

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, December 2, 2013

3:00 p.m.

Hannah Hall, Conference 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. Bruce Berger	Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Dianne Jemison Pollard	Associate Dean for Academic Affairs, the Thomas F. Freeman Honors College
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. Reza Poudeh	Interim Associate Dean of Academic Affairs, School of Communication
Dr. Shishir Shishodia	Associate Dean, College of Science and Technology
Dr. S. Srinivasan	Associate Dean for Academic Affairs & Research, Jesse H. Jones School of Business
Dr. Asmara Tekle	Associate Dean for Research and Faculty Development, Thurgood Marshall School of Law
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences

Council Members Absent with Representation

Dr. Jessica Davis	Interim Assistant Dean of Student Affairs, College of Education, represented by Dr. Rodney J. Hughes, College of Education
Dr. Golda Anne Leonard	Associate Dean, College of Pharmacy and Health Sciences, represented by Dr. Flora Estes, College of Pharmacy and Health Sciences

Council Members Absent

Dr. Gabriel Aitsebaomo	Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. Desirée Jackson	Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Dr. Glenn Johnson	Associate Dean of Research and Graduate Studies, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Earthea Nance	Associate Dean for Student Affairs, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences

Others Present

Dr. Jafus Cavil	Secretary, Faculty Senate
Prof. Arbolina Jennings	Associate Director of the QEP and Co-Chair, University General Education Subcommittee
Dr. Aladdin Sleem	Chair of the University Curriculum Council & Co-Chair, University General Education Subcommittee
Dr. Vera Walker Hawkins	Vice-Chair of 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. Aisha Morris-Moultry.

A. Report from the Faculty Senate

- Dr. Vera Walker Hawkins, Vice-Chair of the Faculty Senate, spoke about the Faculty Workload Committee saying they were making progress. She added that the Faculty Senate would be focusing on enrollment and working with administration to make enrollment and customer service a priority for the new year.

B. Report from the Catalog Revision Executive Committee

- Dr. Jafus Cavil, UCC Vice-Chair & Co-Chair of the Catalog Revision Executive Committee, reviewed several important dates from the Course Catalog timeline. Dr. Cavil identified three key dates for the catalog: January 6 – academic deans’ final review of the catalog; January 13 – final catalog upload, and February 28 – hard copy and online release of catalog. He also assured council members that real-time updates to the online version would be available.

C. Report from the University General Education Subcommittee

- Dr. Aladdin Sleem, Chair of the University Curriculum Council & Co-Chair, University General Education Subcommittee, updated the council concerning the new core curriculum and changes in course offerings. He announced that the Department of Pharmaceutical Sciences had submitted to the UCC a proposal for a bachelor’s degree in Pharmaceutical Sciences. Dr. Sleem added that the GenEd Subcommittee would soon finalize the core curriculum report and disseminate campus-wide. Prof. Arbolina Jennings, Associate Director of the QEP and Co-Chair, University General Education Subcommittee, added that the THECB now requires that Government/Political Science foundation courses (GOVT 2301 and GOVT 2302) not be made available to students as part of the 2014 Core Curriculum. She said universities will now offer GOVT 2305 (American Government) and GOVT 2306 (Texas Government) for this area effective 2014.

D. Recent Professional Development for Department Chairs

- Dr. Brown-Guillory informed the council that because of the excellent turnout for the department chairs’ the professional development held November 20, 2013; Dr. Ohia said he would like to plan more workshops for interested faculty. Dr. Brown-Guillory asked council members to speak about how their department and college/school planning committees are setup. For those departments that did not have planning committees, Dr. Brown-Guillory asked those council members to consider implementing strategic planning committees.

E. Deadline for the “Intent to Graduate” application

- Dr. Brown-Guillory informed the council that the “Intent to Graduate” application form (to be used by students who intend to graduate in the following semester) had been approved by deans and would go into effect immediately. She said the submission deadline for Fall graduation is December 6, 2013. This process is an optional opportunity for students to secure a graduation analysis in the semester before they actually graduate.

F. Approved Policy on Override Privileges

- Dr. Brown-Guillory said the policy had been approved by President Rudley. She reiterated that, according to the new policy, only deans or their designees could approve overrides in their respective colleges/schools only.

G. Additional Faculty Excellence Awards

- Dr. Brown-Guillory informed council members that the new awards, the Provost’s Core Curriculum Teaching Excellence Award and the Faculty Award for Outstanding Undergraduate Academic Advising, had been uploaded to the Academic Affairs and Research Division website. She advised council members to remind their faculty to begin applying early in time for the March 15 deadline.

H. Faculty Performance Self-Evaluation Update

- Dr. Brown-Guillory reminded the council that evaluations are mandated by state to be performed annually. She said her office’s research showed that at many other universities the evaluation instrument was developed at the college/school level. Dr. Brown-Guillory added that the deans preferred this approach and decided that each college/school should develop its own instrument. She said the deans will work with their faculty to develop new instruments to go into effect in the 2014-2015 academic year. Until new college/school instruments are developed, the current instrument will be used for 2013-2014 and will be disseminated to faculty for completion between March 17 and April 15, 2014. Department Chairs must complete their evaluation of faculty no later than May 2014.

I. Commencement

- Dr. Brown-Guillory informed the council that TSU alum Hubert Anthony “Tony” Wyllie would be the commencement speaker. Mr. Wyllie is the Senior Vice President of Communications for the Washington Redskins.

J. Academic Program Review Update

- Dr. Brown-Guillory informed the council that administration will be combining graduate and undergraduate reviews to better control costs and to avoid duplication of effort. She added that the honorarium for external reviewers would be reduced from \$1,500 to \$1,000. The new schedule is currently available online on the website for the Office of Institutional Assessment, Planning and Effectiveness.

K. Recruitment/Retention/Graduation Rates

- Dr. Brown-Guillory said next year’s Deans Retreat, January 24 and 25, 2014, would focus on enrollment management. She added that Provost Ohia is encouraging departments to hold their own retreats if not already doing so.

L. Online Evaluation of Teaching

- Dr. Brown-Guillory reminded the council that the deadline for completion of student evaluation of teaching was approaching. She said she had received several calls from faculty stating that students hadn’t received their surveys. Dr. Brown-Guillory asked that if council members or their faculty encountered any problems they should contact Dr. Kimberly McLeod and Mr. Karl Goode so they can address the problems quickly.

Adjournment:

Dr. Fennoyee Thomas moved to adjourn the meeting, and it was seconded by Dr. Bruce Berger. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans’ Council is scheduled for Monday, January 27, 2014 at 3:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory