Texas Southern University
Associate/Assistant Deans’ Council
Monday, September 13, 2010
3:00 p.m.
HH Conference Room 111

AGENDA

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

Announcements .......................................................... Associate/Assistant Deans

Associate Provost Updates ............................................. Dr. Elizabeth Brown-Guillory

- Faculty Manual
- Promotion and Tenure
- External Review of Academic Departments
- Library Committee
- Founder's Day
- Enrollment Management Services Retreat
- Faculty Awards
- School/Community Partnerships: Back to Basics Summer Institute
- Updating Personnel Changes in Colleges/Schools
- Upcoming Office Changes
A. Opening
   • Dr. Brown-Guillory asked for approval of the minutes from the previous meeting to be accepted as presented. Dr. Gloria Batiste-Roberts motioned to approve the minutes, and it was seconded by Dr. Desirée Jackson.

B. Announcements
   • Dr. Brown-Guillory called for announcements from the council and requested that any agenda items be sent in advance of the next meeting. Council members shared upcoming major events in their units.

   • Dr. Ayadi asked council members to encourage their faculty to participate in the Eighteenth Annual Southwestern Business Administration Teaching Conference which is scheduled for October 21 and 22 at the JHH School of Business.
C. Faculty Manual

- Dr. Brown-Guillory advised that additional work is being done on the manual and that Dr. Ohia has asked the deans, faculty, and faculty senate to review the document and provide feedback. She reminded the committee that Professor Carroll Robinson is the chair of the Faculty Manual Committee and that the last update of the manual was in 2002.

D. Promotion and Tenure

- Dr. Brown-Guillory mentioned that the deadline for dossier submittal to department chairs is October 20, 2010 and that the Optional Promotion & Tenure Guidelines have been uploaded to the TSU website under Academic Affairs and Research. She stated that while the guidelines provide basic information for organizing the dossier, each department and college will determine criteria for promotion and tenure.

E. External Review

- Dr. Brown-Guillory mentioned that the president and the provost have discussed undertaking external reviews throughout the University. She also mentioned that, as advised by Dr. Gregory Maddox, departments at most public universities are normally reviewed every 5 years. She said she had researched the process for external reviews by studying comparable institutions, and she provided a brief overview of the typical process. The goal is to standardize the process, to the extent that standardization is possible.

F. University Library Committee

- Dr. Brown-Guillory announced that she has volunteered to chair the University Library Committee. She is requesting that each department choose a junior and senior faculty member to serve on the committee. The purpose of the committee is to evaluate the library needs for each department and to offer recommendations to the library personnel and administration. The council discussed various aspects in regards to funding. The discussion ended with Dr. Criner agreeing to represent the College of Science and Technology on the library committee.

G. Founder’s Day

- Dr. Brown-Guillory reminded the council that Founder’s Day celebrations will take place on September 14, 2010. She mentioned that Ms. Wendy Adair and her team have been working very hard to make the event a success. She gave a brief synopsis of the scheduled events for the day and answered questions regarding student attendance and suggested attendance incentives.

H. Enrollment Services Retreat

- Dr. Brown-Guillory advised the council that Enrollment Services now reports to the Office of the Provost and that members attended a retreat in Pearland to discuss best practices.

I. Faculty Awards

- Dr. Brown-Guillory mentioned that the guidelines for the Faculty Excellence Awards have been uploaded to the TSU website under Academic Affairs and Research. She gave a brief description of the awards and urged associate and assistant deans to encourage faculty to apply for faculty awards. Dr. Brown-Guillory advised the council that Dr. Ohia would like each college/school and department to offer awards in addition to the awards offered by the Office of the Provost.

J. Partnerships

- Dr. Brown-Guillory provided a brief summary of the Back to Basics Summer Institute and its mission of reaching out to high school students to help prepare them for college. She called
attention to the Back to Basics website and announced that she will be working to secure funding from corporations; she plans to increase the number of faculty for Summer teaching.

K. Updating Personnel

- Dr. Brown-Guillory asked the council to send any personnel changes or updates to Ms. Tiffany Vaughner.

L. Office Changes

- Dr. Brown-Guillory notified the council that Dr. Ohia’s office has moved to Hannah Hall, Suite 340, and that she will be moving her office to Hannah Hall, Suite 305.

M. Additional Topics

- The Council discussed concerns about registration blocks for students and override privileges.

Adjournment:
Dr. Brown-Guillory adjourned the meeting at 4:00 p.m. The next meeting is scheduled for October 18, 2010 at 3:00 p.m., in Hannah Hall, Conference Room 111.

Minutes Submitted by: Ms. Tiffany Vaughner
Approved by: Dr. Elizabeth Brown Guillory