

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

**April 1, 2008**

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

**Present:** Gabriel Acevedo, Sos Agaian, John Alexander, Stuart Birnbaum, Rena Bizios, Michael Cepek, Fengxin Chen, Mari Cortez, Ashley Curtiss, James Dykes, Walter Ermler, Dorothy Flannagan, MaryEllen Garcia (for Malgozata Oleszkiewicz-Peralba ), Larry Golden, David Jaffe, Palani-Rajan Kadapakkam, Kim Kline, William McCrary, Gregg Michel, Alokparna (Sonia) Monga, Emeka Nwaeze, Ben Olguin, David Romero, Can (John) Saygin, Scott Sherer, Howard Smith, Eugene Stone-Romero, Anuradha Roy (for Ram Tripathi), Lila Truett, John Warren, Jose Weissmann, Weining Zhang

**Absent:** Cheryl Alderman, Andrew Bates, Mary Bollinger, Roger Enriquez, Julie Gresham-Guerra, James Ordner, Ryan Weekley, Wan X. Yao

**Excused:** Kim Bilica, Andrey Chabanov, Karl Eschbach, Sara Hohne, Mary Kay Houston-Vega, Malgozata Oleszkiewicz-Peralba, Maricela Oliva, Terri Pantuso, Heywood Sanders, Ram Tripathi

**Visitor:** None

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

Dr. William McCrary called the April 1, 2008 meeting of the Graduate Council to order at 3:39 pm.

**II. Approval of Minutes (William McCrary)**

The Minutes of the March 4, 2008 meeting were approved.

**III. Reports**

**A. Council Chair (William McCrary)**

Dr. McCrary informed the Graduate Council that the ad hoc committee on program review (comprised of Dean Flannagan and Drs. Gabriel Acevedo, John Alexander, Jim Dykes, Emeka Nwaeze, Ben Olguin, Maricela Oliva, Anuradha Roy, and Scott Sherer) met with him on March 11<sup>th</sup>. The goal was to marry the language of graduate program review in our Bylaws with the recommended language for undergraduate program review in the Handbook of Operating Procedures (HOP). The ad hoc committee's recommendation for graduate program review in the HOP was distributed with the Agenda as Attachment A. He noted that the recommendation kept the Graduate Council involved in the review of graduate programs, but also dealt with our problem of getting program reviews to take place. He also noted that the recommendation called for simultaneous review of all graduate programs housed in the same department. Dr. Weining Zhang asked whether undergraduate and graduate programs in the same department would be reviewed together. Dr. McCrary explained that departments could

coordinate the two if they wished, but endorsed flexibility for the department. The HOP recommendation was unanimously approved.

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

No report.

**C. Secretary (Jim Dykes)**

Dr. Dykes reviewed the list of Graduate Council members for next year (Attachment B with the Agenda). He noted that the fourth column (Election?) listed the 37 faculty representatives as “Continuing” or “Newly Elected”. Those listed as “Continuing” will begin the second year of their two-year term in September 2008. Those listed as “Newly Elected” may have been re-elected, but they will begin the first year of their two-year term in September 2008. The student representative for each college is elected annually. Dr. Dykes asked to be informed of any new substitutes elected in case of a conflict between the representative’s schedule and the Graduate Council meetings.

**D. Committee on Graduate Programs and Courses (Gabriel Acevedo)**

Dr. Acevedo explained that his committee reviewed the proofs of the 2009- 2011 Graduate Catalog over Spring Break. He highlighted some of the important changes: new certificate programs (Urban & Regional Planning, Historic Preservation, Keyboard Pedagogy, Keyboard Performance, and Higher Education Administration); the new thesis and dissertation submission process; and a Doctoral leave of absence policy. He also noted changes in each college. The required hours for the M. of Architecture degree increased from 48 to 52 hours due to accreditation. In the College of Business, the MBA “Health Care Management” concentration was changed to “Business of Health”; the Marketing emphasis was added to the PhD in Business Administration; the Accounting & Taxation track was eliminated from the M. of Accountancy; the MS in Statistics was renamed MS in Applied Statistics with five focus areas; and the Biostatistics emphasis in the PhD in Applied Statistics was eliminated. In the College of Engineering, three emphases were added to the MS in Biomedical Engineering (biomaterials, biomechanics, & bioimaging) and there are five concentrations in the MS and PhD in Electrical Engineering programs (Computer Engineering, Systems & Control, Digital Signals Processing, Communications, and Electrical Materials & Micro Devices). In the College of Education and Human Development, the MA in Adult Learning & College Teaching was renamed Adult Learning & Teaching; two new programs were approved (MA in Teaching English as a Second Language and MS in Health & Kinesiology); the MA in Education was moved to the Interdisciplinary Learning and Teaching department; an emphasis in Higher Education Administration was added to the EdD program; and a concentration in Health Promotion was added. In the College of Liberal and Fine Arts, the Department of English, Classics, and Philosophy is now the Department of English; the word “Piano” was removed from the concentration of pedagogy and performance in the M. of Music program; and there is a new certificate in Security Studies. In response to questions, he explained that there is a new Department of Philosophy and that the Certificate in Security Studies is housed in the Department of Political Science. In the College of Sciences, the PhD in Environmental Science & Engineering was moved to the Department of Civil & Environmental Engineering in the College of Engineering and the Certificate of Geographic Information Sciences is now housed in Geological Sciences. The 2009- 2011 Graduate Catalog was unanimously approved.

Dr. Acevedo's committee is also reviewing a proposed MS in Advanced Manufacturing and Enterprise Engineering (AMEE). The College of Engineering has responded to the 16 questions asked by the committee and he expects to present a recommendation at the May 6<sup>th</sup> meeting.

In response to questions raised by the Faculty Senate, the proposed certificate program in Spanish Translation Studies was revised and included as Attachment C with the Agenda. Dr. Acevedo and MaryEllen Garcia (the Graduate Advisor of Record) asked for any new suggestions. Dr. McCrary noted that we would vote on the proposal in May and thanked Dr. Acevedo and his committee for their hard work.

**E. Membership Committee (Scott Sherer)**

Dr. Scott Sherer noted that a dozen applications for Special Members of the Graduate Faculty have been submitted to his committee. He and Dr. Rena Bizios noted some of the issues discussed by the committee with regard to the applications. The application form might be modified with regard to the purpose of the appointment: teaching Master or Doctoral courses or serving on thesis or dissertation committees. They also noted a possible conflict of interest for an ABD student at UTSA serving on another UTSA student's thesis or dissertation committee. Finally, they noted that some applicants lacked a PhD, but might have the terminal degree in their field or have considerable experience in their field.

Subsequent to the meeting, an emergency email vote was called for a list of 15 people recommended for Special Membership in the Graduate Faculty. The list included three people in addition to the dozen discussed by Dr. Sherer (Attachment A). An email vote was necessary in order to constitute thesis and dissertation committees for students expecting to graduate this semester. The vote was 19 in favor and 2 opposed. One final applicant was recommended by the committee. Dr. Borries Demeler is separately listed at the bottom of Attachment A. The email vote for Dr. Demeler was 24 in favor and 0 opposed.

**F. Committee on Graduate Program Evaluation (Ben Olguin)**

Dr. Ben Olguin informed the Graduate Council that his committee will be meeting with five programs this month regarding program review. He asked for any volunteers to help his committee.

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

Dr. David Romero described his committee's review of the duties and compensation for the Graduate Advisors of Records (GARs). He noted that there is no mention of GARs in the HOP, but they are established in Article V section 3 of our Bylaws. Section 4 defines their duties as both advising students and prospective students and tracking each student's progress toward meeting the degree requirements. He noted big differences between GARs in terms of the administrative support for maintaining degree progress, as well as differences in course releases and monetary compensation. He reported that the Deans and Associate Deans are now aware of the issue and said he is open to suggestions about whether to just point out some issues regarding GAR duties and compensation or to set up an ad hoc committee.

The discussion centered on three issues: the HOP, clarification of GAR duties, and procedures for considering compensation for duties. Dr. McCrary suggested documenting the GAR in the HOP as a first step. A link in the HOP to our Bylaws could precede any survey and extended discussions of duties and compensation. Dr. Howard Smith emphasized the importance of clarifying the duties of talking to students versus record keeping. He also indicated the importance of faculty advice on research as we move toward Research I status and the extra impact that a faculty member's recommendation may have in helping a student. Dr. MaryEllen Garcia noted the increased record keeping duties, especially with BANNER. Dean Flannagan explained that there are big differences between colleges in terms of administrative support for degree audits and BANNER. She recommended discussions within colleges, especially between the GARs and Associate Deans. Dr. Stuart Birnbaum asked if any thought had been given to consolidating some the GAR duties within the Graduate School. Dean Flannagan reported that the issue had been raised when the undergraduate advising offices were set up, but that faculty advice seemed especially important to graduate students. Dr. Kim Kline suggested that graduate students as well as faculty, staff, and Associate Deans might be surveyed with regard to the various GAR duties. Dr. Olguin noted that our discussion may help to get more administrative support or compensation for GARs.

**IV. Unfinished Business**

None.

**V. New Business**

Dr. Romero (Chair of the Nominating Committee) presented a recommended slate of officers for next year: Dr. William McCrary for Council Chair, Dr. Jim Dykes for Secretary, and Dr. Lance Lambert for Parliamentarian. Dr. McCrary opened the floor for additional nominations. Dr. Romero's slate was unanimously approved.

Dr. McCrary informed the Graduate Council that we would need to stay late today in order to make up for ending before 5:00 at previous meetings. He quickly followed his announcement with "April Fool".

**VI. Adjournment**

The meeting adjourned at 4:35.

**Attachment A**  
**Recommended List for Special Membership in the Graduate Faculty**

## College of Business:

Yilun Shi	Finance
John M. Drabier	Finance
Edwin Paul Altomare	Finance
Dr. Richard Hatfield	Accounting

## College of Sciences:

Dr. Carolina B. Livi	Biology
Dr. Susan Dalterio	Biology
Dr. Heather Cameron	Biology
Dr. Joseph S. Erlichman	Biology
Dr. John Taboada	Physics & Astronomy

## College of Engineering:

Dr. John Simonis	Mechanical Engineering
Dr. Reza Karimi	Civil and Environmental Engineering

## College of Liberal and Fine Arts:

Dr. Jyotsna Sharma	Anthropology (has special membership in Biology)
Dr. Heather Marie Manitzas Hill	Anthropology
Cody A. Bustamante	Art and Art History
Melody Rich	Music

## College of Sciences:

Dr. Borries Demeler	Computer Science
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