**Associate Deans’ Meeting**

**May 12, 2017**

Minutes

**Attendees:** Dr. DeBrenna Agbényiga, Dr. Juliet Langman, Dr. Robert Tillyer, Daniel Davied (for Dr. Pamela Smith), LiPing Bien (for Dr. Anson Ong), Manuel Flores (for Dr. Floyd Wormley)

**Absent:** Dr. Hazem Rashed-Ali, Dr. Rachel Marquez

**Note takers:** Manuelita Reyes, Ginger Hernandez

I. Enrollment Update (Attachment A)

- **Summer 2017**
  - The data provided is of newly enrolled students and not of continuing students. Due to the implementation of Decision Desk, data was not regularly reported in summer 2016. The data available for comparison is the 2015 and 2017 summer terms. For the summer 2017 semester, more students have been admitted and enrolled.

- **Master’s Fall 2017**
  - With the new application deadlines, more applications have been completed and more decisions have been made to date then in the past. The enrollment data is pulled on Fridays, so the numbers will continue to increase. Dr. Agbenyiga receives information every day of the students who have enrolled but have an outstanding tuition bill. These students are contacted directly.

- **Doctoral Fall 2017**
  - There are 35 newly enrolled doctoral students for fall 2017. Several of the newly admitted students are students who applied by the priority application deadline. Several of those students were awarded funding from PDRF and G-TAP.
    - Within COEHD there have been sub-committees created to review applications, Dr. Langman will clear up with COEHD that there is only one committee that reviews applications.
    - There are only a few doctoral applications that have not been returned with decisions.
    - There were 67 applications from the priority deadlines. Of those, more than half were admitted and more than half of those students decided to attend UTSA.
  - Manny stated that 2 GARs from COS had concerns regarding the doctoral application deadlines. The GARs were concerned that students would already be accepted by other universities by the time the students are notified of their admission at UTSA. The programs conduct a holistic review of the applications and do not review the applications until the February deadline. The GARs wanted to know if the February deadline could be changed to early-mid January. Dr. Agbenyiga did not change the February 1st deadline, even though she suggested changing the deadline to January.
Some programs in COE and COS advertised that students should apply by the priority deadline.

COEHD reviews applications on a rolling-basis. Dr. Langman asked if in the future the deadline would be moved to a single deadline in November.

Dr. Agbenyiga stated that it would be more beneficial to the students to change the aspect of how applications are reviewed, not so much the deadlines. She also stated that having the committees wait to review the applications does not work when trying to compete for students. There should be more rounds of reviewing applications. This will allow UTSA to match other universities in their notifications of being admitted. Otherwise student are notified of their acceptance too late and UTSA is not in consideration when the student is deciding which university to attend.

COE has changed how they review their applications. The college admits the top students and move onto other students as the applications are coming in. This has helped them increase their enrollment.

COB reviews in a similar manner. The college reviews in rounds, they start off with the top students and then move on from there. Early in the application process they review applications weekly and then more spread out.

Applications will be sent to the committees even if the application is missing a letter of recommendation or official GRE/GMAT scores. This is to ensure that applications are being reviewed and not being held back. Even if applications are seen as incomplete, once it is in SharePoint, those applications are ready to be reviewed by the committee—the Graduate School is aware that they may have unofficial transcripts and/or test scores. If admitted, students are made aware that they must submit the official documents before they are allowed to register for classes.

- Through ASAP, students will now be able to see their holds and the office that placed the hold in the system.
- Dr. Tillyer asked about the application timeline. Once a student has submitted a completed application, the admissions staff works to send the application for committee review within a week. Decisions should be completed within 2 weeks of the committee receiving the applications. In total, it should be no more than 4 weeks from when the student submits their completed application and then notified of the admission decision.
- Ginger will be sending the enrollment data attachments electronically.

II. PDRF Update (Attachment B)

- The PDRF process went through several rounds. Starting after the November 1st deadline. Attachment B lists the students who accepted the fellowship and are enrolled. There were a few students who denied. The committee did provide a list of alternate
students in case the first choice students denied. This provided a quick turnaround to offer the award to the alternate students.

- The students are across various programs and the Graduate School will be offering the funding again next year.

III. RE-GAP Update (Attachment C)
- Reports do not include COEHD and COE. They are working on submitting their expenditure reports.
- Over $15,000 supported the various colleges. The Graduate School’s fiscal manager will be reimbursing the colleges within the next week.
  - Some students were also awarded G-TAP and PDRF funding.
- Based on the reports from the colleges and the emails from the students, UTSA was their first campus visit and they held other universities to our campus’ standard. The students appreciated the faculty, services, the GSPD center, etc.
- Dr. Agbenyiga is looking to fund this again in the upcoming academic year. There is currently not enough funding to provide this to international students for visits. However, if there is an international student in the U.S. (already visiting), it is possible to fly them into UTSA from the domestic location.

IV. Policies to be Reviewed for 2019-2021 Graduate Catalog (Attachment D)
- This list has been shared with the Graduate Council.
- Looking at the policy for retaking courses due to a low or failing grade and applying undergraduate coursework to a master’s degree.
  - These policies look different throughout each program/college, need to have a uniformed policy.
    - Graduate Council has already started reviewing the undergraduate coursework policy.
    - COS and COE have students that need to take an undergraduate course before taking the required graduate courses.
    - Other UT schools do not allow students to take undergraduate courses, UTSA is the only school to allow students to take undergraduate courses and apply it to a master’s degree.
    - Demography works with the faculty to demonstrate that the students are doing graduate level coursework. COEHD and COB cross-list courses for undergrad and graduate students. COEHD has different syllabi for the undergrad and graduate students.
- COPP is looking at having a 3+2 program for MPA. Dr. Agbenyiga needs to review the courses in order to make sure there is no double-dipping. Need to also make sure that the 3+2 program is a shorter timeframe than the current program. The Coordinating Board commissioner is making sure that programs are cut down to less than 6 years (looking for less hours required).
- COS is looking at have a 3+2 programs in biology and computer science.
- Looking at the readmission policy. Master’s students can sit-out for up to 2 years before they need to reapply.
  - This policy is currently being reviewed.
COEHD: There are some students who enroll in classes in order to remain active in the system, then they drop the classes. The college wants a policy in where it states that students will be dismissed from the program if they continue in this cycle instead of progress in the program.

- Currently there is no limit on the number of times a student can petition for reinstatement.
  - The Graduate School has been asking for more details in regards to the decision of allowing or denying reinstatement to the students. When students are denied they are provided information of what they would need to do to be reinstated.
- Looking into removing the graduate faulty list from the catalog.
  - Students do not look in the catalog for faculty information—this is done online at departments’ websites.
  - It is too late to remove it from the 2017-2019 catalog.
- If there are any more policies to review, they will be brought up to Graduate Council and Associate Deans’ for discussion.

V. Admin/GAR Retreat
- September 8th is the day of the retreat. Save the dates will be sent out early next week.
- The morning part of the retreat will be for the GARs and in the afternoon for the admin/SDS. The lunch will be for both groups.

VI. Laredo Community College Visit
- The Dean of Arts and Sciences at Laredo Community College approached Dr. Agbenyiga in regards to having UTSA host a cohort of their faculty members. Laredo Community College recently received a grant to have their faculty members pursue a Ph.D. Looking at having the doctoral student cohort start in fall 2018.
- The community college would also like to do a 2+2 program for their students. The student would complete their Bachelor’s degree here and then hopefully have those students move into a master’s program.
- Dr. Agbenyiga is currently working on a memo to have representation from all of the colleges. She is also looking at having representation from the undergraduate level.
- The community college would like to have a tour and look at the facilities on campus, mainly those within COE and COS.
- Currently looking at having the visit in June. The memo will include more details.

VII. Master’s Thesis Committee Approval Form (Attachment E)
- The form has been approved for the 2017-2019 catalog. It follows the same model for doctoral students. This is only for thesis committees, not for comprehensive exams.
- If there are forms that were already completed, those will be fine to process. The new forms will need to be used from this point forward.

VIII. Thesis/Dissertation Submissions
- The final amount of submissions on Monday was 114. There were 45 dissertations and 69 thesis. There will be a few more coming through in the summer.
- The requirement is 120, last year we had 123 dissertations.
- Need 200 doctoral students graduating in order to move in classification. Need to be graduating students within 4-5 years.

IX. Matters Arising
- Ginger will be sending out calendar requests for the monthly Associate Deans’ meeting for the following academic year, starting in September.
- Dr. Agbenyiga recently had a meeting with UT System about online programs. Another meeting will be held in 2 weeks to discuss online master’s programs and will share more details as they become available.
- There was a mini dissertation boot camp during Graduate Student Appreciation Week. During the summer, there will be a full week dedicated for the dissertation boot camp. The camp will be held from July 10-14th. There are currently 3 spots available.
  - A faculty member is needed from COS to be a faculty coach for 2 mornings, Thursday and Friday from 9am-1pm. If a faculty member is going to be a coach, the Graduate School will provide funds for travel.
- There will be an orientation for students transitioning into Graduate School. August 10th will be for newly enrolled students. Ana is working with Dr. Langman and COEHD in regards to setting up a date for ELAP testing for students. Possibly having ELAP testing on the 14th or 16th instead of the 11th since students will just be arriving in the country. Will also be looking at students’ TOEFL scores and then organizing students by colleges or by master’s/doctoral level.
- Dr. Tillyer has seen an issue in regards to students applying for graduation after the deadline. The dean’s office works on the degree audits based on the list of students who applied for graduation. After working on the degree audits this is when they learn the student is not ready to graduate. COPP is considering having students contact the dean’s office to see if they are ready and have everything complete to apply for graduation.
  - COEHD has students submit their POS before completing their comprehensive exams. They have also changed their process to having students print out their unofficial transcripts instead of completing a POS.
  - The questions was asked of who should be completing the POS, if it should be done by the department.
- The Graduate School is currently working with OIT in order to have all graduate forms done electronically. Looking at having progress through the summer. With this new format, students will be able to see through ASAP which office the form is pending. Once the form has gone through the completion process, it will remain in ASAP.
- Dr. Agbenyiga will be speaking to Joe DeCristoforo in the Registrar’s office about degree audits for graduate students.
- Currently testing out the online grade change system with COS.
- Dr. Langman asked about having workshops for students at the downtown campus. There are currently a few activities held at the downtown campus also with some events on Saturdays. John Shaffer was having appointments for dissertation/thesis review at the downtown campus and members of the recruitment and engagement also held sessions downtown. However, due to low participation, the recruitment team did have any hours for this spring semester. There needs to be better advertisement of the activities/events at the downtown campus to help facilitate better participation.
  - Dr. Agbenyiga will discuss with Dr. Rodriguez about having more participation and also livestreaming events through the GSPD Center to the downtown campus.
If anything else comes up during the summer, emails will be sent out to all.