

Texas Southern University

Department Chairs' Council

Monday, October 10, 2011

4:00 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 Department Chairs

- Teaching Effectiveness – Dr. Carlos Handy

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

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, October 10, 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. Danita Bailey-Perry	Interim Chair, Educational Administration & Foundations, College of Education
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. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy & Health Sciences
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. 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
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
Prof. Richard F. Lee	Interim Chair, Music, College of Liberal Arts & Behavioral Sciences
Dr. Wei Li	Interim Chair, Computer Science, College of Science and Technology
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. 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. 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. Mark Sherman	Chair, Aviation Science & Technology, College of Science and Technology
Dr. Sarah G. Trotty	Interim Chair, Visual and Performing Arts, College of Liberal Arts & Behavioral Sciences
Dr. Christian Ulasi	Interim Chair, Radio, Television & Film, School of Communication
Dr. Arthur Whaley	Chair, Psychology, College of Liberal Arts & Behavioral Sciences
Dr. Warren Williams	Interim Chair, Biology, College of Science and Technology

Council Members Absent With Representation

Dr. Kimberly Campbell	Interim Chair, Speech Communication, represented by Dr. Michael Berryhill,
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs, represented by Ms. Sheila Taylor.
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences, represented by Dr. Caussin

Council Members Absent

Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy and Health Sciences
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology

Others Present

Tiffany Vaughner	Senior Administrative Assistant to Associate Provost Brown-Guillory
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Opening

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

A. Attendance

- Dr. Brown-Guillory reminded the council that these meetings are mandatory and that the provost and president expect all department chairs to attend. She reminded the council that in the event they cannot attend that they are expected to send a representative in their place. Their representative should make a special effort to check in with Ms. Vaughner who is the gate keeper of attendance records.

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

- Dr. Brown-Guillory informed the council of the background surrounding the creation of TLEC and asked the council to identify faculty who exemplified teaching excellence and to encourage them to apply for the position of Interim Dean of TLEC. She added that applicants should have a vision for the program as well as an outstanding background in teaching scholarship. She announced that the position would report to her and she'd be happy to discuss the Title III grant the president approved and which she will oversee.

C. TSU Online Learning Summit

- Dr. Brown-Guillory announced that Provost Ohia has charged Mr. Remi Ademola with Planning and organizing an Online Education Summit, which is scheduled for November 18, 2011 from 9:00 a.m. to 2:00 p.m.

D. Approved Course Scheduling Policy

- Dr. Brown-Guillory informed the council that after being sent out to faculty for additional review and revisions, the suggested course scheduling policy had been approved unanimously by the Deans' Councils and would go into effect Fall 2012. She said that in the case that there are exceptions to the policy, those exceptions will go directly to the provost who will, in turn, consult with the University Registrar Mrs. Marilyn Square before approving or disapproving the exception. Dr. Brown-Guillory added that this new policy facilitated the need for a Master Scheduler who would keep track of classes and make sure that classroom space is being adequately utilized as well as work closely with her to ensure departmental course rotations show evidence of advance planning.

E. UAV, QEP and AVID

- UAV – Dr. Brown-Guillory informed the committee that Dr. Rudely, Provost Ohia, and other key administrators met with UAV students in Sawyer Auditorium, October 10, 2011, to speak to them about taking ownership of the UAV and about behaving academically and socially responsible.
- QEP – Dr. Brown-Guillory alerted the council to the fact that the university is making progress on the SACS-mandated Quality Enhancement Plan. Provost Ohia will function as the director of the QEP and interviews will be scheduled to select a tenured faculty to assist him.
- AVID – Dr. Brown-Guillory updated the council on Advancement Via Individual Determination (AVID), a state-supported program facilitated through the Texas Higher Education Coordinating Board. The implementation of AVID will assist the university in its effort to boost retention rates. AVID provides a host of interventions to help students succeed.

F. Admission Standards

- Dr. Brown-Guillory informed the council that the GPA requirement has been changed from a 2.0 to a 2.5, a standard which has been approved by the Deans' Council and will go before the Board of Regents for final approval.

G. Accommodations for Students

- Dr. Brown-Guillory spoke to the council about a student who needed a kidney transplant and was not given proper accommodations by the student's professor. The incident was reported to Dr. Ohia. She informed the council that faculty must work with students and the Center for Students with Disabilities to ensure that all due consideration is given to students who qualify under the Americans with Disabilities Act (ADA). Council members discussed some of their concerns on this issue, chiefly, how to identify when a student has a legitimate claim. Dr. Brown-Guillory informed the council that it is their duty, along with the Center for Students with Disabilities, to investigate all student claims.

H. Course Scheduling (Advance Planning /Course Rotations)

- Dr. Brown-Guillory spoke about some of the issues the Office of the Registrar has with course scheduling, mainly that some academic units simply turn in last year's schedule by the deadline and then later turn in a more accurate schedule once they've had time to actually go through the schedule. She explained the new processing procedures, namely that forms will go through the department chair then dean for signing then on the Office of the Associate Provost where forms are date stamped, logged in, and signed by Dr. Brown-Guillory, and then scanned to Mrs. Square for input into the system. Any changes to the initial form will necessitate submission of a second form and will require the dean's signature, the associate provost's signature, and will be logged in and scanned to Mrs. Square. There will be no delay, rarely more than 24 hrs, in getting the forms to Mrs. Square, if procedures are followed at the department and college school level.
- Dr. Brown-Guillory noted that there are still some students who report that course rotations are either not being provided or that they are not being properly advised as to what classes they should take and when. She stated that department chairs should look more closely at the courses rotations they are offering and begin thinking in terms of planning two years ahead in terms of course rotations.

I. Course Schedule Request Forms

- Dr. Brown-Guillory spoke to the council about the need to use the updated forms with the correct routing information. She asked the council to discard all old forms and noted that as processes are refined, information would be communicated so that all involved will be kept current on procedures and processes.

J. Post-Tenure Review (PTR)

- Dr. Brown-Guillory spoke to the council about the issues surrounding post-tenure review. She reminded the council that PTR is state mandated and information about PTR can be found in the faculty manual. She noted that administration is being asked to implement this state mandate. Dr. Brown-Guillory also assured the council that this process was not about mass firings but about identifying problem areas so that faculty will have a chance to improve, to retool with guidance from peers and department chairs and deans.

K. Promotion & Tenure Criteria and Bylaws

- Dr. Brown-Guillory informed the council that Dr. Ohia still needs their department's P&T criteria so that he could effectively evaluate faculty P&T dossiers going forward. She said that without this information Dr. Ohia would be forced to create his own criteria, which is

not something he should have to do when department and college criteria are so crucial. She spoke a bit about the difference between guidelines and criteria. She reminded the council that the guidelines found in the faculty manual were not sufficient to judge faculty dossiers. She added that Dr. Ohia is still waiting for college/school bylaws, and that they should be emailed to her attention as soon as possible.

L. Updating Academic Affairs Forms

- Dr. Brown-Guillory spoke about the necessity for updating Academic Affairs forms. She said that according to Mrs. Square, several of the forms had not been updated in thirty years. She asked Dr. Fennoyee Thomas, chair of the Academic Affairs Forms Review Committee to review changes with the council. The council reviewed the forms, suggesting changes and additions, and passed their input on the adhoc committee.

L. Graduation Timeline

- Dr. Brown-Guillory distributed the graduation timeline and asked the council to mark their calendars accordingly. The winter graduation is scheduled for December 10, 2011.

Adjournment

Dr. Needha Boutte-Queen moved to close the meeting, and it was seconded by Dr. Marie Horton. The meeting was adjourned at 5:00pm. The next Department Chairs' Council meeting is scheduled for Monday, November 28, 2011 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory