

Texas Southern University

Department Chairs' Council

Monday, December, 2012

4:00 p.m.

Hannah Hall Conference Room 111

AGENDA

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

➤ **Report on the Quality Enhancement Plan (QEP)**

- Prof. Arbolina Jennings, Associate Director, Quality Enhancement Plan and Co-Chair, General Education Subcommittee

➤ **Report from the Faculty Senate**

- Dr. Vera Walker Hawkins, Vice Chair

➤ **Item from Council Member**

- Plagiarism - Dr. Michael Berryhill

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Advising
- Departmental meetings with Provost Ohia and President Rudley
- Discussion of midterm reports and plan of action for students with all F's
- Commencement
- Book Orders
- Opening Faculty Meeting
- Faculty Excellence Awards
- Faculty Performance Evaluations and Student Evaluations of Faculty
- University Curriculum Council
- Low-producing programs

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, December 3, 2012

4:00 p.m.

Hannah Hall 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. David Baker	Interim Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
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. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Dwalah Fisher	Interim Chair, Health and Kinesiology, College of Education
Dr. Cherry Gooden	Chair, Curriculum & Instruction, College of Education
Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy & Health Sciences
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Jessie E. Horner	Interim Chair, Industrial Technologies, College of Science and Technology
Dr. Zahid Iqbal	Chair, Department of Accounting and Finance, Jesse H. Jones School of Business
Dr. Kenneth Jackson	Interim Chair, Sociology, College of Liberal Arts and Behavioral Sciences
Prof. Richard Lee	Interim Chair, Music, College of Liberal Arts & Behavioral Sciences
Dr. Wei Li	Interim Chair, Computer Science, College of Science and Technology
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. Qisheng Pan	Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Yi Qi	Chair, Transportation Studies, College of Science and Technology
Dr. Ronald C. Samples	Interim 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. Sarah G. Trotty	Interim Chair, Visual and Performing Arts, College of Liberal Arts & Behavioral Sciences
Dr. Christian Ulasi	Interim Chair, Radio, Television and 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
Dr. Cary D. Wintz	Interim Chair, History & Geography, College of Liberal Arts & Behavioral Sciences

Council Members Absent with Representation

Dr. Dong Liang Chair, Pharmaceutical Sciences, College of Pharmacy & Health Sciences, represented by Dr. Amruthesh Shivachar, Pharmaceutical Sciences, College of Pharmacy & Health Sciences

Council Members Absent

Dr. Franklin Jones Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Inyang N. Osemene Chair, Pharmacy Practice, College of Pharmacy & Health Sciences

Others Present

Prof. Arbolina Jennings	Associate Director, Quality Enhancement Plan and Co-Chair, General Education Subcommittee
Dr. Vera Walker Hawkins	Vice Chair, Faculty Senate
Ms. Tiffany Vaughner	Office Administrator 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. Needha Boutté-Queen motioned to approve the minutes; it was seconded by Dr. Zahid Iqbal.

A. Report on the Quality Enhancement Plan (QEP)

- Prof. Arbolina Jennings, Associate Director of the Quality Enhancement Plan (QEP) and Co-Chair of the General Education Subcommittee, gave the council a short overview of the QEP Impact Report for December 2012 and reviewed the Core Curriculum Course Proposal.

B. Report from the Faculty Senate

- Dr. Vera Walker Hawkins, Vice Chair of the Faculty Senate, began by inviting the council to the Faculty Senate Holiday Luncheon then reminded council members that senate meetings are the first Thursday of every month. She said all faculty were welcome to come and share their concerns. Dr. Walker Hawkins also spoke about low-producing programs as they related to student failure rates. She also spoke briefly about faculty equity and merit pay raises.

C. Plagiarism

- Dr. Michael Berryhill spoke to the council about the university's academic honesty policy, specifically the section stating that students who are found guilty of academic dishonesty are to be brought up directly before the Vice President of Student Affairs. He asked the council if they thought there needed to be a core group that would bring the process back to Academic Affairs. Council members spoke about the processes in their colleges/schools and offered advice.

D. Advising

- Dr. Brown-Guillory spoke to the council about the importance of advising and the role it plays in other aspects of Academic Affairs, particularly student retention and graduation rates. She reminded council members that the Texas Higher Education Coordinating Board (THECB) had made advising a priority for the coming year and would be devising an advising assessment tool.

E. Departmental Meetings with Provost Ohia and President Rudley

- Dr. Brown-Guillory asked the council how their meetings with the provost and president were going. Council members reported that the meetings had been very productive.

F. Discussion of Midterm reports and Plan of Action for Student's with All F's

- Dr. Brown-Guillory encouraged department chairs to ensure that their faculty members submit midterm grades; follow up with students who are performing poorly and contact students with all F's to schedule appointments to discuss ways to help them succeed.

G. Commencement

- Dr. Brown-Guillory informed the council that there had been some major changes made to the commencement ceremony and urged council members to attend the December 12th rehearsal in the TSU H&PE Arena at 2 p.m.

H. Book Orders

- Dr. Brown-Guillory asked the council to contact the TSU Bookstore Manager, Mr. James Burch, to order books or to make corrections to Mr. Burch's report if books have been ordered.

I. Opening Faculty Meeting

- Dr. Brown-Guillory announced the date of Spring Opening Faculty Meeting as Thursday, January 10, 2013. The meeting is to be held in the Barbara Jordan-Mickey Leland School of Public Affairs Building in the McCoy Auditorium, R114, from 8 a.m. to noon.

J. Faculty Excellence Awards

- Dr. Brown-Guillory reminded the council of the upcoming Faculty Excellence Awards submission deadline dates, March 1st and March 18th. She also announced the dates of the 2012-2013 Faculty Excellence Awards Ceremony and Luncheon to be held Thursday, April 25th.

J. Faculty Performance Evaluations and Student Evaluations of Faculty

- Dr. Brown-Guillory informed the council of the progress being made by the Ad Hoc Committees on Faculty Performance Self Evaluation Instrument and the Student Evaluation of Teaching Instrument saying that OIT and the Office of Testing were currently working together to update the Class Climate Software and would have the new online student and faculty forms ready for Fall 2013. Dr. Brown-Guillory asked the council to continue using the old instruments until the online system was up and running. She noted that the committees have representation from each college/school.

K. University Curriculum Council (UCC)

- Dr. Brown-Guillory reminded the council that the UCC meets once a month (the third Wednesday of every month) to review proposals and asked that council members continue to work with faculty in their departments to make sure all proposals are submitted through the proper channels.

L. Low-Producing Programs

- Dr. Brown-Guillory spoke about the link between low-producing programs, and advising.

Adjournment:

Dr. Christian Ulasi moved to adjourn the meeting, and it was seconded by Dr. Needha Boutté-Queen. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs' Council is scheduled for Monday, January 28, 2013 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory