

Texas Southern University

Associate/Assistant Deans' Council

Monday, April 18, 2011

3:00 p.m.

HH Conference Room 111

AGENDA

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

Procedures for Course and Program Changes and Reporting to the THECB.....Ms. Sallie Bridges
University Reporting Official to the THECB

Graduation Analyses.....Ms. Marilyn Square
University Registrar

Agenda Items from Council Associate/Assistant Deans
• Hiring of Adjuncts for Fall (Dr. Sollars)

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Low-producing Programs
- May Graduation
- BOR Retreat
- QEP
- University Curriculum Council
- Faculty Excellence Awards Luncheon

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, April 18, 2011
3:00 p.m.
Hannah Hall Room 111

Council Chair

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

Council Members Present

Mr. Kevin Adams	Assistant Dean of Student Services, School of Communication
Dr. Felix Ayadi	Interim Associate Dean, Jesse H. Jones School of Business
Dr. Gloria Batiste-Roberts	Interim Executive Associate Dean, Thomas F. Freeman Honors College
Dr. Jessica Davis	Interim Associate Dean for Student Affairs, College of Education
Dr. James DuMond	Interim Associate Dean for Academic Affairs, College of Science and Technology
Dr. Patricia Garrison	Assistant Dean of Academic Support, Thurgood Marshall School of Law
Dr. Desireé Jackson	Interim Assistant Dean for Student Services and Instructional Support, College of Science & Technology
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. Claudette Ligons	Interim Associate Dean for Academic Affairs, College of Education
Dr. Shirlette Milton	Assistant Dean for Student Services, College of Pharmacy and Health Sciences
Dr. Dianne Mosley	Interim Assistant Dean for Student Enhancement & Learning, College of Liberal Arts & Behavioral Sciences
Dr. Michael Sollars	Interim Associate Dean for Research & Technology, College of Liberal Arts and Behavioral Sciences
Dr. Helen Taylor-Greene	Interim Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences
Dr. L. Darnell Weeden	Associate Dean for Faculty Development/Research, Thurgood Marshall School of Law

Council Members Absent with Representation

Dr. Flora Estes	Assistant Dean for practice programs, College of Pharmacy and Health Sciences, represented by Pharmacy Department Students
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Council Members Absent

Dr. Gabriel Aitsebaomo	Interim 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
Ms. Erica Vallier Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business

Others Present

Ms. Tiffany Vaughner	Senior Administrative Assistant to Associate Provost Brown-Guillory
Ms. Marilyn Square	Registrar
Ms. Sallie Bridges	Sr. Systems Analyst, Office of Institutional Effectiveness

Opening

The meeting of the Associate/Assistant Deans' Council was called to order at 3:00 p.m. by Dr. Brown-Guillory.

A. Opening

- Dr. Brown-Guillory asked for the approval of the minutes from the previous meeting to be accepted as submitted. Dr. DuMond motioned to approve and it was seconded by Dr. Sollars.

B. Announcements

- Dr. Brown-Guillory announced that Ms. Square would be presenting on the matter of undergraduate graduation analysis.

C. Graduation Analyses Presentation

- Ms. Square stated that there were 821 applicants for the May 2011 commencement. Her office notified the OIT department in January that departments could not run the pre-audit or the CAP Compliance and graduation analysis.
- Ms. Square indicated that all students submit their graduation packages (with the exception of COPHS students) individually to the Registrar's office. This package should include: an application, a blank curriculum, and course substitution forms, if applicable.
- Dr. DuMond stated that the analysis should be done individually for each student at the advisor's level before it reaches the dean's level. Dr. Taylor-Green indicated that there was a need for appropriate training for the advisors. She suggested that the appropriate level to start the verification process is from the department chair. Dr. Mosely recommended that there be a process that is clearly articulated for everyone to follow. Dr. Brown-Guillory announced that she would work closely with Ms. Square to put together a package that would guide advisors through the process of reviewing/approving candidates' application for graduation.
- Ms. Square also stated that since some colleges/schools were unable to run the CAP, the responsibility for completing the work-up fell on the Registrar's Office. Dr. DuMond suggested a need for a printout of the advisor's copy of the transcript, and Ms. Square agreed that this is what was done before CAP. She also indicated that the department must let the Registrar's Office know whether students have a mathematical chance of graduation. Dr. DuMond also recommended that the applications for graduation be submitted in bulk from the college.
- Dr. Thomas asked to clarify the issue of "Incompletes", and Ms. Square indicated that the policy indicates that "Incompletes" are to be resolved within one academic year. Dr.
- Ms. Square stated that the following documents are required in the graduation application packet: application, degree plan (or degree audit) for the academic year that the student began the program, course substitution form (if the student requests to take courses out of residency within last 30 hours), course out-of-residency form signed and approved prior to taking the course, a declaration of major form, a declaration of minor form, as well as official transcripts from all other schools.
- Dr. Weeden recommended that there be consequences for breach of the above-mentioned process. He urged that advisors must do the work of processing their graduation

candidates and must not sign off on applications of students who do not have a mathematical chance of graduating.

- Dr. Thomas asked for clarification on the issue of credit by examination. The council discussed the process for approval of credit by examination.

D. Presentation on Procedures for Course and Program Changes / THECB

- Ms. Sally Bridges indicated that currently TSU is offering master's level certificates. She passed around handouts to council members and spoke about the documentation needed by THECB. Ms. Bridges stated that in order for such information to be readily available, the University Curriculum Council required the following documents: a description of the courses to be published in the university bulletin and, an outline of the department responsible for course maintenance (updating and keeping the course current).
- Dr. Brown-Guillory requested that council members work with their deans to ensure that the UCC members nominated by the deans also be active participants on curriculum committees at the departmental and/or college/school level. The associate provost also announced that a training workshop for all curriculum committee members, chairpersons, and deans would be held on May 11th and would be led by Ms. Bridges. This workshop would prepare curriculum committee members to handle the new procedures requested by the THECB.
- Ms. Bridges also requested a narrative for the inclusion or deletion of a course. She suggested noting any additional information, such as extra costs (e.g. computer lab and software), that can help make the decisions. She stated that the UCC chair, Dr. Shanna Broussard, would disseminate the edited form (with the added narrative page) to all the council members.

E. Faculty Excellence Awards

- Dr. Brown-Guillory reminded council members of the Faculty Excellence Awards luncheon on April 27, 2011 and asked that all colleges and schools work with their deans and department chairs to submit names of all faculty that are being recognized for their excellence.

F. QEP Update

- Dr. Brown-Guillory stated that the QEP Implementation Committee (Dr. Ohia, Dr. Brown-Guillory, Dr. Maddox, Dr. Walker Hawkins, Dr. Campbell, Dr. Zeitler, Professor Jennings, Ms. Hooks, Dr. McCleod, and Mr. Ademola) has been meeting weekly, working towards the July 1 deadline for the response to the SACS report.

G. Board of Regents Retreat

- Dr. Brown-Guillory announced that The Division of Academic Affairs will be meeting with the BOR on May 6th and 7th at the Woodlands Retreat Centre to discuss the role of Academic Affairs. She asked council members to work with their deans to help prepare for their presentation at the retreat.

H. Low-Producing Programs Update

- Dr. Brown-Guillory announced that the Ad Hoc Committee on Low-Producing Programs will have its final meeting on April 25th. She stated that according to the THECB, any low-producing program requiring an extension would need to be testified for and supported by Dr. Rudley and Provost Ohia. She stressed that very few extensions would be given and that this was the final opportunity for the deans to provide the requisite paperwork in support of these programs in order for the ad hoc committee to make recommendations to the provost.

I. Summer Salary / Adjunct Faculty

- Dr. Brown-Guillory stated that although Dr. Ohia would look into other avenues for additional funds, it was the responsibility of the deans to work around their budget according to the individual needs of their colleges/schools. She also indicated that Drs. Rudley and Ohia recommended being prepared for the worst in terms of the possible 16.4 % budget reduction, and that the deans must decide accordingly where to make necessary cuts, including releasing adjunct faculty.

Adjournment:

The meeting was adjourned at 4:00 pm. The next meeting has been set for Monday June 6, 2011.

Minutes Submitted by: Ms. Tiffany Vaughner, Senior Administrative Assistant

Approved by: Dr. Elizabeth Brown-Guillory