

Texas Southern University

Associate/Assistant Deans' Council

Monday, January 24, 2011

3:00 p.m.

HH Conference Room 111

AGENDA

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

Open Issues from Council Associate/Assistant Deans

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Protocol for Class Dismissal
- Blackboard
- QEP (Site Visit – February 8-10)
- Faculty Manual Updates
- Promotion and Tenure Process
- Northwest Campus Updates (Administration of Justice, Aviation Science and Technology, Computer Engineering Technology, Electronic Engineering Technology, Radio, Television and Film, Environmental Health, Management Information Systems)
- Dean Search Updates
- One-stop Registration
- Deans' Retreat Updates
- Students With All F's
- Urban Academic Village
- Evaluation of Visiting & Part-time Faculty

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, January 24, 2011

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	Assistant Dean of Student Services, School of Communication
Dr. Gloria Batiste-Roberts	Interim Executive Associate Dean, Thomas F. Freeman Honors College
Dr. Jessica Davis	Interim Associate Dean for Student Affairs, College of Education
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Ms. Erica Vallier Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business
Dr. James A. Johnson, Jr.	Associate Dean for Academic Affairs, College of Education
Dr. Golda Anne Leonard	Associate Dean for Academic Affairs, College of Pharmacy and Health Sciences
Dr. Shirlette Milton	Assistant Dean for Student Services, College of Pharmacy and Health Sciences
Dr. Dianne Mosley	Interim Assistant Dean for Student Enhancement & Learning, College of Liberal Arts & Behavioral Sciences
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences
Dr. Helen Taylor-Greene	Interim Associate Dean for Academic Affairs, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences
Dr. L. Darnell Weeden	Associate Dean for Research & Faculty Development, Thurgood Marshall School of Law

Council Members Absent

Dr. Gabriel Aitsebaomo	Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Felix Ayadi	Interim Associate Dean, Jesse H. Jones School of Business
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. James DuMond	Interim Associate Dean for Academic Affairs, College of Science & Technology
Dr. Desiree Jackson	Interim Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Dr. Michelle Taylor	Assistant Dean, The Graduate School
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business
Dr. Edieth Wu	Faculty Senate

Others Present

Dr. Vera Walker-Hawkins	QEP Director
Dr. Najla Najieb	QEP Committee Member
Ms. Tiffany Vaughner	Senior Administrative Assistant to Associate Provost Brown-Guillory

Opening

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

A. Opening

- Dr. Brown-Guillory asked for approval of the minutes from the previous meeting to be accepted as submitted. Dr. Michael Sollars motioned to approve, and it was seconded by Dr. Shirlette Milton.

B. QEP Updates

- Dr. Vera Walker-Hawkins presented a brief update on the QEP.
- Dr. Brown-Guillory asked Dr. Walker-Hawkins to elaborate on the upcoming Southern Association of Colleges and Schools (SACS) site visit and to give the council a primer on what everyone should know about the "elevator speech" they will give if asked about QEP from a site visitor.

- Dr. Walker-Hawkins stated that literacy is the university's focus, encompassing information literacy, communication literacy, disciplinary literacy and critical thinking skills. These literacies would be infused into the orientation process all the way to graduation through capstone classes as well as experiences outside the classroom. The new component to orientation is peer mentorship, where peer mentors will work to assist freshmen on campus as orientation guides. Dr. Walker-Hawkins also briefly discussed plans for the Center for Learning Excellence.
- The council discussed the issue of relaying the details of the QEP to students and Dr. Walker-Hawkins stated that she would send out a one-page and an eight-page summary. Dr. Estes suggested a one-page flyer that can be included with the syllabus.

C. Protocol for Class Dismissal

- Dr. Brown-Guillory stated that a group of students had contacted the President's Office about classes where professors did not show up and did not give notice of their absence in a timely manner. At the last Deans' Council meeting, students presented the deans with a list of professors who were regularly absent from class. Dr. Brown-Guillory asked what the protocol was for dismissal and notification at TSU and said that she would speak with Ms. Lori LaBrie, Director of Academic Retention Services & Special Assistant to the Provost, to see if the university would make the protocol for class dismissal available to students at orientation.
- Dr. Brown-Guillory stated that President Rudley has on several occasions requested that professors take attendance. She reminded council members that funding may soon depend upon the number of students completing classes rather than on enrollment. She said failure to take attendance could affect retention and dropout rates and, therefore, it is vital that all professors take attendance.

D. Blackboard

- Dr. Brown-Guillory noted the IT issues with Blackboard. She informed the council that another student group reported that some professors refused to give hard copies of their syllabi, even though they were aware that Blackboard was non-operational. Dr. Brown-Guillory asked the council to inform their department chairs that professors are required to supply students with hard copies of their syllabi until Blackboard becomes operational or if students request such copies.

E. Faculty Manual

- Dr. Brown-Guillory announced that the university's legal team and the Human Resources Department are currently reviewing the December draft of the Faculty Manual. She said that from there the manual would go back to the Faculty Manual Committee who would, in turn, discuss their findings with Dr. James Douglas. The Faculty Manual will then be uploaded to the Division of Academic Affairs and Research website and made available to faculty for review. She added that Dr. Ohia would call a special assembly in the spring to vote on the newly revised manual. Dr. Sollars stated that the workload appears to be the main concern of the revised version, and Dr. Brown-Guillory noted that the Faculty Senate was the source of those changes.

F. Promotion and Tenure

- Dr. Brown-Guillory commented that due to faculty's concerns over how the promotion and tenure dossiers should be organized, Dr. Ohia agreed that faculty could arrange their dossiers according to the procedures established within their departments. However, since some departments apparently did not have established procedures, dossiers were submitted with missing or incomplete documents. One such issue as noted by Dr. Ohia was departmental committees' letters missing detailed evaluations of the candidates' dossiers.

- Dr. Brown-Guillory mentioned plans for a workshop on the promotion and tenure dossier.

G. Northwest Campus

- Dr. Brown-Guillory encouraged council members to offer more courses at the Northwest Campus.

H. Dean Search

- Dr. Brown-Guillory stated that Dr. Humphrey Regis has been appointed the Dean of the Thomas F. Freeman Honors College, effective January 17th. Dr. Freeman has been made Dean Emeritus of the Honors College and will remain the head of the debate team. Dr. Brown-Guillory added that the Jesse H. Jones School of Business now had 31 applicants for the dean position. She stated that the search committee had narrowed the pool to 12 candidates and in 2-3 weeks the committee will meet again to review any new applications. She asked the council to invite faculty to apply for the position.

I. One-Stop Registration

- The council discussed ways to improve one-stop registration. Dr. Brown-Guillory invited council members to submit suggestions for improving one-stop registration and that she would pass these suggestions on to the one-stop registration committee.

J. Student Re-Enrollment

- Dr. Brown-Guillory stated that there were about 400 students who had received all F's. Of the 400 students, about 200 were re-enrolled. She reminded the council that there is an appeal process and that the policy states that if students have all F's, they must sit out one semester before re-enrolling. She encouraged council members to support advisors to be attentive to these students and be careful with override privileges.

K. Urban Academic Village

- Dr. Brown-Guillory announced that TSU has secured \$2.7 million from the Houston to research whether students living in learning communities would fare better than those who do not. She added that five faculty members will also live onsite along with accompanying support staff.

L. Evaluation of Visiting and Part-Time Faculty

- Dr. Brown-Guillory informed the council that SACS wants to ensure that TSU has a process in place for evaluating visiting and part-time faculty. She said that Dr. Ohia has asked that all instructors be evaluated every semester, regardless of rank.

Adjournment:

The meeting was adjourned at 4:00 pm. The next Associate and Assistant Deans Council meeting is scheduled for Monday, March 7, 2011 at 3:00 pm in the Hannah Hall, Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory