Texas Southern University

Associate/Assistant Deans' Council Monday, November 28, 2011 3:00 p.m.

HH Conference Room 111

AGENDA

Welcome	
Associate Provost Updates	Dr. Elizabeth Brown-Guillory
One-on-one Meetings with Department	nt Chairs' Council & Associate/Assistant Deans
Council	
 University Teaching and Learning Ce 	nter Update
 Approved Course Scheduling Policy 	
Taskforce on Course Scheduling, Cou	rse Rotations and Space Utilization
Special Taskforce Reports	Drs. Oscar Criner & James DuMond
• Graduation – December 10 th (Verifica	tion of candidates for Graduation)
 Process for Dealing with Student Con 	nplaints
 Faculty Manual Update 	
New Academic Affairs Division Form	ns (Approved)
 Updating the University Catalog 	
• Textbook Orders (Contact Mr. James	Burch, Ext. 7030)

• Faculty Awards Deadline

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, November 28, 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. 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 Interim Associate Dean for Student Affairs, College of Education

Dr. James DuMond Interim Associate Dean for Academic Affairs, College of Science and Technology

Dr. Desireé Jackson Interim Assistant Dean for Student Services and Instructional Support, College of Science & Technology

Dr. Dianne Jemison Pollard Associate Dean for Academic Affairs, Thomas F. Freeman Honors College

Dr. Golda Anne Leonard Associate Dean, College of Pharmacy and Health Sciences

Dr. Claudette Ligons Interim Associate Dean for Academic Affairs, College of Education

Dr. Maurice Mangum
Dr. Aisha Morris-Moultry
Ms. Erica Vallier Jackson
Ms. Clara Wiley
Interim Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Interim Assistant Dean for Student Services, College of Pharmacy and Health Sciences
Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business
Assistant Dean of Business Student Services, Jesse H. Jones School of Business

Dr. Dianne Mosley Interim Assistant Dean for Student Enhancement & Learning, College of Liberal Arts & Behavioral Sciences

Dr. Michael Sollars Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences

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

Dr. Flora Estes Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences

Others Present

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. One-on-one Meetings with Department Chairs & Associate/Assistant Deans
 - Dr. Brown-Guillory updated the council on her meetings with each Associate/Assistant Dean and Department Chair. She reminded the council that the input of administrators and faculty is essential to shaping the vision of the provost and the president. Dr. Brown-Guillory said her findings from the meetings would be presented at the Dean's Retreat to be held in January.
- B. University Teaching and Learning Excellence Center (TLEC) Update
 - Dr. Brown-Guillory informed the council that an Interim Director for TLEC had been selected but that she was not yet at liberty to announce the new interim director's name. She reminded the council of the center's two pronged purpose: to improve teaching and to train faculty to be better advisors. The center's director will report directly to the associate provost.
- C. Approved Course Scheduling Policy
 - Dr. Brown-Guillory announced that the new policy had been approved by the Academic Council.
- D. Taskforce on Course Scheduling, Course Rotations and Space Utilization

- Dr. Brown-Guillory noted that the course scheduling policy paved the way to the next steps toward revamping the course offering process: course rotations and space utilization. She said that she had hoped that the position of Master Scheduler could be created to address some of the issues stemming from there being no one person responsible for overseeing course rotations, class scheduling and space utilization. Drs. Oscar Criner and James DuMond volunteered to co-chair a taskforce with the Director of Institutional Effectiveness Unit, Dr. Raijanel Crockem, University Registrar, Mrs. Marilynn Square, Mr. Timothy Rychlec, Executive Director of Maintenance, Architectural Engineering & Construction Services, and Associate Provost Brown-Guillory as liaison between the taskforce and the academic units affected by taskforce recommendations to the provost.
- Dr. Dumond reported that he and Dr. Criner had worked for several weeks identifying problems, the major one being errors in inputting data. He said that in looking for a more efficient process, Dr. Criner has developed a Microsoft Excel document with drop-down menus which will help alleviate many of the data entry errors by making it impossible to create items that are not already being offered or approved through the state. Dr. Criner added that the Excel forms could still be printed out for delivery through the process. Dr. Dumond also spoke about how labs are currently reported. He said that currently classes with labs are all reported as lecture only. He added that scheduling and reporting would be more accurate if labs were separated out. Dr. Brown-Guillory said that she is asking department chairs to think in terms of 2-year rotations and that in February 2012 she will begin visiting with department chairs about a 2-year plan.

E. Graduation

• Dr. Brown-Guillory informed the council that Mr. Mark Newsome, commencement program typesetter, had been let go due to staff reductions and that it was critical that academic units adhere to the timeline in light of the fact that the seasoned commencement program designer was no longer at TSU. She asked the council members to verify student names and to send any corrections to Mrs. Square in a timely manner. She also confirmed that Summer 2011 was the last time TSU would offer a summer commencement.

F. Process for Dealing with Student Complaints

• Dr. Brown-Guillory noted that during her one-on-one meetings, the issue of how best to handle student complaints arose. Dr. Golda Leonard said that in Pharmacy there are different processes and policies according to what the issue is. Dr. Gabriel Aitsebaomo said that the Law School documents all student complaints and that documentation may then be sent to the Office of the Provost, if the need arises. Dr. Brown-Guillory asked for volunteers to serve on the Ad Hoc Committee on Establishing a Uniform Student Grievance Process. Drs. Jessica Davis, Dianne Jemison-Pollard, L. Darnell Weeden (Chair), and Virgie Mouton volunteered. Dr. Brown-Guillory asked the committee to have a draft for review due by February 1st.

G. New Academic Affairs Division Forms

• Dr. Fennoyee Thomas reported on her committee's progress with finalizing the new forms. She said the forms are ready for distribution and are considerably less confusing. She added that the committee is recommending that forms be reviewed every five years. Council members requested

that forms be reviewed as needed. Dr. Criner said that he is working on getting some of the forms automated.

H. Updating the University Catalog

Mr. Hasan Jamil, Special Assistant to the President-Financial Aid, is taking the lead in updating
the undergraduate 2012-2014 catalog and is working with Dr. Brown-Guillory to encourage full
participation by the academic units.

I. Textbook Orders

• Dr. Brown-Guillory spoke to the council about the way in which textbooks are ordered. She said that President Rudley is concerned that only 65% of textbook orders are in. Dr. DuMond said that the TSU Bookstore reports classes that do not have textbooks and/or are labs and research-based classes. Dr. Claudette Ligons said that on the bookstore's textbook order form there is a space at the bottom where the person ordering books can state why no textbook is being ordered. She said she thought this space was possibly being overlooked by bookstore staff. Dr. Brown-Guillory announced that she would establish an ad hoc committee to review the current practices and make recommendations to the TSU Bookstore.

J. Faculty Excellence Awards

• Dr. Brown-Guillory informed the council of the upcoming due dates for applications for Faculty Excellence Awards. She reminded the council that these university-wide awards do not preclude any college/school awards and that the winners of the college/school awards will be recognized at the award ceremony in April 2012. She encouraged the council to apply for the awards by the deadlines, March 15th for the Presidential Achievement Medal and the Provost's Department of the Year Award and March 1st for the McCleary Teaching Excellence Award, the Scholarly Research/Creative Activities Award, the Distinguished Service Award, and the Faculty Award for Mentoring Undergraduate Research/Creative Activities. Criteria and nomination forms may be found on TSU's website under the Division of Academic Affairs and Research.

Adjournment:

Dr. DuMond moved to close the meeting, and it was seconded by Dr. Criner. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, January 23, 2011 at 3:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by: Ms. Tiffany Vaughner

Approved by: Dr. Elizabeth Brown-Guillory