

Texas Southern University

Department Chairs' Council

Monday, October 12, 2009

4:00 p.m.

HH Conference Room 111

AGENDA

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

Introductions Department Chairs

Role of Department Chairs Dr. Sunny E. Ohia
Provost and Vice President for Academic Affairs /Research

Items for Discussion Department Chairs

Announcements Department Chairs

Announcements & Associate Provost Updates Dr. Elizabeth Brown-Guillory

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, October 12, 2009

4:00 p.m.

Hannah Hall Room 111

Council Members Present:

Dr. Della Bell	Interim Chair, Mathematics, College of Science and Technology
Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences
Dr. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Louis Browne	Interim Chair, Radio, Television & Film, Tavis Smiley School of Communication
Dr. Kimberly Campbell	Interim Chair, Speech Communication, Tavis Smiley 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	Interim 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. Vera Walker Hawkins	Interim Chair, Radio, Television & Film, Tavis Smiley School of Communication
Dr. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Dr. Olufisayo Jejelowo	Chair, Biology, College of Science and Technology
Prof. Dianne Jemison-Pollard	Chair, Fine Arts, College of Liberal Arts & Behavioral Sciences
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. David Olowokere	Chair, Engineering Technologies, College of Science and Technology
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy and Health Sciences
Dr. Yi Qi	Interim Chair, Transportation Studies, College of Science and Technology
Dr. K. V. Ramaswamy	Chair, Business Administration, Jesse H. Jones School of Business
Dr. Rhonda Saldivar	Chair, English, College of Liberal Arts & Behavioral Sciences
Dr. Earl Wright, II	Chair, Sociology, College of Liberal Arts & Behavioral Sciences

Council Members Absent With Representation:

Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology, represented by Dr. Bobby L. Wilson, Shell Oil Endowed Chair of Environmental Toxicology & L. Lloyd Woods Distinguished Professor of Chemistry
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Council Members Absent:

Dr. Charles Glass	Interim Chair, Aviation Science & Technology, College of Science and Technology
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Khaled A. Kamel	Chair, Computer Science, College of Science and Technology
Dr. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
Dr. Emmanuel Nwagwu	Chair, Educational Administration and Foundations, College of Education
Dr. Qisheng Pan	Interim Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Mr. George Thomas	Chair, KTSU, Tavis Smiley School of Communication

Others Present:

Dr. Elizabeth Brown-Guillory	Associate Provost/Associate Vice President for Academic Affairs
Dr. Sunny E. Ohia	Provost and Vice President for Academic Affairs/Research
Dr. Edieth Wu	Chair, Faculty Assembly/Senate

Opening:

The meeting of the Department Chairs' Council was called to order at 4:10 p.m. by the Associate Provost, Dr. Elizabeth Brown-Guillory.

A. Introductions

- All present offered introductions, giving a short description of who they are and what they do.
- Dr. Sunny E. Ohia thanked Dr. Brown-Guillory for organizing the Department Chairs' Council and announced that she would preside over all future meetings. He then explained his vision for the

department chairs. He said the concept of the group was a subject that was very dear to his heart because of his fond memories of his time as a department chair. He noted that department chairs formed the main front for academic affairs at the University, dealing with the troops in the trenches – the faculty. A department chair also has a unique opportunity to represent the faculty’s vision in terms of academics. Dr. Ohia also expressed his desire that department chairs be the individuals who help the administration make sure that faculty perform their duties accordingly. In short, Dr. Ohia expects true leadership from department chairs. He gave the example of faculty members canceling classes without notice or coming to class late as issues. He noted that it is crucial for department chairs to set the tone and to ensure that these abuses stop immediately. He added that the role of department chairs is pivotal to the success of their respective College but also to the University as a whole. He suggested that there might be leadership-training opportunities to those who’d like to advance their careers beyond department chair and spoke about mentoring opportunities for faculty. He closed by stating that department chairs are the functional unit of the University, facilitating the flow of communication among other units and areas of administration. Dr. Ohia ended his remarks and handed over the meeting to Dr. Elizabeth Brown-Guillory.

B. Items for Discussion

- Dr. Brown-Guillory encouraged department chairs to visit with her about ways to improve the academic operations of the University. She added that the Provost Office was working on streamlining the system by creating avenues for dialogue among all levels of academic stations.
- Dr. Helen Taylor Greene offered the comment that she believed the role of the department chair is to be an advocate for faculty. She wanted to know if anything had been done to address the need for faculty development leave policies. Dr. Brown-Guillory answered that the Provost’s office is working on faculty development leave and should be ready to report on that subject at the next Department Chairs’ Council.

C. Promotion and Tenure Guidelines

- Dr. Brown-Guillory reminded the department chairs that the deadline for faculty to submit promotion and tenure portfolios is October 16th. She acknowledged that there were some questions about external letters. She pointed out that the current Faculty Manual did not specify the need for external letters; however, the Manual is under revision and in the future, external letters will be required. Dr. Brown-Guillory noted that several deans spoke up in Deans’ Council on the subject of external letters and announced that they regularly request external letters as a matter of practice. Dr. Brown-Guillory cleared up a question about whether faculty members were to use the new guidelines submitted by the Office of the Provost. She announced that Dr. Ohia had decided that, given that some faculty had already arranged their portfolios using department or College approval guidelines, the Provost’s Office would wait until the next cycle to fully implement the University-wide Promotion and Tenure Guidelines. Dr. Brown-Guillory assured the department chairs that the guidelines did fall in line with what is promulgated in the Faculty Manual.
- Dr. Brown-Guillory announced the Department Chairs’ Council would meet every six weeks to ensure solid communication.
- Dr. Brown-Guillory addressed what she thought was some confusion about why the department chairs were meeting. She emphasized that the purpose of the Council was not to diminish the role of deans. Deans will be copied on all meetings and sent meeting minutes.
- Dr. Brown-Guillory expressed her hope that all faculty profiles had been updated in preparation for the upcoming directory and distribution list of the entire faculty.

D. Course Syllabi

- Dr. Brown-Guillory updated the Council on the reaccreditation process and passed out sample course syllabi. She stressed the need for all syllabi to contain the key components as illustrated on the samples distributed.

E. Teaching Awards

- Dr. Brown-Guillory passed out information on two teaching awards (International Conference on College Teaching and Learning and ETS Visiting Scholars Award) and asked the department chairs to distribute to faculty.

F. Other Items

- Dr. Brown-Guillory announced that Dr. Obidike Kamau has informed her that students' remote accesses to the Robert James Terry Library databases have been restored. Students complained to Chief Operating Officer Gloria Walker who in turn asked Dr. Brown-Guillory to get an update on the issue. Dr. Kamau informed Dr. Brown-Guillory that in a few weeks a designated IT person for the library would be hired to maintain the databases to ensure access without interruptions.
- Dr. Brown-Guillory expressed her enthusiasm about getting to know the department chairs. She conveyed that she is eager to get input from them on several upcoming projects. She said she knows that faculty want to be part of the governance process and that the administration would work diligently to make this happen to the extent that it is possible. She also informed the department chairs that the best way to reach her by phone is through her administrative assistant, Ms. Tiffany Vaughner, at 713-331-1180.
- Dr. Vera Hawkins Walker spoke about the Quality Enhancement Program (QEP) and that all Council members were invited to meet with the group and further discuss their concerns. The group meets every Thursday in The Graduate School conference room.
- Dr. Brown-Guillory said that while speaking with a colleague she asked how was the best way to get to know her colleagues quickly and was told to ask the department chairs to give the names of five people the department chairs felt she *must* get to know. She then asked the department chairs to send her the names of people who have shown excellence in teaching, research and service.
- Dr. Brown-Guillory mentioned that she is a member of the Retention Strategies Committee and that faculty clearly asked for pedagogy workshops to strengthen teaching. Dr. Brown-Guillory reported that she received approval from Provost Ohia to plan a series of pedagogy/grant writing seminars in late Spring 2010 or early Fall 2010.
- Dr. Inyang N. Osemene questioned the faculty's ability to accomplish research goals when some of the faculty workloads are too high to commit much time to research, scholarship or publications. Dr. Brown-Guillory said that she had spoken with faculty about this issue and that the Faculty Senate is working on this. For example, the Faculty Senate has submitted names to the Provost to constitute a Faculty Workload Committee. Dr. Edieth Wu said she understood that Pharmacy had a very heavy workload and suggested Pharmacy send nominees to Faculty Senate, and those names would be forwarded to Dr. Brown-Guillory. Dr. Marie Horton spoke about a two-tiered system, separating those who want to teach from those who want to do research primarily. Dr. Brown-Guillory agreed and said that was definitely understood and was under consideration.

- Dr. Kimberly Campbell suggested that the Council could look into a new linear, more collaborative teaching model. She said she would like to see this component discussed during a professional development series. Dr. Cherry Gooden suggested that in addition to a professional development series, the University might consider professional learning communities where cross-disciplined faculty members serve in a mentoring capacity while encouraging feedback from faculty and students. Dr. Gooden volunteered to work with Dr. Brown-Guillory to pool the resources of the TSU faculty to participate in these professional learning communities as well as to assist Dr. Brown-Guillory in indentifying external resources to work in tandem with internal resources.
- Dr. Olufisayo Jejelowo said that in her department faculty had already initiated some of Dr. Gooden's ideas and that she was willing to share that information with Dr. Brown-Guillory and other Council members.

Adjournment:

Meeting was adjourned at 5:15 p.m. by Dr. Elizabeth Brown-Guillory. The next meeting is scheduled for Monday, November 23 at 4:00 p.m. in Hannah Hall Conference room 111.

Minutes submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory