

Texas Southern University

Department Chairs' Council

Monday, April 23, 2012

4:00 p.m.

HH Conference Room 111

AGENDA

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

- **Report from the Faculty Manual Committee**
 - Dr. Daniel Adams, Chair

- **Report from the University Curriculum Council**
 - Dr. Aladdin Sleem, Chair
 - Dr. Jafus Cavil, Vice Chair

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Undergraduate Program Reviews
- Teaching Evaluations
- Establishment of Departmental Curriculum Committees
- Report on Faculty Excellence Awards Luncheon
- Commencement Plans
- Deluxe Theatre Project
- COPHS Dean Search
- THECB On-site Meetings

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, April 23, 2012
4:00 p.m.
Hannah Hall 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. Jeff Brice, Jr.	Interim Chair, Business Administration, Jesse H. Jones School of Business
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. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Wei Li	Interim Chair, Computer Science, College of Science and Technology
Dr. Dong Liang	Chair, Pharmaceutical Science, College of Pharmacy & Health Sciences
Prof. Richard Lee	Interim Chair & Director of Bands, Music, College of Liberal Arts & Behavioral Sciences
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. Ihekwoaba Onwudiwe	Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Rhonda Saldivar	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
Dr. Yi Qi	Interim 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 & Film, School of Communication
Dr. Arthur Whaley	Chair, Psychology, College of Liberal Arts & Behavioral Sciences
Dr. Warren Williams	Interim Chair, Biology, College of Science and Technology

Council Members Absent with Representation

Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences, represented by Dr. Nicole Willis, Social Work, Assistant Professor
Dr. Kenneth Jackson	Interim Chair, Sociology, College of Liberal Arts and Behavioral Sciences, represented by Dr. Dianne Mosley, Assistant Dean, College of Liberal & Behavior Sciences

Council Members Absent

Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
Dr. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy & Health Sciences
VACANCY	Chair, Speech Communication, School of Communication

Others Present

Dr. Daniel Adams	Chair, Faculty Manual Committee
Dr. Jafus Cavil	Vice Chair, University Curriculum Council
Dr. Aladdin Sleem	Chair, University Curriculum Council
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 Associate Provost Brown-Guillory. She moved that the minutes from the previous meeting be approved. Dr. Sarah G. Trotty motioned to approve the minutes; it was seconded by Dr. Ihekwoaba Onwudiwe.

A. Faculty Manual Committee Updates

- Dr. Michael Adams, Chair of the Faculty Manual Committee, spoke to the council regarding recent developments in updating the faculty manual. Dr. Brown-Guillory said that once there is a complete iteration it will be placed on the Faculty Senate website for all to review. It will then be voted on during Fall Opening Faculty Meeting.

B. University Curriculum Council

- Drs. Aladdin Sleem and Jafus Cavil, UCC Chair and Vice Chair respectively, updated the council on the correct routing process for all curriculum modifications. All forms are now available for downloading on the UCC website. Dr. Cavil outlined the process for form submission, stating that completed forms should be forwarded to the UCC via email. Once received, all curriculum proposals will be routed the same way: The proposal is submitted to and reviewed by the UCC members in a formal presentation at the next scheduled meeting. Once approved at the UCC level, the proposals are sent to Dr. Brown-Guillory for approval and uploading to the Texas Higher Education Coordinating Board where, upon approval, the changes are added to Banner and the University Catalog. Dr. Sleem added that because of problems in the past that he and Dr. Cavil would soon implement an automated tracking system but for now all forms would be tracked manually with a special tracking ID number. The new tracking system will also insure that proper signatures are maintained during the whole process so that course offerings remain consistent with the database. Dr. Sleem asked the council to refrain from announcing any curriculum changes to students before the proposals have been confirmed. Dr. Brown-Guillory reminded the council that the deadline to submit proposals to be reviewed during the May UCC meeting is April 25th.

C. Undergrad Program Review

- Dr. Brown-Guillory announced to the council that the university had successfully completed two program reviews of the English and Mathematics departments. The university's current review schedule is for 28 programs to be reviewed over seven years, with seven programs coming up for review in Fall 2012. She said that the review schedule will be made available via the Division of Academic Affairs and Research website. Dr. Brown-Guillory said that in May the provost will meet with the deans of the two previously reviewed departments to go over the external reviewers reports and to plan a timeline for suggested improvements.

D. Teaching Evaluations

- Dr. Brown-Guillory reported that the Ad Hoc Faculty Performance and Teaching Evaluations Committee had designed an instrument which will be taken to the deans at the next meeting of the Executive Leadership Council for review. She said that from there the deans will take the forms to their faculty for further review. Dr. Brown-Guillory added that President Rudley would like all evaluations up and running by Fall 2012 and that the new software will also be able to generate comparative studies. She said by then the university should have used up all remaining hard copies in anticipation of the new online system. Dr. Claudette Ligons stated that student committee members had promised to market the new evaluations through the Student Government Association to help motivate the student body to participate in evaluations.

E. Faculty Awards Luncheon

- Dr. Brown-Guillory thanked everyone for their participation in the luncheon and asked that faculty continue to support the awards by submitting applications and encouraging their colleagues to do so as well.

F. May Commencement Updates

- Dr. Brown-Guillory informed the council that the recipient of the honorary degree would be Mr. Harry E. Johnson, Sr., President and CEO of the Washington, DC Martin Luther King, Jr. National Memorial Project Foundation. Mr. Johnson will also deliver the commencement address.

G. Deluxe Theatre Updates

- Dr. Brown-Guillory informed the council that she said the contracts between TSU and the City of Houston had been signed so that now the plans for renovations on the historic Fifth Ward building could commence. She said that the city is providing \$3 million for the extensive renovation project. Dr. Brown-Guillory stated that because the project is a joint venture between the City of Houston and TSU that there would be extensive community involvement.

H. THECB

- Dr. Brown-Guillory informed the council of her recent trip to Austin to build relationships with top THECB officials. She said that while the meeting was informative, her priority was to assure them that TSU's processes would be in line with those of the THECB.

Adjournment:

Dr. Christian Ulasi moved to adjourn the meeting, and it was seconded by Dr. Rhonda Saldivar. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs' Council is scheduled for Monday, June 4, 2012 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory