

Texas Southern University

Department Chairs' Council

Monday, February 22, 2010

4:00 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)

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, February 22, 2010

4:16 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. Della Bell	Interim Chair, Mathematics, College of Science and Technology
Dr. Needha Boutte-Queen	Chair, Social Work, Liberal Arts & Behavioral Sciences
Dr. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Louis Browne	Interim Chair, Radio, Television, & Film, School of Communication
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. Maria Carmen García	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy and Health Sciences
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Prof. Dianne Jemison-Pollard	Chair, Fine Arts, College of Liberal Arts & Behavioral Sciences
Dr. Ethiopia Keleta	Chair, History, Geography, & Economics, College of Liberal Arts & Behavioral Sciences
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Sciences
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. Vera Walker Hawkins	Interim Chair, Journalism, School of Communication
Dr. Earl Wright, II	Chair, Sociology, College of Liberal Arts & Behavioral Sciences

Council Members Absent With Representation:

Dr. Qisheng Pan	Interim Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs, represented by Dr. Lalita Sen, Professor, Urban Planning & Environmental Policy
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology, represented by Dr. Bobby L. Wilson, Shell Oil Endowed Chair of Environmental Toxicology & L. Lloyd Woods Distinguished Professor of Chemistry

Council Members Absent:

Dr. Charles Glass	Interim Chair, Aviation Science & Technology, College of Science and Technology
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Olufisayo Jejelowo	Chair, Biology, College of Science and Technology
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs

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. Emmanuel Nwagwu	Chair, Educational Administration and Foundations, College of Education
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy and Health Sciences
Dr. Yi Qi	Interim Chair, Transportation Studies, College of Science and Technology
Dr. Helen Taylor Greene	Interim Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs

Others Present:

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

Opening:

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

A. Opening

- Dr. Brown-Guillory asked the group to review the minutes from the previous meeting. Dr. Walker Hawkins made the motion to approve the minutes. Dr. Clay seconded the motion and the previous meeting's notes were accepted.

B. Recruitment, Retention, and Registration

- Mr. Hasan Jamil provided an overview of recruitment. He stated that it is critical to contact students who are registered; doing so will encourage them from leaving TSU. He mentioned the admission standards for schools such as Prairie View and the University of Houston Downtown. He stated that the strong academic programs, not the football games, are what attract students to TSU. Mr. Jamil said that participation in the process from faculty helps and it shows in the registration numbers. He urged the departments to reach out to the readmit students; he suggested that perhaps they only need one or two more courses to complete the degree. He said that there is a lot of stop gap in fall registration and attributed it to things not being done properly. He mentioned that a complete payment and registration are what make a student officially registered and only the students who physically sit in the classes are in the class. He also wanted to know the number of registered and unregistered students and requested the chairs assist him with that information. He mentioned that students have complained of the inability to purchase textbooks. He suggested that if all students who receive financial aid were more proactive and registered by the April 15th deadline, then the process would be efficient and students would be able to purchase textbooks in a timely manner. Mr. Jamil mentioned the goal to obtain more transfer students. He presented information on all core classes being offered

- at all local universities.
- Dr. Brown-Guillory asked Mr. Jamil to send out a list of major recruitment events that are sponsored by his office. He stated that he will send out a calendar in addition to the schools that feed into TSU.
 - Dr. Kimberly Campbell asked if there was a mechanism for students who show up during the first few days only to complete the financial aid requirement. Mr. Jamil advised that the mechanism is the LDA, or last day of attendance. He also stated that the system works only when all participate.
 - Dr. Marie Horton asked if this was the same as the 60 % attendance rule. Mr. Jamil advised that she was correct.
 - Dr. K. V. Ramaswamy asked if roll has to be called every time a class meets. Dr. Brown-Guillory advised that the President has asked that roll be called at each class meeting.
 - Dr. Zahid Iqbal presented the question of roll call with an online class. Mr. Jamil advised that the state ruling in regards to that states that as long as objectives have been met, there is not a need to take role and learning outcomes are the primary matter. He stated only in regular, on campus classes that role must be taken. The determinant with online courses would be the interaction between the professor and student through emails, logged activity, etc.
 - Dr. Brown-Guillory thanked Mr. Jamil for attending this meeting and advised all to direct any further questions to Mr. Jamil.

C. Memorandum Of Understanding: Research Collaborations

- Dr. Brown-Guillory explained that the Memorandum Of Understanding (MOU) was a research collaboration between TSU and the University of Houston. Two weeks ago the Provosts and Presidents of both institutions were present at the official signing of the document. She also stated that the aim is to encourage faculty to work collaboratively on research projects, grants, publications, etc. She mentioned that TSU is also considering an MOU with the College of the Mainland. This MOU would encourage more students to transfer to TSU.

D. Gates Millennium Scholars

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

E. Promotion and Tenure Standards

- Dr. Brown Guillory stated that these standards were drafted for the 2009-2010 academic year, but since faculty requested a delay in full implementation, Provost Ohia agreed with faculty. The new promotion and tenure guidelines, when approved, will be uploaded on the Division of Academic Affairs and Research.

F. Faculty Excellence Awards

- Dr. Brown-Guillory announced that she spoke with Dr Ohia about increasing the monetary value of the awards. She stated that the application is available online. She also advised the committee that the faculty awards deadline is March 1, 2010 and the deadline for the Presidential and Provost's Departmental Awards is March 25, 2010. She advised that the stipend amounts have changed substantially, and so have the standards.
- Dr. Sen asked if the applications were available online.
- Dr. Brown Guillory advised that all information regarding the awards is online. She also hoped that the information was passed on because faculty will hold the department chairs accountable if not. She advised chairs to direct faculty to the online version.
- Dr. Sen asked if these awards go through the colleges or the Provost's Office. Dr. Brown-Guillory noted that the awards have been decentralized. The college awards are not linked to the Provost's awards. Any faculty can be nominated for the Provost's Faculty Excellence Awards.

G. Dean Search Updates

- Dr. Brown-Guillory stated that she is serving as staff support to three dean searches. She announced that the committee chairs will call nominees to follow up. She mentioned that Dr. Ohia seemed encouraged by the number of applicants at this stage of the search. Dr. Brown-Guillory noted that TSU has advertised broadly in The Chronicle of Higher Education and Diverse Issues in Higher Education as well as many online sites. She also stated that we are doing our best to manage the process efficiently. She applauded those who serve on the committees.

H. Degree Plans

- Dr. Brown-Guillory stated that Ms. Lorie Labrie is receiving many complaints from students that they are being advised improperly.
- Dr. Horton stated when students declare their major; they get a copy of their degree plans and are advised to keep a copy of the degree plans. She noted that students don't pay attention to degree plans.
- Dr. Brown-Guillory asked if monitoring degree plans was mandatory in all departments.
- Discussion followed about advisement practices around the University.

- Dr. Brown-Guillory asked for additional suggestions on how students can be advised properly and asked council members to come prepared at the next meeting to discuss suggestions for improving student advisement.

I. Announcements

- Dr. Walker Hawkins distributed QEP information and advised that the forms are due Friday, March 5, 2010, which is a week before Spring Break.
- Dr. Campbell announced that April 12 – 16, 2010 is Communications Week and that all pertinent information is on the homepage.
- Professor Jemison-Pollard announced that April 5 – 12, 2010 is Fine Arts Week.
- Dr. Salvidar announced that the McCleary Symposium focusing on music and jazz will be held in March.
- Dr. Horton announced that there will be a fun run and the date will be determined.

Adjournment:

Dr. Kimberly Campbell made a motion to adjourn the meeting. Dr. Ramaswamy seconded. The meeting adjourned at 4:55 p.m. The next meeting is scheduled for April 19, 2010 at 4:00 p.m., in Hannah Hall, Conference Room 111.

Minutes submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory