

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

**April 3, 2007**

**John Peace Library 4.03.08**

**3:30 p.m.**

**Present:**

Sos Aghaian, David Akopian, Jeff Boone, Lorenzo Brancaleon, Fengxin Chen, Bridget Drinka, Alan Dutton, Jim Dykes, Dorothy Flannagan, Lila Flory-Truett, Larry Golden, Artyom Grigorian, Jack Himelblau, Mary Houston-Vega, Fred Hudson, Rajan Kadapakkam, Jerry Keating, Laura Levi, Debbie Lopez, John McCluskey, William McCrary, Lalatendu Misra, Sonia Monga, Steve Murdock, Wing Chung Ng, Maricela Oliva, Ernesto M. Rocha, David Romero, Misty Sailors, Mahesh Senagala, Ted Skekel, Christopher Smith, Ram Tripathi, Raydel Tullous, Alexandra Voigt, John Warren, Elaine Wittenberg-Lyles,

**Absent:**

Kim Bilica, Michael Burns, Thomas Bylander, Vincent Canizaro, Weiming Cao, Tatyana Darlymple, Gabriela Gonzalez, Shane Haberstoh, Ken Little, John McCarrey, Josephine Mendez-Negrete, John Moring, Ghezai Musie, Sara Ramirez, Thankam Sunil, Denise Sweeney, Jose Weissmann, Charlie Wilson, Weining Zhang

**Excused:**

Bruce Barnett, Mari Cortez, Rupali Datta, Daren Daugaard, Maria Franquiz, Richard French, Grant Merrill, Sue Ann Pemberton-Haugh, Francine Romero, Dhiraj Sardar, Judith Sobre, Su Zhou

**Visitors:**

Beth Durodoye, Provost Fellow for Graduate School

**I. Call to order and taking of attendance.**

Dr. Ted Skekel called the April 3, 2007 meeting of the Graduate Council to order at 3:35 pm.

**II. Approval of Minutes (Ted Skekel)**

The Minutes of the March 6, 2007 meeting of the Graduate Council were approved after two typographical errors were corrected.

**III. Reports**

**A. Council Chair (Ted Skekel)**

Dr. Skekel reminded the Graduate Council that Dr. Rosalind Horowitz had discussed improving the research environment at the March meeting. There has been a great response of emails with ideas and energy. Dr. Skekel will appoint a 3- 5 person special committee consisting of Dr. Horowitz and respondents to spearhead research development.

Dr. Skekel explained that the elected officers of the Graduate Council must be subsequently approved by the Senate. He opened the nominations for officers. Dr. Horowitz and he nominated Dr. Bill McCrary to be Chair, Dr. Jim Dykes to be Secretary, and Dr. Alan Dutton to be Parliamentarian. Receiving no other nominations from the floor, the officers were elected by acclamation.

**B. Dean of Graduate School (Dorothy Flannagan)**

Dean Dorothy Flannagan informed the Graduate Council that the Texas Higher Education Coordinating Board (THECB) has appointed a Graduate Education Advisory Committee that meets about twice a semester. One of their topics is how to assess doctoral programs in order to make them more accountable. They have proposed a list of variables that should be assessed (included as Attachment A with the Agenda). They plan to conduct a pilot test with about 5 institutions with long-standing doctoral programs (UTSA will not be part of the pilot test) and then consider if the list of variables needs to be modified. Once the data are collected for the final list of variables, the THECB will publish all of the data on its website and each institution will publish its specific data on its website. The goal is to increase transparency for students and for institutional comparisons.

Many of the requested variables will be supplied by the Institutional Resources, but others will need to be supplied by the program (e.g.; the number of faculty and student publications and conference presentations). In August the Graduate School asks the program for an annual progress report. This year the report will need to include the THECB variables, because it will help us to practice gathering the information internally before we are required to gather it officially for the state. Dean Flannagan will update the Graduate Council and the programs as she gains information about which variables can be supplied by Institutional Resources and about the final list of variables chosen by THECB after the pilot test.

