

Texas Southern University

Associate/Assistant Deans' Council

Monday, March 18, 2013

3:00 p.m.

HR Conference Room 129

AGENDA

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

➤ **Report from the Faculty Senate**

- Dr. Rasoul Saneifard, Vice Chair

➤ **Report from the Office of Institutional Assessment, Planning and Effectiveness**

- Dr. Rajanel Crockem, Interim Executive Director

➤ **Item from Council Member**

- Document Collection and Signature Authority Protocols - Dr. Fennoyee Thomas

Associate Provost Updates Dr. Elizabeth Brown-Guillory

- Low-producing programs
- Advising/ Access to Registration Override
- Faculty Excellence Awards Updates

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, March 18, 2013

4:00 p.m.

Hannah Hall, HR Conference Room 129

Council Chair

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

Council Members Present

Dr. Bruce Berger	Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business
Dr. Jessica Davis	Interim Associate Dean of Student Affairs, College of Education
Dr. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
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. 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. 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

Dr. Claudette Ligons	Interim Associate Dean for Academic Affairs, College of Education, represented by Dr. Jessica Davis, Interim Associate Dean of Student Affairs, College of Education
Ms. Erica Vallier-Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business, represented by Dr. Bruce Berger, Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business, represented by Dr. Bruce Berger, Associate Dean of Student Affairs and Services, Jesse H. Jones School of Business

Council Members Absent

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. Oscar H. Criner	Interim Associate Dean for Administration and Development, College of Science & Technology
Dr. Dianne Jemison Pollard	Associate Dean for Academic Affairs, the Thomas F. Freeman Honors College
Dr. Glenn Johnson	Associate Dean of Research and Graduate Studies, Barbara Jordan-Mickey Leland School of Public Affairs

Others Present

Dr. Sunny E. Ohia	Provost and Vice President for Academic Affairs and Vice President for Research
Dr. Kimberly McLeod	Interim Director, Teaching and Learning Excellence Center
Dr. Raijanel Crockem	Interim Executive Director, Institutional Assessment, Planning & Effectiveness
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. Michael Sollars moved to approve the minutes; it was seconded by Dr. Shishir Shishodia.

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

- Dr. Kimberly McLeod, Interim Director of TLEC, spoke to faculty about current faculty development opportunities offered through TLEC. Dr. McLeod also mentioned that Associate Brown-Guillory and an Ad hoc Committee are investigating procedures for dropping students from classes. Far too many students are receiving "F's" as if they are failing to perform satisfactorily when, in fact, they have stopped attending and are given an "F". Dr. McLeod said that if students are dropped due to a lack of attendance, this would aid the university in being more accurate in its state reporting.

B. Address from Provost Ohia

- Dr. Sunny E. Ohia, Provost and Vice President for Academic Affairs and Vice President for Research, spoke to the council about three areas of concern: enrollment management, better advising of students in declaring majors, about improving the mentoring process for tenure-track faculty.

C. Report from the Office of Institutional Assessment, Planning and Effectiveness

- Dr. Raijanel Crockem, Interim Executive Director, Institutional Assessment, Planning & Effectiveness, updated the council on her office's data request processes and the benefits of having a centralized process in place. Dr. Crockem congratulated faculty on having 90% of class syllabi and faculty curriculum vitas posted online within the time limit of seven days after the semester begins. She reminded the council that because her office does not own the data that it is imperative that what is sent in is as correct as possible. Dr. Crockem asked faculty to double check their data to make sure it is correct and to call her office to make any updates and changes. She also asked that all requests for data from departments be centralized and sent by one person to prevent duplication of requests.

D. Document Collection and Signature Authority Protocols

- Dr. Fennoye Thomas addressed the council concerning the signature process for deans, specifically concerning the class substitution form, and asked that the process be made easier to understand for students as well as faculty and administration. She suggested that the process be reevaluated and that the form be updated accordingly.

Adjournment:

Dr. Maurice Mangum moved to adjourn the meeting, and it was seconded by Dr. Desirée Jackson. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, April 22, 2013 at 3:00pm in the Hannah Hall Human Resources Conference Room 129.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory