## ASSOCIATE/ASSISTANT DEANS’ COUNCIL MEETING MINUTES

**Monday, September 10, 2012**  
**4:00 p.m.**  
**Fairchild 122**

**Council Chair**  
Dr. Elizabeth Brown-Guillory, Associate Provost and Associate Vice President for Academic and Faculty Affairs

### Council Members Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
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<tr>
<td>Mr. Kevin Adams</td>
<td>Assistant Dean of Student Services, School of Communication</td>
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<td>Dr. Gabriel Aitsebaomo</td>
<td>Associate Dean for Academic Affairs, Thurgood Marshall School of Law</td>
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<td>Dr. Bruce Berger</td>
<td>Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business</td>
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<td>Dr. Oscar H. Criner</td>
<td>Interim Associate Dean for Administration and Development, College of Science &amp; Technology</td>
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<td>Dr. Flora Estes</td>
<td>Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences</td>
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<td>Dr. Dianne Jemison Pollard</td>
<td>Associate Dean for Academic Affairs, Thomas F. Freeman Honors College</td>
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<td>Dr. Glenn Johnson</td>
<td>Associate Dean of Research and Graduate Studies, Barbara Jordan-Mickey Leland School of Public Affairs</td>
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<tr>
<td>Dr. Desirée Jackson</td>
<td>Assistant Dean for Student Services and Instructional Support, College of Science &amp; Technology</td>
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<td>Dr. Golda Anne Leonard</td>
<td>Associate Dean, College of Pharmacy and Health Sciences</td>
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<td>Dr. Claudette Ligons</td>
<td>Interim Associate Dean for Academic Affairs, College of Education</td>
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<td>Dr. Maurice Mangum</td>
<td>Interim Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs</td>
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<td>Dr. Aisha Morris-Moultn</td>
<td>Interim Assistant Dean for Student Services, College of Pharmacy and Health Sciences</td>
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<td>Dr. Dianne Mosley</td>
<td>Interim Assistant Dean for Student Enhancement &amp; Learning, College of Liberal Arts &amp; Behavioral Sciences</td>
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<td>Dr. Shishir Shishodia</td>
<td>Associate Dean, College of Science and Technology</td>
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<td>Dr. Michael Sollahs</td>
<td>Interim Associate Dean for Research &amp; Development, College of Liberal Arts and Behavioral Sciences</td>
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<td>Dr. Aisha Morris-Jackson</td>
<td>Associate Dean for Research and Faculty Development, Thurgood Marshall School of Law</td>
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<td>Dr. Fennoyee Thomas</td>
<td>Associate Dean, College of Liberal Arts &amp; Behavioral Sciences</td>
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### Council Members Absent with Representation

- **Ms. Clara Wiley**  
  Assistant Dean of Business Student Services, Jesse H. Jones School of Business, represented by Mr. Naveed Haider, Academic Advisor, Social Work, Jesse H. Jones School of Business
- **Dr. Dianne Jemison Pollard**  
  Associate Dean for Academic Affairs, Thomas F. Freeman Honors College, represented by Dr. Candy Ratliff, Assistant Dean for Student Services, Thomas F. Freeman Honors College

### Council Members Absent

**Ms. Erica Vallier-Jackson**  
Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business

### Others Present

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<tr>
<td>Dr. Kimberly Mitchell-McLeod</td>
<td>Interim Director, TSU Teaching and Learning Excellence Center</td>
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<td>Dr. Rasoul Saneifard</td>
<td>Chair, Faculty Senate</td>
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<td>Dr. Vera Walker Hawkins</td>
<td>Vice Chair, Faculty Senate</td>
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<tr>
<td>Ms. Tiffany Vaughner</td>
<td>Office Administrator to Associate Provost Brown-Guillory</td>
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### Opening

The meeting of the Associate/Assistant Deans’ Council was called to order at 3:00 p.m. by Associate Provost Brown-Guillory. She moved that the minutes from the previous meeting be approved. Dr. Maurice Mangum moved to approve the minutes; it was seconded by Dr. Flora Estes.

### A. Report from the TSU Teaching and Learning Excellence Center (TLEC)

- Dr. Kimberly Mitchell-McLeod, Interim Director of TLEC, updated the council on upcoming events and, pointing faculty to the TLEC website: [www.tsu.edu/academics/tlec/](http://www.tsu.edu/academics/tlec/). She spoke about the low attendance numbers and asked the council if they would please impart to their faculty the importance of attendance as it had been very low. She added that the workshops are offered at multiple times during the day to accommodate faculty schedules. Dr. Mitchell-McLeod also stressed that all conferences are free to faculty as they are sponsored by the Office of the Provost.

