

UIC Global Subcommittees

Marketing and Enrollment Services Subcommittee

Purpose The purpose of the *Marketing and Enrollment Services Subcommittee* advises on all matters pertaining to the marketing of the program and related student services.

General Role and Mandate: The following list includes the primary activities of the *Marketing and Enrollment Services Subcommittee*, notwithstanding any additional activities assigned to it by the Steering Committee or the Managing Director and VPGE.

- Review program admission process and data flow
- Review program Local Entry Requirements (LERs)
- Approve program application
- Approve Certificate of Finance and other admission forms
- Review marketing materials including the brochure and website architecture (“look and feel”)
- Establish protocols for website content and upkeep

Marketing and Enrollment Services Subcommittee Membership	
<i>Members</i>	<i>Contact Info</i>
Marshall Houserman (Co-Chair), Director of Admissions	Address: 1250 S Halsted Street Phone: 773-368-6627 Marshall.houserman@uicglobal.org
Oscar Rodriguez (Co-Chair), Director of Recruitment and Outreach	Address: 1171 SSB, MC 018 Phone: 312-996-7928 axarodr@uic.edu
Mike Kamowski, Director, Office of Student Systems Services	Address: 2141A SSB, MC 325 Phone: 312-355-1201 mikek@uic.edu
Malinda Lorkovich, Managing Director of Admissions	Address: 1116 SSB, MC 018 Phone: 312-996-4366 mlork@uic.edu
Katie Hession, Dir. of Marketing & Brand Management, Strategic Marketing & Communication	Address: 1330 UH, MC 288 Phone: 312-355-8316 khession@uic.edu
Kathleen Neelsen Pender, Assistant Director, OIS	Address: 2160 SSB, MC 326 Phone: 312-996-3121 neelsen@uic.edu
Brian Roessler, Executive Assistant Dean, College of Liberal Arts and Sciences	Address: 3rd Fl. UH, MC 228 Phone: 312-413-2532 baroess@uic.edu
Jim Muench, Dir. of COE Admissions & Records	Address: 101 SEO, MC 159 Phone: 312-413-7623 jmuench@uic.edu
Alanna O’Connor, Assistant Dean for Student Recruitment, College of Business	Address: 815 W. Van Buren, Suite 410, MC 064 Phone: 312-996-0274 alanna@uic.edu
Fran Michalski, Associate Director, Tutorium in Intensive English	Address: Suite 260, MC 324 Phone: 312-413-0167 michalsk@uic.edu

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Student Services Subcommittee

Purpose: The purpose of the *Student Services, Operations and Infrastructure Subcommittee* is to advise on matters pertaining to the day-to-day non-academic operations of the program.

General Role and Mandate: The following list enumerates the primary activities of the *Student Services, Operations and Infrastructure Subcommittee*, notwithstanding any additional activities assigned to it by the Steering Committee or the Managing Director and VPGE.

- Establish housing options and satisfaction reporting (Arrival, Midterm and Departure) through our Satmetrix Data collection system.
- Develop all “wraparound” services including mentoring, events calendar, student guide, and ambassador programs
- Coordinating the Orientation and Signature Activities Sequences
- Develop, maintain, and improve all additional student services

<i>Student Services Subcommittee Membership</i>	
<i>Members</i>	<i>Contact Info</i>
Jessica Justmann (Co-Chair), Assistant Academic Director, UIC Global	Address: 1253 S Halsted Street Phone: 312-996-1609 jjustm2@uic.edu
Megan Ward (Co-Chair), Dir. Int'l Student & Outreach Services, Office of International Services	Address: 2160 SSB, MC 326 Phone: 312-996-3121 maward@uic.edu
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Jean Riordan, Executive Director, Career Services	Address: 3050 SSB MC 099 Phone: 312-996-2969 jriordan@uic.edu
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Annette Wright, Associate Dean of Student Affairs	Address: 3030 SSB, MC 318 Phone: 312-996-4857 awright@uic.edu
Charles F. Farrell, Executive Director for Business Development Campus Auxiliary Services/ Student Affairs	Address: 1200 W Harrison St Phone: 312-996-0493 Cff63@uic.edu

UIC Global Subcommittees

Academic and Quality Assurance Subcommittee

Purpose The purpose of the *Academic and Quality Assurance Subcommittee* is to advise on all matters pertaining to the academic program and quality of the program.

General Role and Mandate: The following list enumerates the primary activities of the *Academic and Quality Assurance Subcommittee*, notwithstanding any additional activities assigned to it by the Steering Committee or the Managing Director and VPGE.

- Establish, evaluate and improve the program’s curriculum
- Identify and mentor program faculty
- Review student feedback on academic components and improve program based on feedback
- Establish, lead, and improve academic student services support functions, including tutorials, advising sessions and mentorship program
- Advise on the progression of students failing to meet progression standards at the request of the Steering Committee
- Establish and maintain academic standards and hiring standards required for the program’s faculty
- Monitor higher education regulatory and accreditation standards and the program’s compliance of those standards
- Utilize the University’s existing learning management system for the program

<i>Academic and Quality Assurance Subcommittee Membership</i>	
<i>Members</i>	<i>Contact Info</i>
Sandra Moklak (Co-Chair), UIC Global Academic Director	Address: 1250 S. Maxwell Street Phone: 312-355-3208 Sandra.moklak@uicglobal.org
Kevin Schultz (Co-Chair), UIC Global Academic Chair	Address: 4478 SES, MC 111 Phone: 312-413-7383 schultzk@uic.edu
Tom Moss, Associate Dean, CADA	Address: 2718 UH, MC 103 Phone: 312-413-2264 tommoss@uic.edu
Angela Prazza-Winters, Asst. Dean of Student Services, College of Business Administration	Address: 1111 UH, MC 065 Phone: 312-996-2678 prazza@uic.edu
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Agnes Herget, Assistant Dean, College of Liberal Arts & Sciences	Address: 425 UH, MC 228 Phone: 312-413-2470 aherget@uic.edu

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Graduate Subcommittee

Purpose The purpose of the *Graduate Subcommittee* is to advise on all matters pertaining to the academic programs including quality assurance, and marketing and admission to the Graduate Direct and Graduate Accelerator programs. The existing Student Services Subcommittee will advise on all matters related to graduate student services and support.

General Role and Mandate: The following list enumerates the primary activities of the *Graduate Subcommittee*, notwithstanding any additional activities assigned to it by the Steering Committee or the Managing Director and Vice Provost for Global Engagement.

- Monitor higher education regulatory and accreditation standards and the program’s compliance
- Review and advise on recruitment materials
- Monitor and advise on admission procedures and processes
- Review student and faculty feedback to evaluate and recommend improvements in the accelerator program curricula and student support services
- Review and recommend policies and procedures for the progression of accelerator students

<i>Graduate Subcommittee Membership</i>	
<i>Members</i>	<i>Contact Info</i>
Marshall Houserman (Co-Chair), UIC Global Director of Admissions	Address: 1253 S. Halsted Street Phone: 312-413-3276 marshall.houserman@uicglobal.org
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