

Texas Southern University

Department Chairs' Council

Monday, March 5, 2012

4:00 p.m.

HH Conference Room 111

AGENDA

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

➤ **Special Reports**

- Mr. Gabe Lewis, Area General Manager, Sodexo
- Dr. Albertina Hughey, Research Development Officer for the Arts, Humanities, Social Sciences and Behavioral Sciences, Office of Research
- Report from Dr. Kimberly Campbell, Vice-Chair, University Curriculum Council

➤ **Ad Hoc Committee & Taskforce Reports**

- Report from the Ad Hoc Committee on Transforming the Textbook Ordering Process (Dr. Marie Horton, Chair)
- Report from the Ad Hoc Committee on Establishing a Uniform Academic Student Complaint Process (Dr. L. Darnell Weeden, Chair)
- Taskforce on Course Scheduling, Course Rotations and Space Utilization (Drs. Oscar Criner and Aladdin Sleem and Mrs. Marilyn Square)

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Undergraduate Program Reviews
- Honors Day Convocation
- Teaching Evaluations
- Faculty Manual
- Best Practices Research
- Honorary Doctorate Nominees
- Upcoming Budget Hearings
- Establishment of Departmental Curriculum Committees
- Upcoming Board of Regents Retreat
- Report on Faculty Excellence Awards and the Upcoming Luncheon and Program
- Change of Meeting Date for the April DC/AADC Meetings
- Commencement Timeline Reminder

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, March 3, 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. 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. 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. Marie Horton	Interim Chair, Health & Kinesiology, College of Education
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. Ethiopia Keleta	Chair, History, Geography, and Economics, College of Liberal Arts & Behavioral Sciences
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. 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. Rhonda Saldivar	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. Mark Sherman Chair, Aviation Science & Technology, College of Science and Technology represented by Vernon J. Baker, Visiting Professor

Council Members Absent

Dr. Shanna Broussard	Interim Chair, Counseling, College of Education (FMLA)
Dr. Kenneth Jackson	Interim Chair, Sociology, College of Liberal Arts and Behavioral 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
VACANCY	Chair, Speech Communication, School of Communication

Others Present

Dr. Sunny E. Ohia	Provost, Vice President for Academic Affairs and Vice President for Research
Dr. Oscar Criner	Taskforce on Course Scheduling, Course Rotations and Space Utilization, Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. Albertina Hughey	Research Development Officer for the Arts, Humanities, Social Sciences and Behavioral Sciences, Office of Research
Mr. Gabe Lewis	Area General Manager, Sodexo
Dr. Aladdin Sleem	Assistant Professor, Department of Computer Science, College of Science and Technology
Mrs. Marilyn Square	University Registrar
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. Warren Williams moved to approve the minutes; it was seconded by Dr. Needha Boutté-Queen.

A. Customer Service

- Provost Ohia spoke to the council about the University's objective of raising retention/graduation rates and the need for an improved academic culture that complements the improved quality level of students as TSU is no longer an open admissions university.

B. Special Reports

- **Sodexo** – Sodexo Area General Manager, Mr. Gabe Lewis, spoke to the council about improvements in service and staff changes. He said that Sodexo is now working on a new tracking system, a catering survey for compliments and complaints, as well as a new website with online ordering capabilities with photos of the menu. He also apologized for previous lapses in service. Mr. Lewis introduced his new staff and outlined new protocols for catering orders.
- **Office of Research** – Research Development Officer for the Arts, Humanities, Social Sciences and Behavioral Sciences, Dr. Albertina Hughey, informed the council of her office's willingness to assist with grant development and writing and electronic proposal submissions. She said that with the help of the Sponsored Programs Information Network (SPIN) her office is willing to hold workshops within the colleges/schools to train faculty on the electronic proposal submission process in their computer labs. She also asked that faculty assist her in better serving their needs by providing her with feedback on any other grant-writing proposal workshops or trainings they'd like to see offered at TSU. Dr. Hughey asked that any questions be emailed to her directly.
- **Teaching and Learning Excellence Center (TLEC)** - Interim Director Dr. Kimberly Mitchell-McCloud updated the council on the forthcoming "Assessment of Student Learning Outcomes" workshop on Wednesday, March 21st from 10am-12pm and the "Hands on Learning with Assessment of Student Learning Outcomes" workshop on Thursday, March 22nd from 12pm-4pm, both to be held in the College of Education.
- **University Curriculum Council** – Dr. Brown-Guillory encouraged assigned faculty to attend UCC meetings and disseminate that information throughout their departments. She added that Dr. Ohia has requested that all departments create their own Curriculum Councils so that proposals could be thoroughly vetted and that a pool of representatives could be made available to speak to any proposals that come before the UCC.

C. Committee Reports

- **Taskforce on Course Scheduling, Course Rotations and Space Utilization** – Drs. Oscar Criner and Aladdin Sleem updated the council on their progress in troubleshooting some last-minute technical issues in the online scheduling tool. They said that most of the issues concerning Banner and the realities of faculty practices versus what is reported, for example, had been addressed and that the system would be up and running soon.
- **Ad Hoc Committee on Transforming the Textbook Ordering Process** – Dr. Marie Horton, Committee Chair, updated the council of the committee's progress. She informed the council that

from here on TSU Bookstore Manager and committee member Mr. James Burch will send the book order report to chairs and deans before it is sent to the president. The committee asked for weekly monitoring. Mr. Burch will inform chairs when individual faculty send in book orders and the bookstore's corporate office will update the book order form for next semester.

- ***Ad Hoc Committee on Establishing a Uniform Academic Student Complaint Process*** – Dr. Brown-Guillory informed the council that if a consensus could be met on the draft document produced by the committee that they might be able to move forward on a finalized policy by the end of the semester. Council members said they thought the current policy was sufficient but that more needed to be done to ensure that the policy was enforced. The council agreed to table the issue until the next meeting.

E. Associate Provost Updates

- Dr. Brown-Guillory updated the council on the following:
 - Undergraduate Program Reviews – The schedule will soon be completed and uploaded to the Academic Affairs Division website. There are 28 undergraduate programs that will be reviewed in the next five years to ensure quality control of programs.
 - Faculty Excellence Awards – Dr. Brown-Guillory shared with the council that this year the awards had more applications than the previous two years combined and reminded them of the Presidential Achievement Medal submission deadline date of March 15.
 - Honors Day Convocation – Thursday, April 5, 2012 at 2p.m. in the Health and Physical Education (HPE) Arena.
 - Teaching Evaluations – By Fall 2012 all classes taught by faculty will be evaluated online.
 - Faculty Manual – President Rudley has requested that the Faculty Manual be completed by Fall 2012.
 - Honorary Doctorate Nominations – Dr. Brown-Guillory will send out information regarding the nominations for the Honorary Doctorate to be awarded during May Commencement.
 - Upcoming Budget Hearings – Dr. Brown Guillory advised the council to speak to their deans about their needs in preparation for the upcoming meetings.
 - Board of Regents Retreat – March 9-10, Friday and Saturday.

Adjournment:

Dr. Needha Boutté-Queen moved to adjourn the meeting, and it was seconded by Dr. Danita Bailey-Perry. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs' Council is scheduled for Monday, April 23, 2012 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory