

Associate Deans' Meeting

February 10, 2017

Minutes

Attendees: Dr. DeBrenna Agbényiga, Dr. Hazem Rashed-Ali, Dr. Juliet Langman, Dr. Rachel Marquez, Dr. Robert Tillyer, Dr. Pamela Smith, Liping Bien (for Dr. Ong), Dr. Anson Ong, Dr. Floyd Wormley

Note takers: Ani Rocha, Ginger Hernandez

I. Census Update (Attachment A)

- Spring enrollment for master's students is 548. In an effort to decrease the number of students who registered, but had not paid their Spring tuition, the Graduate School led an outreach campaign through the Christmas holidays.
- Doctoral enrollment has increased in the number of accepted students from the previous years, of which 27 were enrolled with funding offered from PDRF and G-TAP. The Graduate School is continuing to work on promoting early enrollment with a focus on international students.
- Data was provided that highlighted graduate applications, decisions, and newly enrolled students for the Fall, Spring and Summer semesters with comparison for the past years.
- Update on Doctoral Applications
 - Fall 2017 doctoral applications from the February deadline have been sent to the departments. In total, 485 applications are out for committee review. Only 36 applications are still at the Graduate School and they are international applications in need of a more in depth review of credentials. These applications are expected to be delivered to Colleges within the next few days. In the past, it would take up to 2-3 weeks for completed doctoral applications to be sent to departments for review. This year, applications were sent 7 days after the deadline without the need for admissions counselors to work on weekends as in the past.
 - A table was provided on the doctoral applications for Fall 2017 of admitted, denied, and application status.
 - Dr. Langman mentioned the Culture, Literacy and Language program is listed twice on the table for COEHD. The Director of Admissions will correct the table and it will be sent electronically by the end of the day.
 - A large number of doctoral students that have been admitted during the priority deadline. Many of the students were offered funding. A large portion of those who were awarded funding have committed to attending UTSA and there are weekly campaigns to encourage enrollment for those that have not committed to UTSA.
 - Dr. Langman asked if students who have committed to a program at UTSA if they could pull out to attend a different institution.
 - As an institution we are committed to communicating with students so that we continue to be a strong option for the students. With the first

wave of the PDRF, most students have committed to attending. One student is still considering his options--- but with outreach we are in constant communication with students and have a better understanding of their decision process.

- Concern was expressed over the current travel ban and the impact it will have on our graduate students applying from the countries listed in the ban.
 - The best thing that we as an institution can do is to continue working as efficiently as possible so that students from the listed countries have as much time as possible to get all of their international documents in order. Students should not be denied if they are from one of the countries on the travel ban.
- The Graduate School is looking into hosting a Town Hall event during Graduate Student Appreciation Week. The Town Hall will provide a forum so that students know that the UTSA community is supportive of them, as well as a time to address any sort of uncertainties students may have. As details are finalized, information will be sent out to students and UTSA offices about all events for Graduate Student Appreciation Week.

II. Financial Awards (Attachment B)

- Presidential Distinguished Research Fellowship (PDRF)
 - A memo was sent out for second wave of nominations for the PDRF. For the first wave 9 out of 15 students have committed to UTSA. The deadline for the second wave is February 24th. Last year, 20 students were awarded. It is anticipated another 20 or possibly more will be awarded for 2017-2018 academic year. A third wave of PDRF is not anticipated.
 - For the Fall 2016 cohort, most students have met the eligibility requirements for renewal of the PDRF. Two students were in jeopardy of not being renewed for this upcoming academic year. Associate Deans, Department Chairs, and students will be notified if they are in jeopardy. It is expected the students will still be able meet eligibility requirements.
- Graduate School Excellence in Teaching Fellowship
 - This award is for master and doctoral students. Nominations are not limited and departments can nominate more than one student. The committee for this award will be headed by Dr. Rodriguez, Associate Dean and Director of Teaching, Learning and Professional Development.
- Graduate Excellence in Research Fellowship
 - Committee for this award will be headed by Dr. Seshu, Associate Dean of Research.
- Graduate School Excellence in Graduate Advising Award
 - The award is for faculty—it is not limited to GAR's. Anyone who advises students and who is doing an exemplary job can be nominated. In looking over the institution (grad level) we do not honor the work of our faculty with respect to mentoring our students. The committee for this award will be headed by Dr. Berry, Associate Dean of Academic Affairs.
- There will be an award ceremony during Graduate Student Appreciation Week.

- Graduate Student Appreciation Week will be held in March. Various events are planned and we are partnering with COE, Library, Athletics and a few other offices around campus.
 - During the last few days of Graduate Student Appreciation, a writing boot camp will be held. It will be intensive with tutoring, writing and faculty support for their dissertation. Only 15 spots were available and they were booked quickly (prior to the opening of the official registration process). Due to interest in the event, spots were increased to 20.
- III. Graduate Students Taking Undergraduate Courses (Attachment C)
- There has been confusion on where the form for graduate students taking an undergraduate course for graduate credit originated. The form is from the Registrar's Office and after speaking with Joe DiCristoforo, it was discovered that the form was created by the request of the previous Interim Dean, Dr. Page Smith.
 - The main issue is the requirement of the syllabi and the faculty members not including the additional work graduate students are doing to earn graduate credit. An example of one of the approved syllabus is from COEHD (Attachment C).
 - Dr. Wormley inquired about the origination of the form due to his faculty questions on the policy change. The form was implemented prior to Dr. Agbényiga's arrival to UTSA and she does not know the complete answers of why the form was established. There is no documentation in the Graduate School and the form was not discussed at Graduate Council prior to implementation (we are checking with the Chair of Graduate Council to confirm).
 - Dr. Wormley approved the forms due to the policy in the catalog stating 6 hours of undergraduate courses can be applied to a master's degree. The forms started to get denied when the appropriate syllabus was not provided. Chairs and GARS of COS wanted to know how this policy came into place because they are concerned as students are trying to graduate and meet degree requirements.
 - The concern is students who have already taken the undergraduate courses and earned undergraduate credit. A meeting will be scheduled with Joe to discuss the matter further and a discussion in Graduate Council to clarify the policy.
 - Moving forward it was recommended the policy be removed from the 2017-2019 catalog (noting that no UT System school has this policy). This will be reviewed with Graduate Council
- IV. Change to Curriculum Guide (Attachment D)
- Some changes have been made to the Curriculum Guide in regards to SACSCOC Policy and Procedures. One change is Kasey Neece-Fielder (Kasey.Neece-Fielder@utsa.edu) is now accreditation liaison.
 - Another change is hard deadlines have been implemented. The full curriculum guide is available at: <http://graduateschool.utsa.edu/images/uploads/CurriculumGuideFinal.pdf>. To ensure programs meet the new deadlines it is imperative that faculty are aware of the change.
 - A concern ---is if an existing program is in the process of moving fully online will there be any issues.

- Dr. Agbényiga is looking into that specific concern with SACSCOC for clarification. Dr. Agbényiga is meeting with Ms. Neece-Fielder to discuss the graduate aspect of SACSCOC.
- V. 2017-2019 Graduate Catalog Revisions
- The catalog is currently undergoing an in-depth review due to many discrepancies that requires reviewing and researching approval memos from UT System/Coordinating Board to see that all CIP codes and credit hours align with the programs. Requests from the Graduate School (may be sent out) requesting assistance with clarification of programs. A memo will be sent before the end of the day to Deans and Associate Deans about this process.
 - In addition, the formatting for program descriptions is under review to ensure all requirements at listed and format is uniform in the Catalog.
- VI. Matters Arising
- Reschedule April Meeting
 - The April meeting is scheduled for April 14, which is Good Friday and Easter weekend. The meeting can be moved to April 7 or 21. It was determined to reschedule the meeting for April 21, 2017. An updated meeting request will be sent out.
 - Dean's Advisory Board
 - In an effort to decrease the concerns being raised with respect to lack of communication as it relates to the Graduate School, Dr. Agbényiga established a Dean's Advisory Council. The Advisory Council includes the Chair of Faculty Senate, Chair of Graduate Council and Chair of Chairs Council. Meetings will be held once a month on the third Thursday. The minutes from the Associate Deans' meeting will be shared with the Council.
 - Associate Deans' Meeting Minutes
 - Minutes and all supplemental documents are now available online as a way to improve communication between the various groups on campus. This is aligned with the same model that is used for Graduate Council.
 - GAR Handbook
 - At a previous meeting it was mentioned that a GAR Handbook was in development and wanted to know if it was finalized.
 - The handbook should be ready for Associate Deans to review towards the end of semester.
 - Dr. Agbényiga is also preparing to provide a session for new and returning GARS to review the handbook, policies and work on roles and expectations. This meeting is being planned for early Fall.
 - A session will also be offered for the graduate admin's/program coordinators.
 - Both sessions are being held to ensure that we all on the same understanding as we start the academic year.