

# WELCOME TO PACIFICA GRADUATE INSTITUTE



## Faculty Orientation

# OVERVIEW

- **Welcome from the President (Dr. Lee)**
- **Academic Affairs Office (Victoria Bernhardt)**
- **Dissertation Office (Meadow Rhodes)**
- **Registrar's Office (Francine Matas)**
- **Student Services (Lauren Lastra)**
- **Library (Mark Kelly)**
- **Office of the Provost (Dr. Loraine Devos-Comby)**
- **Q&A (all)**
- **Closing from the Interim Provost (Dr. Loraine Devos-Comby)**



# ACADEMIC AFFAIRS OFFICE

## MEET THE TEAM

AcademicAffairs@pacifica.edu



**Loraine Devos-Comby, Ph.D.,**  
Interim Provost & Vice President of Academic Affairs;  
Vice President of Institutional Effectiveness &  
Accreditation Liaison Officer  
LDevosComby@pacifica.edu



**Victoria Bernhardt, M.A.,**  
Manager of Academic Affairs  
VBernhardt@pacifica.edu

# ACADEMIC AFFAIRS OFFICE

## INSTITUTIONAL STRUCTURE

Program	Chair(s)	Administrator
Clinical Psychology (M.A./Ph.D.)	Peter Dunlap, Camille Harris	Vaughn Zitzer
Counseling Psychology (M.A., Psy.D.)	Jemma Elliot, Matthew Bennett	Maddie Hodges
CLIE (M.A./Ph.D.)	Susan James	Nina Falls
DCH (M.A.)	Mary Wood	Nina Falls
DPT (Ph.D.)	Juliet Rohde-Brown	Evergreen Hericks
DJA (M.A./Ph.D.)	Dylan Hoffman, Keiron Le Grice	Nina Falls
Mythological Studies (M.A./Ph.D.)	David Odorisio, Emily Lord-Kambitsch	Amy Nash

### Roles within each program:

- Core & Associate Core Faculty
- Adjunct Faculty
- Guest Speakers & Consultants

### Faculty Handbook:

- Current version 2019-2020
- Plans for review by outside consultant

# ACADEMIC AFFAIRS OFFICE

## FACULTY ENGAGEMENT

### Faculty onboarding & contracting

C/AC contracts

Power Campus and email distro lists

Programs create Adjunct, Guest Speaking,  
Consultant contracts

### Sabbaticals

Contact us for eligibility & scheduling

#### Core

- Full-time: every 3 years
- $\frac{3}{4}$ -time: every 4 years
- $\frac{1}{2}$ -time: not eligible

#### Associate Core

- Full-time: every 4 years
- $\frac{3}{4}$ -time: every 5 years
- $\frac{1}{2}$ -time: not eligible

#### Adjunct Faculty

- Not eligible

### Course Evaluations

Disseminate to faculty quarterly



# ACADEMIC AFFAIRS OFFICE

## CHECK REQUESTS

### **2023-2024 Faculty Travel Policy**

- C/AC 95 miles+ from campus, eligible for reimbursement as stated in policy
- Reservation requests for the Best Western Hotel in Carpinteria are made through the PA

### **Faculty Research Stipend**

- C/AC are eligible for stipend
- Encouraged use funds include: Conferences & seminars, CE classes, books, research software or hardware, instructional videos

### **Check Request Process**

- Send Check Request Form to PA; must include receipts
- Reimbursements are added to next paycheck; not subject to any tax
- Research Stipend can be sent directly to AAO

# DISSERTATION OFFICE

## MEET THE TEAM

Dissertation@pacific.edu



Meadow Rhodes  
Dissertation Office Manager  
MRhodes@pacific.edu



Jude Ryan  
Dissertation Office Coordinator  
JRyan@pacific.edu

# DISSERTATION OFFICE

- Dissertation Handbooks & forms:  
<https://www.pacifica.edu/student-services/dissertation-handbooks-forms/>
- Accepts all dissertation forms from faculty/chairs (Committee member appointment forms, ethics applications, proposal approval forms, final draft approval forms)
- All forms need to come from the student's **dissertation chair**
- Sends out contracts, via DocuSign
- Must use their PGI email address





# DISSERTATION OFFICE

- Keeps faculty up-to-date with student's dissertation milestones
- Pulls quarterly report for Program Chairs, showcasing faculty committee appointments
- Lists will be distributed by their program's Chair. We do not send this list to all faculty. However, faculty may email us asking for a list of their specific appointments.
- Works with Chair to determine student's defense date
- Chair gathers defense dates from student's committee members, and coordinates with Dissertation Office to finalize date.

## Dissertation Resources

 [The Dissertation Times – New Dissertation Newsletter](#)

 [Christine Downing Dissertation Fellowship](#)

 [Dissertation Courtesy Proofreader List](#)

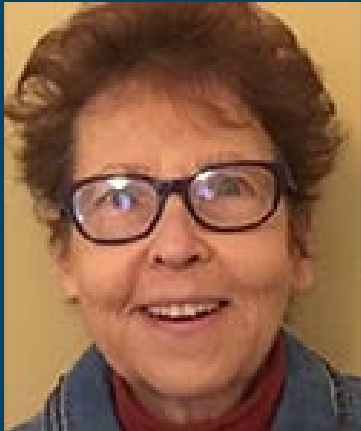
 [How to Avoid the Ten Common Formatting Errors](#)

 [Dissertation Quick Guide for Students](#)

 [Dissertation Quick Guide for Committee Chairs](#)

 [Dissertation Quick Guide for Committee Readers & External Readers](#)

# REGISTRAR'S OFFICE



Francine Matas  
Registrar  
FMatas@pacific.edu



Amy Bristol  
Senior Associate Registrar  
ABristol@pacific.edu



Rob Case  
Registrar Coordinator  
RCase@pacific.edu

# REGISTRAR'S OFFICE

- Attendance
- Grades
- Incompletes
- Tutorials
- Exceptions to policy

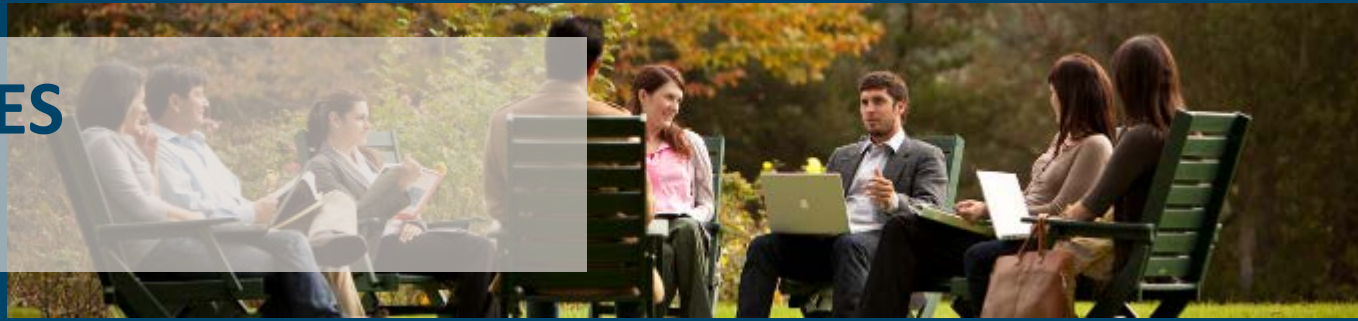


## **Student Services at Pacifica**

*We mindfully serve a diverse, post-traditional student body and accompany students throughout their academic career at Pacifica.*



# STUDENT SERVICES MEET THE TEAM



**Lauren Lastra, MPA**, Director  
of Student Services and  
Accreditation Deputy  
LLastra@pacifica.edu



**Cristina Farias**, Student  
Services Coordinator  
CFarias@pacifica.edu



**Nicole Kitzmann**, Student  
Residential Services Manager  
NKitzmann@pacifica.edu

# STUDENT SERVICES

## MANY LAYERS OF SUPPORT

### STUDENT

### ACADEMIC PROGRAM STAFF

- Program Chairs, Program Administrators, Student Affairs Coordinators, Traineeship/Practicum Office

### ACADEMIC SUPPORT

- Graduate Research Library, Writing Tutors & Resources, Disability Services Office, Education Council

### ADMINISTRATIVE SUPPORT

- Registrar, Financial Aid Office, Student Accounts Office, Housing/Dining, Safety and Transportation

### STUDENT SUPPORT INITIATIVES & RESOURCES

- Buddy Program, Student Relations Liaison, Diversity and Inclusion Council, Student Life

### STUDENT SERVICES TEAM

- Accompanies students throughout their academic careers to access the support, resources, and information they need



# So what happens after they go through the Admissions process?

## 1 Week After Deposit

*welcome emails from SS and IT with access to student accounts*

1

## Admissions Process Complete

*signed Enrollment Agreement and paid tuition deposit*

2

## 4 Weeks Before Quarter Start

*Students able to register for classes in their Self-Service portal*

3

## 7 Weeks Before Quarter Starts

*syllabi and reading lists available in Program Resource Center in D31*

4

## As Fall Quarter Begins

*SS hosts Roundtable Orientations and first day of fall check-in tables*

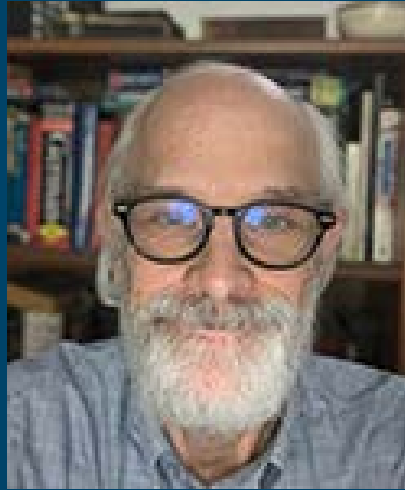
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# LIBRARY SERVICES

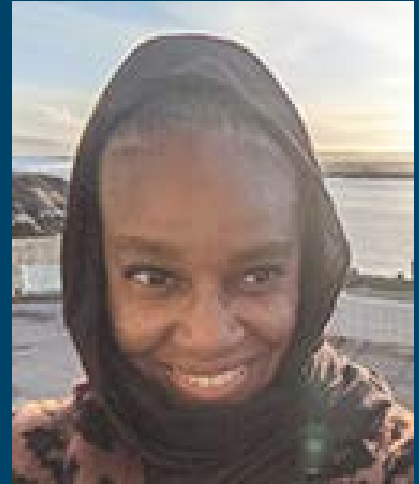
## MEET THE TEAM



Mark Kelly, MLS, Director of  
Library Services  
MKelly@pacific.edu;  
reference@pacific.edu



Richard Buchen, MLS, Special Collections  
and Reference Librarian  
RBuchen@pacific.edu



Karla Wiley, Cataloging and  
Technical Services Librarian  
KWiley@pacific.edu



# LIBRARY SERVICES

## MEET THE TEAM

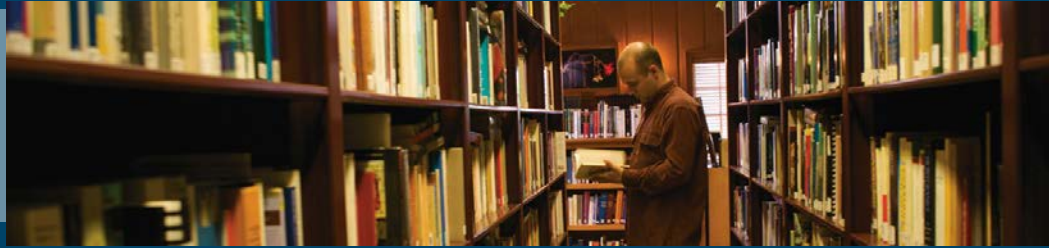
KC Cohen, Library Assistant III  
KCohen@pacifica.edu

Amanda Brown, Library Assistant III  
amandab@pacifica.edu

Jason Morgan, Circulation Assistant  
JMorgan@pacifica.edu



# LIBRARY SERVICES



- Assistance in crafting *permalinks* to digital resources (articles, books and book chapters) for inclusion in D2L & online syllabi.
- Scan requests for chapters from the library's print collections. Up to two chapters per book.
- Library research presentations (in classroom & via Zoom) promoting information literacy.
- Interlibrary loan service for resources not available from local collections.

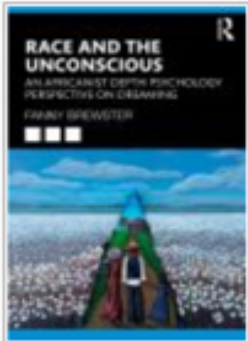
## **Library Hours**

- 10:00-2:00, 3:00-6:00.
- Lambert library closed on Sundays when classes are not in session.
- Ladera library closed when class is not in session.

# PERMALINKS FOR EBOOKS

## Within EBook Central:

### ▼ Race and the Unconscious



by Fanny Brewster  
PUBLISHER  
Taylor & Francis Group  
DATE  
2023-06-01

## Permalink for ebooks:



## Permalink for book chapters:



## From the Library Catalog:

# Decolonizing methodologies

by **Smith, Linda Tuhiwai [author.]**

Indigenous peoples -- Research | Electronic books

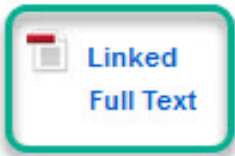
 Available via Ebook Central

Indigenous Agenda: A Case Study of Maori

Open Link in New

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# PERMALINKS FOR ARTICLES



## Indigenous community psychologies, decolonization, and radical imagination within ecologies of knowledges.

**Authors:** [Ciofalo, Nuria](#). Pacifica Graduate Institute (PGI), Carpinteria, CA, US, [Nciofalo@pacific.edu](mailto:Nciofalo@pacific.edu)  
[Dudgeon, Patricia](#). University of Western Australia (UWA), School of Indigenous Studies, Perth, WAU, Australia  
[Nikora, Linda W.](#). University of Auckland (UA), Auckland, New Zealand

**Address:** Ciofalo, Nuria, Pacifica Graduate Institute (PGI), 249 Lambert Road, Carpinteria, US, 93013, [Nciofalo@pacific.edu](mailto:Nciofalo@pacific.edu)

**Source:** [American Journal of Community Psychology](#), Vol 69(3-4), Jun, 2022. pp. 283-293.

**NLM Title** Am J Community Psychol

**Abbreviation:**



- ### Tools
- Print
  - E-mail
  - Save
  - Cite
  - Export
  - Permalink

# PERMALINKS FROM LIBRARY GUIDES

## Library Guide to Jungian Psychology:

<https://pacificalibguides.com/Jung>

## Library Guide to Diversity,

## Equity & Inclusion:

<https://pacificalibguides.com/diversity>

### Vol. 14: *Mysterium coniunctionis*

[Books at JSTOR](#)

[EBSCO eBooks](#)

Call number: BF2

*Mysterium Coniu*

a final account of

alchemists called their 'art' or 'process'

symbols does not belong to the rubbish

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- Open Link in New Private Window
- Bookmark Link...

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### [Head games: De-colonizing the](#)

[psychotherapeutic process](#) by Nikitah Okemba-RA

[Imani](#)

ISBN: 9780761851738

Publication Date: 2010

"Head Games is focused on the way

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# OFFICE OF THE PROVOST

**Office of the Provost:** <https://www.pacifica.edu/about-pacifica/office-of-the-provost/>

**Faculty Development:** <https://www.pacifica.edu/about-pacifica/office-of-the-provost/faculty-development/>

## Office of the Provost – Inclusion and Equity

Among the collection of guest webinars and multi-session courses offered by NCFDD are titles of particular interest to those seeking to strengthen their knowledge and skills to contribute to a more inclusive and equitable campus culture. Sample titles include:

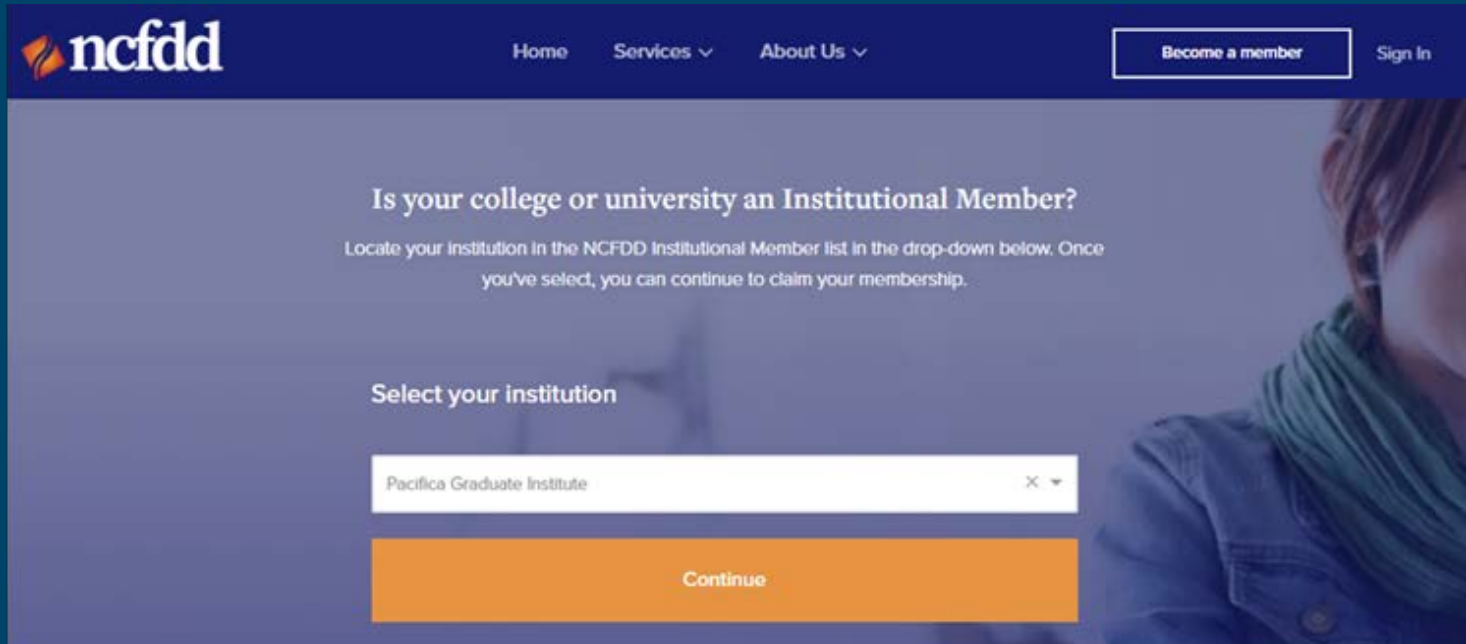
- “Cultivating Compassion and Collectivism: A Multi-Week Course to Facilitate Healing from Racial Trauma”
- “Bracing for and Embracing the Fall as a Bilkademic”
- “Turning Chutes into Ladders for Women Faculty: A Roadmap to Equity in Academia”
- “Re-Thinking Mentoring: How to Build Communities of Inclusion, Support, and Accountability”
- “Parenting and Productivity”
- “Creating an Inclusive Classroom: Students with Disabilities”
- “Teaching with Empathy and for Equity at the Graduate Level”

### Faculty Development

- ▶ Institutional Membership
- ▶ Create your account
- ▶ Inclusion and Equity
- ▶ Upcoming Webinar Series
- ▶ Core Curriculum
- ▶ Monday Motivator
- ▶ 14-Day Writing Challenge
- ▶ Multi-week Courses
- ▶ Discussion Forums
- ▶ The Hidden Handbook
- ▶ NCFDD Library Resources
- ▶ Dissertation Curriculum
- ▶ Professor-ing Podcast

# OFFICE OF THE PROVOST

**National Center for Faculty Development and Diversity (NCFDD):**  
Create your account: <https://www.facultydiversity.org/join>



The screenshot shows the NCFDD website's account creation page. The header is dark blue with the NCFDD logo on the left and navigation links for Home, Services, and About Us in the center. On the right, there are buttons for 'Become a member' and 'Sign In'. The main content area has a light purple background and features the question 'Is your college or university an Institutional Member?' followed by instructions to locate the institution in a drop-down menu. Below this, there is a white drop-down menu with 'Pacifica Graduate Institute' selected and an orange 'Continue' button.

**ncfdd** Home Services About Us

Become a member Sign In

**Is your college or university an Institutional Member?**

Locate your institution in the NCFDD Institutional Member list in the drop-down below. Once you've selected, you can continue to claim your membership.

Select your institution

Pacifica Graduate Institute X

Continue

# Q&A





# CLOSING REMARKS

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**Loraine Devos-Comby, Ph.D.** [LDevosComby@pacific.edu](mailto:LDevosComby@pacific.edu)

**Victoria Bernhardt, M.A.**, [VBernhardt@pacific.edu](mailto:VBernhardt@pacific.edu)

