COE FAQ and Key Contacts

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NOTE: The current COE Organization Chart can be found in the COE Handbook.

Communications

Activity	Email and/or Relevant Instructions	Primary Person	Secondary Person or Supervisor
Internal & External Communications & PR (News / Stories / Events / Media Relations)	eyussen@pdx.edu How to Submit:	Elayna Yussen	Maneka Brooks

	- Newsletter announcements & story ideas - *Currently* (publications, presentations, grants)		
Faculty profile biography updates	daryn@pdx.edu	Daryn Lee	Amanda Sugimoto
Update directory Information (hours, location, CV, etc.)	OAM	N/A	N/A
Marketing Campaign Ideas		Contact your Department Chair who will forward to Dean	Maneka Brooks

Curriculum and Course Management

Activity	Email and/or Relevant Instructions	Primary Person	Secondary Person or Supervisor
Course evaluations	coe-scheduling@pdx.edu	Jen Chernoff	Kevin A. McLemore
Course scheduling & rooming	coe-scheduling@pdx.edu	Jen Chernoff	Kevin A. McLemore
Curriculum Management process	asugimo2@pdx.edu	Amanda Sugimoto	Kevin A. McLemore

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Departmental Operations

Activity	Email and/or Relevant Instructions	Primary Person	Secondary Person or Supervisor
Educator Licensure (EL) Department Operations	coe-el-dept@pdx.edu	TBD	Julie Esparza Brown Amanda Sugimoto
Educator Licensure (EL) Faculty Listserv [email all faculty in EL]	Faculty listserv: coe-el-elfac-group@pdx.edu		
Leadership, Learning, and Counseling (LLC) Department Operations	coe-llc-dept@pdx.edu		Deanna Cor Amanda Sugimoto
Syllabi archiving for accreditation	coe-syllabi@pdx.edu		Department Chairs & Kevin A. McLemore

Finance

Activity	Email and/or Relevant Instructions	Primary Person	Secondary Person or Supervisor
Accounting	coe-finance@pdx.edu	Long Tran	Long Tran
Budgets & Financial Analysis (non-grant) for COE	coe-finance@pdx.edu	Long Tran	Maneka Brooks
COE Grants: Internally Funded Projects (funded by groups within PSU)	coe-finance@pdx.edu	Faculty	Long Tran
Contracting/ Memorandum of Understanding (MOUs)/Service work fees	coe-finance@pdx.edu	TBD	Long Tran
Financial Reporting for Department, unit, Foundation	coe-finance@pdx.edu	TBD	Long Tran

Independent Contractors - (Personal/Professional Services Contract (PSC) and Personal Services Invoice (PSI)	coe-finance@pdx.edu	Mark Wallace	Long Tran
Non-Federal & State Funding: Travel Authorization & Reimbursements Federal & State Grant Funding: Travel Authorizations & Reimbursements	coe-finance@pdx.edu spa_coe@pdx.edu	Mark Wallace Sponsored Projects only - DRA	Phyllis Au (DO) Cole Edwards (LLC)
Purchasing	coe-finance@pdx.edu (faculty) ausilon@pdx.edu (Dean's Office staff) robrown@pdx.edu (request form in development)	Mark Wallace (faculty) Phyllis Au (Dean's Office staff) Rob Brown (technology only)	Long Tran Phyllis Au

Foundation & SPA

Activity	Email and/or Relevant Instructions	Primary Person	Secondary Person or Supervisor
Foundation: Existing Grants	cfr@psuf.org	Contact your existing Foundation contact	NA
Foundation: All other communication		Contact your Department Chair who will forward to Dean	Maneka Brooks
SPA: State and Federally Funded Grants	spa_coe@pdx.edu	Sponsored Projects - DRA	NA

General Operations

Activity	Email and/or Relevant Instructions	Primary Person	Secondary Person or Supervisor
Accreditation	coe-assessment@pdx.edu	Kevin A. McLemore	Amanda Sugimoto
Assessment (and SSL/TK20)	coe-assessment@pdx.edu	Kevin A. McLemore	Steve Micke
COE Google Groups	ausilon@pdx.edu coe-el-dept@pdx.edu coe-llc-dept@pdx.edu	College: Phyllis Au (DO) Departments: Cole Edwards	Rob Brown
COE Technology IT Purchases – ALL IT purchases regardless of funding source	robrown@pdx.edu (request form in development)	Rob Brown	Phyllis Au
Data	coe-assessment@pdx.edu	Steve Micke	Kevin A. McLemore
Facilities Needs/Space Planning	ausilon@pdx.edu	Phyllis Au	PREM
Faculty and Staff Directory list	coehrsupport@pdx.edu	Genevieve Cammer	Phyllis Au
I Drive	robrown@pdx.edu	Rob Brown	Phyllis Au
Key Requests	coe-el-dept@pdx.edu coe-llc-dept@pdx.edu ausilon@pdx.edu	Faculty: TBD Staff: Phyllis Au	
Room Reservations for Meetings & Events	ausilon@pdx.edu	Phyllis Au	

School District and ESD Contracts and MOUs	fieldplacement@pdx.edu	Andi Pearson	Cynthia Lam Moffett
TSPC Liaison	kmclemo2@pdx.edu	Kevin A. McLemore	Amanda Sugimoto
TSPC Licensure Recommendation Process	coe-licensure@pdx.edu	Kevin A. McLemore	Amanda Sugimoto

HR & Academic Personnel

Activity	Email and/or Relevant Instructions	Primary Person	Secondary Person or Supervisor
Human Resources	coehrsupport@pdx.edu	Genevieve Cammer For Sponsored Projects only - DRA	Long Tran
Promotion & Tenure processes and timelines	ausilon@pdx.edu	Phyllis Au	Long Tran
PSU Financial, HR, and other system access	coehrsupport@pdx.edu	Long Tran	Genevieve Cammer Mark Wallace

Recruitment and Admissions Activities, Materials, and Tools

Activity	Email and/or Relevant Instructions	Primary Person	Secondary Person or Supervisor
Admissions applications and processes	askcoe@pdx.edu	Kris Smith	Amanda Sugimoto
Application open and close dates	askcoe@pdx.edu	Amanda Sugimoto	Maneka Brooks
Google Sites	askcoe@pdx.edu	Individual site contacts	

Marketing Materials (program or event flyers)	Make your own: Use our templates! OR daryn@pdx.edu	Daryn Lee & your assigned recruiter	Amanda Sugimoto
Prospective Student Support	askcoe@pdx.edu	Your assigned recruiter (see below)	Amanda Sugimoto
Recruitment Questions	askcoe@pdx.edu	Your assigned recruiter (see below)	Amanda Sugimoto
Website updates for pdx.edu/education	Use instructions in COE Handbook	Daryn Lee	Amanda Sugimoto

Student Success and Support

Activity	Email and/or Relevant Instructions	Primary Person	Secondary Person or Supervisor
Advising current students	coe-student@pdx.edu	Stephani Jeronimo (EL) & Stefanie Randol (LLC)	Faculty Amanda Sugimoto
Educator Licensure Process	coe-student@pdx.edu	Stephani Jeronimo	Kevin A. McLemore
Field Placement	fieldplacement@pdx.edu	Andi Pearson & Kim Douglas (School COUN)	Cynthia Lam Moffett
Supporting student progression processes - forms, petitions, DARS, etc.	coe-student@pdx.edu	Ashley Mason	Stephani Jeronimo Amanda Sugimoto
Scholarships	coe-scholarship@pdx.edu	Phyllis Au	Amanda Sugimoto

2026-27 Admissions Advisors & Recruiters

Program	Advisors	Email (Direct prospective students to askcoe@pdx.edu)
Added Elementary Endorsement	Laura Sequeira	askcoe@pdx.edu laus2@pdx.edu
Added Secondary Endorsement		
Added Special Education Endorsement		
Bilingual Teacher Pathway Program		
Early Intervention Special Education		
Elementary Education		
ESOL Endorsement		
Graduate Teacher Education Program		
International Teacher Education Program		
Orientation and Mobility		
Principal License (Master's & Graduate Certificate)		
Special Educator License K-12		
Visually Impaired Learner/Blindness and Low Vision (Master's & Graduate Certificate)		
Clinical Mental Health Counseling	Stefanie Randol	askcoe@pdx.edu srandol@pdx.edu
Clinical Rehabilitation Counseling		
Curriculum and Instruction MA/MS		
Early Childhood Education		
Infant Toddler Mental Health		
Leadership for Sustainability Education		
Marriage, Couple, and Family Counseling		

