Associate Deans' Meeting Minutes

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

Attendees: Dr. DeBrenna Agbényiga, Dr. Hazem Rashed-Ali, Dr. Juliet Langman, Dr. Harry Millwater, Dr. Robert Tillyer, Manny Flores (for Dr. Wormley), Dr. Pamela Smith

Absent: Dr. Rachel Marquez

Note takers: Manuelita Reyes, Ginger Hernandez

I. Welcome
   • Introduction of the new Associate Deans in the Graduate School.
     o Dr. Theodorea Berry – Associate Dean of Academic Affairs and Director of Recruitment and Engagement
       ▪ She is the point of contact in the Graduate School regarding recruitment, engagement and SACS questions.
     o Dr. Mariela Rodriguez – Associate Dean and Director of Teaching Learning and Professional Development
       ▪ Has trained more than 100 TAs since joining the Graduate School. She is the point of contact regarding TA training and professional development.
     o Dr. Janakiram Seshu – Associate Dean of Research & Professional Development
       ▪ Leads the Grant Writing sessions research development. He works on the same team as Dr. Rodriguez.

II. Paperwork Deadlines (Attachment A)
   • Due to the large volume of paperwork submitted to the Graduate School, deadlines have been put in place. This is to ensure paperwork is reviewed and returned in a timely manner for degree audits.
   • It is requested that the proposed deadlines be reviewed in your College. If no changes are requested, a memo with the finalized deadlines (Attachment A) will be sent out.
   • Colleges should have internal deadlines to ensure the deadlines at the Graduate School are met. If internal deadlines are set, communicate the deadlines with the Graduate School so that we are all on the same page.
   • Departments should not submit requests for transfer courses in the student’s graduating semester, they should be done as soon as possible.
   • The Graduate School is working with OIT to build electronic forms that will replace paper documents. One of the features in development is when entering a student’s ID the student’s information will be populated.
     o A meeting will be scheduled later in the semester with representatives from the colleges to test out the system.
We will pilot test the system with the Certification of Completion forms that we hope to begin using later this fall semester.

### III. GAR Handbook
- Due to the differentiating roles and responsibilities of GARs across the Colleges, a handbook is being developed with the commonalities.
- Dr. Berry has put together a handbook that is currently under review.
- Copies will be sent out for the colleges to review. Colleges will then be able to include more information that is specific for their programs.
- The handbooks should be available online so the students can review.
- The Graduate School will also have a Graduate Student Handbook of student’s rights and responsibilities.

### IV. Grant Writing Sessions
- This summer graduate students were surveyed to determine their interest in grant writing. We received a response from 120 students interested, 80 of them showed up to the sessions and 70 students completed the 8-week session this past summer. After completion of the sessions, students received a certification of completion. Students will also receive a stipend once they submit a grant. The sessions were led by Dr. Seshu.
- The students worked with their research centers and were walked through all of the steps of submitting a grant.
- The series will begin again this fall and it will be for 8 weeks. The amount of the stipend will be determined once we know the final number of students who have submitted a grant.

### V. Continuing Enrollment
- Continuing enrollment
  - Final enrollment data will be finalized after Census Day.
  - There is a concern of students not completing their degree. They take a semester off and then likely do not return to the program. We need to work together to make sure students continue to progress in their program.
  - COEHD mentioned having a cohort in order to have students work together through the program and help each other out.
- New enrollment
  - More students have been admitted than in previous year –summer and fall.
- Applications
  - Updates:
    - Admissions is using an online GPA calculator
    - Academic Summary sheets are no longer provided. Information in summaries is available in the application.
    - Only master’s GPA’s will be calculated for doctoral applications.
  - Applications should not be placed on hold until all applications are sent to the department—decisions should be made as applications are received.
  - It should take between 4-6 weeks for students to receive a decision.
Once applications are complete they will be sent to the Colleges for review. Holding applications is fine as long as priority deadlines have been set. Colleges should be reviewing applications as they are received but may hold off on making final decisions until the priority deadline. Colleges will be expected to turn decisions around quickly if holding applications for priority deadlines.

