

Texas Southern University

Associate/Assistant Deans' Council

Monday, June 10, 2013

3:00 p.m.

Hannah Hall Conference Room 111

AGENDA

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

➤ **Report from the Faculty Senate**

- Dr. Jafus Cavil, Faculty Senate Secretary

➤ **Report from the Office of Academic Instruction**

- Dr. Kimberly Mitchell-McLeod, Executive Director of Academic Instruction and Interim Director of the Teaching & Learning Excellence Center

Associate Provost's Reports Dr. Elizabeth Brown-Guillory

- Improving Low-Producing Programs through Recruitment and Retention Efforts
- Texas Women in Higher Education (TWHE)
- Drafting a Registration Override Policy
- Fall Opening Faculty Meeting
- Housekeeping notes
- Faculty Performance Self-Evaluation Form
- Joint and Affiliate Appointment Policy

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, June 10, 2013

3:00 p.m.

Hannah Hall, Conference Room 111

Council Chair

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

Council Members Present

Mr. Kevin Adams	Assistant Dean of Student Services, School of Communication
Dr. Bruce Berger	Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Dianne Jemison Pollard	Associate Dean for Academic Affairs, the Thomas F. Freeman Honors College
Dr. Glenn Johnson	Associate Dean of Research and Graduate Studies, Barbara Jordan-Mickey Leland School of Public Affairs
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. Shishir Shishodia	Associate Dean, College of Science and Technology
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences

Council Members Absent with Representation

Dr. Jessica Davis	Interim Associate Dean of Student Affairs, College of Education, represented by Rodney J. Hughes, College of Education
Dr. Aisha Morris-Moultry	Interim Assistant Dean for Student Services, College of Pharmacy and Health Sciences, represented by Dr. Golda Anne Leonard, Associate Dean, College of Pharmacy and Health Sciences
Ms. Erica Vallier-Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business, represented by Dr. Bruce Berger, Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business, represented by Dr. Bruce Berger, Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business

Council Members Absent

Dr. Gabriel Aitbaomo	Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Desirée Jackson	Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Dr. Maurice Mangum	Interim Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Asmara Tekle	Associate Dean for Research and Faculty Development, Thurgood Marshall School of Law
Dr. Fennoye Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences

Others Present

Dr. Kimberly McLeod	Interim Director, Teaching and Learning Excellence Center
Dr. Jafus Cavin	Secretary, Faculty Senate
Ms. Tiffany Vaughner	Office Administrator to Associate Provost Brown-Guillory

Opening

The meeting of the Associate/Assistant Deans' Council was called to order at 3:00 p.m. by Associate Provost Brown-Guillory. She moved that the minutes from the previous meeting be approved. Dr. Golda Anne Leonard moved to approve the minutes; it was seconded by Dr. Claudette Ligons.

A. Improving Low-Producing Programs through Recruitment and Retention Efforts

- Dr. Brown-Guillory spoke to the council about the recent changes at the Texas Higher Education Coordinating Board, primarily that the THECB would now serve only in an advisory capacity to the Texas State legislature. The THECB will now work as consultants to Board of Regents statewide instead of having the power to close programs. She also spoke about the second extension for the Master's in English program and that if it can't produce at least fifteen graduates within the next five years it will likely be closed. Dr. Brown-Guillory said that President Rudley would prefer the university to be responsible for deciding on its own what programs should be cut instead of an external body. She reminded the council that low-producing programs are tied to

external reviews and recruitment and retention, and that it is the responsibility of all faculty to find ways to solve these issues. She asked the council for ideas on aiding recruitment and retention. Council members offered many suggestions, including each college/school employing its own dedicated advising and recruitment and retention personnel, targeting of groups of students that departments would like to reach, making sure promotional literature is made available to high schools, and inviting high school students to campus more often to interact with college/school faculty and students in a university setting.

B. Texas Women in Higher Education (TWHE)

- Dr. Brown-Guillory spoke to the council about her idea for a campus Women's Leadership Group, which sprang from her recent TWHE Conference attendance. She said the group would help foster more leadership involvement by women in the academy. Dr. Brown-Guillory quoted research showing that TSU had seen a 12% increase in women in administration, academic and nonacademic areas, since 2008. Council members suggested that an aggressive mentorship portion be added as well as the inclusion of staff, graduate and undergraduate students to the group.

C. Drafting of a Registration Override Policy

- Dr. Brown-Guillory asked council members to review the updated Override Policy. She noted that the policy made provisions for privileges being taken away from repeat offenders.

D. Fall Opening Faculty Meeting

- Dr. Brown-Guillory reminded the council of the upcoming Fall Opening faculty Meeting to be held August 22nd and 23rd in the College of Education Auditorium from 8am to 5pm on Thursday and 8am to noon on Friday. She also informed the council that New Faculty Orientation + 2 Years would now be handled by Dr. Kimberly McLeod through the TSU Teaching and Learning Excellence Center and would be held on Wednesday the 21st from 8am to 5pm in the COE auditorium.

E. Housekeeping Notes

- Dr. Brown-Guillory reminded council members that students should not be added after the 4th day roll (for Summer I&II) and the 12th day roll (for Spring and Fall) because those are the cut off dates for reporting head counts to the state. Dr. Brown-Guillory encouraged council members to remind their faculty to take the roll and to drop students who are not attending and to discontinue adding students after state-mandated dates, after which point the numbers are reported to the state.

F. Faculty Performance Self-Evaluation Form

- Dr. Brown-Guillory announced that the ad hoc committee had brought a draft of the form before the deans which was then sent back to the committee for changes. She added that Provost Ohia asked Dr. McLeod, Dr. Macaulay Akpaffiong, Dr. Emiel Owens, and her to further rework the form and then resubmit it to the academic deans for approval. Dr. Brown-Guillory said that once all the deans have approved the form, it will be sent back to the ad hoc committee and the chair of the ad hoc committee will call a Town Hall Meeting to receive input on the document before making a final recommendation to the provost.

G. Joint and Affiliate Appointment Policy

- Dr. Brown-Guillory asked council members to review the new policy and to make themselves familiar with its contents as it would become effective in Fall 2013.

H. Report for the Faculty Senate

- Dr. Jafus Cavil, Faculty Senate Secretary, spoke to the council about the recent Faculty Senate elections. He added that the Faculty Senate is currently working on finding an outside consultant to work with the body to assist in planning for the next two years. Dr. Cavil informed the council that the edited version of the Faculty Manual was now online and ready for their review. He advised that faculty take time to go over the document and submit their ideas and/or corrections to him or the Faculty Manual Chair, Dr. Michael Adams, in preparation for Fall Opening Faculty Meeting where it has been added to the agenda.

I. Report from the TSU Teaching and Learning Excellence Center (TLEC)

- Dr. Kimberly McLeod spoke to the council about TLEC's plan to schedule a course scheduling training for all department chairs the first week of August. She said Mrs. Marilyn Square, University Registrar, Mr. Timothy Rychlec, Executive Director of Maintenance, and Ms. Linda Ballard, Director of Financial Aid, would also be in attendance to answer questions on university policy and space utilization.

Adjournment:

Dr. Golda Anne Leonard moved to adjourn the meeting, and it was seconded by Dr. Claudette Ligons. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, July 22, 2013 at 3:00pm in the Hannah Hall Human Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory