

Texas Southern University

Associate / Assistant Deans' Council

Monday, October 12, 2009

3:00 p.m.

HH Conference Room 111

AGENDA

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

Introductions Associate & Assistant Deans

Role of Associate & Assistant Deans Dr. Sunny E. Ohia
Provost and Vice President for Academic Affairs /Research

Items for Discussion Associate & Assistant Deans

Announcements Associate & Assistant Deans

Announcements & Associate Provost Updates Dr. Elizabeth Brown-Guillory

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, October 12, 2009

3:00 p.m.

Hannah Hall Room 111

Council Members Present:

Dr. Gabriel Aitsebaomo	Interim Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Desiree Jackson	Interim Assistant Dean for Student Services and Support, College of Science & Technology
Mrs. Erica Vallier Jackson	Assistant Dean for Assessment & Accreditation, Jesse H. Jones School of Business
Prof. Bonnie L. James	Interim Assistant Dean for Student Support Services, College of Liberal Arts & Behavioral Sciences
Dr. James A. Johnson, Jr.	Associate Dean for Academic Affairs, College of Education
Dr. Golda Anne Leonard	Associate Dean, College of Pharmacy and Health Sciences
Dr. Victor Obot	Interim Associate Dean, College of Science & Technology
Dr. Fennoye Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences
Dr. L. Darnell Weeden	Associate Dean for Faculty Development/Research, Thurgood Marshall School of Law
Ms. Clara Wiley	Assistant Dean for Business Student Services, Jesse H. Jones School of Business
Dr. John H. Williams	Associate Dean, Jesse H. Jones School of Business
Dr. Michael Zeitler	Interim Assistant Dean for Academic Enhancement Programs/General Studies, College of Liberal Arts and Behavioral Sciences

Council Members Absent With Representation:

Dr. Gloria Batiste-Roberts	Interim Executive Associate Dean, Honors College, represented by Dr. Candy Ratliff, Interim Director of Student Services, Honors College
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Council Members Absent:

Dr. Fernando Colon-Navarro	Associate Dean of Students, Thurgood Marshall School of Law
Dr. Patricia Garrison	Assistant Dean of Academic Support, Thurgood Marshall School of Law
Dr. Walter McCoy	Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Virgie Mouton	Assistant Dean for Student Affairs, Thurgood Marshall School of Law

Others Present:

Dr. Elizabeth Brown-Guillory	Associate Provost and Associate Vice President for Academic Affairs
Dr. Sunny E. Ohia	Provost/Vice President for Academic Affairs/Research
Dr. Edieth Wu	Chair, Faculty Assembly/Senate

Opening:

The Associate Provost, Dr. Elizabeth Brown-Guillory, called the meeting of the Associate/Assistant Deans' Council to order at 3:05 p.m.

A. Introductions

- All present offered introductions, giving a short description of who they are and what they do.

B. Provost's vision of role of Associate/Assistant Deans

- Dr. Sunny E. Ohia began by thanking Dr. Brown-Guillory for organizing the Associate/Assistant Deans' Council. He then articulated his vision of the role Associate and Assistant Deans. First and foremost, he expects associate/assistant deans to serve as leaders, taking directives from the deans. He explained that he believed that they should play a crucial role in disseminating information and aiding communication among the administration, faculty and staff. Dr. Ohia gave examples from his own personal experience of moving up through the ranks and how that experience has helped him in his work as provost. He also briefly touched on the need for sharing information between deans and associate/assistant deans. This information sharing helps associate/assistant deans to be more proactive and helps form support structures within and

among the various colleges. Dr. Ohia underscored that good communication between the associate/assistant deans and the deans should free up more time for deans to focus their attention on other important job responsibilities, such as fundraising. He stated that these close interactions help the academy as a whole to grow and prosper. Dr. Ohia ended his remarks and opened the floor to questions.

B. Questions

- Dr. Gabriel Aitsebaomo asked if Dr. Ohia had spoken to the deans about the need for job descriptions. Dr. Ohia responded that he tries not to influence the work style of each dean with his personal way of doing things. However, he underscored that the communication from the deans should still reflect the desires of the administration. Dr. Brown-Guillory added that job descriptions may change over time, and that it is important to sit with the dean periodically and review job responsibilities. Dr. Aitsebaomo said that in the Law School there are clearly defined duties, but he was concerned about other units and what their needs might be. Dr. Brown-Guillory asked if the associate/assistant deans had a set time (weekly) to meet with their deans to communicate in general and prioritize. She thought the two new councils should facilitate dialogue among the deans, associate/assistant deans and department chairpersons. Dr. Ohia added that many of the associate/assistant deans are new or have served in other capacities; therefore, this Council will be helpful to the Office of the Provost to organize development activities. Dr. Ohia also mentioned that this Council might serve as a springboard for associate/assistant deans to participate in other opportunities internal and external to the University.

C. Items for Discussion

- Dr. Brown-Guillory asked what one item the associate/assistant deans would like the Provost's Office to address as it relates to their current position.
- Dr. James A. Johnson, Jr. expressed a desire to see that requests from the Provost's Office be based on some sort of annual calendar. Dr. Flora Estes suggested the University calendar could be used as a template. Dr. Brown-Guillory commented that the type of calendar that Dr. Johnson is suggesting would, indeed, be helpful and that she would look into developing such a calendar for the next cycle. She noted, however, that many requests come from situations as they arise.
- Dr. Fennoye Thomas articulated that in the past there were no assignments given directly from the provost and that assignments came from the deans. She inquired about the expectations from the Office of the Provost. Dr. Brown-Guillory said she could not speak to past administrations but promised that in no way would the creation of the two new councils diminish the Office of the Dean. She emphasized that the creation of the councils is to assist the deans in their work and to evaluate and possibly rethink the roles that the associate/assistant deans and department chairs are playing in their units. Any assignments or requests will always follow the chain of command, coming from the provost (directed through the associate provost) to the deans (possibly directed through associate/assistant deans) and to the department chairs. Dr. Brown-Guillory noted that the Provost's Office expects leadership from associate/assistant deans without diminishing the role of the dean.

- Dr. L. Darnell Weeden suggested it might be helpful to have a clearer management flowchart that outlines the duties of Texas Southern administration. Dr. Weeden articulated an interest in information about who are the University's administrators and what are their roles. Dr. Brown-Guillory noted that she recognized the importance and usefulness of an organizational flow chart, but for the purposes of the Associate/Assistant Deans' Council, she again referenced the chain of command most relevant to this group.

D. Course Syllabi

- Dr. Brown-Guillory updated the council on the reaccreditation process and passed out sample course syllabi. She underscored the need for all syllabi to contain the key components of syllabi and noted that it is important to give students what we promise them. If course syllabi contain the key components as outlined in the samples provided, this should help in the delivery of instruction to our students.

E. Promotion and Tenure Guidelines

- Dr. Brown-Guillory updated the council on the Promotion and Tenure (P&T) Guidelines and passed out the document that was distributed to the deans in September. She noted that Dr. Ohia had decided, after consultation with faculty, to delay full implementation of the P & T Guidelines for this cycle. He announced to the deans that he does intend to fully implement the P&T Guidelines in the next cycle, 2010-2011. Dr. Brown-Guillory noted that one reason for Dr. Ohio's decision to delay full implementation was that some faculty informed the Office of the Provost that they had already begun organizing their portfolios before the September document reached them. Dr. Ohia decided to allow faculty during this cycle to use guidelines that were approved by their department and/or college, with the proviso that in the next cycle there would be a University-wide set of guidelines instituted. She emphasized the need for cohesiveness and University-wide standards of formatting the portfolio. Dr. Brown-Guillory noted that new guidelines are not in conflict with the Faculty Manual; the new guidelines merely lend coherence and cohesiveness to the process so that the portfolios are arranged uniformly throughout the University.

F. Teaching Awards

- Dr. Brown-Guillory distributed and discussed information on two teaching awards and asked the associate/assistant deans to help distribute to faculty. She encouraged associate/assistant deans to nominate faculty for these prestigious awards.

Adjournment:

Dr. Elizabeth Brown-Guillory adjourned the meeting at 4:00 p.m. The next meeting is scheduled for November 23, 2009 at 3:00 p.m., in Hannah Hall, Conference Room 111.

Minutes submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory