

# Texas Southern University

Department Chairs' Council

Monday, January 24, 2011

4:00 p.m.

*HH Conference Room 111*

## AGENDA

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

**Open Issues from Council** ..... Department Chairs

**Associate Provost Updates** ..... Dr. Elizabeth Brown-Guillory

- Protocol for Class Dismissal
- Blackboard
- QEP (Site Visit – February 8-10)
- Faculty Manual Updates
- Promotion and Tenure Process
- Northwest Campus Updates (Administration of Justice, Aviation Science and Technology, Computer Engineering Technology, Electronic Engineering Technology, Radio, Television and Film, Environmental Health, Management Information Systems)
- Dean Search Updates
- One-stop Registration
- Deans' Retreat Updates
- Students With All F's
- Urban Academic Village
- Evaluation of Visiting & Part-time Faculty

# DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

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Monday, January 24, 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. 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. Louis Browne	Interim Chair, Radio, Television & Film, School of Communication
Dr. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Cherry Gooden	Chair, Curriculum & Instruction, 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. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Dr. Olufisayo Jejelowo	Chair, Biology, College of Science and Technology
Dr. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
Mr. Richard F. Lee	Music Coordinator, College of Liberal Arts & Behavioral Sciences
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Sciences
Mr. Thomas Meloncon	Theatre Coordinator, College of Liberal Arts & Behavioral Sciences
Dr. Dianne Mosley	Interim Chair, Sociology, College of Liberal Arts & Behavioral Sciences
Dr. Emmanuel Nwagwu	Chair, Educational Administration and Foundations, College of Education
Dr. Rhonda Saldivar	Chair, English, College of Liberal Arts & Behavioral Sciences
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	Arts Coordinator, College of Liberal Arts & Behavioral Sciences

## *Council Members Absent With Representation*

Dr. Kimberly Campbell	Interim Chair, Speech Communication, represented by Dr. Louis Browne, School of Communication
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, represented by Ms. Sheila Taylor, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Fennoye Thomas	Associate Dean and Interim Chair, Psychology & Philosophy, represented by Dr. William Clay III, College of Liberal Arts & Behavioral Sciences

## *Council Members Absent*

Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Khaled A. Kamel	Chair, Computer Science, College of Science and Technology
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. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy and Health Sciences
Dr. Yi Qi	Interim Chair, Transportation Studies, College of Science and Technology
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology
Dr. Mark Sherman	Chair, Aviation Science & Technology, College of Science and Technology
Dr. Edieth Wu	Faculty Senate

## *Others Present*

Dr. Vera Walker-Hawkins	QEP Director
Dr. Najla Najieb	QEP Committee Member
Mr. Andre Wagner	QEP Committee Member
Ms. Tiffany Vaughner	Senior Administrative Assistant to Associate Provost Brown-Guillory

## *Opening*

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

### A. Opening

- Dr. Brown-Guillory asked for the approval of minutes from the previous meeting as presented. Dr. Needha Boutté-Queen motioned to accept the minutes and it was seconded by Dr. Zahid Iqbal.

## B. Announcements

- Dr. Brown-Guillory encouraged all council members to submit agenda items. She stated that doing so in advance helped identify the issues to be discussed during the meeting and allowed her to better manage time. In addition to updates from the associate provost, she noted that the meetings should encourage dialogue and should be a place where department chairs can work collaboratively to address concerns.

## C. Quality Enhancement Plan (QEP) Updates

- Dr. Vera Walker-Hawkins presented a brief update on the QEP and answered questions about the upcoming site visit.
- Dr. Brown-Guillory asked if there were any specific issues regarding the QEP that council members should be made aware of and also if Dr. Walker-Hawkins could explain the need for the “elevator speech.” Dr. Walker-Hawkins responded that her team would send out a 90-second “elevator speech”, a one-page summary as well as a three-page document in order for all to be familiar with the QEP’s focus and goals, if asked.
- Dr. Walker-Hawkins stated that the QEP committee would focus on literacy: information, communication, disciplinary and critical thinking skills. The QEP will be integrated into the Freshman orientation program through capstone courses leading to graduation.
- Dr. Walker-Hawkins stated that she is available to attend departmental meetings to help faculty better understand the QEP. She added that the Southern Association of Colleges and Schools (SACS) team would be at TSU on March 7-10, 2011.

## D. Protocol for Class Dismissal

- Dr. Brown-Guillory informed the council that the President’s Office had been contacted by a student contingent concerned about professors who did not show up for class and neglected to notify students of the cancellation in a timely manner. A list of professors who were regularly absent from class was presented to deans at the last Deans’ Council. Dr. Brown-Guillory asked the council to review with their faculty the protocol for handling no-show professors. The council discussed best practices.
- Dr. Boute-Queen responded that if a faculty member called in, the administrative assistant was charged with placing a note on the classroom door. Faculty members are encouraged to utilize Blackboard to post such announcements to notify their students. Dr. Browne stated that his department has a process where faculty notify the administrative assistant and the matter is taken care of accordingly; i.e., a notice is placed on the door or arrangements are made for a substitute instructor. Dr. Horton stated that the department does not always know about absences and must rely on the students to report them as well. Dr. Sun noted that some students do not report the absences due to fear of retaliation from influential faculty members. Dr. Brown-Guillory responded that department chairs are in a leadership role and must not feel intimidated to address the issue.
- Dr. Brown-Guillory reminded council members of the importance of turning in class rosters as university funding depends, in large part, on the accuracy of their numbers. She noted that taking rosters also helps professors to associate names with faces and to build positive relationships that will help keep students at the university.

## E. Blackboard

- Dr. Brown-Guillory stated students have reported a list of faculty members who refused to give hard copies of syllabi that were posted on Blackboard. However, she noted that since Blackboard is down due to IT issues faculty must provide the hard copies.

## F. Faculty Manual Updates

- Dr. Brown-Guillory announced that the December draft of the Faculty Manual was currently under review by the university's legal team as well as the Human Resources departments. They will then return the manual to the Faculty Manual Committee who will in turn discuss it with Dr. Douglas. The Faculty Manual will again be uploaded and made available for faculty to review. Dr. Ohia will call a special assembly in the spring so it can be voted on.

#### G. Promotion and Tenure Process

- Dr. Brown-Guillory stated that due to concerns about the "optional" guidelines for organizing the dossiers, Dr. Ohia accepted dossiers organized in accordance with the respective department's established procedures. However, some departments apparently did not monitor the dossiers closely enough. As a result, dossiers were submitted with missing documentation: incomplete or missing letters, missing evaluations of the candidates' strengths and weaknesses, missing CV's, and other important items necessary for the provost to complete his evaluation.
- Dr. Handy discussed concerns about the promotion/tenure process. Dr. Nwagwu noted that departmental P&T criteria needed to be approved by the board in order to enforce them. The council discussed variability across departments.

#### H. Northwest Campus Updates

- Dr. Brown-Guillory announced that enrollment could be increased at the Northwest Campus. She suggested that council members should take a look at enrollment numbers and work to offer more courses at this campus. Dr. Trotty noted the importance of avoiding course duplication so as to encourage enrollment. Dr. Brice stated that some of the classes were not being cancelled even if they only had one student.

#### I. Deans' Retreat Updates

- Dr. Brown-Guillory announced that Dr. Ohia believes there should be a department chairs' retreat to ensure everyone is communicating with each other. Dr. Trotty stated that the art faculty had a 2-day retreat on campus.

#### J. Student Re-Enrollment

- Dr. Brown-Guillory stated that about 400 students received all F's, and of these, about 200 were allowed to re-enroll. Dr. Ohia is concerned that some of the students who were re-enrolled might not have been advised adequately. Dr. Brown-Guillory noted that suspension letters will likely have to be sent to some of these students. The council discussed the information available to departments for contacting the students. Dr. Boutte-Queen stated that some of the students' names were duplicated on the list and this inflated the figures. The council discussed ways to replace the number of F's, including encouraging students not attending to drop the class officially.

#### K. Urban Academic Village

- Dr. Brown-Guillory announced that TSU has secured \$2.7 million from the Houston Endowment to research whether students living in learning communities will do better than those who do not. Five faculty members were slated to reside onsite, and various kinds of interventions would be put in place to ensure the success of the students.

#### L. Evaluation of Visiting and Part-Time Faculty

- Dr. Brown-Guillory announced that all instructors must be evaluated each semester, regardless of rank, including visiting and part-time faculty. She noted that SACS mandates such evaluation.

*Adjournment*

The meeting was adjourned at 5:00pm. The next Department Chairs' Council meeting is scheduled for Monday, March 7, 2011 at 4:00pm in the Hannah Hall Conference Room 111.

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