

Revised Table

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
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. McLaren
Course scheduling & rooming	coe-scheduling@pdx.edu	Jen Chernoff	Kevin A. McLaren
Curriculum Management process	asugimo2@pdx.edu	Amanda Sugimoto	Kevin A. McLaren

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	Cole Edwards	Julie Esparza E
Educator Licensure (EL) Faculty Listserv [email all faculty in EL]	Faculty listserv: coe-el-elfac-group@pdx.edu		Amanda Sugim
Leadership, Learning, and Counseling (LLC) Department Operations	coe-llc-dept@pdx.edu		Deanna Cor Amanda Sugim
Syllabi archiving for accreditation	coe-syllabi@pdx.edu		Department Ch Kevin A. McLer

Finance

<u>Activity</u>	<u>Email and/or Relevant Instructions</u>	<u>Primary Person</u>	<u>Secondary Person</u>
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	coe-finance@pdx.edu	Mark Wallace	Phyllis Au (DO)
Federal & State Grant Funding: Travel Authorizations & Reimbursements	spa_coe@pdx.edu	Sponsored Projects only - DRA	Cole Edwards (
Purchasing		Mark Wallace (faculty)	Long Tran

	coe-finance@pdx.edu (faculty) ausilon@pdx.edu (Dean's Office staff) robrown@pdx.edu (request form in development)	Phyllis Au (Dean's Office staff) Rob Brown (technology only)	Phyllis Au
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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 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: Cole Edwards 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 M
TSPC Liaison	kmclemo2@pdx.edu	Kevin A. McLemore	Amanda Sugim
TSPC Licensure Recommendation Process	coe-licensure@pdx.edu	Kevin A. McLemore	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
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

<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 Sugim
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 Sugim
Prospective Student Support	askcoe@pdx.edu	Your assigned recruiter (see below)	Amanda Sugim
Recruitment Questions	askcoe@pdx.edu	Your assigned recruiter (see below)	Amanda Sugim

Website updates for pdx.edu/education	Use instructions in COE Handbook	Daryn Lee	Amanda Sugim
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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 (EL) & Stefanie Randol (LLC)	Faculty Amanda Sugim
Educator Licensure Process	coe-student@pdx.edu	Stephani Jeronimo	Kevin A. McLer
Field Placement	fieldplacement@pdx.edu	Andi Pearson & Kim Douglas (School COUN)	Cynthia Lam M
Supporting student progression processes - forms, petitions, DARS, etc.	coe-student@pdx.edu	Ashley Mason	Stephani Jeron Amanda Sugim
Scholarships	coe-scholarship@pdx.edu	Cole Edwards	Phyllis Au Amanda Sugim

2026-27 Admissions Advisors & Recruiters

Program	Advisors	Email (Direct prospectus) askcoe@askcoe.org
Added Elementary Endorsement	Laura Sequeira	askcoe@askcoe.org laus2@askcoe.org
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@askcoe.org srandol@askcoe.org
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
<i>Applied Behavior Analysis</i>	Not admitting	
<i>EdD</i>		
<i>Inclusive Elementary Education Program</i>		
<i>Mathematics Learning, Teaching, and Leading</i>		
<i>Professional Administrator License</i>		
<i>ReadOregon</i>		
<i>Secondary Dual Educator Program</i>		
<i>Service Learning Graduate Certificate</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 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	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	Christine Cress	cressc@pdx.edu
Leadership for Sustainability Education/SFS	Sybil Kelley	Sybilkel@pdx.edu

Program	Coordinators	Email
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
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