

Texas Southern University

Associate/Assistant Deans' Council

Monday, June 6, 2011

3:00 p.m.

HH Conference Room 111

AGENDA

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

Agenda Items from Council Associate/Assistant Deans

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Low-producing Programs
- Summer Graduation – August 6
- University Curriculum Council
- Course Scheduling
- Learning Communities at TSU
- Administrative Responsibilities

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, June 6, 2011
3:00 p.m.
Hannah Hall Room 111

Council Chair

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

Council Members Present

Mr. Kevin Adams	Assistant Dean of Student Services, School of Communication
Dr. Gloria Batiste-Roberts	Interim Executive Associate Dean, Thomas F. Freeman Honors College
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. James DuMond	Interim Associate Dean for Academic Affairs, College of Science and Technology
Dr. Desirée Jackson	Interim Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Dr. Claudette Ligons	Interim Associate Dean for Academic Affairs, College of Education
Dr. Shirlette Milton	Assistant Dean for Student Services, College of Pharmacy and Health Sciences
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
Ms. Erica Vallier Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business
Dr. L. Darnell Weeden	Associate Dean for Faculty Development/Research, Thurgood Marshall School of Law

Council Members Absent

Dr. Gabriel Aitsebaomo	Interim Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Felix Ayadi	Interim Associate Dean, Jesse H. Jones School of Business
Dr. Jessica Davis	Interim Associate Dean for Student Affairs, College of Education
Dr. Flora Estes.	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Golda Anne Leonard	Associate Dean, College of Pharmacy and Health Sciences
Dr. Dianne Mosley	Interim Assistant Dean for Student Enhancement & Learning, College of Liberal Arts & Behavioral Sciences
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business

Others Present

Ms. Tiffany Vaughner Senior Administrative Assistant to Associate Provost Brown-Guillory

Opening

The meeting of the Associate/Assistant Deans' Council was called to order at 3:00 p.m. by Dr. Brown-Guillory.

A. Opening

- Dr. Brown-Guillory asked for the approval of the minutes from the previous meeting to be accepted as submitted. Dr. Michael Sollars motioned to approve and it was seconded by Dr. Oscar H. Criner.

B. Agenda Items from Council

Textbook Orders

- Dr. Sollars mentioned his concerns about book orders in the university bookstore. He said that only 50% of faculty had turned in their orders for the fall semester. Dr. James DuMond said that the 50% could be misleading as many courses are research based and, as such, would not necessarily require a textbook. Dr. Brown-Guillory asked about the ordering process, verifying if the bookstore manager, Mr. James Burch, sent the request for book orders to the deans who, in turn, sent the request to the department chairs who sent them to the faculty. The council confirmed this process adding that once faculty receive the request they are then able to go online and make changes, which means there may not be an opportunity for follow-up from the college/school administration. The council discussed revising the process to include departments reporting back to both the bookstore and the dean's office to coordinate the completion of book orders in a timely manner.

University Form Revisions

- Dr. Fennoye Thomas spoke about the need to update all the forms used in Academic Affairs, specifically those forms coming from the Office of the Registrar, and the need for a committee be formed to examine and update the forms. Dr. Brown-Guillory called for volunteers from the council to serve on this committee. Dr. Oscar Criner, Dr. Fennoye Thomas and Dr. Desireé Jackson all volunteered to serve on the committee. Dr. Thomas agreed to serve as chair of this ad hoc committee.

C. Low-Producing Programs

- Dr. Brown-Guillory gave a report on programs marked as low-producing by the Texas Higher Education Coordination Board (THECB). She said that all recommendations made by faculty were accepted and carried through to the THECB, with the single exception of Economics which will remain as part of the College of Liberal Arts and Behavioral Science but as a minor only. Dr. Brown-Guillory added that it will take at least six months to hear back from the THECB to know if the university's recommendations have been accepted. If the recommendations are not accepted, then President John M. Rudley and Provost Sunny E. Ohia will be called in to defend them. She also reminded the council that if an extension is given, it is only for the limited amount of time set by the THECB. The low-producing programs will need to put into place a plan of action that will increase their productivity in adherence to THECB guidelines.

D. Summer Graduation

- Dr. Brown-Guillory informed the council that she and University Registrar, Ms. Marilyn Square, had been working together on a graduation timeline for the August 6th Summer Commencement. She informed the council that Ms. Square would be sending out Graduation Analysis Reports on July 5th. All reports will be sent to the graduation applicants, advisors, department chairs, and deans.

E. University Curriculum Council

- Dr. Brown-Guillory informed the council of the need for better attendance from the colleges/schools at the UCC meetings. She also reminded the council of the process for submitting course changes. Dr. Brown-Guillory spoke about the new reporting forms that were sent from the THECB. She assured council members that the new forms had been sent out to all UCC members and that they would, in turn, be sharing that information with their departments. Dr. Brown-Guillory announced the construction of a UCC site that would be placed on the Academic Affairs webpage.

F. Course Scheduling

- Dr. Brown-Guillory stated that Mr. Brian Armstrong, Executive Director of Admissions, had informed her of several student complaints concerning classes being scheduled at times that are not favorable to the students' schedules. She said she asked Ms. Square if the university had a master scheduler and was informed that TSU did not have one. Dr. DuMond confirmed that the university did not, in fact, have a master scheduler. He said that when the schedule request form is submitted then the instructor is allowed to pick the room which is done primarily on a first come, first serve basis. Dr. DuMond added that Assistant Registrar, Ms. Deborah Johnson, enters the forms, including room numbers, but does not monitor the schedule. Dr. Criner added that some classes offered only on Friday and Saturday might be part of the weekend college and

therefore skewing the reporting of the number of classes offered during the week. Dr. Brown-Guillory recommended that a committee be formed to evaluate scheduling policies. Dr. DuMond, Dr. Sollars and Ms. Erica Vallier-Jackson volunteered to work on the committee. Dr. DuMond agreed to serve as chair of this ad hoc committee.

G. Learning Communities at TSU

- Dr. Brown-Guillory provided the council with an update on the Urban Academic Village. She said the university had received a substantial grant for the Houston Endowment to host 400 incoming freshmen who will live and study on campus in the former Greystone Apartments, now named “The Village.” She said there would also be faculty, graduate students and tutors living full time with the students.

H. AVID Update

- Dr. Brown-Guillory spoke about the upcoming conference for Advancement Via Individual Determination (AVID), the program TSU is partnering with to assist with retention rates. She said the university had received a \$60,000 grant to be used over the next two years to help educate and train faculty on ways to retain freshmen and help them stay enrolled and graduate in a timely manner. Dr. Brown-Guillory was appointed by the provost to serve as the campus AVID liaison.

I. Administrative Responsibilities

- Dr. Brown-Guillory noted that Dr. Ohia had asked the deans in the last Deans’ Council to send out letters to academic administrators in response to reports from some CBA’s stating that their administrators were not keeping full administrative hours over a twelve-month period and were not accurately reporting vacation time.

Adjournment:

Dr. DuMond moved to close the meeting, and it was seconded by Dr. Criner. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans’ Council is scheduled for Monday, July 18, 2011 at 3:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory