

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

ORDER OF BUSINESS

February 3, 2004

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| <p>Main Campus: BB3.04.08 DT, FS 2.532 3:30 p.m.</p> |
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Present: Ron Alexander, Mark Allen, Stuart Birnbaum, Norma Cantu, Adria Bodour, Jan Clark, Jerrell Coggburn, Paul Cotae, Mansour El-Kikhia, Marcheta Evans, Robert Fuhrman, Victor Heller, Jack Himelblau, Eugene John, Palan-Rajan Kadapakkam, Kasandra Keeling, Michael Kelly, Raymond Padilla, Judith Sobre, Ram Tripathi, Jose Weissmann, Ted Skekel, Olivia Yu, and Amy Gilmour

Absent: R.E.W. Adams, Stephan Bach, Christopher Borman, Thomas Bylander, Fathali Firoozi, James Gross, Kolleen Guy, Han Hai-Chao, Fred Hudson, Richard LeBaron, Randall Manteufel, Neil Maurer, High Maynard, John McCarey, John McCray, Andrew Perez, Howard Smith, Thomas Thomson, Armando Trujillo, Andrew Tsin, Pablo Vila, Esther Wheeler, Raj Wilson, Frances C. Kneupper, Tracey Johnston, Robert Ayoub, Carol Brochin, David Mata and Michael T. Frye

Excused: Lila Flory-Truett

I. Call to order and taking of attendance

The fifth meeting of the Graduate Council for the 2003-2004 Academic Year, and the first meeting of the 2004 calendar year, was called to order at 3:30 PM on Tuesday, February 3, 2004.

II Approval of Minutes (Ted Skekel)

The Council approved the minutes of the December 2, 2003 meeting.

III Reports

A. Council Chair (Ted Skekel)

Dr. Skekel discussed several issues concerning MA comprehensive exams. Previously, the Council had recommended that graduate programs and the respective Graduate Program Committees be given control over the administrative issues of comprehensive exams. Dr. Skekel reported that about five years ago, Council conducted a survey of graduate programs regarding comprehensive exams (e.g., their structure, administration, etc.).

A proposal to replicate this earlier survey effort was made and approved. Olga Mata and the Graduate Studies Office will coordinate this survey.

Dr. Skekel also asked the Council to join him in recognizing the work performed by the Council's Committee on Graduate Programs and Courses, chaired by Dr. Marcheta Evans.

Finally, Dr. Skekel commented on the Ph.D. in Physics proposal being developed jointly by UTSA Department of Physics and the Southwest Research Institute. Dr. Skekel commented on the opportunity this presents for UTSA, but cautioned that there were a few issues (e.g., University Research Professors serving as chairs of dissertation committees) that must be addressed.

B. Interim Dean of Graduate Studies (Dorothy Flannagan)

Dr. Flannagan informed the Council about meetings she had over the winter break with members of the Texas Higher Education Coordinating Board. The Board's "table of programs," which authorizes UT components to undertake program planning (this is not authorization of the programs) was the topic of discussion. This academic year, UTSA requested more programs than any other UT component. The Board approved several items from the social sciences and psychology. The Board also authorized the chemistry and social work programs, but still must act on the Ph.D. in Counseling program. Also, Dr. Flannagan reported that the Ph.D. in Chemistry is to be voted on at the February meeting of the Board of Regents. Several other programs (MA in Applied Math, Master of Social Work, and the MA in Communications) are all at the university system level. Finally, Dr. Flannagan reported that several graduate program proposals are coming up for internal review here at UTSA (the Ph.D. in Public Administration proposal will be considered in March or April; a Ph.D. in Physics, being jointly developed by UTSA Department of Physics and the Southwest Research Institute, is being developed and will hopefully be ready for review this semester; a proposal for a Ph.D. in Computer Security may also be completed this semester).

C. Secretary (Jerrell Cogburn)

Dr. Cogburn announced a new representative to the Council for the Master of Science in Statistics: Dr. Ram Tripathi will be taking over for Dr. Nandini Kannan who is will be on a Faculty Development leave this semester.

D. Membership Committee (Eugene John)

No report.

E. Committee on Graduate Program Evaluation (Victor Heller)

Dr. Heller told the Council that the committee is reviewing 19 graduate programs this semester. Dr. Heller indicated that he expected several programs to have their reviews completed within the next 30 days, and most

others within the next 90 days. He indicated that programs' Graduate Advisors of Record should be receiving a model itinerary for their external reviews (shown as Attachment A). Finally, Dr. Heller alerted the Council that the committee would be reporting in several programs at the May 2004 meeting.

F. Committee on Graduate Programs and Courses (Marcheta Evans)

Dr. Evans offered a general update on the work of her committee. Dr. Evans reported that the committee has attempted to deal with the need for more internal structure (e.g., assigning some committee members to review graduate program proposals, others assigned to reviewing program descriptions in the Graduate Catalog, etc.), but that more work is needed in that regard. On the topic of reviewing the Graduate Catalog, Dr. Evans commented that the committee has struggled with the lack of clear review guidelines and with the inconsistent formats various programs use in tier catalog program descriptions (e.g., specializations v. concentrations v. emphasis). Dr. Flannagan mentioned that Larry Williams chaired a committee in 2003 that addressed catalog language consistency, and suggested that the committee obtain a copy of his report. Finally, Dr. Padilla suggested disentangling the program and catalog review: reviewing programs' requirements is the responsibility of the committee, but reviewing programs' missions and descriptions for consistency of presentation is an administrative responsibility that is outside of the committee's responsibility. Dr. Flannagan responded to Dr. Padilla's suggestion by noting that the Catalog Office does have a copyeditor and they should be reviewing catalog language in the manner being discussed.

G. Committee on Academic Policy and Requirements (Stuart Birnbaum)

Dr. Birnbaum discussed the proposed changes to the Council's Bylaws, as described in his 12/30/03 email to Council members. The proposed changes concern the election of the Graduate Council's chair (the change would no longer require the Council's chair to be a member of the Faculty Senate). A motion was made to accept the proposed changes as specified in the 12/30/03 proposal: the motion carried.

IV Unfinished Business

None.

V New Business

None.

VI Adjournment

The meeting was adjourned at 4:15 PM.

Attachment A

**To: Dean, Office of Graduate Studies,
Graduate Faculty Advisors of Record,
Committee on Graduate Program
Evaluation members,**

From: Victor Heller Ph.D., Chair, Committee on Graduate Program Evaluations

Sub: Suggested Itinerary Guidelines for Outside Reviewers

Date: February 4, 2004

The following suggested itinerary is proposed for outside reviewers of graduate programs this year. These are suggestions only and graduate faculty advisors of record (GFAR) should expand any itinerary based on the needs of the outside reviewers.

Should you have any questions, please contact me.

Day One: Arrival of outside reviewers
GFAR meet reviewers at airport or hotel
Dinner with GFAR and department chair

Day Two: Breakfast at hotel with GFAR and Committee on Graduate Program Evaluation liaison

Meet on campus with CGPE chair, liaison and interested graduate council members.

Meet with college dean.

Meet with college associate dean for graduate studies and department chair.

Meet with department graduate faculty (committee)

Lunch with graduate students

Small group faculty meetings

Meet with outside stakeholders (if appropriate)

Closing meeting with department chair, GFAR, and CGPE liaison.

Dinner (as appropriate)