

College of Science, Engineering and Technology
ADMINISTRATIVE COUNCIL MEETING MINUTES

Wednesday, July 15, 2020
Blue Jeans Conference/Video Call

Council Chair:

Dr. A. Serpil Saydam Interim Dean, College of Science, Engineering and Technology

Council Members Present:

Dr. Oscar Criner Professor and Interim Associate Dean for Administration and Development
 Dr. Lila Ghemri Professor and Interim Chair, Department of Computer Science
 Dr. Sonya Good Professor and Interim Chair, Department of Chemistry
 Dr. Roderick Holmes Associate Professor and Interim Chair, Department of Mathematics
 Dr. Desirée Jackson Professor and Assistant Dean for Student Services and Instructional Support
 Dr. Victor Migenes Professor and Interim Chair, Department of Physics
 Dr. Yi Qi Professor and Chair, Department of Transportation Studies
 Dr. Shishir Shishodia Professor and Interim Associate Dean for Academic Affairs
 Interim Chair, Department of Environmental & Interdisciplinary Sciences
 Dr. Alaaeldin Sleem Associate Professor and Interim Chair, Department of Engineering
 Dr. Warren Williams Associate Professor and Chair, Department of Biology

Council Members Absent:

Dr. Jesse Horner Vacation Associate Professor and Interim Chair, Department of Industrial Technologies

Others Present:

Lulueua Nasser Administrative Assistant, Department of Industrial Technologies for Dr. Jesse Horner
 Dr. Shahryar Darayan Professor, Department of Engineering and COSET Faculty Senator
 Dr. Demetrios Kazakos Professor, Department of Mathematics and Graduate School Senator
 Dolly Spencer Sr. Administrative Assistant

Action Items

Action Items	Responsible Person	Due Date	Remarks
None			

I. Call to Order

- The meeting began at 3:30 PM. Minutes of the July 8, 2020 meeting were reviewed by the administrative council. Dr. Lila Ghemri moved and seconded by Dr. Alaaeldin Sleem to accept the minutes and the minutes were approved as written.

II. Discussion Items:

- Action Items and Due Dates**
- Fall 2020 Course Schedule**
 - 13 -week Course and Registration Conflicts**
 Dr. Azime Saydam stated that the Fall 2020 Faculty Opening meeting will be Monday

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August 17, 2020. COSET will make plans for Opening Faculty meeting accordingly. Classes will begin Wednesday, August 19, 2020. Fall semester classes will end Friday, November 13, 2020. Final exams are scheduled for November 14-18, 2020, graduation rehearsal-November 20, 2020 and graduation ceremony November 21, 2020. Chairs must resolve registration conflicts.

- **Course Offerings** TSU has 2009 Fall 2020 classes: 957 courses are online, 491 courses are face-to-face, 39 courses are independent seminar, 522 courses are hybrid. The number of synchronous/asynchronous was not available. COSET has 331 international students (Visa holders). Dr. Saydam acknowledged that COSET course schedules are online and she recognized the work of Dr. Desirée Jackson and the chairs to get that task completed. She told the chairs to be sure to review their course schedules for accuracy by 6:00 PM July 15, 2020 according to the email she shared from Ms. Marilyn Square, TSU Registrar. Also, chairs must record any missing courses and remove all TBA's. Question was asked about changing course section numbers in Banner for online courses during Fall 2020. It was suggested to remove the time if the course is asynchronous and leave the time if synchronous. Request was made that the chairs respect previous room assignments if room numbers are removed on the course schedules. It was suggested to schedule a meeting with Dr. Chantell Link, Assistant Provost and Ms. Square to answer scheduling questions. Dr. Shishodia was asked to send an email for answers. Chairs were told to follow the instructions in the email from Dr. Shishodia to submit the requested document by 6:00 PM. Expect an email in the morning.
- **Classroom Arrangements**
Dr. Saydam reminded the chairs to be sure the scheduled classes are properly assigned face to face, online synchronous/asynchronous and hybrid.

- **HR Mandatory Trainings and Bullseye Performance Appraisals – August 31, 2020**

Dr. Saydam reminded the council to remind their faculty and staff to complete the annual mandatory HR Training and Bullseye Evaluations Staff Performance Appraisals by August 31, 2020.

III. Items from Department Chairs

- Dr. Sleem - Requested that the draft minutes have the draft watermark and the approved minutes be sent to the council after close of the meeting. Ms. Dolly Spencer, COSET Sr. Administrative Assistant and recorder of the minutes agreed.
- Dr. Victor Migenes - Asked if when a student withdraws and a "W" is assigned can the "W" be changed to "I". He was told that ordinarily, the answer is "No". However, he can go through the proper process and submit the form.

IV. Items from Associate/Assistant Deans

- None

V. Items from COSET Senator

- Dr. Shahryar Darayan, COSET senator, asked if Dr. Saydam decided who would be the department chair for the Departments of Engineering and Computer Science? Dr. Saydam replied, "No." He continued to ask if the Engineering Fee and Laboratory Fee for the Engineering Department will be released to the chair of the Engineering

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Department to fund adjunct professor pay and overload pay? Engineering fee is used by the department.

- Dr. Demetrios Kazakos, Senator for the Graduate School, congratulated Dr. Holmes and Interim Dean Saydam for the successful revival of the Master's Degree Program in Math and asked if there would be sufficient support in terms of teaching assistants to start the program. He also recognized the efforts of Dr. Nancy GlennGriesinger (Department of Mathematics) and Dr. Mark Harvey (Department of Physics) in securing an Environmental Science Grant from the State of Texas, after a lot of hard work. He continued that Dr. GlennGriensinger's professional accomplishments in Statistics, and Dr. Harvey's accomplishments in Environmental Physics were instrumental in this success story.

VI. Items from Student Representative

- None

VII. Other Business

- Dr. Saydam told the chairs to expect a minimum 5% budget cut. Will the Dean's office provide any money for any department. The provided answer was No.

VIII. Adjournment

Meeting adjourned at 4:50 PM.

Recorder: Ms. Dolly Spencer, M.Ed.,
Senior Administrative Assistant, Office of the Dean, COSET