We will need to communicate with students that there is a priority deadline and that the 4 week delay will be following the priority deadline. When no priority deadline is set, students can expect a decision in 4-6 weeks once they have submitted their application and it is deemed complete (all supporting documents have been received).

### VI. New Policies
- The Graduate Catalog 2017-2019 is currently in development. Currently looking at different policies including: counting courses more than once, students changing catalogs, and etc.
- Once the policies are finalized they will be shared for input and then shared with Graduate Council.

### VII. Department Chairs’ Council
- In an effort to improve communication, we will sharing information with the Department Chairs’ Council.
- Met with Dr. Heather Shipley, Chair, to create a structure to share information.
- The minutes from the Associate Deans’ meeting will be shared with Chairs’ Council. If needed, Dr. Agbenyiga will attend meetings to clarify any points.
- Minutes will be posted on the Graduate School website in the future.

### VIII. Faculty Senate
- Dr. Agbényiga met with Dr. Emily Bonner, Chair of the Faculty Senate, to create a structure to share information.

### IX. Online Program Development
- Currently in the process of looking at the policies for UT System, Coordinating Board, and SACS regarding online programs. A diagram will be shared once the approval process has been determined.
- Dean Sanders has been heading a task force for developing online programs. Dr. Agrawal has also been involved in the process.
- There are still many aspects that need to be considered, for example: financing, faculty, overall infrastructure, or whether a company should be hired to facility the online development process.
- More information will be provided within the following weeks.

### X. Updates
- G-TAP & PDRF Funding for 2017
  - Financial Aid has processed the awards for the G-TAP and PDRF students.
In the next 2-3 weeks, Dr. Agbényiga will provide an update on funding for the 2017-2018 academic year.

G-TAP was available for all doctoral programs and 2 terminal master’s programs – Architecture and MFA.

Within the next few weeks there will be an announcement of how many PDRFs will be awarded for the upcoming academic year.

A committee is put being together for the PDRF. Nominations for committee members should be submitted within the next 2 weeks and there should be 2-3 nominees from each College.
  - The nominees should be notified that they are being nominated as a committee member.
  - The committee will meet twice at the most.
  - The committee would be diverse with members from various Colleges and programs.

**Student Email**

- Working with OIT on a new student email for all graduate students. It will be first name, last name @myutsa.edu.
- The new email was halted at the beginning of the semester due to a complication with Financial Aid being awarded to students. OIT is working on fixing the complication and the new email will be put in place within the next few weeks.
- Students will be able to use firstname.lastname@myutsa.edu or abc123@myutsa.edu.
- When students are hired they will still be provided an employee email account.

**Enrollment**

- Student enrollment for summer 2016 was the highest it has been in the past 2 summers. The trend has been the same for the fall 2016 for both masters and doctoral students.
- In order to ensure that the numbers continue to grow we need more faculty and funding.

**Academic Regalia**

- Each year more doctoral students are graduating. We do not have UTSA regalia for students to wear once they become faculty at other institutions.
- Began working with Dr. Graham and Dr. McKinney on regalia options.
- A prototype has been created and it will include the UTSA crest or some aspect that is distinct to UTSA. It is expected that the cost will not be much more than the current regalia.
- A meeting is scheduled for next week to look over the prototype.
- Students will vote on the final prototype.
- Also looking into regalia for master’s and undergraduate students.
- After a decision has been made by the students the new regalia will then be presented to the President’s cabinet.
- If approved, we anticipate the regalia to be ready for doctoral students for May 2017 graduation—if not before.
• Student Professional Development Center
  o Student Success Events (Attachment B)
    ▪ The center will be offering a variety of sessions for students in research and grants, multicultural programming, and social events. See Attachment B for list of events.
    ▪ Students will be able to reserve space in the center.
    ▪ Hours for the center will be expanded into the evenings and weekends.

XI. Matters Arising
• COS mentioned having a policy put in place for doctoral students. The policy will be in regards to dismissing students that have been in the program for more than 8 years and are not making academic progress.
  o This is one of the new policies that is in development by Dr. Agbényiga.
• Applications
  o Incomplete applications will not be sent over to the committees for review.
  o The review bins for Decision Desk are still being finalized due to the delay in receiving the list of people needing access.