

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, September 10, 2012

4:00 p.m.

Fairchild 122

Council Chair

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

Council Members Present

Mr. Kevin Adams	Assistant Dean of Student Services, School of Communication
Dr. Gabriel Aitsebaomo	Associate Dean for Academic Affairs, Thurgood Marshall School of Law
Dr. Bruce Berger	Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business
Dr. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Dianne Jemison Pollard	Associate Dean for Academic Affairs, Thomas F. Freeman Honors College
Dr. Glenn Johnson	Associate Dean of Research and Graduate Studies, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Desirée Jackson	Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Dr. Golda Anne Leonard	Associate Dean, College of Pharmacy and Health Sciences
Dr. Claudette Ligons	Interim Associate Dean for Academic Affairs, College of Education
Dr. Maurice Mangum	Interim Associate Dean, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Aisha Morris-Moultry	Interim 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. Shishir Shishodia	Associate Dean, College of Science and Technology
Dr. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences
Dr. Asmara Tekle	Associate Dean for Research and Faculty Development, Thurgood Marshall School of Law
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences

Council Members Absent with Representation

Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business, represented by Mr. Naveed Haider, Academic Advisor, Social Work, Jesse H. Jones School of Business
Dr. Dianne Jemison Pollard	Associate Dean for Academic Affairs, Thomas F. Freeman Honors College, represented by Dr. Candy Ratliff, Assistant Dean for Student Services, Thomas F. Freeman Honors College

Council Members Absent

Ms. Erica Vallier-Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business
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Others Present

Dr. Kimberly Mitchell-McLeod	Interim Director, TSU Teaching and Learning Excellence Center
Dr. Rasoul Saneifard	Chair, Faculty Senate
Dr. Vera Walker Hawkins	Vice Chair, Faculty Senate
Ms. Tiffany Vaughner	Office Administrator to Associate Provost Brown-Guillory

Opening

The meeting of the Associate/Assistant Deans' Council was called to order at 3:00 p.m. by Associate Provost Brown-Guillory. She moved that the minutes from the previous meeting be approved. Dr. Maurice Mangum moved to approve the minutes; it was seconded by Dr. Flora Estes.

A. Report from the TSU Teaching and Learning Excellence Center (TLEC)

- Dr. Kimberly Mitchell-McLeod, Interim Director of TLEC, updated the council on upcoming events and, pointing faculty to the TLEC website: www.tsu.edu/academics/tlec/. She spoke about the low attendance numbers and asked the council if they would please impart to their faculty the importance of attendance as it had been very low. She added that the workshops are offered at multiple times during the day to accommodate faculty schedules. Dr. Mitchell-McLeod also stressed that all conferences are free to faculty as they are sponsored by the Office of the Provost.

B. Report from the Faculty Senate

- Dr. Rasoul Saneifard, Faculty Senate Chair, introduced himself to the council and spoke to them about the Faculty Senate's student focus. Dr. Vera Walker Hawkins, Faculty Senate Vice Chair, addressed the council on several critical issues on Faculty Senate's agenda this fall. Dr. Walker Hawkins spoke about faculty salaries and the increases being tied to faculty evaluations. She said the issue was problematic as some faculty have reported that they have not been evaluated in a long while. She also reported on the review of the Faculty Manual by the Faculty Manual Committee. Dr. Walker Hawkins said that the committee is currently reviewing all three versions of the manual, paragraph by paragraph, in an attempt to produce a finalized version that can be presented to faculty and administration before the end of the fall semester.

C. TSU Enrollment

- Dr. Michael Sollars spoke to the council about TSU student enrollment as part of a three-pronged approach to student success. He said that he would like to form a committee to look into the advisement forms used in each college/school as well as their training processes. He said that if there is not a formal process he would like to see this committee help shape one that can be used university wide. Dr. Brown-Guillory asked each council member to speak about the advising process in their areas. Some processes were more formal than others but all colleges/schools had a system in place. Council members expressed that as they saw it, the issue was not a lack of advisement but lack of efficient advising as many faculty often chose not to be advisors. Dr. Brown-Guillory informed the council that the Texas Higher Education Coordinating Board had plans to include an advisement assessment piece in its evaluation of state universities in the future but that TSU administration were already focusing on this issue. She asked council members if they would be interested in addressing these concerns in the form of a taskforce, which would include faculty, staff, and students.

D. Regular Meetings of Department Chairs with Faculty

- Dr. Brown-Guillory reminded department chairs of Provost Ohia's mandate that all department chairs meet regularly with faculty and distribute the minutes of those meetings to the dean of the college/school and to all faculty.

E. Annual Evaluations of Faculty

- Dr. Brown-Guillory informed the council that the new student evaluation form has been approved by the Ad Hoc Faculty Performance and Teaching Evaluations Committee. Dr. Rasoul Saneifard noted that the new form would have to go before Faculty Assembly for approval first before it could be distributed to faculty. Dr. Brown-Guillory said that the same committee is also reviewing developing a faculty performance evaluation instrument but had not met as of yet. Dr. Claudette Ligons asked if dissertation students would have a chance to evaluate faculty. Dr. Brown-Guillory said she would look into the matter and report back to the council with her findings.

F. Employee Assistance Program (EAP)

- Dr. Brown-Guillory said that HR Generalist, Ms. Sanya Sinclair, asked her to share with the council a handout detailing counseling services provided by EAP. She asked the council to contact Ms. Sinclair with any questions.

G. New Academic Standing Policy

- Dr. Brown-Guillory informed the council that Provost Ohia had charged the University Curriculum Council with aligning the university's academic standing policy with that of the financial aid policy. She reviewed the new policy, which she distributed to the Council.

H. Founder's Day

- Dr. Brown-Guillory reminded the council of the upcoming Founder's Day Celebration, highlighting TSU's 85th Anniversary. Dr. Brown-Guillory informed the council of President Rudely's wish that all faculty and students attend and stay until the end. She added that there would be a special, one-hour video about the history of TSU to mark the occasion.

I. Course Rotations/Advisement

- Dr. Brown-Guillory asked the council about their progress in putting together their department's two-year plans. She reminded the council that all plans must have a basis not only in available resources but also in historical data. Dr. Brown-Guillory also asked the council to pay closer attention to what is driving the schedules – student or faculty need. She asked them to make sure that students are able to take necessary classes at a variety of times so they will be able to graduate on time.

J. SGA's Request for the Library to Provide Copies of Textbooks

- Dr. Brown-Guillory asked council members for their thoughts on the issue of the accessibility of textbooks as presented to TSU's Board of Regents in a proposal by the Hispanic Student Association and the Student Government Association. She asked the council for suggestions and many responded that textbooks had been made available in the library in the past but that the books were often damaged by students because of pages being ripped out. Also, the Council noted that books routinely are stolen from the library. Council suggested several ways to combat this, including licensing e-books and placing the textbooks on reserve in an area where students could be supervised.

Adjournment:

Dr. Golda Anne Leonard moved to adjourn the meeting, and it was seconded by Dr. Aisha Morris-Moultry. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, October 22, 2012 at 3:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory