

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

**December 5, 2006**

**John Peace Library 4.03.12  
3:30 p.m.**

**Present:**

Sos Agaian, David Akopian, Kim Bilica, Jeff Boone, Lorenzo Brancaleon, Weiming Cao, Fengxin Chen, Bridget Drinka, Alan Dutton, Jim Dykes, Lila Flory-Truett, Maria Franquiz, Artyom Grigoryan, Jack Himelblau, Daniel Hogenauer, Mary Houston-Vega, Rajan Kadapakkam, Jerry Keating, Laura Levi, William McCrary, Lalatendu Misra, Maricela Oliva, Sara Ramirez, David Romero, Francine Romero, Alan Shoho, Ted Skekel, Christopher Smith, Judith Sobre, Thankam Sunil, Raydel Tullous, John Warren, Elaine Wittenberg-Lyles, Su Zhou

**Absent:**

Michael Burns, Thomas Bylander, Vincent Canizaro, Mari Cortez, Tatyana Dalrymple, Daren Daugaard, Larry Golden, Hai-Chao Han, Ken Little, John McCarrey, Josephine Mendez-Negrete, Grant Merrill, Ghezai Musie, Michael Richards, Ernesto Rocha, Dhiraj Sardar, Mahesh Senagala, Charlie Wilson, Weining Zhang

**Excused:**

Rupali Datta, Richard French, Shane Haberstoh, Fred Hudson, Debbie Lopez, John McCluskey, Steve Murdock, Wing Chung Ng, Denise Sweeney, Ram Tripathi, Alexandra Voigt

**Visitors:** None

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

Dr. Ted Skekel called the December 5, 2006 meeting of the Graduate Council to order at 3:32 pm.

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

The Minutes of the November 7, 2006 meeting of the Graduate Council were approved.

**III. Reports**

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

Dr. Skekel informed the Graduate Council that the Office of Institutional Compliance (OIC) is developing on-line ethics training for next Fall. The training will be mandatory for all staff, faculty, and graduate students on the UTSA payroll. Questions about how to implement and deliver the training are still under consideration by a committee including faculty. While Dean Flannagan has been working with OIC, Dr. Skekel thought it might be helpful to have a Graduate Council representative involved. For instance, ethics is a

critical part of research training for graduate students, but a few doctoral students and many masters level students are not on the payroll. As a result, the implementation of the training will have consequences for our graduate students. He and Dean Flannagan had brainstormed about the possibility of inviting a major speaker to give a presentation to all graduate students followed by break out sessions customized for each College. The Graduate School might fund the major speaker and that might provide good publicity for UTSA. Dr. Skekel asked for volunteers to help work on the delivery and implementation of the ethics training next Fall.

Dr. Skekel also described a memorandum he had received from the College of Public Policy recommending a proposed change in the treatment of IN grades for graduate courses. While an IN for an undergraduate course turns into an F if the work is not completed within a year, an IN for a graduate course (other than thesis, dissertation, and internship) becomes a permanent IN if the work is not completed within a year. The recommendation was to change the graduate course procedure to be the same as the undergraduate procedure (except for thesis, dissertation, and internship courses). A lengthy discussion centered on two issues: a) should the proposed change be implemented and b) what is the appropriate procedure for changing policies for Graduate students.

With regard to the first question, Dr. Mary Houston-Vega noted that the current, permanent IN procedure could leave the student in a state of limbo; but Dr. Raydel Tullous suggested that faculty in the College of Business might prefer to make decisions about changing the grade to an "F" on a case-by-case basis. Dr. Skekel explained that the faculty member can submit a Change of Grade form to assign an F within the year. Drs. Houston-Vega and Francine Romero noted that a faculty member might try to write in a restriction when assigning the IN, but that the student might be able to appeal and subsequently have the change of grade overturned. Dean Flannagan suggested that it might be prudent for the faculty member to have the student sign a document stating that they were informed of any such restrictions when the original IN is assigned.

With regard to process, Dr. Francine Romero asked about a College requesting the Graduate Council to consider a change in University policy towards graduate students. Dr. Skekel explained that the Graduate Council could ask the Committee on Academic Policy and Requirements (currently chaired by Dr. David Romero) to consider such a request and make a recommendation. Dean Flannagan noted that if the Graduate Council approved such a committee recommendation, the policy change would then be sent to the Faculty Senate for a vote and, if approved, could be included in the next Graduate Catalog. Since the 2007 / 2009 Graduate Catalog is now complete, that would be the 2009 / 2011 Graduate Catalog. A number of people, including Dr. Daniel Hogenauer, expressed concern about having different rules in different Colleges. Dean Flannagan pointed out that there should not be a different automatic grade change policy in different Colleges. Dr. Skekel agreed.

Dr. Skekel entertained a motion to forward the memorandum to Dr. David Romero's committee for consideration. Drs. Laura Levi and Hogenauer offered a friendly

amendment to expand the charge to considering the University policy on Ins for Graduate students. The motion did not pass: 11 ayes and 16 nays. It was suggested that the issue be revisited prior to the 2009 / 2011 Graduate Catalog.

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

Consistent with the previous discussion of process and with on-going conversations with Associate Deans, Dean Flannagan said that the rapid growth in doctoral programs (15 new programs and concentrations since 2001) has intensified the issue of standardized policies and procedures. She asked the Graduate Council to list and discuss those policies and procedures that should be standardized across the University and those that should be left to the discretion of the individual programs.

Dean Flannagan also explained that the rapid growth in graduate enrollments has created a problem for student health insurance. While the UT System had provided insurance to doctoral students employed at least 20 hours per week, UTSA has been one of the few institutions to provide student health insurance for all graduate students employed at least 20 hours per week for at least 4.5 months. While many programs strongly support the benefit, the combination of an increase in cost per student and an increase in the number of students has caused the cost to sky-rocket. She welcomed volunteers to discuss the issue with regard to the University policy on student health insurance.

Dean Flannagan had two program review updates. The review letter for the site visit of the Marketing concentration in the PhD in Business Administration program was positive and the concentration will be on the January agenda of the UT System for possible Fall 2007 implementation. The PhD in Interdisciplinary Learning and Teaching proposal is currently under review with some comments.

**C. Secretary (Jim Dykes)**

Dr. Dykes had distributed the membership list of the Committees of the Graduate Council with the Agenda. He noted that Dr. Lila Flory-Truett (a member of the Membership Committee) should have had an asterisk indicating her membership in the Graduate Council. Immediately after the meeting Dr. John Warren volunteered to serve as a member of the Graduate Program Evaluation Committee. The updated list is Attachment A.

Dr. Dykes reminded the Graduate Council that, beginning Fall 2007, members of the Graduate Council would be elected by departments rather than by graduate program. That will reduce our number from 60 to 36. Given the new structure, terms for 2007 / 2008 members will be staggered. Half of the 2007 / 2008 members will be elected for 1-year terms and half will be elected for 2-year terms. Subsequently members will all be elected for 2-year terms. After meeting with the Administrative and Agenda Committee, Dr. Dykes will present a proposed list of terms at the February 6<sup>th</sup> meeting. Preference will be given to offset current 1-year and 2-year terms. He will also attempt to balance terms with each College. He invited any inter-departmental program wanting a separate representative to make the request prior to or during the February 6<sup>th</sup> meeting.

Dr. Hogenauer noted that a list of Graduate Council members distributed at the meeting was out of date and omitted the Master of Science in Mechanical Engineering program.

**D. Committee on Graduate Programs and Courses (Wing Chung Ng)**

No report.

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

Dr. Francine Romero included her Committee's recommended list of new special members of the Graduate Faculty in the Agenda. The list was unanimously approved.

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

Dr. Debbie Lopez was unable to attend the meeting, but her committee will definitely present the follow-up report for the Ed. D in Educational Leadership at the February meeting.

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

Dr. David Romero discussed his Committee's deliberations about graduate student dismissal and readmission procedures. He noted that UT Austin has a similar process: a dismissed student submits a letter with documentation to the Department which makes a recommendation to the Dean of the Graduate School. One difference is that a UT Austin student who is dismissed from one program and denied readmission by that program is allowed to apply to a different program. In response to a question by Dr. Skekel about a specified time out period, Dr. David Romero said that the student may apply for the next semester. Our students can also reapply the next semester "under exceptional circumstances". He has been contacting Deans, Associate Deans, Department Chairs, and Program Committee Chairs about a survey to be conducted in the Spring.

**IV. Unfinished Business**

None.

**V. New Business**

Dr. Alan Shoho suggested that we consider a policy about outside representatives on dissertation committees.

**VI. Adjournment**

The meeting was adjourned at 4:25 pm.

**Attachment A**  
**COMMITTEES**  
**GRADUATE COUNCIL**  
**2006-2007**

**ADMINISTRATIVE AND AGENDA**

Ted Skekel, Chair (elected by the Nominating Committee)  
Dorothy Flannagan, Dean of Graduate School, Ex Officio  
James Dykes, Secretary  
Francine Sanders Romero, Membership Committee, Chair  
Debbie Lopez, Graduate Program Evaluation Committee, Chair  
Rosalind Horowitz, Nominating Committee, Chair  
Wing Chung Ng, Graduate Programs and Courses Committee, Chair  
David Romero, Academic Policy and Requirements Committee, Chair  
Shane Haberstroh  
Daniel Hogenauer

Student Representative (**vacant**) *to be appointed by the Graduate School,*

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Daniel Hogenauer, Parliamentarian  
Emma Mancha, University Libraries, University Standing Committee (student)  
Laura A. Waldrum, Graduate Ceremony (student)  
John Moring, Human Research/Institutional Review Board (student)  
Denise Sweeney, University Assembly Representative (student)

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<p><b><u>COMPOSITION</u></b>  One member from each college and two at large,  minimum of three members of the Graduate Council</p>	<p><b><u>NOMINATING COMMITTEE</u></b>  (Nominated by the Council Chair)  Rosalind Horowitz, Chair</p>
<p><b><u>ACADEMIC AND POLICY REQUIREMENTS</u></b></p> <ul style="list-style-type: none"> <li>* (1) <b>David Romero (COLFA), Chair</b></li> <li>(1) Curtis Hart (COEHD)</li> <li>* (2) Dan Hogenauer (COE)</li> <li>* (1) Mary Houston-Vega (COPP)</li> <li>* (2) Lalatendu Misra (COB)</li> <li>(1) Garry Sunter (COS)</li> <li>(1) Stephen Temple (COA)</li> </ul>	<p><b><u>GRADUATE PROGRAM EVALUATION</u></b></p> <ul style="list-style-type: none"> <li>* (1) <b>Debbie Lopez (COLFA), Chair</b></li> <li>* (1) Kimberly Bilica (COEHD)</li> <li>(2) Mark Blizard (COA)</li> <li>* (2) Richard French (COE)</li> <li>(2) Gabriela Gonzalez (COLFA)</li> <li>(1) Peggy Hsieh (COEHD)</li> <li>(2) Randy Manteufel (COE)</li> <li>(2) Gouthan Menon (COPP)</li> <li>* (1) Grant Merrill (COS)</li> <li>* (1) Fengxin Chen (COS) Fall; Mary Lou Zeeman (COS) Spring</li> <li>* (2) John Warren</li> </ul>
<p><b><u>GRADUATE PROGRAMS AND COURSES</u></b></p> <ul style="list-style-type: none"> <li>* (2) <b>Wing Chung Ng (COLFA), Chair</b></li> <li>* (2) Rupali Datta (COS)</li> <li>(2) Beth Durodoye (COEHD)</li> <li>(2) Tina Lowrey (COB)</li> <li>(1) Chris Reddick (COPP)</li> <li>(1) Armando Trujillo (COEHD)</li> <li>* (2) Vincent Canizaro</li> </ul>	<p><b><u>MEMBERSHIP</u></b></p> <ul style="list-style-type: none"> <li>* (2) <b>Francine Sanders Romero (COPP), Chair</b></li> <li>(2) Dmitry Gokhman (COS)</li> <li>* (2) Hai-Chao Han (COE)</li> <li>(2) Jeremy Sullivan (COEHD)</li> <li>* (2) Lila Flory-Truett (COB)</li> <li>(2) Sue Ann Pemberton-Haugh (COA)</li> <li>* (2) William McCrary (COLFA)</li> </ul>

\* Member of the Graduate Council