

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

November 6, 2007

**John Peace Library 4.03.08
3:30 p.m.**

Present:

Sos Agaian, John Alexander, Stuart Birnbaum, Mary Bollinger, Fengxin Chen, Michael Cepek, Elizabeth De La Portilla, James Dykes, Walter Ermler, Karl Eschbach, Juanita Firestone, Dorothy Flannagan, Donovan Fogt (substitute for Wan X. Yao), Larry Golden, Mary Kay Houston-Vega, David Jaffe, Palani-Rajan Kadapakkam, Kim Kline, Gregg Michel, Alokparna (Sonia) Monga, Malgorzata Oleszkiewicz-Peralba, Ben Olguin, Maricela Oliva, Terri Pantuso, David Romero, Scott Sherer, Drew Stephen (for William McCrary), Eugene Stone-Romero, Thankam Sunil, Ram Tripathi, Lila Truett, John Warren, Weining Zhang

Absent:

Cheryl Alderman, Andrew Bates, Andrey Chabanov, Mari Cortez, Julie Gresham-Guerra, Emeka Nwaeze, James Ordner, Heywood Sanders, Can (John) Saygin, Jose Weissmann, Ryan Weekley

Excused:

Rena Bizios, Ashley Curtiss, Sara Hohne, William McCrary, Wan X. Yao

Visitor:

Beth Durodoye, Provost Fellow for Graduate School
Kevin Grant, Management of Technology
Judith K. Haschenburger, Geology

I. Call to order and taking of attendance.

Dr. William McCrary was out of town. In his place, Dr. Jim Dykes belatedly called the November 6, 2007 meeting of the Graduate Council to order at 3:40 pm due to problems with the laptop projection system.

II. Approval of Minutes (Jim Dykes)

Dr. Dykes noted that Dr. John Warren was present at the October 2, 2007 meeting of the Graduate Council, but was not included in the attendance list of the Minutes. With that modification, the Minutes of the October 2, 2007 meeting were approved.

III. Reports

A. Council Chair (Jim Dykes substituting for William McCrary)

No report.

B. Dean of Graduate School (Dorothy Flannagan)

Dean Dorothy Flannagan discussed new criteria for doctoral proposal development, upcoming program proposals, an upcoming student panel, and revisions to the Handbook of Operating Procedures (HOP).

First, Dean Flannagan explained that she, along with the Provost and Deans, had met with a member of the Texas Higher Education Coordinating Board (THECB) and Dr. Pedro Reyes (University of Texas System Associate Vice Chancellor for Academic Planning and Assessment). New criteria are being adopted by the Coordinating Board for evaluating doctoral proposals (including those currently in development). Those new standards are state-wide and are not specifically directed at UTSA. She described some of the changes relative to her start in the Graduate School five years ago. It used to be that proposals were acceptable if the resources (including faculty) were not in place at the time of proposal submission, but were anticipated within five years. Now the resources must be in place at the beginning. It used to be that the review of Curriculum Vitae was acceptable if a plan was in place to hire super stars. Now it is very clear that the criterion is 5- 6 core faculty in place with a continuous record of grants (if discipline relevant) and publications in quality venues. They are now much stricter about looking at the needs of the state. With regard to need, UTSA has been good about demonstrating student perspective, student demand, and job analysis rather than just saying "San Antonio does not have program X and ought to have program X". Dean Flannagan has already discussed the new criteria with some specific programs under development. She opened the floor for questions.

Dr. David Romero asked whether the 5- 6 core faculty criterion was specific to the department or to the program; e.g. the Department of Political Science or a program of American Politics. Dean Flannagan explained that the criterion was program specific across a 3 or 4 year record. Drs. Maricela Oliva, Juanita Firestone, and Mary Kay Houston-Vega asked about the review of new concentrations and interdisciplinary programs. Dean Flannagan indicated that it is fine to propose interdisciplinary programs as long as there is demonstrated demand and need. She also indicated that she is not aware of any disciplines that the THECB considers saturated. The review of a new proposed concentration is the same as a new proposed program in terms of core faculty, student enrollments, and graduation rates. She also noted that the three-year progress reports for recently activated programs are being reviewed to see if the program is fulfilling expectations in the proposal (e.g.; number of students enrolled, TAs hired, and new faculty hired). In response to a question by Dr. Weining Zhang about the timeline of the new criteria, Dean Flannagan described the criteria as evolving across the last 18 months. Essentially the THECB is "raising the bar", because too many new programs were proposed (22) to approve and fund all of them. No proposals have been returned to UTSA, but that has happened at other schools. She emphasized how important it is to keep the UT System as an advocate, to keep the THECB as a colleague, and to do what we propose. In response to questions by Drs. Zhang and Malgorzata Oleszkiewicz, Dean Flannagan explained that; unlike core faculty, lab space and TAs do not have to be in place to approve a program, but that there needs to be strong evidence that the proposed program will succeed. For instance, the success of a Masters Program is being reviewed if that is anticipated to be a source of students for a proposed doctoral program.

Dean Flannagan provided an overview of upcoming proposals as her second item. There are a couple of doctoral proposals close to being completed and another couple that are under development. In addition, a number of certificate proposals are being developed in music, architecture, and foreign languages. It will be possible to get them into the new Graduate Catalog if they are approved by the Graduate Council in February. They would

need to also be approved by the Faculty Senate and the Provost, but they would not require approval by the UT System.

Third, Dean Flannagan reminded the Graduate Council of the student panel on “Getting through Graduate School”. It is scheduled for Thursday November 8th in the Anaqua Room and more information is available on the Graduate School website.

She provided an update of the HOP revision process as her fourth item. In the Summer, the HOP committee was broken up into seven subcommittees. One subcommittee dealt with Graduate Program issues (including our Bylaws and graduate student titles) and another subcommittee dealt with program assessment. The full committee is in the process of reviewing the proposals from the seven sub-committees. The subcommittee dealing with program assessment recommended a consolidated assessment of undergraduate and graduate programs, but the specific procedures are not in place. The members of that subcommittee will join our December 4th meeting to discuss their proposed assessment procedures and their relationship to the Graduate Council review of graduate programs. Dean Flannagan suggested that the members of the Graduate Council consult within their Departments to see what procedures would help. For instance, she noted that the Graduate School does not have resources to pay for the outside consultants and that the Departments do not report to the Graduate School. Consequently the person who works the hardest to persuade and cajole the Departments is a Graduate School staff person. In response to a question by Dr. Scott Sherer, Dean Flannagan explained that reviews for national accreditation can be used for the Graduate Council review of graduate programs. In response to a question by Dr. Stuart Birnbaum, she explained that all proposed revisions to the HOP will be reviewed by the Faculty Senate and that all proposed revisions dealing with graduate programs will first be reviewed by the Graduate Council.

C. Secretary (Jim Dykes)

Dr. Jim Dykes presented the current list of members of the Graduate Council Committees. The list was distributed at the meeting and is Attachment A.

D. Committee on Graduate Programs and Courses (Thankam Sunil)

No report.

E. Membership Committee (No Chair)

Ginger Hernandez had prepared the list of 6 people recommended to be Special Members of the Graduate Faculty: Dr. Enos Charles Inniss, Dr. Helmut Joachim Koester, Dr. Marybeth Green, Dr. Parimal A. Patel, Dr. Robert Huesca, and Gary L. Wright. The Graduate Council approved the list.

F. Committee on Graduate Program Evaluation (Ben Olguin)

Dr. Olguin reminded the Graduate Council that new programs are reviewed five years after implementation and every 10 years thereafter. He has sent notices to 16 programs scheduled for review in 2007- 2008 or 2008-2009. To date, he has heard back from three of those programs. He asked that members of the Graduate Council talk to their Graduate Advisors of Record about the pending reviews. Since Dr. Dykes had locked the laptop, Dr. Olguin read out loud the list of 16 graduate programs under review:

1. MS in Computer Science
2. MBA in International Business
3. MS in Biotechnology
4. PhD in Biomedical Engineering
5. PhD in Cellular and Molecular Biology
6. PhD in Environmental Science and Engineering
7. MA in English
8. MS in Chemistry
9. MS in Applied Mathematics and Industrial Mathematics
10. MS in Statistics
11. PhD in Business Administration
12. Masters of Education in Educational Leadership and Policy Studies
13. MS in Electrical Engineering
14. PhD in Electrical Engineering
15. PhD in English
16. PhD in Biology and Neurobiology

The goal is to assign two programs to each member of his committee while providing overlap with the member's College if possible.

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

Dr. David Romero reported on preliminary analyses of the results from his survey concerning student dismissal and readmission. He anticipates presenting the full results at the December 4th meeting. About 45% of the programs responded, including a single response for all 8 programs in the College of Business and one response that came in today. While the College of Business supported college-specific rules, "one" was the modal response to the number of readmissions into the same program and to the number of readmissions to new programs. There was not general agreement on how many times students could reapply, the rules (and exceptions) for sitting out a long semester, and the numbers of Cs (or an F) that would lead to dismissal. He noted that, in some instances, an F was due to the student being unable to withdraw. Dr. Ram Tripathi asked if the results of the survey would lead to guidelines for the students. Dr. Romero explained that the readmission petition asks the student to describe the reasons for previous academic weakness and the changes that would promote future success. While that procedure is common across Colleges, the particular reasons might differ between Colleges. Dr. Eugene Stone-Romero noted that having different dismissal policies between Departments could cause complaints. For instance a student dismissed from one program for having 6 hours of "Cs" might petition about unfair treatment if other programs had laxer rules for dismissal. Dr. Romero agreed about the importance of standardization, but suggested that some differences could provide an appeals process that is fair and humane. Dr. Sherer advocated having a standard grade system for graduate students just as there is a standard for undergraduate students. Drs. Romero, Houston-Vega, and Firestone discussed the rule requiring a 3.0 GPA to graduate. They noted that an "A" off-sets a "C". Another issue is the time provided to improve the GPA to a 3.0. In the survey, most people thought two semesters were appropriate, but Drs. Houston-Vega and Firestone noted that some part-time students might take longer and that there is a six-year rule for the Catalog of graduation. In response to a question by Dr. Olguin, Dr. Romero said that he would bring two or three specific recommendations from his committee to the Graduate Council.

IV. Unfinished Business

None

V. New Business

None.

VI. Adjournment

The meeting adjourned at 4:37.

Attachment A
GRADUATE COUNCIL COMMITTEES
 2007-2008

ADMINISTRATIVE AND AGENDA

William McCrary, Chair (elected by the Nominating Committee)
Dorothy Flannagan, Dean of Graduate School, Ex Officio
James Dykes, Secretary
Ben Olguin, Graduate Program Evaluation Committee, Chair
David Romero, Academic Policy and Requirements Committee, Chair
Vacant, Membership Committee, Chair
Thankam Sunil, Graduate Programs and Courses Committee, Chair
David Romero, Nominating Committee, Chair
Terri Pantusa (CoLFA)

STUDENT REPRESENTATIVES

Ryan Weekley (CoA)
Sara Hohne (CoB)
Andrew Bates (CoE)
James Ordner (CoLFA)
Terri Pantuso (CoLFA)
Julie Gresham-Guerra (CoPP)
Mary Bollinger (CoPP)
Ashley Curtiss (CoS)
Cheryl Alderman (CoS)

PARLIAMENTARIAN

Stuart Birnbaum

<p><u>COMPOSITION</u> One member from each college and two at large, minimum of three members of the Graduate Council</p>	<p><u>NOMINATING COMMITTEE</u> (Nominated by the Council Chair) * David Romero, Chair * Stuart Birnbaum Rosalind Horowitz</p>
<p><u>ACADEMIC AND POLICY REQUIREMENTS</u> * (2 years) David Romero (CoLFA), Chair * (2 years) Andrey Chabnov (CoS) * (1 year) Emeka Nwaeze (CoB) (1 year) Gerlad Junke (CoEHD) * (1 year) Juanita Firestone (CoPP) (1 year) Shelly Roff (CoA) (1 year) Mijia Yang (CoE) (1 year) Ashley Curtiss (CoS) (2 years) Vacant (at large)</p>	<p><u>GRADUATE PROGRAM EVALUATION</u> * (1 year) Ben Olguin (CoLFA), Chair * (2 years) John Warren (CoB) * (1 year) Fengxin Chen (CoS) (1 year) Grant Merrill (1 year) Mark Blizard (CoA) (1 year) Vacant (CoPP) * (1 year) Jose Weissmann (CoE) * (1 year) Elizabeth DeLaPortilla (CoEHD) (1 year) Gabriela Gonzalez (CoLFA) (1 year) Peggy Hsieh (CoEHD) (1 year) Cheryl Alderman (CoS) (1 year) Andrew Bates (CoE)</p>
<p><u>GRADUATE PROGRAMS AND COURSES</u> * (2 years) Thankam Sunil (CoLFA), Chair (1 year) Beth Durodoye (CoEHD) * (2 years) David Jaffee (CoS) (1 year) Tina Lowry (CoB) (2 years) Vincent Canizaro (CoA) (1 year) Albert Valdez (CoEHD) * (1 year) Mary Kay Houston Vega (CoPP) (1 year) Vacant (CoE) (1 year) James Ordner (CoLFA)</p>	<p><u>MEMBERSHIP</u> (2 years) Vacant, Chair (1 years) Vacant (CoB) (2 years) Dmitry Gokhman (CoS) (1 year) Jeremy Sullivan (CoEHD) (1 year) Sue Ann Pemberton-Haugh (CoA) * (1 year) Wanxiang Yao (CoEHD) * (1 year) Rena Bizios (CoE) * (2 years) Scott Sherer (CoLFA) * (1 years) Julie Gresham-Guerra (CoPP)</p>

* Member of the Graduate Council