

Texas Southern University

Associate/Assistant Deans' Council

Monday, July 22, 2013

3:00 p.m.

Hannah Hall Conference Room 111

AGENDA

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

- **Address from the Office of the Provost Concerning Administrative Responsibilities**
 - Dr. Sunny E. Ohia
- **Report from the Faculty Senate**
 - Dr. Jafus Cavil, Secretary of the Faculty Senate
- **Report from the Office of the Faculty Ombuds**
 - Dr. Andrea Shelton, Faculty Ombudsperson
- **Report from the Catalog Revision Executive Committee**
 - Dr. Jafus Cavil, UCC Vice Chair & Co-Chair of the Catalog Revision Executive Committee
- **Report from the University Curriculum Council**
 - Dr. Aladdin Sleem, Chair of the University Curriculum Council & Co-Chair, University General Education Subcommittee

Associate Provost's Reports Dr. Elizabeth Brown-Guillory

- Fall Opening Faculty Meeting
- Promotion and Tenure
- New Initiative: Women's Leadership Group
- Offer Letter Process

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, July 22, 2013

3:00 p.m.

Hannah Hall, Conference Room 111

Council Chair

Dr. Elizabeth Brown-Guillory, Associate Provost and Associate Vice President for Academic and Faculty 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. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Desirée Jackson	Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Dr. Dianne Jemison Pollard	Associate Dean for Academic Affairs, the Thomas F. Freeman Honors College
Dr. Glenn Johnson	Associate Dean of Research and Graduate Studies, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Golda Anne Leonard	Associate Dean, College of Pharmacy and Health Sciences
Dr. Maurice Mangum	Interim Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Aisha Morris-Moultrey	Interim Assistant Dean for Student Services, College of Pharmacy and Health Sciences
Dr. Eartha Nance	Associate Dean for Student Affairs, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Shishir Shishodia	Associate Dean, College of Science and Technology
Dr. Asmara Tekle	Associate Dean for Research and Faculty Development, Thurgood Marshall School of Law
Dr. Fennoye Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences

Council Members Absent

Dr. Bruce Berger	Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. Jessica Davis	Interim Associate Dean of Student Affairs, College of Education
Dr. Claudette Ligons	Interim Associate Dean for Academic Affairs, College of Education
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences
Ms. Erica Vallier-Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business

Others Present

Dr. Sunny E. Ohia	Provost
Dr. Jafus Cavil	Secretary, Faculty Senate
Dr. Andrea Shelton	Faculty Ombudsperson
Dr. Aladdin Sleem	Chair of the University Curriculum Council & Co-Chair, University General Education Subcommittee
Ms. Tiffany Vaughner	Office Administrator to Associate Provost Brown-Guillory

Opening

The meeting of the Associate/Assistant Deans' Council was called to order at 3:00 p.m. by Associate Provost Brown-Guillory. She moved that the minutes from the previous meeting be approved. Dr. Shishir Shishodia moved to approve the minutes; it was seconded by Dr. Golda Anne Leonard.

A. Report from the Office of the Faculty Ombuds

- Dr. Andrea Shelton, Faculty Ombuds, spoke to the council concerning some of the issues she has addressed in her capacity as Faculty Ombuds. She said that chief among these concerns were communication issues such as, unprofessional or inappropriate interaction between colleagues and the poor manner in which male and female faculty relate to one another. Dr. Shelton passed out information on where and how she could be reached for an appointment. She also stressed the fact that she didn't have official office space in case certain faculty were concerned about being seen entering her area for a meeting.

B. Report from the Faculty Senate

- Dr. Jafus Cavil, Faculty Senate Secretary, spoke to the council about current activity in the Faculty Senate. He informed council members that the latest iteration of the Faculty Manual is color coded and contains the latest changes to the 2002 version suggested by the Faculty Manual Committee. The proposed changes have been uploaded to the Faculty Senate website and are available for faculty review. He said that President Rudley has asked an already existing Workload Committee to meet again to review previous recommendations. The committee is to have representatives from Faculty Senate and its designees, along with college/school Deans Lei Yu (COST), Robert Johnson (JHJSB) and Danille Taylor (COLABS). The committee is due to meet in early Fall. And lastly, Dr. Cavil spoke about the Faculty Senate's swearing in ceremony of new officers that would take place during the Fall Opening Faculty Meeting.

C. Address from the Office of the Provost Concerning Administrative Responsibilities

- Dr. Ohia addressed the council about instituting a more seamless academic process particularly as it deals with students. He gave examples such as associate/assistant deans assisting department chairs with helping students register for upper division classes and having regular meetings with chairs to make sure they are able to provide all necessary classes which would greatly aide in matriculation. Dr. Ohia also called upon associate/assistant deans to assist with enrollment management and have more oversight to better resolve issues on the college/school level.

D. Report from the Catalog Revision Executive Committee

- Dr. Jafus Cavil, UCC Vice Chair & Co-Chair of the Catalog Revision Executive Committee, spoke to the council concerning the scope of the Catalog Revision Executive Committee. He also passed out a handout which included a detailed timeline for completion of the document and upcoming meeting dates.

E. Offer Letter Process

- Dr. Brown-Guillory announced to council members that Academic Affairs would be adding a Request to Make an Offer Form (RMO) to the offer letter process to help refine the process as well as to make sure Provost Ohia is fully apprised of all offers before discussions with potential faculty are made.

F. Promotion and Tenure

- Dr. Brown-Guillory reminded council members that the Promotion and Tenure cycle begins anew in the fall and that the current promotion and tenure recommendation schedule was available on the TSU website under the Division of Academic Affairs and Research tab. She asked council members to help spread the word among their faculty. Dr. Brown-Guillory also informed the council that the Teaching and Learning Excellence Center (TLEC) would be holding another promotion and tenure workshop for all college/school administrators and faculty. She said the workshop was scheduled for Friday, September 12.

G. Fall Opening Faculty Meeting

- Dr. Brown-Guillory informed the council of the upcoming Fall Opening Faculty Meeting to be held in the College of Education Auditorium on Thursday, August 22 from 8 a.m. - 5 p.m. and Friday, August 23 from 8 a.m. – Noon. She reminded the council that TLEC would now be handling New Faculty Orientation + 5 years, which would take place August 21 from 8 a.m. - 5 p.m. Dr. Brown-Guillory asked the council to make room on their schedules to attend Friday's panel discussion, where former TSU Faculty, Dr. Earl Wright, II would be giving a talk on collegiality.

H. New Initiative: Women's Leadership Group

- Dr. Brown-Guillory informed the council that she was in the process of organizing a Women's Leadership Group on campus. She said the aim of the group is to provide women faculty with a leadership forum.

I. Report from the University Curriculum Council

- Dr. Aladdin Sleem, Chair of the University Curriculum Council & Co-Chair of the University General Education Subcommittee, reported that UCC is working to make proposals searchable online by college/school and department through the UCC website. Also, he informed the council that the GenEd Subcommittee had recently approved two major changes to the core: science labs are no longer mandatory and all students must now take a speech communications course and a computer science or foreign language courses.

Adjournment:

Dr. Golda Anne Leonard moved to adjourn the meeting, and it was seconded by Dr. Flora Estes. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, September 9, 2013 at 3:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory