

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

ORDER OF BUSINESS

<b>Location: TEAMS</b> <b>10/1/2024</b> <b>3:30-5:00</b>
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I. Call to order and taking of attendance

- The Chair called the meeting to order at 3:32 PM
- Quorum met.
  - i. Present: Ambika Mathur, Amy Chanmugam, Andrea Aleman, Andrew Konove, Arkangel Cordero, Ashley Newton, David Restrepo, Elizabeth Sooby, Eunho Park, Gabriela Romero Uribe, Ginger Hernandez, Guadalupe Carmona, Hannah Macnaul, Hongyi Zhu, Jeff Ragsdale, Jeffrey Howard, Joe Houpt, Joshua Thurow, Judy Haschenburger, Jurgen Engelberth, Kathryn Henderson, Mariela Rodriguez, Michael Cepek, Michael Newell, Min Wang, Nancy Membrez, Onur Bayar, Rita Mitra, Ruyan Guo, Sean Tritley, Shamshad Khan, Stephanie Westney, Tansu Demir, Tulio Sulbaran, Vanessa Sansone, Wei-Ming Lin, William Land, Ying Huang, Zachary Tonzetich
  - ii. Absent: Elaine Sanders, Faithali Firoozi, Angela Lombardi, Ovidio Giberga, Kenneth Walker, Byongook Moon, Alfonso Apicella, Xiaoyin Wang, Eduardo Duenez
  - iii. Guest: Dr. Vanessa Sansone, Dr. Ruyan Guo, Dr. Hongyi Zhu

II. Consent Agenda – *Approved with no objections*

- Meeting Minutes
- Special Membership
  - Dr. Sulbaran asked if GC documents can be shared with the departments/units
  - Dr. Tonzetich clarifies that there is no issue in sharing and all the documents are publicly available.
  - Clarissa shared the link in the TEAMS chat where GC documents can be found (<https://graduateschool.utsa.edu/faculty-staff/council/minutes.html>)

III. Reports

A. Committee on Graduate Programs and Courses – Dr. Tonzetich

- MED HEAD - *Approved*
  - Dr. Tonzetich presented the changes proposed in the Master of Education in Higher Education Administration (MED HEAD) which encompass the reduction of credit hours to the degree of compliance with other programs in the field, the addition of a Community College Leadership Concentration to complement existing concentration in Comprehensive University Leadership.
  - Dr. Thurow asked if the program representatives would present the proposed changes for an informed voting.
  - Dr. Tonzetich clarifies that the committee on graduate courses and programs reviews and approves the proposals and that the documents are shared with the graduate council via TEAM in advance for review before the meeting.
  - Dr. Tonzetich requested the GC vote on: “Do you approve of the changes to the MED HEAD degree including the addition of a concentration in Community College Leadership?”
  - Results of the voting were:

86% Approve

14% abstain

29 responses

- Dr. Sulbaran asked if we can change the forms to request information on the impact on accreditation in these programs.
- Dr. Tonzetich responded that we cannot do it and Dr. Mathur confirms as the forms have been approved by many layers before.
- MS in Advanced Materials Engineering – *Approved*
  - Dr. Tonzetich presented the proposed changes to the Masters of Science in Advanced Materials Engineering which is the addition of a new concentration in Semiconductor Materials and Manufacturing. Current concentrations existing in the program are Multifunctional Electronic, Dielectric, Photonic, and Magnetic Materials and Multifunctional Biomedical Materials
  - Dr. Tonzetich requested the GC vote on: “Do you approve of the new concentration in Semiconductor Materials and Manufacturing within the M.S. in Advanced Materials Engineering?”
  - Results of the voting were:
    - 92% Approve
    - 8% abstain
    - 25 responses
- MS in Information Technology (addition of concentration) - *Approved*
  - Dr. Tonzetich presented the proposed changes to the Masters of Science in Information Technology which is the addition of a new concentration in Cyber Analytics. The current concentration is in Cyber Security.
  - Dr. Tonzetich requested the GC vote on: “Do you approve of the new concentration in Cyber Analytics within the M.S. in Information Technology?”
  - Results of the voting were:
    - 88% Approve
    - 12% abstain
    - 26 responses

B. Council Chair

- Faculty senate updates
  - Dr. Tonzetich reported on senate updates the following points:
    - Joshua Gerken, Associate Vice President for Asset Management, visited the last Senate meeting to talk about space assignment but with little insight on the topic.
    - Dr. Shipley, Provost and Executive President for Academic Affairs, visited last Senate meeting and talked about the integration.
    - Other topics discussed by the senators to be addressed in the future by the administration and that concern Graduate Council are the IRM model and how it is being implemented, support for research, graduate education, and research infrastructure (space a critical point of discussion). More details on Senate meetings can be found through department/unit senator representatives.
- Reminder on faculty assignment to standing committees
  - Dr. Tonzetich thanked all the people who have agreed to serve and stepped forward to lead standing committees.

- Dr. Tonzetich comments on future new business in the GC to be brought forward by Dr. Mathur.

C. Dean of Graduate School

- AY 23/24 Graduate School recap
  - Presentation was shared in the meeting TEAMS chat.
  - Topics discussed include: The mission of the graduate school, enrollment, UTSA strategic plans, successful mentoring guidelines, reimagine the PhD project, bold doctoral journey to move to Canvas, postdoctoral affairs office, graduate students professional development activities available through UTSA, reimagining the Masters (new initiative - scholarships to increase retention)
- Dr. Sulbaran asked what is the 2<sup>nd</sup> reason why MS students don't come back?
- Dr. Mathur answered time, as many of them need to work
- Dr. Cepek asked if the graduate school influences changing faculty loads to advise graduate students to accelerate graduation. In some programs, faculty needs to advise a large number of graduate students on top of traditional working loads, making it difficult to accelerate MS graduation time.
- Dr. Mathur clarifies that Graduate School has no influence and has not heard of being discussed at the graduate level by upper administration.

D. Secretary

- Executive committee Parliamentarian membership vacant
  - Dr. Romero introduces Executive Committee new members:  
Parliamentarian: Jurgen Engelberth  
At-large member: Jeffrey Howard
- Standing committees Chairs
  - Dr. Romero introduces new Chairs for standing committees:  
Chair of Graduate Program and Courses Committee: John Harrichand  
Chair of Program Evaluations Committee: Joe Houpt

E. Committee on Graduate Program Evaluation

- No report

IV. Unfinished Business

- Vote on graduate catalog proposal to change the composition of MS/MA committees from a minimum of 3 to 2 faculty members – Dr. Tonzetich - *Approved*
  - Dr. Tonzetich called to vote and the results were:  
88% Approve  
4% Disapprove  
7% Abstain  
*27 responses*
- After Dr. Konove questions, Dr. Tonzetich clarifies that the change will be only for MS/MA programs effective for Fall 2025. Students who did not enter in the programs with that catalog can still follow this change if it is beneficial to the students as per graduate school standards.

V. New Business

- Reminder on Individual Development Plans (IDP) for graduate students – Dr. Tonzetich  
Action to take by Graduate Council Members: Stress the importance of IDP in your departments.

- Dr. Sulbaran asked about direct communication with graduate students to pass on all relevant information.
- Dr. Mathur clarified all the communication efforts in place: orientation, website, emails, yearly reminders, etc

VI. Adjournment

- The Chair adjourned at 4:40PM