

Texas Southern University

Department Chairs' Council

Monday, July 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

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

Presentations from Committees Associate/Assistant Deans

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

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

Announcements Department Chairs

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Summer Graduation – August 6
- University Curriculum Council
- New Faculty Orientation/Opening Faculty Meetings
- Course Scheduling
- Updating Forms for Academic Affairs

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, July 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. 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. Jean Hampton	Chair, Health Sciences, College of Pharmacy & Health Sciences
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Dr. Kenneth Jackson	Interim Chair, Sociology, College of Liberal Arts and Behavioral Sciences
Mr. Richard F. Lee	Interim Chair, Music, College of Liberal Arts & Behavioral Sciences
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy and Health 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
Dr. Arthur Whaley	Chair, Psychology, College of Liberal Arts & Behavioral Sciences

Council Members Absent With Representation

Dr. Michael Berryhill	Chair, Journalism, School of Communication, represented by Dr. Vera Walker-Hawkins, School of Communication
Dr. Louis Browne	Interim Chair, Radio, Television & Film, School of Communication, represented by Dr. Vera Walker-Hawkins, School of Communication
Dr. Kimberly Campbell	Interim Chair, Speech Communication, represented by Dr. Vera Walker-Hawkins, School of Communication

Council Members Absent

Dr. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
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
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. Qisheng Pan	Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Yi Qi	Interim Chair, Transportation Studies, College of Science and Technology
Dr. Rhonda Saldivar	Chair, English, College of Liberal Arts & Behavioral Sciences
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology
Dr. Mark Sherman	Chair, Aviation Science & Technology, College of Science and Technology

Others Present

Dr. Humphrey Regis	Dean, The Thomas F. Freeman Honors College
Dr. James DuMond	Interim Associate Dean for Academic Affairs, College of Science and Technology
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences
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 Department Chairs' Council was called to order at 4:00 p.m. by Dr. Brown-Guillory.

A. Presentation by the Thomas F. Freeman Honors College

- Dean Humphrey Regis reported his findings from a study of several comparable institutions that are currently running successful honors programs. He identified three major unifying themes: multi-dimensional issues and interdisciplinary academics, ethics and philosophy

studies, and placement of self and phenomena issues in local and global politics. Also, many honors programs incorporated the use of computers and other technologies in multimedia presentations. Dr. Brown-Guillory reiterated the need for support from all the colleges and schools in making the Honors College a success.

B. Presentation on Credit by Examination and One-stop Registration

Credit By Examination

- Ms. Lori LaBrie outlined the new steps for processing Credit by Examination (CBE) forms. She said students must first get their forms signed by their instructor and department chair, pay for the exam in the Bursar's Office and then sit for it. She added that students no longer have the option of not paying for the test immediately and then later deciding that they no longer want to take the test. She stated that students would continue to be responsible for acquiring signatures but that the forms would now go to her office for review before going to the provost for approval. Ms. LaBrie asked chairs to ensure that the CBE forms be delivered directly to her office in HH 305.

One-stop Registration

- Mr. Antonio Saenz spoke about the changes made to make One-Stop Registration more efficient and easier for students and faculty. He said a holding area had been added for the students, which provided entertainment to make waiting time smoother. Ms. LaBrie added that lap top computers have been requested so that in the future faculty and staff will not have to transport equipment. Also, orientation and registration will remain separate but registration will coordinate with orientation so as not to overtax faculty and staff as both events are staffed by the same people. The dates for registration are August 15-26.

C. Reports from the Associate/Assistant Deans' Council

Course Scheduling

- Dr. DuMond reported that after the previous council meeting, he and the committee had researched course scheduling at several universities that address problems with students not being able to take classes in other departments at traditional times. He presented a draft form of the proposed course scheduling procedures that he hoped would be adopted by the university. Dr. DuMond asked that council members review the proposed process and provide feedback to him directly. He asked for input from all departments in all the colleges/schools in anticipation of the proposal being presented to Deans' Council after the next Associate Deans' Council meeting.

Updating Forms for Academic Affairs

- Dr. Fennoye Thomas reported on her committee's progress with revising/updating academic forms. Dr. Thomas noted that all new forms will have a revision date at the bottom and that the committee will recommend that all forms be updated on a regular basis.

D. Summer 2011 Commencement

- Dr. Brown-Guillory informed the council of the August 6th commencement and noted that plans were on track.

E. University Curriculum Council (UCC)

- Dr. Brown-Guillory stated that the new UCC website and email address is now active and that she would send out a notice letting faculty know about updates. She said that one of the new procedures implemented by the council would be that any person responsible for bringing a new proposal before the committee would continue to come to meetings until the proposal has made its way through the committee.

F. New Faculty Orientation

- Dr. Brown-Guillory reminded the council of New Faculty Orientation. She asked the committee to send in names of new, tenured or tenured-track faculty to be sent to her office. She added that Provost Ohia has made attendance mandatory. She stated that all new faculty, in their first, second, or third year, are expected to attend the August 17th meeting and that faculty going into their fourth year are not required to attend.

Adjournment

Dr. Needha Boutte-Queen moved to close the meeting, and it was seconded by Dr. Haiqing Sun. The meeting was adjourned at 5:00pm. The next Department Chairs' Council meeting is scheduled for Monday, August 29, 2011 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory