

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

April 5, 2005

John Peace Library 4.03.08

3:30 p.m.

Present: Ted Skekel, Dorothy Flannagan, James Dykes, Mark Allen, Stephen Amberg, Stuart Birnbaum, Adria Bodour, Stephen Brown, Youn-Min Chou, John Warren (Jan Clark), Juanita Firestone, Lila Flory-Truett, Hai-Chao Han, Fred Hudson, Eugene John, Palan-Rajan Kadapakkam, Michael Kelly, Laura Levi, Tina Lowrey, Cynthia McCluskey, Alan Shoho, Judith Sobre, Raydel Tullous, Raj Wilson, Mary McGehee.

Absent: Thomas Bylander, Paul Cotae, Blanch Desjean-Perotta, Mathew Gdovin, Larry Golden, James Groff, Neal Guentzel, Kolleen Guy, Hyunsoo Han, Daniel Hogenaur, Michael Karcher, Randall Manteufel, Neil Maurer, John McCarrey, Bill Mullen, Francine Romero, Howard Smith, Armando Trujillo, Esther Wheeler, May Zey, Weining Zhang, Ayoub, Shawn Crawford, Sandra Guerrero, Jamal Rhadbane, Teressa Skeete, Sam Slocum, Lorraine Trevino.

Excused: Rosalind Horowitz and Jon Thompson, Jack Himelblau, Kasandra Keeling

Visitors: Jim McDonald (Department Chair- Department of Anthropology)
John Warren (2005/2006 representative for MS in Information Technology
joined current representative (Jan Clark)

I. Call to order and taking of attendance.

The April 5, 2005 meeting of the Graduate Council was called to order at 3:39 pm.

II. Approval of Minutes (Ted Skekel)

The Minutes of the March 1, 2005 meeting of the Graduate Council were unanimously approved.

III. Reports

A. Council Chair (Ted Skekel)

Dr. Ted Skekel coordinated the meeting, but gave no formal report.

B. Dean of Graduate School (Dorothy Flannagan)

Dr. Dorothy Flannagan provided an interim report on programs under review. The MS in Computer Engineering was approved by the Coordinating Board for a Fall 2005 implementation, The PhD in Physics

proposal will be reviewed at the April 21st meeting of the coordinating Board with possible implementation in Fall 2005. The proposed PhD in Applied Statistics/Demography will be reviewed by the Board of Regents at its May 1st meeting.

C. Secretary (Jim Dykes)

Dr. Jim Dykes presented the list of graduate student representatives for the 2005/2006 Graduate Council (distributed as Attachment A with the Agenda) and the list of faculty representatives for the Graduate Council (distributed at the meeting). He noted that a request to hold an election had been sent to the newly approved MS in Computer Engineering program and that he was still awaiting the election results from eight programs. The updated list is Attachment A.

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

Dr. Skekel recommended that Dr. Jim McDonald (Chair of the Department of Anthropology) be approved as a non-voting member in order to provide information about the PhD in Anthropology proposal. The recommendation was unanimously approved. Dr. Fred Hudson distributed the Executive Summary of the proposed PhD in Anthropology program (Attachment B) and gave a PowerPoint presentation as his committee report. The objective of the proposed program is to prepare professionals in research and teaching in ecological anthropology. The program will be one of eight programs nationally that focus on ecology and the environment. There will be three principle domains: medical anthropology, cultural ecology, and primate behavioral ecology. The program will build on their master's program (authorized in 1980), will further collaborations with the UT Health Science Center and the Southwest Foundation for Biomedical Research, and will enhance the Center for Archaeological Research. The program expects to admit 10 students per year with a five-year sum of 33 students with attrition. The dual focus on research (with an emphasis on grant writing) and teaching (with specific training in the craft of teaching anthropology) should provide student support in the form of grants, teaching assistantships, and teaching lower division courses. Dr. Hudson recommended approval of the proposed program.

Dr. Skekel opened the floor for discussion. Dr. Tina Lowrey asked about the addition of new courses. Dr. McDonald explained that there would be a combination of new courses (such as the Proseminar in Ecological Anthropology) and an augmentation of existing graduate courses. The goal is train transferable skills (including design, methods, grant writing, computer technology, and teaching). Dr. Mark Allen asked about the linkage between the current MA program and the proposed PhD program. Dr. McDonald explained that not all 10 of the anticipated PhD students per year would have to have a MA. He anticipates that some students with

baccalaureate degrees would continue to enter the MA program and others would enter the PhD program. Dr. Stuart Birnbaum asked how the PhD program would enhance the Center for Archaeological Research. Dr. McDonald explained that the Center is currently very active, but that the PhD students would be a real boon. Dr. Laura Levi (the representative for the MA in Anthropology program) noted that the level of commitment of the doctoral students will really help the Center.

Dr. Palani-Rajan Kadappakam asked about the student: faculty ratio. Dr. McDonald explained that there are currently nine Anthropology faculty and they are seeking three new hires. He further noted that some of the doctoral students would also teach lower division courses. Dr. Adria Bodour suggested that implementing Teaching Assistantships can be a complex procedure. Drs. McDonald and Levi indicated that the curriculum would provide training on teaching as well as having a faculty member paired with the graduate student as a mentor. Dr. Lowrey asked about the load on faculty to serve as mentors. In addition to the 12 UTSA faculty described above, Dr. McDonald indicated that there are a number of outside professionals at the UT Health Science Center and the Southwest Foundation.

Funding of the students was discussed. Dr. Allen asked about students taking 9 hours of classes (in order to be full time students) while teaching 6 hours. Dr. McDonald reported that he expects about half of the entering students (4-5) would be full time. Drs. Allen, Birnbaum, Flannagan, and McDonald reminded the Council that students would have to be enrolled for 9 hours in order to be eligible for scholarships and that students would need a minimum of 18 graduate hours of coursework to be eligible to teach. Dr. Hudson also noted that grant support would provide funding for well-qualified students. The proposed PhD in Anthropology program was unanimously approved.

E. Membership Committee (Jon Thompson)

Due to an emergency, Dr. Jon Thompson was not able to be present. Dr. Dykes reminded the Council that the list of faculty recommended by the Membership Committee for Special Graduate Faculty status had been included as Attachment B with the Agenda. The recommended list was unanimously approved.

F. Committee on Graduate Program Evaluation (Victor Heller)

Since becoming a department chairman, Dr. Heller has served as a transitional committee chairman. Dr. Skekel reported that Dr. Rosalind Horowitz was seeking a replacement for Dr. Heller as committee chairman. Dr. Skekel will also check the status of reports and one-year follow-ups for the May meeting.

G. Committee on Academic Policy and Requirements (Stephen Brown)

Dr. Stephen Brown's first committee report was on streamlining membership on the Graduate Council. Dr. Brown recommended amending the Bylaws so that there would be one representative for all programs within a department and one representative for each joint program. Dr. Lowrey asked about the selection procedure for the representative for a joint program. Dr. Steve Amberg suggested that the College could select a representative for those joint programs within a single College. Dr. Hudson noted that no single person may have expertise in all facets of joint programs and that currently dialog may be limited between the components. Dr. Skekel suggested that there are very distinct areas within Business, but that the representative could make sure to consult with other relevant areas before the meeting of the Graduate Council. Drs. Birnbaum and Brown suggested that dialog between areas would increase. Drs. Levi and Lowrey noted that the Council could invite visitors to provide expertise about decisions related to a specific joint program. Since each department would already have a representative, Dr. Brown asked if a separate representative would be needed for joint programs. Dr. Birnbaum recommended that one representative per department would be sufficient since most of the Graduate Council business is big picture questions and mechanism are in place to obtain expert information for program-specific decisions. Dr. Skekel reminded the Council that student representation should also be discussed.

In light of the discussion, Dr. Brown suggested that he would rework the motion to be one faculty representative per department with at least one graduate program and one student representative per College. Dr. Brown also suggested a transition plan to insure that all members on the Graduate Council in a given year were under the same system: September 2005 (all new members elected under the current system for a 2-year term), September 2006 (transition year with all new members elected under the current system for a 1-year term), September 2007 (transition year with all members elected under the new system, one half for a 1-year term and one half for a 2-year term), and September 2008 (transition complete with all new members elected under the new system for 2-year terms). In response to a question about an earlier starting date, Dr. Skekel recommended waiting until September 2006 in order to provide the 30 day interval for consideration of changes to the Bylaws. Dr. Birnbaum asked if people had a sense of how the general faculty felt about such a change. Drs. Skekel and Brown indicated that their sense was that most people thought limiting administrative service would be helpful. Dr. Michel Kelly reminded the Council that the Bylaws require that the chair and at least two other members of each special and standing committee of the Graduate Council be members of the Graduate Council. He asked about the effect of streamlining Graduate Council membership on committee workload. Dr. Amberg suggested that we should increase the size of the standing

committees with heavy workload and that there should be more recognition of the service provided by those committees.

In terms of the streamlining proposal, Dr. Brown revised his recommendation (Attachment C). The Secretary was instructed to distribute the recommended change to the Bylaws (Attachment D). The recommended change will be discussed at the final meeting of the Graduate Council this year (May 3rd) and an electronic vote will be taken on any proposed change to the Bylaws after the 30 day period.

Dr. Brown's second committee recommendation was to adopt a single thesis deadline which would be set by the Graduate School. The deadline would be early enough in the semester to provide sufficient time for review by Olga Mata. Without the prior deadlines and reviews, Dr. Brown predicted that there will be many students upset that their thesis does not meet the guidelines. Dr. Flannagan concurred, noting that many of the Colleges do not have the staff to do a prior review. Consequently she anticipates that a number of students will ask for exceptions at first. Dr. Birnbaum suggested that getting a version of the thesis to the Graduate School with sufficient lead time would be critical. Dr. Brown praised the training workshops and the on-line template, but noted that there are already a number of requests for exceptions. Dr. Lowrey recommended strict adherence to the guidelines in order for the student to graduate and Dr. Levi noted that any ambiguity about adherence to the guidelines would lead to questioning of the decision. Given the anticipated number of complaints, a number of members stressed that we must get the word out. Dr. Skekel recommended that the Graduate Council should send out a memorandum to the Graduate Advisors of Record and perhaps the Graduate Faculty notifying them of the change. Dr. Brown's recommendation unanimously passed (Attachment E).

IV. Unfinished Business

None.

V. New Business

None.

VI. Adjournment

The meeting was adjourned at 4:52 pm.

Attachment A

MEMBERS OF THE GRADUATE COUNCIL, 2005- 2006

SCHOOL OF ARCHITECTURE

Master of Architecture

(1) Jon Thompson

Student Representative:

Alan Harmon

COLLEGE OF BUSINESS

Master of Business Administration

(1) Tina Lowrey

(1) Raydel Tullous

Student Representative:

Liudmila Dunaeva

Master of Business Administration- International Business

(1) Don Lien

Master of Science in Accounting

(1) Ted Skekel

Master of Science in Management of Technology

(1) Fred Hudson

Master of Science in Finance

(2) Lalatendu Misra

Master of Science in Information Technology

(2) John Warren

Master of Arts in Economics

(1) Lila J. Flory-Truett

Master of Science in Statistics

(2) Ram Tripathi

PhD Business

(2) Robin Radtke

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

Master of Arts in Education

(1) Blanche Desjean-Perrotta

(1) Rosalind Horowitz

Student Representative:

L'Nea Stewart

Master of Arts in Counseling

(2) Larry Golden

(1) Michael Karcher

Edd in Educational Leadership

(2) Bruce Barnett

Master of Arts in Bicultural-Bilingual Studies

(2) Josephine Méndez-Negrete

PhD in Counselor Education and Supervision

(2) Thelma Duffey

PhD in Culture, Literacy, and Language

(1) Armando Trujillo

COLLEGE OF ENGINEERING**Master of Science in Electrical Engineering**

(1) Eugene John

MS in Computer Engineering

(2) Philip Chen

Master of Science in Mechanical Engineering

(2) Harry Millwater

Master of Science in Civil Engineering

(1) Dan Hogenauer

PhD in Electrical Engineering

(2) Wei-Ming Lin

PhD in Biomedical Engineering

(2) Hai-Chao Han

Student Representative:

Michael T. Frye

COLLEGE OF LIBERAL AND FINE ARTS**Master of Arts in Communication**

(2) Kenton Wilkinson

Master of Arts in English

(2) Debbie Lopez

Master of Fine Arts

(2) Ken Little

Master of Music

(2) Diana Allan

Master of Arts in Spanish

(2) Jack Himmelblau

Master of Arts in Art History

(2) Judith Sobre

Master of Arts in History

(2) Wing Chung Ng

Master of Arts in Anthropology

(2) Laura Levi

Master of Science in Psychology

(1) Jim Dykes

Master of Science in Sociology

(2) Raquel Marquez

Master of Arts in Political Science

(2) David Romero

PhD English

(2) Ben Olguin

Student Representative:

Linda Winterbottom

COLLEGE OF PUBLIC POLICY**Master of Public Administration**

(1) Francine Romero

Master of Science in Justice Policy

(1) Cynthia McCluskey

Master of Social Work

(2) Mary McGehee

Student Representative:

William Shaw

COLLEGE OF SCIENCES**Master of Science in Applied Math and****Industrial Math**

(1) Youn-Min Chou

Master of Science in Biology

(1) Matthew Gdovin

Master of Science in Biotechnology

(1) Neal Guentzel

Master of Science in Chemistry

(1) Hyunsoo Han

Master of Science in Computer Science

(1) Weining Zhang

Master of Science in Geology

(1) Stuart Birnbaum

Master of Science in Mathematics

(2) Mary Lou Zeeman

Master of Science in Environmental Science

(1) Stephen C Brown

PhD in Biology

(2) Charlie Wilson

PhD in Computer Science

(1) Thomas Bylander

PhD in Cell and Molecular Biology

(2) John McCarrey

PhD in Chemistry

(2) Grant Merrill

PhD in Environmental Science and Engineering

(2) Richard French

Student Representative:

Matthew Bunstra

NEW FOR FALL**MS in Physics**

(2)

PhD in Physics

(2)

Attachment B

Anthropology Doctoral Proposal Executive Summary

The educational objective of the program is to prepare leading professionals in research and teaching in ecological anthropology. Ecological anthropology strives to develop understandings of how humans culturally construct, organize, and act upon and within their physical environments. The culture concept is central to an appreciation of how different groups mobilize processes of resource extraction and production in fundamentally different ways, despite comparable needs. Furthermore, Anthropology is the only discipline to explicitly engage the culture concept through scientific and humanistic means simultaneously; it is a discipline that intentionally bridges alternative modes of understanding.

Training in ecological anthropology entails a basic command of general anthropology. Anthropology is an integrated and systematic grouping of approaches that study the human condition in comparative perspective. The centrality of comparison to this definition underscores anthropology's fundamental premises: first, that all human experience is mediated through culture; and, second, that culture varies both spatially and temporally. The discipline examines the diverse systems of knowledge and behavior that constitute different cultures, the nature of cross-cultural interactions, and long-term culture change. The anthropological enterprise, therefore, is to understand how cultures work at all times and in all places. This goal achieves further refinement and specificity at the subdisciplinary level.

The doctoral program's ecological focus will center around three principle domains:

Medical anthropology focuses on the biocultural, behavioral, and structural aspects of health, illness, and healing.

Cultural ecology studies how societies adapt to their environments. This domain recognizes that cultural adaptation is a creative process that can be examined from various perspectives (e.g. technological, social, religious) and at varying organizational scales (e.g. individual, household, region, state).

Primate behavioral ecology is the study of primate behavior in natural or naturalistic settings to better understand patterns of behavioral, biological and evolutionary adaptation.

Clearly, each of these domains taps into the skills and data sets common to academic Anthropology's four traditional subfields. It should also be clear, however, that ecological anthropology's over-riding research agenda is one of praxis, the merging of theory and practice toward new syntheses, new ways of understanding, and new forms of engagement. At base, therefore, ecological anthropology is an applied social science,

expressly directing anthropological knowledge toward the resolution of real-world problems.

The UTSA anthropology doctoral program will be immediately distinguished as one of eight programs in the country with a committed focus on ecology and the environment. Significantly our program will adopt an approach that eschews the division between academic and applied research. It's ecological orientation provides entre to problems facing humanity, past and present, and its often precarious relationship within the environment through research on health, economic development, sustainability, ancient systems of adaptation, and the evolution of complex, and adaptive behavior. It will stress training in a wide variety of methods that make students marketable both within and outside of academia. Toward that end, the program will create a culture of grant writing among its doctoral students, as well as training them in the craft of teaching anthropology.

The UTSA Anthropology program has long supported the University's inter-American concerns. Our faculty and student research, course instruction, and consulting spans the U.S., Mexico, Belize, Guatemala, Colombia, and Bolivia. The proposed doctoral specialization will only serve to increase the amount and intensity of this inter-American research, teaching, and consulting. Additionally, the doctoral program will further UTSA's collaborative linkages with area institutions, including the UT Health Science Center and the Southwest Foundation for Biomedical Research. It will also elevate the role of the Anthropology Department's Center for Archaeological Research—one of Texas's major archaeological contract operations.

The Anthropology Department is well positioned to launch a doctoral program. The Department already has long experience in running a successful graduate program at the master's level (the master's program was authorized in 1980, and graduate anthropology courses have been offered at UTSA since 1973). Since 2000 we have conferred degrees upon 32 master's candidates, each of whom produced a master's thesis as their final requirement.

The market for Anthropology Ph.D.s appears to be strong in light of both academic and non-academic job opportunities. The academic market has grown and expanded considerably over the past 10-15 years. In addition to academic appointments, anthropologists are often employed by research centers, contract archaeology firms, state and regional museums, state and federal agencies, and a variety of non-profit organizations. Statistics on Ph.D. employment as furnished by the American Anthropological Association suggest that opportunities in each realm exist in a pattern of equilibrium, such that more degree recipients are absorbed in the non-academic market during years when there are downturns in the number of academic jobs available. A survey of the two largest ecologically oriented programs in the country—Rutgers University and the University of Georgia—shows that students who receive doctorates will be prepared not just for academic jobs, but also employment in research centers, policy institutes, museums, consulting firms, non-governmental organizations, and corporate America.

In closing, the program expects to be cost effective. Student support will be provided primarily through TA positions (doctoral students with appropriate credentials will teach lower divisions courses). Anthropology's investment will result both in the generation of student credit hours and formula funding, as well as in real-time training for doctoral students in the teaching of anthropology. It is also expected that the program's systematic effort to create a culture of grant writing will provide support to a portion of its students through National Science Foundation Dissertation Improvement Grants and a variety of others. The program plans to admit 10 students per year, with an attrition of two students per year, for a five-year sum of 33 students pursuing their doctoral degrees to successful completion.

Appendix C

STREAMLINING OF GRADUATE COUNCIL

Bylaws Recommendation

The committee recommends that each academic department have 1 representative on the graduate council and that each college have 1 student representative on the Graduate Council.

Implementation Recommendation

1. Those currently being elected in Spring 2005 serve two years (per old bylaws).
2. Those elected in Spring 2006 each serve a one year term (special transition election).
3. Begin the new model in Spring of 2007, with 1/2 the reps selected to initially serve a one year term (try to match those having just completed a two-year term as best we can), and the other 1/2 elected for a two-year term.
4. In Spring of 2008, those Departments/Areas completing a one-year term under the new model, select new reps for two-year terms.

At this point the new bylaws would be fully integrated.

The above approach does not undo the current election results. Also, it does not in any year result in an interim Council with part of the representation elected by program (old bylaws) and part elected by Department/Area (new bylaws).

Attachment D

ARTICLE III

MEMBERSHIP ON THE GRADUATE COUNCIL

1. The Graduate Council shall be composed as follows:
 - a. A Member shall be elected from the Members of each Graduate Program Committee for each graduate program having ten percent (or fraction thereof) of the total University graduate enrollment. One additional Member for each additional ten percent (or fraction thereof) of the total University graduate enrollment registered in a program shall be elected by the Members of the Graduate Faculty of the programs' Graduate Program Committee. Deans, Associate and Assistant Deans, and Department Chairs are not eligible to be members of the Graduate Council.
 - b. The Dean of the Graduate School shall be an Ex Officio Member without vote. Other Ex Officio Members may be appointed by the Council.
 - c. At least one graduate student with vote from each College shall be elected by the Members of the Graduate Faculty of that College. Colleges with both doctoral and masters programs may choose to elect a second member so that students from both the masters and doctoral programs are represented.
2. Terms of Office
The term of office of elected members of the Graduate Council shall be two years and shall begin on September 1. Student members shall serve one-year terms. Any vacated positions shall be filled for the remainder of the term by conducting an election by the appropriate Graduate Faculty. The meaning of "vacated position" includes a member of the Council on leave of absence.

Changed to:

1. The Graduate Council shall be composed as follows:
 - a. 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 and any graduate program jointly offered by the Department. Deans, Associate and Assistant Deans, and Department Chairs are not eligible to be members of the Graduate Council.

- b. The Dean of the Graduate School shall be an Ex Officio Member without vote. Other Ex Officio Members may be appointed by the Council.
- c. A graduate student with vote from each College shall be elected by the Members of the Graduate Faculty of that College

2. Terms of Office

Following a transition period required to implement a change in these Bylaws, the term of office of elected members of the Graduate Council shall be two years and shall begin on September 1. Student members shall serve one-year terms. Any vacated positions shall be filled for the remainder of the term by conducting an election by the appropriate Graduate Faculty. The meaning of "vacated position" includes a member of the Council on leave of absence.

Attachment E**Thesis/Dissertation Submission Date**

The committee recommends the university adopt a single deadline for submission of thesis and dissertation. The Graduate School is responsible for setting that date. The student, student's committee and the colleges are responsible for ensuring the thesis/dissertation meet university guidelines for style and format.