

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

ORDER OF BUSINESS  
November 7, 2017

**JPL ASSEMBLY ROOM**  
**4.04.22**  
**3:30-5:00PM**

**Present: Michael Baumann, John Bartkowski, Janis Bush, Ian Cane, Guadalupe Carmona, Michael Cepek, Fengxin Chen, Jonathan Clark, Jackie Cuevas, Lucila Ek, Jurgen Engelberth, Kandyce Fernandez, Fathali Firoozi, Doug Frantz, Ruyan Guo, Shane Haberstroth, Judy Haschenburger, Shamsad Khan, Myung Ko, Ritu Mathur, Cyrus Melendez, Wing Chung Ng, Ricardo Ramirez, Libby Rowe, Heidi Rueda, Page Smith, Erica Sosa, Drew Stephen, Liang Tang, Firat Testik, Ram Tripathi, Victor Villarreal, Melissa Wallace, HungDa Wan, Zijun Wang, Alistar Welchman, Weining Zhang**

**Absent: Lauren Bednarski, David Martinez Prieto**

**Excused: DeBrenna Agbenyiga, Chris Packham, Ernesto Alva-Sevilla, Corey Sparks, Elaine Sanders, Marie Tillyer**

**Visitors: Drs. Karcher, Mahood, Ong, Saw, Spivey, Sullivan**

I. Call to order and taking of attendance – Meeting called to order at 3:30pm

II. Reports

**A. Council Chair (Mike Baumann)**

- Consent Agenda
  - Approval of Minutes
  - Special Membership Applicants (Attachment A)
  - Any objections to the minutes and/or special membership applications?
    - No
    - Consent agenda is approved

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

- Marketability Skills (Attachment B)
  - GEAC E-Mail (Attachment C)
- CGS Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants
- Update to Graduate School Catalogue in process, updates will be provided as they are completed.
- H.O.P. Policy for Assistantships Update
  - Memo for TA and GRA (Attachment D): Awaiting on HR for HOP language, then the requirement to be registered for at least one credit will be added to the HOP
- PDRF Friday Nov 17<sup>th</sup>
  - Decisions after Thanksgiving
- GTAP: 8<sup>th</sup> of December –Deadline for 1<sup>st</sup> wave of Doctoral programs

- Re-GAP: \$15,000 Award nominations due in January; Colleges must submit plans for the funds by Friday, January 19th.
- Decision Desk is moving to Embark – incompletes will move temporarily; won't have direct access right away (but the colleges will) – eventually in the near future everyone will have direct access again

Questions:

- Michael Cepek: When will we hear back about PDRFs?
  - Answer: Committee will be meeting after the 21<sup>st</sup>, but everyone should know shortly after Thanksgiving
- Committee Member: Would summer stipends be required to register for at least one credit?
  - Answer: Need to double-check on that; so not sure yet; fellowships will be addressed later.
- Committee Member: April 15<sup>th</sup> admission commitment agreement, each department will not be able to confirm acceptance until then?
  - Yes, no change in policy, just a reaffirmation

C. **Secretary (Jonathan Clark)**

- No Report

D. **Committee on Graduate Programs and Courses (Victor Villarreal)**

M.S. Biomedical Technology Commercialization (Attachments E)

- Victor Villarreal presented a brief summary of the proposed program: Joint program between Department of Information Systems and Cybersecurity and Department of Biomedical Engineering
  - Resources (no additional funding required or faculty),
  - Curriculum and other requirements.
  - Review Process: Originally reviewed in Spring 2017, committee voted 5-0, but many questions from the council: Is the program more business oriented? Is the program too narrowly defined? Is this more appropriate as a certificate than an MS program?

*Representatives from Proposing Departments:*

- Woodie Spivey (Cyber): We already have a certificate program in commercialization and entrepreneurship; also have a PhD in translational science; this program fits in between, could serve as a bridge between the certificate and the PhD program

*Questions:*

- Committee member: How were the required credit hours decided on? In the absence of thesis 33 credits is more typical.
  - Answer: 30 credit hours is pretty standard and it just depends on the field
- Committee member: Marketing specialization in MBA program, isn't that similar to what you're proposing?
  - Answer: Program allows students to familiarize themselves with what the commercialization process looks like in the pharmaceutical industry, specifically, which is very different from many other industries.
- Committee member: Do we have anything on Ethics in this area?

- Answer (Eng Rep): No, not currently
- Committee member: What faculty are being committed to this new program?
  - Answer (Eng Rep): Three or four from engineering; Three or four from business
  - Answer (Spivey): All of the course on the business side are already being offered.
- Committee member: What was the rationale for MS versus an MA?
  - Answer (Eng Rep): Engineering is used to offering an MS, rather than an MA
- VOTE: Report serves as a motion; motion seconded
  - 25 yes
  - 1 no
  - 7 abstain

Certificate in Program Evaluation (Attachment F)

- Summary presented by Victor Villareal: Provided a brief overview, including background and market need (national association—AEA--wants a certification to differentiate program evaluators). Also presented on admissions criteria, certificate requirements, program administration and program leadership. The certificate will be linked with a masters program in educational psychology.
  - No additional funds, no new courses, no new resources in general
  - Review Process: Questions around curriculum, assessment of student learning outcomes, and additional information around support needed for the program
  - Committee deemed response to be sufficient

*Questions:*

- Committee Member (Social Work): Program evaluation program sounds great. Looking at the practicum: social work has an evaluation practicum, and their students already do a practicum already, what crossover would there be with social work?
  - Answer: The practicum is a field experience. The department looked at course equivalents in their development process, but would be willing to negotiate the overlap.
- Question: Why emphasis on formative evaluation? Not on process and outcomes?
  - Answer: Evaluated how different from statistics and other evaluative areas. There's a lot of on-the-ground evaluation that has to be done in some fields. Evaluators often need the big picture and that is what we focus on. Also taking an ethical perspective.
- Question: Do you need a quantitative background? Could qualitative background be successful?
  - Answer: The two program evaluation courses would be taken in the second year. First year would include some foundational methods courses. Without quantitative background, might need to do some additional background leveling coursework. So it could work.
- Comment: The need seems clear. Technology is expanding and the ability to evaluate big data will be important.
  - Answer: Department is excited about some of the big data possibilities. Three foundational courses, you can choose which one is most aligned with the kind of work you want to do.
- Question: Follow up on the question about the necessity of quantitative background?

- Answer: Department does not expect to place a lot of emphasis on qualitative evaluation.
- Follow up: How do you evaluate fields in which there is more (less) emphasis on quantitative outcomes.
  - Answer: Program focuses on a goal-oriented approach in which goals are identified and programs are evaluated based on local/field-specific requirements. The program will focus on evaluating programs based on locally-defined objectives. How do you figure out how to measure things?
  - Not focused on cross-program comparisons. Local questions do not shape the way big data is collected and how programs are measured. Program will also provide some training in this type of evaluation.
- Question: What is the meaning of the certificate? Are you focused just on educational evaluation?
  - Answer: Doesn't have to be focused just on educational programs. Could be mentoring programs, could be strategic plans, etc.
- Question: Would this mislead health students about what kind of evaluation they would be learning?
  - Answer: Not really. Program is helping people learn how to ask the right questions, define measures, collect data. It is a generalizable set of skills.
  - Answer: This is an entry-level program, focused on general principles and fundamentals. Content areas would be left to specific areas in student's chosen field.
- Comment: Program seems great, but title of the program might be misleading?
  - Answer: Program would be willing to tailor marketing, if necessary.
- Question: Are the required courses already offered?
  - Answer: Required courses are already offered as part of the department's master's students. Students in certificate program would be getting the same fundamentals as master's students
  - Answer: A lot of certificate programs are built around master's programs, that provide more flexibility and introductory
- Question: Can credit from the same course be given for both certificates and, later, a master's?
  - Yes, a course can be used for credit for both programs.
- VOTE: Report serves as motion, motion seconded:
  - 29 yes
  - 0 no
  - 3 abstain

**E. Committee on Graduate Program Evaluation (VACANT)**

- This committee will be doing work this year, so we need volunteers to serve. Mike asked for people to contact him if they are willing to serve on the committee.

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

- No Report

**III. Unfinished Business**

- None

**IV. New Business**

- None

**V. Adjournment**

- Motion to adjourn, seconded, approved – Meeting adjourned at 4:32pm