

Texas Southern University

Associate/Assistant Deans' Council

Monday, October 18, 2010

3:00 p.m.

HH Conference Room 111

AGENDA

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

Announcements Associate/Assistant Deans

Agenda Items from Associate/Assistant Deans' Associate/Assistant Deans'
➤ Change of Major Form for Undergraduates – Dr. Fennoyee Thomas

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Dossiers and the Faculty Manual
- External Review of Academic Departments
- Faculty Awards
- Overcrowded Classes
- Blackboard
- Signage
- Updated CV's
- The Library Committee/ Dr. Kamau
- Technology Resources
- By-Laws
- Faculty Ombudsman
- Collaborations Among Departments

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, October 18, 2010

3:00 p.m.

Hannah Hall Room 111

Council Chair

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

Council Members Present

Mr. Kevin Adams	Assistant Dean of Student Services, School of Communication
Dr. Gabriel Aitsebaomo	Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Felix Ayadi	Interim Associate Dean, Jesse H. Jones School of Business
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. Jessica Davis	Assistant Dean for Student Affairs, College of Education
Dr. Helen Taylor Greene	Interim Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Desireé Jackson	Interim Assistant Dean for Student Services and Instructional Technology, College of Science & Technology
Dr. James A. Johnson, Jr.	Associate Dean for Academic Affairs, College of Education
Dr. Shirlette Milton	Assistant Dean for Student Services, College of Pharmacy and Health Sciences
Dr. Geary Newhouse	Assistant Dean for Academic Affairs, Thomas F. Freeman Honors College
Dr. Lillian B. Poats	Associate Dean, The Graduate School
Dr. Reza J. Poudeh	Associate Dean for Academic Affairs, School of Communication
Dr. Gloria Batiste-Roberts	Interim Executive Associate Dean, Thomas F. Freeman Honors College
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences
Dr. L. Darnell Weeden	Associate Dean for Faculty Development/Research, Thurgood Marshall School of Law
Ms. Clara Wiley	Assistant Dean for Business Student Services, Jesse H. Jones School of Business

Council Members Absent with Representation

Mr. Uche Oguayo Assistant Dean, College of Continuing Education, represented by Dr. J. Opolot

Council Members Absent

Dr. Edward C. Bell	Assistant Dean for Student Affairs, Thomas F. Freeman Honors College
Dr. Fernando Colon-Navarro	Associate Dean of Students, Thurgood Marshall School of Law
Dr. James DuMond	Associate Dean, College of Science and Technology
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Patricia Garrison	Assistant Dean of Academic Support, Thurgood Marshall School of Law
Ms. Erica Vallier Jackson	Assistant Dean for Assessment & Accreditation, Jesse H. Jones School of Business
Dr. Golda Anne Leonard	Associate Dean, College of Pharmacy and Health Sciences
Dr. Virgie Mouton	Assistant Dean for Student Affairs, Thurgood Marshall School of Law
Dr. Edith Wu	Faculty Senate

Opening

Associate Provost Brown-Guillory called the meeting of the Associate/Assistant Deans' Council to order at 3:00 p.m.

A. Opening

- Dr. Brown-Guillory asked for approval of minutes from previous meeting to be accepted as submitted. Dr. Batiste-Roberts motioned to approve the minutes, and it was seconded by Dr. Felix Ayadi.

B. Announcements

- Dr. Brown-Guillory announced the creation of Student Academic Enhancement Services, which is headed by Interim Associate Provost Betty Cox. Advisors have been placed in each college and will report both to a dean and the associate provost.

C. Agenda Items from Associate/Assistant Deans

- Change of major form:

- Dr. Thomas said she felt that the “manual form” (hard copy) processes had gotten out of hand and seemed outdated.
- Dr. Davis advised the council that the College of Education had recently made suggestions on how to automate the process to ensure accountability.
- Dr. Brown-Guillory said her office would research how other schools handle the change of major process.

D. Dossiers and the Faculty Manual

- Dr. Brown-Guillory stated that until the faculty senate can review and approve how dossiers should be arranged; the established process of each college is what should be used. She also mentioned that the option will remain open for faculty to use the provost’s guidelines instead of the departmental guidelines, and that the timeline will not change and the due date for turning in dossiers to department chairs remains set for October 20, 2010.

E. External Review of Academic Departments

- Dr. Brown-Guillory announced that Dr. Claude Superville will oversee the external review process. She advised that Environmental Toxicology, Mathematics and English have started working on their reports and that (5) five external reviews should be conducted per year.

F. Faculty Awards

- Dr. Brown-Guillory mentioned that faculty awards information is available and is located on the TSU site. She urged council members to encourage faculty to apply for awards due to the lack of applications in the previous year. She also mentioned that it requires a significant amount of materials to be assembled and that faculty should review the application process well in advance of the deadlines.

G. Overcrowded Classes

- Dr. Brown-Guillory alerted council members that a contingent of Student Government Association Students attended the Academic Council meeting to voice their concerns about overcrowded classes.

H. Blackboard

- Dr. Brown-Guillory stated that, according to some students, faculty members are not posting course syllabi. She mentioned that numerous complaints from students have been received regarding inaccessibility or absence of syllabi. She advised that relevant faculty members have been identified, and a list has been sent to the deans of their respective colleges. Deans will then investigate and verify all allegations.
- Council members raised questions about classroom capacity and excessive purging. Dr. Poats mentioned the state law requirements regarding online syllabi postings and recommended all syllabi be stored in a new database location as well as via blackboard.

I. Signage

- Dr. Brown-Guillory said many students have expressed difficulty in navigating the campus effectively due to unmarked buildings and lack of efficient signage. She noted that a proposal to create appropriate/adequate signage has been approved by Board of Regents but that TSU is still attempting to identify monetary resources to handle campus-wide signage issues. She also mentioned that according to Timothy Rychlec, the administration has considered using deferred maintenance funds to alleviate the need for outside funding.

J. Updated CV's

- Dr. Brown-Guillory inquired about the difficulty of updating faculty CV's. She mentioned that information is often needed quickly for nominations, appointments, etc. She also noted that the one page faculty profile was not adopted as the standard by each college because many have their own policies to regulate faculty profiles.
- Faculty council members discussed processes and methods for updating and uploading CV's.

K. The Library Committee / Dr. Kamau

- Dr. Brown-Guillory said Dr. Kamau will go to faculty meetings when invited to talk about resources required by each college/school in the Library.

L. Technology Resources

- Dr. Brown-Guillory said that deans have been asked to report to the provost what technology resources are needed.

M. By-Laws

- Dr. Brown-Guillory advised that deans are charged with generating by-laws if they don't already exist within their colleges/schools and that all colleges/schools must update their by-laws regularly. She also mentioned that no deadline has been set.

N. Faculty Ombudsman

- Dr. Brown-Guillory mentioned that Provost Ohia is working to hire this person and requesting that deans submit names of at least 3 qualified faculty members to interview.

O. Collaborations Among Departments

- Dr. Brown Guillory inquired about the frequency of collaboration among and between colleges/departments and she asked if faculty thought collaborations were was important. She also asked council members what things they would like to report concerning this matter. Faculty members discussed the importance of collaboration among departments.
- Dr. Brown-Guillory mentioned that the provost is investigating best practices and that he is looking to fine-tune certain processes due to his office acquiring the operations of Enrollment Management, which include Registration, Admissions, Recruitment, and Retention.

Adjournment:

Dr. Brown-Guillory called to adjourn the meeting at 4:00 p.m. Dr. Milton motioned and Dr. Newhouse seconded. The next meeting is scheduled for November 29, 2010 at 3:00 p.m., in Hannah Hall, Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory