



**DEPARTMENT OF TEACHING,
LEARNING AND TEACHER EDUCATION**

If you have questions about...	Contact
Adjunct contact information	Ben Heinisch
Adjunct contracts	Ben Heinisch
Advising Center Liaison	Cathy Gabell
Attendance rosters	Ben Heinisch
Awards	Cynthia Borgheiinck/Loukia Sarroub
Budget	Loukia Sarroub
Building access/Keys/Ncard access	Ben Heinisch
Chair's calendar	Joelle Tangen
Coffee room maintenance	Student Workers
Conference registrations	Cathy Gabell/Joelle Tangen/Cynthia Borgheiinck
Copier toner	Student Workers
Copies/Scanning	Student Workers
Course schedule oversight	Ben Heinisch
Elementary Evaluation system (online)	Cathy Gabell
Events--(Room Reservations, Nametags, Food, Printing Materials)	Cynthia Borgheiinck/Cathy Gabell
Expense vouchers	Ben Heinisch
Faculty development opportunities	Loukia Sarroub
Faculty evaluations	Loukia Sarroub
Faculty leave requests	Loukia Sarroub
Faculty mentors	Loukia Sarroub
Faculty/staff directory	Ben Heinisch
Front desk coverage	Student Workers
Graduate Assistantships & Fellowships	Lorraine Males/Joelle Tangen
Grade appeals	Loukia Sarroub
Graduate admissions	Joelle Tangen
Graduate advising	Joelle Tangen
Graduate course schedule details	Lorraine Males
Graduate curriculum and changes	Lorraine Males

Graduate permission codes	Joelle Tangen
Graduate recruitment	Lorraine Males
Graduate student events	Lorraine Males
Graduate student files & paperwork	Joelle Tangen
Graduate student orientation	Lorraine Males
Graduate Studies liaison	Joelle Tangen
Grant-related Administrative Support	Cynthia Borgheiinck
Grant-related Event Planning	Cynthia Borgheiinck
Independent study agreements (graduate)	Joelle Tangen
Independent study agreements (undergraduate)	Cathy Gabell
Listserv	tltestaff@listserv.unl.edu
Listserv maintenance	Joelle Tangen/Ben Heinisch
Mail	Student Workers
Maintenance Requests	Ben Heinisch
Paper recycling (emptying bins when full)	Student Workers
Paper supply in photocopiers	Student Workers
Parking passes	Ben Heinisch
Plagiarism	Loukia Sarroub
Pre-trip authorizations	Loukia Sarroub
Promotion and Tenure files	Ben Heinisch
Promotion and Tenure process	Loukia Sarroub
Registrar's Office, Business Team, Dean's Office, Facilities, Certification Office, ALTC Liasion	Ben Heinisch
Room reservations (CPEH 289)	Student Workers/Ben Heinisch
Room reservations (not listed above)	Ben Heinisch
Scheduling of departmental meetings	Ben Heinisch
Search committee logistics (hotel and travel reservations)	Ben Heinisch/Joelle Tangen/Cathy Gabell
Special events (guest speakers, travel booking, food orders, parking, room reservations)	Cynthia Borgheiinck
Student grievances	Loukia Sarroub
Supply orders (faculty and office)	Cynthia Borgheiinck/Joelle Tangen/Cathy Gabell
Syllabi archiving	Cynthia Borgheiinck
Teaching assignments	Loukia Sarroub/ Lorraine Males
Technology equipment & troubleshooting	Joelle Tangen/Cathy Gabell
Textbook/desk copies	Cynthia Borgheiinck/Student Workers
Textbook ordering from UNL Bookstore	Cynthia Borgheiinck
tltestaff email	Student Workers
Undergraduate admissions	Cathy Gabell
Undergraduate curriculum changes	Cathy Gabell
Undergraduate override codes	Cathy Gabell
Undergraduate student events	Cathy Gabell
Website updates	Joelle Tangen/Ben Heinisch

Dept Chair – Loukia Sarroub, PhD

Accreditation issues/questions
Budget issues/questions (travel concerns, funding requests)
Curriculum issues (if unsolved with program coordinator or graduate chair)
Faculty development opportunities & leave requests
Faculty Evaluations oversight
Faculty meetings
Grade appeals, student grievances, plagiarism
Issues involving the advising office
Oversight for summer budget
Problem solving/trouble shooting
Promotion and Tenure

Graduate Chair – Lorraine Males, PhD

Assistantship questions
Chair graduate committee
Chair graduate faculty meeting
Collaborate with Grad Proj Assoc
Graduate course schedule details
Liaison with Graduate Studies
Oversee graduate program admissions
Oversight for graduate curriculum and changes
Oversight for graduate recruitment
Oversight for graduate student events
Oversight for graduate student orientation
Student inquiries

Operations & Project Specialist – Ben Heinisch, PhD

Activity Insight
Adjunct contracts
Attendance Rosters
Building maintenance (repairs, safety, furniture)
Building/Office signage
Conference Registrations
Contact information for adjunct and grad students
Correction rosters
Course Evaluations
Course Schedule Oversight
eShop

Faculty evaluation files/materials
Faculty meeting minutes
Faculty/staff directory
Grade change forms
How to access the listservs and who they go to
Key manager
Liaison with outside vendors
Liaison with Registrar's Office, Business Team, Dean's Office, Facilities, Certification, ALTC
N Card access
Nametags
Office staff supervision
Office staff time approval
Oversight for scheduling of departmental meetings
Oversight of parking passes
Pcard
Position descriptions
Promotion and Tenure file compilation
Student assistant supervision
Student assistant time approval
Summer budget worksheet preparation
Teaching assignments
Travel: Expense vouchers
Travel: pre-trip authorizations

Graduate Project Associate – Joelle Tangen

Assist with graduate student recruitment
Backup for phone/office coverage
Conference registrations
Coordinate with Graduate Studies
Coordinate with Grad Studies chair
eShop
Fellowship letters
Forms, comps, communication/articulation with Grad Studies
Grades
Graduate admissions process
Graduate committee meeting minutes
Graduate curriculum changes
Graduate faculty meeting minutes
Graduate permission codes

Graduate student events
Graduate student files
Graduate student orientation logistics
Independent study agreements
Initial point of contact for student inquiries
Pcard
Research Assistant letters
Room reservations
Supply orders
Teaching Assistant letters
TLTE listserv maintenance
TLTE website updates

Undergraduate Project Associate – Cathy Gabell

Advising Center Liaison
Backup for phone/office coverage
Conference registrations
Coordinate with ELED and SECD coordinators
Elementary Education meeting minutes
eShop
Independent study agreements
Logistics of departmental meetings
Maintenance of TLTE Elementary Evaluation system website
Pcard
Room reservations (CPEH 289)
Search committee needs (hotel and travel reservations)
Secondary Education meeting minutes
Special events (guest speakers, travel booking, food orders, parking, room reservations)
Supply orders
Technology equipment
Technology troubleshooting (including batteries)
Textbook/desk copies
Undergraduate admissions process
Undergraduate curriculum changes
Undergraduate override codes
Undergraduate student events

Student Workers

Coffee room maintenance

Copier supply orders
Copies (24 hrs advance notice)
Copy counts
Data port and phone jack inventory
Database entry for graduate chair
Front desk coverage
Mail
Office supply inventory
Open & close office
Paper recycling bin maintenance
Paper supply in photocopiers
Phone coverage
Projects as assigned
Room Reservations (CPEH 289)
Scanning
TLTE Staff general email account