

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, September 10, 2012

4:00 p.m.

Fairchild 122

Council Chair

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

Council Members Present

Dr. Danita Bailey-Perry	Interim Chair, Educational Administration & Foundations, College of Education
Dr. Michael Berryhill	Chair, Journalism, School of Communication
Dr. Jeff Brice, Jr.	Interim Chair, Business Administration, Jesse H. Jones School of Business
Dr. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy & Health Sciences
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Zahid Iqbal	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Kenneth Jackson	Interim Chair, Sociology, College of Liberal Arts and Behavioral Sciences
Prof. Richard Lee	Interim Chair, Music, College of Liberal Arts & Behavioral Sciences
Dr. Wei Li	Interim Chair, Computer Science, College of Science and Technology
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy & Health Sciences
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology
Dr. Ihekwoaba Onwudiwe	Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy & Health Sciences
Dr. Qisheng Pan	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. Azime Saydam	Chair, Mathematics, College of Science and Technology
Dr. Ronald C. Samples	Interim Chair, English, College of Liberal Arts & Behavioral Sciences
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences
Dr. Sarah G. Trotty	Interim Chair, Visual and Performing Arts, College of Liberal Arts & Behavioral Sciences
Dr. Christian Ulasi	Interim Chair, Radio, Television and Film, School of Communication
Dr. Arthur Whaley	Chair, Psychology, College of Liberal Arts & Behavioral Sciences
Dr. Warren Williams	Interim Chair, Biology, College of Science and Technology
Dr. Cary D. Wintz	Interim Chair, History & Geography, College of Liberal Arts & Behavioral Sciences

Council Members Absent with Representation

Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences, represented by Dr. Catheryn Longino, Assistant Professor, Director of Field Education, College of Liberal Arts & Behavioral Sciences
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education, represented by Dr. Danita Bailey-Perry, Interim Chair, Educational Administration & Foundations, College of Education

Council Members Absent

Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs

Others Present

Dr. Kimberly Mitchell-McLeod	Interim Director, TSU Teaching and Learning Excellence Center
Dr. Rasoul Saneifard	Chair, Faculty Senate
Dr. Vera Walker Hawkins	Vice Chair, Faculty Senate
Ms. Tiffany Vaughner	Office Administrator to Associate Provost Brown-Guillory

Opening

The meeting of the Department Chairs' Council was called to order at 4:00 p.m. by Associate Provost Brown-Guillory. She moved that the minutes from the previous meeting be approved. Dr. Danita Bailey-Perry motioned to approve the minutes; it was seconded by Dr. Zahid Iqbal.

A. Report from the TSU Teaching and Learning Excellence Center (TLEC)

- Dr. Kimberly Mitchell-McLeod, Interim Director of TLEC, spoke to the council about professional development opportunities for the upcoming months and gave the council the center's web address, www.tsu.edu/academics/tlec/, where they would be able to find updates and

a calendar of events. The council also discussed various student advising techniques and issues that, while not managed by TLEC, were still of great concern.

B. Report from the Faculty Senate

- Dr. Rasoul Saneifard, Faculty Senate Chair, and Dr. Vera Walker Hawkins, Faculty Senate Vice Chair, addressed the council on several issues including student concerns regarding the teaching effectiveness of adjuncts in lower-division courses as well as faculty raises, the teaching evaluation form, and the continuing review of the Faculty Manual. Dr. Walker Hawkins said that the Faculty Manual Committee is now in the process of a side-by-side review of all three versions of the manual and that the committee hoped to have a completed version of the document to bring before faculty and administration before the end of the fall semester.

C. Founder's Day

- Dr. Brown-Guillory spoke to the council about TSU's upcoming Founder's Day Celebration scheduled for Friday, September 14 at 10:30am in the Health and Physical Education Arena. She added that there would be a special, one-hour video about the history of TSU to mark the university's 85th anniversary. Dr. Brown-Guillory informed the council that President Rudely is encouraging all faculty to attend and that Houston Mayor, The Honorable Anise Parker, would be in attendance with other local and state dignitaries.

D. Regular Meetings of Department Chairs with Faculty

- Dr. Brown-Guillory reminded department chairs that Provost Ohia is requiring they all have regular meetings with their faculty and distribute the meeting minutes to all faculty and to their deans.

E. New Academic Standing Policy

- Dr. Brown-Guillory informed the council that Provost Ohia had charged the University Curriculum Council with aligning the university's academic standing policy with that of the Office of Financial Aid. She said that now when a student is placed on academic suspension, he/she must stay out for a full year. She reviewed the new policy with the council

F. Employee Assistance Program (EAP)

- Dr. Brown-Guillory referred council members to a handout provided by TSU HR Generalist, Ms. Sanya Sinclair regarding EAP. She informed them of the program's benefits and asked them to contact Ms. Sinclair with any questions.

G. Update on SGA's Request for the Library to Provide Copies of Textbooks

- Dr. Brown-Guillory informed the council that the Hispanic Student Association and the Student Government Association went before deans to discuss the proposal they submitted to TSU's Board of Regents detailing their requests for students to have more free access to textbooks through the university library. Dr. Brown-Guillory asked council members for their thoughts on this issue. Council members suggested several ways to help students, including licensing e-books where students could sit at a computer terminal and review the book at their leisure as well as

putting the books on reserve where students would be able to check them out, under supervision, in a designated area.

H. Course Rotations/Advisement

- Dr. Brown-Guillory asked the council for updates on whether the council had begun work on their departments' two-year plans. She asked the council to remember that course rotations are tied to advisement, which when linked can help with the efficient allocation of financial resources. Dr. Brown-Guillory asked the council to use historical data from patterns over the last few years to assist in creating the two-year rotations.

Adjournment:

Dr. Carey Wintz moved to adjourn the meeting, and it was seconded by Dr. Christian Ulasi. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs' Council is scheduled for Monday, October 22, 2012 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory