

Duty/form	Responsible Person
Building Coordinator	Kristina Arnold
Credentialing-Faculty 18 hour form	Merrall Price
Credentialing-Faculty EPQ form	Merrall Price
Credentialing-Graduate Assistant Instructor form	Merrall Price
Credentialing-Graduate Faculty	Merrall Price
Credentialing-Part-time faculty	Merrall Price
Credentialing-Degree Field Memos	Merrall Price
Curriculum-Degree Pathways	Cierra Waller
Curriculum-Distance Learning Course Approval	Merrall Price
Curriculum-Dual Credit Form	Merrall Price
Curriculum-PCCC Chair	Merrall Price
Curriculum-Study Abroad Proposal Request	Merrall Price
Curriculum-Web Course Development Approval	Merrall Price
Department Head Travel Voucher Review	Jeff Budziak
Employee Pre-Travel Authorization	Jeff Budziak
Enrollment-Student Complete Withdrawal	Faculty fellow
Enrollment-Student Course Overload	Cierra Waller
Enrollment-Student Exception Appeal	Faculty fellow
Enrollment-Paper Degree Extension Memos	Faculty fellow
Field Trip Approval Form	Jeff Budziak
Funding-External funding (SOS, Budget, RCAC Committe)	Jeff Budziak
Funding-Instructional Development Approval	Alison Langdon
Funding-QTAG	Jeff Budziak
Funding-RCAP	Jeff Budziak
Funding-Student Travel	Jeff Budziak
Outside Employment Form	Merrall Price
Part-time and Staff Tuition waiver	Jeff Budziak
Admin for PCAL faculty, PCAL staff and PCAL retirees email list	Kelly Scott