Texas Southern University
Department Chairs’ Council
Monday, July 18, 2011
4:00 p.m.
HH Conference Room 111

AGENDA

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

Presentation by the Thomas F. Freeman Honors College ............... Dean Humphrey Regis

Presentations from Committees ........................................... Associate/Assistant Deans
  • Course Scheduling – Dr. James DuMond
  • Updating Forms for Academic Affairs – Dr. Fennoyee Thomas

Presentation on One-Stop Registration & Credit by Examination Process ... Ms. Lori LaBrie
Director, Academic Retention Services & Special Assistant to the Provost
Mr. Antonio Saenz
Enterprise Data Manager

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

Associate Provost Updates ...................................................... Dr. Elizabeth Brown-Guillory
  • Summer Graduation – August 6
  • University Curriculum Council
  • New Faculty Orientation/Opening Faculty Meetings
  • Course Scheduling
  • Updating Forms for Academic Affairs
The meeting of the Department Chairs’ Council was called to order at 4:00 p.m. by Dr. Brown-Guillory.

A. Presentation by the Thomas F. Freeman Honors College
   ● Dean Humphrey Regis reported his findings from a study of several comparable institutions that are currently running successful honors programs. He identified three major unifying themes: multi-dimensional issues and interdisciplinary academics, ethics and philosophy
studies, and placement of self and phenomena issues in local and global politics. Also, many honors programs incorporated the use of computers and other technologies in multimedia presentations. Dr. Brown-Guillory reiterated the need for support from all the colleges and schools in making the Honors College a success.

B. Presentation on Credit by Examination and One-stop Registration

**Credit By Examination**
- Ms. Lori LaBrie outlined the new steps for processing Credit by Examination (CBE) forms. She said students must first get their forms signed by their instructor and department chair, pay for the exam in the Bursar’s Office and then sit for it. She added that students no longer have the option of not paying for the test immediately and then later deciding that they no longer want to take the test. She stated that students would continue to be responsible for acquiring signatures but that the forms would now go to her office for review before going to the provost for approval. Ms. LaBrie asked chairs to ensure that the CBE firms be delivered directly to her office in HH 305.

**One-stop Registration**
- Mr. Antonio Saenz spoke about the changes made to make One-Stop Registration more efficient and easier for students and faculty. He said a holding area had been added for the students, which provided entertainment to make waiting time smoother. Ms. LaBrie added that lap top computers have been requested so that in the future faculty and staff will not have to transport equipment. Also, orientation and registration will remain separate but registration will coordinate with orientation so as not to overtax faculty and staff as both events are staffed by the same people. The dates for registration are August 15-26.

C. Reports from the Associate/Assistant Deans’ Council

**Course Scheduling**
- Dr. DuMond reported that after the previous council meeting, he and the committee had researched course scheduling at several universities that address problems with students not being able to take classes in other departments at traditional times. He presented a draft form of the proposed course scheduling procedures that he hoped would be adopted by the university. Dr. DuMond asked that council members review the proposed process and provide feedback to him directly. He asked for input from all departments in all the colleges/schools in anticipation of the proposal being presented to Deans’ Council after the next Associate Deans’ Council meeting.

**Updating Forms for Academic Affairs**
- Dr. Fennoyee Thomas reported on her committee’s progress with revising/updating academic forms. Dr. Thomas noted that all new forms will have a revision date at the bottom and that the committee will recommend that all forms be updated on a regular basis.

D. Summer 2011 Commencement

- Dr. Brown-Guillory informed the council of the August 6th commencement and noted that plans were on track.

E. University Curriculum Council (UCC)

- Dr. Brown-Guillory stated that the new UCC website and email address is now active and that she would send out a notice letting faculty know about updates. She said that one of the new procedures implemented by the council would be that any person responsible for bringing a new proposal before the committee would continue to come to meetings until the proposal has made its way through the committee.
F. New Faculty Orientation

- Dr. Brown-Guillory reminded the council of New Faculty Orientation. She asked the committee to send in names of new, tenured or tenured-track faculty to be sent to her office. She added that Provost Ohia has made attendance mandatory. She stated that all new faculty, in their first, second, or third year, are expected to attend the August 17th meeting and that faculty going into their fourth year are not required to attend.

Adjournment
Dr. Needha Boutte-Queen moved to close the meeting, and it was seconded by Dr. Haiqing Sun. The meeting was adjourned at 5:00pm. The next Department Chairs’ Council meeting is scheduled for Monday, August 29, 2011 at 4:00pm in the Hannah Hall Conference Room 111.

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