

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

March 5, 2019

ORDER OF BUSINESS

**JPL ASSEMBLY ROOM**  
**4.04.22**  
**3:30-5:00PM**

I. Call to order and taking of attendance

**Present:** John Bartkowski, Guadalupe Carmona, Michael Cepek, Bridget Drinka, Lucila Ek, Jurgen Engelberth, Ruyan Guo, Shamshad Khan, Myung Ko, Alpha A. Martinez-Suarez, Mutasir Masum, Ambika Mathur, Matthew McCarter, Wing Chung Ng, Heidi Rueda, Elaine Sanders, Page Smith, Erica Sosa, Corey Sparks, Drew Stephen, Marie Tillyer, Victor Villarreal, Melissa Wallace, Hung-Da Wan, Zijun Wang, Rebecca Weston

**Excused:** Janice Bush, Carlos Monton, Liang Tang, Ram Tripathi, Alistair Welchman, Juliet Wiersema

**Absent:** Kandyce Fernandez, Fathali Firoozi, Doug Frantz, Judy Haschenburger, Shamshad Khan, Angela Lombardi, Ritu Mathur, Nasouri Reza, Heather Trepal, Jennifer Uria, Greg Wene, Rory Vance

II. Reports

A. Council Chair

Consent Agenda

- The December 2018 and February 2019 meeting minutes were approved. The list of special membership applicants were also approved.

Senate Report

- The Faculty Senate approved the proposals for the M.S. Demography, M.S. Community & Behavioral Health and Certificate in Intelligence Studies.
- The stages of the graduate degree program proposal process was explained to the Council. A new step in the proposal process is the development stage, which requires the approval of Dean's Council. Upon approval, the department may move forward with the development of the full proposal. More information regarding the process is available at: <http://provost.utsa.edu/vpie/academic-program-changes.asp>.

B. Dean of Graduate School

The new Vice Provost and Dean of the Graduate School introduced herself to the Graduate Council. In her introduction, Dr. Mathur expressed her desire to form a partnership with the Graduate Council and looking forward to hearing input on how to improve graduate education. During her first week she is looking into some policies that could help improve the graduate admissions process and increase enrollment.

#### GPA Calculation

- Currently the Graduate School calculates the last 60 hours for the GPA for all applications. Due to the number of applications that are submitted during the peak admissions deadlines this cause a bottleneck and delay in programs receiving the application. In order expedite the process, departments would receive the applications with unofficial transcripts for the programs to review the transcripts. The Graduate School would no longer calculate the GPA of the last 60 hours. The Council was asked for their comments and concerns.
- The Graduate Council held a discussion on the admissions policy and were in support of the policy change. The Council expressed their concern in the delay in receiving master's applications due to the doctoral applications.
- Dean Mathur acknowledged that applications were not submitted in a timely manner to the departments and that would not happen in the future.
- The admission policy change will help expedite the application be submitted to departments for review.

#### Foreign Credential Agencies

- Prospective students who have attended a foreign institution must now have their transcriptions evaluated by a foreign credential agency. The applicants have various agencies they may choose from and all provide evaluations in different ways. In order to automate the evaluation would like to one foreign credential agency.
- The Council inquired if it was possible to provide in-house evaluations. The credential agency has the resources and staff dedicated to provide the evaluation and be update-to-date of all new institutions. Dean Mathur that explained that Graduate School does not have the resources to provide in-house evaluations.
- The credential evaluation agency looking at provides the quickest turn around and cost efficient for the student/applicant.
- Offering more than one credential evaluation company leaves many variables that cannot be controlled and could delay the application process.
- Only a very few institutions provide in-house evaluations.

#### TOEFL/ELAP

- Looked TOEFL requirements for peer institutions and UTSA has a higher requirement. Most institutions have the TOEFL score as 79. However, UTSA students to take the ELAP exam during orientation if their TOEFL score is between a 79-100. The test would determine if English language courses would be needed. May be between 1-3 courses additional to the program of study.
- ADD TEXT

Changes to the admission process may require the approval of UT System which would delay the implantation of the policy changes. Dean Mathur already has a meeting scheduled with UT System. Dean Mathur would continue to look into the policies and provide more information before implementing.

Dean Mathur was asked if the Graduate School could provide administrative support to interdisciplinary programs. The Graduate School could help with championing and help bring faculty together. However, the budge system would determine if the Graduate School could be the administrative unit for program.

The Graduate Council inquired about Dean Mathur's plan for program funding. A discussion was held regarding previous funding provided by the Graduate School such as G-TAP, PDRF, and REGAP. Dean Mahtur will need to have a discussion between the Provost and the Deans before any plans are solidified. Dean Mathur hopes to have ideas for funding for discussion at the April meeting.

### C. Secretary

#### 2019-2020 Officer Elections

- The Graduate Council provided the following nominations for the officer positions:
  - Chair
    - Dr. Corey Sparks
    - Dr. Alistair Welchman
  - Secretary
    - Dr. Elaine Sanders
  - Parliamentarian
    - Rebecca Weston
- The election of the Chair will be held in the upcoming week(s) and announced at the April meeting.

#### 2019-2020 Council Members

- Currently have 11 departments have not submitted a department representative for the 2019-2020 academic year.

#### Graduate Council Committees

- Brief descriptions of the Graduate Council committees was provided and the Council was asked to think about which committee they would like to serve on next year.
  - Committee Academic Policy Requirements – The committee is currently working on the international policy. They also review the graduate catalog policies and Bylaws.
  - Committee on Graduate Evaluation – The committee is currently dormant but looking to change in the restructure.
  - Committee on Graduate Programs & Courses – The committee reviews proposals for new graduate programs.
  - Membership – The committee reviews applications for special and adjoint membership to teach graduate courses and serve on committees.

D. Committee on Graduate Program and Courses  
No Report

E. Committee on Graduate Program Evaluation  
No Report

F. Committee on Academic Policy and Requirements  
Certificate of Business Health

- Chairperson, Dr. Elaine Sanders, will reach out to the Associate Dean of the College of Business for clarification on how they are going to move forward with the certificate since the closure was not approved. The college is looking to attach the certificate to the MBA/MD program.

### III. Unfinished Business

#### Graduate Council Restructuring Committee

- The committee has been meeting weekly. They have been looking at peer institutions as comparison models for structure and potential change. There will be a survey going out to faculty for input.

### IV. New Business

#### Electronic Handouts

- Discussed the idea of going paperless beginning the upcoming academic year was presented. The Graduate Council requested to have only the agenda printed with no attachments.

### V. Adjournment

The meeting adjourned at 4:53pm.