

Texas Southern University

Department Chairs' Council

Monday, December 2, 2013

4:00 p.m.

Hannah Hall Conference Room 111

AGENDA

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

- **Report from the Office of Research**
 - Dr. Adebayo Oyekan, Associate Provost and Associate Vice President for Research
- **Report from the Faculty Senate**
 - Dr. Vera Walker Hawkins, Vice-Chair of Faculty Senate
- **Report from the Catalog Revision Executive Committee**
 - Dr. Jafus Cavil, UCC Vice Chair and 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; Prof. Arbolina Jennings, Associate Director of the QEP and Co-Chair, University General Education Subcommittee
- **Report from the RJT Library**
 - Ms. Norma Bean, Interim Executive Director of University Libraries

Associate Provost's Reports Dr. Elizabeth Brown-Guillory

- Recent professional development for department chairs
- Update on the Status of the New Core Implementation
- Deadline for the "Intent to Graduate" application
- Approved Policy on Override Privileges
- Additional Faculty Excellence Awards
- Faculty Performance Self-Evaluation Update
- Commencement Update
- Academic Program Review Update
- Recruitment/Retention/Graduation Rates
- Online Evaluation of Teaching

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, December 2, 2013

4:00 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. Selina Ahmed	Interim Chair, Human Services and Consumer Sciences, College of Liberal Arts and Behavioral Sciences
Dr. David Baker	Interim Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Michael Berryhill	Chair, Journalism, School of Communication
Dr. Dwalah Fisher	Interim Chair, Health and Kinesiology, College of Education
Dr. Danita Bailey-Perry	Interim Chair, Educational Administration and Foundations, College of Education
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Zahid Iqbal	Chair, Department of Accounting and Finance, Jesse H. Jones School of Business
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Sciences
Dr. Jason Oby	Interim Chair, Music, College of Liberal Arts and Behavioral Sciences
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy and Health Sciences
Dr. Qisheng Pan	Chair, Urban Planning and Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Candy Ratliff	Interim Chair, Counseling, College of Education
Dr. Jason Rosenzweig	Interim Chair, Environmental and Interdisciplinary Sciences, College of Science and Technology
Dr. Azime Saydam	Chair, Mathematics, College of Science and Technology
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts and Behavioral Sciences
Dr. Renard Thomas	Interim Chair, Health Sciences, College of Pharmacy and Health Sciences
Dr. Christian Ulasi	Interim Chair, Radio, Television and Film, School of Communication
Dr. Mahesh Vanjani	Interim Chair, Business Administration, Jesse H. Jones School of Business
Dr. Emily Williams	Chair, English, College of Liberal Arts and Behavioral Sciences
Dr. Warren Williams	Interim Chair, Biology, College of Science and Technology

Council Members Absent with Representation

Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts and Behavioral Sciences, represented by Dr. Orlando Milton, Jr., College of Liberal Arts and Behavioral Sciences
Dr. Ingrid Haynes-Mays	Interim Chair, Curriculum and Instruction, College of Education, represented by Dr. Danita Bailey-Perry, College of Education
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology, represented by Graham Thomas, College of Science and Technology
Dr. Yi Qi	Chair, Transportation Studies, College of Science and Technology, represented by Ursula Williams, College of Science and Technology
Dr. Cary D. Wintz	Interim Chair, History and Geography, College of Liberal Arts and Behavioral Sciences, represented by Dr. Roger Hart, College of Liberal Arts and Behavioral Sciences

Council Members Absent

Dr. Michael Adams	Interim Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Homer Garcia	Chair, Sociology, College of Liberal Arts and Behavioral Sciences
Prof. Cleo House	Chair, Visual and Performing Arts, College of Liberal Arts and Behavioral Sciences
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Wei Li	Interim Chair, Computer Science, College of Science and Technology
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology

Others Present

Ms. Norma Bean	Interim Executive Director of University Libraries
Dr. Jafus Cavil	Secretary, Faculty Senate
Prof. Arbolina Jennings	Associate Director of the QEP and Co-Chair, University General Education Subcommittee
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
Ms. Norma Bean	Interim Executive Director of University Libraries

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. David Baker motioned to approve the minutes; it was seconded by Dr. Jason Oby.

A. Report from the Office of Research

- Dr. Adebayo Oyekan, Associate Provost and Associate Vice President for Research, asked the council for suggestions on how the Office of Research can better assist faculty and get information out in a timelier manner. He said his office would be willing to meet with faculty in each college/school to identify their research needs. Dr. Oyekan added that he would work with deans to set up dates to meet with faculty.

B. Report from the Faculty Senate

- Dr. Jafus Cavil, Secretary of the Faculty Senate, spoke to council members concerning the Senate's progress on the Faculty Manual. He said the Faculty Senate had been meeting with Provost Ohia in small groups and hoped to bring the manual to faculty in January during Opening Faculty Meeting. Dr. Cavil added that the Faculty Workload Committee has been meeting with faculty campus-wide to hear their concerns regarding the workload policy. He concluded by saying that the Faculty Senate is making enrollment, retention and recruitment efforts priorities in the spring. Dr. Cavil said the Senate would be working with faculty and administrators at all levels to improve graduation rates.

C. Report from the Catalog Revision Executive Committee

- Dr. Jafus Cavil, UCC Vice-Chair & Co-Chair of the Catalog Revision Executive Committee, reviewed key dates in the release of the university catalog: academic deans' final review of the catalog - January 6; final catalog upload - January 13, and the hard copy and online release of the catalog - February 28.

D. Report from the University General Education Subcommittee

Dr. Aladdin Sleem, Chair of the University Curriculum Council & Co-Chair, University General Education Subcommittee, updated the council concerning the new core curriculum and changes in course offerings. Prof. Arbolina Jennings, Associate Director of the QEP and Co-Chair, University General Education Subcommittee, spoke about the recent changes made to foundation Political Science courses. She said GOVT 2301 and GOVT 2302 will no longer be an option for students and to meet the requirement, as set by the THECB, universities will now offer GOVT 2305 (American Government) and GOVT 2306 (Texas Government) for the Government/Political Science Foundational Component Area. She said the changes will go into effect Fall 2014.

E. Report from the RJT Library

- Ms. Norma Bean, Interim Executive Director of University Libraries, informed the council of the library's 24-Hour schedule through December 13. She spoke briefly about new initiatives geared toward incoming freshmen, such as virtual tours and videos on how to prepare term papers.

F. Online Evaluation of Teaching

- Dr. Brown-Guillory reminded the council of the deadline for completion of student evaluation of teaching. Dr. Brown-Guillory said her office's research showed that universities understood that paper evaluations offered a higher completion rate but that most still made the move to electronic evaluations as they were more efficient, even with the lower completion rate.

G. Recruitment/Retention/Graduation Rates

- Dr. Brown-Guillory addressed the council regarding the Deans' Retreat scheduled for January 24 and 25, 2014. She said the retreat would focus on recruitment and retention rates. Dr. Brown-Guillory added that Provost Ohia would like the deans to make sure they are maximizing enrollment by offering more lower division classes during the summer semesters because they are more likely to make.

H. Academic Program Review Update

- Dr. Brown-Guillory informed the council of administration's plan to combine graduate and undergraduate program reviews to better control costs and to avoid duplication of effort. She said the deans met and officially agreed to make the changes. Dr. Brown-Guillory asked council members to review the documents she passed out to make sure all the programs were accounted for on the schedule. She said that if programs are going through accreditation, administration will not require additional review since accreditation is usually more strenuous. She added that the honorarium for external reviewers would be reduced from \$1,500 to \$1,000. The new schedule is currently available online on the website for the Office of Institutional Assessment, Planning and Effectiveness.

I. Commencement

- Dr. Brown-Guillory informed the council that TSU alum Hubert Anthony "Tony" Wyllie would be the commencement speaker. Mr. Wyllie is the Senior Vice President of Communications for the Washington Redskins. She said there would not be an honorary degree candidate this December. She said it had been recommended to the president that an honorary degree only be presented during the Spring Commencement.

J. Faculty Performance Self-Evaluation Update

- Dr. Brown-Guillory reminded the council that many universities have moved away from standardized evaluation. She said deans said they want an evaluation that meets the needs of the complexities of each college/school. Dr. Brown-Guillory added that until new college/school instruments are developed, the current instrument will be used for 2013-2014 and will be disseminated to faculty for completion between March 17 and April 15, 2014. She said Department Chairs must complete their evaluation of faculty no later than May, 2014.

K. Additional Faculty Excellence Awards

- Dr. Brown-Guillory informed council members that the new awards, the Provost's Core Curriculum Teaching Excellence Award and the Faculty Award for Outstanding Undergraduate Academic Advising, had been uploaded to the Academic Affairs and Research Division website. She asked council members to remind their faculty to apply early, submitting their binders to her office by the March 15 deadline.

L. Approved Policy on Override Privileges

- Dr. Brown-Guillory informed the council that Provost Ohia and President Rudely had approved the new override policy, which would be effective immediately. She added that only deans or their designees were approved to execute overrides for courses in their respective colleges/schools. Dr. Brown-Guillory said all repeat violators would have their override privileges revoked.

M. Deadline for the “Intent to Graduate” application

- Dr. Brown-Guillory informed the council that the Intent to Graduate form (to be used by students who intend to graduate in the following semester) had been approved by deans and would be effective immediately. She said filing an “Intent to Graduate” application is optional but that students are encouraged to use the application. Dr. Brown-Guillory added that the submission deadline for fall graduation is December 6, 2013.

N. Recent Professional Development for Department Chairs

- Dr. Brown-Guillory informed the council that the provost was pleased with the attendance of for the professional development held November 20, 2013. Dr. Ohia said he would plan more workshops for department chairs. Dr. Brown-Guillory asked council members if they had planning committees that worked in concert with the department and had council members speak about their experiences with planning committees. She added that the provost would like more departments to plan retreats to facilitate their faculty’s development.

Adjournment:

Dr. Renard Thomas moved to adjourn the meeting, and it was seconded by Dr. Haiqing Sun. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs’ Council is scheduled for Monday, January 27, 2014 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory