

Texas Southern University

Department Chairs' Council

Monday, September 13, 2010

4:00 p.m.

HH Conference Room 111

AGENDA

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

Items from Department Chairs Dr. Emmanuel Nwagwu
Chair, Educational Administration and Foundations, College of Education

- Classes Without Assigned Professors/Instructors
- Making the Campus Friendly to New and Returning Students
 - Poor Signage on Buildings, Entrances, and Facilities

Announcements Department Chairs

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Faculty Research Profiles & Bibliography Submissions Forms
- Faculty Manual
- Promotion and Tenure
- External Review of Academic Departments
- Library Committee
- Founder's Day
- Enrollment Management Services Retreat
- Faculty Awards
- School/Community Partnerships: Back to Basics Summer Institute
- Updating Personnel Changes in Colleges/Schools
- Upcoming Office Changes

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, September 13, 2010

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. Della Bell	Interim Chair, Mathematics, College of Science and Technology
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. Kimberly Campbell	Interim Chair, Speech Communication, School of Communication
Dr. Charles Glass	Interim Chair, Aviation Science & Technology, College of Science and Technology
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy and Health Sciences
Dr. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Prof. Dianne Jemison-Pollard	Chair, Fine Arts, College of Liberal Arts & Behavioral Sciences
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. Ethiopia Keleta	Chair, History, Geography, and Economics, 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. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. Ihekwoaba Onwudiwe	Interim 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. Qisheng Pan	Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Rhonda Saldivar	Chair, English, College of Liberal Arts & Behavioral Sciences
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences
Dr. Fennoyee Thomas	Associate Dean and Interim Chair, Psychology & Philosophy, College of Liberal Arts & Behavioral Sciences

Council Members Absent With Representation

Dr. Shanna Broussard	Interim Chair, Counseling, represented by Dr. Riley Venable, College of Education
Dr. Yi Qi	Interim Chair, Transportation Studies, represented by Paula Eakins, College of Science and Technology

Council Members Absent

Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Sciences
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology
Dr. Olufisayo Jejelowo	Chair, Biology, College of Science and Technology
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology

Others Present

Dr. Adebayo Oyekan	Interim Associate Provost / Associate Vice President for Research
Mr. Shola Ewulo	Director, Research Funding and Pre-Award Services

Opening

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

A. Opening

- Dr. Brown-Guillory asked for approval of the minutes from the previous meeting as presented. Dr. Boutté-Queen motioned to accept the minutes as amended, and it was seconded by Dr. Saldivar.
- For the benefit of new members, Dr. Brown-Guillory asked all present to introduce themselves and the department they represent. She also revisited her vision for forming the councils, which was to keep the lines of communication open through regular meetings. Dr. Brown-Guillory

requested more input from the council members for the meeting agenda. She emphasized that she hopes to encourage dialogue.

B. Office of Research

- Dr. Oyekan spoke about the faculty bibliography and faculty research profile forms. He advised that an electronic version of the forms would be available to the chairs and asked that it be distributed to their faculty and, upon completion, returned to the Office of Research. Additionally, he stated that his office is working on a graduate students' forum for the current academic year, wherein graduate students from TSU and other institutions would have the opportunity for peer interactions and presentations along with an award for the best presentation. In order to plan this forum, he asked the chairs for a list of graduate students currently enrolled in their disciplines.

C. Dr. Nwagwu's agenda Items/Agenda Items from Chairs

- Dr. Nwagwu recommended ensuring that instructors are assigned to every class by the first week of school. He stated that TBA's on the Course Bulletin caused students to loiter on campus and was detrimental to TSU's image in the eyes of new students.
- Dr. Glass asked for an update on the need for staff advisors and Dr. Brown-Guillory informed all that the president and provost had taken the matter into a new direction. Student advisement would be handled through the office of Student Academic Enhancement Services in conjunction with the student advisement currently present within the colleges. She stated that the new initiative will be led by Dr. Betty Cox, Interim Associate Provost / Associate VP of the Student Academic Enhancement Services.
- Prof. Jemison-Pollard requested that the TSU campus be made more accessible to graduate students who are mostly on campus after 5 p.m. She suggested extended hours for the TSU Bookstore, the Bursar's office, as well as campus dining services.
- Dr. Campbell stated that staffing an information booth in the School of Communication during the first weeks of the fall semester helped students become better oriented and assisted in recruiting students for the schools major degree programs. She recommended implementing a similar setup throughout the campus to aid students and the University. She added that weekend classes needed stronger security for students and faculty. Dr. Kamel added that campus police had advised him of increased lighting on the campus in the near future.

D. Faculty Manual

- Dr. Brown-Guillory stated that Dr. Ohia had asked the deans to have their faculty review the manual, as the version with proposed changes was now available online on the Academic Affairs and Research website. She advised that faculty senators, in conjunction with the faculty across campus, will review and update the document in preparation for a vote to be taken during the next Opening Faculty Meeting.

E. Promotion and Tenure Guidelines

- Dr. Brown-Guillory informed council members that guidelines for organizing the dossiers were online under the Academic Affairs and Research Division of the University website. She asked that the timelines be communicated to all faculty.

F. External Review

- Dr. Brown-Guillory announced that she was currently researching external review processes of academic programs at other universities. Dr. Brown-Guillory also advised that several departments would undergo external reviews this year.

G. University Library Committee

- Dr. Brown-Guillory stated she had been working to rejuvenate the TSU Library Committee. Dr. Kamau and his staff are eager for the faculty to serve in an advisory capacity to library staff. She asked for a junior and a senior faculty member from each department to serve on the committee to ensure effective representation.

H. Welcome Back / Founder's Day

- Dr. Brown-Guillory announced that on September 14, 2010, TSU will hold its annual Founder's Day celebration. Faculty members have been asked to attend with their students. There will be a keynote speaker and a party on the plaza, with each college having representation at booths.

I. Enrollment Management Retreat

- Dr. Brown-Guillory announced that Dr. Ohia organized an Enrollment Management Retreat, where Recruitment, Admissions and Student Retention met to discuss student retention efforts. She stated that in order for TSU to successfully retain students, there must be better communication between these three units and that Dr. Ohia was being proactive in leading the discussion of best practices in Enrollment Management Services.

J. Faculty Excellence Awards

- Dr. Brown-Guillory asked council members to encourage faculty to apply for next year's Faculty Excellence Awards. She asked that criteria and deadlines be reviewed closely and stated that all information was now available for download from the Academic Affairs and Research Division website.

K. Updating Personnel Changes

- Dr. Brown-Guillory mentioned that if there are any changes or updates to personnel that they be forwarded to Ms. Tiffany Vaughner.

L. Upcoming Office Changes

- Dr. Brown-Guillory announced that the Provost's office had relocated to Hannah Hall, Suite 340 and that her team would relocate to Suite 305.

M. Back to Basics Summer Institute

- Dr. Brown-Guillory announced she was looking for more faculty members to participate in the Back to Basics Summer Institute - an institute designed to prepare high school students for college - which she ran last summer with funding from Chevron. She mentioned the need for assistance from the Mathematics and Sciences departments. She advised that more information about the Institute was available online under the Academic Affairs and Research Division website.

Adjournment:

Dr. Brown-Guillory asked for a motion for the meeting to be adjourned at 5:15 p.m. Dr. Boutté-Queen moved to accept and Dr. Saldivar seconded the motion.

Minutes Submitted by:

Ms. Tiffany Vaughner, Senior Administrative Assistant

Approved by:

Dr. Elizabeth Brown-Guillory