

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

March 7, 2000

The sixth meeting of the Graduate Council for the 1999-2000 academic year was held in room 4.03.08 John Peace Library Building, March 6, 2000, with Dr. Louis Mendoza presiding.

Present: Mark Allen, Deborah Armstrong, Robert J. Bayley, Beverly Bunch, Chak-Tong Chau, Frances Colpitt, Robert Fuhrman, David Garcia, Emily Gaston, Daniel Gelo, Juan J. Gonzalez, Michael Kelly, Ken Little, Luis Mendoza, Palani-Rajan Kadapakkam, Andrew Perez, Clyde Phelix, Frank Pino, Jeanne Reesman, Cherylon Robinson, Joel Saegert, Tex Skekel, Raydel Tullous, and Kenneth Wunderlich

Absent: John Adams, Stephen Amberg, Blandina Cardenas, Krista Bragg, Brian Davies, Daniel L. Diaz, Larry Golden, Daniel Hogenauer, Amir Karimi, Ming-Ying Leung, Andrew Martinez, Hugh Maynard, Parimal Patel, David Sebald, Robert K. Smith, and Diane Walz

Excused: Rosalind Horowitz, Paul Westmeyer and Kathy Wohlert

Visitor: John VanderWeg

I. Call to order and taking of attendance

The meeting was called to order at 3:45 p.m.

II. Approval of Minutes

The minutes of the February meeting were not approved because a quorum was not present at the start of the meeting..

III. Reports

A. Council Chair

Dr. Mendoza announced the results of the vote to elect members to serve on the Colloquium Committee. The committee members will include Bernadette Andrea, Jagannathan Sarangapani, Joe L. Martinez, Lalatendu Misra, Anthony Van Reusen, and Beverly Bunch. Dr. Mendoza and Dr. Reesman will serve as ex-officio members. Dr. Mendoza indicated that he would like for the committee to meet the week after spring break.

B. Interim Dean of Graduate Studies

Dr. Reesman announced that her office has received a request from the College of Sciences and Engineering to have the Graduate Council address whether a student has to be in good academic standing in order to do a master's thesis defense. This issue was referred to the Committee on Academic Policy and Requirements.

Dr. Reesman announced that the Reading and Literacy Concentration within the Master of Arts in Education has been approved by the Coordinating Board. She indicated that the proposed Ph.D. in Culture, Literacy, and Language is waiting for a site visit.

Dr. Reesman also noted that her office has prepared a breakdown of graduate education costs. She stated that this information can be used in recruiting. She also reported that the Graduate Program Day was a success and had better participation than in the past.

She noted that 153 students had signed up for the GRE preparation course and that a second course had to be scheduled to meet the demand. Dr. Reesman acknowledged the hard work of the new graduate recruiter, Julio Garcia.

Dr. Reesman discussed a Graduate Studies advertising campaign that is being undertaken with Anderson Advertising. A mailing will be sent to all UTSA juniors and seniors with a GPA of 3.0 or greater and to other college students in the area. The next step will be to work on ads. In response to a question about the effectiveness of billboard advertisements, Dr. Reesman noted that studies have found them to be effective. She also noted that the rate of graduate inquiries has increased, but that it is not clear how much is attributed to the advertising campaign.

C. Secretary

Since the Secretary was not able to attend the meeting, Dr. Mendoza made several announcements on the Secretary's behalf. Dr. Mendoza noted that David Garcia will be the new student representative for COFAH.

Dr. Mendoza also referred to Attachment A of the Council Documents that shows spring enrollment by graduate degree programs and the allocation of membership for next year's Graduate Council

D. Committee on Graduate Programs and Courses

Dr. Armstrong reported that the Committee on Graduate Programs and Courses is reviewing three new proposed programs. The committee has met with Dr. Marsha Bol regarding the proposed Master of Arts in Museum Studies degree program. The committee expects to present a report at the next Graduate Council meeting. Dr. Bol and other representatives will be invited to attend the meeting. The committee is planning to meet with Dr. Dan Hollas regarding the proposed Ph.D. in Business Administration. The committee may be able to present a report on this program at the April meeting of the Graduate Council. The proposed Ph.D. in Electrical Engineering is still being reviewed and will probably be addressed in the May meeting of the Graduate Council.

Dr. Armstrong noted that the committee also reviewed the proposed new changes for the Graduate Catalog for 2001-2003 submitted by the four colleges. The summary of changes submitted were well justified; the committee approved them as presented.

E. Membership Committee

Dr. Fuhrman recommended new members as listed on page 2206 of Council Documents. He noted that three names were not on the list due to questions about when associate members become full members. He noted that this usually occurs after tenure goes into effect. He stated that newly tenured faculty would be eligible to serve on Graduate Council next year; however, someone noted that the ballots for next year have already been distributed. Dr. Fuhrman noted that this will not be an issue after the new Bylaws go into effect since there will no longer be a distinction between full and associate members. Dr. Fuhrman added that the committee also recommends approval the members listed on the Addendum to Attachment B. The members were unanimously approved.

F. Committee on Graduate Program Evaluation

Dr. Perez stated that some evaluation reports are already in and that two more external visits are scheduled right after spring break. Dr. Reesman asked if there are written guidelines for the reports. Dr. Phelix noted that the procedures address when things should be done, but do not address how the reports should be formatted. He stated that the reports generally rely on previous reports for guidance on formatting. Dr. Reesman and Dr. Mendoza noted that next year the committee may want to develop guidelines to address how the reports should be formatted. Dr. Fuhrman stated that clarification also is needed in terms of who needs to meet with the external reviewers.

G. Committee on Academic Policy and Requirements

Dr. Skekel reported that the proposed revised Bylaws and a list of the substantive changes had been distributed to Graduate Council members through email. He noted that some of the changes were considered “housekeeping”, while others were more substantive.

Dr. Skekel proposed three changes that had been suggested by Dr. Fuhrman at the agenda meeting. These changes included (1) adding a sentence on page 1, Article I, Section 2a, to cross-reference the three-year probation period for untenured Assistant Professors, (2) revising the wording on page 2, Article I, Section 1b. regarding that a special member may “chair” (previously said “supervise”) theses, and (3) revising the wording on page 3, Article I, Section 3c, to indicate the procedures for recommending “changes in membership” rather an “continuance” on the Graduate Faculty.

Dr. Skekel asked if there were any other issues that were not listed on the substantive list that members wanted to discuss. Dr. Bunch referenced page 11, Article V, Section 1 and asked why the two year period regarding the definition of “teach in the program” had been removed. A committee member responded that the intent was to leave the definition of “teach in the program” to be decided at the local level.

Dr. Skekel then discussed each of the items listed under the substantive Bylaws changes. He described each of the changes and explained why the committee had recommended the change.

Dr. Kelly questioned why information regarding the Graduate Program Committee was in the Graduate Council Bylaws. Some discussion ensued. Dr. Skekel will seek consultation on this issue and report to the Graduate Council at the next meeting.

Following the discussion of changes to clarify procedures for new programs versus changes to existing programs, Dr. Pino called for a Point of Order. He noted that there was no longer a quorum and that discussion of the revised Bylaws should cease. Dr. Mendoza indicated that a vote would not be taken at the current meeting and that the purpose of the discussion was to help members better understand the proposed changes.

There was some discussion regarding the provision on page 12, Article V, Section 3 that allows the GAR to be selected in accordance with procedures established at the local level. There was a concern expressed that the proposed change would result in the appointment of GARs by the by the Division Director. Dr. Skekel said that he would also seek consultation on this issue and report to the Graduate Council.

Dr. Kelly recommended that there should be a process established to nominate people to committees. He noted that in the past the nomination process had been done on an ad hoc basis. Dr. Armstrong indicated that she thought this was a good point and mentioned the concerns that had been expressed in relationship to the colloquium committee membership.

Dr. Skekel thanked the members of the committee that had worked on the proposed changes to the Bylaws. He also indicated that there would be a vote taken on the proposed Bylaws revisions at the next Graduate Council meeting.

IV Unfinished Business

Dr. Phelix presented a progress report from the Task Force on Doctoral Student Support. He stated that there are currently five Ph.D. programs that have been approved by the university, including: Biology, Computer Science, Educational Leadership, Culture Literacy, and Language, and English. He reported preliminary figures for estimated cumulative Ph.D. student enrollment figures for each of the next five years, along with estimates of the funds that would be needed to support these students. He stated that the Task Force intends to present more refined figures at the May meeting of the Graduate Council.

V. New Business

Dr. Armstrong stated that she was concerned about members that do not attend Graduate Council meetings. She stated that it might be beneficial to have members provide formal excuses or to have some system for following up with members who repeatedly miss meetings. Dr. Mendoza stated that perhaps special reminders could be sent out.

VI. Adjournment

The meeting adjourned at 4:50 p.m.

ATTACHMENT A

ADDENDUM TO ATTACHMENT B**GRADUATE FACULTY MEMBERSHIP RECOMMENDATIONS****College of Business**Special Members

Laura G. McNutt
William Arthur Conklin
Woodie Castleberry, Jr.
Donald W. Muir, Jr.

College of Fine Arts and HumanitiesSpecial Member

Catherine Lee

College of Sciences and EngineeringAssociate Members

Dung Le
Flengxin Chen
Weiming Cao
Jose N. Iovino

Special Members

Chen Chang
Rama Mohana Rao Mantripragada
Carol Dyas