

Texas Southern University

Associate/Assistant Deans' Council

Monday, July 18, 2011

3:00 p.m.

HH Conference Room 111

AGENDA

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

Presentation by the Thomas F. Freeman Honors College Dean Humphrey Regis

Agenda Items from Council Associate/Assistant Deans

- One-Stop Registration – Dr. Diane Mosley

Presentation on One-Stop Registration & Credit by Examination Process ... Ms. Lori LaBrie
Director, Academic Retention Services & Special Assistant to the Provost

Mr. Antonio Saenz
Enterprise Data Manager

Reports from Council Associate/Assistant Deans

- Course Scheduling – Dr. James DuMond
- Updating Forms for Academic Affairs – Dr. Fennoyee Thomas

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Summer Graduation – August 6
- University Curriculum Council
- New Faculty Orientation/Opening Faculty Meetings

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, July 18, 2011
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. 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. James DuMond	Interim Associate Dean for Academic Affairs, College of Science and Technology
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Maurice Mangum	Interim Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Shirlette Milton	Assistant Dean for Student Services, College of Pharmacy and Health Sciences
Dr. Dianne Mosley	Interim Assistant Dean for Student Enhancement & Learning, College of Liberal Arts & Behavioral Sciences
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business

Council Members Absent

Dr. Gabriel Aitsebaomo	Interim Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Felix Ayadi	Interim Associate Dean, Jesse H. Jones School of Business
Dr. Desireé Jackson	Interim Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Dr. Golda Anne Leonard	Associate Dean, College of Pharmacy and Health Sciences
Dr. Claudette Ligans	Interim Associate Dean for Academic Affairs, College of Education
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences
Ms. Erica Vallier Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business
Dr. L. Darnell Weeden	Associate Dean for Faculty Development/Research, Thurgood Marshall School of Law

Others Present

Dr. Humphrey Regis	Dean, The Thomas F. Freeman Honors College
Ms. Lori LaBrie	Director, Academic Retention Services & Special Assistant to the Provost
Mr. Antonio Saenz	Enterprise Data Manager
Tiffany Vaughner	Senior Administrative Assistant to Associate Provost Brown-Guillory

Opening

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

A. Opening

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

B. Presentation by the Thomas F. Freeman Honors College

- Dean Humphrey Regis said that he had looked at honors colleges/programs at several institutions and drawn three major elements from them – interdisciplinary studies; ethics, aesthetics and philosophy studies; and location of self, issues and phenomena in local, national and global contexts. He stated that there is a need for special sections of courses, as well as special contract courses, for honors students. He added that successful collaboration will involve the dean of the Honors College working closely with department chairs to provide an array of academic services to Honors students.

C. Presentation on One-stop Registration

- Ms. Lori LaBrie gave a report on the One-stop Registration process. She said that TSU President John M. Rudley had charged that the registration process must be made more accessible and easier to navigate for students. Ms. LaBrie added that these changes were necessitated by many student complaints. Dr. Brown-Guillory noted that she had also been asked by the president to retrieve registration processes from each College/School, and it was this information that led to a return to One-stop Registration; a process which existed at TSU some years back but was discontinued. Antonio Saenz added that One-stop Registration would run for two weeks during the Fall and Spring semesters. The dates for Fall 2011 are August 15 – 26. Discussion followed, with council members expressing concern that the two week period might interfere with classes that would have began and advisors and data entry people would not be readily available. Ms. LaBrie said she recognized the difficulty in organizing registration staff, but she asked for cooperation.

D. Reports from Council

Course Scheduling

- Dr. DuMond stated that after the last council meeting the committee had researched course scheduling at other universities and had found a good example from the University of Alabama that could be modified to suit the courses taught at TSU. Dr. Dumond passed out information detailing how the revamped course scheduling process could work. He said the whole purpose of a more uniform scheduling process would be to offer students a better selection of courses, better use of the buildings, and there would be less scheduling conflicts for students. Dr. DuMond asked that the council review the proposed process and submit suggestions to him before the next Council meeting. Dr. Dumond noted that after the next council meeting, the proposal should be ready to forward to Deans' Council.

Updating Forms for Academic Affairs

- Dr. Fennoyee Thomas spoke about the purpose of the committee, which is to review all academic affairs forms and to revise them where necessary. Dr. Thomas stressed that the only forms being looked at were those that are processed in the colleges and schools, such as change of major or core substitutions forms. She reported that the committee is currently reviewing about 20 forms and that the revisions were more than halfway completed. Dr. Thomas also stated that some forms would be combined, placed on the web or done away with completely. Dr. Thomas said she would send the updated forms to the council in advance of the next meeting.

E. Summer 2011 Commencement

- Dr. Brown-Guillory informed the council that commencement is on schedule and that students will know three weeks in advance whether or not they have a mathematical chance of graduating.

F. University Curriculum Council

- Dr. Brown-Guillory stated that the new UCC website would soon be live that there would be links on the site showing where to retrieve forms and information about the council reporting process along with news about the Texas Higher Education Coordinating Board.

G. New Faculty Orientation

- Dr. Brown-Guillory provided the council with an update on New Faculty Orientation. She reminded council members that her office is collecting information on all new, tenured and tenure-track faculty. She stated that all new faculty, including those going into their third year, are

expected to attend the August 17th meeting. Faculty going into their fourth year are not required to attend.

Adjournment:

Dr. DuMond moved to close the meeting, and it was seconded by Dr. Jessica Davis. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, August 29, 2011 at 3:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory