

Texas Southern University

Department Chairs' Council

Monday, July 16, 2012

4:00 p.m.

HH Conference Room 111

AGENDA

Welcome Dr. Elizabeth Brown-Guillory

Associate Provost and Associate Vice President for Academic and Faculty Affairs

➤ **Report from the Northwest Campus**

- Dr. Taugamba Kadhi, Executive Director and Assistant Dean

➤ **Report from the Faculty Ombuds Office**

- Dr. Andrea Shelton, Faculty Ombudsperson

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- THECB Updates/Annual Course Inventory Updates (due August 1, 2012)
- Discussion of May Commencement and Input for Improvement
- Establishment of Departmental Curriculum Committees
- Annual Course Inventory Updates (due August 1, 2012)
- Update on Textbook Orders
- Course Scheduling/Course Rotations (a two-year plan)
- College/School and department retreats
- Role of Faculty Ombudsperson

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, July 16, 2012
4:00 p.m.
Hannah Hall Room 111

Council Chair

Dr. Elizabeth Brown-Guillory, Associate Provost and Associate Vice President for Academic and Faculty 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. Jeff Brice, Jr.	Interim Chair, Business Administration, Jesse H. Jones School of Business
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. 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. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
Prof. Richard Lee	Interim Chair & Director of Bands, Music, 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
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. 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. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences, represented by Dr. Nicole Willis, Assistant Professor, Social Work, College of Liberal Arts & Behavioral Sciences
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences, represented by Dr. Selena Ahmed, Associate Professor, Dietetics, College of Liberal Arts & Behavioral Sciences
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology, represented by Dr. Graham Thomas, Assistant Professor, Engineering Technology, College of Science and Technology
Dr. Yi Qi	Interim Chair, Transportation Studies, College of Science and Technology, represented by Dr. Fengxiang Qiao, Associate Professor, Transportation Studies, College of Science and Technology
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences, represented by Dr. Marylise Caussin, Associate Professor, French, College of Liberal Arts & Behavioral Sciences
Dr. Christian Ulasi	Interim Chair, Radio, Television & Film, School of Communication, represented by Dr. Michael Berryhill, Chair, Journalism, School of Communication

Council Members Absent

Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
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. Ronald C. Samples	Interim Chair, English, College of Liberal Arts & Behavioral Sciences
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology

Others Present

Dr. Taugamba Kadhi	Executive Director and Assistant Dean, Northwest Campus
Dr. Andrea Shelton	Faculty Ombudsperson
Ms. Tiffany Vaughner	Office Administrator to Associate Provost Brown-Guillory

Opening

The meeting of the Department Chairs' Council was called to order at 4:00 p.m. by Associate Provost Brown-Guillory. She moved that the minutes from the previous meeting be approved. Dr. Cherry Ross Gooden motioned to approve the minutes; it was seconded by Dr. Sarah G. Trotty.

A. Report from the Northwest Campus

- Dr. Taugamba Kadhi, Executive Director and Assistant Dean of the Northwest Campus, spoke to the council on the progress of the campus. He said that TSU offers 300-400 classes and began doing so last spring. Dr. Kadhi asked council members to support the campus by offering more classes, particularly minors in support of degrees already offered.

B. Report from the Faculty Ombuds Office

- Dr. Andrea Shelton, Faculty Ombudsperson, spoke to the council about services provided by the office. Dr. Shelton assured council members that she does not keep paper records of conversations and does not use the names of clients. She also noted that she has undergone conflict resolution and mediation training to be able to assist faculty.

C. THECB Updates/Annual Course Inventory Updates

- Dr. Brown-Guillory spoke to the council about delays in the Coordinating Board's updating process. She also gave the council handouts showing approximate times of completion for different forms. Dr. Brown-Guillory said that the THECB has not rolled out inventory yet. She said department chairs will be given time to make corrections or changes and send the course inventory back to the University Curriculum Council. She added that if courses do not have correct CIP codes, funding will be affected. The report to the THECB is usually sent back sometime in September or October. Dr. Brown-Guillory distributed a sheet from the THECB which lists the approximate length of time that it takes for the THECB to respond to requests/proposals.

D. Discussion of May Commencement and Input on Improvement

- Dr. Brown-Guillory asked council members if they had given any more thought to ways of improving commencement. The council discussed several options to encourage audiences to remain until the conclusion of the commencement ceremony, including implementing college/school commencements or several university commencements that combine one or more colleges/schools in each ceremony, reducing the number of speakers and the length of time each speaks, conferring the degree without students leaving their places (no crossing the stage), allowing students to cross the stage without photos with the president, and providing incentives to students for staying through completion. Dr. Brown-Guillory noted that any commencement that lasts longer than 2½ hours will lose a substantial segment of the audience.

E. Establishment of Departmental Curriculum Committees

- Dr. Brown-Guillory asked that council members work to ensure that department curriculum committees are up and functioning by Fall 2012. She added that faculty could serve on multiple committees, namely at the department, college/school, and university levels.

F. Update on Textbook Orders

- Dr. Brown-Guillory asked for the council’s help in solving the continuing issue of book orders. She noted that she had several conversations with deans, department chairs, and the bookstore manager – both individually and collectively – to help resolve reports of low book order rates. Council members suggested that classes offered in the departments are not registered properly in the bookstore’s filing system. Additionally, council members suggested that only departments should send course listings to the bookstore to accurately show which courses actually need books. Several chairs provided anecdotes about repeated communication with the bookstore, only to have the same errors show up in reports. Dr. Brown-Guillory noted that she would follow-up with the bookstore management and deans again.

G. Course Scheduling/Course Rotations (a two-year plan)

- Dr. Brown-Guillory asked the council to use a two-year plan when developing their course schedules for forthcoming semesters. She said in the past some department chairpersons were concerned about budgets, which affected how they planned. Dr. Brown-Guillory asked the council to go ahead and plan and leave budget concerns to the administration. She stated that department chairs could work to address low enrollment in classes by studying past trends in courses offered. For example, lower division courses tend to fill up in the summer but upper division courses often have low enrollment. She tied advisement to strategic planning of course offerings. She noted that good advising can be made better if there is a solid plan for offering courses, a plan that is driven by an analysis of past enrollment trends in the courses offered.

H. College/School and Department Retreats

- Dr. Brown-Guillory announced that several deans are planning faculty retreats to engage in strategic planning for the academic year. She encouraged department chairs to explore the possibility of departmental retreats.

Adjournment:

Dr. Sarah G. Trotty moved to adjourn the meeting, and it was seconded by Dr. Ethiopia Keleta. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs’ Council is scheduled for Thursday, September 6, 2012 at 4:00pm in the Fairchild Building, Room 122.

Minutes Submitted by:
Approved by:

Ms. Tiffany Vaughner
Associate Provost Elizabeth Brown-Guillory