

# Texas Southern University

Department Chairs' Council

Tuesday, July 27, 2010

4:00 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** ..... Department Chairs

**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

# DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

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Tuesday, July 27, 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. Della Bell	Interim Chair, Mathematics, College of Science and Technology
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. Charles Glass	Interim Chair, Aviation Science & Technology, College of Science and Technology
Dr. Cherry Ross Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Olufisayo Jejelowo	Chair, Biology, College of Science and Technology
Dr. Maria Carmen García	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Prof. Dianne Jemison-Pollard	Chair, Fine Arts, College of Liberal Arts & Behavioral Sciences
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Sciences
Dr. Emmanuel Nwagwu	Chair, Educational Administration and Foundations, College of Education
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology
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. 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. Earl Wright, II	Chair, Sociology, College of Liberal Arts & Behavioral Sciences

## *Council Members Absent With Representation*

Dr. Louis Browne	Interim Chair, Radio, Television & Film, School of Communication, represented by Dr. Kimberly Campbell, School of Communication
Dr. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences, represented by Prof. Clarence Batie, History, Geography, and Economics
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences, represented by Dr. Selena Ahmed, Human Services and Consumer Sciences
Dr. Vera Walker Hawkins	Interim Chair, Journalism, represented by Ms. Fridah Mariki, School of Communication

## *Council Members Absent*

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. Khaled A. Kamel	Chair, Computer Science, College of Science and Technology
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology

## *Others Present*

Dr. Adebayo Oyekan	Interim Associate Provost / Associate Vice President for Research
Dr. Johnnie Williams	Internal Consultant for QEP

## *Opening*

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

### A. Opening

- Dr. Brown-Guillory asked that approval of the minutes from the previous meeting be accepted as presented. Dr. Gooden motioned to accept the minutes as amended, and it was seconded by Dr. Ramaswamy.

#### B. Research Initiatives

- Dr. Oyekan stated that since the Provost is advocating a more enhanced research atmosphere on campus that he and the Office of Research are advocating an interdisciplinary research meeting with all Associate and Assistant Deans for Academic Affairs for the 2011 academic year. The initiative would involve different colleges/schools coming together with two faculty presenters from each group who will meet three times per academic year. Dr. Oyekan said that because there are many calls for proposals that would benefit more than one area of interest, it would greatly benefit colleges/schools to be aware of what other disciplines are working on. He added that most research proposals score better when there is a multi-purposed approach. Under this initiative at least one college will get an opportunity to nominate a representative to present at this meeting. He asked that the Office of Research be notified when faculty launch new research projects. He further added that the Provost will offer awards to those who mount a new form of research.
- Dr. Gooden asked about the status of last year's faculty research grants. Dr. Oyekan responded that an update would be featured in the next faculty newsletter.

#### C. QEP Update

- Dr. Johnnie Williams, Internal Consultant for the Quality Enhancement Plan (QEP), reviewed QEP Committee updates and program developments. She 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 surveys revealed that TSU focus upon the following: improving student information literacy, critical thinking, communication literacy and cross-cultural literacy. Dr. Williams asked the council for feedback to move forward on the four core competencies listed in her handouts. She further urged council members to give 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. Dr. Brown-Guillory encouraged council members to send responses to Dr. Williams' talk to Dr. Vera Walker-Hawkins.

#### D. Advising and Student Retention

- Dr. Brown-Guillory spoke to council members regarding the Provost's plans to increase the number of staff advisors in the colleges / schools. Staff advisors working in conjunction with faculty advisors should increase student retention rates.
- The council discussed advising practices and ways to ensure that students take advantage of advisement.
- Dr. Brown-Guillory thanked the council for being responsive and working with the Registrar's office for Summer Commencement on August 7<sup>th</sup>.

#### E. Promotion and Tenure Standards

- Dr. Brown-Guillory informed the council members that "Optional Promotional and Tenure Standards" are available online, and she asked the council to please encourage faculty to adhere to the format for submitting dossiers.

#### E. Dean Searches

- Dr. Brown-Guillory announced the completion of 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 announced the names of the new deans: Dr. Danille Taylor (COLABS), Dr. Kingston Nyamapfene (AP/COCE) and inside candidate Dr. Danyne Holley (TMSL). She mentioned that approximately 140 candidates had applied for the three positions. The advertisements had been placed in prominent academic media so that we could get a deeper pool. She noted that letters were sent to all applicants who did not make it, and all candidates that had come to the campus had been personally called and thanked for their application. She acknowledged the help of her staff, Tiffany Vaughner, Camesha Scruggs and Renuka Nair, who worked diligently to staff the search.

- Dr. Brown-Guillory also reported that we are launching two new dean searches and that the Dean of the Thomas F. Freeman Honors College job description is already online and applicants will be reviewed beginning September 15<sup>th</sup>. 2010. She also mentioned that in the next two to three weeks, the Provost's Office will be launching a search for the dean position in the Jesse H. Jones School of Business.

#### F. Texas Higher Education Coordinating Board

- Dr. Brown-Guillory discussed the notes from the Austin meeting. She focused on the push from THECB to change the way Texas schools are funded. She discussed the Austin minutes highlighting formula-funding based on completion. The funding would be contingent upon the numbers of students at the end of the semester. She stressed that one of the best ways to tackle this would be better student advising and a more hands-on approach from faculty. She also noted that it is crucial to recruit better students who attend classes and complete courses. With regards to whether the funding will be based on the number of students who pass the courses or just complete them, Dr. Brown-Guillory stated that she would query the THECB.

#### G. University Curriculum

- Dr. Brown-Guillory informed the council that the University Curriculum Council, renamed from University Curriculum Committee, is very much active and meets monthly. As proposals come from each department, they should be vetted as carefully as possible before they go to the UCC. Proposals must go through the UCC and not directly to the THECB. Dr. Debra Hill is the chair therefore any requests must go through Dr. Hill first.

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

- Dr. Brown-Guillory announced that the time change for the Opening Faculty Meeting is due to the Board of Regents Meeting. She announced her plans to organize a faculty panel on customer service, student retention and teaching effectiveness. The New Faculty Orientation + 2 Years will be held on the Monday, August 16 prior to the Opening Faculty Meeting. There will be a day long orientation starting with breakfast and concluding at around 6 p.m.

#### I. Administrative Office Hours

- Dr. Brown-Guillory mentioned that the Provost has received a barrage of student complaints about the unavailability of faculty during reported office hours as well as the unavailability of administrators during the summer months. She stated that Dr. Ohia would like to stress that all Administrative positions are 12-month jobs, which includes the summer as well.

#### Adjournment:

Dr. Brown-Guillory asked for a motion for the meeting to be adjourned at 4:58 p.m. Dr. Gooden moved to accept and Dr. Boutte-Queen seconded the motion. 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, Senior Administrative Assistant

*Approved by:* Dr. Elizabeth Brown-Guillory