

Texas Southern University

Associate / Assistant Deans' Council

Monday, February 22, 2010

3:00 p.m.

HH Conference Room 111

AGENDA

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

Recruitment Strategies Mr. Hasan Jamil
Assistant Vice President for Enrollment Services

Announcements Associate & Assistant Deans

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Advising Practices (Degree Plans)
- Deans' Retreat: Summary of Faculty Concerns
- Dean Searches
- Faculty Excellence Awards
- Promotion and Tenure Standards
- Gates Millennium Scholars Reception
- MOUs (U of H and College of the Mainland)

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, February 22, 2010

3:00 p.m.

Hannah Hall Room 111

Council Chair:

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

Council Members Present:

Dr. Gabriel Aitsebaomo	Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Gloria Batiste-Roberts	Interim Executive Associate Dean, Thomas F. Freeman Honors College
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Desiree Jackson	Interim Assistant Dean for Student Services and Instructional Technology, College of Science & Technology
Ms. Erica Vallier Jackson	Assistant Dean for Assessment & Accreditation, Jesse H. Jones School of Business
Prof. Bonnie L. James	Interim Assistant Dean for Student Support Services, College of Liberal Arts & Behavioral Sciences
Dr. Shirlette Milton	Assistant Dean for Student Services, College of Pharmacy and Health Sciences
Dr. Lillian B. Poats	Associate Dean, The Graduate School
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences
Dr. L. Darnell Weeden	Associate Dean for Faculty Development/Research, Thurgood Marshall School of Law
Ms. Clara Wiley	Assistant Dean for Business Student Services, Jesse H. Jones School of Business
Dr. John H. Williams	Associate Dean, Jesse H. Jones School of Business
Dr. Michael Zeitler	Interim Assistant Dean for Academic Enhancement Programs/General Studies, College of Liberal Arts and Behavioral Sciences

Council Members Absent With Representation:

Dr. James A. Johnson, Jr.	Associate Dean for Academic Affairs, College of Education, represented by Dr. Bernell Peltier-Glaze, Associate Professor, Educational Administration and Foundations
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Council Members Absent:

Dr. Fernando Colon-Navarro	Associate Dean of Students, Thurgood Marshall School of Law
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. Patricia Garrison	Assistant Dean of Academic Support, Thurgood Marshall School of Law
Dr. Golda Anne Leonard	Associate Dean, College of Pharmacy and Health Sciences
Dr. Walter McCoy	Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Virgie Mouton	Assistant Dean for Student Affairs, Thurgood Marshall School of Law
Dr. James DuMond	Interim Associate Dean, College of Science & Technology

Others Present:

Dr. Edieth Wu	Chair, Faculty Assembly/Senate
Mr. Hasan Jamil	Vice President, Enrollment Services
Ms. Tiffany Vaughner	Senior Administrative Assistant to the Associate Provost/Associate Vice President of Academic Affairs
Ms. Camesha Scruggs	Graduate Assistant to the Associate Provost/Academic Vice President of Academic Affairs

Opening:

The Associate Provost, Dr. Elizabeth Brown-Guillory, called the meeting of the Associate/ Assistant Deans' Council to order at 3:00 p.m.

A. Opening

- Dr. Brown-Guillory requested that the Council review the minutes from the previous meeting. Dr. Fenoyee Thomas moved approval of the minutes and Dr. Michael Zeitler seconded the motion. The minutes were approved.

B. Recruitment, Retention, and Registration

- Mr. Hasan Jamil provided an overview of recruitment. He mentioned that there needs to be increases in contacting freshmen students, transfer students, readmit students, and overall student population. He mentioned there should be an increase in the number of recruitment activities that are being attended by TSU schools and colleges. Mr. Jamil mentioned the need to improve fall registration. He stated that fee payment is needed to consider a student completely registered. He also stated that in Fall 2010 the registrar will send faculty official rosters. He advised to send unregistered students to their major departments, especially after the 12th day. Mr. Jamil stated that if students apply, register, and pay fees, financial aid refunds will be available by August 24, 2010 and that eligible students may request textbooks before that date.
- Dr. Brown-Guillory asked if there are any major events that attract a large number of students.
- Mr. Hasan Jamil advised that he will send the major events calendar to Dr. Brown-Guillory.
- Dr. Brown-Guillory stated that the President has called for all faculty and administrators to be more active in recruitment efforts.
- Dr. Milton asked if the flyer regarding purging will be available again because it was very effective.
- Mr. Hasan Jamil answered that his office will continue to post the flyers. He also mentioned that enrollment has increased.

C. Announcements

- Dr. Jackson announced a COST partnership luncheon on Wednesday as a prelude to a fundraiser event that will take place later in the semester.
- Dr. Dumond announced that SACS assessment reports are due and to give them to Dr. Millicent Woods. He mentioned that the data is desperately needed.

D. Degree Plans

- Dr. Brown-Guillory asked if degree plans will be helpful for students. She mentioned that students have leveled numerous complaints that they are not being advised in the proper manner and are unsure about what they need to graduate. She posed the question of what can the administration do in order to build degree plans. Discussion ensued with Dr. Brown-Guillory concluding that we would continue the discussion about best practices for student advisement.

E. Faculty Concerns

- Dr. Brown-Guillory shared the list of concerns she collected in her meetings with all department chairs and associate and assistant deans. These concerns were discussed at the Dean's Retreat in January. She also encouraged the group to share any other concerns, and she will take them to the Provost who will take them to the President and the President's Cabinet for consideration.

F. Dean Searches

- Dr. Brown-Guillory provided an update on the three dean searches. She mentioned that Dr. Ohia is pleased with the pool of applicants. She explained the dean search procedures that have been put in place and her role as support staff. She observed that the strongest pool of applicants comes from faculty who call colleagues across the country and encourage them to apply. She mentioned that the search information is available on the TSU main page.
- Dr. Aitsebaomo mentioned that there are lots of vacancies in law school deanships around the country and noticed many people are calling him to find out about jobs at TSU.
- Dr. Brown-Guillory encouraged the deans to take the issue to their colleges and even outside of their colleges and to follow up in order to get the very best pool of applicants.

G. Faculty Excellence Awards

- Dr. Brown-Guillory provided an update on the awards. She noted that if we want productive faculty and improved morale the awards must be more significant. She asked Dr. Ohia to increase the award amounts. She urged the group to publicize the application process. She also mentioned that along with the stipend increases, the criteria for the awards have increased.
- Dr. Thomas suggested sending out an eblast to publicize, and Dr. Brown-Guillory agreed.

H. Promotion and Tenure Standards

- Dr. Brown-Guillory mentioned that Dr. Ohia spoke with faculty senate and received

suggestions for amending the promotion and tenure standards. She mentioned that Dr. Ohia would like for her in the future to meet with every candidate who will be going up for promotion and tenure. She discussed the guidelines. She also mentioned she intends to place the promotion and tenure standards online.

I. Gates Millennium Scholars

- Dr. Brown-Guillory requested assistance in locating students so that they can be honored at a reception being held by the Office of the Provost.

J. Memorandum of Understanding

- Dr. Brown-Guillory mentioned that it is a research collaboration agreement that has been formally set in place so that TSU and UH can apply for grants and to foster collaborative research projects and scholarly publications.

Adjournment:

Dr. Aitsebaomo moved that the meeting be adjourned and Dr. Dumond seconded. The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for April 19, 2010 at 3:00 p.m., in Hannah Hall, Conference Room 111.

Minutes submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory