

Texas Southern University

Associate/Assistant Deans' Council

Monday, April 22, 2013

3:00 p.m.

HR Conference Room 129

AGENDA

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

➤ **Report from the Faculty Senate**

- Dr. Vera Walker Hawkins, Vice Chair

➤ **Report from the Office of Institutional Assessment, Planning and Effectiveness**

- Dr. Rajanel Crockem, Interim Executive Director (Written report submitted)

Associate Provost Reports Dr. Elizabeth Brown-Guillory

- Criteria for Enrollment in Major and Advising Policy Statement
- Promotion and Tenure Workshop on April 26, 2013
- Improving Low-Producing Programs through Recruitment and Retention Efforts
- THECB (Changes in Staff)
- Faculty Excellence Awards Updates
- Commencement
- Texas Women in Higher Education (TWHE)
- Drafting a Registration Override Policy

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, April 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

Dr. Gabriel Aitsebaomo	Associate Dean for Academic Affairs, Thurgood Marshall School of Law
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. 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-Moultry	Interim Assistant Dean for Student Services, College of Pharmacy and Health Sciences
Dr. Shishir Shishodia	Associate Dean, College of Science and Technology
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences
Dr. Asmara Tekle	Associate Dean for Research and Faculty Development, Thurgood Marshall School of Law

Council Members Absent with Representation

Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences represented by Dr. Golda Anne Leonard, Associate Dean, College of Pharmacy and Health Sciences
Ms. Erica Vallier-Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business, represented by Dr. Bruce Berger, Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business, represented by Dr. Bruce Berger, Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business

Council Members Absent

Mr. Kevin Adams	Assistant Dean of Student Services, School of Communication
Dr. Jessica Davis	Interim Associate Dean of Student Affairs, College of Education
Dr. Desirée Jackson	Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Dr. Claudette Ligons	Interim Associate Dean for Academic Affairs, College of Education
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences

Others Present

Dr. Vera Walker Hawkins	Vice Chair, Faculty Senate
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.

Maurice Mangum moved to approve the minutes; it was seconded by Dr. Shishir Shishodia.

A. Report from the Faculty Senate

- Dr. Vera Walker Hawkins, Vice Chair of the Faculty Senate, updated the council on the recent Faculty Forum where candidates for Faculty Senate spoke about their candidacies and, later, discussed the role of leadership at TSU. She reminded council members of the April 30th election to be held in the lobby of the Hannah Hall building. Dr. Walker Hawkins also spoke about upcoming Faculty Senate meetings with President Rudley to continue discussions on evaluations, issues related to the promotion and tenure process, and merit raises. Council members asked Dr. Walker Hawkins if Faculty Senate would look into the issue of administrators with teaching responsibilities being allowed to vote in Faculty Senate elections. She said that this was an issue

currently on the Senate's agenda and that the group would be discussing it and other issues related to voting very soon.

B. Report from the Office of Institutional Assessment, Planning and Effectiveness

- Dr. Brown-Guillory passed out a handout from Dr. Raijanel Crockem, Interim Executive Director, Institutional Assessment, Planning & Effectiveness, who was not able to attend. The handout addressed the need for all assessment data throughout 2011-2012 to be updated in Xitracs as well the need for consistent updates to faculty changes in Banner. In the handout, Dr. Crockem asked that council members work with the Office of the Registrar to make sure that the proper faculty members are associated with their respective courses.

C. Agenda Item from the Council

- Dr. Michael Sollars addressed his concerns about smaller summer budgets and how this would affect course offerings and teaching staff availability. Dr. Brown-Guillory said that all academic deans were instructed in the fall to pay closer attention to course scheduling and course rotations as these issues are closely tied to budgeting. She said all deans had been asked to make a 3% cut in spending and those receiving Title III funds were asked to make a 2% across the board cut.

D. Criteria for Enrollment in Major and Advising Policy Statement

- Dr. Brown-Guillory reminded the council that Provost Ohia had requested these documents specifically to address claims from students who say that once they are ready to graduate they are told that they don't meet the requirements for their major. She said the statements detailing the infrastructure for advising in the colleges/schools should be added to the official documentation of that college/school.

E. Promotion and Tenure Workshop on April 26, 2013

- Dr. Brown-Guillory informed the council of the upcoming Promotion and Tenure Workshop to be held by the Teaching and Learning Excellence Center (TLEC) on Friday, April 26, 2013 from 12:00pm - 1:30pm in the RJT Library: Honors College Auditorium. She said guest speakers would include Provost Sunny E. Ohia, Dr. Elizabeth Brown-Guillory, Dean Robert Bullard (BJ-MLSPA), Dean Gregory Maddox (The Graduate School) and Interim Associate Dean Oscar Criner (COST). She said the workshop is open to all tenured and tenure-track faculty, administrators involved in the process, and all faculty who sit on department and college/school level promotion and tenure committees. Dr. Brown-Guillory said the reason for the workshop is to make sure that all parties are aware of what is expected of them so that the process can be carried out effectively. She said there needed to be a more thorough discussion on how the dossier is prepared and how the candidate is evaluated, specifically college and school committees doing a better job of stating, in their evaluation letters, the specific areas in which the candidate in question did not meet the criteria for promotion and/or tenure.

F. Improving Low-Producing Programs through Recruitment and Retention Efforts

- Dr. Brown-Guillory announced to the council that she would be working with the deans of affected programs to craft responses to the coordinating board. She also reminded the council of the need to step up recruitment and retention efforts. Dr. Brown-Guillory said that faculty needed to make a stronger effort not just to teach current students but to also nurture them so that they will stay in class and go on to graduate. She said that faculty must also engage in more recruitment activities to draw more students into their programs.

G. THECB (Changes in Staff)

- Dr. Brown-Guillory informed the council that Dr. Macgregor Stephenson, former Assistant Commissioner and Dr. Catherine Parsonneault, former Senior Program Director in Academic Affairs-Workforce, Academic Affairs & Research Division, had left the THECB. She said she would be meeting with new staff later in the year.

H. Faculty Excellence Awards Updates

- Dr. Brown-Guillory reminded the council of the upcoming Faculty Excellence Awards Luncheon set for April 25th in the Tiger Room of the Sterling Student Life Center. She said the awards committee suggested a change in the awards for next year, splitting the awards between the sciences and the humanities in an effort to attract more applicants.

I. Commencement

- Dr. Brown-Guillory reminded the council of the May 11th Spring Commencement exercises and informed them that the program would be sent to the typesetter soon and asked that they please make sure that they and their faculty work with the Office of the Registrar to double check their student information to make sure it is correct in the program.

J. Texas Women in Higher Education

- Dr. Brown-Guillory informed the council that at the behest of President Rudely she'd been asked to attend the Texas Women in Higher Education annual conferences as the official representative of TSU. She said that after attending the conference on April 18th, she'd come back with the idea of starting a Women's Leadership Group at TSU to prepare women for leadership positions in the academy.

K. Drafting a Registration Override Policy

- Dr. Brown-Guillory presented a draft of an override policy, detailing the ad hoc committee's plan of action for addressing override abuses. She asked the council to read the email and to review the draft policy and send thoughts and suggestions.

Adjournment:

Dr. Gabriel Aitsebaomo moved to adjourn the meeting, and it was seconded by Dr. Claudette Ligons. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, June 10, 2013 at 3:00pm in the Hannah Hall Human Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory