

Texas Southern University

Department Chairs' Council

Monday, January 27, 2014

4:00 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 from the Faculty Senate**
 - Dr. Jafus Cavil, Secretary of Faculty Senate
- **Report from the Catalog Revision Executive Committee**
 - Dr. Jafus Cavil, UCC Vice Chair and Co-Chair of the Catalog Revision Executive Committee
- **Report on the New Core Implementation**
 - Prof. Arbolina Jennings, Associate Director of the QEP and Co-Chair, University General Education Subcommittee
- **Agenda Items from Council**
 - Fall 2013 Evaluations - Guidelines/Rules for inclusion of results in the Annual Faculty Performance Evaluation for 2013 (an item sent by Dr. Vanjani)

Associate Provost's Reports Dr. Elizabeth Brown-Guillory

- Scheduling one-on-one meetings with Department Chairs
- Review Approved Policy on Override Privileges
- Review Approved Drop Policy
- Faculty Excellence Awards
- Faculty Performance Self-Evaluation Update (decentralization of the instrument)
- Commencement Update (provide timeline for Spring 2014)
- Update on Deans' Retreat on Enrollment Management
- Update on Faculty Manual
- Online Evaluation of Teaching

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, January 27, 2014

4:00 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

Dr. Michael Adams	Interim Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Danita Bailey-Perry	Interim Chair, Educational Administration and Foundations, College of Education
Dr. David Baker	Interim Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts and Behavioral Sciences
Dr. Homer Garcia	Chair, Sociology, College of Liberal Arts and Behavioral Sciences
Dr. Ingrid Haynes-Mays	Interim Chair, Curriculum and Instruction, College of Education
Prof. Cleo House	Chair, Visual and Performing Arts, College of Liberal Arts and Behavioral Sciences
Dr. Zahid Iqbal	Chair, Department of Accounting and Finance, Jesse H. Jones School of Business
Dr. Wei Li	Interim Chair, Computer Science, College of Science and Technology
Dr. Jason Oby	Interim Chair, Music, College of Liberal Arts and Behavioral Sciences
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy and Health Sciences
Dr. Qisheng Pan	Chair, Urban Planning and Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Yi Qi	Chair, Transportation Studies, College of Science and Technology
Dr. Candy Ratliff	Interim Chair, Counseling, College of Education
Dr. Jason Rosenzweig	Interim Chair, Environmental and Interdisciplinary Sciences, College of Science and Technology
Dr. Azime Saydam	Chair, Mathematics, College of Science and Technology
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts and Behavioral Sciences
Dr. Nikki Taylor	Chair, History and Geography, College of Liberal Arts and Behavioral Sciences
Dr. Renard Thomas	Interim Chair, Health Sciences, College of Pharmacy and Health Sciences
Dr. Christian Ulasi	Interim Chair, Radio, Television and Film, School of Communication
Dr. Mahesh Vanjani	Interim Chair, Business Administration, Jesse H. Jones School of Business
Dr. Warren Williams	Interim Chair, Biology, College of Science and Technology

Council Members Absent with Representation

Dr. Carlos Handy Chair, Physics, College of Science and Technology, represented by Dr. David Olowokere, College of Science and Technology

Council Members Absent

Dr. Selina Ahmed	Interim Chair, Human Services and Consumer Sciences, College of Liberal Arts and Behavioral Sciences
Dr. Michael Berryhill	Chair, Journalism, School of Communication
Dr. Dwalah Fisher	Interim Chair, Health and Kinesiology, College of Education
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Sciences
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology
Dr. Emily Williams	Chair, English, College of Liberal Arts and Behavioral Sciences

Others Present

Dr. Jafus Cavil	Secretary, Faculty Senate and UCC Vice Chair and Co-Chair of the Catalog Revision Executive Committee
Prof. Arbolina Jennings	Associate Director of the QEP and Co-Chair, University General Education Subcommittee
Dr. Andrea Shelton	Faculty Ombuds
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. Zahid Iqbal motioned to approve the minutes; it was seconded by Dr. Christian Ulasi.

A. Report from the Faculty Senate

- Dr. Jafus Cavil, Secretary of the Faculty Senate, spoke to the council regarding concerns brought forth by regular faculty that they continue to have priority over adjunct faculty in the course scheduling process. Dr. Cavil said that faculty and administration agreed upon all of the revisions

to the Faculty Manual, with the exception of the issue of faculty representation on the President's Cabinet. He added that if faculty were not able to resolve this issue, it would go before the Board of Regents to be voted on at their next meeting.

B. Report from the Catalog Revision Executive Committee

- Dr. Jafus Cavil, UCC Vice-Chair & Co-Chair of the Catalog Revision Executive Committee, said one of the committee's main concerns is that catalog information sent in by colleges/schools did not match the information found in Banner, which had been downloaded from the THECB's list of approved course offerings. Dr. Brown-Guillory informed the council that academic units will be held accountable for the catalog's accuracy. She said that Dr. Aladdin Sleem, Chair of the University Curriculum Council, had called a meeting of all course catalog representatives to assist the committee with verifying and, if need be, correcting the information already submitted.

C. Report on the New Core Implementation

- Professor Arbolina Jennings, Associate Director of the QEP and Co-Chair, University General Education Subcommittee, spoke to the council about the new core curriculum and course offerings that would come into effect in Fall 2014. Professor Jennings noted that Dr. Sleem had found several errors and would be assembling a team to proof all information submitted.

D. Agenda Items from the Associate/Assistant Deans' Council

- Dr. Brown-Guillory spoke about concerns raised in the Associate/Assistant Deans' Council by Dr. Maruice Mangum, Interim Associate Dean in the BJMLSPA. Dr. Mangum brought three items before the council: 1) Streamlining the process for transferring credits by eliminating the need to use "MISC" in the place of a course number. 2) Strongly encouraging chairs to create a 2-year course rotation and to have that schedule available to assist with advising and 3) Allowing each person with the ability to lift holds to be able to lift the holds from other schools/colleges when the student is no longer a major in that school/college. Dr. Brown-Guillory said she would speak to Mr. Brian Armstrong, Executive Director of Admissions, about what could be done to address transfer credit issues, including keeping a list of course equivalents for all courses, not just the core. She also reminded the council that she had asked department chairs to create 2-year course rotations. Dr. Brown-Guillory asked council members if they had done so and most said that they had where possible. She reiterated that the new override policy would stand, namely that only deans or their designees would be allowed to execute overrides in their own colleges/schools only.
- Dr. Mahesh Vanjani brought an item before the Council: Guidelines/Rules for inclusion of results in the Annual Faculty Performance Evaluation for 2013. Dr. Brown-Guillory shared with the council that during the January 27th Provost's Cabinet Meeting, cabinet members talked about a report that had been generated regarding online evaluations which listed the concerns as well as proposed fixes for those concerns. She said she didn't want to speak on the issue too much but that Dr. Ohia had already planned to meet with deans and others involved in the process to work on the issues. Dr. Vanjani said that faculty had asked several questions concerning evaluations, but one of the main points was that the scale had been reversed, with the number of questions changed from 28 to 20, so that it does not match with the evaluation instrument faculty are expected to use for the upcoming Annual Faculty Performance Instrument. He added that this has become a cause for concern with his department faculty as they were unclear how the Fall evaluations should be included/incorporated into their annual performance evaluation for 2013. Dr. Brown-Guillory asked Dr. Vanjani to send her the information, and she would make sure Dr. Ohia discussed the concerns in his upcoming discussions with deans. She then asked the entire council to forward all their complaints about the teaching evaluation instrument linking up to the

annual faculty performance evaluation instrument to her, and she would forward them to Dr. Ohia in time for his meeting with the deans.

E. Scheduling one-on-one meetings with Department Chairs

- Dr. Brown-Guillory said she would begin scheduling confidential one-on-one meetings with all department chairs beginning February 1st. She reminded council members that she'd met with all associate/assistant deans and departments chairs twice since 2009 and that many of the topics discussed in these meetings had been brought before the Deans' Council where they were eventually made into policy to help improve services to students.

F. Status of Proposed New Drop Policy

- Dr. Brown-Guillory informed the council that the new "Drop Policy: Documentation for the Unofficial Withdrawal of Students" had already been approved by Deans' Council and the provost and was awaiting approval by President Rudley.

G. Faculty Excellence Awards

- Dr. Brown-Guillory asked council members to remind their faculty to apply for the awards. She added that this year, the Faculty Senate had asked that they be allowed to send out a call to faculty to serve on the awards review committee. Dr. Brown-Guillory added that information about the awards, including the March 17th deadline date for submission of dossiers and the two new awards, the Provost's Core Curriculum Teaching Excellence Award and the Faculty Award for Outstanding Undergraduate Academic Advising, could be found on the Division of Academic Affairs and Research site on the TSU homepage.

H. Commencement Update

- Dr. Brown-Guillory passed out the Spring 2014 Graduation timeline to council members and asked them to review it and to make sure it was disseminated to their faculty. Dr. Brown-Guillory asked that council use it during the course of the semester to make sure their departments stayed on track for Spring Commencement.

I. Update on Deans' Retreat on Enrollment Management

- Dr. Brown-Guillory spoke to the council about the success of the university's annual Deans' Retreat, which took place January 24-25, 2014. She said the meeting focused on enrollment management, specifically to develop a Strategic Enrollment Management (SEM) plan.

Adjournment:

Dr. David Baker moved to adjourn the meeting, and it was seconded by Dr. Needha Boutté-Queen. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs' Council is scheduled for Monday, March 10, 2014 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory