# Office of Academic Affairs

**Provost & VPAA:**

**Dr. John Fritch**

- Ext. 1648
- Overall responsibility for academics and academic support functions of the university
- Academic liaison to the President’s Office

**Assistant Provost:**

**Dr. Jennifer Ball**

- Ext. 1840
- Higher Learning Commission Academic Liaison Officer
- Liaison to KBOR
- Corrections Education
- Faculty Governance
- General education
- Compliance and Accreditation
- Sponsored projects

**Assistant Provost:**

**Dr. Danny Wade**

- Ext. 1449
- Academic policy exceptions and waivers
- Student academic concerns
- Faculty searches and related training, orientation, on-boarding, mentoring.
- Internal grants, Academic and Sweet Sabbaticals

**Coordinator of Compliance, Academic Affairs:**

**Beth Mathews**

- Ext. 2612
- Supports Associate Provost, Asst. Provost for Faculty Development, Faculty Affairs Committee, HLC accreditation process
- Licensure compliance
- Student issues
- Tenure and promotion
- Can help you: schedule time with Dr. Ball or Dr. Wade; answer questions about sabbaticals, research grants, faculty awards, grade appeals, retroactive withdrawals

**Communications Coordinator & Assistant to the VPAA:**

**Michaela Saunders**

- Ext. 4963
- Supports Provost, Asst. Provost for Curricula and Program Innovation, Faculty Handbook Committee
- Prepares Academic Affairs agenda materials for WUBOR; communication pieces and plans
- Academic events promotion and support
- Academic Affairs website
- Can help you: schedule time with Dr. Fritch or Dr. O’Neill; brainstorm connections across campus; figure out who in Academic Affairs can best help you.

**Director, Academic Budget and 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 and processes: budget and finance reports, budget transfers and payments
- Can help you answer: Where/how do I pay this?

**Coordinator of Projects and Operations, Academic Affairs:**

**Holly Broxterman**

- Ext. 3870
- Supports Academic Affairs Committee, Faculty Senate, and General Faculty
- Tracks curriculum process (CourseLeaf), Banner curriculum, academic catalog revisions.
- Special projects
- Can help you: answer questions about CourseLeaf, or provide CourseLeaf training for departments

**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
- Can help you: answer questions about online course design and effectiveness.

**Assistant Provost: Dr. Beth O’Neill**

- Ext. 2138
- Program review
- Annual reporting
- Curriculum/program revisions and development
- New program support
- Coordinates with directors of academic programs

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Have a document that needs to be signed or processed? Send documents to: VPAADocs@washburn.edu

Have a campus-affiliated event you want to share with colleagues? Send information to: AcademicEvents@washburn.edu

Have a question for academic affairs and not sure where it goes? Call ext. 1648 or email VPAA@washburn.edu

The information below should help you route your question.