

# Texas Southern University

Department Chairs' Council

Monday, October 18, 2010

4:00 p.m.

*HH Conference Room 111*

## AGENDA

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

**Announcements** ..... Department Chairs

**Agenda Items from Department Chairs** ..... Department Chairs  
➤ Issues with Blackboard – Dr. Kimberly Campbell

**Announcements** ..... Department Chairs

**Associate Provost Updates** ..... Dr. Elizabeth Brown-Guillory

- Dossiers and the Faculty Manual
- External Review of Academic Departments
- Faculty Awards
- Overcrowded Classes
- Signage
- Updated CV's
- The Library Committee/ Dr. Kamau
- Technology Resources
- By-Laws
- Faculty Ombudsman
- Collaborations Among Departments

# DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

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Monday, October 18, 2010

4:00 p.m.

Hannah Hall Room 111

## *Council Chair*

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

## *Council Members Present*

Dr. Della Bell	Interim Chair, Mathematics, College of Science and Technology
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. Louis Browne	Interim Chair, Radio, Television & Film, School of Communication
Dr. Kimberly Campbell	Interim Chair, Speech Communication, School of Communication
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy and Health Sciences
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
Dr. Dianne Mosley	Interim Chair, Sociology, College of Liberal Arts & Behavioral Sciences
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. Yi Qi	Interim Chair, Transportation Studies, represented by Paula Eakins, College of Science and Technology
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy and Health Sciences
Dr. Rhonda Saldivar	Chair, English, College of Liberal Arts & Behavioral Sciences
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences

## *Council Members Absent With Representation*

Prof. Dianne Jemison-Pollard	Chair, Fine Arts, represented by Ms. Sarah G. Trotty, College of Liberal Arts & Behavioral Sciences
Dr. Ihekwoaba Onwudiwe	Interim Chair, Administration of Justice, represented by Dr. James S. Opolot, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, represented by Mr. Anthony Rodriguez, Barbara Jordan-Mickey Leland School of Public Affairs

## *Council Members Absent*

Dr. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Charles Glass	Interim Chair, Aviation Science & Technology, College of Science and Technology
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Dr. Olufisayo Jejelowo	Chair, Biology, College of Science and Technology
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Khaled A. Kamel	Chair, Computer Science, College of Science and Technology
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Sciences
Dr. Emmanuel Nwagwu	Chair, Educational Administration and Foundations, College of Education
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology
Dr. Fennoyee Thomas	Associate Dean and Interim Chair, Psychology & Philosophy, College of Liberal Arts & Behavioral Sciences

## *Opening*

The meeting of the Department Chairs' Council was called to order at 4:00 p.m. by Dr. Brown-Guillory.

### A. Opening

- Dr. Brown-Guillory asked for the approval of the minutes from the previous meeting as presented. Dr. Saldivar motioned to accept the minutes as amended and it was seconded by Dr. Hampton.

### B. Announcements

- Dr. Sun announced that two student members of the National Society of Collegiate Scholars (NSCS) TSU Chapter were awarded the 2010 Merit Award. Dr. Campbell indicated that Dr. Sun was given the Advisor of the Year award.

- Ms. Trotty announced that the Department of Fine Arts was hosting the Faculty Arts Show, opening on October 28<sup>th</sup> at the University Museum.
- Mr. Anthony Rodriguez announced that on October 6<sup>th</sup> through 8<sup>th</sup> TSU represented the state at the American Planning Association (APA) Conference. He also mentioned that on November 15<sup>th</sup> through 17<sup>th</sup> the Planning Accreditation Board will be visiting the campus as part of the department's efforts towards obtaining a 7-year accreditation.
- Dr. Saldivar announced that earlier in October, the Department of English successfully hosted the Fall Poetry Day along with an equally well-attended book signing for Dr. Danille Taylor.
- Dr. Campbell stated that the Department of Speech Communication will be changing its name to Communication Arts and Sciences. She also mentioned the National Communication Association Conference in San Francisco that TSU faculty and students would be attending and an undergraduate student, a McNair fellow would be presenting a paper. Dr. Brown-Guillory advised that the deans should be approached for funding resources.
- Dr. Browne announced that the partnership between the School of Communication and Comcast would provide an opportunity for on-demand programming, along with a dedicated channel for the School.
- Dr. Handy announced that the Physics Department had got its first military grant from Navair for rotor blade noise reduction

#### C. Dossiers and the Faculty Manual

- Dr. Brown-Guillory advised that the deadlines for the Promotion and Tenure process were not optional, and underscored using the established timeline that the deans had in place. She also mentioned that as per Dr. Ohia, faculty may opt to follow the college or department's guidelines for organizing the dossier.

#### D. Agenda Items from Chairs/ Blackboard Issues / Overcrowded Classes

- Dr. Brown-Guillory stated that Mr. Ademola announced in the Deans' Council meeting that only 60% of the faculty uploaded their syllabi on to Blackboard. She mentioned that the SGA has received numerous complaints with regards to faculty not providing the syllabi online and names of those alleged faculty have been given to the deans. Dr. Handy mentioned that COST uses software other than Blackboard for students to view syllabi.
- Dr. Brown-Guillory addressed a second SGA-related issue of over-crowded classrooms. She stated that due to funding concerns, Dr. Ohia had removed the caps on class sizes and had approved splitting larger classes to avoid over-crowding. Dr. Brown-Guillory advised that faculty should report over-crowded classes to the deans so that the Provost can provide the required resources.
- Dr. Boutté-Queen asked whether the deans were aware of the expectations for syllabi on Blackboard, and Dr. Brown-Guillory responded that the deans had been apprised of the issue during several deans' council meetings. Dr. Brown-Guillory also asked council members to verify with their deans whether posting the syllabi on Blackboard is *required* or *encouraged*. Dr. Brice Jr. mentioned that in accordance with House Bill 2504, all syllabi were available online on the TSU homepage under the Faculty Profiles link.

#### E. External Review

- Dr. Brown-Guillory announced that Dr. Superville would be handling external reviews. The three departments/programs slated for review this year are Environmental Toxicology, Mathematics, and English. Dr. Brown-Guillory mentioned that in order to avoid duplication of processes, Dr.

Ohia would work individually with those departments that already go through an accreditation process, and documents from recent external reviews will be used. Dr. Brown-Guillory advised everyone that the review process is available online.

F. Faculty Excellence Awards

- Dr. Brown-Guillory asked council members to encourage faculty to apply for the awards and that Dr. Ohia has asked the deans to have their own awards at the college level; she urged council members to follow up with their deans regarding these awards.

G. Signage

- Dr. Brown-Guillory advised all that a proposal for more signage that was sent to the Board of Regents was approved and is currently awaiting funding, possibly through deferred maintenance funds.

H. Library Committee

- Dr. Brown-Guillory announced that Dr. Kamau will be contacting departments to attend their faculty meetings to discuss resources with regards to the University library services.

I. Technology Resources

- Dr. Brown-Guillory advised council members that Dr. Ohia has asked the deans to submit a list of their technology needs for the faculty. She indicated that Dr. Ohia has also proposed a forum on online learning, and is requesting input from the deans with regards to planning the forum.

J. By-Laws

- Dr. Brown-Guillory informed council members that the Provost has asked the deans to develop bylaws for every college.

K. Faculty Ombudsperson

- Dr. Brown-Guillory mentioned that as per the Provost, the deans will be nominating faculty to serve as a faculty ombudsperson.

L. Updated CV's

- Dr. Brown-Guillory stated that several requests come through her office for names of faculty members to be recommended for various purposes and having full CV's for all faculty would assist her with providing these opportunities. The council members advised that it would be possible to provide updated CV's for their faculty to Dr. Brown-Guillory.

Adjournment:

Due to time constraints, the meeting was adjourned without a motion at 5:15 p.m.

*Minutes Submitted by:*

Ms. Tiffany Vaughner, Senior Administrative Assistant

*Approved by:*

Dr. Elizabeth Brown-Guillory