Postsecondary, Adult, and Continuing Education		
School Counseling (Master's & Graduate Certificate)		
Special Education Master's only		
Student Affairs Graduate Certificate		
Sustainable Food Systems Graduate Certificate		
Teaching Adult Learners Graduate Certificate		
Training & Development Graduate Certificate		
Undergraduate Academic Advisors: BTP, SPED, Elementary	Elizabeth Benner	ebenner@pdx.edu
Applied Behavior Analysis	*Not admitting*	
EdD		
Inclusive Elementary Education Program		
Mathematics Learning, Teaching, and Leading		
Professional Administrator License		
ReadOregon		
Secondary Dual Educator Program		
Service Learning Graduate Certificate		

2026-2027 COE Program Coordinators

Program	Coordinators	Email
Added Elementary Endorsement/Licensure in Elementary Education	Dot McElhone	mcelhone@pdx.edu
Added Secondary/Graduate Teacher Education Program Secondary	Heidi Meister	hmeister@pdx.edu

Program	Coordinators	Email
Bilingual Teacher Pathway Elementary Secondary	Rachel Bhansari Yasin Tunc	bhansari@pdx.edu tunc2@pdx.edu
Blindness and Low Vision Graduate Certificate/Visually Impaired Learner	Holly Lawson	hlawson@pdx.edu
Clinical Mental Health Counseling Specialization	Joel Lane	lanejoel@pdx.edu
Clinical Rehabilitation Counseling Specialization	Rana Yaghmaian	ryaghm2@pdx.edu
Curriculum and Instruction MA/MS /Teacher Leadership Certificate of Completion	Bernd Ferner	fernerb@pdx.edu
Early Childhood Certificate of Completion/Early Childhood Education Infant Toddler Mental Health	Sally Guyon Will Parnell Ingrid Anderson	skguyon@pdx.edu parnellw@pdx.edu ingrid2@pdx.edu
Early Intervention Special Education/Early Intervention Special Education Graduate Certificate	Hollie Hix-Small	hixsmall@pdx.edu
Educational Leadership and Policy MA/MS/PACE degree & Grad Certs	Christine Cress	cressc@pdx.edu
Leadership for Sustainability Education/SFS	Sybil Kelley	Sybilkel@pdx.edu
Marriage, Couple, and Family Counseling Specialization	Yun Shi	yun4@pdx.edu
Orientation and Mobility for Children, Youth, and Adults	Amy Parker	atp5@pdx.edu
Principal License/Professional Administrator License (not enrolling)	Gayle Thieman	thiemag@pdx.edu
School Counseling Licensure Specialization	Yi-Wen Su	yiwsu@pdx.edu
Special Education (K-12) Added Endorsement Graduate Certificate/Special Educator K-12 Initial License	Shaheen Munir-McHill	shaheen3@pdx.edu
Special Education Master's	Sam Sennott	sennott@pdx.edu
School Counseling Graduate Certificate	Catherine Nyhan	cnyhan@pdx.edu
International Teacher Education Program Elementary & Secondary	Bernd Ferner	fernerb@pdx.edu

Program	Coordinators	Email
Career and Community Studies (moratorium)	Mary Morningstar	mem28@pdx.edu
Educational Leadership EdD (moratorium)	Chris Borgmeier	cborgmei@pdx.edu
Inclusive Elementary Educator Program/Secondary Dual Education Program (moratorium)	Tiffany Jones	jonest@pdx.edu
English for Speakers of Other Languages (moratorium)	Rachel Bhansari	bhansari@pdx.edu
Mathematics Learning, Teaching, & Leading Program: PreK-Grade 8/Mathematics Learning, Teaching, & Leading Program: Grades 6-12 (moratorium)	Nicole Rigelman	rigelman@pdx.edu