

Texas Southern University

Associate/Assistant Deans' Council

Monday, March 7, 2011

3:00 p.m.

HH Conference Room 111

AGENDA

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

Agenda Items from Council Associate/Assistant Deans

- Role of associate/assistant deans in a culture of change at TSU (Dr. Sollars)

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Course Rotations
- Attendance/Roll Call
- Northwest Campus
- Low-producing Programs
- Degree Audits/Advising
- Honors Day Convocation
- QEP Debriefing
- Transfer Students
- Student Recruitment
- Budget Hearings
- Midterm Grades
- Foreign Travel Requests

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, March 7, 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. Gabriel Aitsebaomo	Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Jessica Davis	Interim Associate Dean for Student Affairs, College of Education
Dr. James DuMond	Interim Associate Dean for Academic Affairs, College of Science & Technology
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Desireé Jackson	Interim Assistant Dean for Student Services and Instructional Support, College of Science & Technology
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. Lillian B. Poats	Associate Dean, The Graduate School
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. L. Darnell Weeden	Associate Dean for Research & Faculty Development, Thurgood Marshall School of Law
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business

Council Members Absent

Dr. Felix Ayadi	Interim Associate Dean, Jesse H. Jones School of Business
Dr. Gloria Batiste-Roberts	Interim Executive Associate Dean, Thomas F. Freeman Honors College
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
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. Michelle Taylor	Assistant Dean, The Graduate School
Dr. Fennoye Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences

Others Present

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 as submitted. Dr. James DuMond motioned to approve, and it was seconded by Dr. Golda Anne Leonard.

B. Agenda items from Council Members

- Dr. Michael Sollars requested to discuss the role of associate and assistant deans in light of the impending changes in the university's budget. He indicated a need to better understand the changes and asked the council for suggestions on how to help the deans implement the proposed changes. Dr. DuMond responded that the roles varied depending on the area of responsibility given by the dean. He noted that despite his primary role in the area of Academic Affairs, he was currently focusing on the college budget, verifying numbers sent by the Office of Institutional Effectiveness and dealing with the intricacies of formula funding. He stated he was also involved in matching enrollment numbers against room assignments, as well as analyzing workload reports to monitor and increase efficiency.

- Dr. Brown-Guillory agreed that self-monitoring was a good practice. She suggested that this topic was a good platform for council members to speak about their role in the colleges' / schools' reorganizing efforts for financial efficacy. Council members discussed that their primary role involved student affairs, namely recruitment, registration and enrollment, and retention. Dr. Jackson noted a responsibility towards faculty and staff who may be negatively impacted by the budgetary changes. Dr. Milton mentioned that in light of the budget cuts, she was also involved in looking at consolidating positions. Ms. Wiley stated that her office sent letters to students who dropped out with less than 30 hours to graduate in order to bring them back and was researching other ways to offset budget cuts. She also approached alumni for assistance with recruitment and sponsorship. Dr. Poats mentioned that streamlining the online admissions process had helped to make the process quicker and assisted with recruiting more students. Dr. Estes stated that it was not possible to cut mandated internships, and the college/schools needs to look at other areas to cut such as travel, personnel, furloughs and early retirement. Dr. Weeden stated his was more of a "clean-up role". He proposed to shift the focus from scholarly activities to research that generate funds. He noted that this was useful, especially for faculty who are closer to tenure. Dr. Aitsebaomo agreed and added that his role was to ensure that faculty workload is effective and discussed the possibility in raising tuition as a means to increase revenue. He noted that a small increase could translate to significant income and mentioned that the Thurgood Marshal School of Law is able to do so independently from the university

C. Course Rotations

- Dr. Brown-Guillory stated that several complaints had been received from students that courses allegedly are not offered in any particular sequence. She noted that this was necessary in order for students to graduate on time. She urged council members to look into whose responsibility it would be to ensure a set sequence of course offerings.

D. Attendance / Roll Call

- Dr. Brown-Guillory stated that faculty not taking attendance was still a concern. Ms. Square sent an email to the provost about a student who had passed away during Christmas time while still enrolled and is still being billed. The council discussed the timeframe for reporting the student as NAT (not attending) and Dr. Brown-Guillory stated that this incident further underscores the importance of taking roll. Dr. DuMond advised that in his capacity as a chair, he requires faculty to sign the roster in and out, and this helps lend accountability to the numbers.

E. Northwest Campus

- Dr. Brown-Guillory stated that Dr. Ohia is looking to encourage growth of the Northwest Campus and asked council members to work with their deans and department chairs to offer more courses, if applicable to the college/school.

F. Low-Producing Programs

- Dr. Brown-Guillory announced that the first meeting for the committee on the low-producing programs is set for March 8, 2011. She noted that Dr. Ohia has given the committee a month to submit recommendations and that it was important for all representatives to attend the first meeting.

G. Degree Audits / Advising

- Dr. Brown-Guillory discussed concerns about student advising in light of the low graduation rates. She asked council members to closely monitor students' degree plans and check often to ensure students are taking the courses they need.

H. Honors Day Convocation

- Dr. Brown-Guillory stated that Dr. Humphrey Regis had announced at the last Deans' Council meeting that the Honors Day convocation was to be held on April 14th and that he would be chairing the event.

I. QEP Debriefing

- Dr. Brown-Guillory announced that last Friday Dr. Rudley had met with the QEP Committee to discuss the strengths and weaknesses of the SACS accreditation process. She mentioned that SACS had given positive reviews overall with a few areas for improvement, three of which pertained to QEP. The university has until mid July to respond to how the issues will be resolved.

J. Transfer Students / Student Recruitment

- Dr. Brown-Guillory stated that transfer students were of particular interest to the president and as such she and the provost had met with the vice presidents and deans of several community colleges to develop MOU's to help build up enrollment numbers. She asked council members to look into how they can help their colleges and schools develop ways to recruit and retain transfer students. She also mentioned that the university was working on strategies to recruit and retain students from other under-represented groups, such as Hispanic students.

K. Budget Hearings

- Dr. Brown-Guillory stated that the provost was looking for a narrative as a justification and explanation for proposed cuts and asked council members to assist their deans with providing these explanations. She noted that Mr. Charles Henry was an excellent source for further information. Drs. Greene and Aitsebaomo stated their concerns for eliminating adjunct instructors. Dr. Aitsebaomo mentioned that adjunct instructors possessing specific skills for practicum courses were required and explained that cutting these positions would translate to not being able to offer the courses. In response Dr. Brown-Guillory stressed that it was important to explain the ramifications of the cuts as a form of rebuttal.

L. Freshman/Sophomore Courses Taught by Senior Faculty

- Dr. Brown-Guillory informed the council that Dr. Rudley has called a special meeting with all the deans whose colleges/schools teach freshman/sophomore courses. She said the deans are required to report who is teaching freshman/sophomore courses and what courses are being taught by senior faculty this semester.

M. Mid-Term Grades

- Dr. Brown-Guillory announced that the deans had unanimously supported the recommendation that all faculty turn in formal midterm grades to the Office of the Registrar effective immediately. She said Ms. Square has provided them with the deadline for the submissions. Dr. Milton stated that in the past only the deficiencies were turned in. Dr. Brown-Guillory confirmed that all grades are to be turned in. She noted that Dr. Rudley believes this will serve to address the issue of roll call as well as provide the students and faculty with a midterm progress report.

N. Foreign Travel

- Dr. Brown-Guillory reminded council members that in order to obtain approval for foreign travel, the request must be turned in 60 days prior to date of travel.
- Dr. Greene inquired about the effects of the budgetary cuts on programs that were currently underfunded. In response Dr. Brown-Guillory reminded council members to be prepared to justify the need for funding in addition to any proposals of cutbacks.

Adjournment:

Dr. Jackson motioned to adjourn the meeting, and Dr. Mosley seconded. The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for April 18, 2011 at 3:00 p.m., in Hannah Hall, Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory