

Texas Southern University

Associate/Assistant Deans' Council

Monday, August 29, 2011

3:00 p.m.

HH Conference Room 111

AGENDA

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

Provost's Items of Business Dr. Sunny E. Ohia
Provost and Vice President for Academic Affairs & Research

Agenda Items from Council Associate/Assistant Deans
(None were submitted in advance of the meeting.)

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- University Teaching and Learning Center
- Proposed Course Scheduling Policy
- One-stop Registration
- Advising Practices

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, August 29, 2011

3:00 p.m.

Hannah Hall Room 111

Council Chair

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

Council Members Present

Mr. Kevin Adams	Assistant Dean of Student Services, School of Communication
Dr. Gabriel Aitsebaomo	Interim Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Gloria Batiste-Roberts	Interim Executive Associate Dean, Thomas F. Freeman Honors College
Dr. Golda Anne Leonard	Associate Dean, College of Pharmacy and Health Sciences
Dr. Jessica Davis	Interim Associate Dean for Student Affairs, College of Education
Dr. James DuMond	Interim Associate Dean for Academic Affairs, College of Science and Technology
Dr. Felix Ayadi	Interim Associate Dean, Jesse H. Jones School of Business
Dr. Maurice Mangum	Interim Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Shirlette Milton	Assistant Dean for Student Services, College of Pharmacy and Health Sciences
Dr. Dianne Mosley	Interim Assistant Dean for Student Enhancement & Learning, College of Liberal Arts & Behavioral Sciences
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences
Dr. Desireé Jackson	Interim Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Dr. Claudette Ligons	Interim Associate Dean for Academic Affairs, College of Education
Dr. L. Darnell Weeden	Associate Dean for Faculty Development/Research, Thurgood Marshall School of Law

Council Members Absent

Dr. Gloria Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences
Ms. Erica Vallier Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business

Others Present

Dr. Sunny E. Ohia	Provost and Vice President for Academic Affairs and Research
Ms. Marilyn Square	University Registrar
Tiffany Vaughner	Senior Administrative Assistant to Associate Provost Brown-Guillory

Opening

The meeting of the Associate/Assistant Deans' Council was called to order at 3:00 p.m. by Dr. Brown-Guillory.

A. Course Scheduling

- Dr. Ohia spoke to the council about several issues concerning students and course scheduling as presented to him in the President's Cabinet meeting earlier that morning. Dr. Brown-Guillory also spoke about a few key issues pertaining to course scheduling and gave background on why this topic had become so important. She said that it was because of complaints received by President Rudley from students that motivated her to ask Dr. Ohia to empanel an Ad Hoc Committee on Course Scheduling to address these students' issues. She said that the committee's findings had been presented to University Registrar Marilyn Square, and that she and her staff were currently reviewing the proposed changes. Dr. Brown-Guillory asked the council to take time to review the proposed Course Scheduling Policy presented by committee chair, Dr. James DuMond. Discussion ensued about the proposed Course Scheduling Policy.
- Dr. Brown-Guillory also brought up the fact that she noticed course scheduling forms were still being turned in to her office weeks after the deadline and often on old forms that still required a signature from a Director of Summer School. She noted that new/updated forms had been sent out twice, and asked council members to submit the updated form for the October 1st course

scheduling deadline. She also reported that the Office of the Registrar noted that many additional changes come in after the deadline, which suggested, in some cases that, course scheduling forms are being sent in without enough advanced planning. Dr. Brown-Guillory strongly encouraged the leadership to spread the word that accurate course schedules need to be submitted in a timely manner in order for the Office of the Registrar to publicize the schedules in a timely manner. Dr. Brown-Guillory announced that going forward, course schedules would be sent directly to her office (Hannah Hall 305), where they would be date-stamped and logged in, signed by her, scanned and sent electronically to the Office of the Registrar. Any changes/adjustments to the course schedules submitted initially must be rerouted from chair to dean to associate provost. Ms. Square has been instructed by Provost Ohia not to accept requests for course schedule changes that have not gone through the approved new routing process. Dr. Brown-Guillory stated that it was a disservice to students when we continue to make changes long past the deadline because students should be able to plan their own schedules based upon a reliable course schedule in a timely manner. The council approved the proposed course scheduling policy to be sent to the Academic Council for review.

B. One-Stop Registration

- Some council members expressed concerns about there not being more of a process in place to handle large groups of students coming to register as well as the need to have a better system in place for the students to follow the registration process step by step. They mentioned that, for example, many students only find out they have financial aid problems when they show up to register, so they must contend with that issue first before continuing on with the process. Dr. Brown-Guillory stated that she had heard discussions about refining the process, such as having students register on certain days or certain times according to the first letter of their last name. Dr. Ligons spoke about the need for returning students to pre-register. She said many of them were attending open registration. The council discussed various other ways to improve One-Stop Registration for the students and for faculty and staff.

C. Updating Academic Affairs Forms

- Dr. Brown-Guillory asked that the council review and make suggestions for revisions of Academic Affairs forms and to send recommendations to committee chair, Dr. Fennoyee Thomas.

Adjournment:

Dr. Dianne Mosley moved to close the meeting, and it was seconded by Dr. L. Darnell Weeden. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, October 10, 2011 at 3:00pm in the Hannah Hall Conference Room 111.

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