

Texas Southern University

Department Chairs' Council

Monday, March 18, 2013

4:00 p.m.

HR Conference Room 129

AGENDA

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

➤ **Provost's Report**

- Dr. Sunny E. Ohia

➤ **Report from the Faculty Senate**

- Dr. Rasoul Saneifard, Vice Chair

➤ **Report from the Office of Institutional Assessment, Planning and Effectiveness**

- Dr. Raijanel Crockem, Interim Executive Director

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Low-producing programs
- Advising/ Access to Registration Override
- Faculty Excellence Awards Updates

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, March 18, 2013

4:00 p.m.

Hannah Hall, HR Conference Room 129

Council Chair

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

Council Members Present

Dr. Michael Adams	Interim Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Danita Bailey-Perry	Interim Chair, Educational Administration & Foundations, College of Education
Dr. David Baker	Interim Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
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. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Dwalah Fisher	Interim Chair, Health and Kinesiology, College of Education
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy & Health Sciences
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Nikita Harris	Interim Chair, Speech Communication, School of Communication
Dr. Kenneth Jackson	Interim Chair, Sociology, College of Liberal Arts and Behavioral Sciences
Prof. Richard Lee	Interim Chair, Music, College of Liberal Arts & Behavioral Sciences
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy & Health Sciences
Dr. Wei Li	Interim Chair, Computer Science, College of Science and Technology
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy & Health Sciences
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Yi Qi	Chair, Transportation Studies, College of Science and Technology
Dr. Ronald C. Samples	Interim 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. Christian Ulasi	Interim Chair, Radio, Television and Film, School of Communication
Dr. Arthur Whaley	Chair, Psychology, College of Liberal Arts & Behavioral Sciences
Dr. Warren Williams	Interim Chair, Biology, College of Science and Technology
Dr. Cary D. Wintz	Interim Chair, History & Geography, College of Liberal Arts & Behavioral Sciences

Council Members Absent with Representation

Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy & Health Sciences, represented by Dr. Monica Rasmus, Interim Program Director
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology, represented by Mr. Yachi Wanyan

Council Members Absent

Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology
Dr. Yi Qi	Chair, Transportation Studies, College of Science and Technology
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Zahid Iqbal	Chair, Department of Accounting and Finance, Jesse H. Jones School of Business

Others Present

Dr. Sunny E. Ohia	Provost and Vice President for Academic Affairs and Vice President for Research
Dr. Raijanel Crockem	Interim Executive Director, Institutional Assessment, Planning & Effectiveness
Dr. Kimberly McLeod	Interim Director, Teaching and Learning Excellence Center
Dr. Humphrey A. Regis	Dean, the Thomas F. Freeman Honors College
Ms. Tiffany Vaughner	Office Administrator to Associate Provost Brown-Guillory

Opening

The meeting of the Department Chairs' Council was called to order at 4:00 p.m. by Associate Provost Brown-Guillory. She moved that the minutes from the previous meeting be approved. Dr. Needha Boutté-Queen motioned to approve the minutes; it was seconded by Dr. Danita Bailey-Perry.

A. Report from the Teaching and Learning Excellence Center (TLEC)

- Dr. Kimberly McLeod, Interim Director of TLEC, spoke to the council about the upcoming faculty development opportunities offered through TLEC. Dr. McLeod also spoke on the issue surrounding accurate reporting of student attendance. She said giving student's F's when they should actually be dropped due to lack of attendance was responsible for errors in state reporting.

B. Report from the Thomas F. Freeman Honors College

- Dr. Humphrey A. Regis, Dean of the Thomas F. Freeman Honors College, spoke to the council concerning the Honors students' curriculum. He reminded the council that Honors students would soon be approaching faculty to discuss agreements on how they can use courses taught by faculty to meet Honors requirements. Dr. Regis asked that faculty work with students to develop the agreements, sign them, and have students sign them and return them to Dr. Dianne Jemison Pollard, Associate Dean for Academic Affairs in the Honors College.

C. Report from the Office of Institutional Assessment, Planning and Effectiveness

- Dr. Raijanel Crockem, Interim Executive Director, Institutional Assessment, Planning & Effectiveness, updated the council on her office's data request processes and the benefits of having a centralized process in place. She reminded the council that because her office does not own the data that it is imperative that what is sent in is as correct as possible.

D. Address from Provost Ohia

- Dr. Sunny E. Ohia, Provost and Vice President for Academic Affairs and Vice President of Research, spoke to the council about three areas of concern to Academic Affairs. He said that enrollment management, better student advising for the declaration of majors, and improving the mentoring process for tenure-track faculty were of grave importance. He called on the council to speak with their faculty and deans to come up with ways to better serve students and new faculty.

E. Low-Producing Programs

- Dr. Brown-Guillory updated the council of the status of low-producing programs.

F. Advising/Access to Registration Overrides

- Dr. Brown-Guillory asked council members to review their college or school's list of advisors and to make sure there were enough advisors sufficient for meeting the needs of their students. She also reminded the council that studies have shown that a mixed model of advising, faculty and staff advisors working in concert, was shown to achieve greater results, and she urged them to look into implementing this model where feasible.

G. Faculty Excellence Awards

- Dr. Brown-Guillory reminded the council of the upcoming Faculty Excellence Awards Luncheon to be held on April 25, 2013 in the Tiger Room of the Ernest S. Sterling Student Life Center from 11:30 a.m. -1:30 p.m. She reminded the council of the submission deadline dates, March 1st and March 18th. She asked department chairs to strongly encourage faculty to apply for our university awards.

Adjournment:

Dr. Needha Boutté-Queen moved to adjourn the meeting, and it was seconded by Dr. Danita Bailey-Perry. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs' Council is

scheduled for Monday, April 22, 2013 at 4:00pm in the Hannah Hall Human Resources Conference Room 129.

Minutes Submitted by:
Approved by:

Ms. Tiffany Vaughner
Associate Provost Elizabeth Brown-Guillory