



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

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

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

**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 – Jenelle Reeves, 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**

Archive syllabi
-----------------

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