Associate Deans’ Meeting
Minutes
October 13, 2017

Attendees: Dr. DeBrenna Agbényiga (GS), Dr. Juliet Langman (COEHD), Dr. Robert Tillyer (COPP), Dr. Pamela Smith (COB), Ms. LiPing Bien (for Dr. Anson Ong)-(COE), Mr. David Matiella (CACP), and Dr. Rachel Marquez (COLFA)

Absent: Dr. Floyd Wormley

Note takers: Manuelita Reyes, Ginger Hernandez

I. Welcome
II. VIP Nomination Step by Step Process – Presenter: Ana Leos (Attachment A)
   • Background & Planning
     o Ana is developing a web page that will provide valuable information on the VIP application process. Once the web page is complete, it will be sent out to the Associate Deans. The web page should be completed by the end of the month.
       ▪ The link to the VIP application will not be available through the Graduate School website as students must be nominated. However, general information about VIP will be available for students on the website.
     o The Graduate School will host info sessions at the SSPD center for students who meet the criteria for VIP nominations. Sessions will be held for each individual college.
     o As the VIP application has been used as a recruitment incentive at several undergraduate events, it is beneficial to notify students of VIP earlier to ensure they are provided with more time to meet the requirements.
   • Discussion & Questions
     o Ana stated that the VIP application is shorter than the regular application, around 12 questions. She added that students are admitted into their program within 48 hours of submitting a VIP application.
     o Dr. Marquez suggested to have the nomination link on the Graduate School website and have a faculty log-in. She added that the login requirement would prevent students from creating the forms and nominating themselves.
       ▪ Dr. Agbényiga noted that they would need to go to OIT to develop that system, and this would take some time to implement.
     o Dr. Smith stated that nomination data is kept in the system even if students do not enroll in the master’s program. This is in regards to cases in which students are nominated in their junior year and they later decide they will not be attending UTSA for their graduate program.
The question was raised on how programs can run reports on student who meet the criteria for VIP nomination.

- Ana mentioned that COS had OIT create a report that could pull the data necessary for them. Departments are able to obtain this information, it requires 6 to 8 weeks.

- It was mentioned that the department of communications still has the link to the VIP form on their website. The listing of the link is problematic because it leads to students nominating themselves.

- Dr. Tillyer asked if there is a process in which departments could be notified when VIP applicants have submitted their application. This is to keep track of students whose app. fees get waived. He noted the process now is convoluted.
  - Dr. Agbenyiga said that it would require building out a process that would incorporate the extra steps. However, she added that it would be something to look into.

- Dr. Marquez requested to set up a meeting with Ana and Angela in order to discuss the VIP application process more in detail.

- Since the application deadline is on Monday, Ana will be sending out one last email notification by the end of the day to encourage students to submit their application.

- Dr. Langman mentioned that there should be a future discussion about students paying fees if they would want to change concentrations or degree programs. She also added the possibility of lowering the fee for VIP applications.
  - Dr. Agbenyiga stated that there was previously a fee for students in order to change programs. In regards to the application fees, it is the only source of revenue for the Graduate School as there are no other fees for graduate students.
    - Dr. Agbenyiga also noted that any proposal of increasing fees has to go through the UT System.
      - Dr. Langman added that proposals are presented in October.

- Funds from The Graduate School that were previously set aside to assist students were swept from the department’s accounts.

- Dr. Agbenyiga stated that Dr. Eighmy has put together a new task force to work on student credit hours in order to effectively support student success.

- Angela detailed the process of accounting with respect to the VIP application when the Department/College is paying the application fee.
  - During this process with accounting, Ana waives the application fee and instructs the students on how to submit the application.
  - Once the application has been submitted, Angela works with the Department/College to obtain the application fee.
The Graduate School recently meet with the Mellon fellow group and the PowerPoint presentation included the steps and tips on the VIP process.

- The presentation will be available on the Graduate School website and will also be shared with the College/Departments.

III. 18 Characteristics for Doctoral Program
- Due to the Graduate School by Monday, October 16th.
- This list will be compiled and sent to OIR to be updated on the website.
- This is a requirement from the Coordinating Board.

IV. Texas Higher Education Coordinating Board Update (Attachments B & C)
- Background & Planning
  - Dr. Agbenyiga is a part of the Graduate Education Advisory Committee (GEAC). The committee meets with the Coordinating Board twice a year.
  - The 60x30 report and the Coordinating Board Graduate Strategic Plan was the main topics the GEAC is looking into. It is important that we become familiar with the report as it will have an impact on our current and future programs. This report states that 60% of Texans will have a degree/certificate by 2030.
  - GEAC is currently working on a strategic plan for graduate. Currently, it is in the drafting stage. At this time Dr. Agbenyiga is not able to share the draft due to confidentiality.
  - The strategic plan will be looking at:
    - How to achieve excellence in regards to research
    - Higher admissions standards – UT system has been reviewing catalogs in order to ensure that the programs are adhering to the requirements
    - How the institution is providing opportunities for students and how those opportunities align with the university mission
    - Graduation and degree completion rates
    - Standalone master’s as well as those combined with a doctoral degree
    - Recruitment plans
    - How students are being supported/funded, the amount of loans students are taking out for their graduate education, how much debt students have in comparison to how much their salary is once they graduate
    - Marketability and job skill readiness
    - This will be for all programs
  - The plan connects with the RAND report. Some aspects that will be connected will be in regards to master’s programs as well as beginning to evaluate for online programs.
- Discussion & Questions
Dr. Matiella asked what the role of the Coordinating Board is in regards to the federal loans.
- Dr. Agbenyiga stated that the Coordinating Board looks at how much support the student is receiving from the institution. Also reviewing if the support is being provided by the institution or from faculty external grants.

Dr. Tillyer asked if there was an internal way to track students’ debt to income.
- Dr. Agbenyiga mentioned at her previous institution there was an exit survey that students would complete. Dr. Agbenyiga has spoken with OIR in order to expand on the current reports and plans to have an updated exit survey for students by spring 2018.
  - Dr. Smith added that the MBA career services survey would be a useful exit survey.

Marketability
- The Coordinating Board will be reviewing the marketable skills that programs are providing students. These skills are different from program completion outcomes. It examines the skills that students could include on their resume/CV.
- The marketability information will be required for all programs at both the undergraduate and graduate level. Attachment C provides more information. This information will need to be completed by all programs by 2020. Ginger will electronically send the attachment since it includes several links.
- Dr. Agbenyiga encourages everyone to share the document and begin the discussion of working on this report. She expects more information from the Coordinating Board within the next year with the deadline of the report.
  - Dr. Tillyer said that it would be better to discuss with faculty than with the students. This would also lead to different approaches that faculty could implement in their classroom.
  - Dr. Langman stated that COEHD has to students track students that have been certified through their programs. The tracking is done three to five years after students have graduated.
  - Dr. Smith added that this would allow an opportunity to reevaluate the graduate catalog. Dr. Langman mentioned that COEHD has been realigning their courses with the standards in the respective fields.
  - Dr. Langman said that there is a need to reevaluate the 60/90 credit hour requirement for doctoral programs.
    - Dr. Agbenyiga said that UT System and the Coordinating Board have been reviewing the number of semester credit hours for the doctoral programs.
Dr. Agbenyiga said that each department needs to create their own marketability plan. She suggests that each department/college starts begin the discussion. Her goal is to have a draft by Spring 2018.

Dr. Marquez asked for a more direct order that can be shared with the departments.
  - Dr. Agbenyiga will be reach out to the GEAC committee to see if there is a template that she could provide to the departments.

The application review process and criteria for requesting are GRE/GMAT waivers are due November 1st.

In November, there will be information sent out in regards to the new 2019-2021 graduate catalog revision schedule. Faculty need to be reminded that they are able to alter the program requirements in order to allow more flexibility for the students.

The Graduate School will be looking into the policy that states that students must be enrolled in certain number of hours in each semester for an assistantship. This past summer, an exception was made to the assistantship policy. In the long-term we are looking the make the policy permanent but this would require a change in H.O.P. Dr. Agbenyiga will be reviewing and discussing the HOP policies with HR and Dr. Zapata’s office. Also looking into discussion about the new Assistant Instructor title that was recently implemented for graduate students by the interim Provost.

V. Graduate Fair
   - The Graduate Fair will be from 4-8pm on Thursday, October 26th. It will be hosted in the UC Ballroom. The flyer has been sent out.

VI. Graduate Program Informational Brown Bag Series
   - The series will be monthly meetings hosted by the Graduate School in order to discuss various topics. The first Brown Bag lunch was on October 9th. Dr. Agbenyiga spoke about funding for students. Next Brown Bag’s topic will be about graduate admissions. Topics are chosen based off of the comments that were provided from the survey that was sent out after the Fall 2017 GAR/Staff Retreat. Each meeting will be live streamed for those who cannot attend in person.
   - Dr. Smith asked if all of the information regarding funding opportunities could be provided to the new director of PhD programs in the COB. Dr. Agbenyiga replied—Yes.

VII. Graduate Funding
   - Presidential Distinguished Research Fellowship (PDRF):
     - The deadline to submit PDRF nominations is November 17th. The committee will consist of the same people from last year.
Dr. Agbenyiga will be reaching out to Cyrus to send out the required documents. Dr. Agbenyiga would like to have decisions sent out before the holidays.

- There will be 20 PDRFs awarded for Fall 2018.

- **Graduate Tuition Assistant Program (G-TAP):**
  - The G-TAP awards were doubled for the Fall 2017 cohort for each college. For the Fall 2018 cohort the award will go back to the number as the first year (Fall 2016 cohort). An individual memo will be sent out to each college with the number of G-TAP awards for 2018-2019.

- **Roadrunner Enhanced Graduate Advance program (RE-GAP):**
  - Each college will be provided the same amount as last year to support prospective graduate students to visit campus.
  - A memo will be sent with more information.
  - Depending on a tax agreement for international students, funding that is provided could be taxed. These would impact students having enough money to pay for tuition, fees, etc. John will follow up with the financial aid office.

- All memos will be sent out by next week.

### VIII. Decision Desk Update

- The Graduate School is currently working with Procurement and Contracts to finalize all the details for the contract. Dr. Agbenyiga will be sending out a memo on Monday and provide an update on Decision Desk once all the details have been finalized.

- The Graduate School will now be working with Embark. Dr. Agbenyiga will be reviewing long-term goals for the application system that include plans 6-8 and 12-18 months.

- The Graduate School will be looking at application systems that are able to incorporate different program requirements into the application. Dr. Agbenyiga would prefer to look at systems that allow each college to build their own application that includes their own requirements.

- The new contract with Embark will include wording on buying out from the contract.

- Dr. Agbenyiga stated that the Graduate School already uses Sales Force, which is able to build out applications. She said that the new system to be used will need to be able to work with Banner and Xtender.

- Dr. Matiella asked about reaching out to Arizona State and discussing how all of the different Sales Force pieces are combined. Dr. Agbenyiga mentioned that she has already been in contact with Arizona State.

- Dr. Tillyer asked what the timeframe is with Embark. Dr. Agbenyiga said that the contract has moved over from Decision Desk and is set for four years. The buyout part of the contract is also included in the contract with Embark. Dr. Agbenyiga is looking at buying out after the two year cycle.
• Dr. Langman said that the department level should have access. However, it is important to have everyone who has access is trained before they have access.

IX. Matters Arising
• Ginger will send out a reminder of the items due soon.