

Texas Southern University

Department Chairs' Council

Monday, October 21, 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. Vera Hawkins, Vice-Chair of Faculty Senate
- **Report from the Catalog Revision Executive Committee**
 - Dr. Jafus Caviel, UCC Vice Chair & Co-Chair of the Catalog Revision Executive Committee
- **Report from the University Curriculum Council**
 - Dr. Aladdin Sleem, Chair of the University Curriculum Council & Co-Chair, University General Education Subcommittee; Prof. Arbolina Jennings, Associate Director of the QEP and Co-Chair, University General Education Subcommittee
- **Report from the Office of the Registrar**
 - Mrs. Marilynn Square, University Registrar
- **Report from the RJT Library**
 - Ms. Norma Bean, Interim Executive Director of University Libraries

Associate Provost's Reports Dr. Elizabeth Brown-Guillory

- Updates on the Status of the New Core Implementation
- Instituting the "Intent to Graduate" application process
- The 60% Roster and its Implications
- Approved Policy on Override Privileges
- Updates on the Library
- Best Practices Research Projects from the Office of the Associate Provost
 1. Study of online evaluation of teaching that looks at the correlation between offering incentives and completion rates
 2. Study of advising models
 3. Study of strategies designed to increase retention and graduation rates
 4. Study of strategies for recruiting transfer students
- Commencement Updates
- Establishment of Additional Faculty Excellence Awards
- Update on Student Engagement Through Technology (SETT)

DEPARTMENT CHAIRS' COUNCIL MEETING MINUTES

Monday, October 21, 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 Berryhill	Chair, Journalism, School of Communication
Dr. Dwalah Fisher	Interim Chair, Health and Kinesiology, College of Education
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. Dong Liang	Chair, Pharmaceutical Sciences, College of Pharmacy and Health Sciences
Dr. Wei Li	Interim Chair, Computer Science, College of Science and Technology
Dr. Jason Oby	Interim Chair, Music, College of Liberal Arts and Behavioral Sciences
Dr. Inyang N. Osemene	Chair, Pharmacy Practice, College of Pharmacy and Health Sciences
Dr. Qisheng Pan	Chair, Urban Planning and Environmental Policy, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Yi Qi	Chair, Transportation Studies, College of Science and Technology
Dr. Candy Ratliff	Interim Chair, Counseling, College of Education
Dr. Jason Rosenzweig	Interim Chair, Environmental and Interdisciplinary Sciences, College of Science and Technology
Dr. Azime Saydam	Chair, Mathematics, College of Science and Technology
Dr. Haiqing Sun	Interim Chair, Foreign Languages, College of Liberal Arts and Behavioral Sciences
Dr. Renard Thomas	Interim Chair, Health Sciences, College of Pharmacy and Health Sciences
Dr. Sarah G. Trotty	Interim Chair, Visual and Performing Arts, College of Liberal Arts and Behavioral Sciences
Dr. Christian Ulasi	Interim Chair, Radio, Television and Film, School of Communication
Dr. Mahesh Vanjani	Interim Chair, Business Administration, Jesse H. Jones School of Business
Dr. Warren Williams	Interim Chair, Biology, College of Science and Technology
Dr. Cary D. Wintz	Interim Chair, History and Geography, College of Liberal Arts and Behavioral Sciences

Council Members Absent with Representation

Dr. Danita Bailey-Perry	Interim Chair, Educational Administration and Foundations, College of Education, represented by Dr. Candy Ratliff, College of Education
Dr. Needha Boutté-Queen	Chair, Social Work, College of Liberal Arts and Behavioral Sciences, represented by Dr. Orlando Milton, Jr., College of Liberal Arts and Behavioral Sciences
Dr. Carlos Handy	Chair, Physics, College of Science and Technology, represented by Daniel Vrinceanu, College of Science and Technology
Dr. Ingrid Haynes-Mays	Interim Chair, Curriculum and Instruction, College of Education, represented by Dr. Dwalah Fisher, College of Education
Dr. David Olowokere	Chair, Engineering Technologies, College of Science and Technology, represented by Graham Thomas, College of Science and Technology

Council Members Absent

Dr. Michael Adams	Interim Chair, Political Science, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Selina Ahmed	Interim Chair, Human Services and Consumer Sciences, College of Liberal Arts and Behavioral Sciences
Dr. David Baker	Interim Chair, Administration of Justice, Barbara Jordan-Mickey Leland School of Public Affairs
Dr. Homer Garcia	Chair, Sociology, College of Liberal Arts and Behavioral Sciences
Prof. Cleo House	Chair, Visual and Performing Arts, College of Liberal Arts and Behavioral Sciences
Dr. John B. Sapp	Chair, Chemistry, College of Science and Technology
Dr. Emily Williams	Chair, English, College of Liberal Arts and Behavioral Sciences

Others Present

Ms. Norma Bean	Interim Executive Director of University Libraries
Dr. Jafus Cavil	Secretary, Faculty Senate
Dr. Rasoul Saneifard	Chair, Faculty Senate
Dr. Aladdin Sleem	Chair of the University Curriculum Council and Co-Chair, University General Education Subcommittee
Mrs. Marilynn Square	University Registrar
Dr. Vera Walker Hawkins	Vice-Chair, 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. Azime Saydam motioned to approve the minutes; it was seconded by Dr. Dwalah Fisher.

A. Report from the Faculty Senate

- Dr. Vera Walker Hawkins, Vice-Chair of the Faculty Senate, spoke to the council concerning several pressing issues, most notably faculty workload and the Faculty Manual. She, said the Faculty Senate would continue to work on the document until the Board of Regent's next meeting in February 2014. Dr. Walker Hawkins added that the Faculty Senate's goal is to bring the Faculty Manual before faculty for a vote in January 2014 during Spring Opening Faculty Meeting.

B. Report from the Catalog Revision Executive Committee

- Dr. Jafus Cavil, UCC Vice-Chair and Co-Chair of the Catalog Revision Executive Committee, reviewed the Course Catalog timeline with council members, pinpointing key dates in the revision process. Dr. Cavil also informed the council that Freshman Seminar classes were no longer mandatory and that colleges/schools would now have the option to offer these courses on their own.

C. Report from the University General Education Subcommittee

- Dr. Aladdin Sleem, Chair of the University Curriculum Council and Co-Chair, University General Education Subcommittee, spoke to the council concerning the new changes to the core curriculum. He said that the new core had been approved by the deans and the provost and was now awaiting approval by President Rudley. Dr. Sleem said that the UCC suggests that departments update degree plans getting them approved at the college/school level before sending the new degree plans to the UUC. He suggested that this would be the most expedient way of handling these changes. Dr. Brown-Guillory said that once the new core is approved by Dr. Rudley, it will be uploaded to the THECB for final approval.

D. Report from the Office of the Registrar

- Mrs. Marilyn Square, University Registrar, reported that academic deans had unanimously approved students submitting an Intent to Graduate Form in the semester prior to graduation. Mrs. Square said her office would accept Intent to Graduate Form from November 4th through December 6th and would respond within 24 hours with an analysis report. Dr. Brown-Guillory added the deans agreed that the Intent to Graduate process would be offered as an option.
- 60% Roster – Mrs. Square informed council members that the 60% Roster form, which had been mandated for TSU by the US Department of Education due to an audit that showed students had received funds without attending classes had been emailed to all faculty. She said she included a link to instructions for filling out the form along with a short tutorial. Dr. Brown-Guillory added that last year over 800 students had received all F's. She announced that she was working with a committee to come up with withdrawal policies that would allow the Office of the Registrar to withdraw students who are not attending and thus reduce the number of students earning a grade of "F".

E. Report from the RJT Library

- Ms. Norma Bean, Interim Executive Director of University Libraries, spoke to the council about the library's campaign to enhance its presence on campus. She said the library hoped to better serve the University's needs by, among other things, imbedding journal articles in blackboard, and linking to chapters in books as well as making library liaisons available to colleges/schools. Ms. Bean said these liaisons would be contacting various departments to set up visits with faculty to discuss their various resource needs. Dr. Brown-Guillory said that Dr. Ohia would like Ms.

Bean and the library staff to attend college/school faculty meetings and invite departments over to the library for training workshops and available resources. Ms. Bean added that the library must be informed of any new courses or course changes prior to that course being instituted so that library staff can make sure sufficient resources have been allocated.

F. Establishment of Additional Faculty Excellence Awards

- Dr. Brown-Guillory informed council members that the provost had agreed to adding two new Faculty Excellence Awards: the Faculty Award for Outstanding Undergraduate Academic Advising and the Provost's Core Curriculum Teaching Excellence Award. She said her office had done extensive research on how to configure these awards. Dr. Brown-Guillory added that some award money amounts would be changed to accommodate the new awards as there would be no new money added to the total award amount. When questioned by council members, Dr. Brown-Guillory agreed that electronic submissions would be allowed this year but applicants would still need to submit one hard copy of the binder.

G. Approved Policy on Override Privileges

- Dr. Brown-Guillory announced that the deans have approved the new policy and that the provost would be sending out the approved policy campus-wide. In brief, only the dean or dean's designee will be allowed to sign off on an override for courses in his/her respective college/school. Non-academic units will no longer be able to execute overrides.

H. Best Practices Research Projects from the Office of the Associate Provost

- Dr. Brown-Guillory updated council members on recent best practices research carried out in the Office of the Associate Provost. She said that the research dealing with online evaluation of teaching had shown higher completion rates by students who were offered incentives to complete evaluations. She also spoke about the research on advising models that showed mixed models, a combination of professional advising staff and faculty advisers, worked best in maintaining high retention rates. Dr. Brown-Guillory said TSU's current enrollment was down by 1000 students from last year. She said studies show a direct correlation between advising and retention rates. She added that the new online evaluation of teaching instrument was ready and would be rolled November 2013. She asked council members for their ideas concerning incentives. Council members suggested holding student grades as an incentive. They said students who turned in their forms would receive their grades early, while those that didn't would receive their grades at a later date. Dr. Brown-Guillory said she would bring this option to the deans at their next meeting.

I. Commencement

- Dr. Brown-Guillory announced December 14 as the date for Winter Commencement. S

Adjournment:

Dr. Cary D. Wintz moved to adjourn the meeting, and it was seconded by Dr. Jason Oby. The meeting was adjourned at 5:00 pm. The next meeting of the Department Chairs' Council is scheduled for Monday, December 2, 2013 at 4:00pm in the Hannah Hall Conference Room 111.

Minutes Submitted by:

Ms. Tiffany Vaughner

Approved by:

Associate Provost Elizabeth Brown-Guillory