

Texas Southern University

Associate/Assistant Deans' Council

Monday, July 16, 2012

3:00 p.m.

HH Conference Room 111

AGENDA

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

➤ **Report from the Northwest Campus**

- Dr. Taugamba Kadhi, Executive Director and Assistant Dean

➤ **Report from the Faculty Ombuds Office**

- Dr. Andrea Shelton, Faculty Ombudsperson

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- THECB Updates/Annual Course Inventory Updates (due August 1, 2012)
- Discussion of May Commencement and Input for Improvement
- Establishment of Departmental Curriculum Committees
- Annual Course Inventory Updates (due August 1, 2012)
- Update on Textbook Orders
- Course Scheduling/Course Rotations (a two-year plan)
- College/School and department retreats
- Role of Faculty Ombudsperson

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, July 16, 2012

3:00 p.m.

Hannah Hall Room 111

Council Chair

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

Council Members Present

Mr. Kevin Adams	Assistant Dean of Student Services, School of Communication
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
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. Dianne Jemison Pollard	Associate Dean for Academic Affairs, Thomas F. Freeman Honors College
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. Dianne Mosley	Interim Assistant Dean for Student Enhancement & Learning, College of Liberal Arts & Behavioral Sciences
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences
Dr. L. Darnell Weeden	Associate Dean for Faculty Development/Research, Thurgood Marshall School of Law

Council Members Absent

Dr. Gabriel Aitsebaomo	Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Desirée Jackson	Interim Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Ms. Erica Vallier-Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business

Others Present

Dr. Taugamba Kadhi	Executive Director and Assistant Dean, Northwest Campus
Dr. Andrea Shelton	Faculty Ombudsperson
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. Michael Sollars moved to approve the minutes; it was seconded by Dr. Maurice Mangum.

A. Report from the Northwest Campus

- Dr. Taugamba Kadhi, Executive Director and Assistant Dean of the Northwest Campus, updated the council on the campus' progress. He encouraged council members to remain active in building the campus by offering more classes there.

B. Report from the Faculty Ombuds Office

- Dr. Andrea Shelton, Faculty Ombudsperson, spoke to the council about services provided by the office, namely that she makes herself available to assist faculty who have concerns or complaints. She noted that she has undergone conflict resolution and mediation training to be able to assist faculty.

C. THECB Updates/Annual Course Inventory Updates

- Dr. Brown-Guillory spoke to the council about technical issues plaguing the THECB's website that might lead to delays in TSU submitting updates on course inventory. She also passed out a sheet from the THECB which lists the approximate length of time that it takes for the THECB to respond to requests/proposals.

D. Discussion of May Commencement and Input on Improvement

- Dr. Brown-Guillory asked council members if they had given any more thought to ways of improving commencement. The council discussed several options to encourage audiences to remain until the conclusion of the commencement ceremony, including implementing college/school commencements or several university commencements that combine one or more colleges/schools in each ceremony, reducing the number of speakers and the length of time each speaks, conferring the degree without students leaving their places (no crossing the stage), allowing students to cross the stage without photos with the president, and providing incentives to students for staying through completion. Dr. Brown-Guillory noted that any commencement that lasts longer than 2½ hours will lose a substantial segment of the audience.

E. Establishment of Departmental Curriculum Committees

- Dr. Brown-Guillory asked that council members work to ensure that department curriculum committees are up and functioning by Fall 2012. She added that faculty could serve on multiple curriculum committees, namely at the department, college/school, and university levels.

F. Update on Textbook Orders

- Dr. Brown-Guillory asked for the council's help in solving the continuing issue of book orders. She noted that she had several conversations with deans, department chairs, and the bookstore manager – both individually and collectively – to help resolve reports of low book order rates. Council members suggested that classes offered in the departments are not registered properly in the bookstore's filing system. Additionally, council members suggested that only departments should send course listings to the bookstore to accurately show which courses actually need books. Several chairs provided anecdotes about repeated communication with the bookstore, only to have the same errors show up in reports. Dr. Brown-Guillory noted that she would follow-up with the bookstore management and deans again.

G. Course Scheduling/Course Rotations (a two-year plan)

- Dr. Brown-Guillory asked the council to develop a two-year course schedule rotation which, in the end, is better for students, budgeting, and faculty hiring.

H. College/School and Department Retreats

- Dr. Brown-Guillory announced that several deans are planning faculty retreats to engage in strategic planning for the academic year.

Adjournment:

Dr. Claudette Ligons moved to adjourn the meeting, and it was seconded by Dr. Jessica Davis. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Thursday, September 6, 2012 at 3:00pm in the Fairchild Building, Room 122.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory