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. Marilynn 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
Dr. Felix Ayadi
Dr. Gloria Batiste-Roberts
Dr. Jessica Davis
Dr. James DuMond
Dr. Patricia Garrison
Dr. Desireé Jackson
Dr. James A. Johnson, Jr.
Dr. Golda Anne Leonard
Dr. Claudette Ligons
Dr. Shirlette Milton
Dr. Dianne Mosley
Dr. Michael Sollars
Dr. Helen Taylor-Greene
Dr. Fennoyee Thomas
Dr. L. Darnell Weedon

Council Members Absent with Representation
Dr. Flora Estes

Council Members Absent
Dr. Gabriel Aitsebaomo
Dr. Oscar H. Criner
Ms. Erica Vallier Jackson
Ms. Clara Wiley

Others Present
Ms. Tiffany Vaughner
Ms. Marilyn Square
Ms. Sallie Bridges

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