

# Texas Southern University

Associate/Assistant Deans' Council

Monday, October 21, 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. Vera Hawkins, Vice-Chair of Faculty Senate
- **Report from the Catalog Revision Executive Committee**
  - Dr. Jafus Cavil, UCC Vice Chair & Co-Chair of the Catalog Revision Executive Committee
- **Report from the University Curriculum Council**
  - Dr. Aladdin Sleem, Chair of the University Curriculum Council & Co-Chair, University General Education Subcommittee; Prof. Arbolina Jennings, Associate Director of the QEP and Co-Chair, University General Education Subcommittee
- **Report from the Office of the Registrar**
  - Mrs. Marilynn Square, University Registrar
- **Report from the RJT Library**
  - Ms. Norma Bean, Interim Executive Director of University Libraries

**Associate Provost's Reports** ..... Dr. Elizabeth Brown-Guillory

- Updates on the Status of the New Core Implementation
- Instituting the "Intent to Graduate" application process
- The 60% Roster and its Implications
- Approved Policy on Override Privileges
- Updates on the Library
- Best Practices Research Projects from the Office of the Associate Provost
  1. Study of online evaluation of teaching that looks at the correlation between offering incentives and completion rates
  2. Study of advising models
  3. Study of strategies designed to increase retention and graduation rates
  4. Study of strategies for recruiting transfer students
- Commencement Updates
- Establishment of Additional Faculty Excellence Awards
- Update on Student Engagement Through Technology (SETT)

# ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, September 9, 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*

Dr. Gabriel Aitsebaomo	Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Bruce Berger	Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business
Dr. Jessica Davis	Interim Assistant Dean of Student Affairs, College of Education
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. 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
Dr. Earthea Nance	Associate Dean for Student Affairs, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Shishir Shishodia	Associate Dean, College of Science and Technology
Dr. S. Srinivasan	Associate Dean for Academic Affairs & Research, Jesse H. Jones School of Business
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences
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

## *Council Members Absent with Representation*

Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences, represented by Dr. Golda Anne Leonard, College of Pharmacy and Health Sciences
Dr. Claudette Ligons	Interim Associate Dean for Academic Affairs, College of Education, represented by Dr. Jessica Davis Leonard, College of Education

## *Council Members Absent*

Mr. Kevin Adams	Assistant Dean of Student Services, School of Communication
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology,
Dr. Desirée Jackson	Assistant Dean for Student Services and Instructional Support, College of Science & Technology

## *Others Present*

Ms. Norma Bean	Interim Executive Director of University Libraries
Dr. Jafus Cavil	Secretary, Faculty Senate
Dr. Rasoul Saneifard	Chair, Faculty Senate
Dr. Aladdin Sleem	Chair of the University Curriculum Council & Co-Chair, University General Education Subcommittee
Mrs. Marilyn Square	University Registrar
Dr. Vera Walker Hawkins	Vice-Chair of 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. Maurice Mangum moved to approve the minutes; it was seconded by Dr. Glenn Johnson.

## A. Report from the Faculty Senate

- Dr. Vera Walker Hawkins, Vice-Chair of the Faculty Senate, updated the council concerning faculty workload and the Faculty Manual. She said the TSU Board of Regents voted to review the Faculty Manual and that the Faculty Senate would continue to fine tune the document until the Board met again. Dr. Brown-Guillory said the manual and workload issues had been tabled until the Board's next meeting in February 2014. Dr. Walker Hawkins added that the Faculty Senate's

goal is to bring the Faculty Manual to a vote in January 2014 during Spring Opening Faculty Meeting.

B. Report from the Catalog Revision Executive Committee

- Dr. Jafus Cavil, UCC Vice-Chair & Co-Chair of the Catalog Revision Executive Committee, reviewed with the council several important dates from the Course Catalog timeline. Dr. Cavil also informed the council that the Freshman Seminar class is no longer a required course but colleges/schools may still choose to offer this course on their own.

C. Report from the University General Education Subcommittee

- Dr. Aladdin Sleem, Chair of the University Curriculum Council & Co-Chair, University General Education Subcommittee, addressed the council concerning the new core curriculum. He said that the new core had been approved by the deans and provost and was now awaiting approval by President Rudley. Dr. Brown-Guillory said that once the new core was approved by Dr. Rudley, and it will be uploaded to the THECB for final approval.

D. Report from the Office of the Registrar

- Mrs. Marilyn Square, University Registrar, reported that Academic Deans had unanimously approved that students would be able to indicate an intent to graduate in the semester prior to graduation. She said her office had designed an Intent to Graduate Form which would be forwarded to all colleges and schools once completed. Mrs. Square added that her office would begin accepting Intent to Graduate Forms November 4<sup>th</sup> through December 6<sup>th</sup>, with her office responding with an analysis report. Dr. Brown-Guillory added that the deans said the ITG should remain optional, and that it should be left up to colleges/schools to promote the new process. She said there is no fee associated with the Intent to Graduate Form but that students would still pay for their official application form.
- 60% Roster – Mrs. Square informed the council that the 60% Roster form had been mandated by the US Department of Education several years due to an audit that showed that some TSU students received funds but did not attend classes. She said the roster was emailed to all colleges/schools with a link to instructions for filling out the form. Dr. Brown-Guillory added that the point of the 60% Roster was to make sure that students were not failed for non-attendance. She said the Office of the Registrar will be sending out emails to students asking them if they plan to withdraw and that a committee is currently working on a withdrawal policy for non-attending students. Council members asked what should be done with students who only come to class to take tests. Mrs. Square and Dr. Brown-Guillory suggested that this question be taken to the deans to see if there is a university attendance policy.

E. Report from the RJT Library

- Ms. Norma Bean, Interim Executive Director of University Libraries, spoke to the council about the libraries campaign to rediscover the library. She said a library liaison would be contacting colleges/schools and various departments to visit with faculty and to discuss their various resource needs. Ms. Bean reminded council members that the library must be informed of any courses prior to that course being offered so that library staff can make sure they have the resources to support the course or, if they do not have the resources, so that funding can be allocated.

F. Establishment of Additional Faculty Excellence Awards

- Dr. Brown-Guillory informed council members of two new faculty awards: Faculty Award for Outstanding Undergraduate Academic Advising and the Provost's Core Curriculum Teaching Excellence Award.

G. Update on Student Engagement Through Technology (SETT)

- Dr. Brown-Guillory said that she had been in touch daily with faculty who are volunteering to mentor first-time freshman in SETT, a program which she initiated. She said the main goal of the program is to engage students, thereby providing support that might help with student retention. The pilot should provide data on retention rates of the 200 students randomly selected for this program. Faculty must contact students five times a semester.

H. Commencement

- Dr. Brown-Guillory said the Commencement Committee was gearing up for the December 14<sup>th</sup> Commencement.

I. Best Practices Research Projects from the Office of the Associate Provost

- Dr. Brown-Guillory spoke briefly about the Best Practices Research carried out in the Office of the Associate Provost. She noted that research on online evaluation of teaching showed that there were higher completion rates when students were offered incentives to complete the evaluations. She added that research on advising models showed that a mixed model of professional advising staff and faculty advisors worked best in regards to retention and graduation rates.

Adjournment:

Dr. Gabriel Aitsebaomo moved to adjourn the meeting, and it was seconded by Dr. Golda Anne Leonard. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, December 2, 2013 at 3:00pm in the Hannah Hall Conference Room 111.

*Minutes Submitted by:*

Ms. Tiffany Vaughner

*Approved by:*

Associate Provost Elizabeth Brown-Guillory