

Texas Southern University

Department Chairs' Council

Monday, September 9, 2013

4:00 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, Secretary of the 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

Associate Provost's Reports Dr. Elizabeth Brown-Guillory

- Fall Opening Faculty Meeting/Collegiality Panel
- Promotion and Tenure Workshop – September 12, 2013
- Offer Letter Process (RMO)
- Drop Policy
- Academic Standing Policy
- Founders Day/Fall Convocation (regalia re-instituted)
- Timeline for Commencement
- Faculty Manual Update
- Proposed Policy on Override Privileges

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, September 9, 2013

4:00 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. Michael Adams	Interim Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Selina Ahmed	Interim Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. Danita Bailey-Perry	Interim Chair, Educational Administration & Foundations, College of Education
Dr. David Baker	Interim Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Michael Berryhill	Chair, Journalism, School of Communication
Dr. Jeff Brice, Jr.	Interim Chair, Business Administration, Jesse H. Jones School of Business
Dr. Dwalah Fisher	Interim Chair, Health and Kinesiology, College of Education
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy & Health Sciences
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Ingrid Haynes-Mays	Interim Chair, Curriculum and Instruction, College of Education
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Prof. Cleo House	Chair, Visual and Performing Arts, College of Liberal Arts & Behavioral Sciences
Dr. Zahid Iqbal	Chair, Department of Accounting and Finance, Jesse H. Jones School of Business
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy & Health Sciences
Dr. Wei Li	Interim Chair, Computer Science, College of Science and Technology
Dr. Jason Oby	Interim Chair, Music, College of Liberal Arts & Behavioral Sciences
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy & Health Sciences
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Yi Qi	Chair, Transportation Studies, College of Science and Technology
Dr. Candy Ratliff	Interim Chair, Counseling, College of Education
Dr. Jason Rosenzweig	Interim Chair, Environmental & Interdisciplinary Sciences, College of Science and Technology
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. Christian Ulasi	Interim Chair, Radio, Television and Film, School of Communication
Dr. Emily Williams	Chair, English, College of Liberal Arts & Behavioral Sciences
Dr. Warren Williams	Interim Chair, Biology, College of Science and Technology
Dr. Arthur Whaley	Chair, Psychology, College of Liberal Arts & Behavioral Sciences

Council Members Absent with Representation

Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences, represented by Dr. Orlando Milton, Jr., College of Liberal Arts & Behavioral Sciences
Dr. Cary D. Wintz	Interim Chair, History & Geography, College of Liberal Arts & Behavioral Sciences, represented by Dr. Roger Hart., College of Liberal Arts & Behavioral Sciences

Council Members Absent

Dr. Homer Garcia	Chair, Sociology, College of Liberal Arts & Behavioral Sciences
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology

Others Present

Dr. Jafus Cavil	Secretary, Faculty Senate
Prof. Arbolina Jennings	Associate Director of the QEP and Co-Chair, University General Education Subcommittee
Dr. Rasoul Saneifard	Chair, Faculty Senate
Dr. Aladdin Sleem	Chair of the University Curriculum Council & Co-Chair, University General Education Subcommittee
Ms. Tiffany Vaughner	Office Administrator to Associate Provost Brown-Guillory

Opening

The meeting of the Department Chairs' Council was called to order at 4:00 p.m. by Associate Provost Brown-Guillory. She moved that the minutes from the previous meeting be approved. Dr. Haiqing Sun motioned to approve the minutes; it was seconded by Dr. Roger Hart.

A. Report from the Faculty Senate

- Dr. Jafus Cavil, Secretary of the Faculty Senate, updated the council on key items concerning faculty. He said the updates to the Faculty Manual were ongoing.
- Dr. Rasoul Saneifard, Faculty Senate Chair, added that several students have reported that a lack of effective customer service, across all levels, from faculty to administrators to staff, was a major issue. He urged council members to remember that customer service is part of the University's push for improved recruitment and retention, and that they should endeavor to put students first.

B. Fall Opening Faculty Meeting/Collegiality Panel

- Dr. Brown-Guillory spoke about the great success of the panel on collegiality. She said that over eighty faculty talked for two and a half hours concerning this topic. Dr. Brown-Guillory said that because of this panel's success her office would be recording each panel member's 3 minute talk. She said the video would be made available online on the Academic Affairs website. She said executive summaries of the talks would also be made available.

C. Report from the Catalog Revision Executive Committee

- Dr. Jafus Cavil, UCC Vice Chair & Co-Chair of the Catalog Revision Executive Committee, spoke to the council concerning the process for online catalog revisions. He informed the council that the committee is currently exploring different software options that would allow live updates to the online catalog, instead of redoing the entire catalog as is the current practice.

D. Report from the University General Education Subcommittee

- Dr. Aladdin Sleem, Chair of the University Curriculum Council and Co-Chair of the University General Education Subcommittee, addressed the council concerning changes to the core. He said those changes would be approved very soon and would need to be reported to the THECB in November 2013.

E. Questions from the Associate and Assistant Deans' Council

- Dr. Brown-Guillory spoke to the council about Dr. Maurice Mangum's question concerning allowing graduating seniors to apply for graduation the semester before they are due to graduate. Dr. Brown-Guillory mentioned that she'd called University Registrar Mrs. Marilyn Square to ask if changing the deadline for graduation applications could be done, and she said Mrs. Square had agreed. She said the new suggested dates for May commencement would be a November 4th deadline for priority applications and a final deadline of February 7th deadline for all applicants. Dr. Brown-Guillory said she would take recommendations to the deans and Provost Ohia.

F. Promotion and Tenure Workshop

- Dr. Brown-Guillory reminded the council of TLEC's Promotion and Tenure Workshop to be held Thursday, September 12, from noon to 1:30 p.m. in the Honors College. She said that she, Dr. Oscar Criner, Dr. Robert Bullard, Dr. Gregory Maddox and Provost Ohia would serve on the panel again. She added that this workshop would feature a new section for department chairs to encourage the writing of more substantive letters concerning the applicants' candidacy for promotion and/or tenure. Dr. Brown-Guillory said that during the current Promotion and Tenure cycle, administration would like for all involved (promotion and tenure committee members, chairs and deans) to better evaluate candidates by taking a closer look at the full dossier.

G. Offer Letter Process (RMO)

- Dr. Brown-Guillory reminded council members that all offers of employment must be preceded by a Request to Make an Offer (RMO) form. She said that Dr. Ohia has requested to see this detail before any offer letters are forwarded to his office. Dr. Brown-Guillory also mentioned that some departmental faculty had complained that they had not been informed of the offers beforehand as well. She asked council members to make a concerted effort to urge their faculty to attend presentations of job candidates and to submit input in the process.

H. Drop Policy

- Dr. Brown-Guillory said that the policy was ready for approval by deans and that it would be on the agenda for their next meeting.

I. Academic Standing Policy

- Dr. Brown-Guillory informed the council that the new policy had been approved by the deans and provost. She said Dr. Ohia would send the document to President Rudley and once approved would go into effect immediately.

J. Proposed Policy on Override Privileges

- Dr. Brown-Guillory said that the policy would go before deans for approval at their next meeting. She added that according to the new policy, if any unauthorized overrides occur, that person will have his/her privileges revoked. Dr. Brown-Guillory stressed that only deans and their designees will be allowed to make overrides for courses offered through their colleges/schools..

K. Founders Day/Fall Convocation (regalia re-instituted)

- Dr. Brown-Guillory informed the council that due to budgetary concerns, Founders Day and Convocation would be joined into one ceremony this year. She said that when this decision was made, some deans felt strongly that faculty should go back to wearing regalia as they once did at convocation. Dr. Brown-Guillory said that faculty with classes during 11 a.m. and 1 p.m. were encouraged to bring their classes. She added that the event would also honor the retirement of Dr. Thomas F. Freeman.

Adjournment:

Dr. Christian Ulasi moved to adjourn the meeting, and it was seconded by Dr. Jason Oby. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs' Council is scheduled for Monday, October 21, 2013 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory