

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

**September 5, 2006**

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

**Present:**

Sos Agaian, David Akopian, Kim Bilica, Lorenzo Brancaleon, Mike Burns, Vincent Canizaro, Mari Cortez, Rupali Datta, Daren Daugaard, Bridget Drinka, Stuart Birnbaum (for Alan Dutton), Jim Dykes, Lila Flory-Truett, Maria Franquiz, Shane Haberstroh, Jack Himelblau, Dan Hogenauer, Fred Hudson, Rajan Kadapakkam, Jerry Keating, Laura Levi, Debbie Lopez, Emma Mancha, John McCluskey, Josephine Méndez-Negrete, Lalatendu Misra, Steve H. Murdock, Ghezai Musie, Wing Chung Ng, Sara Ramirez, Ernesto M. Rocha, Dhiraj K. Sardar; Ted Skekel, Judith Sobré, Thankam Sunil, Denise Sweeney, Ram Tripathi, Alexandra Voigt, John Warren, Elaine Wittenberg-Lyles, Su Zhou

**Absent:**

Diana Allan, Thomas Bylander, Weiming Cao, Tatyana Dalrymple, Richard French, Larry Golden, Mary Houston-Vega, John McCarrey, Grant Merrill, Parimal Patel, Michael Richards, Mahesh Senagala, Christopher Smith, Charlie Wilson, Weining Zhang

**Excused:**

Bruce Barnett, Dorothy Flannagan, Hai-Chao Han, Rosalind Horowitz, Ken Little, Ben Olguin, David Romero, Francine Sanders Romero, Raydel Tullous, Mary Lou Zeeman

**Visitors:**

None.

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

The September 5, 2006 meeting of the Graduate Council was called to order at 3:35 pm.

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

The Minutes of the May 2, 2006 meeting of the Graduate Council were approved. Dr. Jim Dykes was asked to send the Secretary's Report for 2005- 2006 to all members (new and old) for their review. It is Attachment A.

**III. Reports**

**A. Council Chair (Ted Skekel)**

Dr. Ted Skekel welcomed the members of the Graduate Council. He noted that Dean Dorothy Flannagan was at meeting with the Presidents of UTSA and UTHSC, but that she had asked him to inform the Graduate Council that the PhD in Anthropology program had been approved by the Coordinating Board in July for a Spring 2007 implementation.

Dr. Skekel gave a PowerPoint presentation of answers prepared by the Graduate School to questions posed by Dr. Alan Dutton concerning graduate programs at UTSA. The content of his presentation is Attachment B. Dr. Skekel also noted that he would introduce new business (see below).

**B. Dean of Graduate School (Dorothy Flannagan)**

No report.

**C. Secretary (Jim Dykes)**

Dr. Dykes reviewed the list of Graduate Council members (included as Attachment A with the Agenda). As had been highlighted, Dr. Elaine Wittenberg-Lyles has replaced Dr. Kenton Wilkinson, a replacement is needed for Dr. Earle Reybold, and a substitute is needed for Dr. Thelma Duffey (who has a teaching conflict). He also provided new membership information: Dr. Steve Murdock has replaced Dr. Mary Zey, Dr. Dhiraj Sardar has replaced Dr. Liao Chen, Dr. Bridget Drinka will substitute for Dr. Ben Olguin, and a replacement is needed for Dr. Rick Hatfield.

Dr. Dykes also reviewed the Graduate Council Committee list prepared by Dr. Rosalind Horowitz (who had a teaching conflict). The list was included as Attachment B of the Agenda. Dr. Dan Hogenauer was elected Parliamentarian.

Dr. Francine Sanders Romero was unable to attend, but her Membership Committee prepared a list of candidates recommended as members of the Graduate Faculty. That list was distributed by M. G. Flake and is included as Attachment C. The list was approved by the Graduate Council.

Dr. Dykes reminded the Graduate Council that Dr. David Romero (Chair of the Committee on Academic Policy and Requirements) had recommended a change to the Bylaws at the April 4, 2006 meeting (Attachment C of the Agenda). The proposed change concerned graduate programs not housed under a single department. Since 30 days are required prior to a vote on a proposed change to the Bylaws, Dr. Dykes was instructed at the May 2, 2006 meeting to conduct an electronic ballot via SurveyMonkey. Dr. Dykes reported that the recommended change to the Bylaws passed with 29 votes in favor to 4 votes in opposition (no abstentions). It was noted that there was a typographical error in the proposal. The approved wording in context with the corrected error bolded is Attachment D.

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

No report.

**E. Membership Committee (Francine Sanders Romero)**

The recommended list of new members of the Graduate Faculty was approved (see above).

**F. Committee on Graduate Program Evaluation (Debbie Lopez)**

Dr. Debbie Lopez explained that her committee is scheduled to conduct six graduate program reviews and five administrative follow-ups this year. Specifically, the follow-up report for the MA in Spanish will be presented next month.

Dr. Grant Merrill's follow-up report on the MS in Civil and Environmental Engineering was presented by Dr. Lopez (included as Attachment D of the Agenda). Consistent with the outside reviewers, she noted that the undergraduate program is very strong, but that some of the best graduates leave for other programs. The overall conclusion is that the program is addressing the suggestions.

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

No report.

**IV. Unfinished Business**

Dr. Judith Sobre shared some good news about the MA in Art History program. Consistent with a Graduate Council follow-up recommendation last Spring, an extra faculty slot was allocated to the program. After a successful search, the new hire will be on board in January.

Dr. Jack Himelblau asked why there is not a Graduate Council representative for the MS in Marketing program. Dr. Skekel explained that Marketing is a concentration within the MBA program and that the doctoral concentration is under review.

Dr. Skekel welcomed the student representatives. Sara Ramirez (CoLFA), Denise Sweeney (CoB), Michael Burns (also CoB), Ernesto Rocha (CoA), and Alexandra Voigt (CoPP) introduced themselves.

**V. New Business**

Dr. Skekel charged the Committee on Academic Policy and Requirements to survey the current policy on student dismissal and reinstatement. He read the following section of the Graduate Catalog :

“A student who has been dismissed academically may petition for reinstatement. Normally, such reinstatement is requested after a student has remained out of school one long semester; however, under exceptional circumstances, a petition may be considered earlier.”

He questioned whether early petitions are common.

**VI. Adjournment**

The meeting was adjourned at 4:07 pm. Interested members were invited to participate in an informal orientation to the Graduate Council. Drs. Skekel and Dykes presented an overview of the function, membership, and committees of the Graduate Council. Dr. Dykes will be happy to email the PowerPoint presentation to anyone wishing to receive it.

## **Attachment A**

**The University of Texas at San Antonio**  
**Graduate Council**  
**Report of the Secretary for the 2005-2006 Academic Year**

Submitted May 17, 2006

by  
Jim Dykes, Secretary

### **Authority**

This secretary's report is filed in accordance with the Bylaws (Article IV.2.g.) of the Graduate Council of The University of Texas at San Antonio (UTSA).

### **Meetings and Attendance**

The Graduate Council met eight times during the 2005-2006 academic year: September 6, 2005; October 4, 2005; November 1, 2005; December 6, 2005; February 7, 2006; March 7, 2006; April 4, 2006; and May 2, 2006. Attendance was taken at each meeting and visitors were invited to attend and provide information about graduate program proposals in their area. Special visitors were invited to help celebrate Olga Mata's service to graduate education during the February 7<sup>th</sup> meeting.

### **Graduate Council Chair Reports**

At the September meeting, Dr. Ted Skekel gave an orientation to the Graduate Council to shorten the learning curve for new members. Additional ideas were provided by Dean Dorothy Flanagan and Dr. Jim Dykes. As Graduate Council Chair, Dr. Skekel led five initiatives this academic year. With regard to our transition from representation by program to representation by department, he asked the Committee on Academic Policy and Requirements to consider a change in the Graduate Council Bylaws to deal with programs not housed in a single department. At the April meeting, Dr. David Romero (who took over as Chair of the Committee on Academic Policy and Requirements due to Dr. Ben Olguin's faculty development leave) presented his committee's modified recommendation that such a program would have the option of requesting a special representative and that such a request would be reviewed by the Graduate Council. The proposed change to the Bylaws was approved by a SurveyMonkey ballot conducted between May 4<sup>th</sup> and May 11<sup>th</sup> 2006 (after the required 30 day waiting period). The proposal passed with 29 of the 33 votes (87.9%) approving the change and 4 votes (12.1%) disapproving. Secondly, Dr. Skekel also charged the committee with proposing a standardized procedure for alternates for Graduate Council representatives. At the December meeting, Dr. Olguin presented his committee's recommendation that the second runner-up be designated as the alternate. Again due to the 30 day waiting period, that proposed change to the Bylaws was approved at the February meeting. At the March meeting, Dr. Skekel proposed a third initiative: that approval by the Membership Committee as a Special Member of the Graduate Faculty would, by default, be for a three year term unless re-recommended by the Department. His proposal was unanimously passed. At the March meeting, Dr. Skekel initiated a discussion of the Faculty Senate's proposal

to introduce a plus / minus grading scheme. As a fifth initiative, Dr. Skekel is chairing a Faculty Senate committee reviewing the IDEA faculty teaching survey.

Due to the anticipated heavy workload of the Committee on Graduate Programs and Courses, Dr. Skekel assigned the review of the 2007- 2009 Graduate Catalog to the Committee on Academic Policy and Requirements at the November meeting. At the February meeting, Dr. Skekel noted the retirement of Olga Mata and led a celebration of her 31 years of outstanding service to UTSA. In addition to presenting her with a plaque, Dr. Skekel read celebratory comments by Dr. Brenda Claiborne who was out of town. Drs. Jeanne Reesman, Rosalind Horowitz, Paul Westmeyer, and Dorothy Flannagan reminded the Graduate Council of and thanked Olga Mata for her pivotal role in graduate education.

### **Dean of the Graduate School Reports**

Dr. Flannagan, Dean of the Graduate School, noted the rapid growth of UTSA graduate education at our September meeting. At the same meeting, she informed the Graduate Council that the Graduate School is increasing services, including orientations for second year graduate students and workshops coordinated with the Thomas Rivera Center. At the October meeting she reported on the new optical scanning system for PhD applications and the possible expansion to all graduate applications. The six \$4000 Presidential Scholarships were noted at the November meeting. She noted the appointment of Elaine Méndoza to the Texas Higher Education Coordinating Board in April. Dean Flannagan also reported on the success of the Graduate Program Fair and the increased doctoral, masters, and international enrollments at the April meeting. She organized and met with committees for two graduate student initiatives: a) retention and graduation rates and b) research compliance.

More generally, Dean Flannagan kept the Graduate Council up to date on the development of new programs: her work with the Departments developing proposals, her work with Dr. Fred Hudson's Committee on Graduate Programs and Courses, and her supervision of the progress of proposals approved by the Graduate Council from submission by the University, through review by the Board of Regents and Coordinating Board, to actual implementation. Five new programs were implemented in Fall 2005: MA in Communication, MS in Computer Engineering, MS in Physics, PhD in Chemistry, and PhD in Physics. Three new programs (MS in Architecture, PhD in Applied Demography, and PhD in Applied Statistics) have also been implemented this year. Five new program proposals were approved by the Graduate Council: Marketing concentration within the PhD in Business Administration program (December meeting), PhD in Psychology (February meeting), Graduate Certification in Creative Writing (March meeting), PhD in Interdisciplinary Learning and Teaching (approved at the April meeting and revised title announced at the May meeting), and PhD in Mechanical Engineering (May meeting). Two other proposals (PhD in Anthropology and Doctor of Musical Arts) are under review by System.

### **Graduate Council Secretary Reports**

Dr. Jim Dykes updated the 2005/2006 Graduate Council membership list (including replacement representatives) at the September, October, December, and March meetings. He presented the Graduate Council Committees membership list at the September meeting and presented updates at the October, November, and March meetings. Since 2006 / 2007 will be the last year of Graduate Council representation by program, Dr. Dykes reported the Spring 2006 enrollments that he had received from John Wallace at the March meeting. Based on

enrollments greater than 10% of the University total (3537 graduate students with declared programs), three programs were allocated a second representative at the meeting: MBA, MA Counseling, and MA Education. Based on the results of elections conducted by the Department Chairs, Dr. Dykes provided the list of 2006 / 2007 Graduate Council representatives at the May meeting (an interim list was presented at the April meeting). Dean Flannagan allowed Dr. Dykes to use the Graduate School SurveyMonkey website to conduct two electronic ballots: the re-election of Dr. Skekel as Chair of the Graduate Council and the Bylaws change for programs housed in more than one Department (noted above).

### **Committee on Graduate Programs and Courses Reports**

Dr. Fred Hudson and his Committee on Graduate Programs and Courses were very active this year. As noted above, he recommended five new program proposals: PhD in Marketing (December meeting), PhD in Psychology (February), Graduate Certification in Creative Writing (March), PhD in Interdisciplinary Learning and Teaching (April), and PhD in Mechanical Engineering (May). All five were approved by the Graduate Council. In October, he recommended a non-substantive change for a M.Ed. in Educational Leadership and Policy Studies. It was also approved by the Graduate Council. It should be noted that he delivered his PowerPoint presentations with the same aplomb as he carried the mace as University Marshal in Spring 2006 Commencement 5.

### **Membership Committee Reports**

As Chair of the Membership Committee, Dr. Jon Thompson presented lists of people recommended for Special Membership of the Graduate Faculty at the September, October, November, December, February, and April meetings. All were approved by the Graduate Council. As mentioned above, the change to having a default 3-year approval period for Special Members (recommended by Drs. Skekel and Thompson) was passed. This will reduce redundancy in the review process. Further, Dr. Thompson and his committee are exploring ways to streamline the process (e.g., using electronic submissions and electronic ballots). Electronic ballots could also provide a means of Graduate Council review over the Summer when the Graduate Council does not meet.

### **Committee on Graduate Program Evaluation Reports**

The work of Dr. Debbie Lopez and her Committee on Graduate Program Evaluation was outstanding. A total of three program evaluations were presented to the Graduate Council: EdD in Educational Leadership (presented in September by Dr. David Thompson), MA in Political Science (presented in October, Dr. Daniel Engster), and MA in Bicultural Bilingual Studies (presented in May by Dr. Debbie Lopez). All were approved. Last year (at the December 4, 2004 meeting), the Graduate Council decided to have the results of the one-year follow-ups presented to the Graduate Council. Consistent with that decision, a total of 10 one-year follow-ups were presented: MA in History (presented in September by Dr. Sue Ann Pemberton-Haugh), Master in Public Administration (presented in October by Dr. Chris Reddick), MS in Justice Policy (presented in October by Dr. Cynthia McCluskey), MS in Biology (presented in October by Dr. Randall Manteufel), PhD in Culture, Literacy, and Language (presented in April by Dr. Debbie Lopez), MA in Art History (presented in April by Dr. Kim Bilica), MS in Information Technology (presented in April by Dr. Randall Manteufel), Master of Fine Arts (presented in April by Dr. Sue Ann Pemberton-Haugh), MA in Education (presented in April by Dr. Grant

Merrill), and MS in Mechanical Engineering (presented in April by Dr. Lalatendu Misra). It should be noted that the follow-up report for the MA in Art History led to a resolution of support passed at the April meeting and a revised report at the May meeting.

#### **Committee on Academic Policy and Requirements Reports**

The Committee on Academic Policy and Requirements was chaired by Dr. Ben Olguin in the Fall and by Dr. David Romero in the Spring. The proposed change to the Bylaws to make the runner-up the automatic substitute for a Graduate Council representative was presented by Dr. Olguin at the December meeting and was approved at the February meeting. Dr. Romero discussed a change to the Bylaws with respect to programs not housed in a single department at the March meeting. Based on that discussion, he presented a proposal at the April meeting that such a program may petition for a special representative and that the Graduate Council will vote on any such request. As noted above, the 30 day waiting period required that the vote take place electronically after the May meeting. The proposal passed. At the May meeting, it was noted that, if passed, the proposal may require future consideration by the Graduate Council in case a new program were housed in two separate departments, neither of which had any other graduate program. The 2007- 2009 Graduate Catalog was approved at the May meeting.

#### **Conclusion**

The Graduate Council was quite active in the 2005 / 2006 academic year. Graduate education at UTSA is rapidly expanding: eight new programs (five doctoral) have been implemented during the Fall 2005- Fall 2006 period. Five new program proposals (four doctoral) were approved by the Graduate Council this year. Applications have increased, Graduate School services have increased, and the work of the Graduate Council Committees (especially the Committee on Graduate Programs and Courses and the Committee on Graduate Program Evaluation) has increased. The work of the Membership Committee has also grown with the number of thesis and dissertations and the committee is exploring ways to expedite the process. In response to the rapid increase in number of programs, the Graduate Council is transitioning from representation by program to representation by department. The Committee on Academic Policy and Requirements has worked on modifying the Bylaws to ease that transition.

Respectfully submitted,

Jim Dykes

## Attachment D

1. The Graduate Council shall be composed as follows:
  - a. For Graduate Programs housed in a single Department: A member of the Graduate Faculty in each Department with at least one graduate program shall be elected to represent the graduate program(s) in that Department. For Graduate Programs housed in more than one Department: The Graduate Faculty of the program may petition Graduate Council to request authorization to elect a voting member to specifically represent that interdepartmental graduate program. If such representation is approved by Graduate Council, **the members** of the Graduate Faculty from the Departments sharing responsibility for the graduate program shall then elect a representative using the same election procedures outlined for all voting members of Graduate Council. Deans, Associate and Assistant Deans, and Department Chairs are not eligible to be members of the Graduate Council.