

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

ORDER OF BUSINESS

Location 3:30pm-5:00pm 10/06/2020
--

I. Call to order and taking of attendance

Present: Abtin Shahrokh Hamedani, William Land, Catherine Clinton, Corey Sparks, Doug Frantz, Drew Stephen, Hung-Da Wan, Jorge Solis, Jurgen Engelberth, Kenneth Walker, Liang Tang, Lupita (Guadalupe) Carmona, Matthew Brogdon, Megan Augustyn, Melissa Wallace, Michael Baumann, Michael Cepek, Nicholas Large, Page Smith, Patricia Akello, Patricia Jaramillo, Ram Tripathi, Richard Harris, Rohit Valencha, Shamshad Khan, Suagata Data, Terence Hill, Victor Villarreal

Absent: Arkangel Cordero, Elisha Reynolds, Heather Trepal, Jennifer Smith, Wei-Ming Lin

Excused: Elaine Sanders

Visitors: Anson Ong, Chad Mahood, Jeff Ragsdale, Juliet Langman, Mehdi Shadaram

II. Reports

A. Council Chair

- Consent Agenda
 - September minutes – approved without opposition
 - Special memberships – approved without opposition
- Senate Report
 - Jurgen Engelberth – Faculty Senate approved the formation of an ad hoc committee on inclusiveness; contact Charles Mahood (Chair of Senate) if interested in participating
 - No other Senate business directly related to GC responsibilities at this time, but there may be clarification regarding the budget model and implementation from future Senate meetings

B. Dean of Graduate School

- Recommendations of Graduate Student Task Force
 - Goal is to establish uniform definitions of graduate assistantship categories and to shift appointments 2 weeks ahead (to September 1) to prevent registration/unpaid issues
 - Dean provided a general job description, duties, and requirements for a Graduate Teaching Assistants, Graduate Research Assistants, and Graduate Administrative Assistants (see the Dean's slide for additional information)
 - Dean presented a proposal related to GA appointment dates and minimum course hour requirements (see the Dean's slides for additional information) which will be piloted in the College of Science; specific requirements can be adjusted based on current student status (e.g., dissertation students enrolled in fewer semester credit hours)
 - Discussed 3 hour course requirement for summer semester; assumption seems to be that students would be enrolled in each of the 3 summer terms, but flexibility is

allowed at the College level; Graduate Council will wait for a more specific draft of the recommended requirements for further discussion

- Graduate Advisor of Record (GAR)
 - Dean provided a general description of the roles and duties of GARs, including recruitment, admissions, post-admission support, tracking program graduates, etc. (see the Dean's slides for details)
 - Goal is to establish a more uniform definition of the GAR, including roles and responsibilities (that can vary based on different sizes of programs and different types of programs) and to align compensation appropriately
 - Dean proposed to create a subcommittee of the Graduate Council that would provide recommendations and structure
 - Motion to create this ad hoc committee was approved
 - The following members volunteered to be on the Committee: Megan Augustyn (HCAP), Corey Sparks (HCAP), Saugata Datta (COS), Melissa Wallace (COLFA), Richard Harris (HCAP), Terrance Hill (HCAP), Shamshad Khan (COLFA), Jorge Solis (COEHD), and Zijun Wang (COB) volunteered to be on the Committee
 - Anyone interested in being in the committee should email Anahi Rocha
 - Goal is to create the committee within a week and elect a Chair from Committee members, and to provide deliverables by the end of the current semester
- December 2020 commencement will be virtual

C. Secretary

- Positions available
 - Two At-Large Member positions for the Graduate Council Executive Committee are available
 - Nominations made previously via email and at the meeting include Elaine Sanders, Doug Frantz, and William Land
 - Anahi Rocha will send out an email with the voting option for these positions
- Discussed the importance of members of subcommittees to be active participants; Graduate Council subcommittees require quorum (50%) for committee proposals and motions
- Discussed need to fill the Graduate Council subcommittees
 - Membership on subcommittees is for one academic year, but members can continue to serve on the same subcommittee for multiple years
 - Anahi Rocha will email the list of current members on each Graduate Council subcommittee
 - Anahi Rocha will email descriptions for the Graduate Council subcommittees
 - Committee on Graduate Program Evaluation
 - Jurgen Engelberth discussed the importance of filling this subcommittee with members and electing a Chair and described the recent history of the committee
 - Shamshad Khan volunteered to serve on committee; other Graduate Council members wanting to serve on committee should email Anahi Rocha
 - Discussion to add midpoint self-evaluation reviews (every 5 years) rather than waiting for the typical 10-year review cycle

D. Committee on Graduate Programs and Courses

- Medical Device Commercialization and Entrepreneurship Certificate – previously voted and approved by Graduate Council in Spring 2020; new proposal is to switch it to an online modality

- Teja Guda described rationale for moving the program online and answered questions about ethics in the curriculum
- Graduate Council approved the modification of the certificate
- Certificate in Engineering Education
 - Mehdi Shadaram, as a proposal representative, addressed questions about the 9-hour certificate program and described the certificate as primarily designed to prepare teachers to use engineering examples/application in their subjects
 - Graduate Council approved the certificate

E. Committee on Graduate Program Evaluation

- No report

F. Committee on Academic Policy and Requirements

- Motion to change the bylaws to create the Graduate Council Executive Committee
 - Documents related to this motion were sent out prior to the September 2020 Graduate Council meeting and again to the Graduate Council members
 - A motion was made to vote on the related changes to the Bylaws, including creating the Executive Committee
 - Anahi Rocha will send out an email with a voting option
- Graduate catalog
 - No new information to report; we are waiting on Registrar's office to send out additional information, which may possibly available for the November 2020 Graduate Council meeting

III. Unfinished Business

IV. New Business

- Dean suggested that we make permanent change to the Bylaws regarding order of the Agenda; we should move the Committee on Graduate Courses and Program to the beginning of the agenda so that visitors will not have to wait

V. Adjournment