

Texas Southern University

Department Chairs' Council

Monday, April 19, 2010

4:00 p.m.

HH Conference Room 111

AGENDA

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

Announcements Department Chairs

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

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, April 19, 2010

4:00 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. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences
Dr. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Kimberly Campbell	Interim Chair, Speech Communication, School of Communication
Dr. William Clay, III	Interim Chair, Psychology & Philosophy, College of Liberal Arts & Behavioral Sciences
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Dr. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Sciences
Dr. Emmanuel Nwagwu	Chair, Educational Administration and Foundations, College of Education
Dr. K. V. Ramaswamy	Chair, Business Administration, Jesse H. Jones School of Business
Dr. Rhonda Saldivar	Chair, English, College of Liberal Arts & Behavioral Sciences
Dr. Helen Taylor Greene	Interim Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Vera Walker Hawkins	Interim Chair, Radio, Television & Film, School of Communication

Council Members Absent With Representation

Prof. Dianne Jemison-Pollard	Chair, Fine Arts, College of Liberal Arts & Behavioral Sciences, represented by Dr. Jason Oby, Associate Professor of Music
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology, represented by Dr. Xuemin Chen, Assistant Professor of Engineering Technologies

Council Members Absent

Dr. Della Bell	Interim Chair, Mathematics, College of Science and Technology
Dr. Louis Browne	Interim Chair, Radio, Television & Film, School of Communication
Dr. Maria Carmen García	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences
Dr. Charles Glass	Interim Chair, Aviation Science & Technology, College of Science and Technology
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy and Health Sciences
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Olufisayo Jejelowo	Chair, Biology, College of Science and Technology
Dr. Khaled A. Kamel	Chair, Computer Science, College of Science and Technology
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy and Health Sciences
Dr. Qisheng Pan	Interim Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Yi Qi	Interim Chair, Transportation Studies, College of Science and Technology
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology
Dr. Earl Wright, II	Chair, Sociology, College of Liberal Arts & Behavioral Sciences

Others Present

Dr. Edieth Wu	Chair, Faculty Assembly/Senate
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Opening

The meeting of the Department Chairs' Council was called to order at 4:00 p.m. by the Associate Provost Brown-Guillory.

A. Opening

- Associate Provost Brown-Guillory asked if there were any corrections to the minutes. Dr. Boutte-Queen stated that she was absent but was represented by Ms. Doraine Slaughter. Dr. Saldivar corrected her name and made a motion to accept the minutes. Dr. Iqbal seconded.

B. Announcements

- Dr. Campbell inquired if there was an appropriate protocol regarding the death of Joshua McMackle. She wanted to know if the department was to send out a letter to the students. Dr. Brown-Guillory advised that a candlelight vigil is being held and that Dr. Saunders, Vice President and Dean of Students, would be the person to contact with questions about University protocol regarding student affairs. Dr. Green mentioned that Assistant Chief Dirden has requested students to come forth with any information about the incident and forward email to Dr. Saunders.
- Dr. Saldivar mentioned that a book review will be held Wednesday in MLK 111 from noon to 1:00 p.m., the subject of discussion will be Ralph Waldo Emerson.
- Dr. Boutte-Queen mentioned that the Department of Social Work and the Department of Administration of Justice will host an Innocence Project Forum on Friday.
- Dr. Broussard mentioned that there will be a hooding ceremony for the Department of Counseling, and that she will forward the information to the Council.
- Dr. Clay mentioned that the Department of Psychology is sponsoring a recruitment event for the University of Michigan on Thursday, April 22, at noon.

C. Transfer Policy

- Dr. Brown-Guillory mentioned that the Provost was in the process of impaneling a Transfer Council and asked for input on what policies should be established by the new Council dealing with transfer policies.

D. Dean Search

- Dr. Brown-Guillory announced that the Provost wants feedback from all faculty, staff, and students who will be meeting with dean candidates for the College of Liberal Arts and Behavioral Sciences, the Thurgood Marshall School of Law, and the Assistant Provost for Online and Distance Learning Programs and Dean of the College of Continuing Education. She mentioned that there will be at least 12 opportunities to meet with candidates. The search process began in November 2009 and will hopefully conclude in late May or early June.

E. Faculty Awards Luncheon

- Dr. Brown-Guillory reminded the Council of the upcoming Faculty Awards Luncheon and asked them to send in a head count of faculty who will be in attendance. She also asked that all nominees and winners for college level awards be sent to her. She recommended that faculty who didn't apply this year should start the application process early for next year since the standards will remain and only the deadline date will change.
- Dr. Nwagwu asked about the number of college-level awards for faculty awards; he wanted to know if there were separate awards for teaching and research. Dr. Brown-Guillory stated that the

Provost asked deans to set up awards and to make them available in teaching, research/creative activity and service.

F. Promotion and Tenure

- Dr. Brown-Guillory noted that promotion and tenure standards were pulled down from the website until the processes were approved for the Faculty Manual, which should go before the Board of Regents in Fall 2010.

G. University Curriculum Council

- Dr. Brown-Guillory informed the Council that Dr. Ohia renamed the University Curriculum Committee to University Curriculum Council and that it is now reinvigorated and meets every 3rd Wednesday from 3:00 p.m. to 5:00 p.m. She mentioned that there are faculty members who are not showing up for UCC meetings and advised that participation is needed as decisions are being made that are germane to the University.

H. International Travel

- Dr. Brown-Guillory stated that Provost Ohia has established a policy regarding international travel. A request to travel internationally must be submitted to Provost's Business Services 60 days prior to travel.
- Dr. Brown Guillory announced that she intends to focus on advisement at the next meeting. She discussed the possibility of additional staff advisors, a recommendation made to the Provost by the Retention Committee, which met weekly for eight months to discuss how best to improve our retention rate.

I. International Study Abroad

- Dr. Brown-Guillory noted that Dr. Maddox reported that approximately 110 students have studied abroad since 1997. She announced that she would like input from the Council about how to structure study abroad so that TSU might increase opportunities for students and faculty to study abroad.

Adjournment:

Dr. Brown-Guillory adjourned the meeting at 5:00 p.m. The next meeting is scheduled for September 13, 2010 at 4:00 p.m., in Hannah Hall, Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown Guillory