

Texas Southern University

Department Chairs' Council

Monday, April 18, 2011

4:00 p.m.

HH Conference Room 111

AGENDA

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

Procedures for Course and Program Changes and Reporting to the THECB.....Ms. Sallie Bridges
University Reporting Official to the THECB

Graduation Analyses.....Ms. Marilyn Square
University Registrar

Agenda Items from Council Department Chairs

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Low-producing Programs
- May Graduation
- BOR Retreat
- QEP
- University Curriculum Council
- Faculty Excellence Awards Luncheon

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, April 18, 2011
4:00 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. Michael Berryhill	Chair, Journalism, School of Communication
Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences
Dr. Jeff Brice Jr.	Interim Chair, Business Administration, Jesse H. Jones School of Business
Dr. Louis Browne	Interim Chair, Radio, Television & Film, School of Communication
Dr. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Kimberly Campbell	Interim Chair, Speech Communication, School of Communication
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy & Health Sciences
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Khaled A. Kamel	Chair, Computer Science, College of Science and Technology
Dr. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
Mr. Richard F. Lee	Interim Chair, Music, College of Liberal Arts & Behavioral Sciences
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Sciences
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. Emmanuel Nwagwu	Chair, Educational Administration and Foundations, College of Education
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology
Dr. Ihekwoaba Onwudiwe	Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy and Health Sciences
Dr. Yi Qi	Interim Chair, Transportation Studies, College of Science and Technology
Dr. Rhonda Saldivar	Chair, English, College of Liberal Arts & Behavioral Sciences
Dr. Azime Saydam	Chair, Mathematics, College of Science and Technology
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences
Dr. Sarah G. Trotty	Interim Chair, Visual and Performing Arts, College of Liberal Arts & Behavioral Sciences

Council Members Absent With Representation

Dr. John B. Sapp	Chair, Chemistry, represented by Dr. Yuanjian Deng, College of Science and Technology
Dr. Fennoye Thomas	Associate Dean and Interim Chair, Psychology & Philosophy, represented by Dr. William Clay, College of Liberal Arts & Behavioral Sciences

Council Members Absent

Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, represented by Ms. Sheila Taylor, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Mark Sherman	Chair, Aviation Science & Technology, College of Science and Technology

Others Present

Ms. Tiffany Vaughner	Senior Administrative Assistant to Associate Provost Brown-Guillory
Ms. Marilyn Square	Registrar
Ms. Sallie Bridges	Sr. Systems Analyst, Office of Institutional Effectiveness

Opening

The meeting of the Department Chairs' Council was called to order at 4:00 p.m. by Dr. Brown-Guillory.

A. Opening

- Dr. Brown-Guillory asked for the approval of minutes from the previous meeting as presented. Dr. Needha Boutté-Queen motioned to accept the minutes, and Dr. Rhonda Saldivar seconded the motion.

B. Announcements

- Dr. Brown-Guillory invited Ms. Square to discuss the graduation application process. The associate provost noted that Dr. Ohia asked the deans to monitor applications carefully and to prevent students from going forward with their graduation application unless they have a mathematical chance of graduating.

C. Graduation Presentation

- Ms. Square stated that due to the Banner 8 conversion, the CAP degree audit tool did not work. She said that 821 packets were received and processed by three people who had to check to see if these applicants had a mathematical chance of participating in the Spring 2011 commencement. There were many applications that the Office of the Registrar should not have received. Students often complain that all their forms are signed, but the analyses reveal that they have not met all of the requirements to graduate.
- Ms. Square stated that advisors should know if applicants have a mathematical chance of graduating if the following required documents are in the graduation application packet: application, degree plan (or degree audit) for the academic year that the student began the program, course substitution form (if the student requests to take courses out of residency within last 30 hours), course out-of-residency form signed and approved prior to taking the course, a declaration of major form, a declaration of minor form, as well as official transcripts from all other schools. Dr. Brown-Guillory asked if it would be helpful, since there are some new advisors, chairpersons and interim chairperson, to provide them with the packet electronically. Ms. Square answered that it would be helpful, and Dr. Brown-Guillory asked her to forward the file electronically to her and she would send it to them.
- Ms. Square said that the analysis report, which is typically sent to students via US Mail only, was sent to students, deans, advisors, and chairpersons' electronically. She said Dr. Brown-Guillory was concerned that the reports needed to go out quicker than via US Mail. She noted that students needed to be notified immediately of their graduation status. Ms Square noted that Dr. Brown-Guillory contacted OIT, who provided a way for Ms. Square and her staff to send the analysis and the letter electronically. The letter was also sent as a hard copy through the U.S. Postal service.
- Dr. Brown-Guillory said that she would send an email to the advisors and chairs and copy the deans stating that the analyses were sent and to encourage the advisors to contact the students to let them know if they have a mathematical chance to graduate. A second letter will be sent to the candidates from the associate provost and the Grand Marshal, Dr. Cherry Gooden, informing the students about graduation rehearsal and plans for commencement.

D. Presentation on Procedures for Course and Program Changes UCC/ THECB

- Some UCC members do not currently sit on the curriculum committees in their schools/colleges or departments, and as a result Dr. Brown-Guillory announced that the UCC would host a workshop, led by Ms. Sallie Bridges, for all curriculum committee members. Dr. Brown-Guillory invited chairpersons and deans to attend the UCC meeting on May 11th.
- Ms. Sally Bridges indicated that in requesting courses to be added, removed or changed to the inventory, supporting documentation has to be provided to make that change. She distributed handouts to council members and spoke about the documentation needed by THECB. Ms. Bridges stated that in order for such information to be readily available, the University Curriculum Council required the following documents: a description of the courses to be published in the university bulletin and an outline of the department responsible for course maintenance (updating and keeping the course current).
- Ms. Bridges also requested a narrative for the inclusion or deletion of a course. She suggested noting any additional information, such as extra costs (e.g. computer lab and software) that can help the UCC to make the decisions. She stated that the UCC chair, Dr. Shanna Broussard, would collect and distribute the appropriate form (with the added narrative page) to all the council members.

E. Faculty Excellence Awards Luncheon

- Dr. Brown-Guillory announced that she has sent emails asking faculty to report any local, national or international awards/honors they have received in the past year. She plans to honor faculty by including their names and awards in the program and by having them stand for recognition at the awards luncheon.

F. QEP Update

- Dr. Brown-Guillory stated that the QEP Implementation Committee (Dr. Ohia, Dr. Brown-Guillory, Dr. Maddox, Professor Arbolina Jennings, Dr. Walker Hawkins, Dr. Campbell, Dr. Zeitler, Dr. McCleod, Ms. Hooks and Mr. Ademola) have been meeting weekly to draft a response to the SACS report by July 1, 2011.

G. BOR Retreat

- Dr. Brown-Guillory announced that the regents have asked Dr. Rudley and Dr. Ohia if they could meet and discuss the role that the Division of Academic Affairs plays on campus. The meeting with the BOR will be May 6th and 7th at the Woodlands Retreat Centre. She asked council members to work with their deans in preparing for the deans' presentation at the retreat.

H. Low-Producing Programs

- Dr. Brown-Guillory stated that Dr. Ohia put together the Ad Hoc Committee on Low-Producing Programs, which she is chairing. The THECB provided a list of 18 TSU programs that are low producing. A low-producing program consists of an undergraduate program that has not graduated at least 25 students in 5 years, a master's program that has

not graduated 10 students in 5 years, or a Ph.D. program that has not graduated 5 students in 5 years. Dr. Ohia will review the recommendations made by the ad hoc committee before presenting Dr. Rudley with recommendations. For all low-producing programs that the university chooses to request a temporary extension, Dr. Rudley and Provost Ohia will have to make a convincing case to the THECB. Dr. Brown-Guillory announced that she had spoken to a director at the THECB who informed her that the THECB intended to grant few extensions. Dr. Carlos Handy's report on Physics was distributed to other low-producing units as an example of a strong report because of its solid justifications and action plan for increasing productivity of the program.

I. Salaries for Adjuncts

- Dr. Brown-Guillory explained that Dr. Ohia announced to the deans that they were going to be given a budget based on last year's budget, minus some cuts because there is not as much money. Deans should maximize the number of classes that can be offered accordingly. She also indicated that Dr. Rudley and Dr. Ohia recommended being prepared for a 16.4% reduction, which might mean that some adjuncts will be released.

Adjournment

The meeting was adjourned at 5:00pm. The next Department Chairs' Council meeting is scheduled for Monday, June 6, 2011 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by: Ms. Tiffany Vaughner
Approved by: Dr. Elizabeth Brown-Guillory