

Curriculum & Instruction Quick Guide

Welcome to our community! This guide is intended to provide the most essential information to help you get settled and get started in your role in our department. Whether you are teaching one class or many, we value your expertise and your willingness to share it with our students. Please don't hesitate to let us know how we can help you further. **Please go to the C&I Faculty Resources cite on our webpage for further information, forms, and website links**
<http://www.education.txstate.edu/ci/resources/faculty-resources.html>

C&I Mission Statement

The Department of Curriculum & Instruction develops educators who are knowledgeable and skilled in their professions, ethical and caring in their actions, and responsive to the diverse and emerging needs of society. Through university, school, community, and professional partnerships, we advance scholarship and pedagogy that influence education practice and policy.

C&I Department Chair

Dr. Nihat Polat (polatn@txstate.edu) San Marcos campus, ED 3046, office: 512-245-2769

C&I Associate Chair

Dr. Glenna Billingsley (gbillingsley@txstate.edu) San Marcos campus, ED 3080, office: 512-245-3110

C&I Departmental Fax Number—512-245-7911

C&I Staff—any of the staff will help you with just about anything if possible, but specific duties follow:

- Ms. Naomi Wilson (naomiwilson@txstate.edu) San Marcos campus, ED 3045, 512-245-2157:
 - Payroll, C&I faculty records, keys, inventory, office supervisor, student workers, budgets, PCRs, Polat appointments
- Ms. Judy Herrington (jh70@txstate.edu) San Marcos campus, ED 3044, 512-245-2042:
 - Registration, course scheduling, room reservations, block placement, course overrides, student appeals, student contact person, Polat appointments
- Ms. Dowdy Kei-Lah (k_d175@txstate.edu) San Marcos campus, ED 3044, 512-245-3701:
 - Reception, duplicating, supplies, textbooks, travel, Teacher Fellows, office moves, Polat appointments
- Ms. Dena Guererro (d_g322@txstate.edu) San Marcos campus, ASBN 410, 512-245-6839:
 - Doctoral program support, doctoral student travel, Polat appointments
- Ms. Diane Osborne (do11@txstate.edu) San Marcos campus, ED 3055, 512-245-3680:
 - External projects, reserve computer lab (ED 2120), Tomas Rivera Book Award, CTWP, nametags, Polat appointments
- Mr. Chris Bogner (cdb127@txstate.edu) San Marcos campus/DE: C&I technology support, development education support, inventory