

Texas Southern University

Associate/Assistant Deans' Council

Monday, March 5, 2012

3:00 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)

Agenda Items from Council Associate/Assistant Deans

Dr. Fennoyee Thomas – Academic Suspension (Financial Aid or Academic)

Dr. Michael Sollars – Blackboard Training and Writing Across the Curriculum

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

ASSOCIATE/ASSISTANT DEANS' COUNCIL MEETING MINUTES

Monday, March 5, 2012

3:00 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

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. Flora Estes	Assistant Dean for Practice Programs, College of Pharmacy and Health Sciences
Dr. Desirée Jackson	Interim Assistant Dean for Student Services and Instructional Support, College of Science & Technology
Dr. Dianne Jemison Pollard	Associate Dean for Academic Affairs, Thomas F. Freeman Honors College
Dr. Golda Anne Leonard	Associate Dean, College of Pharmacy and Health Sciences
Dr. Claudette Ligons	Interim Associate Dean for Academic Affairs, College of Education
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. Michael Sollars	Interim Associate Dean for Research & Development, College of Liberal Arts and Behavioral Sciences
Dr. Fennoyee Thomas	Associate Dean, College of Liberal Arts & Behavioral Sciences
Ms. Erica Vallier-Jackson	Assistant Dean of Assessment and Accreditation, Jesse H. Jones School of Business
Ms. Clara Wiley	Assistant Dean of Business Student Services, Jesse H. Jones School of Business

Council Members Absent With Representation

Dr. Jessica Davis	Interim Associate Dean for Student Affairs, College of Education represented by Dr. Claudette Ligons, Interim Associate Dean for Academic Affairs, College of Education
-------------------	--

Council Members Absent

Dr. James DuMond	Interim Associate Dean for Academic Affairs, College of Science and Technology
Dr. Dianne Mosley	Interim Assistant Dean for Student Enhancement & Learning, College of Liberal Arts & Behavioral Sciences
Dr. L. Darnell Weeden	Associate Dean for Faculty Development/Research, Thurgood Marshall School of Law

Others Present

Dr. Sunny E. Ohia	Provost, Vice President for Academic Affairs and Vice President for Research
Dr. Kimberly Mitchell-McLeod	Interim Director, Teaching and Learning Excellence Center
Dr. Marie Horton	Ad Hoc Committee on Transforming the Textbook Ordering Process, Interim Chair, Health & Kinesiology, College of Education
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 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. Desireé Jackson.

A. Customer Service

- Provost Ohia spoke to the council, reminding them of their primary responsibility as administrators: to serve the students and the university.

B. Teaching and Learning Excellence Center (TLEC) Updates

- Dr. Kimberly Mitchell-McLeod updated the council on upcoming events, in particular “Assessment of Student Learning Outcomes” on Wednesday, March 21st from 10am-12pm in the College of Education, and “Hands on Learning with Assessment of Student Learning Outcomes” on Thursday, March 22nd from 12pm-4pm, also in the College of Education.

C. Special Reports

- **Sodexo** – Mr. Gabe Lewis, Area General Manager, introduced his new TSU staff and spoke about a new tracking system, a catering survey for compliments and complaints, as well as new catering order protocols.
- **Office of Research** – Dr. Albertina Hughey, Research Development Officer for the Arts, Humanities, Social Sciences and Behavioral Sciences spoke to the council about her office’s efforts to assist faculty with developing and writing proposals and grants and identifying funding sources. Dr. Hughey asked for feedback on what workshops faculty would like in person or online.
- **University Curriculum Council** – Dr. Brown-Guillory said that Dr. Ohia has asked that each department form its own Curriculum Council to ensure that proposals are thoroughly vetted when brought before the University Curriculum Council there is an adequate number of experts to address questions that may arise.

D. Committee Reports

- **Ad Hoc Committee on Transforming the Textbook Ordering Process** – Committee Chair Dr. Marie Horton informed the council of the committee’s progress. She said the committee had identified one major issue, which was that department chairs prefer that book orders be sent directly from them to the bookstore. Council members expressed that this system has not changed and that the deans only monitored the ordering process, thus leaving the departments chairs to take care of the actual ordering. TSU Bookstore Manager and committee member Mr. James Burch stated that while there are some cases where orders come directly from faculty, most bulk orders come from department chairs. Dr. Brown-Guillory stated that department chairs must not be held responsible for that which they have no knowledge of and that not having this knowledge may be what leads to questions about the accuracy of reports. She said the primary responsibility of the committee is to address errors and resolve problems that arise from miscommunication over orders. The council agreed and requested that Mr. Burch discourage individual submissions where possible.
- **Taskforce on Course Scheduling, Course Rotations, and Space Utilization** – Dr. Oscar Criner informed the council that the online scheduling tool is almost complete and that any hiccups in the program would be fixed shortly.

E. Associate Provost Updates

- Dr. Brown-Guillory updated the council on the following:
 - Undergraduate Program Reviews – 28 undergraduate programs will be reviewed in the next five years.

- 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.
- 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.

Adjournment:

Dr. Dianne Jemison Pollard moved to adjourn the meeting, and it was seconded by Dr. Criner. The meeting was adjourned at 4:00 pm. The next meeting of the Associate/Assistant Deans' Council is scheduled for Monday, April 23, 2012 at 3:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory