

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

February 1, 2011

**University Room, BB 2.06.04
3:30 p.m.**

Present: Mark Bayer, Kim Bilica, Rena Bizios, Andrey Chabanov, Amanda Chou, Samer Dessouky, Sedef Doganer (Saadt Toker), Jim Dykes, Carolyn Ehardt (Robert Hard), Dorothy Flannagan, Rhonda Gonzales, Richard Hartley, Kim Kline, Myung Ko, Don Kurtz, Goutham Menon, Russell Reeder, Joel Saegert, Patricia Sanchez (Howard Smith), Elaine Sanders, Scott Sherer, Johnelle Sparks, Drew Stephen, Garry Sunter, Ram Tripathi, Lila Truett, John Wald, Weining Zhang

Absent: David Akopian, Ashraf Alam, Peter Anderson, Shereen Bhalla, Schuyler Costello, Santiago Daydi-Tolson, Yue Huang, Elizabeth Murakami-Ramalho, Branco Ponomariov, Xiaohe Xu

Excused: Bill Cooke, Sharon Navarro, Patricia Quijada, Rudy Sandoval, Can Saygin, Heather Trepal, Mindy Wallen, Hongjie Xie

Visitors: None

I. Call to order and taking of attendance.

Dr. Kim Kline called the February 1, 2011 meeting of the Graduate Council to order at 3:36 pm.

II. Approval of Minutes (Kim Kline)

The Minutes of the December 7, 2010 meeting were approved.

III. Reports

A. Council Chair (Kim Kline)

Dr. Kline welcomed the Graduate Council back to its first meeting of the semester. She shared information from the Faculty Senate's executive meeting (the Faculty Senate will meet on February 10). Provost John Frederick explained that the plus / minus grading procedure would be implemented in the Fall with Departments deciding about its use. In response to a question by Dr. Scott Sherer, she noted that Dr. Kim Bilica would discuss the draft Information Bulletin (Attachment B of the Agenda) in her committee report. She also noted the increase in research and methods resources available to our graduate students. She showed nine additions to the list of graduate research methods courses (Attachment A). Those courses span the areas of General Business Administration, Art History & Criticism, Communication, English, and Demography. She invited people to send her other courses in research methods to add to the list. She asked Drs. Jim Dykes and Ram Tripathi to discuss the statistics workshops described in the handout distributed by Dr. Tripathi (Attachment B). Dr. Dykes received

the information on Friday about the three workshops offered by the College of Business's Statistical Consulting Center in February and early March. Dr. Tripathi noted that there was no prerequisite for the Descriptive and Basic Inferential Statistics workshop and that only one course was needed to take the Analysis of Variance workshop or the Regression workshop. Dr. Dykes pointed out the website (www.business.utsa.edu/scc/) and that students would receive hands on experience with three different statistical packages: Excel, SPSS, and SAS. Also, Dr. Tripathi explained that the first four hours of consultation at the Statistical Consulting Center are free. Dean Dorothy Flannagan posts relevant resources on the Graduate School website.

B. Dean of Graduate School (Dorothy Flannagan)

Dean Flannagan reported good news from the Texas Higher Education Coordinating Board (THECB) meeting: approval of the PhD in Mechanical Engineering program. The application deadline will be April 15th for Fall 2011 implementation. The PhD proposals in Psychology and Translational Sciences are still under review and are grandfathered as exceptions to a new rule. Approval of future PhD proposal will be limited to institutions with an undergraduate graduation rate exceeding the state average. UTSA is currently 2.5% below that rate. The President and Provost are preparing recommendations for a task force studying special exceptions to the new rule (e.g.; no-cost proposals and good progress in the graduation rate), but she expects us to take another two years to reach the state average. She suggested that programs working on new doctoral programs coordinate with their Dean and Associate Dean. In response to a question by Dr. Rhonda Gonzales, she explained that the average 6-year graduation rate is about 44% and it is about 41.5% for UTSA. UT Austin and Texas A&M are not included in the state statistics. The statistics reported by OIR are not in question, but the linkage between new doctoral programs and the undergraduate graduation rate is a consequence of limited state resources and the large number of undergraduates relative to doctoral students. The state average does not fluctuate much from year to year, but we are steadily making progress. Dean Flannagan will have more information in March. In response to a question by Dr. Sherer, she explained that the tentative list of low-performing graduate programs would also be discussed this Spring. Dr. Kline reminded us that the Faculty Senate had approved the Multidisciplinary Studies degree. That may help our undergraduate graduation rate.

Dean Flannagan noted that today is the deadline for doctoral applications. The current count (about 800) is equal to the final count last year and she expects a last minute influx will push it higher. All doctoral applications are paperless and available through EMBARK. She recommended contacting Monica Rodriguez if there is a problem. In response to a question by Dr. Tripathi, Dean Flannagan explained that going paperless saved money, but that the Department could get paper copies from Rowdy Space if they wished to do so.

C. Secretary (Jim Dykes)

Dr. Dykes showed the list of Graduate Council representatives (Attachment A of the Agenda). Dr. Patricia Quijada has replaced Dr. Norma Guerra (the new Chair of Educational Psychology). Dr. Howard Smith is substituting for Dr. Patricia Sanchez (who is on leave this semester) and Dr. Johnelle Sparks has replaced Dr. Mary Zey. Dr. Sharon Navarro has a class conflict this semester and we need a replacement. Dr. Elaine

Sanders explained that both Dean Dan Gelo and Dr. Mansour El-Kikhia (Chair Department of Political Science and Geography) are seeking a substitute for this Spring.

Dr. Dykes will send emails to the Department Chairs to hold elections for the representatives currently serving the second year of their two-year term (listed as “One Year” in the Term column). Current representatives are eligible to be reelected. He will present the list of new representatives at our April 5th meeting. Dr. Kline will appoint our Nominating Committee at our March 1st meeting and we will elect our Chair at our April 5th meeting. We will elect our Secretary and Parliamentarian at our May 3rd meeting.

D. Membership Committee (Scott Sherer)

Due to a scheduling conflict, the order of the next two committee reports was switched. Dr. Sherer reported that all seven of the 13 applicants for Special Membership in Graduate Faculty (Attachment C of the Agenda) hold terminal degrees. With one abstention, the list was approved. In response to a question by Dr. Sparks, Dr. Sherer explained that the same Special Member of the Graduate Faculty may serve on multiple student thesis and dissertation committees. In general, the appointment is for three years, but Adjoint faculty are appointed for five years. He encouraged early submission (before Spring Break) of applications for people serving on committees this Spring.

E. Committee on Graduate Programs and Courses (Kim Bilica)

Dr. Kim Bilica reported that her committee had reviewed the Information Booklet (Attachment B of the Agenda). It is still a draft. Five committee members approved the draft and one abstained. Dean Flannagan was asked to review it, but she wanted input from the Graduate Council before responding. Dr. Bilica noted that the big impact of the plus / minus procedure was to the Grade Point Averages (pages 3287- 3288 of the Agenda), but that no changes were made to Academic Standing (page 3291 of the Agenda). In response to a question by Dr. Smith, Dean Flannagan explained that it was too late to include the new procedure in the *Graduate Catalog*, but that it would be posted on the Graduate School website. It was noted that implementation would be a faculty decision and that some departments were adopting a common policy. Dr. Sanders explained that departments deciding not to implement the plus / minus procedure would need to send a justification to Vice Provost Larry Williams. Dr. Smith noted that at least some departments were adopting a common policy for all sections of the same course. Dr. Weining Zhang noted that an individual instructor may not have any plus / minus students in a specific class. The committee recommendation to accept the Information Bulletin was unanimously passed. Departmental implementation may be a future topic of discussion.

F. Committee on Graduate Program Evaluation (Sharon Navarro)

Dr. Kline explained that Dr. Navarro has a teaching conflict this semester. Consequently Dr. Kline presented the program review schedule (Attachment D of the Agenda). There will be two one-year follow-ups this Spring and two next Fall. Two final reports are in progress the site visit for the PhD in Cell and Molecular Biology was just completed. We will need the committee to prepare the reports for the two programs being reviewed under the new procedures. In response to a question by Dr. Tripathi, Dean Flannagan explained the one-year follow-up meeting typically includes her, the Graduate Council representative, the Dean, the Associate Dean, the Chair, and members

of the Graduate Program Committee. Progress in the previous year is discussed and is reported to the Provost.

G. Committee on Academic Policy and Requirements (Joel Saegert)

Dr. Joel Saegert gave no report, but will discuss his committee's charge (reviewing the composition of dissertation committees with respect to requiring a member from outside the department) at our next meeting

IV. Unfinished Business

None

V. New Business

Dr. Sparks informed the Graduate Council that VIA would soon begin to charge UTSA students and faculty to ride the bus between campuses. Instead of being free, the fare will be about \$2.25 or \$2.50 per ride (with a discount for students). That will have an impact since so many of the Downtown graduate students ride the bus every day. Dean Flannagan explained that Kerry Kennedy (Vice President for Business Affairs) has been discussing the issue with VIA (which made a business decision). She suggested that people contact his office with data about faculty and student ridership. Vice Provost Jesse Zapata has also established a working group on the issue. Dr. Bilica reported that a reduced fare card would be about \$7 per month for students and about \$30 per month for faculty.

Dr. Rena Bizios brought up a related problem about transportation to Human Resources. New faculty need to complete training at Human Resources, but its off-campus location poses a problem for faculty without cars. Dean Flannagan explained that the previous shuttle service had been discontinued due to low ridership, but offered to raise the issue with Kerry Kennedy. There might be some flexibility in terms of reinstating the shuttle at the beginning of the semester.

VI. Adjournment

The meeting adjourned at 4:34.

Attachment A Graduate Research Methods Courses

College of Business

GBA 7013 Research Methods I

(3-0) 3 hours credit. Prerequisite: Consent of instructor.

An introduction to the research process. The course examines the scientific method, issues in the philosophy of science, ethical issues in research, and an introduction to basic experimental and quasi-experimental design principles and threats to validity. The course also examines the elements of scientific paper writing.

GBA 7023 Research Methods II

(3-0) 3 hours credit. Prerequisite: Consent of instructor.

An advanced study of contemporary research design and data collection techniques including interviewing, survey construction, use of archival data, and qualitative approaches to data collection.

College of Liberal and Fine Arts

AHC 5123, ³Seminar in Research Methods and Writing

This is a basic methodology course designed to offer the opportunity for the graduate student to gain an introduction to all facets of the discipline of art history and criticism, including research, documentation, and historical and critical writing

COM 5023: Quantitative Research Methods

(3-0) 3 hours credit. Prerequisites: 3 semester hours of undergraduate research methods. Completion of, or concurrent enrollment in COM 5003 or consent of instructor.

Introduces social scientific approaches to communication inquiry. Focus on design, measurement, and data analysis of quantitative research. Also covers principal statistics applied in communication and related computer programs. Students apply course concepts by evaluating and conducting research projects.

COM 5033: Qualitative Research Methods

(3-0) 3 hours credit. Prerequisites: 3 semester hours of undergraduate research methods. Completion of, or concurrent enrollment in COM 5003 or consent of instructor.

Introduces humanistic approaches to communication inquiry. Focus is on design, coding, analysis, data interpretation, and reporting of qualitative research. Examines a variety of qualitative research methods as well as challenges facing researchers in diverse social settings. Students apply course concepts by evaluating and conducting research projects.

ENG 5013-Intro to the Graduate Study of Literature

In this course welcoming students to UTSA's M.A. English program, they will have the opportunity to

- Improve their research skills
- Increase their critical vocabulary
- Be introduced to schools of literary theory
- Study works in their historical contexts
- Become familiar with the critical discourse on each primary text
- Learn how to prepare and present an abstract and a conference paper

ENG 6013-Theoretical and Research Methods

This course is an introduction to the tools and technology of professional literary research, to basic theoretical areas of focus, and practical concerns of the profession. Students will have the opportunity to discover and explore methods of research leading to a final research project. They will be introduced to archives and special collections available to them in the area. Students will have the opportunity to develop the skills of bibliographical and textual scholarship foundational to literary research and writing, and to participate in class discussions of theoretical approaches. Students will be encouraged to participate in hands-on research at the UTSA library and will be required to present their findings to the class.

College of Public Policy**DEM 7243 General Research Methods for Demographers I**

(3-0) 3 hours credit. Prerequisites: DEM 7013 and SOC 5143 or consent of instructor.

Examines key aspects of research methodology and provides an understanding and overview of practical and theoretical methods used to include sampling, interviewing, questionnaire and survey construction, and methods of analysis. The course will examine alternative research perspectives used in writing major publishable articles, and a dissertation in demography.

DEM 7253 Survey Methods for Demographers

(3-0) 3 hours credit. Prerequisite: DEM 7243 or consent of instructor.

This course examines the use of survey methodology and the research process, with special attention given to survey instruments as they relate to demographic research. Topics to be covered include a general overview of large demographic surveys, modes of data collection, questionnaire design, reliability and validity, sampling, and analysis incorporating survey designs for various large-scale demographic surveys. Special attention will be given to data collected by the U.S. Bureau of the Census. Statistical software applications will be used as they relate to demographic survey instruments. (Formerly titled "General Research Methods for Demographers II.")

Attachment B



STATISTICAL CONSULTING CENTER Spring 2011 Workshops

February 11, 2011. Descriptive and Basic Inferential Statistics

Graphical techniques, numerical summaries, and an overview of hypothesis tests.

February 25, 2011. Analysis of Variance

One-way and two-way models and multiple comparisons.

March 4, 2011. Regression

Simple and multiple linear regression, logistic regression, and indicator variables.

All sessions will have a significant interactive component. Students will have the opportunity to explore different software for data analysis including Excel, SPSS, and SAS.

All sessions will be held in BB 3.02.16 from 9:30 am – 12:30 pm.

Cost: \$25 for 1 workshop, \$40 for two and \$50 for all three. Payment may be made at the SCC office BB 4.06.02 no later than **February 4, 2011**. (Cash or checks will be accepted.)

Contact: You may register by emailing scc@utsa.edu. Please visit the SCC website at www.business.utsa.edu/scc/ for additional information.