

# Washburn University Office of Academic Affairs (2024-2025)

## Provost & VPAA

### Dr. John Fritch

Ext. 2551

- Overall responsibility for academics and academic support functions of the University
- Academic liaison to the President's Office

## Assistant to Provost

### Ann Treinen

Ext. 4963

- Assists with scheduling meetings for Dr. Fritch
- Support Provost, Associate Provosts and Academic Affairs team.

• Have a question for academic affairs and not sure where it goes?  
Call ext. 4963 or email: [VPAA@washburn.edu](mailto:VPAA@washburn.edu)

• Have a document that needs to be signed or processed?  
Send documents to: [VPAADocs@washburn.edu](mailto:VPAADocs@washburn.edu)

• Have a campus-affiliated event you want to share with colleagues?  
Send information to: [AcademicEvents@washburn.edu](mailto:AcademicEvents@washburn.edu) v20241002

## Associate Provost

### Dr. Beth O'Neill

Ext. 2138

- Curriculum/program revisions and development
- Academic Program Review and Annual Reports
- General Education
- Oversee Aleshire Center, Study Abroad, WTE, and Honors Program
- System-wide Transfer and Articulation
- Coordinate with KBOR on academic initiatives
- Coordinate articulation agreements
- Coordinate with EM and SARR regarding Banner

## Associate Provost

### Dr. Danny Wade

Ext. 1449

- Promotion and Tenure
- Faculty searches, training, & hiring guidelines
- New faculty orientation, onboarding, and mentoring
- Faculty development initiatives
- Internal grants—Faculty Development, Small/Major Research, Intl Travel
- Oversee Center for Teaching Excellence (C-TEL)
- Faculty and Emeritus Awards
- University Information and Resources
- Academic policy exceptions and waivers
- Late withdrawals/Late retroactive withdrawals
- Academic probation & reinstatement
- Student and faculty academic concerns

## Associate Provost

### Dr. Melanie Worsley

Ext. 2115

- Oversee assessment and IRB
- Licensure, NC SARA, and specialized program accreditation
- Coordinate learning space committee
- Support OSP
- Graduate Council
- Credit for Prior Learning
- Federal Work Study
- Policy questions, concerns, and revisions
- Chair OER committee
- Approve AAS conferrals from WU Tech
- Manage academic calendar

## Associate Provost

### Dr. Jennifer Ball

Ext. 1840

- Higher Learning Commission Academic Liaison Officer
- Corrections Education
- University Accreditation

## Director, Academic Budget & Finance - Andrea Lagos

Ext. 3193

- Budget support for Academic Affairs, CAS, SOBU, SAS, SON, and Libraries
- Department-level training provider for: FLAC, Budget, Finance reports
- Prepares & processes: budget and finance reports, budget transfers and payments

## Director, Online Education

### Ju-Yu Chang

Ext. 3194

- Directs Online Education Taskforce
- Develops and coordinates campus-wide best practice for online course delivery
- Provides education and training

## Academic HR Specialist

### Debi Meier

Ext. 1190

- Support for academic recruitment & hiring, including posting ads
- Employment verification for faculty
- FLAC contact for HR
- On-boarding and off-boarding faculty members, prepares faculty contracts
- Travel arrangements and other requirements of faculty searches

## Manager, Academic Affairs & Curricula

### Holly Broxterman

Ext. 3870

- CourseLeaf software administrator, provides training and technical support
- Tracks & reports on university governance process, manages governance calendar & committee lists
- Manages Banner course data
- Edits and publishes academic catalogs
- Supports Academic Affairs Committee, Faculty Senate, & General Faculty
- Internal projects

## Coordinator, Faculty Development & Compliance

### Beth Mathews

Ext. 2612

- Supports Associate Provost for Faculty Development & Student Issues
- Supports Faculty Affairs Committee & Graduate Council
- Internal Grants, Promotion & Tenure
- Student Issues, Federal Work Study
- HLC Accreditation process / Licensure
- Supports Associate Provost of Faculty Development with new faculty, sabbaticals, faculty awards, grade appeals, student issues, and retroactive late withdrawals