

Texas Southern University

Associate/Assistant Deans' Council

Monday, September 13, 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

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Faculty Manual
- Promotion and Tenure
- External Review of Academic Departments
- Library Committee
- Founder's Day
- Enrollment Management Services Retreat
- Faculty Awards
- School/Community Partnerships: Back to Basics Summer Institute
- Updating Personnel Changes in Colleges/Schools
- Upcoming Office Changes

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, September 13, 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

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. Gloria Batiste-Roberts	Interim Executive Associate Dean, Thomas F. Freeman Honors College
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. Jessica Davis	Interim Associate Dean for Student Affairs, College of Education
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Helen Taylor Greene	Interim Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Desirée Jackson	Interim Assistant Dean for Student Services and Instructional Technology, College of Science & Technology
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. Shirlette Milton	Assistant Dean for Student Services, College of Pharmacy and Health Sciences
Dr. Reza J. Poudeh	Associate Dean for Academic Affairs, School of Communication
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

Council Members Absent with Representation

Mr. Kevin Adams	Assistant Dean of Student Services, School of Communication, represented by Dr. Reza J. Poudeh
Dr. James A. Johnson, Jr.	Associate Dean for Academic Affairs, College of Education, represented by Dr. Danita Bailey-Perry
Mr. Uche Oguayo	Assistant Dean, College of Continuing Education, represented by Ms. Angela Evans

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. Patricia Garrison	Assistant Dean of Academic Support, Thurgood Marshall School of Law
Dr. Geary Newhouse	Assistant Dean for Academic Affairs, Thomas F. Freeman Honors College
Dr. Virgie Mouton	Assistant Dean for Student Affairs, Thurgood Marshall School of Law
Dr. Lillian B. Poats	Associate Dean, The Graduate School
Ms. Clara Wiley	Assistant Dean for Business Student Services, Jesse H. Jones School of Business

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 the minutes from the previous meeting to be accepted as presented. Dr. Gloria Batiste-Roberts motioned to approve the minutes, and it was seconded by Dr. Desirée Jackson.

B. Announcements

- Dr. Brown-Guillory called for announcements from the council and requested that any agenda items be sent in advance of the next meeting. Council members shared upcoming major events in their units.
- Dr. Ayadi asked council members to encourage their faculty to participate in the Eighteenth Annual Southwestern Business Administration Teaching Conference which is scheduled for October 21 and 22 at the JHJ School of Business.

C. Faculty Manual

- Dr. Brown-Guillory advised that additional work is being done on the manual and that Dr. Ohia has asked the deans, faculty, and faculty senate to review the document and provide feedback. She reminded the committee that Professor Carroll Robinson is the chair of the Faculty Manual Committee and that the last update of the manual was in 2002.

D. Promotion and Tenure

- Dr. Brown-Guillory mentioned that the deadline for dossier submittal to department chairs is October 20, 2010 and that the Optional Promotion & Tenure Guidelines have been uploaded to the TSU website under Academic Affairs and Research. She stated that while the guidelines provide basic information for organizing the dossier, each department and college will determine criteria for promotion and tenure.

E. External Review

- Dr. Brown-Guillory mentioned that the president and the provost have discussed undertaking external reviews throughout the University. She also mentioned that, as advised by Dr. Gregory Maddox, departments at most public universities are normally reviewed every 5 years. She said she had researched the process for external reviews by studying comparable institutions, and she provided a brief overview of the typical process. The goal is to standardize the process, to the extent that standardization is possible.

F. University Library Committee

- Dr. Brown-Guillory announced that she has volunteered to chair the University Library Committee. She is requesting that each department choose a junior and senior faculty member to serve on the committee. The purpose of the committee is to evaluate the library needs for each department and to offer recommendations to the library personnel and administration. The council discussed various aspects in regards to funding. The discussion ended with Dr. Criner agreeing to represent the College of Science and Technology on the library committee.

G. Founder's Day

- Dr. Brown-Guillory reminded the council that Founder's Day celebrations will take place on September 14, 2010. She mentioned that Ms. Wendy Adair and her team have been working very hard to make the event a success. She gave a brief synopsis of the scheduled events for the day and answered questions regarding student attendance and suggested attendance incentives.

H. Enrollment Services Retreat

- Dr. Brown-Guillory advised the council that Enrollment Services now reports to the Office of the Provost and that members attended a retreat in Pearland to discuss best practices.

I. Faculty Awards

- Dr. Brown-Guillory mentioned that the guidelines for the Faculty Excellence Awards have been uploaded to the TSU website under Academic Affairs and Research. She gave a brief description of the awards and urged associate and assistant deans to encourage faculty to apply for faculty awards. Dr. Brown-Guillory advised the council that Dr. Ohia would like each college/school and department to offer awards in addition to the awards offered by the Office of the Provost.

J. Partnerships

- Dr. Brown-Guillory provided a brief summary of the Back to Basics Summer Institute and its mission of reaching out to high school students to help prepare them for college. She called

attention to the Back to Basics website and announced that she will be working to secure funding from corporations; she plans to increase the number of faculty for Summer teaching.

K. Updating Personnel

- Dr. Brown-Guillory asked the council to send any personnel changes or updates to Ms. Tiffany Vaughner.

L. Office Changes

- Dr. Brown-Guillory notified the council that Dr. Ohia's office has moved to Hannah Hall, Suite 340, and that she will be moving her office to Hannah Hall, Suite 305.

M. Additional Topics

- The Council discussed concerns about registration blocks for students and override privileges.

Adjournment:

Dr. Brown-Guillory adjourned the meeting at 4:00 p.m. The next meeting is scheduled for October 18, 2010 at 3:00 p.m., in Hannah Hall, Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown Guillory