

Texas Southern University

Department Chairs' Council

Monday, November 23, 2009

4:00 p.m.

HH Conference Room 111

AGENDA

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

Items for Discussion: None received Department Chairs

Announcements Department Chairs

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Honorary Degree Policy Recommendation
- Items Discussed in the President's Cabinet – Under review by the Textbook Committee
- Report on One-on-one Meetings with Deans, Associate/Assistant Deans, and Department Chairs
- Updating Records at TSU – By-product will be a faculty/Staff Directory
- Retention Strategies – Faculty responsibilities and rewards
- Dean Search Committees – TMSL, COLABS, COCE, Honors College
- Appointment of other committees – University Ceremonies, Honorary Doctorate Degree Committee, Curriculum Committee, Textbook Committee, Workload Committee, and Professorships' Review Committee
- THECB and University protocol
- Open to Suggestions about ways to build moral
- Agenda items for future meetings

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, November 23, 2009

4:10 p.m.

Hannah Hall Room 111

Council Chair:

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

Council Members Present:

Dr. Della Bell	Interim Chair, Mathematics, College of Science and Technology
Dr. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Kimberly Campbell	Interim Chair, Speech Communication, School of Communication
Dr. William Clay, III	Interim Chair, Psychology & Philosophy, College of Liberal Arts & Behavioral Sciences
Dr. Maria Carmen García	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Helen Taylor Greene	Interim Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy and Health Sciences
Dr. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Sciences
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. Emmanuel Nwagwu	Chair, Educational Administration and Foundations, College of Education
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy and Health Sciences
Dr. Qisheng Pan	Interim 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. Earl Wright, II	Chair, Sociology, College of Liberal Arts & Behavioral Sciences

Council Members Absent With Representation:

Dr. Carlos Handy	Chair, Physics, College of Science and Technology, represented by Clancy Weeks – Program Coordinator
Dr. Vera Walker Hawkins	Interim Chair, Radio, Television & Film, School of Communication, represented by Fridah Mariki – Project Coordinator
Prof. Dianne Jemison-Pollard	Chair, Fine Arts, College of Liberal Arts & Behavioral Sciences, represented by Dr. Thomas Meloncon – Theatre Coordinator

Council Members Absent:

Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences
Dr. Louis Browne	Interim Chair, Radio, Television & Film, School of Communication
Dr. Charles Glass	Interim Chair, Aviation Science & Technology, College of Science and Technology
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Dr. Olufisayo Jejelowo	Chair, Biology, College of Science and Technology
Dr. Khaled A. Kamel	Chair, Computer Science, College of Science and Technology

brought up in previous Textbook Selection Committee meetings under other administrations. Dr. Nwagwu outlined which issues had been resolved previously and which ones had yet to be. Dr. Cherry Gooden spoke to the exorbitant mark-up on textbooks. Dr. Brown-Guillory said the price of textbooks was a concern to the Committee and that they would formulate recommendations and forward those to the Provost and the President.

D. One-on-one Meetings

- Dr. Brown-Guillory reported that the one-on-one meetings she held with Associate/Assistant Dean's and Department chairs were very productive. She said a number of issues were discussed, but the most important points brought up were issues that the Deans and Chairs would like Administration to address. She said she would discuss those concerns with Dr. Ohia and he would, in turn, take these concerns to the President's Cabinet. Many items came up repeatedly, such as post-tenure review, student advising, faculty rewards, student evaluation process, faculty self-evaluation, salaries, resources, etc.

E. Updating Records

- Dr. Brown-Guillory reviewed the documents used for collecting information for the Faculty and Staff Directory. She informed the Council that Dr. John M. Rudley would be sending out an Eblast calling for information on faculty and staff. She also went over why the directory was needed and assured the Council that Human Resources and University Advancement were involved in the collection effort. She also assured the Council that the requested information would not fall into a black hole and would go toward building the directory, if faculty and staff cooperated with the effort.

F. Retention Strategies

- Dr. Brown-Guillory asked how might the administration reward high performing faculty, which might mean more/better mentoring of students. She spoke about the importance of mentoring students, which would help with our retention rates.

G. Dean Search Committees

- Dr. Brown-Guillory informed the Council of the progress of the three Dean searches. She informed everyone that the committees for the Thurgood Marshall School of Law, The College of Liberal Arts and Behavioral Sciences, and the Assistant Provost for Online and Distance Learning Programs and Dean of the College of Continuing Education had been impaneled and that the dates for the first meetings had been set. She announced that the Honors College Dean search had been put on hold until Spring.

H. University Committees

Dr. Brown-Guillory gave updates on the following committees:

- University Ceremonies Committee – Meetings to assess the University ceremonies currently in place.
- The University Curriculum Council (UCC) – The committee has been impaneled and has already met twice. The UCC intends to revise its Manual, set a monthly meeting time of 3-5 p.m. on the second Wednesday of each month, and increase its efforts to fine tune its processes.
- The University Ad Hoc Committee on Textbook Policies and Procedures – The committee has been impaneled and its first meeting scheduled.
- The University Ad Hoc Committee on Faculty Workload – The committee has been impaneled and its first meeting scheduled.
- The Professorships Review Committee – Dr. Ohia will chair this committee, which will include all distinguished, named and endowed professors as well as additional faculty and administrators who will make recommendations about selections to the President.

I. THECB

- Dr. Brown-Guillory gave updates on the faculty member who sent a request for programming directly to The Higher Education Coordinating Board without approval from the Provost. She reminded the Council that all requests must funnel through the University Curriculum Council, which makes recommendations to the Provost.

J. Morale Building

- Dr. Brown-Guillory asked for suggestions for building morale, as this was one of the topics that came up consistently in the one-on-one meetings.
- Dr. Inyang N. Osemene spoke about cost of living increases. She said it was very difficult for her to retain staff because they could earn more money outside of academia.
- Dr. Brown-Guillory said she believed that increases in salary were related to student retention. She asked that the Council consider and discuss with their faculty the importance of keeping students active and engaged in their education.
- Dr. Osemene suggested allowing faculty to get extra money off their grants as a way of building morale.

- Dr. Brown-Guillory said she was aware of this issue and would explore this issue with the Provost.
- Mr. Clancy Weeks suggested that money may not be a motivating factor for some faculty and that other ways of rewarding faculty should be discussed. He also suggested the unification of different campus processes and regular updates to Banner. He didn't think faculty would participate in any information gathering.
- Dr. Brown-Guillory assured the Council that information would not fall into a black hole, if faculty and staff cooperated by submitting information.
- Dr. Marie Horton suggested that the rank and file of faculty should be honored and not just the top scholars and researchers. More awards or recognition should go to "Master Teachers". Dr. Horton stated that what was needed were less visiting and adjunct instructors.
- Dr. Gooden agreed that "Master Teachers" should be acknowledged on a regular basis.
- Dr. Brown-Guillory added that more should be done to highlight the achievements of our students, which would in turn cast a light on their instructors and the good works both the faculty and students are doing.
- Dr. Shirley Nealy said she agreed that there should be less visiting and adjunct instructors, but she added that many of these faculty have been employed at TSU for a very long time and are excellent instructors.
- Dr. Brown-Guillory asked Dr. Nealy if she thought these visiting and adjunct professors would qualify for tenure track appointments. And if so, a case should be made for them.
- Dr. Kimberly Campbell added that she thought the instructors who had been working for so long had a real value and that getting these teachers to lead a professional development series would help morale and help solve some of the challenges of teaching non-traditional or non-college ready students.
- Dr. Brown-Guillory said she'd spoken to Dr. Gooden about helping to organize a series of professional development events in the fall of 2010.
- Dr. Qisheng Pan asked if faculty would be allowed sabbaticals to work on research or other projects.
- Dr. Brown-Guillory said that this administration approves of sabbaticals. Faculty are to make application through the appropriate channels—the Department Chair, the Dean, the Provost. Dr. Brown-Guillory noted that most universities offer sabbaticals on a

competitive scale. She asked Dr. Wu to speak on the University's past policy on offering sabbaticals.

- Dr. Helen Taylor Greene said concerned faculty, with the help of the Faculty Senate, had been trying to activate sabbaticals recently.
- Dr. Wu said the decision to offer sabbaticals is currently up to the specific departments and what their budgets can afford. Dr. Wu noted that procedures/criteria differ according to each college/school.
- Dr. Hampton spoke to the need for updating technology in the different colleges.
- Dr. Brown-Guillory said she was aware that there were many processes in transition, including the upgrading of technologies, and that she would bring the Council's concerns to the Provost.
- Dr. Nealy agreed that upgrading technologies and maintaining campus facilities should be a priority and would greatly influence morale.
- Dr. Earl Wright, II said he agreed with Dr. Nealy and shared his frustration with not finding the materials he needed at the Terry Library or having to spend hours at the University of Houston and Rice University Libraries for his research needs.
- Dr. Brown-Guillory remarked that she would suggest the forming of a committee with representatives from each department to work with library acquisitions.
- Dr. Jones interjected that each College once had a Library Committee. Dr. Brown-Guillory said she would work to resurrect the committee or create one to meet the current needs of faculty.

Adjournment:

Dr. Elizabeth Brown-Guillory adjourned the meeting at 5:00 p.m. The next meeting is scheduled for February 22, 2010 at 4:00 p.m., in Hannah Hall, Conference Room 111.

Minutes submitted by: Ms. Tiffany Vaughner
Approved by: Dr. Elizabeth Brown-Guillory