

THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
DOCUMENTS AND PROCEEDINGS OF THE GRADUATE COUNCIL  
ACTION MINUTES  
ORDER OF BUSINESS  
May 5, 2015

**Assembly Room**  
**JPL 4.04.22**  
**3:30-4:45 p.m.**

**Present:**

DeBrenna Agbényiga, Mike Baumann, Mehdi Beyhagi, Michael Cepek, Youn-Min Chou, Alberto Cordova, Gloria Crisp, Dennis Davis, Sara DeTurk, Kevin Eddy, Sonya Eddy, Jurgen Engelberth, Yusheng Feng, Kevin Grant, Jeff Halley, Steven Hoffman, Gerald Juhnke, Donald Kurtz, Adolfo Matamoros, Michael McDonald, Mary Minor, Sharon Nichols, Jorge Solis, Johnelle Sparks, Drew Stephen, Rebecca Stortz, Liang Tang, Marie Tillyer, Ram Tripathi Lila Truett, Walter Wilson, Hongjie Xie

**Absent:**

Kinitra Brooks, Liao Chen, Anthony Escalante, Eugene John, , Barbara McCabe, Samuel Musen, Catherine Nolan-Ferrell, Malgorzata Oleszkiewicz-Peralba, Thalia Rodriguez, Alistair Welchman, Weining Zhang

**Excused:**

Rahman Azari, Richard Armendariz, Elaine Sanders

**Visitors:**

Karen Daas, Page Smith, William Cooke

- I. Call to order and taking of attendance  
The May meeting of the Graduate Council was called to order at 3:30 p.m. by Dr. Kevin Grant, who was leading the meeting in place of the Council Chair, Dr. Elaine Sanders. Dr. Grant asked for a vote to suspend the bylaws in order to allow visitors, Dr. Jeremy Sullivan and Dr. William Cooke, to attend the meeting. Motion was made by Dr. Jeff Halley, seconded by Dr. Michael Cepek, and passed unanimously.
- II. Approval of Minutes  
Dr. Kevin Grant asked for a motion to approve the minutes of the April 2015 meeting. The minutes serve as the motion to approve; seconded by Dr. Gerald Juhnke. Minutes approved unanimously.
- III. Reports
  - A. Council Chair (**Kevin Grant**)  
The announcement was made that Dr. Michael Baumann was approved by Faculty Senate as the Graduate Council Chair for the 2015-16 academic year.

B. Dean of Graduate School (**DeBrenna Agbényiga**)

- Update on GEAC

Dr. Agbényiga gave an update on the Graduate Education Advisory Committee. She announced to the Council that the 18 characteristics for doctoral degrees will likely be reduced for professional doctoral degrees. Dr. Agbényiga also updated the Council on the Coordinating Board's process of strategic plan development for graduate education. She will keep the Council informed about their progress.

- Process for Developing Doctoral Programs

Dr. Agbényiga gave an overview of the process for doctoral program proposals. Her office has posted a Powerpoint on the Graduate School website to take everyone through the process of putting these proposals together. Dr. Agbényiga gave an overview of this presentation. She emphasized the budget analysis template and the doctoral graduate survey; some tools such as Burning Glass should be used to analyze job opportunities in the market. She also gave an overview of the UTSA proposal flowchart for new academic programs. The Dean also reminded the Council about the extensive time it takes for a program proposal to pass through all the required steps. Q&A followed.

C. Secretary (**Dennis Davis**)

- GC Membership Update

Dr. Davis gave an update on Council membership for the upcoming year and reminders for departments who have not yet submitted the name of their elected representative for 2015-16.

D. Committee on Graduate Programs and Courses (**Kevin Grant**)

- No Report

E. Membership Committee (**Michael Cepek**)

- Special Member Applicant Approval

Dr. Cepek provided the Council with a list of applicants for special membership to Graduate Faculty. Membership committee voted to approve all the applicants, with one abstention.

The new member list was recommended for approval by the Membership committee; recommendation serves as motion to approve; Dr. Gerald Juhnke seconded. Motion was approved unanimously, no abstentions

Prior to the vote, discussion occurred. Dr. Cepek mentioned that applications this round were missing materials (e.g., missing CVs, missing faculty votes). He asked about the reason for the lower quality of applications this time; other discussion about the process followed. Council Members were asked to remind departments to implement the process carefully, particularly to make sure the faculty vote has been conducted and recorded.

The question was asked: Does this process of approving special members need to be the purview of the graduate council, or can it be handled by departments?

F. Committee on Graduate Program Evaluation (**Jurgen Engelberth**)

- Program Review for Health and Kinesiology

Dr. Kevin Grant presented for Dr. Engelberth. He showed slides that gave overview of the program review, strengths of the department; challenges faced by the department; recommendations of the reviewers.

Members asked questions of department representatives.

Motion was made to approve the report by Dr. Gerald Juhnke, seconded by Dr. Michael Baumann. Motion passed unanimously, no abstentions.

G. Committee on Academic Policy and Requirements (**Vacant**)

- No Report

III. Unfinished Business

- Recommendation for Changes to Bylaws

Dr. Grant reported that the changes are not yet ready for review by Graduate Council. Changes will be reviewed electronically during summer or later date.

A concern was raised that discussion of the bylaws changes might not be easily facilitated by email. Dr. Grant suggested we include this topic/discussion in an early meeting. Dr. Baumann agreed that having materials this summer could be helpful; substantive changes should be discussed during a meeting next year rather than online.

- Program reviews

Dr. Grant reminded the Council that at April's meeting, it was suggested that the Council pursue information about consistent themes and concerns across graduate program reviews over the years in order to identify ways of supporting graduate programs. Dr. Grant reported that Dr. Sanders pursued this request. The Office of Accountability and Institutional Effectiveness has the reviews for the past three years. Ginger Hernandez will obtain those reports and share them with the Council.

Question was raised: Are we just getting the reports or an analysis? Dr. Grant responded that the GC has the opportunity to do the analysis. A suggestion was made to pull together a request for specific information and ask for the Office of Accountability and Institutional Effectiveness to do the analysis. Dr. Grant suggested that members submit specific questions that we want answered. Dr. Baumann will collect them, collate them, and then prepare them for a request for analysis.

A question was asked about number of reports available. Council members estimated that around 15-20 reports are likely available given that we see about 3 or 4 a semester.

The suggestion was made that the Council begin by identifying the most frequently reported strengths and challenges as a first step to identifying systemic issues across the reports. Dr. Agbényiga also recommended looking at department responses to the reports.

Additional discussion followed about the nature of the reviews, the metrics they are using to evaluate, and the benefits of standardizing the review criteria to some extent

IV. New Business

At the request of Dr. Sanders, Dr. Grant shared that Faculty Senate has elected to stop recording their meetings. The question was raised about the possibility of the GC deciding not to record meetings anymore. Discussion followed, some in favor of recording. There were questions about what happens with the recordings. Ginger Hernandez keeps the recordings so they can be referenced later. This topic will be discussed next year.

V. Adjournment

Motion to adjourn was made by Dr. Michael Cepek and seconded by Dr. Lila Truett.