

# Texas Southern University

Associate/Assistant Deans' Council

Monday, November 28, 2011

3:00 p.m.

*HH Conference Room 111*

## AGENDA

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

**Associate Provost Updates** ..... Dr. Elizabeth Brown-Guillory

- One-on-one Meetings with Department Chairs' Council & Associate/Assistant Deans Council
- University Teaching and Learning Center Update
- Approved Course Scheduling Policy
- Taskforce on Course Scheduling, Course Rotations and Space Utilization
- **Special Taskforce Reports** ..... Drs. Oscar Criner & James DuMond
- Graduation – December 10<sup>th</sup> (Verification of candidates for Graduation)
- Process for Dealing with Student Complaints
- Faculty Manual Update
- New Academic Affairs Division Forms (Approved)
- Updating the University Catalog
- Textbook Orders (Contact Mr. James Burch, Ext. 7030)
- Faculty Awards Deadline



- 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. Rajanel Crockem, University Registrar, Mrs. Marilyn 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 1<sup>st</sup>.

#### G. New Academic Affairs Division Forms

- Dr. Fennoye 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 15<sup>th</sup> for the Presidential Achievement Medal and the Provost's Department of the Year Award and March 1<sup>st</sup> 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