(<i>Martha Raske - Chair</i>)	465-1147
Social Work Department Admissions	(<i>C. Christy Baker - Director</i>)	465-7116
Social Work Field Experiences.....	(<i>Marie Opatrny - Director</i>)	465-7141
Student Teaching	(<i>Joyce Gulley – Director</i>)	464-1820
Teacher Education Department	(<i>Jeff Thomas – Interim Chair</i>)	461-5224
Transition to Teaching Program.....	(<i>Robert Boostrom – Director</i>)	465-7057
Undergraduate Programs in Teacher Education.....	(<i>Paul Parkison – Director</i>)	461-5416
College of Business	(<i>Mohammed Khayum - Dean</i>)	465-1681
.....	(<i>Brian McGuire – Associate Dean</i>)	465-7031
.....	(<i>Timothy J. Schibik – Assistant Dean</i>)	464-1880
Accounting and Business Law Department.....	(<i>Les Nunn - Chair</i>)	465-1205
Economics and Finance Department.....	(<i>Jong Rhim - Chair</i>)	465-1637
External Relations.....	(<i>Nancy F. Bizal – Coordinator</i>)	464-1801
Management, Management Information Systems & Applied Computer Science Department.....	(<i>Abbas Foroughi – Chair</i>)	465-1667
Marketing & Business Communication Department	(- Chair)
Master of Business Administration.....	(<i>Brian McGuire – Director</i>)	465-7031
College of Liberal Arts	(<i>David M. Glassman - Dean</i>)	464-1855
.....	(<i>Michael Aakhus – Associate Dean</i>)	464-1823
.....	(<i>Julie Evey-Johnson – Assistant Dean</i>)	464-1830
Art Department	(<i>Joan Kempf DeJong - Chair</i>)	465-1214
Center for Interdisciplinary Studies	(<i>Patricia Aakhus - Director</i>)	465-7088
Communications Department	(<i>J. Wayne Rinks – Chair</i>)	464-1950
English Department	(<i>Stephen Spencer – Chair</i>)	465-7063
.....	(<i>Julia Galbus – Associate Chair</i>)	465-1225
Modern and Classical Languages Department	(<i>Silvia Rode – Chair</i>)	465-7026
History Department	(<i>Tamara Hunt - Chair</i>)	465-1202
Master of Arts in Liberal Studies Program	(<i>Thomas M. Rivers – Director</i>)	464-1753
Master of Public Administration Program	(<i>Brian Posler – Coordinator</i>)	465-7020
.....	(<i>Mary Hallock-Morris – Acting Director</i>)	461-5207
Performing Arts Department.....	(<i>Elliot Wasserman - Chair</i>)	465-1614
Philosophy	(<i>Rocco J. Gennaro – Chair</i>)	464-1744
Political Science Department	(<i>Mary Hallock Morris - Chair</i>)	461-5207
Psychology Department	(<i>Julie Evey-Johnson - Chair</i>)	464-1830
Sociology, Anthropology, and Criminal Justice Studies Department.....	(<i>Ronda Priest - Chair</i>)	465-1092
Theatre Marketing	(<i>Amy Estes - Director</i>)	465-7110

College of Nursing and Health Professions.....	(<i>Ann White – Interim Dean</i>)	464-1173
.....	(<i>Deborah Carl – Interim Assistant Dean</i>)	464-1707
Continuing Education in Nursing/Health Profession Programs.....	(<i>Peggy A. Graul - Coordinator</i>)	465-1161
Dental Assisting.....	(<i>Kimberly Bastin - Program Director</i>)	465-1155
Dental Hygiene	(<i>Deborah L. Carl - Program Director</i>)	464-1707
Food and Nutrition.....	(<i>Julie McCullough – Program Director</i>)	461-5213
Health Services/Administration	(<i>Kevin Valadares - Program Director</i>)	461-5277
Master of Health Administration.....	(<i>Kevin Valadares – Program Director</i>)	461-5277
Master of Science in Nursing	(<i>Mayola Rowser – Program Director</i>)	461-5257
Master of Science in Occupational Therapy	(<i>Barbara Williams – Program Director</i>)	461-5396
Nursing - Undergraduate.....	(<i>Jeri Burger – Acting Program Director</i>)	465-1173
Occupational Therapy Assistant	(<i>Susan Ahmad - Program Director</i>)	465-1178
Occupational Therapy	(<i>Barbara Williams - Program Director</i>)	461-5396
Radiologic Technology	(<i>Martin Reed - Program Director</i>)	464-1894
Respiratory Therapy	(<i>Robert Hooper - Program Director</i>)	464-1751
Pott College of Science and Engineering	(<i>Scott Gordon – Dean</i>)	465-7137
.....	(<i>Shelly Blunt – Associate Dean</i>)	465-1268
Biology Department	(<i>Henri Maurice - Chair</i>)	461-5231
Chemistry Department	(<i>Jeff Seyler – Chair</i>)	464-1923
Engineering Department	(<i>Zane W. Mitchell, Jr. - Chair</i>)	228-5039
Geology and Physics Department.....	(<i>William S. Elliott - Chair</i>)	228-5053
Master of Science in Industrial Management.....	(<i>David E. Schultz – Program Director</i>)	464-1881
Mathematics Department	(<i>Kathy Rodgers - Chair</i>)	465-7093
University Division.....	(<i>Michael [Brody] Broshears - Director</i>)	465-7097
English as a Second Language International.....	(<i>Becky Whited – Director</i>)	461-5362
University Honors Council	(<i>Antonina Bambina - Director</i>)	461-5357
Business Affairs - Vice President for Business Affairs and Treasurer	(<i>Mark Rozewski</i>)	464-1849
Assistant Vice President for Business Affairs	(<i>Mary Hupfer</i>)	465-1627
Bookstore	(<i>Michael Goelzhauser - Manager</i>)	465-1649
Eagle Access Card Office.....	465-1124
Budgeting.....	(<i>Mary Hupfer – Assistant Vice President for Business Affairs</i>)	465-1627
.....	(<i>Amy J. Fisher – Manager of University Budgets</i>)	465-1111
Business Office.....	(<i>Michael Whipple – Assistant Treasurer</i>)	464-1967
Accounting	(<i>Jeff Sickman – Assistant Controller</i>)	465-7163
Accounts Payable	(<i>Jina Campbell – Manager of Accounting Services</i>)	465-7090
Bursar	(<i>Suzanne Devine - Bursar</i>)	464-7055
Controller	(<i>Steve Bridges – Business Office Director and Controller</i>)	465-7048
Distribution Services	(<i>Larry Feldhaus - Manager</i>)	464-1823
Loan Management (Student).....	(<i>Cindy Miller - Associate Bursar</i>)	465-7059
Procurement and Distribution Services	(<i>David Goldenberg - Director</i>)	464-1799
Travel Services.....	(<i>Susanne Stanley - Coordinator</i>)	464-1910
Computer Center.....	(<i>Wayne Bohm - Director</i>)	465-1255
Switchboard.....	-0-
Telephone Services	465-1080
Food Service	(<i>Chris Briggs – General Manager</i>)	464-1859
Foundation Accounting	(<i>Mary Hupfer - Foundation Fiscal Officer</i>)	465-1627
.....	(<i>Timothy R. Jones – Manager of Foundation Accounting</i>)	465-1081
Internal Auditing	(<i>Diana Biggs - Director</i>)	465-1605
Physical Plant.....	(<i>Steve Helfrich - Director</i>)	464-1782
.....	(<i>Miles Mann – Assistant Director</i>)	464-1808
Building Maintenance.....	465-7099
Grounds Maintenance	464-1876
Custodial Services	465-7111
Staff Architect.....	465-1051
Staff Engineer	465-1231
Vehicle Reservations.....	464-1700
Security	(<i>Stephen Woodall - Director</i>)	465-7071

.....	(<i>Stephen Bequette – Assistant Director</i>)	464-1845
Government and University Relations - Vice President for Government and University Relations	(<i>Cynthia S. Brinker</i>)	464-1774/464-1755
Alumni and Volunteer Services	(<i>Nancy Johnson - Director</i>)	464-1924
.....	(<i>Kira Vaal – Assistant Director</i>)	465-1215
Alumni Association.....	464-1924
Parents and Families Association.....	465-1215
Student Alumni Association	465-1215
Volunteer USI	465-1215
Human Resources	(<i>Donna Evinger - Director</i>)	464-1815
.....	(<i>Patrick Zimmerman – Assistant Director</i>)	464-1790
Affirmative Action.....	464-1815
Benefits	(<i>Brandyn Smith – Manager</i>)	464-1781
Compensation	464-1790
Employment.....	(<i>Cindi Clayton-Schnitker – Manager</i>)	465-1115
Payroll.....	(<i>Julia Yancey – Manager</i>)	464-1840
News and Information Services	(<i>Kathy Funke - Director</i>)	465-7050
News Bureau	465-1192
Photography	(<i>Elizabeth Randolph – Photojournalist</i>)	464-1938
Sports Information	(<i>Ray Simmons - Director</i>)	465-1622
Publishing Services.....	(<i>Leslie Parker - Director</i>)	464-1954
.....	(<i>Terri Bischoff – Assistant Director</i>)	464-1954
Copy Center	464-1889
Graphic Design.....	465-1616
Special Events	(<i>C.J. Regin- Director</i>)	464-1930
.....	(<i>Phyllis Oeth – Assistant Director</i>)	464-1930
Scheduling Services	465-7080
University Center.....	461-5276
Student Affairs - Vice President for Student Affairs	(<i>Robert W. Parrent</i>)	464-1757
Associate Vice President for Student Affairs.....	(<i>John Deem</i>)	464-1757
Admission	(<i>Eric Otto - Director</i>)	464-1765
Career Counseling	(<i>Timothy Buecher - Director</i>)	465-1136
Career Services and Placement.....	(<i>Philip Parker - Director</i>)	464-1865
Counseling Center	(- Director)	464-1867
Dean of Students	(<i>Barry Schonberger - Dean</i>)	464-1862
Housing and Residence Life	(<i>Laurie Berry - Director</i>)	468-2000
Intramural and Recreational Sports.....	(<i>Ruth Waller - Director</i>)	464-1942
Multicultural Center	(<i>Pam Hopson - Director</i>)	465-7188
Recreation, Fitness, and Wellness	(<i>David Enzler - Director</i>)	461-5271
Religious Life	(<i>Christine Hoehn - Director</i>)	465-7095
Student Development Programs.....	(<i>Carmen Stoen - Director</i>)	465-7167
Student Financial Assistance	(<i>Mary Harper - Director</i>)	464-1767

2009-2010 CALENDAR

FALL SEMESTER - 2009 (August 31-December 19, 2009)

August 6, Thursday Fall Support Staff Meeting

August 24, Monday Fall Faculty/Administrative Staff Meeting

August 27-28, Thursday-Friday Registration

August 31, Monday Classes Begin

August 31-September 4, Monday-Friday Schedule Revision

September 4, Friday End of 100 percent refund period/Late Registration

September 7, Monday Labor Day, No Classes, University Closed

September 8-11, Tuesday-Friday Pass/No Pass Period

September 11, Friday End of 75 percent refund period

September 18, Friday End of 50 percent refund period

September 25, Friday End of 25 percent refund period

October 30, Friday Last day to drop/withdraw without evaluation

November 2-13, Monday-Friday Early Registration for Spring and Summer

November 10, Tuesday Student Assessment Day, No Classes/No Early Registration

November 15, Sunday Fall Semester 2009 Faculty Course Petition Deadline

November 25, Wednesday Thanksgiving Recess, No Classes

November 26-29, Thursday-Sunday University Closed

December 11, Friday Schedule revision period ends, withdrawal from the University period ends

December 12-13, Saturday-Sunday Fall Commencement Weekend

December 14-19, Monday-Saturday Final Exams

December 24-28 Holiday, University Closed

December 29-January 3 Winter Recess, University Closed

SPRING SEMESTER - 2010 (January 11-May 9, 2010)

January 4, Monday Spring Faculty/Administrative Staff Meeting

January 7-8, Thursday-Friday Registration

January 11, Monday Classes Begin

January 11-15, Monday-Friday Schedule Revision

January 15, Friday End of 100 percent refund period/Late Registration

January 18, Monday Martin Luther King Day, No Classes

January 19-22 Tuesday-Friday Pass/No Pass Period

January 22, Friday End of 75 percent refund period

Late January-early March Administrative and Academic Budget Hearings/Presentations

January 29, Friday End of 50 percent refund period

February 5, Friday End of 25 percent refund period

March 1, Monday Spring or Summer Semester 2010 Faculty Course Petition Deadline

March 8-13, Monday-Saturday Spring Recess, No Classes

March 19, Friday Last day to drop/withdraw without evaluation

April 2, Friday No Classes, University Closed

April 5-16, Monday-Friday Early registration for Summer and Fall

April 30, Friday Schedule revision period ends, withdrawal from the University period ends

May 1-7, Saturday-Friday Final Exams

May 9, Sunday Commencement

FIRST SUMMER SESSION - 2010 (May 11-June 11, 2010)

May 10, Monday Registration

May 11, Tuesday Classes Begin

May 11-12, Tuesday-Wednesday Schedule Revision Period

May 11-14, Tuesday-Friday Pass/No Pass Period

May 12, Wednesday Late Registration/End of 100 percent refund period

May 14, Friday End of 75 percent refund period

May 18, Tuesday End of 50 percent refund period

May 20, Thursday End of 25 percent refund period

May 28, Friday Last day to drop/withdraw without evaluation

May 31, Monday Memorial Day, No Classes, University Closed

June 11, Friday First Summer Semester Ends

SECOND SUMMER SESSION - 2010 (June 15-July 16, 2010)

June 14, Monday Registration

June 15, Tuesday Classes Begin

June 15-16, Tuesday-Wednesday Schedule Revision Period

June 15-18, Tuesday-Friday Pass/No Pass Period

June 16, Wednesday Late Registration/End of 100 percent refund period

June 18, Friday End of 75 percent refund period

June 22, Tuesday End of 50 percent refund period

June 24, Thursday End of 25 percent refund period

July 2, Friday Last day to drop/withdraw without evaluation

July 5, Monday Independence Day, No Classes, University Closed

July 16, Friday Second Summer Semester Ends

THIRD SUMMER SESSION - 2010 (July 21-August 21, 2010)

July 19, Monday Registration

July 20, Tuesday Classes Begin

July 20-21 Tuesday-Wednesday Schedule Revision Period

July 20-23, Tuesday-Friday Pass/No Pass Period

July 21, Wednesday Late Registration/End of 100 percent refund period

July 23, Friday End of 75 percent refund period

July 27, Tuesday End of 50 percent refund period

July 29, Thursday End of 25 percent refund period

August 6, Friday Last day to drop/withdraw without evaluation

August 20, Friday Third Summer Session Ends

Information about various offices and services is compiled here to aid you in understanding University procedures. These have been separated into the areas of **Academic Affairs, Athletics, Business Affairs, Development, Government and University Relations and Student Affairs.**

ANNOUNCEMENTS FROM ACADEMIC AFFAIRS

The provost and vice president for Academic Affairs is responsible for the general administration, organization, and development of the academic and instructional services of the University. The Office of the provost and vice president for Academic Affairs is responsible for coordinating and supervising the administration of the Colleges of Business, Education and Human Services, Liberal Arts, Nursing and Health Professions, Science and Engineering, the Division of Extended Services, Instructional Technology Services, the University Division, the Graduate Studies and Sponsored Research Office, Library Services, the Office of Planning, Research, and Assessment Office, the Registrar's Office, International Programs and Services, and the Center for Academic Creativity.

CENTER FOR COMMUNAL STUDIES

The Center for Communal Studies is a clearinghouse for information, a research facility, and a sponsor of activities related to historic and contemporary intentional communities. The center encourages and facilitates meetings, classes, scholarships, publications, networking and public interest in communal groups past and present, here and abroad. Begun in 1976, the center is located in the Liberal Arts Center, Room 2009.

CENTER FOR ACADEMIC CREATIVITY

The Center for Academic Creativity (CAC) serves as a clearinghouse for information about activities, resources, and projects related to the enhancement of teaching, learning, scholarship, and academic leadership at the University. The center provides workshops designed to help enhance specific teaching, scholarship, and leadership skills and is available for individual one-on-one consultations for both full- and part-time faculty. Additionally, the center acquires and distributes grant monies for new course development, assessment of student learning, exploration of innovative teaching methods, and/or research on issues related to teaching and learning.

EXTENDED SERVICES

Extended Services coordinates and supports outreach activities of the University. Its mission is to extend the resources of the University through education and training programs, assessment activities, consulting, applied research, service learning, and related services which assist in the educational, human resource, and economic development of southern Indiana. Components of Extended Services are:

Academic Services

Bachelor of General Studies Program - The Bachelor of General Studies (BGS) program is designed for working adults who want to complete a baccalaureate degree that builds on their previous education, training, and work experience. It requires completion of the standard 124 credit hours, including the Core Curriculum, but allows flexibility in program design. Call **812/464-1879** for additional information.

Center for Education Services & Partnerships – focuses on programs that involve schools and individuals in P-16 education. These include the College achievement Program (CAP – see below), STEM initiatives, Super Summer and other public programs for children and parents, and the USI Children's Learning Center (see below).

Children's Learning Center - The Children's Learning Center is open to the **preschool children (ages two through six)** of University students and employees. The goal of the Children's Learning Center program is to provide a happy, healthy environment where each child can grow emotionally, socially, and intellectually. Individual expression, small- and large-group interaction, creative play, music, art, drama, and physical activities are encouraged. Both full-time and part-time enrollments are available. Call **812/464-1869** for enrollment information. Summer school-age child care is available for children kindergarten through age eight. Call **812/464-1869** for further information.

College Achievement Program – provides an opportunity for high school seniors to earn dual high school/college credit in selected courses offered at participating high schools. USI faculty can be involved as topic-area liaisons and in training programs for high school faculty.

Reserve Officers' Training Corps (ROTC) - At the request of the Indiana Army National Guard, USI established an Army ROTC program in the fall semester of 2001. The program provides numerous opportunities for qualified students, most notably in the form of full tuition assistance for tuition and fees. The minor in Military Science offers qualified students an opportunity to obtain a commission as a Second Lieutenant in the U.S. Army and to serve on active duty, in the Army Reserve, or the Army National Guard. Army ROTC scholarships and other incentives provide qualified students with outstanding financial assistance packages, covering virtually all costs for up to four years of college. The ROTC program is located in the lower level of the Education Center and may be reached at **812/461-5301**.

Service Learning – Service Learning is an academic pedagogical approach to university education that incorporates community projects into courses. There are two equally important goals of service learning: enhancing student learning and providing a valuable service to the community. For a service learning project to be successful, both goals must be met simultaneously. Ideally, students learn what courses are intended to teach, supplementing classroom instruction with "real world" experience, while also contributing something valuable to the community. Typically, successful projects are done with community partners, where relationships are developed between an academic institution and a community group over time.

The Service Learning office can help faculty by:

- providing information and resources regarding service learning
- assisting with the training of students

- assisting with logistics, such as transportation or delivery of material
- assisting with preparation and duplication of reports
- assisting with small financial needs
- responding to requests for assistance in a timely manner
- provide follow-up surveys and communication with partners

Call **812/465-1203** for more information.

<http://www.usi.edu/extserv/outreach/ServiceLearning.ASP>

Epi-Hab Center for Disability Studies - was created by a grant from the former Epi-Hab of Evansville. The Center focuses on programs in the community, student scholarships, and faculty research. Public programs have included appearances by nationally-known speakers and writers on disability issues. Faculty research will be undertaken as the program develops.

Economic and Workforce Development

Center for Applied Research – The Center for Applied Research works with businesses and organizations throughout the region to help leverage the intellectual capabilities of the university. The Center matches faculty, staff, and students with regional businesses and organizations to conduct research, consulting, and other applied projects, ranging from economic impact studies to new product development. This engagement will not only benefit the region, but will also help these individuals in their career development. Opportunities exist for individual faculty and student involvement, as well as class projects.

Center for Continuing Education - manages off-campus credit courses at several sites in southwestern Indiana (USI Nearby) and a wide variety of noncredit programs and services. There are more than 15,000 noncredit registrations annually in business and professional development and computer applications courses; specialized courses for health professionals; fitness; arts and leisure activities; programs for children and parents; personal interest areas including foreign languages; and conferences. Noteworthy management and employee development activities include the Certificate in Management program co-sponsored with the American Management Association, the Certificate in Quality Management, the Management Diagnostic Center (MDC), and the Certificate in Maintenance Management. In addition, USI has certified personnel to offer Achieve Global and DDI leadership courses. On-site and customized programs for employers are available in most business, professional, and technical areas.

Conferences and seminars are held throughout the year. The staff is available to help organizations assess needs and plan, develop, and conduct programs on campus or at other facilities.

Many professions, including but not limited to health care, social work, and accounting, require annual

continuing education hours which may be earned through selected courses and seminars. The University maintains a permanent file of all continuing education hours granted.

Center for Human Resource Development (HRD) – provides the region's manufacturing, service, and health care organizations with performance improvement services including organizational assessment, on-site customized training, and business consulting. Utilizing the resources of the University, HRD can develop state-of-the-art computer-based or multi-media training, as well as more traditional formats. The HRD provides the link between USI's academic resources and the needs of the business community, including customizing undergraduate and graduate credit programs for on-site delivery. HRD also offers noncredit public training, including certificate programs, leadership conferences, ISO and QS implementation programs, and other business and professional development workshops. To meet job-specific needs, HRD offers certificate programs for human resource professionals, quality personnel, safety personnel, and supply chain managers, complementing and expanding on HRD's widely-acclaimed certificate in management program for supervisors, managers, and those aspiring to managerial positions. The HRD provides awareness building and training in innovative leaderships, business development initiatives, and technological services. Call **812/464-1989** for more information.

Innovation Pointe - Evansville's new high-tech business innovation center, is open on Main Street between Third and Fourth Streets. USI, as the education partner, will offer services including undergraduate and graduate courses; noncredit courses and seminars; specialized information technology seminars and hands-on programs; student interns, faculty applied research and consulting support to the technology businesses located in Innovation Pointe provided by USI's Center for Applied Research; access to services of USI's Center for Human Resource Development, including assessment, human resource development planning, and customized training; STEM-related workshops and activities for middle and high school students; support for entrepreneurs of all kinds; and hands-on computer application courses. Call **812/492-4394**.

Regional Outreach

Connect with Southern Indiana – Connect with Southern Indiana received start-up funding from the Lilly Endowment to boost Indiana's retention of intellectual capital. At the heart of the program is strengthening critical thinking and promoting active citizenship. Participants expand their opportunities for creating new connections: with other residents, with local and regional organizations, between communities, and between USI and the region. These connections are designed to transcend traditional boundaries of towns and counties, occupation, and demography. Participation in Connect with Southern Indiana provides invaluable, tangible skills, including the opportunity to meet others from the region with similar concerns and interests, identify areas for collaborative problem-

solving, meet business and civic leaders, while developing critical thinking skills. USI faculty and staff are encouraged to apply. The 2009 class application deadline is October 10.

<http://www.usi.edu/extserv/outreach/connect.asp>

Grant Research and Development – A professional grant researcher/writer is available in Extended Services to assist in seeking funding for USI outreach projects. Faculty interested in working with Extended Services on such programs should call **812/464-1863** for more information.

Historic New Harmony - In cooperation with the Indiana State Museum and Historic Sites, USI manages and owns several properties in New Harmony. The properties include historical buildings with the National Historic Landmark District and the National Register District, exhibits, and artifacts, as well as the award-winning Atheneum/Visitor Center. Educational experiences and preservation of these sites is the mission of Historic New Harmony. Many educational and research opportunities are available for the University community through this association. Trained staff is available to work with faculty and staff on projects within the community. <http://www.usi.edu/hnh/index2.asp>

Historic Southern Indiana - seeks to identify, protect, enhance, and promote the historical, natural, and recreational resources of southern Indiana for the benefit of visitors and citizens alike. This heritage-based outreach program created in 1986 serves the twenty-six counties between US 50 on the north and the Ohio River on the south. Historic Southern Indiana provides students and faculty in all disciplines unique opportunities for applied research and professional enhancement in community and regional development, cultural and heritage tourism, interpretation and marketing, and K-12 educational projects. <http://www.usi.edu/hsi/index.asp>

Southern Indiana Japanese School - Designed for children of Japanese citizens working in the region, this program provides instruction in Japanese language, culture, and other selected disciplines on Saturdays and after the regular school day. www.usi.edu/extserv/sijs.htm

Instructional Technology

Instructional Technology Services (ITS) - provides technical presentation and communication resources to support the teaching and learning activities of the university community and its partners. ITS clients include USI faculty, staff, students and partner institutions and organizations. The goals of ITS are to provide consultation, planning, and promotion for the effective use of new and existing technologies to support instruction; maintain high standards of service for its clients; deploy university technical resources effectively and appropriately; and collaborate with members of the campus community and other partners on technical issues and activities. For general information about any of the following ITS programs and services, visit <http://instructech.usi.edu> or call **812/465-7182**.

Audio-Visual Equipment – Instructional Technology Services provides audio-visual equipment to faculty and staff for classroom or other academic use. To avoid scheduling conflicts, 48-hour notice is strongly recommended for video and computer projection equipment and 24-hour notice for all other equipment. Some equipment items may be requested on a semester-loan basis. Equipment is ordered online at <http://instructech.usi.edu>. Technical support is available by calling **812/464-1838**.

Blackboard Course Management Software—Instructional Technology Services operates and supports the Blackboard course management software that allows course materials and information to be shared on the Internet in a virtual classroom setting. Blackboard is an easy-to-use program for instructors to conduct course activities and distribute documents online such as syllabi, course handouts, video clips of lectures, guest speakers or demonstrations, PowerPoint presentations, send and receive student papers, post grades, generate class announcements or e-mail messages, maintain a class calendar and tasks, generate online quizzes, and manage their own course discussion board. Students can also collaborate in online group workspace, create their own web pages, and meet classmates in their course chat rooms. USI Blackboard is accessed through MyUSI for enrolled USI students or at <http://blackboard.usi.edu> for non-USI students, continuing education students, community partners, and guests.

Computer and Multimedia Presentation – Instructional Technology Services deploys computer data projection equipment for faculty to support their classroom and professional activities. The department also can assist with scanning pictures, photos, and slides. A digital camera is available for checkout to faculty and staff for multimedia projects. CDRom authoring through Instructional Technology Services allows faculty an opportunity to store a wealth of notes, data, and images in a readily accessible and compact format for ready retrieval both in and out of the classroom.

Distance Education – USI Distance Education offers courses and programs via technology such as CD-ROM, Internet, videoconferencing, videotape, or other digital media. These technologies allow students to enroll in courses that better fit their time or travel needs. USI Distance Education operates a Learning Center to serve both faculty and students on-and-off-campus. This office consults with public groups, other schools, business and industry to develop a wide range of adult programs and continuing education, noncredit courses, certificate programs, and special programs for K-12 teachers and students including dual-credit college and high school courses. USI coordinates its distance education course offerings with other Indiana colleges and

universities through the Indiana Partnership for Statewide Education and the Indiana College Network. The Indiana College Network provides information and assistance to students wishing to take distance education courses offered by USI and other institutions. Information about distance learning is available on the Internet at <http://www.usi.edu/distance> or by contacting Instructional Technology Services at **812/465-7182**.

Faculty/Staff Training Lab and Testing Support—Instructional Technology Services provides eight multimedia computer workstations with a presentation screen for faculty/staff training purposes. These workstations allow users to copy or make their own CD-ROMS to meet instructional or training needs. Workstation software includes Microsoft Outlook, Excel, Word, PowerPoint™, Front Page for web design, Paint Shop Pro for photograph and electronic graphic editing, Respondus for test creation, SPSS, and Easy CD Creator. Any department, academic unit, or individual faculty or USI staff member may schedule the use of the lab and/or make arrangements for an ITS training facilitator. For groups larger than eight persons, training may be scheduled in the 16-workstation Extended Services Training Lab housed within the ITS complex. ITS also provides the Scantron automated test-scoring machine (assistance is available) and Scantron forms.

Instructional Design and Online Course Development—Instructional Technology Services provides instructional design assistance for faculty to incorporate technology into their courses and departmental curricula. Faculty members are invited to make appointments with ITS instructional design staff to discuss individual course needs. ITS partners with the USI Center for Academic Creativity to host presentations, symposia, and workshops as well as the Institute for Online Teaching and Learning, an intensive training program for faculty developing online courses.

Production Services – Instructional Technology Services provides a variety of media production capabilities for academic and University-related activities. Assistance is available in the development and design of instructional media including audio and video production, multimedia presentations including MS PowerPoint™, CDROM creation, Webpage design, and videoconferencing. Image and slide scanning services also are available.

Videoconferencing Services – The University uses videoconferencing technology to deliver courses and programs and to facilitate meetings where participants are in two or more locations. Videoconferencing services are available to faculty and staff as well as external groups and individuals. The technology offers faculty and students a cost-effective way to meet with a variety of experts and peers in cities across the globe. In most instances, participants see and

hear each other on television monitors. ITS staff can connect meeting participants by satellite television, ISDN, and IP video. The department equips and maintains distance learning classrooms and other multi-purpose videoconferencing rooms and coordinates programs broadcast through IHETS, the Indiana Higher Education Telecommunications System.

GRADUATE STUDIES OFFICE

The Graduate Studies Office provides admission and registration services to graduate students and supports the graduate faculty and programs through the Graduate Council. Information is available on the Web at www.usi.edu/gradstud. Hours throughout the year are 8:00 a.m. to 4:30 p.m. Monday through Friday.

The Graduate Studies Office administers the Jennings and Josephine Carter Graduate Scholarship Program which provides scholarships based on financial need. Information is available on the Graduate Studies web site at <http://www.usi.edu/gradstud>.

The Graduate Studies Office administers funds provided by the Lilly Endowment Intellectual Capital Initiative to support two graduate student grant programs. Information is available on the Web at <http://www.usi.edu/gradstud>.

Research Grants – provide up to \$1,000 to support graduate students in independent faculty-guided research efforts in all disciplines. These are competitive student awards based on merit.

Travel Grants – support graduate student travel to conferences, meetings, exhibits, or performances where the student will present the results of a graduate student project. Assistance may be awarded up to \$1,000 to help defray the costs of travel, per diem, and registration.

FUNDING FOR FACULTY DEVELOPMENT AND FACULTY/STUDENT RESEARCH

The Office of the Provost and Vice President for Academic Affairs administers funds provided by the USI Foundation to support faculty efforts that help develop a strong University and enhance its reputation. The *Faculty Development Fund* mainly subsidizes participation in regional and national meetings; priority is accorded to persons presenting a paper or serving as a national officer in a recognized professional organization. The *Excellence Through Engagement Summer Research Fellowship* program encourages and supports junior faculty research and scholarship. The *Faculty Summer Stipend for Research* program supports summer research by tenured or tenure-track faculty. The *RISC Award* supports directed joint research. The *Faculty Research and Creative Work Awards* are available for new or continuing faculty research or scholarship projects. For more information, call the Sponsored Research Office, **812/465-1126**, or see below.

SPONSORED RESEARCH OFFICE

The Sponsored Research Office (SRO) supports and facilitates the research, scholarly activities, and creative endeavors of faculty and academic staff by advising and assisting faculty and staff as they pursue grant opportunities and by coordinating the grant proposal process. We provide expertise in the following areas:

- Planning a project for a funding request
- Finding a potential funding source

- Understanding the funding guidelines
- Preparing the grant proposal
- Obtaining required administrative approvals prior to submission
- Submitting the proposal electronically or by mail

To learn more about these services and related resources or for more information and links to useful sites, contact the Sponsored Research Office, room 104 of the Wright Administration Building, **812/465-1126**, or access the web site at www.usi.edu/sro/. All grant proposals to be submitted to external funding sources must be approved in advance by USI's authorized institutional authorities. To obtain authorization, complete the Sponsored Project Approval Form

available at <http://www.usi.edu/sro/forms> and contact the Sponsored Research Office.

Human Subject Research - Persons conducting research involving human subjects have an ethical as well as a professional obligation to ensure that the rights and welfare of the subjects are protected. The **USI Institutional Review Board (IRB) for the Protection of Human Subjects in Research**, administered by the Sponsored Research Office, requires completion of their human subject research training program prior to conducting new research for all USI-affiliated faculty, staff, and students involved with research projects that have human subjects. In addition, all research projects involving human subjects must be approved by the IRB before the project begins. IRB review may take from a few days to several weeks. The procedure is designed to be as simple as possible while protecting the subjects' rights. IRB application packets and submission deadlines are available on the Web site.

INTERNATIONAL PROGRAMS AND SERVICES

The International Programs and Services (IPS) Office is responsible for the recruitment and retention of international students and provides information and guidance to international students in such areas as U.S. government regulations, student visas, academic regulations, social customs, language, financial or housing problems, travel plans, insurance and certain legal matters. The office is also responsible for the development and administration of USI study abroad programs. The IPS Office coordinates the Global Community Living Learning Center in Ruston Hall. Weekly Global Community programs, which include country, culture, and activity nights, are open to the entire USI community. The International Programs and Services Office is located in the **University Center** and can be reached at **812/465-1248**.

LIBRARY

The Library's Web site www.usi.edu/library/index.asp is the best means of finding current information on hours, policies, staff names and contact numbers, recent additions and changes as well as helpful guides. For example, the "Research Guides" section offers support for instruction (how to cite electronic resources, how to evaluate Internet resources, etc.); "E-Resources" includes the Recommended Web Sites section with links to hundreds of carefully selected Web sites in many subject areas relevant to USI courses; and "Faculty Services" provides information for faculty on how to use the Library's services. Each fall librarians offer New Faculty Orientation with 30 to 60 minutes of individual orientation to library collections and services for all new faculty (and for other faculty who

request this service).

Online Catalog – The Library's holdings may be found via the online catalog. To access this, point your Web browser to the David L. Rice Library at www.usi.edu/library/index.asp and select "Catalog".

Databases – The library makes available a variety of databases, most providing full-text of journal articles. This section of the Library's Web site www.usi.edu/library/dbases2/DLRLibraryDatabases.asp gives the complete list of available databases with type of access and subject coverage. Databases with substantial full-text include ABI/INFORM Global, Academic Search Premier, BioOne, Lexis-Nexis Academic, ProQuest Research Library, ProQuest Health & Medical Complete, and JSTOR. Examples of databases that provide citations and/or abstracts but not full-text articles are GeoRef and Social Work Abstracts. Indiana's virtual library, INSPIRE, is also available through the Library Web site.

Internet Access – In addition to the catalog and databases, students, staff, and faculty have access on the campus network to MyUSI, Blackboard, e-mail, Word, Excel and other Microsoft products on PCs in the library with wireless access throughout the building.

Instructional Services – Instructional Services provides customized library instruction for classes to support course objectives. These sessions should be scheduled at least one week in advance to reserve the preferred time and to allow sufficient preparation time. Faculty are required to attend these sessions with their students. To schedule a session, complete and submit the online form to be found at www.usi.edu/library/forms/form2.asp. In addition, online library tutorials and subject guides are available at www.usi.edu/library/quickstart07.asp. Faculty are invited to link to any of these resources via Blackboard or their course web site.

Because of the heavy demand, instruction can be provided only when there is a library assignment (rather than a tour). A library staff member will confirm your scheduled session within two business days. Please contact Instructional Services as soon as possible if you need to cancel or reschedule the session. A week or so before the session, you will receive a follow-up email requesting current class size, student topics, and number and type of sources required for the assignment.

Instructional Services also provides faculty library orientations and library support via Blackboard. For more information or to schedule a faculty orientation, contact **Johanna MacKay** at **812/465-1277**. More information on library instruction services is available at www.usi.edu/library/libinstruc07.asp.

Interlibrary Loan – Faculty, staff and students register for personal interlibrary loan accounts (an ILLiad account) through the ILL link at www.usi.edu/library/Documents/ILLiad%20Instructions.pdf. By using the personal online account, ILL users can request materials online; track the progress of each request; check due dates; renew

eligible materials; cancel a request; and view ILL request history. While there are no processing fees for ILL requests, in order to keep costs manageable, patrons will be asked to help pay high lending and copyright fees when Rice Library is charged for these; that occurs in only about 10 percent of requests. More information about ILL, including ILLiad instructions, is available at www.usi.edu/library/ill07.asp.

Reserves – Most materials placed on Reserve are selected by faculty for special class use. Typically these may be checked out for use within the library for two hours at a time. Because these items are under heavy demand during a brief period, the intent is to make them as equitably available as possible to all students for whom they are assigned readings. Some items may circulate but do so on a very limited basis, such as overnight or for three days only. Course-assigned readings on Reserve are available to all library users but non-University borrowers are restricted to using these within the library. Because of limited space, few of these materials are kept on Reserve beyond the semester during which they are assigned reading. Electronic reserves are also available. While there are some restrictions on these, they conveniently provide materials to students taking courses off campus as well as students on campus.

Faculty wishing to place either print or electronic materials on Reserve should complete the form at www.usi.edu/library/forms/reserve_materials.asp or notify library staff by calling **812/464-1913**. Requesting an item at least one week before the item is assigned will, in most cases, ensure availability of the item when needed. Copyright law limits the type and number of items which may be duplicated.

Borrowing Privileges – Using a valid University ID, faculty are granted extended loan periods for books. Media items have shorter loan periods for everyone. Due dates for all materials are displayed in the online catalog. All books are subject to recall after three weeks if requested by another person. If the online catalog shows that an item is available, but it is not where it should be, please request assistance at Checkout. A search will be made, and the requester will be notified of the status. If the online catalog indicates that a needed item is checked out, a hold may be placed; the maximum wait should be no longer than three weeks. See www.usi.edu/library/circulation07.asp for details.

Collection Development – Collection development is a shared responsibility of librarians and faculty with a liaison librarian assigned to each college to work with faculty in the selection of the most appropriate materials to support University programs:

Business: **Dianne Grayson, 812/464-1905;**
dgrayson@usi.edu

Education & Physical Education: **Martha Niemeier, 812/464-1834;**
mniemeie@usi.edu

Engineering: **Martha Niemeier, 812/464-1834;**
mmniemeie@usi.edu

Liberal Arts: Art, Communications; English; Modern and Classical Languages; Performing Arts: **Jennifer Greene, 812/464-1832;**
jagreene@usi.edu

Liberal Arts: History; Philosophy, Political Science; Psychology; Sociology: **Philip Orr, 812/461-5328;**
porr@usi.edu

Nursing & Health Professions: **Joanne Artz, 812/465-1056;**
jartz@usi.edu

Science: **Ruth Miller, 812/464-1824;**
rhmillier@usi.edu

Social Work: **Peter Whiting, 812/465-1280;**
pwhiting@usi.edu

Martha Niemeier coordinates the liaison service. Forms for requesting materials are available at Library Online Forms (www.usi.edu/library/facultforms.asp) under Faculty Services. Paper forms are also available from your liaison or from **Martha Niemeier, 812/464-1834;**
mniemeie@usi.edu) or at the Reference Desk.

Distance Learning – This unit provides support to students and faculty involved in distance education and off-campus courses. **Philip Orr, 812/461-5328,**
porr@usi.edu) is the Distance Learning Librarian; he works with other staff to clarify collections and services for distance students. Details may be found on the Library's Web site under Distance Learning Services
<http://www.usi.edu/library/distancelearningservices.asp>

Government Documents - Rice Library is a selective depository for federal documents. Approximately 40 percent of available federal government documents are selected. Among the variety of resources received are materials related to education, earth sciences, life sciences, sociology, political science, and current events. These materials increasingly are accessible via the Internet. The Central branch of the Evansville Vanderburgh County Public Library is also a selective depository. Contact **Mona Meyer at 812/464-1920** for additional information.

University Archives and Special Collections – The archives include university and departmental records, faculty and student publications, and photographic collections. Faculty are encouraged to deposit copies of their academic publications. The special collections include historical documents for research. The primary collections are in communal studies, materials from area businesses such as Mead Johnson and Double Cola, the Mueller, Blair, and Doane photograph collections; and selected materials on regional history. Call **812/464-1832** or see <http://www.usi.edu/library/archives.asp> for additional information.

REGISTRAR

The Office of the Registrar is responsible for maintaining the integrity, accuracy, and utility of the academic records at USI. Proper record management facilitates regulatory compliance

and helps ensure administrative integrity of student data. Control is maintained by adherence to professional, governmental, and accreditation guidelines.

To ensure proper record management, the Office of the Registrar performs activities such as early registration and registration, academic record keeping and certification, grade reporting, verification of graduation requirements, transcript evaluations for transfer students, and processing requests for data and information. The office also is responsible for student readmission processing.

The Office of the Registrar is located on the main floor in the **Orr Center** and can be reached at **812/464-1762**.

UNIVERSITY DIVISION

The Division comprises University Division Advising, Academic Skills and the English as a Second Language International program.

University Division Advising - provides academic advising for all students who enter the University without a declared major or who are admitted conditionally. The Division also serves students not seeking a degree, guests, and high school agreement students. Division advisors, offer guidance to those uncertain about their educational, career and lifetime goals.

Undecided students may take advantage of a variety of University services to help them decide on an academic major: Career Cruising (a computer career guidance program), the Career Counseling Office, and Gens 111 (Career Planning) all provide information and assistance.

The ACHIEVE program is housed in UD Advising. ACHIEVE is an early-warning system that helps faculty intervene when students are observed with various factors that may influence success. These factors can include poor attendance, missed assignments and limited note-taking activity. At the request of instructors, the ACHIEVE coordinator will contact students and provide early intervention strategies to help them achieve success. University Division Advising is located on the first floor of the Science and Education Building, room **ED1142**. Hours are Monday through Friday, 8 a.m. to 4:30 p.m. For more information contact UD Advising at **812/465-1606**.

Academic Skills - offers academic support programs for all University students. Services include supplemental instruction (SI) for historically difficult courses; credit and noncredit General Studies courses in ESL, reading, writing, math, and study skills; placement testing to assess students' competencies in mathematics as well as foreign language; the Success Series featuring a variety of 30-minute, informal study skills seminars; peer tutoring in accounting, algebra, biology, calculus, chemistry, history, psychology, Spanish, study skills, and more; writing consultants in the Writers' Room, ED 1102, to assist students with papers in any class – appointments are available. Academic Skills is located in the Education Center, Room **1111**. Office hours are Monday through Friday, 8 a.m. to 4:30 p.m. Extended tutoring is available Monday through

Thursday evenings until 6 p.m. For more information, contact Academic Skills at **812/464-1743** or visit the web.

English as a Second Language International

The University has partnered with English as a Second Language International (ESLI) to provide intensive English programs for international students who need to satisfy English proficiency requirements before enrolling in University degree programs. For additional information, call **812/461-5362**.

VETERANS' SUPPORT SERVICES

The Office of Veterans' Support Services monitors educational assistance programs available to veterans and their dependents/survivors and provides information regarding eligibility and entitlement programs. Students receiving Veterans' Administration educational benefits must contact this office each semester they wish to enroll at the University.

This office also, for possible University credit, evaluates military courses, workshops, and training completed while in service. Veterans' Support Services is located in the Office of the Registrar on the main floor in the **Orr Center** and can be reached at **812/464-1857**.

ANNOUNCEMENTS FROM ATHLETICS

USI Athletics is a member of the NCAA Division II and the Great Lakes Valley Conference. The ongoing goal of the Athletic Department, which was created in 1970, is to evolve to a model Division II program academically and athletically.

USI sponsors 15 varsity intercollegiate sports (Baseball, Men's Basketball, Women's Basketball, Men's Cross Country/Track and Field, Women's Cross Country/Track and Field, Men's Golf, Women's Golf, Men's Soccer, Women's Soccer, Softball, Men's Tennis, Women's Tennis, and Volleyball).

Since 1990, each Screaming Eagles team has participated in its respective national tournament and/or was ranked at the national level. USI has claimed one national championship (men's basketball, 1995), finished as the national finalist three times (men's basketball, 1994 and 2004; women's basketball, 1997), and earned two third-place finishes (men's cross country, 1982; baseball, 2007). The men's and women's cross country/track teams have produced five individual national championships since 1997.

The service-oriented USI coaching staff is involved with the community, making public appearances, assisting with charity functions, and managing the highly successful nationally-recognized Eagle Math program. Each sport offers team and individual camps throughout the summer months. The Athletic Department can be reached at **812/464-1846**. For more information on USI Athletics, visit the web site at www.gousieagles.com.

ANNOUNCEMENTS FROM BUSINESS AFFAIRS

The vice president for Business Affairs and Treasurer administers all business and financial affairs of the University, including budget control, financial accounting, computing services, purchasing, operation and maintenance of the physical plant, property/casualty and general insurance

coverage, safety and security, bookstore, rental properties, and supervision of new construction on the campus. As Treasurer for the Board of Trustees, he is responsible for the receipt and custody of all University funds and payment of all claims against the University.

BOOKSTORE

The USI Bookstore provides textbooks and class supplies as well as other items of merchandise for the campus community. The Bookstore Manager and his staff attempt to provide instructional materials requested on a timely basis. By completing the ONLINE TEXTBOOK ADOPTION FORM on or before the date requested, you help the Bookstore not only to purchase books from students, but also to shop other sources for used books prior to ordering from the publisher. This helps reduce the cost of textbooks to our students and to get the necessary quantities in stock at the appropriate time. By completing a SUPPLIES REQUISITION signed by your fiscal agent, you may purchase supplies at a 15% discount. Questions or issues concerning the purchase of items bearing the USI logo can be referred to the University Bookstore or at <http://www.usi.edu/book/licensing/>. The Bookstore is located in the University Center and can be reached at **812/464-1717**.

BUDGET OFFICE

The Budget Office is responsible for assisting University departments with the formulation and control of operating budgets and provides liaison services between University departments and the Business Office. The Budget Office also assists the office of Government and University Relations with the preparation of the University's operating and capital biennial budget request. Questions concerning these areas may be referred to the Budget Office, **812/465-1627**, located in Room **WA102** in the Wright Administration Building.

BUSINESS OFFICE

Visit the business office web site at www.usi.edu/busoff to read policies and processes.

Accounting - The Accounting Department maintains the official financial records of the University and establishes internal controls to safeguard University assets. Visit www.usi.edu/busoff/GeneralAccounting/FinMgrs.asp for a complete list of accounting contacts for each University department. Additionally, Accounting provides departments with online access to financial information through Banner Finance. Call **812/464-1967** for more information.

Accounts Payable - The Accounts Payable Department is responsible for processing payments to vendors for goods and services. University accounts payable checks and direct deposits are processed daily. To be included, fully approved and documented payment request forms must be in the Accounts Payable Office at least by 4:30 p.m. one week before payment is needed. Questions about vendor payments can be referred to the Accounts Payable Department at **812/465-7135**.

Bursar/Cashier - The Bursar is responsible for the collection of funds due the University. The Bursar's Office also coordinates student and external billing, collection processing, payroll check disbursement, and petty cash processing. The Cashier's window,

located in the lower level hall of the Orr Center, is open from 8:15 a.m. to 6 p.m., Monday through Thursday, and 8:15 a.m. to 4:30 p.m. on Friday throughout the fall and spring semesters, and from 8:15 a.m. to 4:30 p.m. Monday through Friday during the summer sessions or when classes are not in session. Personal checks for small amounts up to \$50 may be cashed by faculty and staff members, but a photo ID is required for this transaction to protect the individual and the University. Also, any faculty or staff requesting a payroll check or other University check will be required to provide a photo ID as well. Any questions please contact us at **812/464-1842**.

Equipment Inventory - An inventory of equipment is maintained by Accounts Payable. When a need arises to take University equipment off campus, a Request for Use of Equipment Off Campus form should be completed and returned to the Accounts Payable Department. The moving of all equipment from one location to a new location should also be coordinated with Accounts Payable at **812/465-7090**.

Procurement - The Procurement Department is responsible for the purchasing of goods and services for the university. The Procurement Department also oversees and manages the Distribution Services, Risk Management, Safety, and Property Management activities of the University. Services for procurement of items includes sourcing, vendor and product availability and cost, budgeting information, legal implications, and market data and trends. Questions about purchasing issues or limits can be referred to the Procurement Office at **812/464-1848** or www.usi.edu/busoff/purchasing. Also see Procurement Services on page 15. Risk Management is charged with the obtaining of insurance and the settlement of claims for all University insurance policies except for employee benefit coverages. Safety reviews, accident claims, and reports for health and safety issues on campus along with the training of employees on various safety rules and regulations while property management is charged with the oversight of the 1,300 plus acres owned by the University and the USI Foundation including rental houses. Risk Management questions can be directed to **812/461-5366**, safety questions to **812/461-5393**, and property questions to **812/464-1799**.

COMPUTER CENTER/TELECOMMUNICATIONS

The Computer Center is responsible for both academic and administrative computing services, including applications and hardware maintenance. The Computer Center, located in Room **46** of the Orr Center, can be reached at **812/465-1080**.

Campus Computer Network - The campus computer network links all of the wireless and connected campus computers, providing users with a resource of software applications, centralized file storage, and printer sharing. A link to the Internet provides users with Internet email and access to other Internet resources. The constantly growing campus network currently connects over three thousand computers on the main campus.

Faculty, staff, and students may contact the Computer Center to obtain information about available computer resources and to fill out a request form to obtain a network account.

MyUSI – Is USI's portal for accessing multiple services with one login ID. Your MyUSI account is used to access email, Student Services, Faculty Services, Employee Services, Alumni Services, and Blackboard. You also use these credentials to authenticate your wireless devices or PC in your residence hall. It is used to authenticate yourself for other web services such as online library resources or requesting a car. You can also use it to sign onto a lab PC.

Computer Labs - There are currently 67 computer labs on campus encompassing over 1,561 computers. Labs on campus offer the latest computers with access to Microsoft Office products, other software programs, and Internet/email access.

The Academic Computer Labs consist of microcomputers for students. The microcomputer labs are networked; giving students access to high speed printers and high speed internet.

Administrative Computer Applications - The University of Southern Indiana's applications are supported on the web servers and include student records, financial records management, human resource management, and alumni/development. Many functions are also available from all these applications through a web interface directly to end customers (i.e. students, alumni, employees, etc.). An ad hoc reporting tool is also heavily employed to analyze and distribute real-time information to departments and users.

Microsoft Software - Certain Microsoft software is available to faculty and staff to use on their home computers, for school-related purposes. Among the titles are Windows XP and Office 2007 suite, Office Mac v 10, and Office 2004 Mac. The software is provided under the terms of the University's "Microsoft Campus Agreement", which among other things requires that the software be removed from the employee's home computer if the Campus Agreement is not renewed by USI, or if the employee leaves the University. Additional information, including a list of available software titles, is available at www.usi.edu/compctr/.

Telephones - for use by faculty, administrative, and support staff are provided for University purposes, and only long-distance calls pertaining to University business are to be charged to University phones. No University phone extension may be used for third-party billing.

Long Distance Service is available to University personnel for business-related long distance telephone charges. To access this service, dial 9 + 1 + area code + number. Use of the long distance line is billed per time used and should be used for University purposes only. Charges are billed automatically to the extension from which calls are

placed. Questions should be directed to the Telephone Center at **812/465-1080**.

Web Services - Web Services assists academic and administrative departments/units that need a high-quality Web site. Services include site architecture and design, site review and analysis, and general consultation and training to assist you in managing your site.

DISTRIBUTION SERVICES

Distribution Services is located in the Support Services Building on Bluff Lane. The department is responsible for mail service, freight service, Express Courier Service, and warehousing.

Campus mail service includes the efficient and cost effective mail distribution between on-campus and off-campus University departments and vendors. The service includes inter-office mail, USPS first class mail, nonprofit mail, business reply mail, and bulk mail processing utilizing high speed, state-of-the-art mail processing equipment. Delivery and collection is scheduled twice daily Monday through Friday, with the exception of holidays and winter recess. Outgoing campus mail is delivered to the U.S. Post Office at 4 p.m. daily. For questions regarding mail service, call 812/464-1823. Stamps are available for purchase at the Bookstore. A U.S. Postal Service box for stamped mail is located on University Boulevard near the University Center.

Distribution Services also handles shipping and receiving for University departments only and includes UPS, FedEx, express freight/mail and motor freight. Call 812/464-1823 regarding shipping questions. The University Bookstore offers UPS shipping service for employees and students.

The department's Express Courier Service is responsible for the timely pickup and delivery of **urgent**, confidential, and time sensitive documents to be transported to Publishing Services for printing. Call 812/465-1122 to request this service. Campus mail should be used for jobs not under deadline constraints.

Warehousing service is economically provided on a temporary or intermediate basis for vendor purchase order shipments, campus auctions, and for departments during periods of campus renovations and construction. Call 812/464-1799 or 812/465-1058 to inquire about available space.

EAGLE ACCESS CARD

The Eagle Access Card, the University's identification card, allows Rice Library privileges and an EagleBucks account for debit transactions for laundry machines. The Eagle Access Card also can be used for Sodexo dining accounts, a USI Bookstore account, printing in the labs and access to copiers using the FLEX account, and more services to be added in the future. The Eagle Access Card office is located in the University Center next to the Bookstore. The phone number is **812/465-1124**.

FOUNDATION ACCOUNTING

The Foundation Accounting Department is responsible for all accounting functions related to the USI Foundation and USI/New Harmony Foundation including receipting and recording of private funds raised by the Office of Development, processing payments to vendors, and reporting of financial data. Questions concerning any of these areas may be directed to the Manager of Foundation Account, **812/465-**

1081, located in **WA102** in the Wright Administration Building.

PHYSICAL PLANT

The Physical Plant staff has the responsibility for maintaining campus buildings, lawns, roadways, and parking areas. Trained and experienced employees handle repair and maintenance requirements, lawn care, custodial services, work requests, and temperature control. **To report emergency maintenance problems, call 812/464-1700.**

Fleet Vehicles - The University maintains a motor vehicle fleet for use by University employees for University business. Large vans and mini-vans are available for group travel, and automobiles are available for individual and small group travel. Individuals requesting the use of a fleet vehicle must possess a valid driver's license. For any trip other than local travel, a Travel Authorization form must be completed and approved through your department.

DRIVERS AND ALL PASSENGERS MUST WEAR SEAT BELTS WHEN USING UNIVERSITY VEHICLES. ALL UNIVERSITY VEHICLES ARE NON-SMOKING VEHICLES. To reserve a vehicle for travel, complete the Vehicle Reservation Request located on the USI web site: www.usi.edu/phyplant. To gain access to the form, use your USI Username and password. For information call **812/464-1700**.

Work Request Service - The Physical Plant offers an online work request service available through Microsoft Outlook for routine maintenance. Call the Physical Plant at **812/464-1700 or 812/464-1782** for details on how to access the form.

PROCUREMENT SERVICES

Procurement is responsible for the procurement of supplies, equipment, and services for the University and for maintaining property management and contracts. The Procurement Office is located in the **Support Services Building**, Bluff Lane, south of the Foundation Office. Please call **812/464-1848** for directions.

Contracts - All University contracts are to be executed by the vice president for Business Affairs and Treasurer. This does not include requisitions for goods and services processed through Procurement which are signed by the director of Procurement and Risk Management. The Procurement Office maintains contract files and monitors contract expiration dates.

Procurement Services - All purchase orders are issued by the Procurement Department upon requisition by the designated fiscal agents of academic/ administrative departments. The University will not be responsible for any purchase given either orally or in writing to any vendor by any individual not authorized to do so by the director of Procurement and Risk Management. For further information about purchasing policies and procedures, please go to the Web site or contact the Procurement Department at **812/464-1848**.

Property Management - The management of all University and Foundation rental properties is the responsibility of this department. If you have any

questions or concerns about any University or Foundation owned property or if you are interested in renting properties, please contact the director of Procurement and Risk Management at **812/464-1799** for answers or to check on availability.

RISK MANAGEMENT AND SAFETY

The functions of this department include planning, directing, and coordinating the risk and property/casualty insurance programs of the University. Staff planning special University events or activities on or off campus should be alert to the potential additional insurance and safety needs created by these events. The Risk Management and Safety Department is available to evaluate those risks involved and to suggest appropriate insurance coverages and safety measures that should be made. All questions and claims should be directed to the associate director of Risk Management and Safety Services, **812/461-5366**.

SECURITY

The Security Department maintains 24-hour, seven-day-a-week coverage of the campus. Security duties include traffic control, security of physical assets, and safety of all employees, students, and guests of the campus. All security staff are trained in first aid and other emergency procedures.

The office of the director of Security is located in the Security Building. The telephone number is **812/464-1845** for routine business and emergencies (calling from an off-campus phone). For emergencies using an on-campus phone, call **extension 7777**.

Emergency Phones - Emergency phones are located around the campus in the blue cylindrical structures with a light on top. Merely pressing the button will connect to the emergency number.

Escort Services - The department operates a security escort service either by walking with or transporting students and employees to the parking lots and campus housing. An escort may be requested by calling **812/464-1845**. The escort service is normally provided dusk till dawn; however anytime a person has a reservation about their safety, they should request an escort. The mobile escort service is not intended as an alternative form of transportation. Escort services are provided on the availability of the security officers.

Parking - Faculty, staff and visitors may park in most campus lots at no cost and with no special parking permit. Drivers are urged, but not required, to register their vehicles at the Web site listed below. Registration allows the University to contact you if there is a problem with your vehicle. Complete rules and regulations are in the Parking Department Office located within the Security Building. Parking information may also be found on the Web at www.usi.edu/security.

Lost and Found - Lost and found items are handled by the Security Department. Call **812/464-1845** for information.

The department encourages all members of the University community to take an active part in making USI a safe and secure environment in which

to live and learn. In compliance with federal regulations, this department maintains and publishes statistics on incidence of crime on campus. For a brochure, call **812/464-1845** or visit the Security Office. Additional information can be located on the Web at www.usi.edu/security. Your suggestions and comments are welcome.

TRAVEL SERVICES

The University encourages faculty and staff to attend and participate in seminars and professional meetings. Annual appropriations provide for reimbursement of previously authorized expenses incurred while conducting University business.

Travel Policies - University travel policies are developed in accordance with the Indiana Rules and Regulations Governing Travel, Financial Management Circular Number 2003-1.

The University's Travel Policy is available to employees at www.usi.edu/busoff/Travel. General travel information is provided, allowing travelers the opportunity to familiarize themselves with the travel policy. It is the traveler's responsibility to abide by all USI travel regulations if reimbursement is expected.

Lodging – The University has approved a new lodging policy for faculty, staff and/or students traveling on behalf of the University. To view the new policy, please go to <http://www.usi.edu/busoff/travel/reimblod.asp>.

Transportation - University travel is coordinated by Travel Services using an online booking tool (Egencia, aka Expedia Corporate Travel) to which employees have access. All business-related airline travel should be arranged and purchased through Travel Services to ensure the lowest airfare is purchased and documented as such. The receipt of an approved travel authorization by this office does not automatically result in an airline ticket being purchased – the traveler is always contacted to discuss and approve the flight itinerary. For the purpose of providing an estimate of the airfare cost on the travel authorization form, a traveler may use the Internet. Some suggested sites are: <http://www.travelocity.com>, <http://www.orbitz.com>, <http://www.expedia.com>.

If you need assistance with travel arrangements or have questions regarding travel policy, please contact Travel Services, **812/464-1990**. The office is located in the Forum Wing of the Administration building, FA 171.

UNIVERSITY VEHICLE REGISTRATIONS ARE COORDINATED BY THE PHYSICAL PLANT AT **812/464-1700**.

ANNOUNCEMENTS FROM DEVELOPMENT (USI FOUNDATION)

The president of the University is the official spokesperson on all fund-raising matters. All University private fund-raising efforts are coordinated through the Office of Development.

The Office of Development is responsible for developing, coordinating, and implementing a comprehensive private fund-raising program for the University of Southern Indiana under the auspices of the USI Foundation.

For purposes of this policy, private funding sources are individuals, alumni, friends, businesses, foundations, and other sources except local, state, and federal governmental agencies supported by tax-appropriated dollars.

Permission to seek private funds on behalf of the University must be obtained from the director of University Development, who also serves as president and chief operating officer of the USI Foundation. All solicitations of private funds to benefit the University or any of its departments or programs must be coordinated by the Development Office staff. The director of Development/president of USI Foundation, in concert with other administrative units, will assess University needs, identify possible private sources for funds to meet those needs, prepare plans for soliciting private sector funds, and direct available personnel and financial resources toward obtaining gifts to meet those needs.

The Office of Development assists University personnel and students involved in private solicitations of any kind with fund-raising plans and dollar goals. This office serves as a clearinghouse for prospective donors, both individual and corporate. It also publishes the annual *Honor Roll of Donors* and provides for other donor recognition (recognition events, donor walls).

The Office of Development also provides staff assistance and guidance for the USI/New Harmony Foundation.

The fund-raising guidelines are:

1. University personnel desiring to solicit private funds or call attention to specific needs shall submit in writing the needs, ideas, recommendations, and proposals to be reviewed and approved by respective administrators, deans, chairpersons, and appropriate vice presidents.
2. After review by the appropriate vice president, the proposal shall be submitted to the director of Development/president of USI Foundation. The USI Foundation office will not proceed with any proposal or recommendation for soliciting private funds without approval of the president of the University.
3. If the proposal or recommendation receives approval through channels and is determined to be in concert with the general purposes and missions of the University, and if funds are not available within current resources, development staff will try to obtain private funds.
4. Approved proposals or recommendations will be included in the development plan for the University.
5. When appropriate, faculty members, deans, chairpersons, administrators, and students will be called on to assist development staff in identifying University needs, expressing these needs, preparing proposals to potential private funds sources, and generally striving to obtain resources for the University's identified unmet needs.

All members of the University community - faculty, administrators, support staff, and students - have a responsibility within the framework of their positions to participate in University fund-raising from private sources within the program coordinated by the USI Foundation office. This policy will apply to all private fund-raising proposals and activities by all personnel of the University. Questions about fund-raising and related policy issues should be addressed to the Director of University Development at **812/464-1918**.

The Office of Development/USI Foundation is located on the USI campus on Clarke Lane just west of Schutte Road. All correspondence should be directed to USI Foundation, 8600 University Boulevard, Evansville, Indiana 47712.

ANNOUNCEMENTS FROM GOVERNMENT AND UNIVERSITY RELATIONS

The Office of Government and University Relations is responsible for coordinating external relations, the University's internal and external communications, and representing the interests of the University to elected officials and the legislature at the local, state, and federal levels. The office is responsible for interacting with local, state and federal agencies and offices concerning issues of importance to the University. The vice president for Government and University Relations supervises the departments of Alumni and Volunteer Services, Human Resources, News and Information Services, Publishing Services, and Special Events and Scheduling Services. As Assistant Secretary to the Board of Trustees, the vice president serves as liaison to the Board and works closely with the Assistant to the President, who handles administrative details for the Board. The Office of Government and University Relations also prepares the University's operating and capital biennial budget request and the annual University Directory.

Operating and Capital Biennial Budget Requests – The office provides leadership for the formulation and development of the University's operating and capital biennial budget requests and monitors legislation for potential impact on the University. Questions concerning legislative issues should be directed to the vice president for Government and University Relations in WA102B in the Wright Administration Building, **812/464-1774**.

University Directory - The University Directory, published each fall, contains contact information for students and employees. Faculty or staff with information changes should contact both University Relations and Human Resources. Faculty, staff and students wishing to have contact information withheld from the directory should contact University Relations at pjwhite@usi.edu or **812/464-1755**.

Liaison with University Board of Trustees - Persons having questions about matters regarding the USI Board of Trustees should contact the Assistant to the President, **812/464-1756**.

OFFICE OF ALUMNI AND VOLUNTEER SERVICES

In cooperation with the **USI Alumni Association**, this office coordinates a variety of programs and services to benefit alumni and students. Anyone who has completed one semester's work on the campus is entitled to membership in the Alumni Association. Active members play a leading role in

the success of USI through career networking, mentoring, recruiting, and volunteering.

This office is the liaison with the **USI Student Alumni Association** (SAA), which provides a link for students to work with the Alumni Association. SAA is a student-run organization committed to promoting and supporting the establishment of traditions at USI. Members have an opportunity to network with alumni and gain valuable leadership skills while working on SAA programs and activities.

Volunteering at USI has something for everyone – it is a rewarding way to share talents and abilities or develop new skills. **Volunteer USI** opportunities are available within the University as well as in the Evansville community. Students, faculty, staff, student organizations, or members of the community can assist with one-time events, short-term assignments, ongoing commitments, or be on call as needed.

The **USI Parents & Families Association** encourages families to be actively engaged in their students' college experience by participating in campus programs and activities. This office maintains a Families Helpline (812/465-1215) to assist families with their questions or concerns.

For additional information, call **812/464-1924** or visit www.usi.edu/alumni, www.usi.edu/volunteer, and www.usi.edu/family.

HUMAN RESOURCES

The Human Resources Department is responsible for employee recruitment, employment, new employee orientation, employee records, classification, employee relations, and regulatory compliance. Employee benefit programs including health, life, disability and vision insurance; employee assistance program; retirement programs; flexible spending accounts; leaves of absence; worker's compensation; and other benefit programs for all employees are implemented by the Human Resources Department. Payroll is part of Human Resources and handles all faculty, administrative, support staff, and student pay processing. The University Affirmative Action Plan, to assure nondiscrimination and equal employment opportunity to persons in all organizations, services, and programs under the jurisdiction of the University, is administered by the Human Resources Department. The Human Resources Department is located in Room **FA 166** in the Forum Wing of the Wright Administration Building, **812/464-1815**.

Employee Insurance - Insurance matters relating to employee benefits such as group life, long-term disability, medical, dental, and worker's compensation are administered by the Benefits staff of the Human Resources Department, **812/464-1815** or **812/464-1781**.

Payroll - Faculty and administrative staff are paid monthly; support staff are paid on a bi-weekly basis. Payroll checks are directly deposited at the financial institution of your choice by completing a direct deposit authorization form through Payroll. Direct deposit information is delivered automatically through e-mail the day before the pay date; this information also can be accessed through the MyUSI Employee Self Service website. Information concerning access for employees is available by contacting the Human Resources

Department. Questions concerning payroll check amounts, explanations of deductions, or other related questions should be directed to the Payroll staff of the Human Resources Department, **812/464-1840 or 812/465-7045**, Room **FA 166** in the Forum Wing of the Wright Administration Building.

OFFICE OF NEWS AND INFORMATION SERVICES

The Office of News and Information Services publicizes University news and events, assists journalists, and serves as a liaison between reporters and University staff, faculty, and students. Faculty and staff are encouraged to contact the office to coordinate publicity efforts for special events such as campus speakers and conferences. The office welcomes information about professional activities as well as news about students and student organizations.

News and Information Services writers research, interview, write, and distribute news releases; produce an online employee newsletter; write and edit *USI Magazine*; approve online calendar entries; and maintain a news web site at www.usi.edu/newsinfo.

USI Today, the online newsletter, contains news of interest to faculty and staff, announces new employees and promotions, and publishes Marketplace, a classified ad section. It is available at www.usi.edu/newsinfo.

USI Magazine, published three times a year, is sent to alumni, donors, friends, and employees. Faculty and staff who wish to submit material of interest should contact Betty Vawter: bvawter@usi.edu or **812/480-1873**. The calendar is self-service; events submitted and approved will appear on the front page of the USI web site and on various college and department home pages that publish the online calendar.

The director serves on the University's emergency response committee, and the office provides information during emergencies and updates to events related to emergencies.

The web site at www.usi.edu/newsinfo offers news and information of interest to the USI community, students, employees, visitors, and the media. News is posted at the site as it is written, allowing timely access to information. Current and archived news releases can be searched through an updated search function. The site lists contact information for News and Information staff and also includes links to *USI Today* and the Editor's Manual, a writing style guide for USI; emergency preparedness procedures; campus profile; and other general information. News and Information Services maintains a list of faculty who are willing to serve as expert sources to journalists and a Speakers Bureau of faculty and administrative staff who are available for public speaking engagements, and both of those lists are on the site.

Sports Information and Photography Services are other departments in News and Information Services. Sports Information writes news and publications for all intercollegiate athletic teams and maintains an athletic site at <http://www.usi.edu/SPORTS/>. For information, contact Ray Simmons: rsimmons@usi.edu.

Photography Services manages a comprehensive photo library of images of USI's campus, facilities, events, and personalities. Photos from the library can be requested for publications, promotional displays, publicity, and web pages. Those who wish to schedule a time to have a photograph taken; arrange a

time to meet with the photographer to plan photographs for a printed piece or web page; or want to see photographs from the photo library may contact Barb Goodwin: bgoodwin@usi.edu or **812/465-7130**. Contact the office in advance so the photography schedule does not delay a printing deadline.

News and Information Services coordinates the University's advertising to maintain University image consistency and adherence to University style standards. Individuals and departments who want to place advertising can contact Kathy Funke at kfunke@usi.edu or **812/465-7050**.

The printed schedule of classes and University Bulletin also are prepared in this office.

Services available to faculty and staff include:

Writing – Staff have experience in writing, editing, and proofreading, and they are available to write content for brochures, posters, web pages, and other recruiting or promotional items. Writers create clear, concise copy according to University style to save faculty and staff time and money. To learn more about these services, contact Kathy Funke: kfunke@usi.edu or **812/465-7050** and specify your requirements and deadline.

Editing – Printed materials which carry the USI logo and represent the University to a broad and largely off-campus audience are edited in the office with two purposes in mind: to effectively communicate the USI message to a particular audience, and to ensure that University publications present a coherent and consistent image of the University. An Editor's Manual, a resource that details University writing style, is available online at www.usi.edu/newsinfo/manual.asp to faculty and staff who prepare text for University publications. Those who plan a newsletter, promotional brochure, other printed material, or web page content should contact this office in advance so the editing process does not delay a printing deadline.

Web content – This office is available to help write and edit content for web pages for the USI web site. Web page design consultation is available from Web Services; go to www.usi.edu/webservices/index.asp.

Advertising – Those who plan to purchase advertising should coordinate the copy and images to be used in the advertising with the director of News and Information Services. Ad design and placement consultation is available.

OFFICE OF PUBLISHING SERVICES

Publishing Services houses a full-service shop coordinating the production of publications from initial idea to the last staple. Magazines, newsletters, booklets, stationery, brochures, business cards, invitations, posters, boulevard signs, and banners are examples of items produced by Publishing Services for the University community. All publications, whether prepared in-house or outsourced, must be reviewed by the director for quality, content, logo/wordmark usage, and postal regulations. Any off-campus printing or copying must have prior authorization from the director. For assistance with design and printing, contact the Publishing Services office at **812/464-1954**. Located in the Publishing Services Center on Clarke Lane near Reflection Lake, office hours are from 8 a.m. to 4:30 p.m.

Graphic Design - Publications are designed by a professionally-trained staff using state-of-the-art design technology and software. Pieces are produced with purpose, quality, and economy in mind. Adherences to strict postal requirements are designed into mailing pieces. Paper, ink color, publication size, and other details are established by the Publishing staff and customer prior to design or printing.

Printing and Bindery - State-of-the-art printing and bindery equipment is used for the print production work in USI's in-plant printing facility. Publishing Services has one-color to multi-color offset printing capability. A variety of bindery equipment, such as a guillotine-style cutter, folder, stitcher, drill, and more, complete the process prior to delivery of projects to University customers.

Wide Format and Mounting – High-quality, wide-format printing is the newest capability offered by Publishing Services. A selection of paper stocks, vinyl banner material, laminating, foam core mounting, boulevard signs, and banners with grommets for hanging are some of the features that are offered. Output from customer files or from designs created by the Graphic Design professional staff are available options.

Turnaround Time - Turnaround time for a printing project should be discussed with the director in the earliest part of the planning stage. Allowing realistic production time early prevents delays in final product delivery. In general, four to eight weeks will cover most printing projects, however, each project is unique and schedules will vary based on its specific requirements. Printing services will make every effort to accommodate emergency situations if needed.

Copy Center - Large volume (more than 10 copies of each original), specialty photocopying, and color copying are handled through the USI Copy Center in the Publishing Services Center. University offices can access Copy Center's high-speed copier as a network printer device from each workstation, improving turnaround time and quality. Simple step-by-step instructions can be obtained from Copy Center. Hours are 8 a.m. to 5 p.m. Monday through Friday. During the first two weeks of each semester and finals weeks, extended hours can be arranged with advance notice by calling **812/464-1889**.

Walk-up copiers are conveniently located throughout campus for faculty and staff. Walk-up copiers are activated by faculty and staff using confidential assigned codes or Eagle Access cards. These department-use copiers are also networked, allowing users to print directly to the copiers. Copy jobs sent to the devices in this manner are held in a print queue to assure security until released by the sender at their convenience. Copiers designated for student use are activated by coin or Eagle Access cards. Students also may access department copiers with their Eagle Access cards at the discretion of department personnel. All photocopier acquisition and management is the responsibility of Publishing Services.

Variable Data Printing technology is available in the Copy Center. The digital high-speed copier features specialized software for variable data printing to assist departments in producing custom letters or other forms of personalized communication from a digital database. The device prints at 115 copies per minute.

Questions about photocopying and variable data printing should be directed to the Copy Center supervisor at **812/464-1889**.

OFFICE OF SPECIAL EVENTS AND SCHEDULING SERVICES

The office of **Special Events** plans and implements major events on campus that are fundamental to the image of the University. These events emphasize University growth, recognition and appreciation of the accomplishments of students, prospective students, faculty, employees, youth programming, functions recognizing special friends and donors of the University, student academic honors convocations, legislative support, USI Foundation meetings, Board of Trustees meetings, and commencement exercises. Special Events markets USI as a summer conference site to student and professional groups seeking meeting, recreational, sleeping and dining facilities for multi-day conferences.

The office of Special Events encompasses the offices of Scheduling Services, Conference and Meeting Planning, and management responsibility for the University Center.

The office of **Scheduling Services** interfaces with all meeting/event sponsors to reserve space on campus for their events. This office provides the most appropriate space for each event based on location, anticipated attendance, and time of year and day. This office establishes reservations for and maintains the University's Master Calendar events to ensure continuity of traditional annual events on campus. The office works with on-campus faculty and staff as well as off-campus groups who would like to hold an event or activity on campus. For additional information please call **812/465-7080**.

Student Scheduling- This office is similar to the scheduling services office, but is dedicated to scheduling events sponsored by student groups. The student scheduler works with student groups on all of their event and meeting needs including support services such as food services and instructional technology. This office also works with student development to help student groups host successful, well organized events, meetings and programs. For additional information on scheduling a student event, please call **812/465-7037**.

The office of **Conference and Meeting Planning** plans and serves the programs in the University Center and on campus that emphasize student development, education, social and economic growth, and civil and cultural awareness for traditional college-age students, summer conference programs and off-campus events sponsored by community groups. Additionally, Conference and Meeting Planning supports outreach programs of short duration presented by the University for non-

credit college students in southwestern Indiana. The objective of this office is to provide quality planning assistance plus room set-up accommodations, audio-visual equipment and a high level of on-site support to these events.

The majority of events are held in the University Center located in the heart of the USI campus. The UC plays a vital role in serving the activity, meeting and dining needs of students, faculty, staff, alumni, community and the tri-state area. In the management capacity of the University Center, the department's goal is to consistently maintain the integrity and quality of the facility and furnishings to provide a convenient and pleasant environment for all activities.

For additional information, please call **812/464-1930**.

ANNOUNCEMENTS FROM OFFICE OF PLANNING, RESEARCH, AND ASSESSMENT

The office of Planning, Research, and Assessment (OPRA) provides data and information in support of the University's executive decision support and academic planning systems. OPRA also assists the institution in establishing academic and administrative assessment systems in the evaluation of institutional effectiveness under The Higher Learning Commission *Criteria for Accreditation*. Other OPRA activities and services include:

- USI's Assessment Day testing
- University strategic planning
- Student evaluation of teaching (course evaluations)
- Survey design, data collection, and statistical analysis services and consulting for faculty and staff
- Survey research services for local businesses, nonprofits, and governmental agencies as part of the USI mission of community engagement and economic development
- The USI Fact Book – a detailed compendium of 10 years of data on faculty and students broken down by college and department – www.usi.edu/opra/FactBook.asp.

ANNOUNCEMENTS FROM STUDENT AFFAIRS

The vice president for Student Affairs is responsible for developing, coordinating, and implementing programs and functions which seek to facilitate the academic and personal growth and development of students. Student Affairs is organized into the following functional areas:

ADMISSION

The Office of Admission introduces prospective students and their families to USI, conducts campus tours, and determines the admission status of students. The staff members visit high schools and junior colleges, host receptions for prospective students, parents, and high school counselors, offer informational programs for nontraditional students, and sponsor Southern Hospitality Days. In addition, the Admission office processes NCAA certification for student athletes. Admission is located adjacent to the main lobby of the **Orr Center** and can be reached at **812/464-1765**.

CAREER COUNSELING

The Career Counseling Center provides guidance to students who have not declared a major or who wish to change their major but are undecided about their new direction. The office also administers and evaluates career interest inventories and utilizes the results to assist students with developing a specific educational and vocational plan.

The Career Counseling Center is located in the lower level of the **Orr Center** in room 095, and can be reached at **812/465-1136**.

CAREER SERVICES AND PLACEMENT

Career Services and Placement (CSP) offers career and job-related services which meet the needs of current students, alumni, employers, and other University personnel. This office is responsible for job development, resume referral, and effective job search strategy education.

Career Services and Placement assists in the management of the cooperative education and internship programs for various academic departments. In addition to individual counseling, the professional staff offer presentations to academic classes, clubs/organizations and alumni on resume preparation, interview techniques, job-related correspondence, Internet job searches, and alternate careers for teachers. Employers and University personnel seeking demographic information on the professional attainment of new graduates may also secure information based upon the annual six-month follow-up survey conducted and collated by CSP.

Additionally, the office maintains a Job Locator program, which assists students in securing part-time, temporary, and summer employment. The Web site (<http://www.usi.edu/careersv/>) links users to archives of full-time and part-time job vacancies in the tri-state area and elsewhere; job-search related tools; information on local and regional job fairs; and other valuable employment-related resources. Registration for both part-time and full-time job assistance is available electronically.

Career Services and Placement is located in the **Orr Center** and can be reached at **812/464-1865**.

COUNSELING CENTER

The Counseling Center's primary purpose is to provide psychological support to enhance students' experiences at USI as they pursue their academic and personal goals. Counseling is a process which allows students to openly explore concerns, deal with feelings, consider alternatives and clarify goals in a supportive environment. A variety of situations can arise that require assistance beyond that provided by faculty members, family and friends. Counselors are available for consultation to help faculty members determine appropriate action, as well as options for handling difficult situations involving students.

In addition to personal counseling services, Center staff offer other resources to help students be more successful in the academic environment. These resources include substance abuse counseling and intervention, test proctoring for national testing and certification examinations, and disability resources to help students in the accommodation process. Counseling Center staff conduct workshops and educational presentations on a variety of issues to student groups.

The Counseling Center is located on the main floor of the **Orr Center** in room **1051** and can be reached at **812/464-1867**.

DEAN OF STUDENTS

Within the division of Student Affairs, the Dean of Students supervises the Student Health Center, Student Immunization office, Recreation, Fitness, and Wellness, Multicultural Center, Religious Life, the USI Cheer Team, Dance Team, and Pep Band. The dean assists with the activities of the Student Government Association and Student Publications. The dean is responsible for student judicial affairs in cooperation with the Office of Student Conduct and Resolution Services (OSCARS), located in Housing and Residence Life. The Dean of Students office is located in the lower level of the University Center, **Room UC 007** and can be reached at **812/464-1862**.

HOUSING AND RESIDENCE LIFE

Housing and Residence Life provides students with a high-quality, safe, and affordable living environment which is culturally enriching and conducive to the academic success of approximately 2,800 residents. Additionally, Housing and Residence Life offers many programs and services to on-campus students living in our community, including leadership development, student conduct and mediation services, student organization involvement, collaborative Living-Learning Communities, and community enrichment activities. Students living in campus housing are active, vibrant members of the USI family. Housing and Residence Life facilities include the newly expanded and renovated Residence Life Community Center located in McDonald Apartments and the Office of Student Conduct and Conflict Resolution Services (OSCARS) located in O'Daniel Apartments, as well as Joseph E. O'Daniel Apartments, located south of Clarke Lane; Frank F. McDonald Apartments, located north of Clarke Lane; and Residence hall suites in Newman, Governors, Ruston and O'Bannon Halls, located south of the Technology Center. The Housing and Residence Life office is located in the **Robert J. Fair Residence Life Center** and can be reached at **812/468-2000**.

MULTICULTURAL CENTER

The Multicultural Center promotes an appreciation of multiculturalism within the University community by providing cultural programs and services. In addition, the center encourages, promotes, and assists the academic and social integration of under-represented students into the University through programs and services offered by the center and through partnerships with other campus entities. The office is located in the **University Center** and can be reached at **812/465-7188**.

RECREATION, FITNESS, AND WELLNESS

The Recreation, Fitness, and Wellness Department is the combination of the Intramural Recreational Sports, Fitness and Student Wellness programs. We encourage the lifelong pursuit of an active, healthy lifestyle. We enhance student development by providing healthy activities, as well as leadership and employment opportunities. The staff offices are located in the Recreation and Fitness Center and can be reached at www.usi.edu/rfw or **812/461-5268**.

Intramural and Recreational Sports - The Intramural and Recreational Sports program is a wide array of recreational activities which provide competition suitable for all students regardless of physical capabilities. Participation in the intramural, specialty events, outdoor adventure, and open recreation programs provide an opportunity to enrich social relationships, develop an interest in sports, and work toward physical and mental improvement.

Recreation and Fitness Center - The Recreation and Fitness Center (RFC) offers fitness programs designed to promote a healthy lifestyle and meet the physical, social, spiritual, intellectual, and emotional needs of students and employees. Some of the services and programs provided by the Recreation and Fitness Center include group exercise classes, fitness consultations, facility orientations, health screening and seminars (e.g., stress management, proper nutrition, etc.), and incentive programs. Guest passes are available for purchase at the RFC welcome desk. An Eagle Access card is required.

Student Wellness - The Student Wellness program develops, implements, and coordinates health and wellness education activities for the University community.

USI Recreation Facilities Include:

Indoor

Recreation and Fitness Center
Physical Activities Center

Outdoor

Broadway Recreational Complex
Screaming Eagles' Valley Complex
RFW Outdoor Basketball and Sand Volleyball Courts
Clarke Lane Field
Foundation Field
Tennis Courts
Running/Walking Trails

RELIGIOUS LIFE

The Religious Life office coordinates weekly student meetings, fellowship, guidance and worship opportunities for students, faculty, and staff and is located in the **O'Daniel Apartment** complex and it can be reached at **812/464-1871**.

STUDENT DEVELOPMENT PROGRAMS

The Student Development Programs office fosters an active and comprehensive campus life experience through coordination and advisement of over 90 student organizations in the areas of program planning and organizational development. Staff assist students in getting involved in campus events and organizations and provide support and guidance to the Greek governing organizations, individual Greek chapters and affiliated organizations through advising, leadership development, program planning and organizational development.

Student Development is committed to the development of the whole student and provides opportunities for students to develop. This is through the development and coordination of a comprehensive leadership program, the O'Daniel Leadership Academy, which includes programs such as Student Leadership Conference, Leadership USI, and Corporate Leadership Conference.

In addition, this department assists students in making the transition to the University through the development and coordination of new student and transfer/non-traditional student orientation, including the spring and summer advising and registration program, fall welcome week, and the First Year Initiatives Program.

Student Development is located in the lower level of the **University Center** and can be reached at **812/465-7167** or getinvolved@usi.edu.

STUDENT FINANCIAL ASSISTANCE

The Student Financial Assistance office administers federal, state, institutional, and private financial aid programs. Student Financial Assistance staff work with students and their families to determine their financial need and identify sources of assistance. The office is located in the **Orr Center**, adjacent to the main lobby. The office may be reached at **812/464-1767**.

STUDENT HEALTH CENTER

The Student Health Center, located in **HP 0091** in the **lower level** of the **Health Professions Center** coordinates the University's student health insurance program and offers student-oriented health services with medical care provided by Deaconess Hospital. The Center is staffed by a physician, a nurse practitioner, two licensed nurses, a certified medical assistant and two medical office assistants. It provides services typically offered in a primary care setting, including but not limited to: acute and minor care, contraception counseling, immunization/injections, flu and allergy shots, pregnancy testing, laboratory testing, prescriptions, and physicals. A pre-paid office visit plan for \$47 per semester is available to all registered USI students. Students living in campus housing are automatically enrolled in the plan and the \$47 fee is included in their bill. This plan provides unlimited office visits for the semester, with discounted fees on selective office procedures provided as part of an office visit. Students should contact the Student Health Center at **812/465-1250** for enrollment information.

The Student Health Center is available to all students, faculty, staff, and day care. As well as the prepaid plan for students, services can be self-paid, or staff can bill your insurance company. Walk-in visits are welcome, however, visits may be scheduled by calling **812/465-1250** Monday through Friday, from 8 a.m.-4:30 p.m.

STUDENT IMMUNIZATION OFFICE

The Student Immunization office is located in **HP 0102** across from the Student Health Center. This office coordinates the state and University immunization programs and can be reached at **812/461-5285**.

HOW TO PLAN YOUR MEETING/EVENT

1. Anticipate your needs - Ask yourself these questions:

What day do I want to have my meeting?

Keep in mind meeting space on campus is in high demand. Schedule your events at the earliest possible opportunity and be prepared with alternate dates and meeting venues in case your first choice of date and location are not available.

Where do I want to have my meeting?

Most people have their meetings in a conference room in the University Center. Classroom space can be reserved once credit class schedules are final. Academic classes take precedent over requests for meeting or event space.

How many people will be attending this meeting?

The University has a wide variety of meeting rooms with theater seating capacities up to 700 in Carter Hall and 2,274 in the Physical Activities Center.

What University account number will I be using to schedule my meeting?

You must supply a University Banner account number to schedule space.

Do I have any special needs? Do I need any audio/visual equipment?

After your reservation is confirmed your meeting planner can coordinate any audio/visual and meeting needs with appropriate University offices.

Do I want to get a price on having refreshments at my meeting?

USI's Food Services department will assist you with your catering needs.

2. Contact Scheduling Services

You can schedule an event through Microsoft Outlook email by going to TOOLS-FORMS-CHOOSE FORM then click on the USI Event Request Form or by visiting us online at www.usi.edu/schedule/form.asp. Room reservation requests must be submitted in writing or e-mail. **Telephone requests should be limited to immediate need for space.** A confirmation will be mailed once your reservation has been confirmed.

Student organizations/groups must contact the Student Scheduler at **812/465-7037** or online at www.usi.edu/schedule/form.asp to make room reservations. Students may also make a reservation by stopping by the student scheduler's office, **UC 208**.

3. After Scheduling Your Space:

Carefully review the confirmation report sent to you by Scheduling Services and make sure pertinent details are correct. **Please be aware that unless you receive a confirmation report from Scheduling Services, space has not been reserved for your meeting or event.**

The event confirmation report will identify the meeting planner assigned to assist you with planning your event. Contact your meeting planner with corrections, changes, or cancellations of your meeting space. Your planner will answer your meeting related questions and will ensure that your meeting is successful by making sure that your room is set up properly, seeing that rooms and buildings are unlocked, ordering a/v, signs, lighting, sound, etc.

For food and refreshment needs, please call USI's Food Services department at extension **812/465-1652** at least three weeks prior to the event to discuss menu options. You also can browse through the Food Services web page for menu items, ideas, and prices at www.usi.edu/food/catering.asp.

Faculty Research and Student Internship Opportunities Across Historic Southern Indiana

WHAT IS HISTORIC SOUTHERN INDIANA?

HSI is an outreach program of the University of Southern Indiana. Created in 1986, it seeks to identify, protect, preserve, enhance and promote the cultural, natural, and recreational resources of the southern 26 counties of the state. This program offers a region full of opportunities for faculty and students in:

research	events planning
marketing and promotions	education resources and training for teachers
stories to write	outdoor recreation
sites needing technological solutions	community and regional development
local, regional, and national history	folklore and culture
tourism, advertising, and public relations	religion
botany and zoology	art and architecture
geology	historic preservation

STUDENT INTERNSHIPS IN HSI

HSI works with numerous regional agencies as well as Academic Affairs and Career Services and Placement to keep on file a current, detailed list of opportunities for students.

Basic requirements typically include:

- junior or senior status
- about 10 contact hours weekly
- a log or journal of activity
- three conferences with project advisor
- other requirements as arranged by the student's School

Faculty responsibilities are to:

- recommend students
- meet with students to evaluate their progress
- assign a semester grade

FACULTY RESEARCH

Doing consultation or research through a Historic Southern Indiana site or agency offers limitless professional development opportunities. Since HIS encompasses a large region site visits by faculty are not always required. In the past, USI faculty and staff have, among other things:

- conducted visitor research
- administered workshops
- planned a videotape series
- created a distance learning plan
- participated in multi-year educational planning
- conducted hospitality and interpretation training
- written articles for travel magazines
- served on HSI committees
- conducted on-site consultation

INSTITUTIONAL LINKS: A SAMPLE

- Historic New Harmony
- Lincoln Boyhood National Memorial
- George Rogers Clark National Historic Park
- Hoosier National Forest
- Indiana Economic Development Corporation
- Indiana Artisan Program
- Indiana Historical Society
- Indiana Historical Bureau
- Indiana Sate Museum and Historic Sites
- Indiana's Historic Pathways
- Historic Landmarks Foundation of Indiana
- National Trust for Historic Preservation
- Ohio River Scenic Byway
- Indiana Department of Natural Resources
- Convention and Visitors Bureaus (CVBs)-most cities/counties
- Chambers of Commerce - most cities/counties

FOR MORE INFORMATION, CONTACT HSI:

- Orr Center 1068
- University of Southern Indiana
- 8600 University Blvd
- Evansville, IN 47712
- 812/465-7014
- Fax 812/465-7061
- E-Mail: hsi@usi.edu

WHERE TO GET HELP

A Reference Guide To Aid You In Answering Questions About USI. All numbers have an area code of (812).

IF YOU NEED HELP WITH:	REFER TO:
Academic Advising	College of student's major or University Division
Academic Dismissal	Dean of College - student's major area or University Division
Academic Probation	Dean of College - student's major area or University Division
Academic Skills Development	Coordinator, 464-1743
ACHIEVE	Academic Skills, 465-1271
Activities Programming Board	APB Office, 464-1872 or Student Development Programs, 465-7167
ACT Test	Counseling Center, 464-1867
Adding Courses	Registrar's Office, 464-1762
Administrative Withdrawal	Registrar's Office, 464-1762
Admission (undergraduate)	Admission, 464-1765
Admission (graduate)	Graduate Studies, 465-7015
Advanced Placement Testing	Counseling Center, 464-1867
Affirmative Action	Human Resources, 464-1815
Agency Accounts	Business Office, 468-2122
Airline Reservations	Travel Office, 464-1990
Alumni Association	Alumni and Volunteer Services, 464-1924
Archives	University Archives, 464-1832
Athletics, Intercollegiate	Athletic Director, 464-1846
Audio-Visual Aids	Instructional Technology Services, 465-7182
Auditor's Fee	Registrar's Office, 464-1762
Automobiles	Physical Plant, 464-1700
Books, Supplies	Bookstore, 464-1717
Bulletin (USI Catalog)	University Relations, 464-1755 or Bookstore, 464-1717
Bus Service - Information on Fares Schedules	Metropolitan Evansville Transit System, 435-6166 UC Front Desk, 465-1681
Campus Ministry	Religious Life Director, 464-1871
Campus Monitor System	Dean of Students, 464-1862
Career Counseling	Director of Career Counseling, 465-1136
Career Services and Placement	Director of Career Services and Placement, 464-1865
Catering Service	Food Service Catering Manager, 465-1652
Center for Communal Studies	LA2009, 465-1656
Change of Address:	
Student	Registrar's Office, 464-1762
Faculty, Staff, Student Workers	Human Resources, 464-1815
Change of Major	Registrar's Office, 464-1762
Change of Name:	
Student	Registrar's Office, 464-1762
Faculty, Staff, Student Workers	Human Resources, 464-1815
Check Cashing	Cashier Window, 464-1842
Cheerleaders	Dean of Students, 464-1862
Children of Veterans	Student Financial Assistance, 464-1767
Clubs and Organizations	Student Development Programs, 465-7167
College Scholarship Service	Student Financial Assistance, 464-1767
Color Copying	Copy Center, 464-1889
Commencement Exercises	Office of Special Events, 464-1930
CONCERN -- employees	Deaconess Hospital, 471-4611
Conditionally Admitted Students	University Division, 465-1606
Consultant List	News and Information Services, 465-7005
Content Developers for USI Web services	Computer Services, 465-1080
Continuing Education	Extended Services, 464-1863
Cooperative Education	Career Services and Placement, 464-1865
Copying	Copy Center, 464-1889
Correspondence Study	University Division, 465-1606
Credit-by-Examination	Counseling Center, 464-1867
Credit Union	Human Resources, 464-1815
Credits -- Transfer	Registrar's Office, 464-1762
Counseling for Students -- Personal	University Counselor, 464-1867
Counseling for Employees -- EAP	CONCERN, 471-4611
Dance Team	Dean of Students, 464-1862
Dental Clinic -- Appointments	College of Nursing and Health Professions, 464-1706
Design for University Publications	Publishing Services, 464-1954
Disability Issues	
Students	Counseling Center, 464-1867
Faculty, Staff, Student Workers	Human Resources, 464-1815
Disciplinary Process Procedures (students)	Dean of Students, 464-1862

Disciplinary Process Procedures (employees)	Human Resources, 464-1815
Distance Education	USI Learning Network, 465-7182
Diversity Training.....	Multicultural Center, 465-7188
Drama Programs	Theatre Director, 422-3970 or 465-1668
Dropping Courses	Registrar's Office, 464-1762
Drug and Alcohol Policy Enforcement (students)	Dean of Students 464-1862 or Security, 464-1845
Drug and Alcohol Treatment/Consultation	University Counselor, 464-1867, or Religious Life, 464-1871, or Student Wellness 464-1807
Editing Services (printed and online)	News and Information Services, 465-1192
Educational Information	Admission, 464-1765
Educational Opportunity Grants	Student Financial Assistance, 464-1767
Employee Benefits	Human Resources, 464-1815
Employment for Faculty/Staff.....	Human Resources, 464-1815
Employment for Students	
Off-Campus	Career Services and Placement, 464-1934
On-Campus	Career Services and Placement, 464-1934
End-of-Semester Grades	Registrar's Office, 464-1762
Evening Student Assistance	University Division, 465-1606
Extended Services (Off-Campus Courses)	Extended Services, 464-1863
Faculty Senate	Vice President for Academic Affairs, 461-5419
Faculty Photography	News and Information Services, 465-7005
Faculty Research	Sponsored Research Office, 465-1126
Fax Machine for Student Use	University Bookstore, 464-1717
Fax Machine for Employees	Distribution Services, 464-1823
.....	University Bookstore, 464-1717
Fee -- Auditor's Fee	Registrar's Office, 464-1762
Fee Payment	Cashier Window, 464-1842
Fee -- Special Examination	Counseling Center, 464-1867
Fines -- Parking	Security, 464-1845
Appeals of Student Parking Fines	Student Government Association Office, 464-1873
Appeal Forms	UC Front Desk, 465-1681
Fitness Center	Recreation and Fitness Center, 461-5268
Food Closet, Archibald Eagle's	Student Wellness, 464-1807
Food Service	Food Service Director, 464-1859
Foundation, USI and USI/New Harmony	Development Office, 464-1918
Foundation Accounting.....	Business Affairs, 465-1623
Fraternities	Student Development Office, 465-7167
Fund-Raising	Development Office, 464-1918
General Education Policies	University Core Coordinator, 464-1855
General Studies Courses.....	University Division, 465-1606 or Academic Skills, 464-1743
Grades	Registrar's Office, 464-1762
Graduate School Examination Applications	Career Services and Placement, 464-1865
Graduate Student Grants.....	Sponsored Research Office, 465-1126
Graduate Studies	Graduate Studies Office, 465-7015
Graduation Requirements	Dean of College - student's major area
Grants-in-Aid	Student Financial Assistance, 464-1767
Grants and Sponsored Research	Sponsored Research Office, 465-1126
Graphic Design, University Publications.....	Publishing Services, 464-1954
Guaranteed Bank Loans	Student Financial Assistance, 464-1767
Harlaxton Program	Director of International Programs and Services, 465-1248
Health Insurance (Employee)	Human Resources, 464-1815
Health Insurance (Student)	Student Health Center, 465-1250
Honors Week	Office of Special Events, 464-1930
Housing	Housing and Residence Life, 468-2000
ID Card Policies:	
Students	Eagle Access Card Office, 465-1124
Faculty, Staff	Human Resources, 464-1815
Immigration Assistance (Employees)	Human Resources, 464-1815
Immunizations	Student Immunization Office, 461-5285
Information Services:	
Public Information	News and Information Services, 465-1192
University Center Information	UC Information Desk, 465-1681
Insurance for Employees	Human Resources, 464-1815
Insurance for Students (Health)	Student Health Center, 465-1250
International Students:	
Admission Process (undergraduate)	Admission, 464-1765
Admission Process (graduate).....	Graduate Studies, 465-7015
Campus Life	International Programs and Services, 465-1248
Post-Admission Process	International Programs and Services, 465-1248
Internships.....	Career Services and Placement, 464-1865

Intramural Sports Activities	Intramural Sports Director, 464-1942
Job Placement (Student and Alumni)	Career Services and Placement, 464-1865
Leadership Development	Student Development Programs, 465-7167
Leaves of Absence for Employees	Human Resources, 464-1815
Legislative Issues.....	Government Relations, 464-1774
Library Checkout Desk	Rice Library, 464-1913
Library Hours Information	Rice Library, 465-7127
Library Reference Desk	Rice Library, 464-1907
Library – University Archives & Special Collections.....	Rice Library, 464-1832
Loans - Student	Student Financial Assistance, 464-1767
Lost and Found	Security, 464-1845
Major Selection	University Division, 465-1606
Master's Programs	Graduate Studies Office, 465-7015
Media Resource Guide	News and Information Services, 465-1192
Media Services	Instructional Technology Services, 465-7182
Medical Services	Student Health Center, 465-1250
Mid-Term Grades	Registrar's Office, 464-1762
Motor Vehicle Policy	Security, 464-1845
Multicultural Center	Multicultural Center Director, 465-7188
New Employee Orientation Programs	Human Resources, 464-1815
News Bureau	News and Information Services, 465-1192
Orientation (undergraduate students and parents)	Student Development Programs, 465-7167
Parking Permits - Temporary Disability	Counseling Center, 464-1867
Parking Policies	Security, 464-1845
Parking Registration:	
Faculty/Staff	Security, 464-1845
Part-time Employment for Students	Career Services and Placement, 464-1934
Paychecks	Human Resources, 464-1815
Payment Plan	Bursar, 464-1776
Payroll	Human Resources, 464-1815
Pep Band	Dean of Students, 464-1862
Photography	News and Information Services, 465-7130
Physical Activities Center Information	Facility Coordinator, 464-1945
Placement Testing	Academic Skills, 464-1743
Posting Notices	Dean of Students, 464-1862
Printing for the University.....	Publishing Services, 464-1954
Provisional Readmission	Dean of College - Student's Major Area or
.....	University Division, 465-1606
Publications:	
Copies (regular and color)	Copy Center, 464-1889
Graphic Design and Printing	Publishing Services Director, 464-1954
Student	Student Publications Office, UC, 464-1870
.....	Publications Advisor, 465-1125
Purchasing	Procurement Office, 464-1848
Readmission (undergraduate)	Registrar's Office, 464-1762
Readmission (graduate)	Graduate Studies, 465-7015
Recreation	Intramural Sports, 464-1904
Recreation and Fitness Center	Recreation and Fitness Center, 461-5268
Research Funding for Faculty.....	Sponsored Research Office, 465-1126
Refund of Fees	Bursar, 464-1776
Religious Life	Religious Life Director, 464-1871
Religious Organizations	Religious Life, 464-1871
Room Reservations (Academic and all Public Areas):	
Faculty, Staff, Community Requests	Scheduling Services, 465-7080
Student Requests	Student Reservations Office, 465-7037
ROTC.....	ROTC Office, 461-5301
SAT Test	Counseling Center, 464-1867
Scanning Photographs.....	News and Information Services, 465-7130
Scholarships	Student Financial Assistance, 464-1767
Selective Service Information	Veterans' Affairs Office, 464-1857
Service Learning Programs	Student Development Programs, 465-7167
<i>Shield</i> Student Newspaper	Shield Office, 464-1870
DISCOVER	University Division, 465-1606 or
.....	Career Counseling Center, 465-1136
Sororities	Student Development Programs, 465-7167
Speaker Policy	Office of vice president, area involved
Speaker's Bureau	News and Information Services, 465-1192

Sports Information.....	News and Information Services, 465-1622
Staff Council	Human Resources, 464-1815
Stafford Student Loan Program.....	Student Financial Assistance, 464-1767
Student Activities	Student Development Programs, 465-7167
Student Alumni Association	Alumni and Volunteer Services, 465-1215
Student Employment.....	Career Services and Placement, 464-1934
Student Government Association	Student Government Association Office, 464-1873
.....	or Dean of Students, 464-1862
Student Health Center	Student Health Center, 465-1250
Student Immunization Office	461-5285
Student Phone Directories	University Relations, 464-1755
Student Teaching	College of Education and Human Services, 464-1811
Student Workers	Career Services and Placement, 464-1865
Study Abroad Programs.....	Director of International Programs and Services, 465-1248
Study Skills	Academic Skills Center, 464-1743
Summer Employment for Students.....	Career Services and Placement, 464-1934
Taxes -- Employee Withholding, State/Federal	Human Resources, 464-1815
Teaching Certificate	College of Education and Human Services, 464-1811
Tours of Campus	
Prospective Undergraduate Students	Admission, 464-1765
Prospective Graduate Students	Graduate Studies, 465-7015
Telephone Services -- Employees	Telephone Services, 465-1080
Telephone Services -- Students	Telephone Services, 465-1080
Theatre (USI, New Harmony, and Lincoln).....	Theatre Management, 465-1668
Training Programs for Employees.....	Human Resources, 464-1815
Transcript -- Evaluation for Credit Transfer	Registrar's Office, 464-1762
Transcripts	Registrar's Office, 464-1762
Transfer of Credit	Registrar's Office, 464-1762
Travel Policies	Travel Office, 464-1990
Tutoring.....	Academic Skills, 464-1743
University Center	University Center Supervisor, 461-5276
University Core Curriculum	University Core Coordinator, 464-1855
University Directory.....	University Relations, 464-1755
University Division	Director of University Division, 465-1606
University Loan Funds	Student Financial Assistance, 464-1767
University Magazine <i>USI Magazine</i>	News and Information Services, 465-1192
<i>USI Today</i>	News and Information Services, 465-1192
University Writing Style	News and Information Services, 465-1192
Veterans	Veterans' Support Services Office, 464-1857
Volunteer USI Volunteer Programs	Alumni and Volunteer Services, 465-1215
Webmaster	Computer Center, 465-1080
Web Page Design	Web team, 465-1080
Wellness – Students	Student Wellness Office, 464-1807
Wellness – Employees.....	Human Resources, 464-1815
Withdrawal from USI	Registrar's Office, 464-1762
Worker's Compensation -- Employees.....	Human Resources, 464-1815
Work-Study Program	Student Financial Assistance, 464-1767

ADMINISTRATION

Administrative Officers

Linda L. M. Bennett	President
Nadine A. Coudret	Interim Provost and Vice President for Academic Affairs
Cynthia S. Brinker	Vice President for Government and University Relations
Robert W. Parrent	Vice President for Student Affairs
Mark Rozewski	Vice President for Business Affairs and Treasurer

Administrative Staff

(Instructional staff with part-time administrative responsibilities also are listed.)

Michael D. Adcock	Library Computer Services Administrator, Computer Center
Juzar Ahmed.....	Academic Services Coordinator, Computer Center
James R. Ahrens.....	Assistant Director, Procurement and Distribution Services
David W. Alexander.....	Senior Systems Analyst, Computer Center
Janel Allen.....	Assistant to the President
Diane L. Alvey.....	Assistant Manager, Bookstore Operations
Tracy E. Archuleta	Varsity Baseball Coach
Dennis T. Avery	Coordinator of Adult Marketing and Recruitment, Admission
John E. Baburnich	Student Records Data Manager, Registrar
Larry G. Back.....	Academic Services Analyst, Computer Center
Elissa I. Bakke	Project Coordinator, Center for Applied Research
Antonina Bambina.....	Honors Program Director
Andrea R. Barnard.....	Program Coordinator, International Programs
Patricia K. Beagle.....	University Division Advisor
Kara G. Becker.....	Director, Southwest Indiana STEM Research Center
Cyndi J. Bent	Financial Assistance Counselor
Stephen L. Bequette.....	Assistant Director of Security
Laurie M. Berry.....	Director, Housing and Residence Life
Rick R. Beury.....	Computer Network Technician, Computer Center
Diana M. Biggs	Director of Internal Audit
Darrel Bigham	Director of the Historic Southern Indiana Project
Terri J. Bischoff	Assistant Director of Publishing Services
Don Bisesi.....	Head Women's Golf Coach
Andrew H. Black.....	Production Coordinator, Distance Education
Megan Black.....	Senior Admission Counselor
Wayne C. Bohm.....	Director, Computer Center
David A. Bower.....	Director of Development
Mary B. Branson.....	Credentials Analyst/Project Director of Degree Audit Reporting System, Registrar
Julie A. Brauser	Training Consultant, Extended Services
Wendy K. Bredhold.....	Media Relations Specialist, News and Information Services
Steven J. Bridges.....	Controller Director of Business Office
Christopher A. Briggs	Director, Food Services
Jennifer A. Briggs.....	Associate Registrar
Michael A. (Brody) Broshears	Director of University Division
Rita M. Brunner.....	Operations Manager and Program Coordinator, Extended Services
Ginny L. Bryant.....	Assistant Director of Development, Foundation Scholarships
Timothy K. Buecher.....	Director, Career Counseling
Gary Burgdorf.....	Construction Administrator, PP
Pamela S. Buschkill	Children's Learning Center Coordinator
JoEllen Bush.....	OPTIONS Advisor, University Division
Debbie H. Butler.....	Computer Operations Manager, Computer Center
Jina L. Campbell.....	Manager of Accounting Services, Business Office
John E. Campbell Jr.....	Assistant Director of Admission
Kathy M. Carr	Advisor, Student Financial Assistance
Michael A. Cathro.....	Foundation Accountant
Debra A. Clark	Circulation Manager, Library
Cindi S. Clayton-Schnitker	Manager of Employment
Linda L. Cleek.....	Director of Continuing Education; Associate Dean of Extended Services
J.R. Compton.....	Senior Systems Analyst, Computer Center
Rebecca A. Conner	Senior Sales Assistant, New Harmony
Nadine Coudret	Dean of the College of Nursing & Health Professions
Teri L. Couts	Staff Accountant, Business Office
Jennifer L. Craig.....	SWI-SHEC Executive Director, Nursing & Health Professions
Nancy Dauby.....	Assistant Director of Admission; Transfer Coordinator
Sandra K. Davis.....	Program Coordinator, Recreation and Wellness
Rebecca S. Deeg.....	Program Coordinator, Extended Services

John L. Deem.....Associate Vice President for Student Affairs
Jean M. Devine Assistant Director of Development, Operations
M. Suzanne Devine Bursar
Pamela S. Doerter Career Coordinator
Katherine A. Draughon..... Director of Office of Planning, Research, and Assessment
Mary C. Drury Computer Network Administrator, Computer Center
Jaclyn D. Dumond Program Coordinator of the Center for Educational Services and Partnerships
David Duvall Assistant Director, Student Development
Kourtney B. Eastham.....Area Coordinator, Housing and Residence Life
Julie H. Edmister Dean of the Bower Suhrheinrich College of Education & Human Services
Susan J. Ellspermann Director of Center for Applied Research
Kristine M. Engelbrecht.....PAC Administrator, Head Women's Soccer Coach
Travis L. Ennis Web Application Programmer
David Enzler Director, Recreation, Fitness, and Wellness
Alison M. Erazmus Assistant Director, New Harmony Gallery of Contemporary Art
Amy E. Estes Coordinator of Public Relations and Marketing, Theatre
Donna J. Evinger Director of Human Resources
Sandra K. Farmer Registrar/Director of Veterans' Support Services
Larry J. Feldhaus Manager of Mail and Courier Services, Distribution Services
Michael W. Fetscher Coordinator of Instructional Broadcasting, Nursing & Health Professions
Susan E. Fetscher Assistant Director of Development, Research, Publications, Events
Amy J. Fisher Manager of University Budgets, Business Affairs
Cyd H. Fithian Assistant Math Specialist
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- Ann H. White** Interim Dean, College of Nursing and Health Professions
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- Sandy Farmer** Registrar; Director of Veterans' Support Services
- David M. Glassman**Dean, College of Liberal Arts
- Michael (Brody) Broshears**..... Director, University Division
- Peggy F. Harrel** Director, Graduate Studies and Sponsored Research
- M. Edward Jones**Vice Provost for Outreach; Dean of Extended Services
- Mohammed Khayum**Dean, College of Business
- Ruth H. Miller**Director, Library Services
- Julie H. Edmister** Dean, Bower-Suhrheinrich College of Education and Human Services
- Brian D. Posler**Assistant Provost for Undergraduate Studies

Information about each individual includes the following: name, highest degree earned, institution granting degree, year degree conferred, current academic rank, and year of appointment.

THE UNIVERSITY FACULTY

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Stephanie L. Bennett; Ph.D., Middle Tennessee State University, 2006; Assistant Professor of Physical Education, 2005.

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Erin M. Gibson; M.A.; Southern Illinois University – Carbondale, 2007; Instructor in Communications, 2007.

Matthew R. Graham; M.F.A., University of Iowa, 1982; Professor of English, 1984.

Larry F. Gries; M.A., University of Notre Dame, 1974; Instructor in English, 2000.

Michael J. Grow; Ph.D., University of Notre Dame, 2006; Assistant Professor of History; Director of the Center for Communal Studies, 2008.

Sidney A. Hall II; Ph.D., Auburn University, 1989; Assistant Professor of Psychology, 1987.

Mary T. Hallock-Morris; Ph.D., Indiana University, 2004; Associate Professor of Political Science; Acting Director of Master of Public Administration Program; Chair of Political Science and Public Administration Department, 2003.

Jason D. Hardgrave; Ph.D., University of Kansas, 2004; Assistant Professor of History, 2004.

Casey Harison; Ph.D., University of Iowa, 1993; Professor of History, 1992.

Peggy F. Harrel; Ph.D., University of Wisconsin, 1985; Director of Graduate Studies and Sponsored Research; Instructor in English, 1989.

Betty L. Hart; Ph.D., West Virginia University, 1991; Professor of English; Acting Chair of English Department, 1991.

Rebecca Evon Hawkins; Ph.D., Southern Illinois University – Carbondale, 2007; Assistant Professor of English; Assistant Director of Composition, 2007.

Mary Frances Heinsohn; M.A., Texas Tech University, 1996; Instructor in English, 2004.

Allen E. Helmstetter, Ph.D., University of North Dakota – Grand Forks, 2005; Contract Assistant Professor of English; Program Director of Humanities, 2006.

Zachary T. Henning; Ph.D., University of Kentucky, 2007; Assistant Professor of Communications, 2009.

Audrey A. Hillyer; M.A., DePaul University, 2004; Instructor in English, 2006.

A. David Hitchcock; Ph.D., Cornell University, 1997; Assistant Professor of Spanish, 2005.

Susanna M. Hoeness-Krupshaw; Ph.D., Southern Illinois University, 1992; Associate Professor of English, 1989.

Leigh Anne Howard; Ph.D., Louisiana State University, 1995; Associate Professor of Communication Studies, 2000.

Xinran Hu; MFA, Minneapolis College of Art and Design, 2002; Associate Professor of Graphic Design, 2004.

Tamara L. Hunt; Ph.D., University of Illinois, 1989; Chair of History Department; Professor of History, 2003.

Robert W. Jeffers; M.A., Murray State University, 1983; Instructor in Advertising, 1993.

M. Shan Jensen; M.F.A., University of Virginia, 1984; Associate Professor of Theatre, 1993.

Kenneth D. Johnson; M.A.L.S., University of Southern Indiana, 2004; Instructor in English, 2007.

Gregory G. Justis, Jr.; M.S., Michigan State University, 2006; Instructor in Criminal Justice, 2008.

Michael S. Kearns; Ph.D., University of California, 1980; Professor of English, 2002. **(On Leave Fall 2009)**

Anya H. King; Ph.D., Indiana University – Bloomington, 2007; Assistant Professor of History, 2009.

Jill A. Kinkade; M.A., University of Louisville, 1997; Instructor in English, 2008.

Andrew J. Kosten; M.F.A., University of South Dakota – Vermillion, 2005; Instructor in Art, 2009.

Guillermo Latorre; Ph.D., Purdue University, 1985; Professor of Spanish, 1989.

Yoon-Joo Lee; Ph.D., University of Tennessee – Knoxville, 2008; Assistant Professor of Communications, 2008.

Leonard B. Leibowitz; M.F.A., Boster University, 2006; Assistant Professor of Theatre, 2006.

C. Bryan Love; M.A., University of Alabama – Tuscaloosa, 1998; Instructor in English, 2006.

Denise M. Lynn; Ph.D., State University of New York – Binghamton, 2007; Assistant Professor of History, 2007.

Heather Mabley; MFA, University of Illinois-Urbana, 2002; Instructor in Theatre, 2004.

William R. Mack; Ph.D., Texas A & M University – College Station, 1999; Assistant Professor of Political Science, 2007.

Carol W. MacKay; Ph.D., University of Kentucky, 1975; Chair of Foreign Languages Department; Associate Professor of French, 1997.

Aimee Y. Mark; Ph.D., University of Kentucky, 2007; Assistant Professor of Psychology, 2007.

Amie R. McKibban; Ph.D., Wichita State University, 2009; Assistant Professor of Psychology, 2009.

Michael J. McLeod; M.A., Ohio State University – Columbus, 1973; Instructor in Journalism, 2009.

Garret A. Merriam; M.A., Rice University, 2006; Instructor in Philosophy, 2008.

Dominic A. Micer; Ph.D., Miami University Oxford, 2004; Assistant Professor of English, 2005.

Robert Millard-Mendez; M.F.A., University of Massachusetts – Dartmouth, 1999; Assistant Professor of Art, 2006.

Ronald G. Mitchell; M.A., University of Missouri, 1997; Instructor in English, 2000.

Donald R. Moore; M.A., Southeast Missouri State University, 2003; Instructor in English, 2007.

John M. Morris; M.S., Indiana State University, 1998; Instructor in Radio and Television, 2000.

Nathan G. Myers; M.P.A., University of Illinois – Springfield, 2005; Instructor in Political Science, 2009.

Benjamin D. O'Dell; M.A., Miami University – Oxford, 2008; Instructor in English, 2009.

Risa M. Ok; M.A., California State University – Northridge, 2006; Instructor in English, 2009.

Joseph J. Palladino; Ph.D., Fordham University, 1982; Professor of Psychology, 1981.

S. Elizabeth Passmore; Ph.D., University of Connecticut, 2004; Assistant Professor of English, 2005.

Randall Pease; M.A., Northeastern State University, 1990; Instructor in English 2000.

Oana A. Popescu-Sandu; Ph.D., University of Illinois – Urbana, 2009; Assistant Professor of English, 2009.

Brian D. Posler; Ph.D., Rice University, 1997; Assistant Provost for Undergraduate Studies; Associate Professor of Political Science; Coordinator of Master of Public Administration Program, 2006.

Virginia Schuster Poston; M.A., University of Oregon, 1988; Instructor in Art History, 1998.

Ronda L. Priest; Ph.D., University of California-Riverside, 1996, Associate Professor of Sociology; Chair of Sociology, Anthropology, and Criminal Justice Studies Department, 1996.

Bascom A. Raulerson; M.S., Illinois State University, 2005; Instructor in Psychology, 2008.

Paul B. Raymond; Ph.D., University of Wisconsin, 1986; Associate Professor of Political Science, 1993.

Mary Beth Reese; M.B.A., University of Southern Indiana, 1993; Instructor in Communications, 2006.

Nicole L. Reid; MFA, George Mason University, 2001; Associate Professor of English, 2004.

D'Arcy J. Reynolds; Ph.D., Miami University – Oxford, 2009; Assistant Professor of Psychology, 2009.

J. Wayne Rinks; Ph.D., University of Tennessee, 1993; Associate Professor of Communications; Chair of Communications Department, 1991.

Thomas M. Rivers; D.A., University of Michigan, 1974; Director of Master of Arts in Liberal Studies Program; Professor of English, 1968.

Leslie J. Roberts; Ph.D., Columbia University, 1974; Professor of French, 1991.

Silvia A. Rode; Ph.D., University of California – Los Angeles, 1993; Associate Professor of German; Chair of Modern and Classical Languages Department, 2007.

Norma Rosas Mayen; Ph.D., Columbia University – City of New York, 1974; Assistant Professor of Spanish, 2008.

Carolyn L. Roth; M.F.A., Florida State University, 1969; Instructor in Art, 1995. **(On leave Fall 2009)**

Matthew D. Rothwell; M.A., University of Illinois – Chicago, 2003; Instructor in History, 2009.

Todd J. Schroer; Ph.D., University of Nebraska-Lincoln, 1998; Associate Professor of Sociology, 2000.

Joneen M. Schuster; Ph.D., Kent State University, 2005; Assistant Professor of Psychology, 2008.

Patrick J. Shaw; Ph.D., University of Missouri – Columbia, 1992; Associate Professor of English; Director of Composition, 2007.

Said Shiyab; Ph.D., Heriot-Watt University, 1991; Instructor in English, 2000.

Margaret A. Skoglund; Ph.D., University of Missouri, 1989; Associate Professor of Art, 1995.

Martha K. Smith; M.A., University of Evansville, 1980; Instructor in English, 1992.

Karyn Z. Sproles; Ph.D., University at Buffalo – the State University of New York, 2007; Director of Faculty Development, Professor of English, 2008.

Anne A. Statham; Ph.D., Indiana University – Bloomington, 1976; Visiting Professor of Sociology; Director of Service Learning, 2007.

Mary L. Stoll; Ph.D., Purdue University, 2002; Assistant Professor of Philosophy, 2005.

Michael R. Strezewski; Ph.D., Indiana University – Bloomington, 2003; Assistant Professor of Anthropology, 2006.

Chad R. Tew; Ph.D., Indiana University, 2003; Associate Professor of Online Journalism, 2004.

Joseph Uduehi; Ed.D., University of Illinois, 1993; Associate Professor of Art Education, 1999.

Paula M. von Loewenfeldt; Ph.D., Purdue University, 2000; Contract Assistant Professor of English, 2004.

Elliot H. Wasserman; M.F.A., University of Georgia, 1981; Professor of Theatre; Director of Theatre; Chair of Performing Arts Department, 1991.

Kathryn M. Waters; M.F.A., Ohio University, 1979; Professor of Art, 1981.

Robert E. West Jr.; Ph.D., Southern Illinois University, 1990; Assistant Professor of Advertising; Program Director of LIBA/LBST, 2000.

Thomas A. Wilhelmus; Ph.D., University of Notre Dame, 1972; Professor of English, 1970.

Steven D. Williams; Ph.D., Carleton University, 2000; Associate Professor of Sociology; Program Director of Gender Studies, 2000.

Susan S. Wolfe; Ph.D., University of Oregon, 1982; Associate Professor Emerita of German; Instructor in German, 2009.

Melinda R. York; Ph.D., Washington State University, 2009; Assistant Professor of Criminal Justice, 2009.

Craig A. Young; M.F.A., Virginia Polytechnic Institute State University, 1997; Assistant Professor of Theatre, 2006.

Stephanie L. Young; Ph.D., Ohio University – Athens, 2009; Instructor in Communication Studies, 2009.

Stephen C. Zehr; Ph.D., Indiana University, 1990; Professor of Sociology, 1994.

College of Nursing and Health Professions

Ann H. White; Ph.D., Georgia State University, 1998; Interim Dean of the College of Nursing and Health Professions; Professor of Nursing, 1990.

Susan Ahmad; M.S., Washington University, 1999, Program Director of Occupational Therapy Assistant; Assistant Professor of Occupational Therapy, 2001.

Mary K. Arvin; B.S., Indiana University-Purdue University – Indianapolis, 1982; Instructor in Occupational Therapy, 2009.

Jennifer K. Bartek; B.S., University of Southern Indiana, 1985; Instructor in Dental Hygiene, 2004.

Kimberly G. Bastin; B.S., University of Southern Indiana, 2003; Assistant Professor of Dental Assisting; Program Director of Dental Assisting, 2006.

C. Elizabeth Bonham; Ph.D., University of Arizona, 2005; Assistant Professor of Nursing, 2009.

Karen R. Brossman; P.M.C., State University of New York – Stony Brook, 2009; Nurse Practitioner/Clinical Instructor, 2009.

Jeri L. Burger; Ph.D., St. Louis University, 2005; Assistant Professor of Nursing; Acting Program Director of Baccalaureate of Nursing, 2002.

Rohn J. Butterfield; M.B.A., University of Chicago, 1980; Instructor in Health Services, 1998.

Lesa Cagle; M.S., Indiana State University, 1988; Assistant Professor of Nutrition, 2003.

Deborah L. Carl; M.Ed., Indiana State University, 1985; Program Director of Dental Hygiene; Assistant Professor of Dental Hygiene; Interim Assistant Dean of the College of Nursing and Health Professions, 1978.

Nadine A. Coudret; Ed.D., Indiana University, 1979; Interim Provost and Vice President for Academic Affairs; Professor of Nursing, 1988.

Barbara A. Davis; Ph.D., Texas Women's University, 1988; Professor of Nursing, 2001.

Wanda L. Douglas; M.S.N., University of Texas – Arlington, 1991; Instructor in Nursing, 2006.

Barbara Renee Dugger; M.S., University of Evansville, 1987; Instructor in Nursing, 2002.

Brandon M. Eggleston; Ph.D., Indiana University – Bloomington, 2009; Assistant Professor of Health Services/Administration, 2008.

Mary C. Ehiman, Ph.D., Virginia Commonwealth University, 2008; Assistant Professor of Gerontology; Director of the Center for Healthy Aging, 2005.

Ethel A. Elkins; M.H.A., University of Southern Indiana, 2006; Instructor in Health Services, 2008.

Linda K. Evinger; M.S.N., University of Evansville, 1988; Instructor in Nursing, 1991.

Claudine E. Fairchild; B.S., University of Southern Indiana, 2001; Assistant Professor of Radiologic and Imaging Sciences; Baccalaureate in Diagnostic Medical Sonography Program Director, 2001.

M. Nance Fiester; M.S., Indiana University – Bloomington, 2006; Instructional Coordinator of Special Projects, 2007.

Philip A. Gentry; D.D.S., Indiana University-Purdue University – Indianapolis, 1983; Contract Assistant Professor of Dental Hygiene, 2009.

Peggy A. Graul; M.S.N., University of Evansville, 1976; Coordinator of Continuing Education-Nursing/Health Profession Programs, 1996.

Mellisa A. Hall; D.N.P., Case Western Reserve University, 2008; Assistant Professor of Nursing, 2005.

E. Keeley Hargis; M.S., Vanderbilt University, 2001; Instructor in Nursing, 2008.

Jennie P. Hiam; M.S.N., Indiana University, 1970; Instructor in Nursing, 1996.

Richard W. Hobbs; M.A., University of Southern Indiana, 1999; Assistant Professor of Occupational Therapy, 1994.

Roberta E. Hoebeke; Ph.D., University of Wisconsin, 2002; Associate Professor of Nursing, 2002.

W. Gale Hoehn; M.S.N., University of Evansville, 1998; Instructor in Nursing, 1999.

Emily R. Holt; M.H.A., University of Southern Indiana, 2003; Assistant Professor of Dental Assisting/Hygiene, 2006.

Robert W. Hooper; R.R.T., B.S., University of Southern Indiana, 1996; Program Director and Assistant Professor of Respiratory Therapy, 1982.

Janet R. Kilbane; M.Ed., Cleveland State University, 1977; Assistant Professor of Occupational Therapy, 1995.

Tracy J. Kinner; M.S.N., University of Southern Indiana, 2005; Instructor in Nursing, 2006.

Judi L. Kuric; D.N.P., Rush University, 2008; Assistant Professor of Nursing, 1992.

Aimee J. Luebben; Ed.D., Southern Illinois University at Edwardsville, 1997; Professor of Occupational Therapy, 1992.

Phyllis A. Maddox; M.Ed., Indiana State University, 1985; Assistant Professor of Dental Hygiene, 1978.

Sherrri D. Mathis; B.S., University of Southern Indiana, 2004; Assistant Professor of Occupational Therapy Assistant, 2007.

Joy A. McBride, M.S., University of Southern Indiana, 2009; Assistant Professor of Radiologic & Imaging Sciences, 2005.

Julie L. McCullough; Ph.D., University of Tennessee, 1999; Associate Professor of Nutrition; Program Director of Food and Nutrition, 1999.

Jeanne M. Melton; B.A., Indiana University – Bloomington, 1986; Instructor in Health Services, 2006.

Janet G. Oakley; M.S., University of Evansville, 1979; Assistant Professor of Nursing, 2006.

Marilyn Ostendorf; M.S.N., University of Evansville, 1992; Instructor in Nursing, 2003.

Karen L. Parker; Ph.D., University of Cincinnati, 1998; Assistant Professor of Nursing, 1999.

Victoria K. Pigott; M.S., University of Southern Indiana, 2001; Special Projects Director, 2004.

Martin A. Reed; Ph.D., Southern Illinois University, 1983; Program Director and Associate Professor of Radiologic Imaging Science, 1997.

Janet D. Rennels; M.S., Eastern Illinois University, 1992; Instructor in Food and Nutrition, 2008.

Kathy B. Riedford, D.N.S., Indiana University/Purdue University Indianapolis, 1997; Assistant Professor of Nursing, 2005.

Mary J. Rock; J.D., Indiana University-Purdue University Indianapolis, 1988; Assistant Professor of Nursing, 2009.

Mayola Rowser; Ph.D.N., University of Tennessee - Memphis, 2008; Assistant Professor of Nursing; Graduate Nursing Program Director, 2000.

Julie B. St. Clair; M.S.N., University of Evansville, 1986; Instructor in Nursing, 1990.

Gina Schaar; M.S.N., University of Evansville, 1988; Instructor in Nursing, 2004.

Anthony W. Schmitt; M.S., University of Southern Indiana, 2005; Assistant Professor of Respiratory Therapy, 2000.

Susan A. Seibert; B.S.N., University of Evansville, 1989; Instructor in Nursing, 2009.

Maria R. Shirey; Ph.D., Indiana University-Purdue University – Indianapolis, 2009; Associate Professor of Nursing, 2009.

Stephen G. Spencer; Ph.D., University of Cincinnati, 1999; Professor of English, Chair of English Department, 2008.

Mary J. Swartz; M.S., University of Evansville, 1982; Instructor in Nursing, 2008.

Constance F. Swenty; M.S.N., Clarkson College, 1998; Instructor in Nursing, 2006.

Jennifer L. Titzer, B.S., University of Southern Indiana, 1999; Instructor in Radiologic & Imaging Sciences, 2005.

Kevin J. Valadares; Ph.D., St. Louis University, 2003; Associate Professor of Health Services/Administration; Director of Health Services Program; Director of Master of Health Administration Program, 2001. **(On Leave Spring 2010)**

Colleen R. Walsh; M.S.N., University of South Alabama, 1993; Instructor in Nursing, 1998.

Barbara J. Williams; O.T.D., Nova Southeastern University, 2004; Assistant Professor of Occupational Therapy; Program Director of Occupational Therapy, 2004.

Amy L. Wilson; M.S., University of Southern Indiana, 2009; Assistant Professor of Radiologic Imaging Science, 2004.

Mara Beth D. Womack; B.S., University of Southern Indiana, 1996; Assistant Professor of Dental Assisting/Hygiene, 2001.

Pott College of Science and Engineering

Scott A. Gordon; Ph.D., University of Tennessee, 1994; Dean of the Pott College of Science and Engineering; Professor of Biology.

Carrie L. Andersen; M.A., University of Louisville, 2005; Instructor in Mathematics, 2007.

Kirat K. Baath; Ph.D., University of Massachusetts, 1998; Instructor of Biology, 2000.

Glenn C. Ballard;

James H. Bandoli; Ph.D., University of New Mexico, 1983; Professor of Biology, 1982.

Jeanne K. Barnett; Ph.D., Duke University Medical Center, 1983; Professor of Biology, 1989.

Leann J. Beaven; M.A., Western Kentucky University, 1997; Instructor in Mathematics, 2001.

Keith G. Benedict; M.S., University of Southern Indiana, 1999; Instructor in Engineering, 1990.

Betty J. Bleichroth; M.A., University of Evansville, 1978; Instructor in Mathematics, 2003.

Shelly B. Blunt; Ph.D., University of Iowa, 1998; Associate Professor of Chemistry; Associate Dean of Pott College of Science and Engineering, 1999.

Stephanie D. Bush; M.P., Columbia University – City of New York, 2005; Instructor in Biology, 2008.

Keith W. Carter; M.S.E., University of Southern Indiana, 2008; Instructor in Mathematics, 2004.

Jeannie T.B. Collins; Ph.D., University of Southern Mississippi, 1998; Associate Professor of Chemistry, 1999.
Cindy R. DeLoney-Marino; Ph.D., University of California-Riverside, 2000; Associate Professor of Biology, 2003.
Ronald W. Diersing; Ph.D., University of Notre Dame, 2007; Assistant Professor of Engineering, 2007.
Joseph A. DiPietro; Ph.D., Oregon State University, 1990; Professor of Geology, 1991.
John R. Donnelly; Ph.D., State University of New York – Binghamton, 2003; Assistant Professor of Mathematics, 2007.
Paul K. Doss; Ph.D., Northern Illinois University, 1991; Professor of Geology, 1997.
James M. Durbin; Ph.D., University of Nebraska, 1999; Associate Professor of Geology, 1998.
David Ellert; B.S., Purdue University, 1979; Instructor in Engineering; Coordinator of Engineering Outreach, 2004.
William S. Elliott, Jr.; Ph.D., Indiana University – Bloomington, 2002; Associate Professor of Geology; Chair of the Geology and Physics Department, 2009.
Susan J. Ellspermann; Ph.D., University of Louisville, 1996; Director for Applied Research; Assistant Professor of Engineering, 2006.
Brandon S. Field; Ph.D., University of Illinois – Urbana, 2007; Assistant Professor of Engineering, 2008.
Cynthia C. Forgie; Ph.D., University of Louisville, 2008; Assistant Professor of Engineering, 2008.
Clifford T. Fulton; Ph.D., Kent State University, 2000; Assistant Professor of Biology, 2001.
Adrian P. Gentle; Ph.D., Monash University in Australia, 2000; Associate Professor of Mathematics, 2003.
Stephen J. Glueckert; M.S., Southern Illinois University, 1994; Instructor in Chemistry, 1998.
George Ann Griffin; M.Ed., University of Louisville, 1976; Instructor in Mathematics, 1988.
Margaret L. Gruenwald; M.S., University of Southern Indiana, 1995; Instructor in Mathematics, 1998.
Edith L. Hardcastle; Ph.D., University of Arkansas, 1993; Associate Professor of Biology, 2003.
Sangwoo Heo; Ph.D., University of Oregon, 1997; Associate Professor of Mathematics, 1997. **(On Leave Spring 2010)**
Priyadarshine Hewavitharane; Ph.D., Bowling Green State University, 2005; Assistant Professor of Chemistry, 2008.
Mari K. Hopper; Ph.D., Kansas State University, 1989; Assistant Professor of Biology, 2006.
Rick A. Hudson; Ph.D., Indiana University – Bloomington, 2009; Assistant Professor of Mathematics, 2009.
Marilyn M. Hurst, Ph.D., University of Cincinnati, 1978; Instructor in Chemistry, 2005.
Mei H. Jones; M.S., University of Southern Indiana, 2006; Instructor in Mathematics, 2004.
Glen J. Kissel; Ph.D., Massachusetts Institute of Technology, 1988; Assistant Professor of Engineering, 2004.
Sally H. Kleinknecht; M.S., University of Southern Indiana, 2003; Instructor in Mathematics, 2003.
Mary S. Knust, M.S., University of Akron, 2005; Instructor in Mathematics, 2005.
Mark D. Krahling; Ph.D., University of Wisconsin-Madison, 1992; Associate Professor of Chemistry; Director of University Core Curriculum, 1994.
Barbara Kramer-Kalvelage; M.A., University of Evansville, 1967; Instructor in Biology, 2000.
Paul A. Kuban; Ph.D., University of Louisville, 2006; Associate Professor of Engineering, 1996.
Marco A. Lara Gracia; Ph.D., Purdue University, 1999; Assistant Professor of Engineering, 2008.
Kyong-Hee Melody Lee; E.D.D., Columbia University – City of New York, 1994; Assistant Professor of Mathematics, 2007.
C. Randall Leigh; M.S., Southern Illinois University, 1981; Instructor in Mathematics, 1990.
Joyce L. Lukens; M.S., Iowa State University, 1986; Instructor in Mathematics, 1996.
Anton H. Maria; Ph.D., University of Rhode Island, 2001; Associate Professor of Geology, 2003.
Henri R. Maurice; Ph.D., Rutgers University, 1989; Chair of Biology Department; Associate Professor of Biology, 2000.
Eric S. McCloud; Ph.D., University of Illinois, 1995; Associate Professor of Biology, 1997.
Kathleen A. McWilliams; M.A., Indiana University – Bloomington, 1995; Instructor in Mathematics, 2007.
Evan T. Millam; Ph.D., University of Minnesota, 1999; Assistant Professor of Chemistry, 1999.
Zane W. Mitchell, Jr.; Ph.D., Virginia Polytechnic Institute and State University, 1998; Associate Professor of Engineering; Chair of Engineering Department, 2009.
Doris J. Mohr; Ph.D., Indiana University – Bloomington, 2005; Assistant Professor of Mathematics, 1992.
Landon L. Moore; Ph.D., Purdue University, 1997; Assistant Professor of Biology, 2009.
F. Jack Naghdi; M.S.C.E., University of Illinois, 1964; Assistant Professor of Engineering, 1977.
Thomas J. Pickett; Ph.D., Clemson University, 1988; Associate Professor of Physics, 1991.
Julie C. Pilcher; Ph.D., Wright State University School of Medicine, 1986; Contract Assistant Professor of Biology, 1998.
Bettye R. Polivick; M.E.D., Western Kentucky University, 1978; Special Part-time Instructor in Mathematics, 1999.
Kenneth M. Purcell; Ph.D., Florida State University, 2009; Assistant Professor of Physics, 2009.
M. Mamunur Rashid, Ph.D., University of Utah, 2003; Assistant Professor of Engineering, 2006.
Edward E. Rehkopf; Ph.D., University of California – Santa Barbara, 2008; Assistant Professor of Mathematics, 2008.
David B. Ritterskamp; M.A., Indiana University, 1996; Instructor in Mathematics, 1996.
Kathy V. Rodgers; Ph.D., Southern Illinois University at Carbondale, 1995; Chair of Mathematics Department; Associate Professor of Mathematics, 1990.
Richard J. Ruhala; Ph.D., Pennsylvania State University, 1999; Associate Professor of Engineering, 2002.
Yalcin Sarol; Ph.D., Purdue University, 2005; Assistant Professor of Mathematics, 2006.
Kent W. Scheller; Ph.D., University of Notre Dame, 1994; Assistant Professor of Physics, 1999.
David E. Schultz; Ph.D., Southern Illinois University, 2001; Program Director of Master of Science in Industrial Management; Associate Professor of Engineering, 1998.
Amanda L. Scott; M.S., Western Kentucky University, 1999; Instructor in Mathematics, 1999.
Marsha L. Segebarth; Ph.D., University of Kentucky, 2000; Contract Assistant Professor of Biology, 2002.
Robin A. Sermersheim, M.S., University of Evansville, 1988; Instructor in Mathematics, 2005.
Jeffery W. Seyler; Ph.D., Purdue University, 1992; Professor of Chemistry; Chair of Chemistry Department, 1993.
Janet G. Sipes; M.A., University of Missouri – Columbia, 2006; Instructor in Mathematics, 2008.
Natasha L. Smith; Ph.D., Vanderbilt University, 2007; Assistant Professor of Engineering, 2009.
Pam C. Spelbring; B.S., Indiana State University, 1967; Instructor in Physics, 1999.
Eric P. Sprouls; M.S.C.E., University of Illinois, 1974; Associate Professor of Engineering, 1977.
Rex M. Strange; Ph.D., University of Alabama – Tuscaloosa, 2000; Assistant Professor of Biology, 2006.

R. Brent Summers, Ph.D., University of Louisville, 1999; Assistant Professor of Biology, 2005.
Mary D. Tucker; Ph.D., University of Illinois – Urbana, 1979; Instructor in Chemistry, 2005.
M. Daniela Vidal; M.B.A.; University of Southern Indiana, 1999; Program Coordinator of Advanced Manufacturing; Instructor in Advanced Manufacturing, 2009.
Edmir O. Wade; Ph.D., University of Denver, 2006; Assistant Professor of Chemistry, 2008.
Nelda L. Wade; M.S., University of Denver, 2004; Instructor in Mathematics, 2008.
Kenneth E. Walsh; Ph.D., University of Bristol, United Kingdom, 2002; Assistant Professor of Chemistry, 2006.
Judith A. Wells; M.S., Indiana State University, 1982; Instructor in Mathematics; Coordinator of Mathematics Instructors, 1987.
Brian E. West; M.S.E.E., Rose Hulman Institute, 1994; Assistant Professor of Engineering, 1999.
William G. Wilding; Ph.D., University of Missouri-Columbia, 1994; Associate Professor of Mathematics, 1994.
Jerry L. Williams; M.S., Southern Illinois University at Edwardsville, 1986; Instructor in Mathematics, 1994.
Carrie L. Wright; M.S., Miami University, 2003; Instructor in Geology, 2006.

THE UNIVERSITY FACULTY– Graduate Faculty

The following University of Southern Indiana professors also are members of the Graduate Faculty*.

Nancy Aguinaga
Sherry Allen
Cynthia C. Baker
Charles T. Barber
Gina Berridge
Darrel E. Bigham
Gary Black
Dionne Blue
Lee Ann Blue
Elizabeth Bonham
Robert E. Boostrom
Thomas D. Bordelon
Angela Brawdy
Jeri Burger
Kevin G. Celuch
Manfen W. Chen
Jeannie Collins
Charles Conaway
Nadine A. Coudret
David C. Cousert
Thuy DaoJensen
Patricia Davidson
Barbara Davis
John Day
James H. Divine
Michael D. Dixon
Wanda Douglas
Wesley Durham
Brandon Eggleston
Ethel Elkins
Kathy M. Elpers
Cynthia Forgie
Abbas Foroughi
Paul C. Frazer
Gene Freudenburg
Lisa Gish
Vella Goebel
Susan H. Gooden
Scott Gordon
Cathlin Gray
Ernest Hall

Mellisa Hall
Jason Hargrave
Casey Harison
Beth Hatt
Rebecca Hawkins
Ramadan Hemaïda
Sangwoo Heo
Jennie Hiam
Richard Hobbs
Roberta E. Hoebeke
Susanna Hoeness-Krupsaw
Elizabeth G. Johnson
Kimberly Johnson
James Kamla
Michael Kearns
Mohammed F. Khayum
Janet Kilbane
Mehmet C. Kocakulah
Pam Koob
Mark A. Krahling
Brett Long
Aimee J. Luebben
William Mack
Andrew Manion
Sherri Mathis
Gary E. May
Brian L. McGuire
Timothy McIntosh
Jane Meyer
Doris Mohr
Jennifer Mohr
Mary Morris
Sudesh Mujumdar
Nathan Myers
Les Nunn
Marie Opatrny
Marie Palladino
Paul Parkison
Elizabeth Passmore
Dane Partridge
Joy Peluchette

Iris Phillips
Virginia Poston
Charles L. Price
Mumunur Rashid
Martha B. Raske
Paul Raymond
Jong Rhim
Bonnie Rinks
Thomas Rivers
Kay Roberts
Silvia Rode
Kathy Rodgers
Susan Rouse
Mayola Rowser
Carl L. Saxby
Timothy J. Schibik
David E. Schultz
Marlene V. Shaw
Maria Shirey
Sharon Simmons
Michael L. Slavkin
Eric Soelter
Martha B. Sparks
Otis Stanley
Anne Statham
Chad Tew
Jeff A. Thomas
Wendy Turner-Frey
Kevin Valadares
Gregory P. Valentine
Mary Wehmer
Ann H. White
William Wilding
Thomas A. Wilhelmus
Barbara Williams
Jennifer J. Williams
Steve Williams
Carrie Wright
Anna Wyman

*as of 9-22-09
(from Graduate Studies Web Site)

EMERITUS FACULTY AND STAFF

The following members of the faculty and administration retired from active service after many years of loyal and distinguished service to the institution: ** deceased

George S. Abshier**; Ph.D., Purdue University, 1948; Professor Emeritus of Business, 1975-1986.
Larry W. Arp; Ed.D., Utah State University, 1974; Professor Emeritus of Business Education, 1972-2000.
Charles T. Barber; Ph.D., The American University, 1967; Professor Emeritus of Political Science, 1971-2007.
John M. Barnes; M.S., University of Michigan, 1953; Assistant Professor Emeritus of Geology and Geography, 1970-1990.
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 Linda A. Taylor Custodial Worker, Physical Plant
 Michael J. Taylor Lead Maintenance Mechanic
 Betty A. Tenhumberg Custodial Worker, Physical Plant
 Melinda J. Thene Medical Research Technician I, Medical Education
 Marilyn S. Thielman Part-Time Administrative Assistant, Communal Studies
 Wilfred G. Thielman Parking Attendant
 Joshua S. Thomas Security Officer
 Virginia E. Thomas Administrative Assistant, Art
 Todd E. Tichenor Senior Maintenance Mechanic, New Harmony
 Susan R. Todd Administrative Clerk, Admission
 Angela Torres Administrative Associate, College of Liberal Arts
 C. Michael Truitt Security Staff Sergeant
 Tami L. Turney Medical Tech Sergeant, Security
 Sherry M. Tynes Information Systems Associate, Development
 Diane G. Utley Coordinator of Student Activities and Grants, Nursing and Health Professions
 Lorie A. Van Hook Senior Administrative Assistant, Extended Services
 Catherine M. Vaughan Senior Library Assistant
 Johna S. Vaughan Administrative Associate, Nursing & Health Professions
 Pamela L. Wade Part-Time Administrative Clerk, Business Affairs
 Debra Wagner Laboratory Assistant, Medical Education
 Michael L. Walls Biology Laboratory Supervisor
 Robin C. Warford HVAC Operator
 Rachel M. Warren Administrative Assistant, Health Services
 Rodney D. Wasson Maintenance/Custodian, Historic New Harmony
 Ronald A. Weatherford Group Exercise Instructor
 Richard K. Weaver Custodial Worker, Physical Plant
 Jalane A. Weber Administrative Assistant, Advising, Recruitment & Grants, Nursing & Health Professions
 Shirley A. Webster Custodial Worker, Physical Plant
 Mary Alice Weigand Administrative Associate, Dean of Students
 Zachary A. Weigand Graphic Artist I, Graphics and Web Design
 Rebecca S. Weinzapfel Administrative Assistant, Procurement & Distribution Services
 Madonna R. Whisenant Parking Enforcement Officer
 Penny J. White Senior Administrative Associate, University Relations
 Deborah J. Whiteside Senior Administrative Assistant, University Division
 Amanda D. Wildeman Cashier II, Bursar
 Larry D. Wildeman Lead HVAC Operator
 Ted J. Willett Printing Operations Assistant, Printing Services
 Christina M. Willey Children's Learning Center Teacher
 Jane M. Williams Telephone Operator
 Lisa M. Wilson Part-Time Administrative Assistant, Honors Program
 Julia L. Winegar Administrative Assistant, Registrar
 Boyd D. Winterheimer Grounds Maintenance Worker/Vehicle Maintenance
 Richard P. Wire Computer Support Assistant II, Nursing and Health Professions
 Leah S. Wise Senior Administrative Assistant, President's Office
 Dawn Whalen-Burghard Accounting Assistant, Library Services
 Christine L. Wolf Accounting Assistant, Bursar
 Richard A. Wolf Security Officer
 Cassandra L. Wollrab Children's Learning Center Teacher
 Joseph M. Wooldridge HVAC Operator
 Constance B. Wright Administrative Assistant, Undergraduate Nursing
 Keith A. Wright Custodial Worker, Physical Plant
 Alexander Zielinski Security Officer

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