

Revised Table

COE FAQ and Key Contacts

Contents

[Contents](#)

[Communications](#)

[Curriculum and Course Management](#)

[Departmental Operations](#)

[Finance](#)

[Foundation & SPA](#)

[General Operations](#)

[HR & Academic Personnel](#)

[Recruitment and Admissions Activities, Materials, and Tools](#)

[Student Success and Support](#)

[2026-27 RAS Admissions Advisors & Recruiters](#)

[2026-2027 COE Program Coordinators](#)

NOTE: The current COE Organization Chart can be found in the [COE Handbook](#).

Communications

Activity	Email and/or Relevant Instructions	Primary Person	Secondary Person
Internal & External Communications & PR (News / Stories / Events / Media Relations)	eyussen@pdx.edu How to Submit: - Newsletter announcements & story ideas - Currently (publications, presentations, grants)	Elayna Yussen	Maneka Brooks
Faculty profile biography updates	daryn@pdx.edu	Daryn Lee	Amanda Sugim
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

<u>Activity</u>	<u>Email and/or Relevant Instructions</u>	<u>Primary Person</u>	<u>Secondary Person</u>
Course evaluations	coe-scheduling@pdx.edu	Jen Chernoff	Kevin A. McLernon
Course scheduling & rooming	coe-scheduling@pdx.edu	Jen Chernoff	Kevin A. McLernon
Syllabi archiving for accreditation	coe-syllabi@pdx.edu	Kisha Milfort	Kevin A. McLernon
Curriculum Management process	asugimo2@pdx.edu	Amanda Sugimoto	Kevin A. McLernon

Departmental Operations

<u>Activity</u>	<u>Email and/or Relevant Instructions</u>	<u>Primary Person</u>	<u>Secondary Person</u>
Educator Licensure (EL) Department Operations	coe-el-dept@pdx.edu	Ashley Mason	Julie Esparza Echeverria 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	Cole Edwards	Deanna Corbett Amanda Sugimoto

Finance

<u>Activity</u>	<u>Email and/or Relevant Instructions</u>	<u>Primary Person</u>	<u>Secondary Person</u>
Accounting	coe-finance@pdx.edu	Patty Maxwell	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 & Cole Edwards (LLC) or Ashley Mason (EL)	Long Tran
Contracting/ Memorandum of Understanding (MOUs)/Service work fees	coe-finance@pdx.edu	Patty Maxwell	Long Tran
Financial Reporting for Department, unit, Foundation	coe-finance@pdx.edu	Patty Maxwell	Long Tran

Foundation Check Request/Payee Note: Expenditures of more than \$5,000 will be approved by the Dean, Provost, Vice-President or President.	accountspayable@psuf.org	Email the completed forms and backup documents to	NA
Independent Contractors - (Personal/Professional Services Contract (PSC) and Personal Services Invoice (PSI))	coe-finance@pdx.edu	Mark Wallace	Patty Maxwell
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 (C) Ashley Mason (A)
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

<u>Activity</u>	<u>Email and/or Relevant Instructions</u>	<u>Primary Person</u>	<u>Secondary Person</u>
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

<u>Activity</u>	<u>Email and/or Relevant Instructions</u>	<u>Primary Person</u>	<u>Secondary Person</u>
Accreditation	coe-assessment@pdx.edu	Kevin A. McLemore	Amanda Sugim
Assessment (and Tk20)	coe-assessment@pdx.edu	Kevin A. McLemore	Steve Micke
COE Google Groups	ausilon@pdx.edu	College:	Rob Brown

	coe-el-dept@pdx.edu coe-llc-dept@pdx.edu	Phyllis Au (DO) Departments: Ashley Mason (EL) Cole Edwards (LLC)	
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. McLern
Facilities Needs/Space Planning	ausilon@pdx.edu	Phyllis Au	Marc Wilkins (C Kisha Milfort
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: Ashley Mason (EL) Cole Edwards (LLC) Staff: Phyllis Au	Kisha Milfort
Room Reservations (Events)	ausilon@pdx.edu	Phyllis Au	Kisha Milfort
School District and ESD Contracts and MOUs	fieldplacement@pdx.edu	Kisha Milfort	Phyllis Au
TSPC Liaison	kmclemo2@pdx.edu	Kevin A. McLemore	Lisa Todd Amanda Sugim

HR & Academic Personnel

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

Recruitment and Admissions Activities, Materials, and Tools

<u>Activity</u>	<u>Email and/or Relevant Instructions</u>	<u>Primary Person</u>	<u>Secondary Person</u>
Admissions applications and processes	askcoe@pdx.edu	Kris Smith	Amanda Sugimoto
Application open and close dates	esoule@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

<u>Activity</u>	<u>Email and/or Relevant Instructions</u>	<u>Primary Person</u>	<u>Secondary Person</u>
Advising current students	coe-student@pdx.edu	Stephani Jeronimo	Faculty Amanda Sugimoto
Educator Licensure Process	coe-student@pdx.edu	Lisa Todd	Kevin A. McLaren
Field Placement	fieldplacement@pdx.edu	Andi Pearson Penny Jasso	Cynthia Lam M
Supporting student progression processes - forms, petitions, DARS, etc.	coe-student@pdx.edu	Ashley Mason (EL) Cole Edwards (LLC)	Stephani Jeronimo Amanda Sugimoto
Scholarships	coe-scholarship@pdx.edu	Kisha Milfort	Phyllis Au

2026-27 RAS Admissions Advisors & Recruiters

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

Program	Advisors	Email (Direct pro students to askcoe@pdx.edu
Bilingual Teacher Pathway Program	Laura Sequeira	laus2@pdx.edu
Special Educator License K-12	Laura Sequeira	laus2@pdx.edu
Elementary Education	Laura Sequeira	laus2@pdx.edu
Graduate Teacher Education Program	Laura Sequeira	laus2@pdx.edu
International Teacher Education Program	Laura Sequeira	laus2@pdx.edu
Added Elementary Endorsement	Laura Sequeira	laus2@pdx.edu
Added Secondary Endorsement	Laura Sequeira	laus2@pdx.edu
Principal License (Master's & Graduate Certificate)	Laura Sequeira	laus2@pdx.edu
Curriculum and Instruction MA/MS	Stefanie Randol	srandol@pdx.edu
Early Childhood Inclusive Education	Stefanie Randol	srandol@pdx.edu
ESOL Endorsement	Laura Sequeira	laus2@pdx.edu
Infant Toddler Mental Health	Stefanie Randol	srandol@pdx.edu
Early Intervention Special Education	Laura Sequeira	laus2@pdx.edu
Special Education Master's only	Stefanie Randol	srandol@pdx.edu
Added Special Education Endorsement	Laura Sequeira	laus2@pdx.edu
Visually Impaired Learner/Blindness and Low Vision (Master's & Graduate Certificate)	Laura Sequeira	laus2@pdx.edu
Orientation and Mobility	Laura Sequeira	laus2@pdx.edu
Clinical Rehabilitation Counseling	Stefanie Randol	srandol@pdx.edu
Marriage, Couple, and Family Counseling	Stefanie Randol	srandol@pdx.edu
Clinical Mental Health Counseling	Stefanie Randol	srandol@pdx.edu
School Counseling (Master's & Graduate Certificate)	Stefanie Randol	srandol@pdx.edu
Applied Behavior Analysis	Stefanie Randol	srandol@pdx.edu
Undergraduate Academic Advisors: BTP, SPED, Elementary	Elizabeth Benner	ebenner@pdx.edu
	Kate Constable	kdc2@pdx.edu
<i>Mathematics Learning, Teaching, and Leading</i>	<i>Not admitting</i>	
<i>Secondary Dual Educator Program</i>	<i>Not admitting</i>	
<i>ReadOregon</i>	<i>Not admitting</i>	
<i>Inclusive Elementary Education Program</i>	<i>Not admitting</i>	
<i>Professional Administrator License</i>	<i>Not admitting</i>	

Program	Advisors	Email (Direct program students to askcoe@pdx.edu)
Bilingual Teacher Pathway Program	Laura Sequeira	laus2@pdx.edu
Special Educator License K-12	Laura Sequeira	laus2@pdx.edu
Elementary Education	Laura Sequeira	laus2@pdx.edu
Graduate Teacher Education Program	Laura Sequeira	laus2@pdx.edu
International Teacher Education Program	Laura Sequeira	laus2@pdx.edu
Added Elementary Endorsement	Laura Sequeira	laus2@pdx.edu
Added Secondary Endorsement	Laura Sequeira	laus2@pdx.edu
Principal License (Master's & Graduate Certificate)	Laura Sequeira	laus2@pdx.edu
Curriculum and Instruction MA/MS	Stefanie Randol	srandol@pdx.edu
Early Childhood Inclusive Education	Stefanie Randol	srandol@pdx.edu
ESOL Endorsement	Laura Sequeira	laus2@pdx.edu
Infant Toddler Mental Health	Stefanie Randol	srandol@pdx.edu
Early Intervention Special Education	Laura Sequeira	laus2@pdx.edu
Special Education Master's only	Stefanie Randol	srandol@pdx.edu
Added Special Education Endorsement	Laura Sequeira	laus2@pdx.edu
Visually Impaired Learner/Blindness and Low Vision (Master's & Graduate Certificate)	Laura Sequeira	laus2@pdx.edu
Orientation and Mobility	Laura Sequeira	laus2@pdx.edu
Clinical Rehabilitation Counseling	Stefanie Randol	srandol@pdx.edu
Marriage, Couple, and Family Counseling	Stefanie Randol	srandol@pdx.edu
Clinical Mental Health Counseling	Stefanie Randol	srandol@pdx.edu
School Counseling (Master's & Graduate Certificate)	Stefanie Randol	srandol@pdx.edu
<i>EdD</i>	<i>Not admitting</i>	
<i>Service Learning Graduate Certificate</i>	<i>Not admitting</i>	

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
Bilingual Teacher Pathway		

Program	Coordinators	Email
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	yaghm2@pdx.edu
Curriculum and Instruction MA/MS /Teacher Leadership Certificate of Completion	Bernd Ferner	fernerb@pdx.edu
Early Childhood Certificate of Completion/Early Childhood: Inclusive Education	Sally Guyon Will Parnell	skguyon@pdx.edu parnellw@pdx.edu
Infant Toddler Mental Health	Ingrid Anderson	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	Ramin Farahmandpur	rfp@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		
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
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

Program	Coordinators	Email
Mathematics Learning, Teaching, & Leading Program: PreK-Grade 8/Mathematics Learning, Teaching, & Leading Program: Grades 6-12 (moratorium)	Nicole Rigelman	rigelman@pdx.