

Texas Southern University

Department Chairs' Council

Monday, June 4, 2012

4:00 p.m.

HH Conference Room 111

AGENDA

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

- **Report from the Teaching and Learning Excellence Center (TLEC)**
 - Dr. Kimberly Mitchell-McLeod, Interim Director

- **Review of Undergraduate Programs**
 - Dr. Chander Mehta, Interim Executive Director of Institutional Assessment, Planning, & Effectiveness

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

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Discussion of May Commencement and Input for Improvement
- Back to Basic Summer Institute (call for motivational speakers)
- Status and Plan of Action for Low-Producing Programs
- Faculty Panels for Fall Opening Faculty Meeting
- Suggestions for New Faculty Orientation
- Establishment of Departmental Curriculum Committees
- Annual Course Inventory Updates (due August 1, 2012 or sooner)
- Update on Textbook Orders
- Course Scheduling Updates

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, June 4, 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. Michael Berryhill	Chair, Journalism, School of Communication
Dr. Jeff Brice, Jr.	Interim Chair, Business Administration, Jesse H. Jones School of Business
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. Kenneth Jackson	Interim Chair, Sociology, College of Liberal Arts and Behavioral Sciences
Dr. Franklin Jones	Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral 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. Ihekwoaba Onwudiwe	Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy & Health Sciences
Dr. Ronald C. Samples	Interim Chair, English, College of Liberal Arts & Behavioral Sciences
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. Danita Bailey-Perry	Interim Chair, Educational Administration & Foundations, College of Education, represented by Dr. Bernnell Peltier-Glaze, Assistant Professor, Educational Administration & Foundations, College of Education
Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences, represented by Dr. Nicole Willis
Prof. Richard Lee	Interim Chair & Director of Bands, Music, College of Liberal Arts & Behavioral Sciences, represented by Dr. Sarah Trotty, Interim Chair, Visual and Performing Arts, College of Liberal Arts & Behavioral Sciences

Council Members Absent

Dr. Shanna Broussard	Interim Chair, Counseling, College of Education
Dr. Carlos Handy	Chair, Physics, College of Science and Technology
Dr. Zahid Iqbal	Chair, Accounting and Finance, Jesse H. Jones School of Business
Dr. Wei Li	Interim Chair, Computer Science, College of Science and Technology
Dr. Dong Liang	Chair, Pharmaceutical Science, College of Pharmacy & Health Sciences
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology

Others Present

Dr. Sunny E. Ohia	Provost and Vice President for Academic Affairs & Vice President for Research
Dr. Jafus Cavil	Vice Chair, University Curriculum Council
Dr. Chander Mehta	Interim Executive Director, Institutional Assessment, Planning, & Effectiveness
Dr. Kimberly Mitchell-McLeod	Interim Director, Teaching and Learning Excellence Center
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. Michael Berryhill motioned to approve the minutes; it was seconded by Dr. Sarah G. Trotty.

A. Teaching and Learning Excellence Center (TLEC)

- Dr. Sunny E. Ohia, Provost and Vice President for Academic Affairs & Vice President for Research, delivered a personal appeal to the council to attend the TLEC workshops. He added that attending the workshops and seminars counted as a “service” component and would be viewed favorably during evaluations.
- Dr. Kimberly Mitchell-McLeod, Interim Director of TLEC, informed the council of the Center’s grand opening and ribbon cutting on Friday, August 17th at 4pm in the President’s Lounge (4th Floor) in Sterling Student Life Center. She also updated council members on the Center’s fall agenda and upcoming sessions. Dr. Brown-Guillory added that Provost Ohia has made participation in TLEC a requirement for brand new faculty in their 1st year.

B. Review of Undergraduate Programs

- Dr. Chander Mehta, Interim Executive Director of Institutional Assessment, Planning, & Effectiveness, reminded the council that the guidelines for undergraduate program review, timeline, and review schedule were available for download from the Office of Institutional Effectiveness webpage located under the Division of Academic Affairs and Research. He informed council members that his office was open to suggestions about how to improve the process and urged them to review the documents and get back to him with their feedback. He announced that his office would be overseeing the review of seven programs during the AY2012-2013.

C. University Curriculum Council

- Dr. Brown-Guillory informed the council that University Registrar Mrs. Marilyn Square had conveyed to the UCC Executive Committee that there were still incidents of students who did not meet the graduation requirements coming to her with evidence of there being two separate sets of requirements, those in the department and those listed in the catalog. She said because of this it is essential that departments understand the need to follow the established protocol in moving changes to the curriculum through the University Curriculum Council, which has the responsibility of tracking the changes.
- Dr. Jafus Cavil, Vice Chair of the University Curriculum Council, spoke to the council about the importance of using Classification of Instructional Programs codes (CIP) correctly. He said that the codes are directly related to funding; therefore, any incorrect use could adversely affect the university’s budget. Dr. Cavil also reiterated the importance of sending paperwork to the UCC through email to uncc@tsu.edu. He said doing so would assist in the timely dissemination of materials to the council as well as ensuring that each proposal is given a numerical code to aid in the review process. Dr. Cavil informed the council that the deadline for proposal submission is the last Wednesday of each month. He also gave the council a quick overview of the process and how to correctly fill out the paperwork before submission.
- Dr. Brown-Guillory urged the council to, in accordance with Dr. Ohia’s directive, continue to establish departmental curriculum committees to aid in the proper vetting of proposals. She then opened the floor to discussion on how different departments have gone about setting up their curriculum committees.

D. Update on Textbook Orders

- Dr. Brown-Guillory informed the council that according to TSU Book Store Manager Mr. James Burch, only 58% of book orders had been placed for the fall. She asked the council to review the bookstore's preliminary report and to make any changes or additions where appropriate. She urged department chairs to ensure that all book orders have been placed immediately.

E. Status and Plan of Action for Low-producing Programs

- Dr. Brown-Guillory reminded the council that the Texas Higher Education Coordinating Board is monitoring closely all low-producing programs in the state and that any TSU programs given extensions will likely be terminated by the THECB if they cannot show growth during that time.

F. Fall Opening Faculty Meeting and New Faculty Orientation +2 Years

- Dr. Brown-Guillory informed the council that the dates for opening faculty meeting and new faculty orientation are August 15-16 and August 17, 2012 respectively. She asked the council to forward to her any input they might have on faculty panels and to help identify faculty who may want to serve on those panels. She also informed the council that participation in TLEC is now mandatory for new faculty this year.

G. TSU Back to Basics Summer Institute

- Dr. Brown-Guillory announced that Chevron was, for the third year in a row, funding Back to Basics, a summer institute which she founded in 2010. She asked the council's assistance in identifying professors to speak to students during the lunch hour for the Institute scheduled for June 11-22, 2012. She asked that speakers be available to speak for about 30-45 minutes to a group of high school students ranging in age from 16-18 years.

H. Discussion of May Commencement and Input for Improvement

- Dr. Brown-Guillory reported that concerns had been expressed over students and their families leaving before the end of commencement ceremonies. She asked the council for suggestions on how to get students and their families to stay until the ceremony's end. Council members offered several suggestions, including lessening the number of speakers, offering students their diplomas after the ceremony, and giving the students a chip or slip of paper to give to a faculty marshal after the ceremony.

Adjournment:

Dr. Ronald C. Samples moved to adjourn the meeting, and it was seconded by Dr. Arthur Whaley. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs' Council is scheduled for Monday, July 16, 2012 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory