

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

Minutes

February 4, 2020

**JPL ASSEMBLY ROOM**

**4.04.22**

**3:30-5:00PM**

**Call to order and taking of attendance:**

Present: Matthew Brogdon, Guadalupe Carmona, Michael Cepek, Arkangel Cordero, Bridget Drinka, Jurgen Engelberth, Judy Haschenburger, Patricia Jaramillo, Kasandra Keeling, Shamshad Khan, William Land, Angela Lombardi, Megan Piel, Libby Rowe, Anuradha Roy, Corey Sparks, Howard Smith, Page Smith, Elaine Sanders, Ariel Suselo, Liang Tang, Marie Tillyer, Ram Tripathi, Heather Trepal, Victor Villarreal, Melissa Wallace, HungDa Wan, Zijun Wang

Absent: Catherine Clinton, Timothy Grigsby, Alexandra Holdbrook, Wei-Ming Lin, Muntasir Masum, Mohammad Nur Nobil, Tyler Werland,

Excused: Fathali Firoozi, Nicolas Large, Jennifer Smith, Laura Upenieks, Rohit Valencha

Visitors: Chad Mahood (Faculty Senate), Jeff Ragsdale (The Graduate School)

**Reports**

1. Council Chair (Interim, Elaine Sanders)
  - a. Succession: Chair resigned over the break. Bylaws provide no succession procedure. The executive committee determined that Elaine Sanders, as current secretary, ought to proceed as interim chair and Matthew Brogdon ought to proceed as interim secretary
  - b. Consent Agenda: No objection to content of consent agenda. Approved without objection.
  - c. College of HCP: Introduced William Land as a new representative from Kinesiology
  - d. Bylaws revision needs to be undertaken
    - i. Need for succession plan
    - ii. Other cleanups
    - iii. Academic Policy and Requirements Committee will consider revisions
    - iv. The chair solicited suggestions, but none were offered; will circulate current bylaws to councilors
2. Dean of Graduate School
  - a. Incomplete to F policy: gathered data from IR, which has been shared with college deans and Ads; displayed data in excel spreadsheet, which will be shared following meeting;

about two percent of all grad students graduate with an IN on transcript; among active grad students, less than one percent of students have an IN on transcripts; only one program in the university has double digit numbers of students graduating with IN

- i. Howard Smith from Bicultural Bilingual studies posed a question: What is the advantage of moving from permanent incomplete to F? Was there a vote?
    - ii. Michael Cepek replied: noted that the policy was part of a catalog revision the previous academic year, which was voted on as a whole by Graduate Council.
    - iii. Dean: The GC should focus on more impactful issues, such as retention, funding, attrition rates, and time to degree completion. With respect to the I to F policy, the GS has a waiver form that may be submitted for students with compelling circumstances and to address those few cases.
  - b. Update on Task Force: Subgroups have been meeting and formulating recommendations. A survey will go out to stakeholders in the near future and a series of town halls to explore strategies for moving graduate education forward to our objective of reaching tier one status
3. Secretary's report (Matthew Brogdon)
  - a. Membership: urged reps to convey to department chairs the importance of confirming members for Fall 2020
  - b. Committees: need for greater participation; Elaine Sanders emphasized the importance of GC functions and the reliance on Committees to perform that work
    - i. Patricia Jaramillo from Public Admin queried whether there were written charges for the committees
    - ii. Elaine noted that the bylaws contain role descriptions; M. Brogdon added that many of these functions are contained in the HOPP and HECB guidance
4. Jeff Ragsdale from Grad School on catalog revision
  - a. March 6 deadline for course inventory updates is not a hard deadline, but a goal
  - b. May 1 deadline is a hard deadline for all changes

#### **New Business**

- c. Page Smith of Ed Leadership and Policy Studies raised a concern about delegation of responsibility for formatting the dissertation; will be placed on the agenda or committee to Ac Pol Req for consideration

#### **Meeting Adjourned**