

Texas Southern University

Associate / Assistant Deans' Council

Monday, November 23, 2009

3:00 p.m.

HH Conference Room 111

AGENDA

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

Items for Discussion: None received Associate & Assistant Deans

Announcements Associate & Assistant Deans

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Honorary Degree Policy Recommendation
- Items Discussed in the President's Cabinet – Under review by the Textbook Committee
- Report on One-on-one Meetings with Deans, Associate/Assistant Deans, and Department Chairs
- Updating Records at TSU – By-product will be a faculty/Staff Directory
- Retention Strategies – Faculty responsibilities and rewards
- Dean Search Committees – TMSL, COLABS, COCE, Honors College
- Appointment of other committees – University Ceremonies, Honorary Doctorate Degree Committee, Curriculum Committee, Textbook Committee, Workload Committee, and Professorships' Review Committee
- THECB and University protocol
- Open to Suggestions about ways to build moral
- Agenda items for future meetings

- Dr. Elizabeth Brown-Guillory greeted the group and expressed her excitement about having had a chance to meet everyone previously in one-on-one meetings. Dr. Brown-Guillory asked if there were any corrections to the minutes from the previous meeting.
- Dr. Golda Anne Leonard added corrections to the minutes by stating that Dr. Shirlette Milton was in attendance at the last meeting. Dr. Milton agreed.
- Dr. Edieth Wu wanted to add Dr. Ed Renee, Assistant Dean of Admissions, to the list of Deans for the Thurgood Marshall School of Law. Dr. Brown-Guillory clarified that only Associate/Assistant Deans of Academic Affairs will sit on the Council.
- Prof. Bonnie James corrected her title.
- Dr. Desiree Jackson corrected her title.
- Dr. Brown-Guillory accepted the minutes as amended.

B. Announcements from the Associate Provost and Council Members

- Prof. James announced that on Dec. 2 the College of Liberal Arts and Behavioral Sciences would hold its 2nd mentoring program, which would provide mentors and mentees for 2010 registration. Also, there is an International Study Abroad program in progress for 2010 for study in Costa Rica.
- Dr. Brown-Guillory discussed the Honorary Degree candidates and selection process. She invited the Associate and Assistant Deans to submit nominations. Dr. Gabriel Aitsebaomo asked if submissions were limited to one or two a year. Dr. Brown-Guillory answered that there was no limit to nominations. Dr. L. Darnell Weeden asked if the end date for submissions would be a literal 6 months with six months from May 30 being Nov 30. Dr. Brown-Guillory said that the process was just starting but that the selection process had to take place fairly quickly, encompassing the whole process from the selection of candidates to conferring the honorary degree. Dr. Wu asked if the Honorary Degree recipient would also serve as Commencement speaker. Dr. Brown-Guillory said that determination had not been made since a recipient has yet to be selected. She asked that the Council members pass along the Honorary Degree criteria to their colleagues and submit their nominations to Dr. Claudette Ligons, one of the members of the Honorary Degree Committee.

C. Items Discussed in The President's Cabinet

- Dr. Brown-Guillory called the Council's attention to a handout listing seven points that were discussed in the President's Cabinet and would be taken up in the first meeting of

the Texas Southern University Ad Hoc Committee on Textbook Policies and Procedures. Discussion followed.

D. One-on-one Meetings

- Dr. Brown-Guillory reported that the one-on-one meetings she held with Associate/Assistant Deans and Department chairs were very fruitful. She said a number of concerns were discussed, but the most important points brought up were the issues that the Deans and Chairs would like Administration to address. She said she would discuss those concerns with Dr. Ohia and he would, in turn, take these concerns to the President's Cabinet and Deans' Council. Many items came up repeatedly, such as post-tenure review, student advising, faculty rewards, student evaluation process, faculty self-evaluation, salaries, resources, etc.

E. Updating Records

- Dr. Brown-Guillory reviewed the documents used for collecting information for the Faculty and Staff Directory. She informed the Council that President John M. Rudley would be sending out an Eblast calling for information on faculty and staff. She also reviewed why the directory was needed and assured the Council that Human Resources and Development were involved in the collection effort. She also assured the Council that the requested information will not fall into a black hole and would go toward building the directory, if faculty and staff cooperated in the collection effort.

F. Retention Strategies

- Dr. Brown-Guillory asked how might the administration reward high performing faculty.

G. Dean Search Committees

- Dr. Brown-Guillory informed the Council of the progress of the three Dean searches. She informed everyone that the committees for the Thurgood Marshall School of Law, The College of Liberal Arts and Behavioral Sciences, and the Assistant Provost for Online and Distance Learning Programs and Dean of the College of Continuing Education had been impaneled and that the dates for the first meetings had been set. She announced that The Honors College Dean Search had been put on hold until late Spring.

H. University Committees

Dr. Brown-Guillory gave updates on the following committees:

- University Ceremonies Committee – Meetings to assess the University Ceremonies currently in place.
- The University Curriculum Council (UCC) – The committee has been impaneled and has already met twice. The UCC intends to revise its Manual, set a monthly

meeting time of 3-5 p.m. on the second Wednesday of each month, and increase its efforts to fine tune its processes.

- The University Ad Hoc Committee on Textbook Policies and Procedures – The committee has been impaneled and its first meeting scheduled.
- The University Ad Hoc Committee on Faculty Workload – The committee has been impaneled and its first meeting scheduled.
- The Professorships Review Committee – Dr. Ohia will chair this committee, which will include distinguished, named and endowed professors as well as other faculty and administrators. This committee will make its recommendations about selections to the President.

I. THECB

- Dr. Brown-Guillory gave updates on the faculty member who sent a request for programming directly to The Texas Higher Education Coordinating Board without approval from the Provost. She reminded the Council that all requests must funnel through the University Curriculum Council, which makes recommendations to the Provost.

J. Morale Building

- Dr. Brown-Guillory asked for suggestions for building morale, as this was one of the topics that came up consistently in the one-on-one meetings.
- Dr. Wu said that in the Law School presentations were made by junior faculty members, and luncheons were held that served to bring faculty together.
- Dr. Aitsebaomo said the luncheons served to create a collaborative environment.
- Dr. Michael Zeitler spoke about improving conditions for adjunct faculty.
- Dr. Brown-Guillory addressed the hierarchy issues and that the administration would like to have less visiting and adjunct professors and more faculty in tenure track positions, but she understood the need to support adjunct professors in the interim.
- Dr. Milton expressed concern about the difficulty in securing grants, release time, and graduate students. Dr. Brown-Guillory encouraged her to share these concerns with the Deans.
- Dr. Brown-Guillory asked the Council how they would define scholarship and how it affects morale. Discussion followed.

Adjournment:

Dr. Flora Estes and Dr. Leonard moved that the meeting be adjourned. The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for February 22, 2010 at 3:00 p.m., in Hannah Hall, Conference Room 111.

Minutes submitted by: Ms. Tiffany Vaughner
Approved by: Dr. Elizabeth Brown-Guillory