

# Texas Southern University

Department Chairs' Council

Monday, August 29, 2011

4:00 p.m.

*HH Conference Room 111*

## AGENDA

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

**Provost's Items of Business** ..... Dr. Sunny E. Ohia  
*Provost and Vice President for Academic Affairs & Research*

**Agenda Items from Council** ..... Department Chairs

- Requirements for Posted Course Outlines – Dr. Michael Berryhill
- Clarification on College Rank, Tenure and Promotion Committee – Dr. Wei Li

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

- University Teaching and Learning Center
- Proposed Course Scheduling Policy
- One-stop Registration
- Advising Practices

# DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

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Monday, August 29, 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. Jeff Brice, Jr.	Interim Chair, Business Administration, Jesse H. Jones School of Business
Dr. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Kimberly Campbell	Interim Chair, Speech Communication, School of Communication
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Jean Hampton	Chair, Pharmacy Practice, College of Pharmacy and 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. Kenneth Jackson	Interim Chair, Sociology, College of Liberal Arts & Behavioral Sciences
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
Mr. Richard Lee	Interim Chair, Music, College of Liberal Arts & Behavioral Sciences
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Science
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. 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	Interim Chair, Visual and Performing Arts, College of Liberal Arts & Behavioral Sciences
Dr. Wei Li	Interim Chair, Computer Science,
Dr. Arthur Whaley	Chair, Psychology, College of Liberal Arts & Behavioral Sciences

## *Council Members Absent With Representation*

Dr. Needha Boutte-Queen	Chair, Social Work, represented by Catheryn Longino, College of Liberal Arts & Behavioral Sciences
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, represented by Sheila Taylor, Barbara Jordan – Mickey Leland School of Public Affairs
Dr. Yi Qi	Interim Chair, Transportation Studies, represented by Dr. Fengxiang Qiao, College of Science and Technology
Dr. John Sapp	Chair, Chemistry, represented by Obot Ekwere, College of Science and Technology

## *Council Members Absent*

Dr. Louis Browne	Interim Chair, Radio, Television & Film, School of Communication
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Emmanuel Nwagwu	Chair, Education Administration and Foundations, College of Education
Dr. Mark Sherman	Chair, Aviation Science & Technology, College of Science and Technology

## *Others Present*

Dr. Sunny E. Ohia	Provost and Vice President for Academic Affairs and Research
Mr. Charles Henry	Executive Director, Provost's Business Services
Ms. Lori LaBrie	Director, Academic Retention Services & Special Assistant to the Provost
Ms. Marilyn Square	University Registrar
Ms. Tiffany Vaughner	Senior Administrative Assistant to Associate Provost Brown-Guillory

## *Opening*

Dr. Brown-Guillory called the meeting of the Department Chairs' Council to order at 4:00 p.m. The associate provost asked for approval of the minutes of the July 18, 2011 minutes. Dr. Arthur Waley, Chair of the Department of Psychology, offered a correction to his title, which was accepted. Dr. Sarah Trotty then motioned approval of the minutes, and Dr. Jeff Brice seconded the motion. The council voted unanimously to accept the minutes.

## **A. Presentation by Provost Ohia**

- Dr. Brown-Guillory announced that the agenda for today's meeting would be tabled until the next meeting because Provost Ohia requested an opportunity to address the department chairpersons concerning several issues pertaining to students as presented to him in the President's Cabinet meeting that morning. He began the discussion with a summary of previous directives issued to chairpersons with regard to the need for strong leadership in the academic departments and programs. Dr. Ohia then brought forth the following topics for discussion:
  - 1) Faculty refusing to teach on certain days or at certain times
  - 2) Faculty neglecting to keep scheduled office hours and general accessibility to students
  - 3) Faculty refusing to offer advisement outside of the classroom:
    - a. Students who feel faculty disregard their need to have enough courses offered so that they may graduate on time
    - b. Students who feel faculty do not provide them with adequate advisement to prevent taking unneeded classes
    - c. Inadequate or inappropriate course scheduling
    - d. Too many TBAs on the master schedule

## **B. The Conversation**

### **The Provost**

Provost Ohia asked the council to express their concerns about his talking points and to give examples, if any, from their experiences.

### **The Council**

Council members stated that students have, indeed, brought to their attention that faculty are often not available during office hours and that some faculty who were scheduled to teach Summer Session courses (fulltime) did not teach the entire session. Other council members spoke about faculty choosing not to mentor younger faculty because they felt that too much emphasis is placed on publishing and research, which translates to less training and focus on mentoring faculty. Several council members felt this fact also contributes to the perceived lack of attention to student needs.

### **The Registrar**

Ms. Marilyn Square informed the council of several issues confronting her office, namely attendance reporting, timely submission of grades, and a lack of adherence to the deadlines for important information, which in turn affects the reporting schedules of several other offices.

### **The Provost**

Provost Ohia informed the council that the president has requested that department chairpersons submit a report that lists all faculty and their office hours, as well as the number of hours spent outside of the classroom for student advisement.

### **The Council**

Council members responded to Provost Ohia by stating that they felt they were hindered in performing their duties by the inability to hire enough qualified faculty to match the demand for

courses. They also suggested that an adjunct pool be implemented to meet demand for instructors. This pool would be handled by Human Resources and available to all colleges/schools, especially in emergency situations.

The council also expressed concern that a number of chairpersons did not have personnel to take care of administrative duties. They stated that much of their time consists of attending to these duties, which takes away time from student advising and faculty mentoring.

### **The Provost**

Dr. Ohia suggested that areas with limited or no administrative staff should find ways to utilize technology to address staff shortages, or those smaller departments could share administrative staff.

On budgets for the hiring of adjunct faculty, the provost advised chairs that in case of an emergency, they should forward their requests directly to Mr. Charles Henry with copies of that communication to go to their individual deans and to the provost.

### **The Registrar**

Ms. Square informed chairs that there is a mechanism in Banner that will enable them to manage enrollment and selection of courses by students.

### **The Provost**

Provost Ohia asked for a show of hands of how many in the council were familiar with Banner. Based upon the council's response, he recommended that Banner training be implemented for all department chairs as soon as possible. Mr. Charles Henry, Director of Provost's Business Services, was assigned the task of implementing this initiative.

### *Adjournment*

Dr. Shanna Broussard moved to close the meeting, and it was seconded by Dr. Warren Williams. The meeting was adjourned at 5:05pm. The next Department Chairs' Council meeting is scheduled for Monday, October 10, 2011 at 4:00pm in the Hannah Hall Conference Room 111.

*Minutes Submitted by:*

Ms. Tiffany Vaughner

*Approved by:*

Dr. Elizabeth Brown-Guillory