Dean Flannagan agreed with Dr. Wing Chung Ng that the list of variables should be shared with new proposed programs. In response to a question by Dr. Fred Hudson, she explained that the THECB is not requesting information about the age of the program and that the program's age will not be posted on the websites. While no indication of preferable answers was given, she agreed with Dr. Maricela Oliva that the information will be used for evaluation. For instance the THECB may prefer faster graduation rates relative to the 99 hour cap, but part-time students may take longer and some students want to take extra courses. Dr. Bridget Drinka noted that a student with a fellowship must carry a minimum of a 9 / 9 / 3 hour course load across each academic year. Students with a 5-year fellowship would have 105 hours and exceed the cap. Dean Flannagan agreed and noted that students with fellowships would need to graduate in less than five years. In response to a question about exceeding the cap when research hours and other requirements are added to the required course work, Dean Flannagan explained that there can be no disconnect between the proposal (which is required to meet the cap) and the actual implementation of the program. Dr. Hudson noted student advising would benefit if the advisor knew the expected number of student publications. Dean Flannagan agreed and noted that this is the time when we can have input to the THECB. She also noted that the THECB is currently focusing on doctoral programs, but will subsequently turn to Masters-level programs.

Dr. Mary Houston-Vega asked if the Office of Sponsored Programs had changed course buy-outs and Summer pay. Dean Flannagan explained that proposed changes to time and effort are being drafted, but are not finalized. While grants will continue to provide course buy-outs, the weighting may change. She further noted that faculty may wish to provide input to the process.

**C. Secretary (Jim Dykes)**

Dr. Jim Dykes appreciated the Department Chairs conducting the elections for 2007 / 2008 members of the Graduate Council. He projected the list of members elected prior to the meeting. While there were a few gaps at the time, the list is now complete and is Attachment A.

Dr. Dykes noted five items in our Bylaws that had not been made consistent with policies voted by the Graduate Council. The Bylaws do not recognize adjunct faculty and do not include the 3-year default term for Special Members of the Graduate Faculty. After the 2007 /2008 transition to the new Graduate Council structure, all terms will be two years. The new structure also obviates the apportionment of representatives based on graduate student enrollment (listed as a Secretary duty in two places). He also noted that the Handbook of Operating Procedures has not been updated to be consistent with our Bylaws. Dr. Skekel proposed that the changes to our Bylaws be treated as housekeeping and that the Handbook of Operating Procedures be updated. His proposal was approved.

**D. Committee on Graduate Programs and Courses (Wing Chung Ng)**

Dr. Wing Chung Ng reported that his committee had received the proposal for a PhD in Child and Adolescent Development program before Spring Break. He is working with the core faculty on the proposal and expects to present a recommendation to the Graduate Council in May. Dean Flannagan noted that there are several other proposals in progress, including a proposed MA in Health and Kinesiology.

**E. Membership Committee (Francine Sanders Romero)**

Dr. Francine Romero teaches at the same time as our meeting, but she gave her committee's list of 4 people recommended to be Special Members of the Graduate Faculty to Dr. Dykes prior to the meeting. The Graduate Council approved her recommendations: Alicia Arrizon, Joseph Rogers, Dale Telgenhoff, and Neal Vaillist.

**F. Committee on Graduate Program Evaluation (Debbie Lopez)**

Dr. Debbie Lopez reported that she is working with several programs on overdue self-studies. She also reported that she and her committee are working on clarifying our formal review guidelines. Following a recommendation by Dean Flannagan, they are comparing our guidelines to those at North Carolina State University. Items under consideration include making the timelines more specific, clarifying the purpose of the review, having the program provide vision and mission statements, and requesting more details about student and faculty composition. Dr. Skekel noted that this is a considerable undertaking. Given their experience, he charged the Committee on Graduate Program Evaluation with evaluating our review guidelines and providing a draft recommendation to the Graduate Council next Fall for discussion. Ideally the revised guidelines could be sent to the Provost next November or December.

**G. Committee on Academic Policy and Requirements (David Romero)**

Dr. David Romero's committee has drafted a survey on readmission policies to distribute after Easter to graduate program administrators (including Graduate Advisors of Record and Graduate Program Chairs). Their responses will be collected over the Summer. Dr. Hudson asked whether the committee had advice on dismissal and readmission procedures. Dr. Romero explained that the goal is to collect data on current procedures that would be presented to the Graduate Council for consideration. Dr. Skekel noted that there is some desire for consistency across campus, but there is also a need for individual differences.

**IV. Unfinished Business**

Dr. Skekel reminded the Graduate Council that we will meet at 3:00 pm on May 1<sup>st</sup> to enjoy fruit, cheese, and cookies.

**V. New Business**

None.

**VI. Adjournment**

The meeting was adjourned at 4:37 pm.

## Attachment A

| Department                                  | FillTerm | 2007 Representative      | Substitute        |
|---|----------|--------------------------|-------------------|
| Architecture                                | one-year | John Alexander           |                   |
| Accounting                                  | one-year | Emeka Nwaeze             |                   |
| Economics                                   | one-year | Lila Truett              | Fathali Firoozi   |
| Finance                                     | two-year | Palani-Rajan Kadapakkam  |                   |
| Information Systems & Technology Management | two-year | John Warren              |                   |
| Management                                  | two-year | Eugene Stone-Romero      | Katsu Shimizu     |
| Management Science and Statistics           | one-year | Ram Tripathi             |                   |
| Marketing                                   | two-year | Alokparna (Sonia) Monga  |                   |
| Bicultural-Bilingual Studies                | one-year | Elizabeth de la Portilla |                   |
| Educational Leadership and Policy Studies   | two-year | Maricela Oliva           |                   |
| Counseling                                  | two-year | Larry Golden             |                   |
| Health and Kinesiology                      | one-year | Georgia Polacek          |                   |
| Interdisciplinary Learning and Teaching     | two-year | Mari Cortez              | Kim Bilica        |
| Civil Engineering                           | one-year | Jose Weissmann           |                   |
| Electrical and Computer Engineering         | two-year | Sos Agaian               |                   |
| Mechanical Engineering                      | two-year | Can (John) Saygin        |                   |
| Biomedical Engineering                      | one-year | Rena Bizios              |                   |
| Communication                               | two-year | Elaine Wittenberg-Lyles  |                   |
| English, Classics and Philosophy            | one-year | Ben Olquin               | Debbie Lopez      |
| History                                     | two-year | Gregg Michel             | Bruce Daniels     |
| Music                                       | one-year | William McCrary          | Kassandra Keeling |
| Political Science and Geography             | two-year | David Romero             |                   |
| Psychology                                  | one-year | Jim Dykes                |                   |
| Sociology                                   | one-year | Thankam Sunil            | Gabriel Acevedo   |
| Art and Art History                         | two-year | Scott Sherer             | Ken Little        |
| Anthropology                                | one-year | Laura Levi               |                   |
| Modern Languages and Literatures            | two-year | Malgozata Oleszkiewicz   |                   |
| Chemistry                                   | two-year | Walter Ermler            |                   |
| Computer Science                            | one-year | Weining Zhang            | Daniel Jimenez    |
| Mathematics                                 | one-year | Fengxin Chen             |                   |
| Biology                                     | two-year | David Jaffe              | Bill VanAuken     |
| Earth and Environmental Sciences            | one-year | Alan Dutton              |                   |
| Physics and Astronomy                       | two-year | Andrey Chabanov          |                   |
| Criminal Justice                            | one-year | Juanita Firestone        |                   |
| Public Administration                       | one-year | Heywood Sanders          |                   |
| Social Work                                 | two-year | Mary Kay Houston-Vega    | Richard Harris    |
| Demography and Organization Studies         | two-year | Steve Murdock            |                   |