

**Office of the Vice
Provost for Academic
Affairs (VPAA)**

Memo

To: Curtis Clock, Associate Registrar

From: Tarek Mahfouz, Associate Vice Provost for Academic Planning and Operations

cc: Elizabeth Swisher-Flood, Assistant Registrar
Peggy Dessing, Curriculum Coordinator
Jennifer Grinstead, Administrator Coordinator for the Office of the Vice Provost for Academic Affairs

Date: January 06, 2026

Re: Transitioning the Intensive English Institute (IEI) courses into a new hierarchical structure

In reference to the recent discussions regarding moving the Intensive English Institute (IEI) courses from underneath the University College and putting them under a new hierarchical structure and to accommodate Dr. Jason Rivera's request as these courses do not have midterm grades posting, which impacts the overall record of the university college, please move the aforementioned group of courses into a new hierarchical structure with the Rinker Center as the department and the Executive Director of Global Affairs as the chairperson and the Rinker Center as the college with the Associate Vice Provost for Academic Planning and Operations as the dean effective Fall 2026. Currently, Mandy Brookins serves in the capacity of the Executive Director of Global Affairs and Dr. Tarek Mahfouz serves as the Vice Provost for Academic Planning and Operations. I will gladly provide any needed information and/or support to facilitate this process and make the implementation of this change go as smoothly as possible.