



Bland, Barb

Records Services Representative

HPER 115

855-1251

bbland@indiana.edu

Support Staff

- Undergraduate Recorder
- Maintains all undergraduate files
- Processes undergraduate graduation degree audits
- Certifies undergraduate degrees for the Departments of Kinesiology and Applied Health Science
- Facilitates inter-campus transfers
- Provides customer/student service

Brown, Stephanie

Web and Database Manager

HPER 196

856-5494

smbrown@indiana.edu

Professional Staff

- Designs develops, and maintains the school public website and intranet site (School Information Portal)
- Supports departmental web sites through web templates development and maintenance
- Provides consultation, training, and technical support necessary for content contributors and other personnel on the School, departmental level, and for school-affiliated centers and institutes
- Trouble-shoots and resolves technical issues related to the web, databases, the School Information Portal
- Develops, updates, and maintains all web-affiliated School databases

Buzzell, Diane

Special Events and Stewardship Coordinator

HPER 179A

856-4620

dbuzzell@indiana.edu

Support Staff

- Conceive, organize, and execute special events for the Dean's Office
- Event coordination for international delegations
- Serve as advisor to departments in the School of HPER in event planning



Cheaney, Willis

Director, Minority Recruitment, Retention, and Outreach

HPER 179E

855-3853

wcheaney@indiana.edu

Professional Staff

- Develop, plan, market, and implement recruitment and retention activities for minority graduate students
- Evaluate recruitment efforts and develop and maintain a tracking system that monitors recruitment of minority applications
- Counsel prospective and current minority students concerning admission and/or program requirements; assist students with financial aid, residential life and other academic units
- Plan, develop, and implement multicultural student outreach for HPER
- Serves as liaison between various academic departments and multicultural units
- Effectively build relationships with students and faculty to overcome challenges associated with racial and cultural stereotypes historically associated with minority populations in predominately majority population institutions and communities

Coble, Barb

Records Services Representative

HPER 115

856-1299

bcoble@indiana.edu

Support Staff

- Undergraduate Recorder for Recreation Park and Tourism Studies (RPTS) majors
- Processes graduation degree audits
- Certifies degrees
- Facilitates inter-campus transfers
- Provides customer/student service
- Runs IUIE reports to identify various categories of students
- Assists Graduate Recorder in compiling statistical information as needed
- Provides technical training for and directs database development, data entry
- Approves drop/adds electronically and/or paper as needed
- Releases registration advising holds and posts course permissions via OneStart as needed
- Processes new graduate applications/required supporting documents and monitors graduate applicant spreadsheet
- Assists Graduate Recorder with the processing of graduate admission decisions



De Leon, Bernadette

Director, HPER Technology Services (HTS)

HPER 190

855-1562

deleon@indiana.edu

Professional Staff

- Directs computing support for the four academic and administrative units of the School
- Directly supervises the professional staff in HTS
- Works closely with the Department heads, the School Technology Committee, the Associate Dean, individual faculty and staff in the development of departmental computing technology and support plans
- Advises other technology-intensive offices & units on resources available at the school & university levels
- Analyzes internal and external resources available to implement action plans
- Makes recommendations and directs the implementation of decisions regarding use of resources
- Provides direct, hands-on technical support to clients on those occasions when demands exceed staff capacity to respond
- Serves on the Technology Committee and the IT Management Working Group the Communications Working Group; and the Auxiliaries, Centers and Institutes (ACIO)
- Offers instruction for Microsoft Office & other software installed on the HPER and IU computers
- Plans and orders replacement-cycle computers and equipment

Godbey, Linda

Office Services Assistant

HPER 115

855-0297

lgodbey@indiana.edu

Support Staff

- Prepares and sends notification letters to HPER applicants and students regarding admission, probation, tentative graduation, and graduation status; merge data directly from IUIE into letters and labels
- Sets-up files for applicants to HPER graduate programs and undergraduate students certifying into the School
- Manages database for School's Records Office and runs reports as needed
- Monitors the online ApplyYourself Database for new graduate applications/materials; update and maintain log of submitted applications
- Serves as back-up to the front desk in the Dean's Office
- Releases registration advising holds as needed
- Serves as back-up for ordering supplies and payroll for Dean's Office



Goodman, Robert M. [Ph.D. , M.P.H.]

Dean and Professor

HPER 109

855-1250

rmg@indiana.edu

Academic

- Recruit and retain outstanding faculty, staff, and students
- Promote faculty research, scholarship, creativity activity, and faculty efforts to secure external funding
- Develop financial support of graduate education and faculty research initiatives.
- Support faculty development of forward-looking academic programs.
- Advocate for quality service delivery and outreach to internal and external constituencies of the School.
- Work with faculty to establish policy and procedures for the School.
- Facilitate the continuing evolution of the School.

Graham, Reggie

Accounting Associate

HPER 121

855-6720

regraham@indiana.edu

Support Staff

- Assistant to Director for Business affairs & Budget (Fiscal Officer)
- Initiates aspects of Student Academic Appointments; maintains budget and prepares student academic appointments and contracts
- Posts all HPER fee remissions to student accounts
- Responsible for coordinating Deans office travel
- Serve as administrative assistant to the HPER Research Council
- Clerical Support for Associate Dean for Research
- Processes purchase requisitions for the Dean's Office, and handles purchasing-related assignments
- Processes payroll for the Dean's Office, and handles payroll-related assignments
- Monitors the capital asset management system (CAMS) for the Dean's Office

Hanson, Fred

Network Administrator/Systems Analyst

HPER 190

855-8861

hanson@indiana.edu

Professional Staff

- System administrator for School of HPER network resources including file servers and backup devices
- Ensures the daily operation of mission-critical backup and virus protection services of network resources
- Provides mission-critical security and operating system updates for network resources
- Manages HPER TAP Lab multi-media resources
- Advises faculty, staff, and students regarding computer and related equipment purchases including digital cameras
- Advises faculty, staff, and students regarding software purchases
- Provides one-on-one training and application problem resolution for faculty, staff, and students

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- Provides workstation operating system and network problem resolution
- Provides workstation hardware problem resolution and maintenance
- Assists with planning and implementation of school-wide workstation software and hardware upgrades
- Maintains School computer hardware and IP address and database

Hart, Jade

Program Officer, Global and Community Health

●
Poplars 625

●
856-7172

●
jadehart@indiana.edu

Professional Staff

- Facilitate strategic initiatives including research, teaching, and service programs focused on improving global and community health and well-being.
- Design programs and delegation visits for international client executives and academic administrators.
- Communicate with clients to identify collaborative research and teaching and service programs with faculty and administrators.
- Develop and monitor agreements for collaborative research, teaching, and service programs.
- Direct and develop operational budgets.

Herndon, Shelli

Administrative Assistant to the Dean

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HPER 111

●
855-1250

●
sherndon@indiana.edu

Support Staff

- Serve as resource person and primary point of contact for the dean
- Manage the School's Tenure and Promotion Process
- Administrative Secretary to Academic Council
- Administrative Secretary to the Budgetary Affairs Committee
- Administrative Secretary to the Professional Service Delivery Council
- Administrative Secretary to the HPER Deans and Chairs
- Reserves the Dean's conference Room



Kadihasanoglu, Ahmet

Multimedia Coordinator

HPER 179B

855-1354

azkadiha@indiana.edu

Support Staff

- Visual Supervising
- Graphics Design
- Motion Graphics
- Interaction/User Interface Design
- Video Editing

Koceja, David

Dean for Research

HPER 121

855-7302

koceja@indiana.edu

Academic

- Serves as Chief Research Officer of the School
- Coordinates all School T course offerings
- Liaison to Research Council
- Administers School's Visiting Scholar program
- Coordinates of HPER International

Kolbe, Lloyd

Associate Dean for Global and Community Health

HPER 136

856-6781

lkolbe@indiana.edu

Academic

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- ???
- ???
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Lee, Monica

Administrative Assistant and Scheduling Officer

HPER 111

855-0566

mdlee@indiana.edu

Support Staff

- Coordinates the schedule of classes for each semester and summer sessions
- Coordinate rooms for the schedule of classes
- Submits information to the Registrar ensuring deadlines are met
- Serves as liaison to the Registrar and monitors enrollment s to alter sections

Lockhart, Margi

Director of Human Resources

HPER 121

855-1956

malockha@indiana.edu

Professional Staff

- Serves as the primary human resources officer for the School of HPER, and assists department and division HR Representatives with advice and counsel on such HR subjects as employee relations, employee training and development, employee classification and compensation, and policy interpretation and implementation.
- Acts as the School's liaison with University Human Resources Services, interpreting, implementing and suggesting policies and procedures to ensure School-wide compliance with University policies and applicable state and federal statutes.
- Provides counsel and support to School administrators on a variety of personnel-related assignments.
- Serves as a primary resource for deans, department chairs, and division directors in reporting to the Dean of Faculties concerning academic personnel activities, including faculty recruitment, faculty hiring, and related policies and procedures.
- Facilitates the School's Human Resources Advisory Work Group
- Employee classification and compensation
- Serving as the personnel approver for all school appointments
- General human resources policy and procedures interpretation and implementation
- Personnel file management

Morrison, Rick

Director of Contracts and Research Administration

HPER 121

856-6934

rmorrison@indiana.edu

Professional Staff

- Oversee all departmental and faculty grant activity of the School. Review and assist with preliminary negotiations of research grant proposals/budgets for compliance with University and grant agency regulations
- Counsels, direct, and assist HPER faculty and staff in matters related to preparation, submission, acceptance, and administration of awarded projects.
- Analyze data dealing with expenditures on grants to answer inquires. Recommend to principle investigators when accounts need re-budgeting per agency request or potential overspending.
- Oversee the processing of financial information to accounts, resolve errors and discrepancies. Serve as HPER liaison to University administration and other schools within Indiana University.



O'loughlin, Bob

Director Academic Administration and Student Service

HPER 115B

855-8509

roloughl@indiana.edu

Professional Staff

- Oversees student academic services for the School of HPER
- Manages updating of the School of HPER Bulletin
- Maintains online degree audit system for undergraduate academic programs
- Evaluates and determines appropriateness of degree requirement exception requests
- Identifies, notifies, and counsels students who are not in good academic standing
- Serves as liaison with the Office of the Registrar and the University Division
- Directs distance education student registrations and direct freshman admission
- Produces School of HPER student enrollment and course enrollment reports
- Maintains School of HPER student mass e-mail address lists

Pelto-Wheeler, Sally

Senior Administration & Planning Specialist

Showers 110

855-7831

sjpelto@indiana.edu

Professional Staff

- Critical team member, primary advisor and assistant to the Dean on directing and monitoring the implementation of the School of HPER's strategic plan.
- Facilitate and monitor progress of the strategic plan's 11 sub-committees. Work with all committee chairs and 2 faculty evaluators to provide assessments while exploring options, gathering technical information, and ensuring successful development and implementation of specific activities identified to fulfill needs for each for the 11 strategic initiatives.
- Recommend opportunities for cost and/or time savings, enhancing efficiencies. Leas committees in review and assessment of priorities; analyze.

Provenzale-Todd, Susan

Administrative Secretary to Graduate Studies Committee

HPER 155

855-5434

todds@indiana.edu

Support Staff

- Coordinates doctoral admissions for the Graduate Studies Committee
- Administers student notification of admission decision and student academic appointments
- Maintains doctoral updates on the SIP for Ph.D. admission decision.
- Maintains SAA database on the SIP for student academic appointments
- Coordinates scheduling of graduate student meetings
- Facilitates SAA and Graduate student orientation and start-up activities
- Facilitates all aspects of the Doctoral qualifying examination

Skirvin, David M. [Ed.D.]

Assistant Dean for Administration

HPER 111B

855-1243

dskirvin@indiana.edu

Academic

- Assists the Dean and other School administrators with strategic planning activities involving fiscal, human resources, and facility management operations
- Serves as the 'chief of staff' to the Dean
- Day-to-day supervision of personnel charged with School-wide administrative responsibilities: budget, human resources, and facility management
- Provides operational guidance and oversight to the School's Office of Advancement
- Serves as primary administrator in charge of HPER alumni activities and Dean's Associates activities

Stephenson, Anne

Database Coordinator

HPER115

855-1561

anesteph@indiana.edu

Support Staff

- Accepts/approves requests for use of HPER meeting rooms 034, 110, 125, and 189
- Accepts/routes/monitors requests for use of HPER activity spaces shared with Campus Division of Recreational Sports
- Ensures/maintains data integrity for school-wide academic/departmental use of HPER activity spaces, within the EMS database hosted/managed by Campus Division of Recreational Sports
- Develops/creates new database structures as requested by Dean's Office staff
- Provides technical support and serves as resource on technical questions for Dean's Office faculty and staff
- Organizes/collates documentation for Council, Committee and Working Group membership/meeting times and Summary Reports for each academic year
- Screens/directs walk-ins and calls to the Dean's Office front desk
- Screens/directs information requests from the HPER website; answers requests for School of HPER printed Bulletins
- Assists Records Office with information requests, advising holds, and special course permissions
- Transcribes meeting notes for HPER Activity Space Scheduling Working Group
- Acts as school liaison with BEST Services for Fall and Spring semester course evaluations
- Acts as Dean's Office 'point person' for annual United Way fund drive
- Oversees incoming mail for the School of HPER and Campus Division of Recreational Sports and distributes mail for the Dean's Office
- Acts as primary contact for IU Accountable Mail for the Dean's Office
- Oversees reimbursements and report of repairs for the vending machines in the gym and student lounge and liaison with Crown Vending and Coca Cola Bottling Company
- Maintains reservation calendar for use of the display cases



Szemcsak, Debra

Assistant Director of Student Services

HPER 115A

855-1256

dszemcsa@indiana.edu

Professional Staff

- Head/Graduate Recorder
- Manages Records Office and supervises Records Office staff
- Serves as data supervisor; requests faculty and staff access and provides training for student records in SIS
- Secretary to Graduate Studies Committee
- Attends recorder's meetings
- Oversees graduate application/admissions processes
- Coder for HPER master's degree programs
- Processes degree audits and certifies degrees for HPER master's students
- Approves grade changes for HPER courses, serves as liaison to the Registrar's Office regarding grade changes, submission of final grade rosters and HPER graduate student issues.
- Resource for faculty, staff and students regarding School/University policies and procedures
- Reviews graduate committee forms to ensure guidelines are met.
- Reviews doctoral course prescriptions to ensure HPER/Graduate School guidelines are followed.
- Determines eligibility of graduate students for required meetings, doctoral qualification exams, and nomination to candidacy

Todd, Susan

Administrative Secretary

HPER 115

855-5434

todds@indiana.edu

Support Staff

- Administrative Secretary to Graduate Studies Committee
- Coordinates doctoral admissions for the Graduate Studies Committee
- Set-up and maintains doctoral admissions database
- Coordinates scheduling of graduate student meetings and qualifying examinations
- Facilitates SAA and Graduate student orientation and start-up activities for new Graduate students
- Set-up and maintains SAA database
- Assists in implementing the Graduate student database
- Assists with international student activities
- Coordinates school social events
- Hires, trains, and supervises the new graduate student for the Dean's office each year
- Coordinates Graduate student web page. Maintains academic information on the web for current graduate students.
- Facilitates all aspects of the Doctoral qualifying examination



Turnipseed, Doug

GIS Lab Manager

HPER 190

856-4420

dturnips@indiana.edu

Support Staff

- Manage Hourly Employees in consultation with the Director of HPER Technology services- schedule, train, mentor, discipline, and hiring decisions of student/hourly employees in HTS office.
- Monitor, maintain, and routinely report to supervisor on help desk requests and calls.
- Utilize and improve the help desk database to monitor, manage, and report on technical support as well as progress of ongoing projects assigned to hourly workers
- Develop policies, procedures and methods to improve hourly employees' understanding of projects, work schedules, performance standards and expectations, as well as regularly review hourly employee' performance
- GIS and HPER General Lab management
- Develop and create job aides and Frequently Asked Questions (FAQs) guides for employees and HTS clientele on tasks or technology issues that are repetitive or need to be addressed on an ongoing basis.
- Represent the school and HTS at meetings as requested by manager of HTS; order office and computing supplies; and perform other technology support and related duties as assigned.

Vaught, Jody

Director, Business Affairs & Budget (Fiscal Officer)

HPER 121

855-3319

joavaugh@indiana.edu

Professional Staff

- Serves as fiscal officer for the School
- Assists with administrative coordination of all financial activities for the School
- Monitors expenditure of funds within various units
- Directs funds to meet priorities for the School
- Interprets School and University policy as it pertains to fiscal management and operations
- Provides budgetary assistance to faculty for grant proposals
- Provides cursory oversight of IU Foundation accounts
- Serves as budgetary liaison to external programs on behalf of the Dean

Wilkerson, Jerry [Ph.D.]

Executive Associate Dean

HPER 111C

855-1090

jedwilke@indiana.edu

Academic

- Serves as the "Chief Academic Officer" of the School
 - School Wide
 - . Collaborates with Dean to provide administrative support to the School
 - . Oversees processing of course changes

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- . Responds to course remonstrance and files remonstrance as needed
- . Coordinates student issues related to grade grievances, academic dishonesty, distressed and distressing students and harassment
- . Supervisor of Professional Staff
- Undergraduate Education
 - . Addresses students issues and facilitates student services related to undergraduate academic programs
 - . Monitors undergraduate degree and program requirements
 - . Process Freshman Direct Admit students
 - . Chairs Undergraduate Studies Committee
 - . Facilitator for Career Service Committee
- Graduate Education
 - . Oversees Graduate Student Admissions
 - . Addresses issues related to graduate students
 - . Facilitates Graduate academic programs
 - . Facilitates the Graduate Studies committee
 - . Liaison for Graduate Student Advisory Committee
 - . Liaison to University Graduate School
- Coordinates Promotion and Tenure Procedures at School level
- Facilitator of Tenure and Promotion Process/Committees
 - . Coordinate Pre-Tenure Faculty Activities
 - . Editor and Writer of Pre-Promotion/Pre-Tenure Times
- School Development
 - . Facilitates School Wide Strategic Plan
 - . Works with HPER Recruitment and Outreach Specialist (Director of Diversity)
 - . Coordinates Activities of the Advanced Leadership Council
- University Representation
 - . Member of Campus Curriculum Committee
 - . Member of Office of Enrollment Services
 - . Member for all Minority Scholarship Committees
 - . General Studies Degree Committee
 - . Student Affairs Committee
 - . General Core Committee
- School Committee Facilitation
 - . Liaison to Selected School Committees and Working Groups (Academic Council, Professional Service Delivery Staff Council, Graduate and Undergraduate Studies Committees)
 - . Facilitator to School Committees and Working Groups (Gender and Diversity Affairs Committee, Teaching/Learning/Assessment Committee, Career Services)
 - . Member of School Committees and Working Groups (Distributed Education Committee, Technology Committee, Student Recruitment and Retention Committee)



Younger, Melissa

Office Assistant

HPER 179

855-4712

youngerm@indiana.edu

Support Staff

- Provides office assistants and other related support services for the HPER Office of Advancement
- Handle all fiscal responsibilities as they relate to the procurement card and the hospitality card
- Handle DVs and travel authorizations for Office of Advancement employees, HPER guests, and international delegations
- Assist in the coordination of all elements of donor funded scholarships
- Assist in the stewardship of HPER donors