

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

ORDER OF BUSINESS

<p style="text-align:center"><b>Location: TEAMS</b> <b>3/4/2025</b> <b>3:30-5:00</b></p>
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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: Alfonso Apicella, Ambika Mathur, Amy Chanmugam, Andrea Aleman, Andrew Konove, Arkangel Cordero, Ashley Newton, Brent Bloodworth, Byongook Moon, Christopher Combs, David Restrepo, Elizabeth Sooby, Eunho Park, Gabriela Romero Uribe, Ginger Hernandez, Guadalupe Carmona, Jeff Ragsdale, Jeffrey Howard, Joe Houpt, Judy Haschenburger, Jurgen Engelberth, Kathryn Henderson, Mariela Rodriguez, Michael Newell, Min Wang, Nancy Membrez, Onur Bayar, Ovidio Giberga, Shamshad Khan, Stephanie Westney, Tansu Demir, Wei-Ming Lin, William Land, Xun Chen, Ying Huang, Zachary Tonzetich
    - ii. Absent: Elaine Sanders, Angela Lombardi, Eduardo Duenez, Faithali Firoozi, Hannah MacNaul, John Harrichand, Joshue Thurow, Kathryn Henderson, Kenneth Walker, Michael Cepek, Tulio Sulbaran, Xiaoyin Wang
    - iii. Guest: Tiffany Robinson, Amanda Garcia, Erika Cox, Matt Keneson, Stephen Wirkus
- II. Consent Agenda – *Approved with no objections*
  - Meeting Minutes
  - Special Membership
- III. Reports
  - A. Committee on Graduate Programs and Courses – Dr. Tonzetich
    - PhD in Aerospace Engineering – *Approved*  
  
*Vote counting:*  
*Yes 24 votes (100%)*  
*No 0 votes (0%)*  
*Abstain 0 votes (0%)*
  - B. Presentation by Course Program of Study (CPOS) – Matt Keneson, Amanda Garcia, Tiffany Robinson, and Erika Cox
    - Erika Cox's presentation summary:
      - Financial aid is available only for courses that are part of a student's degree plan.
      - CPOS evaluation on financial aid comes from a federal government initiative to ensure that aid is directed toward students who are making progress in their careers. This initiative aims to reduce student debt nationally. Degree plans are being closely monitored to help students advance more efficiently and accumulate less debt. This applies to all federal grants and loans but does not impact state aid.
      - The cost of attendance cover by financial aid includes all living expenses and courses that count toward the degree (those specified in the degree plan).

- 70% of our students receive financial aid, with 45% being Pell-eligible.
- CPOS needs to ensure that all hidden prerequisites are included in the degree plan to help create smoother academic paths for students.
- Tiffany Robinson's presentation summary:
  - Implementation Plan for CPOS
  - Identified barriers for implementation: hidden prerequisites, rapid implementation, ensuring sufficient course availability for all students.
  - Staff roles: update the program of study in Degree Works and submit CPOS overrides.
  - Student roles: Align program of study with degree requirements and make timely decisions.
- Amanda Garcia's presentation summary:
  - Examples of student scenarios where financial aid maybe compromised
  - Erika Cox noted that CPOS has little impact on graduate students, as they typically receive loans or institutional aid.
  - CPOS will begin running in Fall 2025, apply to all students, and be conducted annually.
- Matt Keneson's presentation summary:
  - CPOS will operate through Degree Works, with certain Banner rules for exclusions already applied.
  - The CPOS includes required courses (subject to federal repeat limits), double majors, teacher certification, hidden prerequisites, remedial courses, and repeats.
  - CPOS excludes: honors programs, certificates, ROTC, additional courses, and research or thesis courses.
  - Reasons a course may not count toward aid: the course is not in the program, it exceeds the federal repeat limit (2x), or it exceeds the remedial hours limit (30 hours of hidden prerequisites).
  - Programs must adhere to deadlines to ensure timely updates to the program of study and prevent any impact on students.
  - CPOS will have an FAQ website, an email campaign, presentations, meetings, and student notifications to provide information.
- Summary of the discussion with the graduate council members:
  - Dr. Konove inquired whether the number of hours required for the degree is the same for federal aid.
  - Erika Cox responded that a chart outlining this information is available on the One Stop/Financial Aid website.
  - Dr. Howard raised concerns about interdisciplinary graduate programs, where securing course availability in the degree plan can be challenging due to limited seats. He mentioned that sometimes courses need to be substituted with ones not included in the degree plan, and he is worried that the quick implementation of CPOS could cause issues in these programs.
  - Matt Keneson replied that there is an option to add Plan B courses in Degree Works in a hidden mode, which will only be pulled out if necessary. He shared an email to assist in updating Degree Works.
  - Dr. Rodriguez asked if course substitutions could also be processed through the appropriate form submission.
  - Matt Keneson confirmed that course substitutions will still be possible. He emphasized that adjustments can be made in Degree Works to ensure that such courses are approved to count toward students' degrees without negatively affecting their financial aid.
  - Dr. Tonzetich asked if the GI Bill is included in this process.
  - Erika Cox confirmed that it will be.

*Action to be taken by Graduate Council Members: Inform your departments about CPOS to ensure degree plans are updated in Degree Works. For more information visit: <https://onestop.utsa.edu/financialaid/eligibility/cpos/>  
NOTE: CPOS presentation is available in Graduate Council TEAMS*

C. Council Chair – Dr. Tonzetich

- Vote to approve the revisions to the Graduate Council Bylaws

*Vote counting:*

*Yes 27 votes (96%)*

*No 0 votes (0%)*

*Abstain 1 votes (3%)*

- Faculty Senate update
  - Meeting with UTSA legal team: No guidance available yet as Texas legislation has not been passed. Upcoming legislature changes will directly impact higher education.
  - Discussion centered around concerns regarding institutional support for the new executive orders affecting graduate education.

D. Dean of Graduate School – Dr. Mathur

- Integration update
  - Integration with the UTHHealth task force to integrate graduate schools is led by both deans from the Graduate School.
  - The first meeting for graduate education task force will be on March 17.

E. Secretary – Dr. Romero Uribe

- There is Graduate Council representation on the graduate education task force for integration with UTHSA.
- Graduate Council membership: Review your department's membership and hold elections if your term has ended. Graduate Council membership list is available in TEAMS
- Nominations for Graduate Council representatives (Chair, Secretary, and Parliamentarian) will be accepted over the next month.

*Actions to be taken by Graduate Council Members:*

- 1. Review your membership status in the excel file shared by Clarissa, also available in Graduate Council TEAMS. If your membership finishes this year and you are not considering renewing it for another term, talk to your department and hold elections for a member to represent you during the next academic year.*
- 2. Considering nominating yourself or other members of the Graduate Council to serve as officers (Chair, Secretary or Parliamentarian) for the next academic year. Nominations will be accepted in April.*

F. Committee on Graduate Program Evaluation – Dr. Tonzetich

- Mechanical, Aerospace and Industrial Engineering evaluation
  - MS and PhD programs in Mechanical, Aerospace and Industrial Engineering were evaluated. Dr. Tonzetich provided information about graduate council operations.
- Upcoming program evaluations

IV. Unfinished Business

V. New Business

- Dr. Rodriguez expressed concerns about supporting student wellbeing, particularly for graduate students taking a semester leave of absence. She asked how we can ensure they

continue to have access to library resources so they can gradually ease back into their work.

- Dr. Tonzetich noted that students on leave of absence still have access to email.
- Dr. Mathur confirmed email access but mentioned that library resources are not available during a leave of absence. She will investigate further and provide information to the graduate council on this matter.

VI. Adjournment at 4:31 PM