

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

September 2, 2003

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

The first meeting of the Graduate Council for the 2003-2004 academic year was held in room 4.03.08 JPL, on September 2, 2003.

**Present:** James McDonald for R.E.W. Adams, Mark Allen, Stephen Bach, Stuart Birnbaum, Chris Borman, Norma Cantu, Jan Clark, Kila Flory-Truett, Robert Fuhrman, Kolleen Guy, Victor Heller, Jack Himelblau, Eugene John, Michael Kelly, Jerome Keating, Kasandra Keeling, Randall Manteufel, Ray Padilla, Palani-Rajan Kadapakkam, Judith Sobre, Tom Thompson, Armando Trujillo, Andrew Tsin, Jose Weissmann, Olivia Yu, Sos Agaian, Jerrell Cogburn, Pablo Vila, Dorothy Flannagan, Robert Ayoub, Carol Brochin, Frances C. Keupper and David Mata

**Absent:** Thomas Bylander, Mansour El-Kikhia, Marcheta Evans, Fathali Firoozi, James Groff, Fred Hudson, Nandini Kannan, Richard LeBaron, Neil Maurer, High Maynard, John McCray, Andrew Perez, Ted Skekel, Lucio Taverini, Esther Wheeler, Kenneth Wunderlich

**Guest:** Weldon Hammond

- I. A quorum being present, the meeting was called to order at 3:30 p.m. by the Council chair, Dr. Victor Heller.
- II. The minutes from the May 6, 2003 meeting were approved.
- III. Reports
  - A. Council Chair (Victor Heller). No report
  - B. Dean of Graduate Studies (Dorothy Flannagan) reported on three new Ph.D. programs (Environmental Science and Engineering, Cellular and Molecular Biology, and the UTSA-UTHSCSA's joint Biomedical Engineering), which started this Fall. Two additional doctoral program proposals (Chemistry and Counseling) have been approved at the university level. The council should expect three to five new graduate program proposals for review this academic year.

Dr. Flannagan distributed copies of a draft policy proposal for graduate certificate programs for the council's review and consideration (included as Attachment A to the meeting agenda). Dr. Flannagan indicated that the draft policy was intended as a starting point for the council's discussions on the topic. The issue will be brought up for general discussion at the October council meeting.

Dr. Flannagan briefly discussed the issue of whether external, non-tenured or non-tenure track thesis or dissertation committee members should be allowed to chair theses and/or dissertations committees. Currently, outside committee members can serve as members and/or co-chairs on these committees. Weldon Hammond addressed the council regarding this issue. He discussed the advantages of drawing upon the expertise and resources of these external committee members, and stated that he would like to see these external members have the ability to chair committees. The possibility of using the university's "research professorships" as means to this end was also discussed. Members raised issues about the transitory nature of external chairs and the potential impact on graduate students, and legal issues associated with incorporating a change into existing by-laws.

- C. Secretary (Jerrell Cogburn). Dr. Cogburn presented preliminary rosters of the 2003-2004 Council Membership and the Committees of the Graduate Council, as submitted by the Nominating Committee. Pending final changes, the final rosters will be distributed at the October council meeting.
- D. Committee on Graduate Programs and Courses (Robert Fuhrman). Outgoing chair of the Committee on Graduate Programs and Courses, Dr. Fuhrman, suggested the council consider splitting the committee into two separate committees, 1) to work on the graduate catalog review and revision, and 2) to work on graduate program proposal reviews. (After some discussion, it was decided to increase the size of this committee's membership so as to ease the workload on individual members. See below, Item F.)
- E. Membership Committee (Eugene John). Dr. John presented recommendations for the Committee on Graduate Faculty Membership (included as Attachment B to the meeting agenda). A needed change was discovered (Dr. Ming-Ying Leung is no longer affiliated with UTSA), so Dr. John will present a final recommendation for the committee's membership at the next council meeting.
- F. Committee on Graduate Program Evaluation (Dr. Victor Heller). Dr. Heller reported that 10 masters programs and 3 doctoral programs are up

for graduate program review this academic year. In addition, reviews of three programs from the 2002-2003 academic year are still in progress. Given this heavy workload, a motion was made "to double the size of the Graduate Council's Committee on Graduate Programs and Courses and the Committee on Graduate Program Evaluation for the 2003-2004 academic year, with nominations for these enlarged committees to be submitted by the Nominating Committee." The motion carried.

G. Committee on Academic Policy and Requirements (Stuart Birnbaum). Dr. Birnbaum reported that the committee will be examining by-laws for future changes, if needed.

IV Unfinished Business

Members discussed the draft policy for graduate certificate programs distributed by Dr. Flannagan. The Graduate Catalog Committee will review the proposed certificate requirements and will report back to the council.

V New Business

A proposal to utilize distance learning classrooms for future Graduate Council meetings was presented. The Council agreed to conduct a 90-day (Fall 2003 semester) experiment. The experiment will entail moving the council meeting to a distance learning technology equipped room in the Business Building for members attending at the 1604 Campus and a similarly equipped room for members attending at the Downtown Campus.

VI The meeting was adjourned at 4:25 p.m.