

# Texas Southern University

Department Chairs' Council

Monday, June 10, 2013

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 from the Faculty Senate**

- Dr. Jafus Cavil, Faculty Senate Secretary

➤ **Report from the Office of Academic Instruction**

- Dr. Kimberly Mitchell-McLeod, Executive Director of Academic Instruction and Interim Director of the Teaching & Learning Excellence Center

**Associate Provost's Reports** ..... Dr. Elizabeth Brown-Guillory

- Improving Low-Producing Programs through Recruitment and Retention Efforts
- Texas Women in Higher Education (TWHE)
- Drafting a Registration Override Policy
- Fall Opening Faculty Meeting
- Housekeeping notes
- Faculty Performance Self-Evaluation Form
- Joint and Affiliate Appointment Policy

# DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

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Monday, June 10, 2013

4:00 p.m.

Hannah Hall, Conference Room 111

## *Council Chair*

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

## *Council Members Present*

Dr. Michael Adams	Interim Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
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. 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. 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. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy & Health Sciences
Dr. Shirley Nealy	Chair, Human Services & Consumer Sciences, College of Liberal Arts & Behavioral Sciences
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy & Health Sciences
Dr. Yi Qi	Chair, Transportation Studies, College of Science and Technology
Dr. Azime Saydam	Chair, Mathematics, 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 and Film, School of Communication
Dr. Warren Williams	Interim Chair, Biology, College of Science and Technology
Dr. Arthur Whaley	Chair, Psychology, College of Liberal Arts & Behavioral Sciences
Dr. Cary D. Wintz	Interim Chair, History & Geography, College of Liberal Arts & Behavioral Sciences

## *Council Members Absent with Representation*

Dr. Danita Bailey-Perry	Interim Chair, Educational Administration & Foundations, College of Education, represented by Dr. Bernell Peltier-Glaze, College of Education
Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts & Behavioral Sciences, represented by Catheryn Longino, Director of Field Education, College of Liberal Arts & Behavioral Sciences
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology, represented by Dr. Graham Thomas, College of Science and Technology
Dr. Qisheng Pan	Chair, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs, represented by Dr. Lalita Sen, Urban Planning & Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs

## *Council Members Absent*

Dr. Jean Hampton	Chair, Health Sciences, College of Pharmacy & Health Sciences
Dr. Wei Li	Interim Chair, Computer Science, 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. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts & Behavioral Sciences

## *Others Present*

Dr. Kimberly McLeod	Interim Director, Teaching and Learning Excellence Center
Dr. Jafus Cavil	Secretary, 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. Cary Wintz motioned to approve the minutes; it was seconded by Dr. Sarah G. Trotty.

## A. Report from the Faculty Senate

- Dr. Jafus Cavil, Secretary of the Faculty Senate, informed the council that Faculty Senate would be working with an outside agency, in concert with university administration, to plan the direction of the Faculty Senate over the next two years. He said one of the main agenda items for Faculty Senate is the ratification of the Faculty Manual. Dr. Brown-Guillory added that Provost Ohia would like to see the Faculty Manual cover the formation of a standing, university-wide Promotion and Tenure Committee to advise the provost before he makes a decision.
- B. Report from the TSU Teaching and Learning Excellence Center (TLEC)
- Dr. Kimberly McLeod, Interim Director of the TSU Teaching and Learning Excellence Center (TLEC), spoke to the council about the continuing issues surrounding the add/drop process, space utilization, and course scheduling. She said TLEC is planning a course scheduling training for the first week of August to include all department chairs. The meeting will also be attended by Ms. Linda Ballard, Director of Financial Aid, Mrs. Marilyn Square, University Registrar, and Mr. Timothy Rychlec, Executive Director of Maintenance. Council members suggested that program coordinators and administrative assistants also be included in the training as they are often responsible for course scheduling in their areas.
- C. Joint and Affiliate Appointment Policy
- Dr. Brown-Guillory passed out copies of the new policy and asked council members to review it in time for its Fall 2013 implementation. Council members asked about cost sharing for departments with joint affiliations. Dr. Brown-Guillory responded that cost sharing would be an option but that most appointments will not have an issue because the focus will be on affiliate appointments.
- D. Faculty Performance Self-Evaluation Form
- Dr. Brown-Guillory announced that the new form had not been approved by deans and had been sent back to the ad hoc committee for changes. She said Provost Ohia asked that an executive committee be formed to give closer attention to the changes suggested by deans. Dr. Brown-Guillory said that Dr. McLeod, Dr. Emiel Owens, Dr. Macaulay Akpaffiong, and she worked on the changes and resubmitted the form to deans for approval. Dr. Brown-Guillory added that once all the deans have approved the form, it will be sent back to the ad hoc committee and the chair of the ad hoc committee will call a Town Hall Meeting to receive input on the document before making a final recommendation to the provost.
- E. Housekeeping Notes
- Dr. Brown-Guillory reminded council members that students should not be added after the 4<sup>th</sup> day roll (for Summer I&II) and the 12<sup>th</sup> day roll (for Spring and Fall) because those are the cut off dates for reporting head counts to the state.
- F. Fall Opening Faculty Meeting
- Dr. Brown-Guillory gave the council the dates for Fall Opening Faculty Meeting, August 22<sup>nd</sup> and 23<sup>rd</sup>, in the College of Education Auditorium from 8am to 5pm on Thursday and 8am to noon on Friday, and reminded them that this year Dr. McLeod would be responsible for New Faculty Orientation + 2 Years through TLEC. New Faculty Orientation will take place Wednesday, the 21<sup>st</sup> from 8am to 5pm in the COE auditorium.
- G. Improving Low-Producing Programs through Recruitment and Retention Efforts
- Dr. Brown-Guillory updated the council on the recent closing of the Master's in Chemistry program. She said the Master's in English program had received an extension. She asked the council to think of more ways in which faculty can increase their recruitment and retention efforts as this is all tied to low-producing programs. Dr. Brown-Guillory added that with the THECB's

decreased role in cutting programs, President Rudley is asking that faculty be more responsible for deciding what programs are cut.

Adjournment:

Dr. Michael Berryhill moved to adjourn the meeting, and it was seconded by Dr. Azime Saydam. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs' Council is scheduled for Monday, Monday, July 22, 2013 at 4:00pm in the Hannah Hall Human Conference Room 111.

*Minutes Submitted by:*

Ms. Tiffany Vaughner

*Approved by:*

Associate Provost Elizabeth Brown-Guillory