

Texas Southern University

Associate/Assistant Deans' Council

Monday, September 9, 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, 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
- **Agenda Items from the Council**
 - Dr. Aisha Morris Moultry – Undergraduate Change of Major Advising
 - Dr. Maruice Mangum – 1) Allowing graduating seniors to apply for graduation the semester before they graduate rather than during the semester they are graduating. 2) Allowing grades with a plus to boost the GPA. 3) Strategies to get faculty to engage in advising their students. 4) Strategies to get faculty to post office hours, keep them, and actually meet students during them.

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

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. Flora Estes | Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences |
| Dr. Desirée Jackson | Assistant Dean for Student Services and Instructional Support, College of Science & Technology |
| 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. 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. Fennoyee Thomas | Associate Dean, College of Liberal Arts & Behavioral Sciences |

Council Members Absent with Representation

| | |
|---------------------|---|
| Dr. Oscar H. Criner | Interim Associate Dean for Administration and Development, College of Science & Technology, represented by Dr. Desirée Jackson, College of Science & Technology |
| Dr. Jessica Davis | Interim Assistant Dean of Student Affairs, College of Education, represented by Dr. Claudette Ligons, College of Education |

Council Members Absent

| | |
|------------------|--|
| Mr. Kevin Adams | Assistant Dean of Student Services, School of Communication |
| Dr. Asmara Tekle | Associate Dean for Research and Faculty Development, Thurgood Marshall School of Law |

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 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. Shishir Shishodia moved to approve the minutes; it was seconded by Dr. Glenn Johnson.

A. Report from the Faculty Senate

- Dr. Rasoul Saneifard, Chair, Faculty Senate, spoke to the council concerning the need for overall improvement in the customer service experience for students. He further encouraged council members to try solving issues through the college/school hierarchy before bringing those concerns to the Faculty Senate for resolution.
- Dr. Jafus Cavil, Secretary of the Faculty Senate, spoke to the council concerning the TSU Faculty Manual. He said the Faculty Senate would soon be putting the manual to a vote.

B. Report from the University General Education Subcommittee

- Prof. Arbolina Jennings, Associate Director of the QEP and Co-Chair of the University General Education Subcommittee, addressed the council concerning GenEd Subcommittee. Prof Jennings discussed the approved changes to the core as well as the College of Liberal Arts and Behavioral Sciences choosing not to accept and African American history course but instead proposing to offer an African American Studies option. She said the issue is currently being discussed by the committee.

C. Report from the Catalog Revision Executive Committee

- Dr. Jafus Cavil, UCC Vice Chair & Co-Chair of the Catalog Revision Executive Committee, addressed the council concerning the process for updating the online version of the catalog. He said the committee was currently working on acquiring software that would allow updates without the need to redo the entire catalog with each new update.

D. Agenda Items from the Council

- Dr. Aisha Morris-Moultry – Dr. Moultry addressed the council concerning undergraduate change of major advising. She said she was concerned about this issue because students with GPAs below 2.5 won't be admitted into the professional phase of certain programs. Dr. Moultry said she thought these students were negatively impacting the graduation rate and asked council members for their suggestions on how to retain these students. Council members spoke about the variety of ways they try to advise these students, for example, referring these students to General Studies, identifying and addressing student issues not related to class work such as financial or home life issues, and referring students to a local community college to work on their skills before they return to the University. Dr. Brown-Guillory suggested working with student cohorts of at risk students.
- Dr. Maurice Mangum – 1) Allowing graduating seniors to apply for graduation the semester before they are due to graduate 2) Allowing grades with a plus to boost the GPA, 3) Strategies to better assist faculty to engage in more and better student advising and 4) Strategies to better assist faculty to post office hours, keep them, and to actually meet with students. Dr. Brown-Guillory called University Registrar Mrs. Marilyn Square to ask if changing the deadline for graduation applications was a possibility. Dr. Brown-Guillory suggested that for May commencement, November 4th could be the deadline for priority applications with a final deadline of February 7th. For Dr. Mangum's second point, Dr. Brown-Guillory said she would research best practices at other universities and report back to the council with her findings at the next meeting. For points 3 and 4, it was suggested that verbiage concerning advising and office hours should be added to teacher evaluations.

E. Fall Opening Faculty Meeting/Collegiality Panel

- Dr. Brown-Guillory informed the council that due to requests to repeat the Collegiality Panel from the Fall Opening Faculty Meeting, her office would be videotaping the 3 minute talks from each member of the panel and posting the video to the Academic Affairs website. She said that summaries of the talks would also be uploaded to the website in PDF form.

F. Offer Letter Process (RMO)

- Dr. Brown-Guillory reminded council members of the correct submission procedures for the Request to Make an Offer (RMO) . She said the documents should be sent to Ms. Gill who will forward the forms to Mr. Charles Henry and Dr. Brown-Guillory. Once reviewed and approved, the RMO is forwarded to Dr. Ohia for his final approval.

G. Drop Policy

- Dr. Brown-Guillory passed out a draft copy of the policy to council members. She said the document reflected committee feedback as well as suggestions from Dr. Ohia. Dr. Brown-Guillory said the policy would be forwarded to deans for their approval very soon and would, hopefully, go into effect for the current fall semester. She added that if council members had any suggestions or recommendations they should forward their concerns to her and she would present them to the deans.

H. Academic Standing Policy

- Dr. Brown-Guillory informed the council that the new Academic Standing Policy (ASP) had been approved by the deans and would be sent for approval to Dr. Rudley.

I. Proposed Policy on Override Privileges

- Dr. Brown-Guillory passed out a draft document to the council for its review and informed the council that the new policy prevents any overrides from being made that are not made by the dean or his/her designee in that specific college or school. She asked the council to send feedback to her and that, once approved; the policy would become effective immediately.

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

- Dr. Brown-Guillory informed the council that this year Founders Day and Convocation would be combined and because of this, the Deans' Council voted that faculty wear regalia to the event. She added that the event would also honor the retirement of Dr. Thomas F. Freeman.

K. Promotion and Tenure Workshop

- Dr. Brown-Guillory reminded the council that TLEC would again be offering its Promotion and Tenure Workshop to academic administrators and tenure-track and tenured faculty. The workshop is to be held Thursday, September 12, from noon to 1:30 p.m. in the Honors College.

Adjournment:

Dr. Golda Anne Leonard moved to adjourn the meeting, and it was seconded by Dr. Maurice Mangum. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, October 21, 2013 at 3:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory