

Texas Southern University

Associate/Assistant Deans' Council

Monday, October 10, 2011

3:00 p.m.

HH Conference Room 111

AGENDA

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

Reports from Council Associate/Assistant Deans

- Updating Forms for Academic Affairs – Dr. Fennoye Thomas

Agenda Items from Council Associate/Assistant Deans
(None were submitted in advance of the meeting.)

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Meeting Attendance Records
- University Teaching and Learning Center (Teaching and Advising)
- Approved Course Scheduling Policy
- UAV, QEP, AVID
- Accommodations for Students
- Course Rotation/Advance Planning
- Schedule Request Form (Updated May 2011)
- Graduation – December 10th (Graduation Analysis Reports)
- TSU Online Learning Summit (November 18, 9am-2pm)
- Post-Tenure Review
- P & T Criteria & By-Laws
- Increasing Admission Standards

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, October 10, 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. 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	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. 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. James DuMond	Interim Associate Dean for Academic Affairs, College of Science and Technology
Dr. Gloria Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Ms. Erica Vallier Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business

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. Attendance

- Dr. Brown-Guillory spoke to the council about the importance of attendance for council meetings and reminded them that attendance was mandatory for them as well as department chairs as per directives from President Rudley and Provost Ohia.

B. Teaching and Learning Excellence Center (TLEC) Interim Director Search

- Dr. Brown-Guillory reminded the council of the search for an interim director of TLEC, a position which will report to her and which will focus on faculty development: training faculty to become better, stronger teachers and training faculty to become better advisors and counselors to students.

C. Approved Course Scheduling Policy

- Dr. Brown-Guillory announced that the policy approved by the council had gone to the Deans' Council and was unanimously approved and will become effective Fall 2012. She asked the council to pass along this policy to all members of their departments who are responsible for scheduling. Dr. Brown-Guillory added that exceptions must go directly to Dr. Ohia to be

reviewed on a case-by-case basis in consultation with University Registrar, Mrs. Marilyn Square.

D. UAV, QEP and AVID

- UAV – Dr. Brown-Guillory reported on the October 10, 2011, meeting President Rudley and Provost Ohia had with UAV students, where key administrators spoke to students about the behavior of some of the students in residence and what is expected of them academically and socially.
- AVID – Dr. Brown-Guillory reported on Advancement Via Individual Determination (AVID), a program which is responsible for putting together interventions that will help students excel. Provost Ohia and a team from his office worked to secure the AVID grant, which is funded through the THECB for a period of three years. This program on campus is being facilitated by Dr. Betty Cox, Interim Associate Provost/Associate VP for Student Academic Enhancement Services

E. Accommodations for Students

- A complaint was filed in the President's Office that a student requested a few weeks off due to the need for a kidney transplant and that student's professor refused to work with the student. Dr. Ohia asked Dr. Brown-Guillory to remind the council that faculty must work with students with disabilities to accommodate their needs as prescribed by the Americans with Disabilities Act (ADA). She stated that it is up to faculty to investigate these claims, but that they must work with the Center for Students with Disabilities to insure that all procedures are followed.

F. Schedule Request Forms and Course Rotation/Advance Planning

- Dr. Brown-Guillory updated the council on Schedule Request Form changes. She reminded the council that the electronic and hard copy course schedules will only work if what is submitted is accurate and demonstrates advance, solid planning. She also stated that old forms are still being used even though new forms had been sent to the deans, associate and assistant deans, and department chairs. She also advised council members that while department chairs say that they are aware of rotations and do advise students accordingly, there is still the perception among students that faculty are not providing them with accurate information or are not doing enough to insure that they graduate on time. Dr. Brown-Guillory announced that she plans to work closely with deans and department chairs to review the course rotation process, namely to encourage academic units to begin to think in terms of generating and publicizing a two-year plan for course rotations.

G. Post-Tenure Review and Promotion & Tenure Criteria and Bylaws

- Dr. Brown-Guillory advised the council that post-tenure review is state mandated and is present in the faculty manual as such. She reminded the council that Dr. Ohia has said that each academic unit must come up with its own criteria. Dr. Brown-Guillory noted that the faculty manual provides only general guidelines of what is expected, but that only departments can set the standards for what a faculty must achieve in order to be promoted and/or tenured. She added that Dr. Ohia has requested that all colleges/schools submit bylaws along with their P&T criteria to Dr. Brown-Guillory.

H. Graduation

- Dr. Brown-Guillory distributed the timeline for graduation had and went over the dates and deadlines leading to Winter Commencement, which is scheduled for December 10, 2011.

I. Increasing Admission Standards

- Dr. Brown-Guillory informed the council that new admission standards, which raised the entering college GPA to 2.5 from the previous 2.0, had been approved by the TSU Board of Regents and would become effective Fall 2012.

J. Updating Academic Affairs Forms

- Dr. Fenoyee Thomas, Associate Dean of COLABS, reviewed changes with the council and accepted suggestions for additional changes. The council provided feedback to Dr. Thomas and the other committee members and then voted unanimously to approve the revised Academic Affairs forms the revised forms will be presented to Academic Council for further input and approval.

Adjournment:

Dr. Gabriel Aitsebaomo 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, November 28, 2011 at 3:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory