

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

ORDER OF BUSINESS

Location 3/1/2022 3:30-5:00
--

I. Call to order and taking of attendance

- Present: Alfonso Apicella, Arkangel Cordero, Andrea Aleman, Corey Sparks, Elaine Sanders, Glenn Dietrich, Guadalupe Carmona, Heather Trepal, Hung-Da Wan, James McDonald, Jorge Solis, Juan Nino, Judy Haschenburger, Jurgen Engelberth, Michael Baumann, Michael Cepek, Natasha Burns, Patricia Jaramillo, Ram Tripathi, Richard J Harris, Stephanie Westney, Terrance Hill, Victor Villarreal, Wei-Ming Lin, William Land, Zachary Tonzetich, Megan Augustyn, Elisha Reynolds, Ovidio Giberga, Stephanie Westney, Elisha Reynolds
- Absent: Angela Lombardi, Samer Dessouky, Amina Qutub, Kenneth Walker, Xiaoyin Wang, Saugata Datta, Melissa Wallace, Matthew Troia
- Visitor: Lynn Barnes, Jose Lopez-Ribot, Sidury Christiansen, Juan Manuel Sanchez, Chad Mahood, Jake Sullivan, Ginger Hernandez
- Excused: Nicolas Large

II. Consent Agenda

- February 2022 minutes approved with no discussion
- Special Membership approved with no discussion

III. Reports

A. Committee on Graduate Programs and Courses

- Proposal for Technology for Language Education (TLE) certificate
 - Sidury Christiansen provided an overview of the proposed certificate (the proposal was previously emailed to members of the Graduate Council)
 - The Committee on Graduate Programs and Courses recommended approval of the certificate
 - The Graduate Council vote in favor of approving the certificate

B. Council Chair

- Faculty Senate Update
 - Both proposals approved at the February 2022 Graduate Council meeting (MS in Engineering Education, PhD in Chemical Engineering) were approved by the Faculty Senate

C. Dean of Graduate School

- No Report

D. Secretary

- Seeking nominees for Graduate Council Executive Committee positions for 2022-23
 - Chair, Secretary, Parliamentarian, At-Large (2), Student Member
 - Elections will occur at the April 2022 Graduate Council meeting
- Each Department should hold elections for Graduate Council representatives for 2022-23

- Elections should be complete by the April 2022 Graduate Council meeting

E. Committee on Graduate Program Evaluation

- No report

IV. Unfinished Business

V. New Business

- Update regarding the Graduate Catalog
 - Lynn Barnes discussed a recommendation for a 1 year cycle for upcoming Graduate Catalog (for 2023-2024), with subsequent catalogs revisions completed every two years to align with the revisions for the undergraduate catalog
 1. This request is based on a vendor recommendation that catalogs within the university be updated at the same time to address systems issues
 - Multiple Graduate Council members indicated disapproval of this recommendation, as it will increase workload on departments, especially departments with fewer faculty members
 - Graduate Council members recommended further discussion about this request
- Several Graduate Council members reported concerns with student applications, including slow processing, difficulty accessing applications for review in a timely manner, students having difficulty contacting someone to address their questions, and low application completion rates
 - Jose Lopez Ribot and Lynn Barnes noted that delay is associated with recent resignations of multiple employees responsible for processing applications; Jose and Lynn recommended to not wait until graduate processors have completed processed applications, as faculty can see applicant information before applications are processed and could thus conduct an initial review of applications
 - Lynn Barnes provided additional updates regarding application processing:
 1. Delays are caused when processors have to review submitted application materials
 2. 10 employees from within Strategic Enrollment are assisting with processing
 3. For international students, foreign credit evaluation requirements have been confusing to applicants, but applications can still be reviewed by departments; it is acceptable for international students to submit applications by the program deadline, with foreign credit application required prior to enrollment

VI. Adjournment