

Associate Deans' Meeting Minutes

October 14, 2016

9:00 a.m.

Graduate School Conference Room (GSR 2.210)

Attendees: Dr. DeBrenna Agbényiga, Dr. Hazem Rashed-Ali, Dr. Juliet Langman, Dr. Rachel Marquez, Dr. Robert Tillyer, Manny Flores (for Dr. Wormley), Dr. Pamela Smith

Absent: Dr. Harry Millwater

Note takers: Manuelita Reyes, Ginger Hernandez

I. Graduate School Updates (Attachment A)

- Attachment A is the PowerPoint presentation shared at the Department Chairs Council meeting. Feel free to share the presentation with your colleges and departments. Electronic copies will be provided as well to Chairs Council.
- There was a 9% increase in the number of newly-enrolled students. The numbers have been increasing across both master's and doctoral programs.
- Recruitment
 - The locations in orange (slide 4) are new recruitment sites and show current partnerships.
 - Currently, we have a recruiter and Dr. Wormley at SACNAS. Last week, we partnered with the COE at HENACC. We also have a partnership with Business for an upcoming event.
 - These partnerships help with the expenses of the events as the Graduate School will split the cost of events. It also helps with marketing our programs.
 - SACNAS' collaboration with COS helped us have a significant presence with advertisements on mobile app, and ads on boards featuring Dr. Wormley. The ads also indicated when faculty would be present at the table to speak with students.
 - Having faculty members featured at the recruitment events allows students the opportunity to talk to them and get a better understanding of our programs.
 - The Graduate School and COEHD are both attending a large recruiting event in California. We are looking forward to possible future partnerships with COEHD.
 - Please send Dr. Berry an email to coordinate recruitment events and discuss possible partnerships.
- The Center and Grant Workshops
 - One of the students who participated in the summer session submitted a grant and has recently been awarded \$1.5 million. We have several other students who are getting ready to submit their grants.
 - TA training – Over 100 students were trained at the beginning of the semester. There will be a focus group put together that will help guide the trainings towards specific students' needs.

II. Graduate School Overview (Attachment B)

- A table was put together about the missions and services the Graduate Schools provides across the UT System (Attachment B). The list includes services provided in admissions, recruitment and professional development. The Graduate School does not only process applications but also offers a variety of services and support to students, staff and faculty. An electronic copy of the table illustrating the diversity of services will be provided so it can be shared with faculty.
- The workshops for professional development have been revamped and expanded to meet the needs of students. The placement of doctoral students is a determining factor in our ranking and on our path to becoming a Tier 1 institution.
- Please send Ginger information on your college's POC as well as to whom information is filtered. This will help maintain a clear line of communication between the colleges and the Graduate School.

III. VIP Deadlines (Attachment C)

- VIP Deadlines (Attachment C)
 - Currently COB has a summer deadline due to their lock-step MS in Business program.
 - A summer term can be opened for nominations, if need be, for any program.
 - At Chairs Council they expressed their concern at the August deadline due to faculty not being available during the summer.
- VIP Nominations Data (Attachment D)
 - The VIP program can grow to about 500-1,000 students but there needs to be a plan on how to identify and nominate students.
 - Each College reaches out to students differently. Some recruit VIPs by reaching out to students in their sophomore year with a PowerPoint presentation. Others suggested pulling reports to identify students who meet the criteria for VIP applications and sending email campaigns. Some believe in reaching out to students early in the program while others believe in waiting until students have nearly completed their bachelor's degree.
 - Ana Leos is the POC on VIP applications and can pull up data on students through Salesforce.
- VIP nominations are only for master's students. Students that are nominated will have GRE/GMAT scores waived and will receive a link to complete a shorter application. The department nominates current students as well as alumni who have graduated within the past three years. There is no financial incentive for applying for Graduate School via VIP.
- The Graduate School is open to changing the VIP deadlines. Associate Deans are encouraged to talk about the deadlines with their faculty and departments. Chairs Council has also been asked to discuss these issues with their Associate Deans.
- At the December meeting, the Graduate School would like to hear feedback about the VIP deadlines. If Colleges would like changes to the deadlines, they should present reasons for such changes. Furthermore, each department must present a strategic recruitment plan (just for VIP). These plans will be discussed at December's Associate Deans' meeting.
- Associate Deans requested the following outcome data on VIP students:
 - Comparative data of VIP to regularly-admitted students
 - How many of the incoming students are UTSA alumni?
 - How many students graduated via VIP?

- Time to degree for VIP students and that of regularly-admitted students
- COPP mentioned that they just looked at the outcome data for students on probation to clear- admits. They found out that probation-admit students graduated sooner than clear admits. However, there was also a higher failing rate for probation-admits than clear-admits.
- There is, therefore, the need to support students being admitted on probation with conditions. A student could have a lower GPA for several reasons.
 - In some instances, the Graduate School has had to reach out to programs to inquire about why students who have a GPA of less than a 3.0 are being admitted without conditions and sometimes with funding. Meanwhile, there are students with higher GPA and GRE scores with no funding.
 - In situations like these, decisions are re-evaluated and a justification is requested. If someone were to request open records, all the information will be available for review and could be used in possible legal actions.

IV. Decision Desk Update (Attachment E)

- A few weeks ago, a memo was sent out to provide an update on the admissions application system.
- Webinar trainings are being provided by Lindsay several times a week multiple times a day. You are able to register through Decision Desk. There has been good feedback on these trainings.
- A list of who has already completed the training will be sent out.
- Once the review bins are finalized and tested, the review committee will be trained and be provided access. All trainings will be through webinars.
- Doctoral applications will be reviewed through Sharepoint for the fall.
- Summer 2017 applications will be opened within the next couple of weeks.

V. Teaching and Learning

- Dr. Rodriguez will be reaching out to COEHD about the ELAP.
- Dr. Rodriguez has reached out to the Academy of Distinguished Teachers faculty in order to have some of them come in and speak to our TAs. Initial response has been sparse.
- We had a history instructor reach out to us to provide a class for doctoral students.
- Trainings will be expanded for students who would like more information on teaching in larger classrooms.
- Dr. Rodriguez will be sending out an email about the different pieces of information we are requesting.

VI. Recruitment Partnership

- Marketing (Attachment F)
 - The ad (Attachment F) was requested from University of Houston in order to put together a book of the different Graduate Schools and will be provided to their students.
 - The Graduate School was invited to the Big 10 Expo that was held at Purdue University and the ad is included in Attachment F. Dean Browning was featured in that ad.

VII. Update on Graduate School Center

- Official Opening
 - The opening will take place on November 28. President Romo and other visitors will be attending.
 - More information as well as invitations will be provided.

VIII. Grants in Development

- A grant is in development with about 15 PIs involved. The grant will support both master's and doctoral students. This is a \$50 million grant. If funded, \$5 million will come to UTSA each year.
- A second grant is currently being looked into for all disciplines across the board; not just sciences or engineering.

IX. RAND Report

- State Strategic Plan *60x30TX*
 - The commissioner hired RAND to look into graduate education and they recently visited our campus. The report from RAND will be used as the blueprint for graduate education for the State's strategic plan.
 - A memo was sent last week requesting your feedback/comments on the report. This is the opportunity to provide feedback to the commissioner.
 - You are encouraged to look at the report and send in any concerns you may have by the deadline-- Friday, October 21st.
- Update from GEAC (Attachment G)
 - The Coordinating Board will be making changes to some of the Texas Administrative Codes (Attachment G) language and expectations. We will keep you posted as we receive more information on these changes.

X. 18 Characteristics of a Doctoral program

- The 18 Characteristics report will be sent to Dr. Berry and the deadline is October 21st. This is a Coordinating Board requirement and they will be making some changes to the requirements. The changes will not be in effect this year.
- COEHD had a few questions regarding faculty publications and external grants. Dr. Agbenyiga will check with Brian to see how it is all reported.

XI. Matters Arising

- PDRF and GTAP funds:
 - Dr. Agbenyiga met with the Interim Provost and provided reports on the student awards. We are waiting to see if more funds will be provided to help recruit more students. Within the next few weeks there should be more information about this.
- Travel awards:
 - The new travel award form has to be forwarded to the Associate Dean for approval.
 - You will need to notify John Shaffer if funds have been provided but authorization to travel was not granted.
 - If students do not use their awarded funds, they will need to be returned. Students will have to reapply for new funds if they so wish. Funds do not roll over.