

Texas Southern University

Department Chairs' Council

Monday, March 7, 2011

4:00 p.m.

HH Conference Room 111

AGENDA

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

Agenda Items from Council Department Chairs

- Budget cuts and the foreign language requirement at TSU (Dr. Sun)
- Completion of the requirements of the double major (Dr. Jones)

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Course Rotations
- Attendance/Roll Call
- Northwest Campus
- Low-producing Programs
- Degree Audits/Advising
- Honors Day Convocation
- QEP Debriefing
- Transfer Students
- Student Recruitment
- Budget Hearings
- Midterm Grades
- Foreign Travel Requests

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, March 7, 2011

4:00 p.m.

Hannah Hall Room 111

Council Chair

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

Council Members Present

Dr. Michael Berryhill	Chair, Journalism, School of Communication
Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences
Dr. Jeff Brice Jr.	Interim Chair, Business Administration, Jesse H. Jones School of Business
Dr. Louis Browne	Interim Chair, Radio, Television & Film, School of Communication
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. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Dr. Desirée Jackson	Interim Chair, Biology, College of Science and Technology
Dr. Khaled A. Kamel	Chair, Computer Science, College of Science and Technology
Dr. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
Dr. Dianne Mosley	Interim Chair, Sociology, College of Liberal Arts & Behavioral Sciences
Dr. Emmanuel Nwagwu	Chair, Educational Administration and Foundations, College of Education
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 and Health Sciences
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, represented by Ms. Sheila Taylor, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Rhonda Saldivar	Chair, English, College of Liberal Arts & Behavioral Sciences
Dr. Azime Saydam	Chair, Mathematics, College of Science and Technology
Dr. Mark Sherman	Chair, Aviation Science & Technology, College of Science and Technology
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences
Dr. Fennoyee Thomas	Associate Dean and Interim Chair, Psychology & Philosophy, College of Liberal Arts & Behavioral Sciences
Dr. Sarah G. Trotty	Arts Coordinator, College of Liberal Arts & Behavioral Sciences

Council Members Absent With Representation

Dr. Louis Browne	Interim Chair, Radio, Television & Film, represented by Dr. Michael Berryhill, School of Communication
Dr. Kimberly Campbell	Interim Chair, Speech Communication, represented by Dr. Michael Berryhill, School of Communication
Dr. Carlos Handy	Chair, Physics, represented by Dr. Daniel Vrinceanu, College of Science and Technology
Dr. Franklin Jones	Chair, Political Science, represented by Dr. Ihekwoaba Onwudiwe, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. John B. Sapp	Chair, Chemistry, represented by Dr. Bobby Wilson, College of Science and Technology

Council Members Absent

Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Dr. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Sciences
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. Yi Qi	Interim Chair, Transportation Studies, College of Science and Technology

Others Present

Ms. Tiffany Vaughner Senior Administrative Assistant to Associate Provost Brown-Guillory

Opening

The meeting of the Department Chairs' Council was called to order at 4:00 p.m. by Dr. Brown-Guillory.

A. Opening

- Dr. Brown-Guillory asked for the approval of minutes from the previous meeting as presented. Dr. Needha Boutté-Queen motioned to accept the minutes and it was seconded by Dr. Jeff Brice, Jr.

B. Agenda Items from Council Members

- Dr. Sun stated that the proposed budget cuts spelled deep losses for the Foreign Languages department in the form of course offerings. She said she had compiled a report for Dean Taylor detailing consequences of the cutbacks, including loss of Spanish 100/200 level courses, which support the curriculum for majors and minors in other departments. Dr. Brown-Guillory asked council members to collaborate with their deans to identify and justify possible areas for cutbacks, especially those departments or programs that have been identified as low producing.
- Dr. Brice inquired about possible cuts to courses offered at the Northwest Campus. Dr. Brown-Guillory advised that the university's plan was to grow the Northwest Campus and encouraged council members to include more course offerings and take advantage of available resources.
- Dr. Onwudiwe spoke on behalf of Dr. Franklin Jones regarding the issue of students with double majors. He noted that the second major should take the place of a minor and asked if this was the case across departments. The council discussed the issue and Dr. Sun stated that the Registrar's Office had advised a student initially that the decision was made by the department in which the first major is housed as to whether a minor was required. However, when the student was ready to graduate, the Registrar's Office told her that she needed a minor, and so the student declared her second major as a minor. Dr. Brown-Guillory advised that she would look into the matter.

C. Course Rotations

- Dr. Brown-Guillory stated that students had complained about the lack of a set pattern for course rotations, which they claim results in delays for graduation. The council discussed the methodology used by the departments and Dr. Broussard stated that the Counseling department bases the offerings on a needs assessment of the courses that students have yet to complete to meet requirements. Dr. Horton stated that Health & Kinesiology offers spring and fall courses which rotate accordingly, and students who miss the rotation catch up the following spring or fall.
- Dr. Brown-Guillory stated that students also mentioned that some faculty do not know the course schedule until the week before the start of the semester. She asked the council for clarification and council members discussed that the schedule was available at least 4 months ahead, and that only adjunct faculty get their schedules closer to time. The council confirmed that most adjuncts are hired to teach courses for which course syllabi already exist and books have been purchased considerably in advance.

D. Midterm Grades

- Dr. Brown-Guillory informed the council that the Deans' Council had unanimously supported that effective immediately, midterm grades are to be submitted to the Registrar's Office, whether or not there is a midterm test. The grades act as a progress report up to midterm.

E. Honors Day Convocation

- Dr. Brown-Guillory announced that Dr. Regis is organizing the Honors Day Convocation and has set the date to April 14.

F. Low-Producing Programs

- Dr. Brown-Guillory stated that approximately 18 low-producing programs had been identified and that the deans had nominated representatives from each college/school to sit on the committee that she would be chairing. This ad hoc committee will render recommendations to Provost Ohia within a month. The committee members will attend the first meeting on March 8, 2011 at 1:00 pm.

G. Attendance / Roll Call

- Dr. Brown-Guillory urged council members to ensure that faculty take roll regularly, preferably at every class meeting. She stated that a student who passed away in December 2010 and was enrolled for classes was still receiving bills for tuition in spring semester. Dr. Brown-Guillory noted that this occurred due to lack of calling roll and reporting of attendance. Calling attendance helps faculty keep track of their students and helps them to get to know their students, which generally translates to student success.

H. Northwest Campus

- Dr. Brown-Guillory stated that Dr. Ohia has asked department chairs to recommend more course offerings and programs to their deans in order to grow the Northwest Campus.

I. QEP Debriefing

- Dr. Brown-Guillory advised that Dr. Rudley met with the QEP committee to discuss the successes and opportunities for improvement. She noted that the overall report from SACS was very positive.

J. Transfer Students

- Dr. Brown-Guillory stated that because of Dr. Ohia's interest in recruiting more transfer students, she and the provost had met with vice presidents and deans of selected community colleges in an effort to develop MOU's that would lead to increased enrollment numbers. She asked council members about their own efforts to recruit and retain transfer students. Dr. Trotty stated she had attended junior colleges with the recruiting team and is working with Mr. Reginald King regarding aligning TSU's course offerings to the colleges' to make transfers smooth. The council discussed the varying transfer requirements across departments. Dr. Horton stated that a blanket policy may cause more harm than good and hence it needs to be dealt with on a case by case level. Dr. Gooden agreed and added that having standard university policies would make transfer admissions straightforward for students and help increase numbers.
- Dr. Brown-Guillory asked the council about the department chairs' strategies for recruiting students from under-represented groups, such as Hispanic students. Dr. Horton responded that the Academic Counseling Center from the College of Education has an agreement with the Office of Recruitment and attends the community colleges and high schools with the recruitment team. Dr. Brice agreed that the Jesse H. Jones School of Business has a similar strategy. Dr. Pan stated that the UPEP department has a research assistant to coordinate recruitment efforts. Students from the department attend state conferences and job fairs to introduce programs to prospective students.

K. Freshman/Sophomore Courses Taught by Senior Faculty

- Dr. Brown-Guillory stated that Dr. Rudley has called a special meeting with the deans whose colleges/schools offer freshman or sophomore courses. They are being required to present a list of senior tenured faculty along with the courses they are teaching this semester, and will

require the department chairs' assistance with compiling this information. Dr. Trotty stated that in the Fine Arts department adjuncts do not teach foundation courses and Dr. Brown-Guillory agreed that senior faculty have a lot to offer freshman and sophomore students due to their experience. She indicated that the implication is that students should be provided an opportunity to study with senior professors.

- Dr. Brice asked for clarification of senior faculty and Dr. Brown-Guillory responded that associate and full professors are considered senior faculty. Dr. Keleta inquired about the faculty workload changes, and Dr. Brown-Guillory responded that the workload outlined in the Faculty Manual is under revision currently and will come before the faculty after input from the appropriate stakeholders. Dr. Gooden noted that in order to offer more courses at the Northwest Campus more faculty would be needed, and Dr. Brown-Guillory responded that there were initiatives in place to add resources to the Northwest campus. She suggested that the department chairs should submit proposals to their deans to obtain resources for additional programs. Additionally, Dr. Brown-Guillory noted that it was important to offer classes, such as core courses, that are known to typically fill up in order to increase enrollment.
- Dr. Kamel inquired about the decision on the summer pay for faculty and Dr. Brown-Guillory responded that the issue was still under discussion. Dr. Saydam stated that as the new chair for the Mathematics Department she researched the summer schedule over the last few years and noted that freshman level Mathematics courses have been offered in the summer. Dr. Brown-Guillory suggested looking into offering core courses in the summer for the benefit of incoming freshmen as well as transfer students.

Adjournment

Dr. Berryhill made a motion to adjourn the meeting at 5:00pm, and Dr. Nwagwu seconded. The next Department Chairs' Council meeting is scheduled for Monday, April 18, 2011 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Dr. Elizabeth Brown-Guill