

Texas Southern University

Department Chairs' Council

Monday, November 28, 2011

4:00 p.m.

HH Conference Room 111

AGENDA

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

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- One-on-one Meetings with Department Chairs' Council & Associate/Assistant Deans Council
- University Teaching and Learning Center Update
- Approved Course Scheduling Policy
- Taskforce on Course Scheduling, Course Rotations and Space Utilization
- **Special Taskforce Reports** Drs. Oscar Criner & James DuMond
- Graduation – December 10th (Verification of candidates for Graduation)
- Process for Dealing with Student Complaints
- Faculty Manual Update
- New Academic Affairs Division Forms (Approved)
- Updating the University Catalog
- Textbook Orders (Contact Mr. James Burch, Ext. 7030)
- Faculty Awards Deadline

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, November 28, 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. Danita Bailey-Perry	Interim Chair, Educational Administration & Foundations, College of Education
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. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Kimberly Campbell	Interim Chair, Speech Communication
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy & Health 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. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Dr. Kenneth Jackson	Interim Chair, Sociology, College of Liberal Arts and Behavioral Sciences
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
Dr. Wei Li	Interim Chair, Computer Science, College of Science and Technology
Dr. Dong Liang	Chair, Pharmaceutical Science, College of Pharmacy & Health Sciences
Mr. Richard Lee	Director of Bands, Fine Arts, College of Liberal Arts & Sciences
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology
Dr. Ihekwoaba Onwudiwe	Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy & Health Sciences
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Yi Qi	Interim Chair, Transportation Studies, College of Science and Technology
Dr. Rhonda Saldivar	Chair, English, College of Liberal Arts & Behavioral Sciences
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology
Dr. Azime Saydam	Chair, Mathematics, College of Science and Technology
Dr. Sarah G. Trotty	Interim Chair, Visual and Performing Arts, College of Liberal Arts & Behavioral Sciences
Dr. Arthur Whaley	Chair, Psychology, College of Liberal Arts & Behavioral Sciences
Dr. Warren Williams	Interim Chair, Biology, College of Science and Technology

Council Members Absent with Representation

Dr. Mark Sherman Chair, Aviation Science & Technology, College of Science and Technology

Council Members Absent

Dr. Christian Ulasi Interim Chair, Radio, Television & Film, School of Communication, represented by Dr. Kimberly Campbell

Others Present

Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. James DuMond	Interim Associate Dean for Academic Affairs, College of Science and Technology
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences
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. Taskforce on Course Scheduling, Course Rotations and Space Utilization

- Dr. DuMond addressed the council on the progress of the taskforce, namely the creation of an online form for course scheduling, and also discussed a possible change in how labs would be reported. He stated that currently labs are listed as part of the lecture but that separating the labs would lead to a more accurate scheduling and better reporting. Dr. Dumond also reported that he

and Dr. Criner had developed a Microsoft Excel document which will help lessen imputing errors by making it impossible to add unapproved items to the document. Only information originally approved and entered by schools/colleges would be available for viewing on the new document. Dr. Criner said that the online form, once completed, would be available to print out for signing by the appropriate designees. Dr. Brown-Guillory invited council members to volunteer for the taskforce or to encourage faculty in their units to volunteer. Dr. Criner and Dr. DuMond will serve as co-chairs of the taskforce and will work closely with Dr. Brown-Guillory, Dr. Raijanel Crockem, Director of Institutional Effectiveness Unit, Mrs. Marilyn Square, University Registrar, Timothy Rychlec, Executive Director of Maintenance, Architectural Engineering & Construction Services, and other faculty and staff interested in volunteering.

B. Graduation

- Dr. Brown-Guillory informed the council that as a result of staff reductions the commencement program typesetter had been let go. She asked council members to make sure they adhered to the timeline and verified students names promptly in order to assist the replacement typesetter. Dr. Brown-Guillory also asked the council to send all Graduate School names to Dr. Michelle Taylor, Assistant Dean, who will review the names before sending them to the Mrs. Marilyn Square.

C. Faculty Manual Update

- Dr. Brown-Guillory informed the council that the Faculty Manual Committee had been reconstituted. She said the provost and president had selected 10 faculty to look at all the various iterations of the manual. Dr. Brown-Guillory said the document, once reviewed, will then be sent back to faculty-at-large for further review. She added that the president has asked that it be ready to review the Faculty Assembly by the end of Spring 2012.

D. New Academic Affairs Division Forms

- Dr. Fennoyee Thomas reported that the committee had made great progress in finalizing the forms. She added that the committee had looked at about 20 forms which they had condensed to a total of 13 forms. Dr. Criner said that extraneous information had been deleted and that the committee is now looking into offering some of the forms online.

E. University Catalog

- Dr. Brown-Guillory informed the council of a complaint student letter detailing inconsistencies and, in some cases, wrong information, contained in the undergraduate course catalog. Mr. Hasan Jamil, Special Assistant to the President-Financial Aid (with the help of an outside vendor), is overseeing the updating of the 2012-2014 catalog. Dr. Franklin Jones suggested that Mr. Jamil look closer at catalog inconsistencies, from which other inconsistencies may spring.

F. Textbook Orders

- Dr. Brown-Guillory spoke to the council about the president's concern over the low number of textbooks ordered. She advised the council of the Associate/Assistant Deans' Council's opinion that this low number was due to ordering errors on the side of the bookstore. The council agreed that this was, indeed, the case. Dr. Brown-Guillory suggested that a committee be formed to

address all textbook ordering issues. Drs. Kenneth Jackson, Marie Horton (Chair), Rhonda Saldivar, and Needha Boutté-Queen volunteered to serve on the committee.

G. Faculty Excellence Awards

- Dr. Brown-Guillory reminded the council of the upcoming Faculty Excellence Awards application deadlines and that they could get more information by visiting the Faculty Excellence Awards link on the main page of the Division of Academic Affairs and Research on TSU's website. Two of the awards have a deadline of March 15th; however the other four awards have a deadline of March 1st.

H. Process for Dealing with Student Complaints

- Dr. Brown-Guillory asked the council to share their school's/college's individual processes for dealing with student complaints. She informed the council of the forming of the Ad Hoc Committee on Establishing a Uniform Student Grievance Process in the Assistant/Associate Deans' Council Meeting. The council members who volunteered are Dr. Jessica Davis, Dr. Dianne Jemison-Pollard, Dr. L. Darnell Weeden (Chair), and Dr. Virgie Mouton.

Adjournment

Dr. Needha Boutté-Queen moved to close the meeting, and it was seconded by Dr. Rhonda Saldivar. The meeting was adjourned at 5:00pm. The next Department Chairs' Council meeting is scheduled for Monday, January 23, 2011 at 4:00pm in the Hannah Hall Conference Room 129.

Minutes Submitted by:
Approved by:

Ms. Tiffany Vaughner
Dr. Elizabeth Brown-Guillory