

Texas Southern University

Associate/Assistant Deans' Council

Monday, December, 2012

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 on the Quality Enhancement Plan (QEP)**

- Prof. Arbolina Jennings, Associate Director, Quality Enhancement Plan and Co-Chair, General Education Subcommittee

➤ **Report from the Faculty Senate**

- Dr. Vera Walker Hawkins, Vice Chair

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Plagiarism
- Advising
- Departmental meetings with Provost Ohia and President Rudley
- Discussion of midterm reports and plan of action for students with all F's
- Commencement
- Book Orders
- Opening Faculty Meeting
- Faculty Excellence Awards
- Faculty Performance Evaluations and Student Evaluations of Faculty
- University Curriculum Council
- Low-producing programs

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, December 3, 2012

4:00 p.m.

Hannah Hall 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. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. Jessica Davis	Interim Associate Dean of Student Affairs, College of Education
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Dianne Jemison Pollard	Associate Dean for Academic Affairs, Thomas F. Freeman Honors College
Dr. Glenn Johnson	Associate Dean of Research and Graduate Studies, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Desirée Jackson	Assistant Dean for Student Services and Instructional Support, College of Science & Technology
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. Dianne Mosley	Interim Assistant Dean for Student Enhancement & Learning, College of Liberal Arts & Behavioral Sciences
Dr. Aisha Morris-Moultry	Interim Assistant Dean for Student Services, College of Pharmacy and Health Sciences
Dr. Shishir Shishodia	Associate Dean, College of Science and Technology
Dr. Asmara Tekle	Associate Dean for Research and Faculty Development, Thurgood Marshall School of Law
Dr. Fennoye Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences

Council Members Absent with Representation

Dr. Dianne Jemison Pollard Associate Dean for Academic Affairs, Thomas F. Freeman Honors College, represented by Dr. Candy Ratliff, Assistant Dean for Student Services, Thomas F. Freeman Honors College

Council Members Absent

Mr. Kevin Adams	Assistant Dean of Student Services, School of Communication
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences
Ms. Erica Vallier-Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business

Others Present

Prof. Arbolina Jennings	Associate Director, Quality Enhancement Plan and Co-Chair, General Education Subcommittee
Dr. Vera Walker Hawkins	Vice Chair, Faculty Senate
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 on the Quality Enhancement Plan (QEP)

- Prof. Arbolina Jennings, Associate Director of the Quality Enhancement Plan (QEP) and Co-Chair of the General Education Subcommittee, provided the council with a short overview of the QEP Impact Report for December 2012. Prof. Jennings discussed how information literacy had been integrated into freshman courses in Freshman Seminar, Freshman English and Speech Communication through the Library Tour, the SAILS pre-test, and the Library mini-lesson videos in research methods.

B. Report from the Faculty Senate

- Dr. Vera Walker Hawkins, Vice Chair of the Faculty Senate, reminded council members that senate meetings are the first Thursday of every month and welcomed all faculty members to attend the meetings to share their concerns. She also spoke about student retention rates as they affect the status of low producing programs and said that this topic was at the top of the senate's list along with faculty equity and merit pay raises.

C. Plagiarism

- Dr. Brown-Guillory informed the council that the Journalism Department Chair Dr. Michael Berryhill, asked if the council could discuss plagiarism and that she would bring the issue to the Associate and Assistant Deans' Council to hear their thoughts on the issue. She asked the council to share how they handled this issue in their colleges/schools.

D. Advising

- Dr. Brown-Guillory reiterated the importance of advising and the role it plays in student retention and graduation rates. She reminded council members that the Texas Higher Education Coordinating Board (THECB) had made advising a priority for the coming year and that TSU had been ahead of the curve in its focus on advising in 2011-2012.

E. Departmental Meetings with Provost Ohia and President Rudley

- Council members reported that their departmental meetings with the president and provost had been very beneficial. Most of them said they looked forward to continuing the dialogue that began in those meetings with faculty in their departments.

F. Discussion of Midterm reports and Plan of Action for Student's with All F's

- Dr. Brown-Guillory asked the council to work with their faculty to reach out to students with all F's and to do their best to help these students do better academically and personally.

G. Book Orders

- Dr. Brown-Guillory asked the council to contact the TSU Bookstore Manager, Mr. James Burch, to complete the book orders and /or to correct any discrepancies in the report.

H. Commencement

- Dr. Brown-Guillory informed the council that President Rudley had instituted a few changes to the graduation ceremony and urged council members to attend the 2 p.m. rehearsal on December 12th in the TSU H&PE Arena.

I. Opening Faculty Meeting

- Dr. Brown-Guillory announced the date of Spring Opening Faculty Meeting as Thursday, January 10, 2013 to be held in the Barbara Jordan-Mickey Leland School of Public Affairs Building in the McCoy Auditorium, R114, from 8 a.m. to noon.

J. Faculty Excellence Awards

- Dr. Brown-Guillory reminded the council of the upcoming Faculty Excellence Awards submission deadline dates, March 1st and March 18th. She also announced the dates of the 2012-2013 Faculty Excellence Awards Ceremony and Luncheon to be held Thursday, April 25th. Dr. Brown-Guillory asked the council for submissions and to make sure faculty in their colleges/schools submitted their portfolios as well. She added that award materials could be found online under Academic Affairs in the Division of Academic Affairs and Research.

J. Faculty Performance Evaluations and Student Evaluations of Faculty

- Dr. Brown-Guillory informed the council of the progress being made by the Ad Hoc Committees on Faculty Performance Self Evaluation Instrument and the Student Evaluation of Teaching Instrument saying that OIT and the Office of Testing were currently working together to update the Class Climate Software and would have the new online student and faculty forms ready for Fall 2013. Dr. Brown-Guillory asked the council to continue using the old instruments until the online system was up and running. She noted that the committees have representation from each college/school.

K. University Curriculum Council (UCC)

- Dr. Brown-Guillory reminded the council of the UCC's monthly meetings, the third Wednesday of each month, and gave them a short overview of the official proposal submission process. She asked the council to continue to work with their UCC college/school membership and their departments to make sure all proposals are submitted on time and through the proper channels.

L. Low-Producing Programs

- Dr. Brown-Guillory spoke to the council about low-producing programs and advising and the link they all have to Low Producing Programs and student success rates.

Adjournment:

Dr. Shishir Shishodia 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, January 28, 2013 at 3:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory