

CENTER FOR LANGUAGE AND CULTURE LEARNING ORGANIZATIONAL CHART

Spanish CLAS CORE

Instructional Services Director

Claire Frances

- Designs, develops, directs and coordinates resources, programs, facilities or services in the CLCL.
- Collaborates with faculty, deans, campus service providers and administrators to enhance teaching and learning.
- Designs and coordinates programs, services, policies, strategic and tactical plans that contribute to academic success, including Peer Tutoring, Student Ambassador Program, and Community Internships.
- Advocates for funding necessary to meet program goals, grant-writing.
- Program support: Arabic, French, German, Italian.
- Co-manage Culture Bites Café.
- Community Engagement Initiatives.
- Oversees graduate students.
- Provides placement testing support (LCTL and EPE)
- Campus Conversation Partners
- English Language Center scheduling

80 %

100%

100%

20 %

Instructional Services Specialist

Jack Doden

- Maintains inventory, procures supplies, equipment, materials, and services within established guidelines.
- Trains faculty and TAs on OBS, VR, and podcasting.
- Supervises student technology assistants.
- Program support: Chinese, Japanese, Korean, Russian.
- Student engagement: Student Tech Assistants.

Instructional Services Specialist

Andy Lewis

- Manages scheduling of CLCL spaces (PH 17, 18, 18A, 120).
- Trains faculty and TAs on CALL Lab.
- Manages CLCL communication (i.e., newsletter and website).
- Supervises supplemental instruction programs (tutoring and DiLs)
- Program support: ASL, ESL, Translation, Linguistics, UI Learn.
- Student engagement: Tutoring, DiLS.

Instructional Services Specialist

Luke Whitaker

- Collaborates on community outreach and engagement initiatives (Iowa Intersections).
- Co-manages Culture Bites Café.
- Assists with design, development, implementation, and evaluation of Spanish GEP courses.
- Serves as liaison to TAs in both units.

GENERAL CLCL INSTRUCTIONAL SERVICES SPECIALIST DUTIES:

- Designs and develops instructional materials, evaluating the effectiveness of strategies/pedagogical approaches.
- Consults and collaborates with faculty/staff in area of specialty.
- Administers and manages learning management system (ICON).
- Manages instructional support facilities, including the application of technology requiring specialized knowledge/skill.
- Assures facilities are in compliance with federal and state regulations pertaining to health and safety.
- Advises Director on budgetary needs or discrepancies.