Associate Deans’ Meeting
April 21, 2017

Minutes

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

Note takers: Manuelita Reyes, Ginger Hernandez

I. Class Scheduling – Johanna Hunziker

- Currently Banner is open in order for departments to have the opportunity to go in and make scheduling changes. It is open for most of the year, about 40 weeks. It is only closed in order to do quality control.

- When the system is closed to the departments, there was a high number of requests submitted. There were more than 700 schedule change requests, a 16% increase from last year.

- It was the hope in keeping Banner open most of the year that number of schedule change requests submitted would decrease.

- Earlier this week, Johanna spoke to the undergraduate associate deans and asked for their help in regards to the large volume of requests. Undergraduate associate deans proposed that any schedule change requests would go through them and they would have to approve of the changes. Looking at having the same process at the graduate level in order to have the process consistent throughout the university.

- With this new process, hopefully it will reduce the requests by 200 or 300. The concern is that if the volume of requests does not decrease then the Registrar’s Office will be not able to process all the requests in a timely manner.

- The new process was not approved by the Graduate Associate Deans.

- The Associate Deans stressed the importance to remind the Department Chairs that departments should submit schedule changes in Banner before it closes. It’s also important to review the comments for the courses.

- Johanna will also be discussing the matter with the Department Chairs Council.

- Dr. Marquez asked if there was a report that could be sent out for each college and asked if Banner training is provided to the admins. Johanna stated that there are no reports done as requests are emailed to various staff members and that there is training provided for admins, even one-on-one if needed.

- Dr. Langman suggested providing a timeline of when things need to be done.

II. Updated Forms – Monica Rodriguez

- Removal of Admissions Conditions Form
  
  - Previously, there was confusion of the wording in the check-marked boxes on the form. The wording has changed and there is nothing relating to the student’s academic standing. Any changes the student’s academic standing must go through the Registrar’s office.
Dr. Smith asked about the second checked-mark box, “Graduate Studies Committee.” The name varies by department/college.

A question was also asked in regards to the memo. Monica stated that the memo is regarding the justification that is required. The memo is needed if the justification does not fit in the text box provided.

- Dr. Marquez requested to add “optional” regarding the memo.

Dr. Langman asked about the number of students admitted with conditions.

- Dr. Agbenyiga stated that it varies by departments and colleges.
- Dr. Langman also asked if students who are in good academic standing, but have not met their conditions, would they still be able to graduate? Dr. Agbenyiga stated that the Graduate School has received petitions regarding removing admission conditions at the time of graduation. She works with the departments to ensure that the student is not penalized and prevented from graduating.

Manny Flores asked about the second box in regards to when students have conditions placed that they have to take undergraduate courses.

Dr. Marquez asked about the differences between the two boxes (condition satisfied and request to remove condition)

- There have been instances where students have met their requirements, for example when they bring back a syllabus proving that they have taken the required course and show they have met their conditions.

Dr. Azari asked that if the check-marked boxes is an either or situation where conditions are met or request to remove conditions. It was suggested to potentially add “or” between the boxes. However, there may be a circumstance where a student had four conditions and had satisfied three. A removal of condition form could be submitted to remove the conditions that have already been met and then provide justification for removing the fourth condition.

Dr. Smith asked if the GARs should be going through their files each semester in order to what students have conditions and if they have met their conditions at the end of the semester. Dr. Agbenyiga stated that it is highly recommended that GARs do this.

Manny asked about the third box that used to be in the previous form. The third box was regarding dismissal, which is handled through the Registrar’s Office. The Graduate School is notified after a student has been dismissed.

In ASAP, students are now able to see if they have any holds in regards to their transcripts and also that the Graduate School is the office that placed the hold.

- Voluntary Withdrawal
  - Students will fill out the top portion of the form and then it will be sent through the channels for signatures. Once the completed form reaches the Graduate School, the graduate admissions counselors will deactivate the student.
  - If a deactivated student would like to return to UTSA, the student would have to reapply.
This form is to be used when a student no longer wants to be a part of their current program.
If a master's student has not enrolled in courses over two years, the student will become inactive.
Ginger will be sending out electronic copies of the forms.

III. VIP Applications

- Paying application fees
  - LiPing (COE) and Karla (Biology) forward the necessary details for the students that they have chosen to pay the application fee.
  - COLFA has been transferring money over to the Graduate School. Dr. Marquez wants to see how the other colleges handle this process in order for COLFA to have a cleaner and clearer process.
    - COPP's lead financial person works with Jana.
    - Karla works with the financial person in the Biology department.
    - LiPing works with the financial person in the COE.

- VIP Recruiting:
  - Biology held two info sessions and the GARs were in attendance along with Ana from the Graduate School.
  - COE was recruiting during graduate student appreciation week.
  - COEHD will be looking at more recruitment ideas. All information will be funneled through Chris Kibbe.
  - The GAR's in COPP pull reports of undergraduate students who meet the VIP GPA requirement. They use the program WEBI in order to run the data.
    - The criminal justice GAR does a presentation in a course that is required for all students, in order to make sure every student are aware of the VIP program.
  - COS makes presentations in the classrooms.
  - COLFA would like for Ana to go and speak to the GARs about the VIP process.
  - The Graduate School will be looking at having a VIP day and invite all potential VIP students. GARs will be invited to attend as well.
  - Once applications are sent to the Graduate School, there is a quick turnaround in getting the student admitted into their program.

IV. Update on Decision Desk – Monica Rodriguez

- An email was sent out this past Wednesday to those that are set as primary people participating in setting up the new platform. The associate deans were copied on the email.
- Decision Desk has all of the information that the colleges sent in. The new platform is currently being built and likely will be launched and tested in the summer.
- The primary people will be have access to the new platform and will be reviewing each area for their college and provide feedback. The new platform is going to have some minor changes. For example, there will now only be one URL for the domestic and international application. The Graduate School will be able to add new program applications and not have to wait for Decision Desk to add them into the system. Reports will be much easier to run and with the new platform a CSV file will be created.
The platform can even be set-up to run scheduled reports weekly (can be set-up as specified by the end user).

