

# Texas Southern University

Associate / Assistant Deans' Council

Monday, April 19, 2010

3:00 p.m.

*HH Conference Room 111*

## AGENDA

**Welcome** ..... Dr. Elizabeth Brown-Guillory  
*Associate Provost and Associate Vice President for Academic Affairs*

**Announcements** ..... Associate & Assistant Deans

**Associate Provost Updates** ..... Dr. Elizabeth Brown-Guillory

- Policy for Transfer Students
- Dean Searches (on-campus visits planned)
- Faculty Excellence Awards Luncheon
- Promotion and Tenure Standards
- University Curriculum Council
- International Travel
- Student Advisement



### C. Policy for Transfer Students

- Dr. Brown-Guillory discussed the murder of TSU student Joshua McMackle. She mentioned that the student was allegedly shot by a former TSU student, who transferred but dropped out after only one semester, which sparked interest in the transfer policy. She mentioned that Dr. Ohia recently created a committee to review TSU's transfer policies.

### D. Dean Searches

- Dr. Brown-Guillory asked the Council to make plans to meet with candidates applying for the three dean positions: Assistant Provost for Online and Distance Learning Programs and Dean of the College of Continuing Education, Dean of the College of Liberal Arts and Behavioral Sciences, and Dean of the Thurgood Marshall School of Law. She mentioned that the schedule included meetings with deans, associate and assistant deans, department chairs, faculty, students, and alums. She also mentioned that the provost is encouraging input on each of the candidates.
- Dr. Brown-Guillory mentioned that the COLABS dean search campus visits are next. She advised that the candidates are selected for airport interviews and advance to campus visits, resulting in a final campus visit, after which the Provost presents his choices to the President.

### E. Faculty Excellence Awards

- Dr. Brown-Guillory advised that the luncheon will be April 22 at noon in the University Museum. She plans to announce university-wide as well as college-level awards. She prompted the Council to submit nominations and encouraged submissions for next year.

### F. Promotion and Tenure Standards

- Dr. Brown-Guillory mentioned that full implementation of Promotion and Tenure standards have been postponed until the standards can be voted upon and added to the new Faculty Manual. She also mentioned that the proposed promotion and tenure guidelines will be disseminated as "Optional Promotion and Tenure Standards" for the 2010 – 2011 academic year.
- Dr. Aitsebaomo asked will the standards be mandatory for each college to adopt or will Colleges use the substantive ones currently in place. Dr. Brown-Guillory advised that what is being proposed should not be in competition with anything the colleges are doing.
- Dr. Thomas mentioned that each college has different criteria and used Carnegie Hall as a Fine Arts example. Dr. Brown-Guillory agreed and went further by stating that the criteria approved in each college will advise administration.
- Dr. DuMond noted that he would like to see criteria for promotion and tenure in one's department be placed in candidates' acceptance letter.
- Dr. Brown Guillory stated that an annual review of faculty with department chairs should take place. She also asked administrators to help mentor junior faculty so they can know what questions to ask in these processes.

### G. Curriculum Council

- Dr. Brown-Guillory informed the Council that the University Curriculum Council has been given a shot in the arm and meets regularly every 3<sup>rd</sup> Wednesday from 3:00 p.m. to 5:00 p.m. She mentioned that the Council was impaneled in the Fall based on deans' recommendations, and that the chair of the Council has sent out a list of names of faculty who haven't been attending regularly and, thus, will be removed in accordance with the UCC Manual guidelines.

### H. International Travel

- Dr. Brown-Guillory mentioned that the Provost has instituted a policy which requests that applications must be submitted 60 days in advance of any international travel.

#### I. Student Advisement

- Dr. Brown-Guillory mentioned that several complaints are still being received about poor advisement and that this is an ongoing concern that administration is working to address.
- Dr. Poats stated that she thinks the fundamental problem is advisement. She mentioned that students must be instructed/mandated to see an advisor.

#### J. International Studies

- Dr. Brown-Guillory reported that Dr. Maddox announced only approximately 110 students have studied abroad since 1997. She plans to continue the discussion about study abroad and asked the Council to think of suggestions for structuring study abroad in such a way that more study abroad opportunities can be made available to students and faculty.

#### Adjournment:

Dr. Brown-Guillory adjourned the meeting at 4:00 p.m. The next meeting is scheduled for September 13, 2010 at 3:00 p.m., in Hannah Hall, Conference Room 111.

*Minutes Submitted by:* Ms. Tiffany Vaughner  
*Approved by:* Dr. Elizabeth Brown Guillory