

Texas Southern University

Associate/Assistant Deans' Council

Monday, January 27, 2014

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

- **Report from the Faculty Senate**
 - Dr. Jafus Cavil, Secretary 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 on the New Core Implementation**
 - Prof. Arbolina Jennings, Associate Director of the QEP and Co-Chair, University General Education Subcommittee
- **Agenda Items from the Council**
 - Dr. Maruice Mangum – 1) Streamline the process for transferring credit by eliminating the need to put "MISC" instead of a course number. 2) Strongly encourage chairs to create a 2-year course rotation and have that schedule available to assist with advising. 3) Allowing each person with the ability to lift holds to be able to lift the holds from other schools/colleges when the student is no longer a major in that school/college.
 - Fall 2013 Evaluations - Guidelines/Rules for inclusion of results in the Annual Faculty Performance Evaluation for 2013 (an item sent by Dr. Vanjani)

Associate Provost's Reports Dr. Elizabeth Brown-Guillory

- Scheduling one-on-one meetings with Associate/Assistant Deans
- Review Approved Policy on Override Privileges
- Review Approved Drop Policy
- Faculty Excellence Awards
- Faculty Performance Self-Evaluation Update (decentralization of the instrument)
- Commencement Update (provide timeline for Spring 2014)
- Update on Deans' Retreat on Enrollment Management
- Update on Faculty Manual
- Online Evaluation of Teaching

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, January 27, 2014

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. Bruce Berger	Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business
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. Maurice Mangum	Interim Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Shirlette G. Milton	Associate Dean of Academic Affairs for Health Sciences, College of Pharmacy and Health Sciences
Dr. Aisha Morris-Moultry	Interim Assistant Dean for Student Services, College of Pharmacy and Health Sciences
Dr. Earthea Nance	Associate Dean for Student Affairs, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Reza Poudeh	Interim Associate Dean of Academic Affairs, School of Communication
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences
Dr. S. Srinivasan	Associate Dean for Academic Affairs & Research, Jesse H. Jones School of Business
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences

Council Members Absent with Representation

Dr. Jessica Davis	Interim Assistant Dean of Student Affairs, College of Education, represented by Dr. Rodney J. Hughes, College of Education
Dr. Golda Anne Leonard	Associate Dean, College of Pharmacy and Health Sciences, represented by Dr. Flora Estes, College of Pharmacy and Health Sciences

Council Members Absent

Dr. Gabriel Aitsebaomo	Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. Claudette Ligons	Interim Associate Dean for Academic Affairs, College of Education
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

Others Present

Dr. Jafus Cavil	Secretary, Faculty Senate and UCC Vice Chair and Co-Chair of the Catalog Revision Executive Committee
Prof. Arbolina Jennings	Associate Director of the QEP and Co-Chair, University General Education Subcommittee
Dr. Andrea Shelton	Faculty Ombuds
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. Fennoyee Thomas.

A. Report from the Faculty Senate

- Dr. Jafus Cavil, Secretary of the Faculty Senate, spoke about the concerns brought forth by faculty members regarding regular faculty continuing to have priority over adjunct faculty in the course scheduling process. He added that work on the Faculty Manual had almost been completed, with the only remaining issue being the composition of the President's Cabinet. Dr. Brown-Guillory said that this matter is currently an agenda item on the Board of Regent's next meeting.

B. Report from the Catalog Revision Executive Committee

- Dr. Jafus Cavil, UCC Vice-Chair & Co-Chair of the Catalog Revision Executive Committee, expressed his concern that information sent in by colleges/schools to be placed in the catalog had not been verified and cross-referenced with the THECB's list of approved course offerings. Dr. Brown-Guillory reiterated that academic units would be held accountable for the catalog's accuracy. She added that Dr. Aladdin Sleem, Chair of the University Curriculum Council, had been checking degree programs sent in by colleges/schools but had found discrepancies. She said Dr. Sleem was encouraged to send the degree programs back to their respective departments for verification. Professor Arbolina Jennings stated that Dr. Sleem has called a meeting of all course catalog representatives to help double check the degree programs before they are sent to the THECB.

C. Report on the New Core Implementation

- Professor Arbolina Jennings, Associate Director of the QEP and Co-Chair, University General Education Subcommittee, updated the council concerning the new core curriculum and course offerings. She said the new core proposal had been sent to the THECB in early December. Professor Jennings also noted representatives from the THECB, upon reviewing the proposal, noticed that that in some areas recommendations by the THECB had not been incorporated in the proposed new core course offerings. She said the errors that had been revealed had been corrected but that the reviewers worked by division, so there was no way of knowing if there were any other areas needing corrections until they are found. Professor Jennings added that in the spring the GenEd Subcommittee will meet regularly because the assessment plan sent to the coordinating board needs further refinement and vetting. She added that the committee will be meetings with its SACS cohorts at the Texas A&M Assessment Conference in February 2014.

D. Agenda Items from the Council

- Dr. Maruice Mangum brought three items before the council: 1) Streamlining the process for transferring credit by eliminating the need to use "MISC" in the place of a course number. 2) Strongly encouraging chairs to create a 2-year course rotation and to have that schedule available to assist with advising and 3) Allowing each person with the ability to lift holds to be able to lift the holds from other schools/colleges when the student is no longer a major in that school/college. Dr. Mangum suggested that a list of course equivalents be kept for all courses, not just core courses. Dr. Brown-Guillory said she thought this was an issue the Office of Admissions should handle and that she would speak to Mr. Brian Armstrong, Executive Director of Admissions, about what could be done to improve transfer practices. She added that she had asked department chairs to create 2-year course rotations and would follow up on this request at the next Department Chairs' Council meeting. Dr. Brown-Guillory said that regarding Dr. Mangum's question concerning holds, the new override policy clearly states that only deans and/or their designees are allowed to lift holds in their colleges/schools only.

E. Scheduling one-on-one meetings with Associate/Assistant Deans

- Dr. Brown-Guillory informed the council that starting on February 1st, she would begin meeting with associate and assistant mid-level management from every school/college. She remarked that since 2009 she'd taken time to meet with deans to discuss the challenges and triumphs witnessed in their areas. Dr. Brown-Guillory noted that many of the topics discussed in these meetings had been brought to the Deans' Council, where they eventually led to policy changes.

F. Status of Policy on Override Privileges

- Dr. Brown-Guillory said the policy had been thoroughly vetted and approved by the Deans' Council, provost and president. She reiterated that, according to the new policy, only deans or their designees could approve overrides in their respective colleges/schools only.

G. Status of Proposed New Drop Policy

- Dr. Brown-Guillory said the “Drop Policy: Documentation for the Unofficial Withdrawal of Students” had already been vetted campus-wide and was currently awaiting approval by the president.

H. Faculty Excellence Awards

- Dr. Brown-Guillory reminded the council of the deadline dates for submission of dossiers and of the two new awards, the Provost's Core Curriculum Teaching Excellence Award and the Faculty Award for Outstanding Undergraduate Academic Advising. She added that this year, the Faculty Senate had asked to send out a call to faculty to serve on the awards review committee. Information about the awards can be found on the Division of Academic Affairs and Research site on the TSU homepage.

I. Commencement Update

- Dr. Brown-Guillory passed out the Spring 2014 Graduation timeline to all council members. She asked them to review it and pass it on to their faculty. Dr. Brown-Guillory asked that council members please review it carefully and refer back to it during the course of the semester to keep their departments on track for Spring Commencement.

J. Update on Deans' Retreat on Enrollment Management

- Dr. Brown-Guillory spoke to the council about the Deans' Retreat, which took place January 24-25, 2014. She said the meeting focused on working with enrollment management to form a campus-wide council to address decreasing enrollment by developing a Strategic Enrollment Management (SEM) plan. Dr. Brown-Guillory added that the meeting featured two panel discussions that included high school principals, superintendents and community college presidents.

Adjournment:

Dr. Fennoye Thomas moved to adjourn the meeting, and it was seconded by Dr. Bruce Berger. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, March 10, 2014 at 3:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory