

Texas Southern University

Department Chairs' Council

Monday, July 22, 2013

4:00 p.m.

Hannah Hall Conference Room 111

AGENDA

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

- **Address from the Office of the Provost Concerning Administrative Responsibilities**
 - Dr. Sunny E. Ohia
- **Report from the Faculty Senate**
 - Dr. Jafus Cavil, Secretary of the Faculty Senate
- **Report from the Office of the Faculty Ombuds**
 - Dr. Andrea Shelton, Faculty Ombudsperson
- **Report from the Catalog Revision Executive Committee**
 - Dr. Jafus Cavil, UCC Vice Chair & Co-Chair of the Catalog Revision Executive Committee
- **Report from the University Curriculum Council**
 - Dr. Aladdin Sleem, Chair of the University Curriculum Council & Co-Chair, University General Education Subcommittee

Associate Provost's Reports Dr. Elizabeth Brown-Guillory

- Fall Opening Faculty Meeting
- Promotion and Tenure
- New Initiative: Women's Leadership Group
- Offer Letter Process

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, June 10, 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. 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. Shanna Broussard	Interim Chair, Counseling, 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. Wei Li	Interim Chair, Computer Science, College of Science and Technology
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy & Health Sciences
Dr. Yi Qi	Chair, Transportation Studies, 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. Arthur Whaley	Chair, Psychology, College of Liberal Arts & Behavioral Sciences
Dr. Cary D. Wintz	Interim Chair, History & Geography, College of Liberal Arts & Behavioral Sciences

Council Members Absent with Representation

Dr. Dwalah Fisher	Interim Chair, Health and Kinesiology, College of Education, represented by Dr. Danita Bailey-Perry, Interim Chair, Educational Administration & Foundations, College of Education
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education, represented by Dr. Shanna Broussard, Interim Chair, Counseling, College of Education
Dr. Kenneth Jackson	Interim Chair, Sociology, College of Liberal Arts and Behavioral Sciences, represented by Dr. Needha Boutté-Queen, Chair, Social Work, College of Liberal Arts & Behavioral Sciences
Prof. Richard Lee	Interim Chair, Music, College of Liberal Arts & Behavioral Sciences, represented by Dr. Daniel Adams, College of Liberal Arts & Behavioral Sciences
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences, represented by Dr. Needha Boutté-Queen, Chair, Social Work, College of Liberal Arts & Behavioral Sciences
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs, represented by Ms. Sheila Taylor, Barbara Jordan-Mickey Leland School of Public Affairs

Council Members Absent

Dr. Michael Adams	Interim Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. David Baker	Interim Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Jeff Brice, Jr.	Interim Chair, Business Administration, Jesse H. Jones School of Business
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Zahid Iqbal	Chair, Department of Accounting and Finance, Jesse H. Jones School of Business
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy & Health Sciences
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology
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. Azime Saydam	Chair, Mathematics, College of Science and Technology
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences

Others Present

Dr. Sunny E. Ohia	Provost
Dr. Jafus Cavil	Secretary, Faculty Senate
Dr. Andrea Shelton	Faculty Ombudsperson
Dr. Aladdin Sleem	Chair of the University Curriculum Council & Co-Chair, University General Education Subcommittee
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. Cary Wintz motioned to approve the minutes; it was seconded by Dr. Sarah G. Trotty.

A. Report from the Faculty Senate

- Dr. Jafus Cavil, Faculty Senate Secretary, addressed the council concerning recent developments in the Faculty Senate Office. He said that during Fall Opening Faculty Meeting the Faculty Senate would be swearing in new officers and saluting recently retired officers. He also informed the council that the 2002 Faculty Manual, with the latest changes suggested from the Faculty Manual Committee and administration, was now available online and ready for review on the Faculty Senate website. He added that the manual had been color coded to better track suggestions from all interested parties. Dr. Cavil also informed the council of President Rudley's decision to call a special committee to investigate Faculty Workload. The committee, which will meet in early Fall, will have representatives from the Faculty Senate along with college/school Deans Lei Yu (COST), Robert Johnson (JHJSB) and Danille Taylor (COLABS).

B. Address from the Office of the Provost Concerning Administrative Responsibilities

- Dr. Ohia spoke to the council about how enrollment management is the key to insuring that students graduate on time. He said that he would like to see more partnerships developed between associate/assistant deans and department chairs because if there is shared responsibility that means most problems are already half solved. Dr. Ohia added that regular meetings between chairs and associate/assistant deans to fine tune their programs and to develop better student-centered marketing plans would all aid in recruiting and retaining students. He asked that the goal for the upcoming year for all council members be enrollment management and working with students and faculty to better their programs.

C. Report from the Office of the Faculty Ombuds

- Dr. Andrea Shelton, Faculty Ombuds, spoke to the council about some of the issues she's addressed during the course of her tenure as Faculty Ombuds. She said that most of the issues she's encountered have dealt with the perceived lack of collegiality and professionalism as well as issues of sexual and general harassment and concerns about the promotion and tenure process. Dr. Shelton provided the council with a handout with her contact information and details on the types of issues her office addresses. She reminded council members that due to confidentiality issues, she does not have a dedicated Ombuds office so that faculty could feel free to visit her without concern about being seen by their colleagues.

D. Report from the Catalog Revision Executive Committee

- Dr. Jafus Cavil, UCC Vice Chair & Co-Chair of the Catalog Revision Executive Committee, addressed the council concerning the Catalog Revision Executive Committee. Dr. Cavil provided the council with a handout detailing the names of committee members as well as the timeline for completion of the Course Catalog and meeting dates. He also reminded council members that non-substantive course changes must be presented to the UCC before the August 14th meeting deadline or the September 11th meeting deadline to be included in the current cycle of the course catalog. He added that while non-substantive changes did not have to be approved, substantive changes had a longer response time as those changes most go directly to the THECB and be approved by the TSU Board of Regents. Dr. Cavil said the typical response time is 6-8 weeks.

E. Report from the University Curriculum Council

- Dr. Aladdin Sleem, Chair of the University Curriculum Council & Co-Chair of the University General Education Subcommittee, told council members that he would send out a list of all changes approved by the UCC to assist chairs in updating their catalog sections. Dr. Sleem also spoke to the council about major changes made to the core by the GenEd Subcommittee, namely that science labs were no longer mandatory and that all students must now take a speech communications course and a computer science or foreign language courses.

F. Promotion and Tenure

- Dr. Brown-Guillory reminded the council that the promotion and tenure recommendation schedule had been updated and was now available on the TSU website under the tab for the Division of Academic Affairs and Research. She asked council members to share this information with their faculty, through email and during any department meetings. Dr. Brown-Guillory added that the Teaching and Learning Excellence Center (TLEC) would again be holding the promotion and tenure workshop for all colleges and schools. She said the workshop was scheduled for Friday, September 12 and that all administrators, tenure-track faculty, and any faculty seeking promotion were encouraged to attend.

G. Offer Letter Process

- Dr. Brown-Guillory announced to council members that in its attempt to help standardize and refine its processes, Academic Affairs would be adding a Request to Make an Offer (RMO) Form to the offer letter process. She said this step would ensure that Provost Ohia would be fully briefed on all offers before any discussions with potential faculty are made.

H. New Initiative: Women’s Leadership Group

- Dr. Brown-Guillory informed the council that she would be initiating a new Women’s Leadership Group to begin during the Fall. She said she envisioned the new group as a way helping women better navigate their way through the academy and would provide a leadership forum for women.

I. Fall Opening Faculty Meeting

- Dr. Brown-Guillory gave the council upcoming dates for the Fall Opening Faculty Meeting, which is to be held in the College of Education Auditorium. She said that this year TLEC would be hosting New Faculty Orientation + 5 years, which would take place August 21 from 8 a.m. - 5 p.m. On Thursday, August 22, the opening general session will be held from 8 a.m. - 5 p.m. Friday’s closing session will be held, August 23, from 8 a.m. – Noon. Dr. Brown-Guillory asked the council not to forget about Friday’s guest speaker, former TSU Faculty, Dr. Earl Wright, II would be giving a talk on collegiality. A panel discussion featuring 10 TSU faculty would follow concerning the same topic.

Adjournment:

Dr. Needha Boutté-Queen moved to adjourn the meeting, and it was seconded by Dr. Danita Bailey-Perry. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs’ Council is scheduled for Monday, September 9, 2013 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory