

Texas Southern University

Department Chairs' Council

Monday, April 22, 2013

4:00 p.m.

HR Conference Room 129

AGENDA

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

➤ **Report from the Faculty Senate**

- Dr. Vera Walker Hawkins, Vice Chair

➤ **Report from the Office of Institutional Assessment, Planning and Effectiveness**

- Dr. Rajanel Crockem, Interim Executive Director (Written report submitted)

Associate Provost Reports Dr. Elizabeth Brown-Guillory

- Criteria for Enrollment in Major and Advising Policy Statement
- Promotion and Tenure Workshop on April 26, 2013
- Improving Low-Producing Programs through Recruitment and Retention Efforts
- THECB (Changes in Staff)
- Faculty Excellence Awards Updates
- Commencement
- Texas Women in Higher Education (TWHE)
- Drafting a Registration Override Policy

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, April 22, 2013

4:00 p.m.

Hannah Hall, Conference Room 111

Council Chair

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

Council Members Present

Dr. Michael Adams	Interim Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Danita Bailey-Perry	Interim Chair, Educational Administration & Foundations, College of Education
Dr. David Baker	Interim Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
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. Dwalah Fisher	Interim Chair, Health and Kinesiology, College of Education
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy & Health Sciences
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy & Health Sciences
Dr. Wei Li	Interim Chair, Computer Science, College of Science and Technology
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. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy & Health Sciences
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. Christian Ulasi	Interim Chair, Radio, Television and Film, School of Communication
Dr. Warren Williams	Interim Chair, Biology, College of Science and Technology
Dr. Cary D. Wintz	Interim Chair, History & Geography, College of Liberal Arts & Behavioral Sciences

Council Members Absent with Representation

Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences, represented by Dr. Shirley Nealy, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education, represented by Dr. Shanna Broussard, Interim Chair, Counseling, College of Education
Dr. Carlos Handy	Chair, Physics, College of Science and Technology, represented by Dr. Daniel Vrinceanu
Dr. Nikita Harris	Interim Chair, Speech Communication, School of Communication, represented by Dr. Michael Berryhill, Chair, Journalism, School of Communication
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology, represented by Dr. Edward Osakue
Dr. Kenneth Jackson	Interim Chair, Sociology, College of Liberal Arts and Behavioral Sciences, represented by Dr. Shirley Nealy, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. Yi Qi	Chair, Transportation Studies, College of Science and Technology, represented by Ursula Williams, Maritime Program Coordinator

Council Members Absent

Dr. Zahid Iqbal	Chair, Department of Accounting and Finance, Jesse H. Jones School of Business
Prof. Richard Lee	Interim Chair, Music, College of Liberal Arts & Behavioral Sciences
Dr. Ronald C. Samples	Interim Chair, English, College of Liberal Arts & Behavioral Sciences
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Arthur Whaley	Chair, Psychology, College of Liberal Arts & Behavioral Sciences

Others Present

Dr. Elizabeth Brown-Guillory	Associate Provost and Associate Vice President for Academic and Faculty Affairs
Dr. Vera Walker Hawkins	Vice Chair, Faculty Senate
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. Wei Li motioned to approve the minutes; it was seconded by Dr. Danita Bailey-Perry.

A. Report from the Faculty Senate

- Dr. Vera Walker Hawkins, Vice Chair of the Faculty Senate, spoke to the council about of the April 30th Faculty Senate elections to be held in Hannah Hall building lobby from 7 a.m. to 7 p.m. She said the results would be tallied and sent out to faculty through campus-wide email May 1st. Dr. Brown-Guillory asked that voting criteria be sent out prior to the 30th and Dr. Walker Hawkins said she would make sure it was done. Dr. Brown-Guillory also spoke about the concerns of some teaching administrators on their not being able to vote. Dr. Walker Hawkins said that she and Faculty Senate members were aware of those concerns and were currently working to address them. She concluded by saying that the Senate was working to address several lingering concerns such as the promotion and tenure process, evaluations, and merit raises. She said she hoped Faculty Senate members would be able to resolve some of those issues before the end of the school year.

B. Report from the Office of Institutional Assessment, Planning and Effectiveness

- Dr. Brown-Guillory read from a handout prepared by Dr. Raijanel Crockem, Interim Executive Director, Institutional Assessment, Planning & Effectiveness, who was not able to attend. In the handout Dr. Crockem addressed the need for updates to the 2011-2012 assessment data in Xitracas as well as faculty class updates in Banner. Dr. Brown-Guillory added that accurate data collection was very important as it is directly associated with the annual SACS report and state funding.

C. Criteria for Enrollment in Major and Advising Policy Statement

- Dr. Brown-Guillory spoke to the council about the Provost's recent request for enrollment and advising criteria. She said that what the provost wants is an executive summary of the criteria for students who are actually in the major at the junior and senior level in the major courses. Brown-Guillory said once completed these statements would be added to the college/school's official documentation. She added that the deadline for the information to be sent to her office was May 1st and that this information had already been sent to all academic deans.

D. Promotion and Tenure Workshop on April 26, 2013

- Dr. Brown-Guillory informed the council that BJMLSPA dean Dr. Robert Bullard, Graduate School dean Dr. Gregory Maddox, and Dr. Oscar Criner, Associate Dean of COST, would be speaking at the Promotion and Tenure Workshop. She said that after the workshop, department chairs would give faculty their charge. Council members requested that a representative from the Office of General Counsel be asked to attend and speak at the workshop to address their concerns involving the possibility of lawsuits that might arise from unfavorable P&T decisions. Dr. Brown-Guillory said she would look into inviting Mr. Andrew Hughey, General Counsel, and Mr. Kenneth McKanders, Associate General Counsel.

E. Improving Low-Producing Programs through Recruitment and Retention Efforts

- Dr. Brown-Guillory reminded the council of the direct correlation between low-producing programs and recruitment and retention. She asked that department chairs work more closely with their faculty to find new ways of keeping students engaged so that they will stay in class and go on to graduate. Dr. Brown-Guillory added that stronger recruitment programs would go a long way in ensuring a steady flow of new students into low-producing programs.

F. THECB (Changes in Staff)

- Dr. Brown-Guillory updated the council on key staffing changes within the THECB. She said that former Assistant Commissioner Dr. Macgregor Stephenson, and former Senior Program Director in Academic Affairs- Workforce, Academic Affairs & Research Division Dr. Catherine Parsonault, had left the THECB to pursue other opportunities. Dr. Brown-Guillory said she planned on meeting with their replacements later in the year to introduce herself and to make sure the lines of communication between the coordinating board and TSU were kept open.

G. Faculty Excellence Awards Updates

- Dr. Brown-Guillory expressed concern that more faculty did not apply for this year's Faculty Excellence Awards. She reminded council members that if more faculty did not apply that the award money set aside by the provost may not be available next year. She said the awards committee suggested splitting the awards between the sciences and the humanities in the hope of attracting more applicants. Dr. Brown-Guillory invited the council to attend the Faculty Excellence Awards Luncheon in the Tiger Room of the Sterling Student Life Center on April 25th from 11:30 a.m. to 1:30 p.m.

H. Commencement

- Dr. Brown-Guillory asked the council to work with the Office of the Registrar to make sure that all changes, updates or corrections to graduate's names had been made to the commencement program before it was sent to the printer. She said the final program was due to be sent to the typesetter very soon.

I. Texas Women in Higher Education

- Dr. Brown-Guillory spoke to the council about her recent trip to San Antonio to attend the annual Texas Women in Higher Education conference. She said that Dr. Rudely had personally asked her to serve as TSU's representative with the organization. Dr. Brown-Guillory said that after networking with her colleagues at the conference it occurred to her that TSU could benefit from its own female-driven leadership programs, which is why she would like to introduce a Women's Leadership Group to spotlight the contributions of female faculty at TSU. Dr. Dwalah Fisher suggested program tie-ins with TSU's new Women's Resource Center.

J. Drafting a Registration Override Policy

- Dr. Brown-Guillory presented the council with a draft of an override policy which detailed the ad hoc committee's plan of action for addressing override abuses. She asked the council to review the draft policy and send to her their thoughts and suggestions via email.

Adjournment:

Dr. Cary Wintz moved to adjourn the meeting, and it was seconded by Dr. Christian Ulasi. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs' Council is scheduled for Monday, June 10, 2013 at 4:00pm in the Hannah Hall Human Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory