

Monday, May 23, 2011jb

**GRADUATE COLLEGE
STAFF RESPONSIBILITIES and CONTACT INFORMATION**

RESPONSIBLE PERSON	TITLE	RESPONSIBILITIES	Email	PHONE
James Tomasek, PhD	Dean	All Graduate College Affairs	grad-college@ouhsc.edu	405.271.2085
Jane Bowers, PhD	Assistant Dean	Graduate College Office Administration Graduate Student Association Advisor Graduate Council Administration Graduate College Curriculum Review Coordinator Projects Director (GREAT, Honors Luncheon, AEL, Convocation, website revision, Graduate College and individual program orientations) Graduate College Appeals Coordinator Graduate College liaison for programs Website updates Grade Approval Special Student Admits	jane-bowers@ouhsc.edu	405.271.2085
Karen Bentley	Assistant to the Dean	Administrative Support for Deans Schedules meetings & Appts. for Deans Dean's Calendars Financial Back-up for Sr. Admin. Mgr. Student Checks, Awards, Travel Vouchers & Cash Deposits Graduate College Admits Bulletin Board Rental Lead Staff for GREAT Symposium Works with Graduate Student Assn. PeopleSoft Financials, HR & Campus Solutions	karen- bentley@ouhsc.edu	405.271.2085
Becky Mosley	Senior Administrative Manager	Financial Affairs Supervisor Budget Management Human Resources-Payroll Coordinator Graduate Student Appointments OMRF Appointments Post-doc Applications and Appointments Grants and Contracts Tuition Waivers	becky- mosley@ouhsc.edu	405.271.2085
Karolyn Ruffin	Special Programs Coordinator	Student Affairs – (All Admitted and Enrolled Students) Master and Doctoral student programs Student Academic Status Service Indicators Enrollment Add/Drop/Withdrawal requests Grade change requests PeopleSoft Grade Entry	karolyn-ruffin@ouhsc.edu	405.271.2085
Nicole Yi-Wohlers	Program Coordinator	MD/PhD Program, MS in CTS Program, and PFF Program: - Application, Admission - Enrollment - Tuition waivers	Nicole-yi- wohlers@ouhsc.edu	405.271.2085

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		<ul style="list-style-type: none">- Monitor student status and progress- Data collection, maintenance, and reports- Project coordination and information distribution <p>Program Review:</p> <ul style="list-style-type: none">- Track upcoming and ongoing program reviews- Assist with external and internal program reviews- Data collection, maintenance, reports, and distribution <p>Post-doc Program:</p> <ul style="list-style-type: none">- Data collection, maintenance, and reports- Event planning and coordination- Support and assist with miscellaneous tasks as needed		
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GRADUATE PROGRAM IN BIOMEDICAL SCIENCES (GPiBs)

RESPONSIBLE PERSON		RESPONSIBILITIES	Email	PHONE
Eric Howard, PhD	Assistant Dean	Assistant Dean for Biomedical Doctoral Programs Director, Graduate Program in Biomedical Sciences	Eric-howard@ouhsc.edu	405.271.2377
Melissa Pinkston	Special Programs Coordinator (GPIBS)	GPIBS Financial Affairs Student Affairs Class Schedule/ Selectives Recruitment Admissions Grade Roster Grade Approval GPIBS Evaluations GPIBS Statistical Reports (ei. Training Grants) Assist with Summer Programs Assist with GSA GREAT Symposium Graduate College Web page	Melissa-pinkston@ouhsc.edu	405.271.2085
Cheryl Walk		Graduate Program in Biomedical Sciences (GPiBs) Student Affairs Class Schedule/Core Enrollment, grade Advisory Committee (GECC) Graduate Education & Curriculum Committee Assist with GSA GREAT Symposium	Cheryl-walk@ouhsc.edu	405.271.2489

SUMMER UNDERGRADUATE RESEARCH PROGRAMS

RESPONSIBLE PERSON		RESPONSIBILITIES	PHONE
Darren Akins, PhD	Assistant Dean	Summer Undergraduate Research Programs (SURP) SURE and NARCH	Darren-akins@ouhsc.edu 405.271.2406
Cheryl Walk		Summer Undergraduate Research Programs (SURP) SURE and NARCH	Cheryl-walk@ouhsc.edu 405.271.2406

GRADUATE PROGRAM REVIEW

RESPONSIBLE PERSON		RESPONSIBILITIES	PHONE
Ann-Louise Olson, PhD	Assistant Dean	MD/PhD Program Director Internal Program Review	Ann-olson@ouhsc.edu 405.271.2227

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Nicole Yi-Wohlers	Program Coordinator	Program Review	Nicole-yi- wohlers@ouhsc.edu	405.271.2085
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MD/PhD Program

RESPONSIBLE PERSON		RESPONSIBILITIES		PHONE
Ann-Louise Olson, PhD Assistant Dean	Assistant Dean	MD/PhD Program Director	Ann-olson@ouhsc.edu	405.271.2227
Nicole Yi-Wohlers	Program Coordinator	Program Staff Support	Nicole-yi-wohlers@ouhsc.edu	405.271.2085