Associate Deans’ Meeting Minutes

December 2, 2016
9:00am
Graduate School Conference Room (GSR 2.210)

Attendees: Dr. DeBrenna Agbényiga, Dr. Juliet Langman, Dr. Rachel Marquez, Dr. Robert Tillyer, Dr. Pamela Smith, Liping Bien (for Dr. Millwater), Dr. Rahman Azari (for Dr. Rashed-Ali), Manny Flores (for Dr. Wormley), Dr. Floyd Wormley,

Absent: Dr. Hazem Rashed-Ali, Dr. Harry Millwater

Note takers: Manuelita Reyes, Ginger Hernandez

I. PDRF Update – Dr. Seshu
- Deadline for the PDRF applications is today, December 2nd. The committee will begin reviewing the applications on December 5th or 6th. By the week of the 13th the rankings will be sent to Dr. Agbenyiga for final review. Once final approval has been given then an update will be sent out to all colleges by the end of that week.
- This is the deadline for the first wave of nominations. There will likely be a second wave after the holidays. There were approximately 40 applications submitted last year, at the moment a final total is not available. As in the previous year, it is likely 20 students will be selected for the award.
- The first wave will be completed by the end of the semester.
- The main focus is on the student’s research capabilities.
- Colleges should make a note of students that have been nominated for PDRF and also consider them for G-TAP. The G-TAP nominations is rolling and for the number of slots the college has been awarded.

II. VIP Deadlines (Attachment A)
- Workflow for Domestic Nominations (Attachment D)
- Workflow for International Nominations (Attachment E)
  o Attachment D shows the workflow process for VIP domestic nominations. The first part of the workflow shows the nomination process within your college. Once nominations have been approved by the Associate Dean, they are submitted to the Graduate School. The nomination will then be verified to confirm that it meets the requirements. The students are then notified of their nomination and can submit their abridged application and fee and then be admitted to their program.
  o The workflow for international students (Attachment E) is slightly longer since the students need to be issued new I-20s and visas. Given these additional requirements, the deadline for international students is earlier than domestic students.
  o The Fall VIP nomination deadline for international students is February 15 and for domestic students it is May 15. The Spring VIP nomination is September 1 for international students and October 1 for domestic students. The deadlines have been changed to align with the timeframe faculty return for the Fall semester. Currently COB is the only college with a Summer VIP
nomination deadline due to the MS Business lock step program that begins in Summer. The Summer nomination deadline is open to all colleges to participate.

- Dr. Smith expressed COB request to have the VIP nomination deadlines later, since the students are UTSA students. Dr. Agbenyiga explained the VIP nomination deadline is set earlier to allow students time to submit their application by the application deadline. The Graduate School must have an application on file for VIP students. The VIP nomination form is not an application.

- It was suggested the colleges set internal deadlines for VIP nominations to allow time for the Associate Deans to review the nominations. The suggested internal deadline should be at least a week before the Graduate School deadline.

- VIP nominations are only for current UTSA students or alumni. The application for VIPs is shorter than the regular application.
  - Items that make the application shorter:
    - GRE/GMAT test waived
    - No need for references
    - No personal statement
    - Fee waived (for select dept./colleges)
  - For the Counseling department, students GRE test scores are needed for accreditation. In order for them to still take part of VIP, the students should be required to take the GRE test but should be informed that the scores will not impact their admission.

III. VIP Recruitment Plans (Attachment B)
- Recruitment Plans Submitted (Attachment B)
- Recruitment Plans from Colleges (Attachment C)
  - The Graduate School will be hosting information sessions in the Graduate Student Professional Development Center for students who meet the requirements for a VIP nomination. The colleges will be invited to the events to recruit for their programs. The sessions will be offered several times a year, before the VIP nomination deadlines. The students will have the opportunity to learn about the VIP program/process and our graduate programs.
  - Cross-discipline nominations:
    - For the MS Business program, which is for students with no business background, the COB pulls transcripts and calculates GPA for students that have taken specific courses of interest. The program director reaches out to students who meet the VIP requirements. The nomination is based on the academic record and the meeting with the student. Nominations are then forwarded to Dr. Smith for approval.
    - Faculty should encourage students to meet with staff/faculty in the respective programs in which they are interested.
IV.  Roadrunner Enhanced Graduate Advance Program (RE-GAP)

- January 13th is the deadline to submit your plans to bring prospective students to visit the campus. The plans should be emailed to Dr. Berry and copy Ginger.
- The plans should include the date of visit(s), who students will meet (faculty and students) and tour of classes/laboratories. A follow-up report will be requested of those invited, how many were admitted, and of those admitted how many enrolled. The additional report will likely be requested by the end of April 2017.
- If additional funds are needed beyond the amount outlined in the memo, a request should be sent as early as possible.

V.  Presidential Dissertation Fellowships

- In the past, $2,000 is what has been offered to doctoral students working on completing their dissertation. Most institutions offer closer to $6,000-8,000. The Graduate School would like to offer enough money to cover tuition and fees and some additional funds. The goal of the additional support is to alleviate the need for students to work additional jobs/hours and can then focus on finishing their dissertation.
- More information will be provided in January. The fellowship will be awarded to students beginning in Summer semester. In the future, the fellowship will be offered for Summer, Fall, and Spring semesters.
- A condition of the fellowship will be students would need to complete their dissertation by the end of the semester in which they are awarded or the following semester the latest. If students have not graduated in the following semester then they will need to pay the money back (the feasibility of this process is being evaluated). However, we must have a mechanism in place to ensure that students receiving the award are completing their dissertation in a timely manner:
  - COEHD created and requires students to enroll in a 1-hour course to help students stay on track to graduation and keeps them accountable of their progress of their writing.
  - There will be writing boot camps provided through the Center; which will include specific times set aside just for writing.
  - Dr. Tillyer suggested to give the students 50% or any other percent upfront and upon finishing they will be given the rest of the money. This would be in order to incentivize the students to finish in the required allotted time. This will be assessed as a part of the financial aspect mentioned above. However, logistically, this could create some complications. An update on how the financial requirements will be monitored will be noted in the memo introducing the program.
- The Dissertation Chair and the Associate Dean must sign off on the fellowships to confirm the progress of the student's dissertation.
- More information and a template will be included in the announcement.

VI.  Matters Arising

- Looking at starting an emergency fund for students. There will be a form that students will complete and submit to the Graduate School for review. The students will need to submit a budget with the form as well. The form may ask the student's department to put in some money, like the Graduate Student Professional Development Award. However, support from the department/college will not be a
deciding factor for the requested funds from the Graduate School. The announcement of this new funding support for students will be sent out to students in January 2017 and will be effective immediately.

- Dr. Marquez inquired about the status on a few program proposals: Ph.D. in Applied Demography with a concentration in Sociology and the MA in Global Affairs.
- Several proposals have been submitted including 3 graduate certificates from Kinesiology and 1 graduate certificate from Bicultural Studies. These 4 certificates have been sent to Graduate Council for their upcoming meeting on December 6th. The Graduate Council will be looking at the Ph.D. in Applied Demography with a concentration in Sociology next. The Global Affairs proposal is in the final stage of review at the Graduate School and is about to be submitted to the Program Review Committee.
- Also in the cycle to be reviewed are two doctoral programs. One is already at the UT System level and the second program proposal is in the process of being sent back to the department for minor changes.