

Texas Southern University

Department Chairs' Council

Monday, June 6, 2011

4:00 p.m.

HH Conference Room 111

AGENDA

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

Agenda Items from Council Department Chairs

- Student Evaluations – Dr. Michael Berryhill

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Low-producing Programs
- Summer Graduation – August 6
- University Curriculum Council
- Course Scheduling
- Learning Communities at TSU
- Administrative Responsibilities

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, June 6, 2011
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. Michael Berryhill	Chair, Journalism, School of Communication
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. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy & Health Sciences
Dr. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Dr. Desiree Jackson	Interim Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. Emmanuel Nwagwu	Chair, Educational Administration and Foundations, College of Education
Dr. David Olowokere	Chair, Engineering Technologies, 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. Azime Saydam	Chair, Mathematics, College of Science and Technology
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences
Dr. Sarah G. Trotty	Interim Chair, Visual and Performing Arts, College of Liberal Arts & Behavioral Sciences

Council Members Absent With Representation

Dr. Kimberly Campbell	Interim Chair, Speech Communication, represented by Dr. Michael Berryhill, School of Communication
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, represented by Mr. Anthony Rodriguez, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Kenneth Jackson	Interim Chair, Sociology, represented by Dr. Mxolisi Siwatu, College of Liberal Arts and Behavioral Sciences

Council Members Absent

Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
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. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
Mr. Richard F. Lee	Interim Chair, Music, College of Liberal Arts & Behavioral Sciences
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Sciences
Dr. Ihekwoaba Onwudiwe	Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Yi Qi	Interim Chair, Transportation Studies, College of Science and Technology
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology
Dr. Mark Sherman	Chair, Aviation Science & Technology, College of Science and Technology

Others Present

Ms. Tiffany Vaughner Senior Administrative Assistant to Associate Provost Brown-Guillory

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 minutes from the previous meeting as presented. Dr. Sarah Trotty motioned to accept the minutes and it was seconded by Dr. Shanna Broussard.

B. Agenda Items from Council

Student Evaluations – Dr. Michael Berryhill

- Dr. Berryhill requested more information on student evaluations. Dr. Brown-Guillory explained that Remi Ademola, Director of COLEIT, was charged with placing evaluations online as Provost Ohia wished to have every course evaluated, regardless of faculty rank. Dr. Brown-Guillory said the issue sprang from allegations that some professors were hand picking the course to be evaluated on and then teaching to that course as well as faculty going up for tenure complaining about not having had their courses evaluated. She added that the online system worked only for a short time and then collapsed, forcing the university to go back to paper evaluations. This, too, caused problems, Dr. Brown-Guillory said, in that some colleges/ schools' courses were not evaluated as directed by the provost. She said the provost suggested that Mr. Charles Henry, Director of Provost's Business Services, should take orders from deans for forms so he could then identify funds to purchase evaluation forms. Dr. Brown-Guillory then suggested to the council that they consult with deans on the quantity of forms needed.

TA Class Schedules- Dr. Cherry Ross Gooden

- Dr. Gooden stated that many of the teaching assistants in the College of Education were having difficulty locating evening classes. She said that because the students worked during the day they needed more core classes offered in the evening. She said that because these classes were not offered in the evening, the college had to release the students to attend community college for required math and sciences courses. Dr. Brown-Guillory said that Dr. Kingston Nyamafene, Dean of the College of Continuing Education, offered several courses on Friday evening and all day Saturday through the weekend college and that during the Associate Assistant Deans' Council meeting the deans voted to form a committee to handle these scheduling issues and to investigate the need for a university-wide master scheduler. She also informed the committee that the associate/assistant deans had also voted to form a committee which would work in tandem with the Office of the Registrar to review and update all university academic forms.

C. Low-Producing Programs

- Dr. Brown-Guillory shared that the Ad Hoc Committee on Low-Producing Programs had completed its recommendations to Dr. Ohia who had, in turn, reviewed those recommendations and forwarded them to President Rudley. She said that faculty worked on this committee for three months and that all recommendations from faculty were approved with the exception of Economics, which would not move to another college but stay in the College of Liberal Arts and Behavioral Sciences as a minor only. Dr. Brown-Guillory said that she'd had several conversations with THECB, which informed her that there would be very few extensions given; therefore, it was imperative that colleges/schools adhere to the guidelines set by the THECB to make sure all required changes were made by the deadline. THECB will make a determination, in consultation with President Rudley and Provost Ohia, on which programs will continue.

D. External Review

- Dr. Brown-Guillory announced that after a short hiatus due to SACS preparations, the president has requested that the external review process be placed back on track beginning with the review of three graduate programs: Urban Planning, Administration of Justice, and Environmental Toxicology. Several undergraduate programs will be reviewed, including English and math.

E. Summer Graduation

- Dr. Brown-Guillory informed the council that August 6th would be the last summer commencement, a decision made in consultation with a committee comprised of faculty, staff, students and alumni. Dr. Brown-Guillory added that on July 5th University Registrar, Ms. Marilyn Square, will send out the Graduate Analysis Report to all potential graduation candidates, academic advisors, department chairs and deans. Dr. Brown-Guillory promised to send out a reminder on July 11th with replies to the Graduation Analysis Report due to the Office of the Registrar on the 12th.

F. University Curriculum Council (UCC)

- Dr. Brown-Guillory reminded the council of the process for submitting course change paperwork to the THECB. She said that during the last UCC meeting Ms. Sallie Bridges, University Reporting Official to the THECB, led a workshop on the proper reporting procedures, including handing out a packet of revised reporting forms from the THECB. Dr. Brown-Guillory said that these forms could be obtained by contacting the UCC representative for each college/school as well as by retrieving these forms from the UCC website on the Academic Affairs webpage.

G. Learning Communities at TSU

- Dr. Brown-Guillory informed the council of the substantial grant from the Houston Endowment which was obtained to fund the Urban Academic Village. She said the grant would be used to fund renovations on TSU's Greystone Apartments, where 400 in-coming freshmen students will live together with faculty, graduate students and tutors. The residence halls, which will be called "The Village", will open in Fall 2011.

H. Administrative Responsibilities

- Dr. Brown-Guillory announced that Provost Ohia had requested that the deans send out letters in response to several complaints by CBAs that academic administrators were not filling out time-off forms and were not keeping regular business hours during the twelve-month period. Dr. Brown-Guillory reiterated that the provost expects academic administrators to work 12 months and to hold regular business hours plus record all vacation time. For questions about vacation time, Dr. Brown-Guillory recommended that council members contact Human Resources.

Adjournment

Dr. Rhonda Saldivar 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, July 18, 2011 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guillory