

II. ADMINISTRATION

From the administrative staff in the Dean's Office to individual Department Chairs and support personnel, staff is available to guide you through all the policies and procedures of the College. This section will introduce you to the administrative staff and direct you to the most appropriate person to answer your questions and meet your immediate needs.

Dean's Office

Dean Michael D. Taylor

Group VI, Dartmouth Campus
Dean's Office Suite, Room 307

Tel: 508.999.8564

508.999.9295

Fax: 508.999.9126

Email: mtaylor@umassd.edu

Star Store, New Bedford

Tel: 508.999.8902

The Dean's Office is the hub of much of the administrative activity in the College. Staff include both the Dean and Assistant Dean as well as the Dean's Administrative Assistant, and many work study students. This Student Manual will refer you to the Dean's Office from time to time. If you have questions that are not addressed in this manual, the Dean's Office is a good place to begin your quest.

Michael D. Taylor	Dean	mtaylor@umassd.edu
Charlotte Hamlin	Assistant Dean	chamlin@umassd.edu
Joanne Randall	Administrative Assistant	jrandall@umassd.edu
Jarrad Nunes	Graduate / Events Coordinator	jnunes@umassd.edu

The Dean's Office on the Dartmouth campus of the University is open year-round, Monday through Friday 8:30 am - 4:30 p.m.

The Dean's Office is located in room 307 on the Third Floor Upper in the College of Visual and Performing Arts building on the Dartmouth Campus. This building is referred to as "Group VI." It is located next to the Foster Administration Building. Park in Parking Lots #8 or #9.

Please be advised... each floor in CVPA has two levels--Upper and Lower.

Assistant Dean's Office

Assistant Dean Charlotte Hamlin

Group VI, Dartmouth Campus,
The Dean's Office Suite, Room 303

Tel: 508.910.6635

Fax: 508.999.9126

Email: chamlin@umassd.edu

Star Store, New Bedford, Room 259
508.999.8911

The Assistant Dean is available consult and advise students and to problem solve and/or mediate student related concerns. When you have questions, please do not hesitate to ask!

As the Assistant Dean teaches at the Star Store and is also in Group VI, it is best to call or email and arrange an appointment.

Problem Solving

The process outlines below is the most efficient way to answer questions and solve problems concerning your classes and Program. First, consult with:

1. your course Professor;
2. your Advisor;
3. your Department Chair (or);
4. your Program Director, if applicable; and finally,
5. if, in your opinion, you do not have a satisfactory answer to your question or resolution to your concern, you are encouraged to make an appointment to consult with the Assistant Dean.

Advising

In complex matters or in matters of grave concern whereby a student has not been able to achieve resolution through the established procedure (see above), the Assistant Dean is available to advise students.

Also, students must consult with the Assistant Dean regarding Probation Contracts and Leaves of Absence.

Department Chairs Program Directors, and Staff

Department Chairs are responsible for all issues relating to curricula and programming within their department. A Department Chair is the contact person for students who wish to or who have declared a major in a specific department. Department Chairs hold scheduled office hours (posted on the Chair's office door) and are, additionally, available to advise or consult with students by appointment. For routine questions, each department secretary can and will ably assist you.

Chair, Art Education Department

Prof. Arlene Mollo, Group VI, 352A

Tel: 508.999.9204

amolloy@umassd.edu

The Office of the Art Education Department is located in Group VI, Rm. 204A.

Secretary: Paula Bettencourt; 508.999.8548; pbettencourt@umassd.edu

Chair, Art History Department

Prof. Magali M. Carrera, Group VI, 313

Tel: 508.999.8552

mcarrera@umassd.edu

The Office of the Art History Department is located in the Dean's Office Suite, Group VI, Rm. 303.

Secretary: Charlene Ryder; 508.999.8546; cryder@umassd.edu

Chair, Artisanry Department

Prof. Alan Burton Thompson, Star Store, Rm. 234

Tel: 508.999.8921

althompson@umassd.edu

Chair, Design Department

Prof. Mark Millstein, Group VI, 310A

Tel: 508.999.8551

mmillstein@umassd.edu

The Office of the Design Department is located in the Dean's Suite, Group VI, Rm. 301.

Secretary: Charlene Ryder, 508.999.8546; cryder@umassd.edu

Chair, Department of Fine Arts

Prof. Marc St. Pierre, Group VI, 204E

Tel: 508.999.6404

mstpierre@umassd.edu

The Office of the Department of Fine Arts is located in Group VI, Rm. 204A.

Secretary: Paula Bettencourt, 508.999.8548; pbettencourt@umassd.edu

Chair, Music Department

Karl Berger

Tel: 508.999.8569

The Office of the Music Department is located in Group VI, Group VI, Rm. 204C.

Secretary: Michelle Cieto, 508.999.8568 mcieto@umassd.edu

Director, Freshman Foundation Studio Art Program

Prof. Bruce Maddocks, Group VI, Rm. 155
Tel: 508.999.8565
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Director, University Gallery
Lasse Antonsen, Star Store, Rm. 127
508-999-8555; lantonsen@umassd.edu

Director, MFA program
Prof. Stephen Whittlesey, Star Store, Rm. B25
Tel: 508.999.8923
swhittlesey@umassd.edu

Director, MAE program
Prof. Kathy Miraglia, Group VI, Rm. 221
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Coordinator of Graduate Studies / Event Programming
Jarrad Nunes, Group VI, Rm. 303
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Star Store Staff:
Barbara Lynch, Building Coordinator, Rm. 129; 508-999-8903; blynch@umassd.edu
Denise Dennis, Secretary, Rm. 126; 508-999-8904, ddennis@umassd.edu