### B. Report from the Faculty Senate
• Dr. Rasoul Saneifard, Faculty Senate Chair, introduced himself to the council and spoke to them about the Faculty Senate’s student focus. Dr. Vera Walker Hawkins, Faculty Senate Vice Chair, addressed the council on several critical issues on Faculty Senate’s agenda this fall. Dr. Walker Hawkins spoke about faculty salaries and the increases being tied to faculty evaluations. She said the issue was problematic as some faculty have reported that they have not been evaluated in a long while. She also reported on the review of the Faculty Manual by the Faculty Manual Committee. Dr. Walker Hawkins said that the committee is currently reviewing all three versions of the manual, paragraph by paragraph, in an attempt to produce a finalized version that can be presented to faculty and administration before the end of the fall semester.

C. TSU Enrollment

• Dr. Michael Sollars spoke to the council about TSU student enrollment as part of a three-pronged approach to student success. He said that he would like to form a committee to look into the advisement forms used in each college/school as well as their training processes. He said that if there is not a formal process he would like to see this committee help shape one that can be used university wide. Dr. Brown-Guillory asked each council member to speak about the advising process in their areas. Some processes were more formal than others but all colleges/schools had a system in place. Council members expressed that as they saw it, the issue was not a lack of advisement but lack of efficient advising as many faculty often chose not to be advisors. Dr. Brown-Guillory informed the council that the Texas Higher Education Coordinating Board had plans to include an advisement assessment piece in its evaluation of state universities in the future but that TSU administration were already focusing on this issue. She asked council members if they would be interested in addressing these concerns in the form of a taskforce, which would include faculty, staff, and students.

D. Regular Meetings of Department Chairs with Faculty

• Dr. Brown-Guillory reminded department chairs of Provost Ohia’s mandate that all department chairs meet regularly with faculty and distribute the minutes of those meetings to the dean of the college/school and to all faculty.

E. Annual Evaluations of Faculty

• Dr. Brown-Guillory informed the council that the new student evaluation form has been approved by the Ad Hoc Faculty Performance and Teaching Evaluations Committee. Dr. Rasoul Saneifard noted that the new form would have to go before Faculty Assembly for approval first before it could be distributed to faculty. Dr. Brown-Guillory said that the same committee is also reviewing developing a faculty performance evaluation instrument but had not met as of yet. Dr. Claudette Ligons asked if dissertation students would have a chance to evaluate faculty. Dr. Brown-Guillory said she would look into the matter and report back to the council with her findings.

F. Employee Assistance Program (EAP)
• Dr. Brown-Guillory said that HR Generalist, Ms. Sanya Sinclair, asked her to share with the
council a handout detailing counseling services provided by EAP. She asked the council to
contact Ms. Sinclair with any questions.

G. New Academic Standing Policy

• Dr. Brown-Guillory informed the council that Provost Ohia had charged the University
Curriculum Council with aligning the university’s academic standing policy with that of the
financial aid policy. She reviewed the new policy, which she distributed to the Council.

H. Founder’s Day

• Dr. Brown-Guillory reminded the council of the upcoming Founder’s Day Celebration,
highlighting TSU’s 85th Anniversary. Dr. Brown-Guillory informed the council of President
Rudely’s wish that all faculty and students attend and stay until the end. She added that there
would be a special, one-hour video about the history of TSU to mark the occasion.

I. Course Rotations/Advisement

• Dr. Brown-Guillory asked the council about their progress in putting together their department’s
two-year plans. She reminded the council that all plans must have a basis not only in available
resources but also in historical data. Dr. Brown-Guillory also asked the council to play closer
attention to what is driving the schedules – student or faculty need. She asked them to make sure
that students are able to take necessary classes at a variety of times so they will be able to
graduate on time.

J. SGA’s Request for the Library to Provide Copies of Textbooks

• Dr. Brown-Guillory asked council members for their thoughts on the issue of the accessibility of
textbooks as presented to TSU’s Board of Regents in a proposal by the Hispanic Student
Association and the Student Government Association. She asked the council for suggestions and
many responded that textbooks had been made available in the library in the past but that the
books were often damaged by students because of pages being ripped out. Also, the Council
noted that books routinely are stolen from the library. Council suggested several ways to combat
this, including licensing e-books and placing the textbooks on reserve in an area where students
could be supervised.

Adjournment:
Dr. Golda Anne Leonard moved to adjourn the meeting, and it was seconded by Dr. Aisha Morris-
Moultry. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans’
Council is scheduled for Monday, October 22, 2012 at 3:00pm in the Hannah Hall Conference Room 111.

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