

Brandeis University Online, Rabb School of Continuing Studies Graduate Professional Studies (GPS) Staff Contacts for Faculty

Administration

Carmen Aguilar, Vice President of the Rabb School, 781-736-8707, carmenaguilar@brandeis.edu

- Budget Management

Campus Activities and Connections

Alina Hicks, Financial & Operational Administrative Assistant, 781-736-8734, ahicks@brandeis.edu

- Rabb procurement & finance (invoicing, reimbursements)
- ITS liaison
- Facilities liaison
- Directions and campus map, parking
- Annual commencement exercises - planning & support

Academics

Course and Program Development

Scott Stanley, Assistant Dean of Education & Learning Innovation, 781-736-8786, scottstanley@brandeis.edu

- Course Design/Development
- Course Refresh/Redevelopment
- Course Review and Assessment
- GPS Program Course Standards and Reviews
- Course Resources: GitHub, AWS, Smartsheet, MoodleCloud
- Technology Support Issues not Addressed by ITS or 24/7 HelpDesk

Strategic Initiatives

Sarah Gagliardi, Project Manager/Strategic & Academic Initiatives, sarahgagliardi@brandeis.edu

- GPS course truncation
- Launch in-house LMS for Brandeis Online
- Relationship management with Wiley/Risepoint
- Other projects as assigned

Faculty Development, Teaching Support, and Evaluation

Christine Oskar-Poisson, Assistant Director of Online Faculty Relations, coskarpoisson@brandeis.edu

- Faculty onboarding & orientation
- Teaching contracts, course schedule, & teaching assignments
- Evaluates teaching effectiveness, instructional support & term course audits
- Faculty engagement: Faculty Lounge in LMS
- Faculty development & training
- Communicating faculty accomplishments
- Monthly faculty & chair office hours
- End of term communications
- Documentation: Instructor Reference Manual & Online Faculty Teaching Standards

Program and Curriculum Assessment

Alex Shadid, Assistant Director of Online Learning & Quality Assurance
781-736-8786, alexandrashadid@brandeis.edu

- Program Review and Assessment
- Course Description Updates
- Curriculum Changes and Additions
- New Course Proposals

- New Program Proposals
- Program-Level Faculty Meetings (led by Program Chair)
- Setting up Course Site for Teaching
- Prerequisite Updates

Student Services

Student Admissions, Advising, and Grading

Harry Skoyles, Director of Student Services, 781-736-3447, harryskoyles@brandeis.edu

- Advisor Assigned to a Student
- Struggling or Disappearing Students
 - Student crisis resolution
 - Field concerns, point to resources, share feedback
- Update and maintain student Policies and Procedures, including student handbook
- Final Grades: Guidelines, Deadlines, Workday (Grade Submission) questions
 - Oversee academic grievance process
- Monitor Incomplete grade Requests
- Transfer Requests
- Career development (Handshake, B Connect, Big Interview, events)
- Sharing Job Postings or Other Opportunities for Students
- Draft academic warning letters

Student Advising

Toni Doherty, Academic Student Advisor, 781-736-8786 tonidoherty@brandeis.edu

- Advisor for the following programs:
 - Project and Program Management
 - Digital Marketing and Design
 - Bioinformatics (while Abby is on leave)
- UCD (effective Nov. 2024)

Abigail Jamgochian, Academic Student Advisor, 781-736-8733, abigailjam@brandeis.edu

- Advisor for the following programs:
 - Bioinformatics MS & Bioinformatics certificates
 - Strategic Analytics
 - Teach out programs (HMI & LXD)

Student Advising & Alumni Engagement

Nicole McCormick, Assistant Director of Student & Alumni Engagement, 781-736-8727, nrusso@brandeis.edu

- Student and Alumni Newsletters
- Student and Alumni community building initiatives
- Advisor for the following programs:
 - User-Centered Design
 - Jewish Professional Leadership
 - Business Analytics

Marketing

Marketing and Communications

Mara Tzizik-Swanson, Director of Enrollment & Marketing, 781-736-8756 mtswanson@brandeis.edu

- Digital Marketing
 - Industry Conferences and Sponsorship Opportunities
- Professional Affiliations
- Webinars for Our Community

Lillian Cohen, Marketing Communications Coordinator, lilliancohen@brandeis.edu

- Content Development
- Video Production & Editing
- Social Media Management
- Sharing Your Research, Blog Entries, White Papers

Admissions

Jess Ronan, Senior Admissions Coordinator, 781-736-8784 jessicaronan@brandeis.edu

- Transfer credit request
- Course waiver requests
- Outreach and recruitment of prospective students
- General admissions requests

Recruitment & Outreach

Tom Scenci, Associate Director of Admissions and Enrollment, 781-736-3034 tscenci@brandeis.edu

- Assigning readers for completed applications
- Issuing admissions decisions
- Planning of recruitment events (online information sessions, admitted students' events, app. workshops)
- Outreach and recruitment of prospective students
- Admission reporting

Partnerships

Tyler McMillan, Assistant Director for Corporate & Workforce Partnership Engagement
781-736-8786, tylermcmillan@brandeis.edu

- Partnership sourcing, development and nurturing
- Custom education opportunities
- Manage professional advisory boards

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