

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
DOCUMENTS AND PROCEEDINGS OF THE GRADUATE COUNCIL  
ACTION MINUTES  
ORDER OF BUSINESS**

**October 4<sup>th</sup>, 2011**

**University Room, BB 2.06.04  
3:30 p.m.**

**Present:** Mark Bayer, Kimberly Bilica, Rena Bizios, Lorenzo Brancaleon (for Andrey Chabanov), Michael Cepek, Youn-Min Chou, Gloria Crisp, Santiago Daydi-Tolson, Sara DeTurk, Sedef Doganer, Jim Dykes, Dorothy Flannagan, Rhonda Gonzales, Myung Ko, Michael McDonald, Goutham Menon, Clarissa Ozuna, Patricia Quijada, Mahdy Saedy, Joel Saegert, Patricia Sanchez, Elaine Sanders, Johnelle Sparks, Drew Stephen, Jennifer Stone, Lila Truett, John Wald, Honjie Xie

**Absent:** David Akopian, Samer Dessouky, Antonio Figueroa, Rebecca Krohn, Donald Kurtz, Branco Ponomariov, Garry Sunter, Jay Vega, Weining Zhang

**Excused:** Gabriel Acevedo, William Cooke, Richard Hartley, Michael Moyer, Sharon Navarro, Can Saygin, Ram Tripathi

**Visitors:**

Steve Wilkerson, Associate Vice Provost for Institutional Research

**I. Call to order and taking of attendance.**

Dr. Kim Bilica called the October 4, 2011 meeting of the Graduate Council to order at 3:34 pm.

**II. Approval of Minutes (Kim Bilica)**

The Minutes of the September 6, 2011 meeting were approved.

**III. Reports**

**A. Council Chair (Kim Bilica)**

Dr. Bilica moved that the Bylaws be suspended to allow Dr. Steve Wilkerson to address the Graduate Council. Her motion was unanimously approved. She noted that Dr. Wilkerson will talk during Dean Flannagan's slot on the Agenda.

Dr. Bilica thanked our four standing committees. Due to Dr. Elaine Sanders and the conveners, each of our committees now has a chair. She thanked the committees for pulling together and thanked each and every member for their service on our committees.

Dr. Bilica reported perusing the Graduate School website and shared three "The Scoops" she had found there:

1. The State of Texas now requires newly admitted graduate students under the age of 30 to document their immunization for bacterial Meningitis.
2. Our PhD in English program was selected as one of the 16 finalists (among 195 competitors) for the 2011 Examples of Excelencia due to its completion of graduates among Latinos.

### 3. Dissertation Fellowships are available with a Friday application deadline.

She highly recommended a visit to the Graduate School's "The Scoop" website. New information has been posted since our last meeting.

Dr. Bilica presented an update on the Faculty Senate meeting. It was a long meeting and she had to leave early to make it to her Downtown class. She recommended a Power Point presentation available on the Faculty Senate website:

<http://utsenate.org/wp/wp-content/uploads/FrameworkPowerpoint-08-25-11.pdf> . Dr. Francisco Cigarroa (Chancellor of the UT System Board of Regents) details the "Framework for Advancing Excellence: An Action Plan". Of the nine focal areas in the action plan, number 7 is relevant for us: Ph.D. and Doctoral programs. There are three specific focuses:

- A. Assure high performance Ph.D. programs (including strengthened criteria for review and continuation).
- B. Mentor and advise Ph.D. students (including shortening the time to degree and career advising).
- C. Incentivize shortened time to Ph.D. (including an agreement between the student and department regarding time to completion).

#### **B. Dean of Graduate School (Dorothy Flannagan)**

Dean Dorothy Flannagan introduced Dr. Wilkerson (Associate Vice Provost for Institutional Research). She noted that many Graduate Council members remember Dr. Wilkerson from the Southern Association of Colleges and Schools assessment of two years ago. While we have been doing graduate program reviews since her arrival, Dean Flannagan explained the Handbook of Operating Procedures (HOP) has changed to expand program review to include all programs in a department (both undergraduate and graduate). The new review process, which just started last Spring, involves more people; so Dr. Wilkerson will explain how we fit into the new procedure.

Dr. Wilkerson thanked the Graduate Council for suspending the rules. Since we are now looking at entire departments, the focus is now on the Department's strategic plan. In an attempt to lower the overhead, the Department's self-study is now only 10 pages long and much of the information is contained in appendices that use tools that are already in place. For instance the Office of Institutional Research compiles much of the information and the syllabi can be downloaded from FAIR. In the future, we may use Bluebook. The review process is designed to be two semesters long. Section 2.39 of the HOP specifies the meetings required in the review process. Stipends and travel are now funded by the Provost. They used to be funded by the Department. The process is still evolving.

The Texas Higher Education Coordinating Board (THECB) rules have been further refined. At least two reviewers must come from outside the State; all programs must be reviewed between Fall 2012 and Spring 2018; and THECB requires a summary, the external reviewer report and the institution response. Dr. Wilkerson explained that the external reviewers are asked to evaluate the appropriateness of the Department's strategic plan, to describe significant strengths and weaknesses (including the Quality Enhancement Plan), and to recommend strategies for future improvements. He stressed the importance of developing a template for the reviewers that would ask them to provide the specific information needed by the Department, undergraduate programs, and graduate programs. Dr. Wilkerson then presented the key dates of program review and a

sample schedule of a site visit. The hope is that the 90 day requirement for the institution's response will be relative to receipt of the reviewers' report rather than relative to the site visit. He also noted that the Provost is much more involved. Dr. Wilkerson highlighted the 45 minute meeting between the reviewers, the Graduate Council representative, and the Program Director ("if appropriate" means if the Department has at least one graduate program). He also highlighted the exit meeting that allows the Provost and Dean to hear the reviewers' comments. He recommended visiting <http://provost.utsa.edu/vpaie/apr/>.

Dr. Sara DeTurk asked if the reviewers would be from aspirant universities. Dr. Wilkerson explained that they are selected from the Association of American Universities (e.g.; University of Minnesota and University of Florida). They are generally bigger, but not necessarily aspirant. Based on their experience, they may help us more in achieving our long term, future goals. In terms of the process, he noted that the Department nominates five people and that the Dean picks two or three of them. The Dean may add a couple of more reviewers (maximum of five). In the past, it was difficult to recruit reviewers for \$250. Now the Provost pays a \$1000 stipend (also travel). Dean Flannagan noted that having a mix of reviewers is very helpful. She described a recent set of three reviewers: two from really big name schools and one from a university about 10 years out from us. They provided different types information that will help us in different ways.

In response to a question by Dr. Johnelle Sparks, Dr. Wilkerson said we will have more information as the UT System Chancellor clarifies his vision in the Action Plan. They may make recommendations (such as reducing time to degree). Both Drs. Wilkerson and Flannagan reminded the Graduate Council of the 18 Characteristics of Texas Doctoral Programs defined by THECB. They are included in the Appendices in program review and are posted on the Graduate School website: [http://www.utsa.edu/ir/DoctoralProgramReviews\\_2010/work.html](http://www.utsa.edu/ir/DoctoralProgramReviews_2010/work.html). They also noted that we have not been instructed to change our review procedure, because it is a very good process (especially relative to other public institutions). The State will have difficulty reviewing all of the information without hiring additional staff.

In response to a question by Dr. Joel Saegert about the role of the Graduate Council, Dr. Wilkerson noted that the meeting with the Graduate Council representative and the Graduate Advisor of Record was a modification since last Spring. After the visit, the flow of information remains the same as in the past: Dean Flannagan provides the reviewers' report to the Graduate Council representative who then provides a report to the Graduate Council. He explained that the review schedule is posted on the Provost's website and that the THECB must be notified of any changes. Further, he explained the procedures for accreditation should serve as the internal review unless disallowed. In that case, there would be an expedited review with the accreditation.

Dr. Wilkerson thanked the Graduate Council for inviting him. Dean Flannagan noted how hard Drs. Wilkerson and Gerry Dizinno had worked with her to keep the Graduate Council involved after the HOP was changed. In response to a question by Dr. Bilica about the relationship between program review and SACS, Dean Flannagan noted that the focus on the strategic plan integrates the two.

Dean Flannagan elaborated on Chancellor Cigarroa's Action Plan. As noted by Dr. Bilica, the 7<sup>th</sup> of his nine points focuses on graduate education. He has mandated that institutions will act on the three items: assure high performance Ph.D. programs; mentor and advise Ph.D. students; and incentivize shortened time to Ph.D. The Graduate School

currently offers numerous student workshops, but more department-specific or field-dependent workshops may be added. John Shaffer (Assistant Director of Graduate Retention) will work with programs and solicit input for next year. She also explained that there are new procedures for the departments to show proof of their advising of graduate students with regard to progress toward the degree. We are already doing the advising, but we will need to be more formal about the documentation. Dean Flannagan explained that she will keep the Graduate Council apprised as the UT System's Action Plan is clarified. For instance there was a meeting today with President Romo relating to 4-year graduation rates for undergraduate (Point 1 of the Action Plan) and graduate graduation rates (Point 7 of the Action Plan). She reported feeling very comfortable that we can meet expectations, but it is important that we prepare now. Some of our programs are so new that we do not yet have graduation rates for a 10-year period.

**C. Secretary (Jim Dykes)**

Dr. Jim Dykes referred to the list of Graduate Council representatives for the 2011- 2012 academic year (Attachment A of the Agenda). Dr. Gloria Crisp is the new representative for the Department of Educational Leadership and Policy Studies. We need a representative for the Department of Art & Art History and need a student representative for the College of Sciences (to replace David Barraza).

Dr. Dykes thanked Dr. Elaine Sanders for her excellent work on the Nominating Committee and apologized for including an out-of-date membership list of our Standing Committees in the Agenda (Attachment B). He showed the current list (see Attachment A below). Dr. Joel Saegert was elected Chair of our Academic and Policy Requirements Committee. We have a new student member (Jay Vega ) and three new faculty members (Drs. Patricia Quijada, Jill Hernandez, and Sara DeTurk). Since Dr. Steve Templeton resigned, we need a replacement for the College of Architecture. Our Graduate Program Evaluation Committee has been an island of stability: we still need a member from the College of Business. Dr. Can Saygin was elected Chair of our Graduate Programs and Courses Committee. We have a new student member (Rebecca Krohn) and a new faculty member (Dr. Qi Tian). We still need a member from the College of Architecture. Dr. Elaine Sanders was elected Chair of our Membership Committee. We have a new student member (Jennifer Stone) and two new faculty members (Drs. Michael Cepek and Gary Sunter). It is fully constituted. Dr. Dykes thanked the Chairs and all of the members for their service on our committees.

**D. Committee on Graduate Programs and Courses (Can Saygin)**

Dr. Bilica noted that there is no report, but that the MS in Advanced Materials Engineering proposal will probably be presented at our November 1<sup>st</sup> meeting.

**E. Membership Committee (Elaine Sanders)**

Dr. Sanders noted that 22 applications for Special Member of the Graduate Faculty and one application for Adjoint Faculty had been received by the committee (Attachment C of the Agenda). All were recommended by the Membership Committee. The Graduate Council approved the list.

**F. Committee on Graduate Program Evaluation (Sharon Navarro)**

No Report.

**G. Committee on Academic Policy and Requirements (Joel Saegert)**  
No Report.

**IV. Unfinished Business**

No Unfinished Business.

**V. New Business**

Dr. Sparks pointed out that the application forms for Special Members and Adjoint Faculty) are posted in two places on the Graduate School website: under the Graduate Council and under Graduate Students. One includes the previous version of the forms. Ginger Hernandez will update the website.

**VI. Adjournment**

The meeting adjourned at 4:25.

## Attachment A

	Academic and Policy Requirements		Graduate Program Evaluation		Graduate Programs and Courses		Membership	
Chair	2 *	Joel Saegert	2 *	Sharon Navarro	2 *	Can Saygin	1 *	Elaine Sanders
CoA	1		1	Saadet Beeson	2		1 *	Sedef Doganer
CoB	2 *	Chair			1 *	Ram Tripathi	1 *	Chair
CoE	1	Joo Ong	1	Hai-Chao Han	2 *	Chair	1 *	Rena Bizios
CoEHD	1 *	Patricia Quijada	1	Audrey Dentith	2 *	Michael Moyer	1 *	William Cooke
CoLFA	1	Jill Hernandez (CoLFA)	2 *	Chair	1	Paco Marcos-Marin	2 *	Michael Cepek
CoPP	1 *	Goutham Menon	1 *	Branco Ponomariov	2 *	Johnelle Sparks	1	Tansu Demir
CoS	1	Sandy Norman	1 *	Hongjie Xie	2	Qi Tian	2 *	Gary Sunter
At large	2 *	Patricia Sanchez (CoEHD)	2	Mark Blizzard (CoA)	1 *	Myung Ko (CoB)	1	Heather Trepal (CoEHD)
At large	2 *	Sara DeTurk (CoLFA)	1	Emily Bonner (CoEHD)	1	David Johnson (CoLFA)	2 *	John Wald (CoB)
Student Rep	1	Jay Vega (CoB)	1	Clarissa Ozuna (CoPP)	1	Rebecca Krohn (CoA)	1	Jennifer Stone (CoEHD)
Members Needed	1		1		1		0	
Council Members Needed	0		0		0		0	
CoA		Steve Temple resigned						