

# Texas Southern University

Associate/Assistant Deans' Council

Tuesday, July 27, 2010

3:00 p.m.

*HH Conference Room 111*

## AGENDA

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

**Research Initiatives** ..... Dr. Adebayo Oyekan  
*Interim Associate Provost/Associate Vice President for Research*

**QEP** ..... Dr. Johnnie Williams  
*Internal Consultant for QEP*

**Announcements** ..... Associate/Assistant Deans

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

- Advising Practices & Recommendations
- Graduation Processes
- “Optional” Promotion and Tenure Standards (See Academic Affairs Division)
- Upcoming Dean Searches
- THECB’s Recommendations
- University Curriculum Council
- Opening Faculty Meeting and New Faculty Orientation
- Administrative Office Hours
- Study Abroad

# ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

---

Tuesday, July 27, 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*

Mr. Kevin Adams	Interim Associate Dean for Student Affairs, School of Communication
Dr. Gloria Batiste-Roberts	Interim Executive Associate Dean, Honors College
Dr. Edward C. Bell	Associate Dean, Honors College
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Jessica Davis	Interim Associate Dean For Student Affairs, College of Education
Dr. James DuMond	Interim Associate Dean, College of Science and Technology
Dr. Desirée Jackson	Interim Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Prof. Bonnie L. James	Interim Assistant Dean for Student Support Services, College of Liberal Arts & Behavioral Sciences
Dr. James A. Johnson, Jr.	Associate Dean for Academic Affairs, College of Education
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. 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
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*

Mr. Uche Oguayo	College of Continuing Education, represented by Ms. Angela Evans
Ms. Clara Wiley	Assistant Dean for Business Student Services, Jesse H. Jones School of Business, represented by Nicole A. Thomas

## *Council Members Absent*

Dr. Fernando Colon-Navarro	Associate Dean of Students, Thurgood Marshall School of Law
Dr. Gabriel Aitsebaomo	Associate Dean for Academic Affairs, 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. Virgie Mouton	Assistant Dean for Student Affairs, Thurgood Marshall School of Law
Dr. Geary Newhouse	Associate Dean for Academic Affairs, Honors College
Dr. Reza Poudah	Interim Associate Dean, School of Communication
Ms. Erica Vallier Jackson	Assistant Dean for Assessment & Accreditation, Jesse H. Jones School of Business

## *Others Present*

Ms. Fridah Mariki	Administrative Assistant to Dr. Vera Walker Hawkins, Department Chair, School of Communication
Dr. Adebayo Oyekan	Interim Associate Provost/Associate Vice President for Research
Dr. Johnnie Williams	Internal Consultant, QEP Committee

## *Opening*

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

### A. Opening

- Dr. Brown-Guillory asked that approval of the minutes from the previous meeting be accepted as presented. Dr. DuMond motioned to approve the minutes and it was seconded by Dr. Gloria Batiste-Roberts.

### B. QEP Update

- Dr. Johnnie Williams, Internal Consultant for the Quality Enhancement Plan (QEP), spoke on QEP Committee updates and program development. Dr. Williams stated that in Spring 2010 the committee received 1300 surveys from faculty, staff, students and other stakeholder groups regarding what the committee's focus should be. The decision was that TSU should focus on improving student information literacy, critical thinking, communication literacy and cross-cultural literacy. Dr. Brown-Guillory suggested council members send responses to Dr. Williams' presentation to Dr. Vera Walker-Hawkins. Dr. Williams said QEP is looking for feedback to move forward on the four core competencies listed in her handouts. She urged council members to give some thought to what programs need to be implemented and what areas need to be enhanced. The committee meets every Thursday and the committee's webpage may be found under the Graduate School's website.

#### C. Announcements

- Dr. Brown-Guillory called for announcements from the council. Council members shared upcoming major events in their units.
- Dr. Milton mentioned that the College of Pharmacy and Health Sciences is planning a student leaders' workshop retreat for August 10, 2010.
- Dr. Estes announced that the College of Pharmacy and Health Sciences will hold its annual Preceptor Conference on September 11, 2010 at TSU's Medical Center campus.
- Dr. Gloria Batiste-Roberts announced that the Thomas F. Freeman Honors College will celebrate its second induction ceremony and that the Presidential Reception will be held on Aug 17 at the Houstonian Hotel.

#### C. Advising / Graduation

- Dr. Brown-Guillory discussed plans for increasing the number of staff advisors in the Colleges/Schools.
- Dr. Milton announced that they were going on record to support the Provost in finding money to hire advisors to appropriately staff the departments to address the processes related to graduation.

#### D. Promotion and Tenure Standards

- Dr. Brown-Guillory stated that Provost Ohia has approved "Optional Promotion and Tenure Standards". Dr. Brown-Guillory underscored that Provost Ohia has asked for uniformity and consistency in receiving dossiers. All requirements and guidelines are available online under Academic Affairs/Research Division. She said she is willing and eager to help applicants and will schedule meetings to review portfolios with candidates.

#### E. Dean Searches

- Dr. Brown-Guillory announced the upcoming dean searches. She noted that the Thomas F. Freeman Honors College job description is already online and the search committee will begin reviewing applications by September 15, 2010. There were approximately 140 applications for the three dean searches: 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 further mentioned the upcoming search for the position of Dean of the Jesse H. Jones School of Business. She acknowledged the help of her staff: Senior Administrative Assistant Tiffany Vaughner and Graduate Assistants Camesha Scruggs and Renuka Nair.

#### F. Texas Higher Education Coordinating Board

- Dr. Brown-Guillory discussed the notes from the Austin meeting. She focused on the push from the Texas Higher Education Coordinating Board to change the way Texas schools are funded. Funding was formerly based on either the 12<sup>th</sup> or the 20<sup>th</sup> day of the semester. The Board is looking to base funding according to the number of students who complete the courses. If this occurs, funding will be based on end-of-semester enrollment. She stressed that this further underscores the importance of student retention.
- Dr. DuMond asked for clarification on whether the numbers were based on students with passing grades at the end of the semester. Dr. Brown-Guillory stated that she would query the THECB.

#### G. Research Initiatives

- Dr. Oyekan stated that because Provost Ohia is advocating a more enhanced research atmosphere on campus that he and the Department of Research are recommending an interdisciplinary research meeting with Associate and Assistant Deans for Academic Affairs for the 2011 academic year. This initiative would involve different colleges/schools coming together as one body with two presenters (one faculty from each group) to meet a maximum of three meetings per academic year. Dr. Oyekan said colleges/schools should be aware of what other disciplines are working on as there are numerous calls for proposals that would benefit more than one area. He added that most research proposals score better when there is a multi-pronged approach.

#### H. University Curriculum Council

- Dr. Brown-Guillory reminded the council that the University Curriculum meets monthly and that all proposals must be submitted first from departments, where the proposals are closely vetted, and then to the UCC. She also reminded the council that Dr. Debra Hill is the UCC Chair and that any questions or concerns about protocol should be directed to Dr. Hill.

#### I. Opening Faculty Meeting / New Faculty Orientation

- Dr. Brown-Guillory announced that the time change for Opening Faculty Meeting was due to a conflict with the Board of Regents meeting. She announced her plans to organize a faculty panel to discuss customer service, retention and teaching effectiveness. The New Faculty Orientation Plus Two Years will be held on the Monday prior to the Opening Faculty Meeting. There will be a day-long orientation, starting with breakfast and concluding at 3 pm. In the previous years there was a conflict with the two meetings overlapping; therefore, Opening Faculty Meeting will now be given a full day.

#### J. Administrative Office Hours

- Dr. Brown-Guillory mentioned that Provost Ohia has received numerous complaints from students that some administrators (deans, associate and assistant deans and department chairs) are regularly unavailable during the summer months. Dr. Brown-Guillory reiterated that administrative jobs are 12-month positions and that administrators are expected to be on campus fulltime.

#### K. Study Abroad

- Dr. Brown-Guillory stated that various departments had their own study-abroad programs and their numbers were not necessarily tied in with the numbers reported by Dr. Maddox (110 students in 10 years). She asked council members if it would be worth exploring the creation of an Office of Study Abroad, in which all international studies and exchange programs would be handled. Dr. Johnson suggested having study-abroad for faculty handled through this office as well.
- Dr. Thomas asked for clarification on the new Academic Regulations and Policies with regards to registration that the associate deans are responsible for overrides, registering students and other

personnel approved by Provost Ohia only. Dr. Brown-Guillory advised that only the deans, associate and assistant deans, and other personnel approved by Provost Ohia, were responsible for the overrides and suspensions. Dr. Brown-Guillory also urged all to make themselves available when override training is provided.

*Adjournment:*

Dr. Brown-Guillory asked for a motion for the meeting to be adjourned at 4:00 p.m. Dr. Milton moved and Dr. Zeitler seconded. 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, Senior Administrative Assistant

*Approved by:* Dr. Elizabeth Brown Guillory