

Texas Southern University

Associate/Assistant Deans' Council

Monday, January 23, 2012

3:00 p.m.

HH HR Conference Room 129

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 Excellence Center Update (Dr. Kimberly Mitchell-McLeod, Interim Director)
- Taskforce on Course Scheduling, Course Rotations and Space Utilization (Drs. Oscar Criner, James DuMond and Aladdin Sleem)
- Report from the Ad Hoc Committee on Establishing a Uniform Student Complaint & Grievance Process (Dr. L. Darnell Weeden, Chair)
- Updating the University Catalog
- Report from the Ad Hoc Committee on Textbook Ordering Process (Mr. James Burch and Dr. Marie Horton, Chair)
- One-stop Registration
- Faculty Awards Deadline
- Low-producing programs
- Core Curriculum

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, January 23, 2012
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. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. James DuMond	Interim Associate Dean for Academic Affairs, College of Science and Technology
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
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. Aisha Morris-Moultry	Interim Assistant Dean for Student Services, 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
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. Jessica Davis
Dr. Claudette Ligons, Interim Associate Dean for Academic Affairs, College of Education, representing Dr. Jessica Davis, Interim Associate Dean for Student Affairs, College of Education

Others Present

Mr. James Burch	Manager, TSU Bookstore
Dr. Marie Horton	Chair, Ad Hoc Committee on Textbook Ordering Process
Dr. Kimberly Mitchell-McLeod	Interim Director, Teaching and Learning Excellence Center (TLEC)
Dr. Aladdin Sleem	Assistant Professor, Department of Computer Science, College of Science and Technology
Mrs. Marilyn Square	University Registrar
Ms. 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. She moved that the minutes from the previous meeting be approved. Dr. Maurice Mangum moved to approve the minutes; it was seconded by Dr. Desireé Jackson.

A. New Core Curriculum

- Dr. Brown-Guillory updated the council on the new core curriculum that will be implemented in Fall 2014 and directed them to the Texas Higher Education Coordinating Board (THECB) website for more information on the proposed changes to the core.

B. Faculty Excellence Awards

- Dr. Brown-Guillory reminded the council of the March 1st and March 15th deadlines for applying for Faculty Excellence Awards. She asked the council to encourage faculty to apply and also directed them to the awards website, located on TSU's homepage under the Division of Academic Affairs and Research.

C. One-Stop Registration

- Dr. Brown-Guillory noted that faculty and staff advisors continue to ask the administration to improve the One-Stop Registration process, and that President Rudley has directed designated staff to address a list of concerns identified by those directly involved with One-Stop Registration.

D. Updating the University Catalog

- Dr. Brown-Guillory reminded the council that the university is updating the undergraduate catalog and noted that the first deadline for updates to the catalog was December 21, 2012. She added that Provost Ohia had recently sent out a notice to all the deans stating that he wanted, by January 30th, revised degree programs to include core courses offered within the first two years of study, and any exceptions must be approved by him.
- Dr. Michael Sollars observed that the official name of the document in question is “Undergraduate Bulletin” and suggested that it be changed to “Undergraduate Catalog” to ease confusion. Both the council and Dr. Brown-Guillory agreed to the name change. Dr. Brown-Guillory said she would forward the recommendation to Mr. Hasan Jamil, Special Assistant to the President-Financial Aid, who is working with a vendor to incorporate changes to the catalog.

E. One-on-one Meetings with Department Chairs’ and Associate/Assistant Deans’

- Dr. Brown-Guillory updated the council on her one-on-one meetings with all 51 associate/assistant deans and department chairs. She distributed a handout that captured the areas in Academic Affairs that need improvement as well as areas where there have been change/growth/improvements. She remarked that the meetings were very productive and that information collected from those meetings was taken to the Deans’ Retreat, where several important processes have come out of the two councils’ suggestions. Dr. Brown-Guillory said that several concerns were clustered and would be discussed in the newly configured Executive Leadership Council (formerly Deans’ Council) held every two weeks. This new group includes Provost Ohia, Associate Provost Brown-Guillory, academic deans, and the Faculty Senate Chair. The Academic Council will now be called Deans’ Council and will include deans and other reports to the Provost.

F. TSU’s Teaching and Learning Excellence Center (TLEC)

- Dr. Kimberly Mitchell-McLeod, Interim Director of TLEC, updated the council on the center’s progress. She informed the council that the center will be housed in the RJT Library, sharing common space with the Office of the Quality Enhancement Plan. She said that the center has put together an electronic survey, with the help of the Office of the Registrar, to ascertain when would be the best time to offer faculty development in order to maximize faculty attendance. Dr. Mitchell-McLeod also said the survey would take about two minutes and would feature several topics of interest to instructors. She added that a core group of faculty had been invited to serve

on the center's advisory committee, which would be made up of one person from each college/school and faculty senate.

G. Report from the Ad Hoc Committee on Transforming the Textbook Ordering Process

- Dr. Marie Horton, ad hoc committee chair, reported that before the committee approached the bookstore management it conducted a survey of the bookstore's inventory and spoke with faculty about the textbook ordering process. From there the committee compiled a list of questions about the book ordering process, such as the timelines associated with the process, assumptions about enrollment and how those assumptions affect the book ordering process, what numbers are used and at what point in the process are these numbers identified, rules concerning buy backs, expectations from departments regarding continuation classes or labs, and the overall utility of the current book order form. Dr. Horton said that by the next Associate/Assistant Deans' Council Meeting, she and the other committee members would be able to give a more thorough report as they would be meeting again within the next few days.

H. Report from the Ad Hoc Committee on Establishing a Uniform Student Complaint & Grievance Process

- Dr. L. Darnell Weeden went over several changes made to the Non-Academic Student Complaint Procedure form. Dr. Brown-Guillory asked if there was a form that could cover both academic and non-academic complaints since sometimes the two aren't so easily separated. Dr. Weeden said that the form is a preliminary draft and can be edited as necessary. Dr. Brown-Guillory asked the council to carefully review the form and to send their suggestions directly to Dr. Weeden in hopes that a second draft could be brought back to the next council meeting.

I. Report from the Taskforce on Course Scheduling, Course Rotations and Space Utilization

- Dr. Oscar Criner and Dr. Aladdin Sleem demonstrated how to use the course scheduling prototype. Dr. Criner said that the new electronic format would produce the class schedule as well as adhere to the scheduling policy. The form is a multiuser document with different levels of viewing, including room availability. Dr. Sleem added that while the form is not a part of Banner it does mirror the Banner system and is synchronized with the system for ease of use. The new electronic form will also give error messages if there is a conflict.

Adjournment:

Dr. DuMond moved to adjourn the meeting, and it was seconded by Dr. Sollars. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, March 5, 2012 at 3:00pm in the Hannah Hall Conference Room 111.

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