THE UNIVERSITY OF TEXAS AT SAN ANTONIO

DOCUMENTS AND PROCEEDINGS OF THE GRADUATE COUNCIL

ACTION MINUTES

ORDER OF BUSINESS

Location - TEAMS

3/5/2024

3:30-5:00

1. Call to order and taking of attendance
   * The Chair called the meeting to order at 3:32 PM.
   * Quorum met.
   * Attendance
     + Present: Elizabeth Sooby, Kathryn Henderson, Tansu Demir, Zachary Tonzetich, Richard J Harris, Eunho Park, Jeff Ragsdale, Judy Haschenburger, Gabriela Romero Uribe, Stephanie Westney, Jeffrey Howard, Byongook Moon, Roberto Silva Villatoro, Min Wang, Xiaodu Wang, William Land, Ginger Hernandez, Priya Prasad, Victor Villarreal, Andrew Konove, Ambika Mathur, Ying Huang, Michael Cepek, John Harrichand, Wei-Ming Lin, Ovidio Giberga, Shamshad Khan, Joe Houpt, Andrea Aleman, Nancy Membrez, Victoria Kim, Karen Williams, Natasha Burns, Arkangel Cordero, Michael Newell, Elaine Sanders, Alfonso Apicella
     + Absent: Faithali Firoozi, Guadalupe Carmona, Angela Lonbardi, Kenneth Walker, Christopher Stratman, William Land, Allison Veach, Dakai Zhu
2. Consent Agenda – *Approved with no objections.*
   * Meeting Minutes
   * Special Membership
     + Dr. Cepek and the Dean clarified the nature of Adjoint Appointments within UTSA.

-Current faculty do not need to apply for Adjoint status.

1. Reports
2. Committee on Graduate Programs and Courses
   * No Report
3. Council Chair
   * No faculty senate update
   * By-law revision update
     + Dr. Villareal moved to vote to adopt changes to the Graduate Council by-laws; seconded by Dr. Tonzetich.

* Dr. Williams asked for clarification regarding the voting rights of Special Members; Dr. Tonzetich clarified the intent of the adopted language.
* Dr. Konove asked why the Graduate Council by-laws specify a mechanism for sole chairmanship of M.S. committees by FTT faculty as opposed to program units making the determinations; the Dr. Villareal, Dr. Cepek and the Dean provided context for the decision to include guidelines in the by-laws.
* Dr. Khan asked for clarification on the process to appoint Special Members as sole chairs of M.S. theses; Dr. Villareal confirmed that the process involves an additional petition to the Graduate Dean.
* *Approved 28:0:2 (abstentions)*

1. Dean of Graduate School

* The Graduate School has a monthly and semester calendar of events for students. The calendar includes dates, times, and information about events with registration links.
  + Graduate School welcomes feedback on the calendar
* The Doctoral Conferral Ceremony will be Wednesday May 15 from 6 – 8 PM in the Arts Building on the Main Campus.
* Graduate Student Appreciation Week will be April 1 – 6. Events are listed on the Graduate School calendar.
  + Part of the activities involves a Research Symposium including a keynote address.
  + The deadline for poster submissions has been extended to March 20. Faculty are encouraged to promote the event and ask their research students to present.

1. Secretary
   * The time for nominating new Graduate Council members is underway. Members should check with their department chairs to see if they need to hold elections.
   * Call for nominations for Executive Committee officers.
     + If no nominations are forwarded, the EC will produce a slate of nominees to be voted on by the full Council.
2. Committee on Graduate Program Evaluation
   * No report
3. Unfinished Business

* Last Council meeting, Dr. Cepek raised the idea of lowering the required number of faculty on M.S. committees from 3 to 2. If the Council takes up this motion, the change would take place in the Graduate Catalog under Requirements for Thesis. The topic need not be discussed at this juncture, but the Council should keep it in mind as the time for catalog revisions approaches.

1. New Business
   * Dr. The Graduate Dean has requested that the Council consider rescheduling the April GC meeting to April 9 so that it doesn't conflict with Graduate Student Appreciation Week events.
     + A request was made to hold the Special Membership vote for next month electronically.
     + Based on response from the Council and the availability of executive officers on April 9, the decision was made to keep the meeting date on April 2.
   * University support for recruitment and visitation of new Ph.D. students.
     + Invitations to Drs. Lynn Barnes and Eric Cooper will be extended to discuss the topic at a future meeting, tentatively May.
2. Adjournment
   * The Chair adjourned the meeting at 4:27 PM.