

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

**September 6, 2005**

**John Peace Library 4.03.08**

**3:30 p.m.**

**Present:** Diana Allan, Bruce Barnet, Stuart Birnbaum, Liao Chen, Liudmila Dunaeva, Daren Daugaard, James Dykes, Dorothy Flannagan, Lila Flory-Truett, Richard French, Michael Frye, Matthew Grunstra, Hai-Chao Han, Jack Himelblau, Daniel Hogenauer, Mary Houston-Vega, Fred Hudson, Eugene John, Laura Jane Levi, Tina Lowrey, Cynthia McCluskey, Josephine Mendez-Negrete, Grant Merrill, Lalatendu Misra, Wing Chung Ng, David Romero, Ted Skekel, Judith Sobre, L'Nea Stewart, Thankam Sunil, Jon Thompson, Ram Tripathi, Armando Trujillo, Raydel Tullous, John Warren, Kenton Wilkinson, and Mary Lou Zeeman,

**Absent:** Lorenzo Brancaleon, Thomas Bylander, Blanche Desjean-Perrotta, Thelma Duffey, Matthew Gdovin, Larry Golden, Neal Guentzel, Hyunsoo Han, Alan Harmon, Rick Hatfield, Michael Karcher, Ken Little, John McCarrey, William Shaw, Charlie Wilson, and Weining Zhang

**Excused:** Youn-Min Chou, Rosalind Horowitz, Don Lien, Debbie Lopez, Ben Olguin, Earle Reybold, Francine Romero, and Linda Winterbottom.

**Visitors:** Sue Ann Pemberton-Haugh (Member of the one-year follow-up review of the MA in History) and David Thompson (Interim Chair of the Educational Leadership and Policy Studies Department)

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

The September 6, 2005 meeting of the Graduate Council was called to order at 3:32 pm.

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

The minutes of the May 3, 2005 meeting of the Graduate Council were unanimously approved.

Dr. Ted Skekel asked Dr. Jim Dykes to review the highlights of the Graduate Council Secretary's report for the 2004-2005 academic year. Dr. Dykes noted that the Graduate Council approved the holding of an election to change the Bylaws with respect to Council membership at the May 3, 2005 meeting. The proposed change was to transition to having a single representative for each Department / Area with at least one graduate program. Given the 30 day wait rule for proposed changes to the Bylaws and the calendar for Summer sessions, the

candidates nominated as members for the Graduate Council committees. It was Attachment B included with the Agenda. Dr. Dykes thanked Drs. Rosalind Horowitz and Michael Kelly for their recruiting of the slate. Two committees (Graduate Program Evaluation and Academic Policy & Requirements) will need to meet in order to elect a Chair. Dr. Tina Lowrey asked about membership by College on the committees. Drs. Skekel and Kelly explained that our current Bylaws call for one member from each College and two outstanding members. While the slate (with two openings) is very close to the College distribution, recent changes in the College structure at UTSA may require us to rethink the issue of committee membership and perhaps revise our Bylaws. The slate of nominated committee members was approved.

**D. Committee on Graduate Programs and Courses (Fred Hudson)**

Dr. Fred Hudson and Dean Flannagan explained that the Graduate School refers proposals for new graduate programs to the committee. Currently the proposal for the Master of Education in Educational Leadership is being reviewed by the committee and will be discussed at the October 4<sup>th</sup> meeting of the Graduate Council. Several PhD proposals are in preparation and are expected to be reviewed by the committee this year.

**E. Membership Committee (Jon Thompson)**

Dr. Jon Thompson directed the Graduate Council's attention to the list of seven people recommended by his committee for Special Graduate Faculty Membership (included as Attachment C with the Agenda). The list was unanimously approved.

Dr. Thompson explained that five additional applications had arrived so late that only three members of his committee had been able to review them prior to the meeting. An issue is that the paper applications are housed at the 1604 campus for review, while the members are distributed across the Downtown and 1604 campuses. He reminded the Graduate Council that now all tenured and tenure-track faculty at UTSA automatically become members of the Graduate Faculty. That change has aided his committee and almost all decisions about Special Member status are very clear cut (with ABD status the most frequent issue). On the other hand, there has been a shift from a couple of batches of applications reviewed per year to real time review of the applications as they become available. Dr. Thompson listed several options that might help his committee: using email, using an electronic ballot, fast-tracking, invoking a sunset clause, and changing the Bylaws. He emphasized that the goal was to expedite the process for his committee without increasing the workload of the Graduate School. Dr. Skekel suggested that it might be possible to decentralize the decision process. Dr. MaryLou Zeeman suggested that the process might be simplified if the relevant College submitted the material electronically (perhaps in a PDF format). Following Dr. Dan Hogenauer's advice, the Graduate Council approved Dr. Thompson's exploration of electronic solutions to the problem. If those fail, then more systemic changes may need to be implemented.

PhD program is gradual and will be integrated with the current MA program. Dr. Hudson asked about changes over the last five years. Dr. Wing Chung Ng reported healthy enrollment growth, mainly with part-time students (many are high school teachers).

**G. Committee on Academic Policy and Requirements (no current Chair)**  
No report.

**IV. Unfinished Business**  
None.

**V. New Business**  
Drs. Skekel and Dykes led an orientation to the Graduate Council. Dr. Skekel explained the relationships between the Graduate Council and other UTSA structures, especially its advisory role to the Faculty Senate. Dean Flannagan explained the close working relationship between the Graduate School and the Graduate Council. Dr. Dykes described membership in the Graduate Faculty and on the Graduate Council. Dr. Skekel reviewed the transition timetable for the changed Bylaws. Chairs and members of the six standing committees (Nominating, Administrative & Agenda, Membership, Graduate Program Evaluation, Graduate Programs & Courses, and Academic Policy & Requirements) described their committee functions and offered insights.

**VI. Adjournment**  
The meeting was adjourned at 4:50 pm.