- The new platform will be set to start for fall 2018 doctoral and summer 2018 applications.
- Dr. Marquez asked if there was a way to see past enrollment data. In the research platforms the Associate Deans of Research they all have access to research data. The current system does not pull past data but will look into way to share historical data. Some possibilities are iCloud or Salesforce.
  - The directors from COB and COEHD pull the data from various sources.
- Decision Desk will only have application data. Enrollment numbers will need to be pulled through Banner. OIR will have data on enrollment numbers. However, they don’t separate between new enrollment and continuing students. OIR also have official GRE/GMAT scores. COPP has started a yearly report that includes data on applications, acceptances, denials, and enrollment numbers. They run the data using the metrics the Provost provided to the colleges.
- Dr. Agbenyiga or Monica will follow-up with Dr. Marquez about the reporting systems.
- Dr. Agbenyiga stated that the leads will be able to test the new system and bring back any questions/suggestions. The leads should run their information through their associate deans.

V. Update on 2017-2019 Graduate Catalog

- The catalog has been approved by the Academic Policy and Requirements Committee and the Graduate Council. The catalog is currently pending final approval of the Faculty Senate. The catalog will go live once approved by the Senate and is expected to go live in the next few weeks. A notification email will be sent out when the catalog is live. Johanna, in the Registrar’s office, is the person in charge of the publication of the catalog.
- Dr. Agbenyiga appreciates the associate deans working with the Graduate School in submitting the requested information given the tight deadline.

VI. Coordinating Board Inventory of Programs

- While working on the graduate catalog several discrepancies were discovered. For example, some of the degree names or credit hours did not match the proposal with the Coordinating Board (THECB) inventory of programs. The Graduate School is working with the programs to clean-up the inventory of programs with THECB.
- THECB is changing subordinate programs which are concentrations that had their own CIP codes to stand-alone programs.
- THECB recently made the subordinate programs for MA in Education to stand-alone programs.
- The question was raised why THECB was changing the subordinate programs. Dr. Agbenyiga stated that the Coordinating Board gave no reason for the change to the MA Education program. We just received a memo with the change THECB made. She believes the change is probably due to the 60x30TX Higher Education Plan and RAND report recommendations.
- Memos were sent to all colleges except for COPP, COA, and COE. A copy of the memos will be sent to the colleges electronically.
The associate deans will need to speak with OIR in order to work on teach out plans.

- Please email Dr. Agbenyiga any questions and she will send them over to the Coordinating Board.
- The memos will be sent out on Monday, April 24th.

VII. Update on G-TAP

- COEHD
  - There have been 6 students who have declined the G-TAP award. 18 students have been offered G-TAP and the college hopes to award 17.
  - G-TAP does not cover the full amount for tuition and fees, not being able to provide full funding has become an issue.
  - G-TAP funding is currently being used by three of the four doctoral programs.
  - Students have been asking about the eligibility requirements of the award. Dr. Agbenyiga clarified that it is about participating in the activities in the Graduate Student Professional Development Center.

- COS
  - The college has awarded four and 20 are currently pending. The awards are being evenly disbursed through all the programs.

- COLFA
  - The psychology department has not offered any G-TAP awards. The anthropology department has been more active while the English department has been slower in awarding G-TAP. English also had a PDRF.

- COB
  - Does not participate in the G-TAP funding program.

- COE
  - The college has 26 slots and they have the departments compete. The college requires the departments to offer student support in addition to G-TAP funding.
  - Currently there are 21 students who have accepted, five are pending.

- COPP
  - One student has accepted.
  - Dr. Tillyer brought up the $5 million that has been mentioned around campus, he asked if it is being discussed in regards to using it for graduate students. UTSA goal is to increase graduate students to 5000. The concern is the capacity of growth in regards to space and faculty, which Dr. Agbenyiga mentioned that the Coordinating Board is also looking at the number of faculty that the university has.

- The Graduate School receives updates on the students that have accepted the award. There are no deadlines for G-TAP for review since the decision is done in the college.

- If there are any questions about the G-TAP funding, please email Dr. Agbenyiga. Dr. Agbenyiga would also like for each associate dean to send her the college’s wish lists. She would also appreciate it if each college sends any information on the programs/institutions to which UTSA is losing potential students.

VIII. Matters Arising
Dr. Marquez brought up how TA’s are required to enroll in courses in the summer (HOP policy). Dr. Agbenyiga is in support of students not being required to take courses in the summer term if they had already done so in the previous two long semesters.
  o On May 5th, Dr. Agbenyiga will be meeting with the Interim Provost and will discuss suspending it for this summer. For the following summer, we will have to go through the H.O.P. process.

It was asked if there was an idea of when online programs will be starting. Currently the university is looking at hiring a director for the online programs. COB has the undergraduate cyber security program online and COEHD has three certificates that will be online.

Dr. Tillyer brought up that one of his students had gone on a study abroad trip (through Study Abroad Office) and that a $150 fee was applied after the semester in which the student took the trip. There is a concern about fees not being automatically applied early on and so students are not aware of the fee and have holds.
  o Dr. Agbenyiga said that she will bring it up at the meeting she has with the Study Abroad Office.

RE-GAP template will be going out today and need to be returned by May 15th.
  o Need to attach the itinerary, list of the students, if they have been admitted and if the students have accepted. Also need to include total funds that were utilized to cover expenses. The Graduate School will be finalizing the funds with the fiscal person in each college.