

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

February 6, 2007

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

Present:

Sos Agaian, David Akopian, Bruce Barnett, Kim Bilica, Jeff Boone, Lorenzo Brancaleon, Fengxin Chen, Tatyana Dalrymple, Bridget Drinka, Alan Dutton, Jim Dykes, Dorothy Flannagan, Lila J. Flory-Truett, Jack Himelblau, Rajan Kadapakkam, Jerry Keating, Laura Levi, Ken Little, Debbie Lopez, Emma Mancha, John McCluskey, William McCrary, Josephine Mendez-Negrete, Grant Merrill, Ghezai Musie, Wing Chung Ng, Sara Ramirez, David Romero, Nestor Sanchez, Dhiraj Sardar, Mahesh Senagala, Ted Skekel, Christopher Smith, Judith Sobre, Thankam Sunil, Denise Sweeney, Ram Tripathi, Raydel Tullous, Alexandra Voigt, John Warren, Elaine Wittenberg-Lyles

Absent:

Michael Burns, Thomas Bylander, Vincent Canizaro, Weiming Cao, Mari Cortez, Maria Franquiz, Richard French, Larry Golden, Gabriela Gonzalez, John McCarrey, Ernesto Rocha, Charlie Wilson

Excused:

Rupali Datta, Daren Daugaard, Artyon Grigoryan, Shane Haberstoh, Hai-Chao Han, Mary Houston-Vega, Lalatendu Misra, Steve Murdock, Maricela Oliva, Sue Ann Pemberton-Haugh, Fred Hudson, Francine Sanders Romero

Visitors:

Stuart Birnbaum, Graduate Advisor of Record for MS in Geology
Mark Blizard, Chair Department of Architecture and Member of the Graduate Program
Evaluation Committee
Beth Durodoye, Provost Fellow for Graduate School
Veronica Ramirez, Assistant Dean of Graduate School

I. Call to order and taking of attendance.

Dr. Ted Skekel called the February 7, 2007 meeting of the Graduate Council to order at 3:36 pm.

II. Approval of Minutes (Ted Skekel)

The Minutes of the December 5, 2006 meeting of the Graduate Council were approved.

III. Reports

A. Council Chair (Ted Skekel)

As discussed in an email just prior to the meeting (Attachment A), Dr. Skekel reported that the Office of Research Integrity and Compliance is working with a committee to launch responsible conduct of research (RCR) training next Fall. He and Dean Dorothy

Flannagan will meet with the committee on February 12th and will keep the Graduate Council informed. Dr. Skekel asked members to preview the training at the CITI site (<https://www.citiprogram.org/rcrpage.asp>) and email him with any feedback. Dr. Elaine Wittenberg-Lyles noted that she had done the training as a requirement for a joint project with the UTHSCSA. She asked if the proposed training would be redundant. Dean Flannagan will check. Dr. Jeff Boone noted that much of the CITI training is focused on research with human subjects. He asked if UTSA's RCR training would be appropriate for others. Dean Flannagan explained that the goal of committee is to develop general modules followed by specific focused modules (e.g.; for human subjects, for animals, etc.).

Dr. Skekel reported that Dr. Daniel Hogenauer had retired and that we needed to elect a replacement for him as our Parliamentarian. Dr. Alan Dutton was unanimously elected to serve as our Parliamentarian.

B. Dean of Graduate School (Dorothy Flannagan)

Since RCR training will be required for all research graduate students, Dean Dorothy Flannagan said she would welcome any help or feedback on the RCR training. Ideas can also be shared with our Associate Deans, since they are members of the committee.

Dean Flannagan described the status of new programs and proposals. The Marketing concentration in the PhD in Business Administration was approved by the Coordinating Board at its January 25th meeting for Fall 2007 implementation. The PhD in Marketing will be the 20th doctoral degree at UTSA. The PhD in Interdisciplinary Learning and Teaching proposal is on the Board of Regents' February 6th Agenda. If approved, it would probably be reviewed by the Coordinating Board next Fall. It is anticipated that the PhD in Psychology will be considered by the Coordinating Board at its July meeting. Four other proposals are expected to be reviewed by our Committee on Graduate Programs and Courses this Spring: MA in Teaching English as a Second Language, Master's degree in Health and Kinesiology, Ph.D. program in Child and Adolescent Development, and a graduate certificate program in Homeland Security.

Dean Flannagan explained that she has been communicating with Associate Deans and Program Chairs about graduate policies and procedures. With the growth in number of PhD programs, it is not possible for each to have individualized procedures. The goal is to develop standardized procedures which can be added to the Handbook of Operating Procedures. For example, the requirements for doctoral student funding are under consideration. One requirement being considered is a minimum enrollment of 21 hours to receive University funding (9 hours in Fall, 9 hours in Spring, and 3 hours in Summer). Another proposal is that a doctoral student would work as a research assistant or a teaching assistant for at least part of a stipend. Dean Flannagan will share the progress of the discussions. Denise Sweeney suggested that they might want to consider whether students enrolled in 3 hours of Summer research had to physically be in San Antonio for the Summer.

Dean Flannagan introduced two visitors. Veronica Ramirez is Assistant Dean of the Graduate School. She oversees administrative staff and Southern Association of Colleges and Schools accreditation. Dr. Beth Durodoye is one of four Provost Fellows working

with the Graduate School. We were invited to contact her with ideas regarding her initiative for minority recruitment.

C. Secretary (Jim Dykes)

Dr. Jim Dykes reviewed the list of Members of the Graduate Council (Attachment B) and the membership of Committees of the Graduate Council (Attachment C) which were distributed at the meeting. He reminded the Graduate Council that elections for representatives would be by Departments next year instead of by graduate program. In order to maintain continuity, it will be necessary to stagger the terms of the representatives. Consequently half of the terms will be for one year next year and half will be for two years. A proposed list of Departments, Chairs, and terms was presented and edited by the Graduate Council. The corrected list is Attachment D.

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

No report.

E. Membership Committee (Francine Sanders Romero)

In the Agenda, Dr. Francine Romero included a list of four faculty that her Membership Committee recommended to be Special Members of the Graduate Faculty: Drs. Mary Anne Acevedo, Sandra Sanchez Riley, Malea Powell, and Kevin Richmond. Dr. Romero was unable to attend the meeting, but Susan Mancha reported that the Membership Committee had recommended an additional three faculty to be Special Members after the Agenda was distributed: Drs. John Stoler, Marisa Huerta, and Jaime Rodriguez. The combined list of seven recommendations was unanimously approved.

F. Committee on Graduate Program Evaluation (Debbie Lopez)

Dr. Skekel recommended that the Bylaws be suspended in order to allow Dr. Mark Blizard to present the follow-up report for the EdD in Educational Leadership (Attachment A with the Agenda) and to allow Dr. Stuart Birnbaum to answer any questions about the follow-up report for the MS in Geology (Attachment B with the Agenda). The recommendation was unanimously approved.

Dr. Blizard thanked Dr Bruce Barnett for his 2005 report for the EdD in Educational Leadership. That report made it a pleasure to do the follow-up. He noted a few highlights of the report. It is critical to maintain the good student to faculty ratio (5:1). The "winter garden program" is taking measured steps in order to not grow too quickly. The Pro Seminar joins together theory and practice and the program works to help the students link their practical experiences with research. The program is building bridges to the community. Knowing the research needs of the community increases the research opportunities for the students. Flexibility allows students to maintain their administrative positions in the community while also pursuing their coursework. A clear path of study would aid navigation through the program. In summary, he explained that the program had addressed the issues raised in the previous report and that he had nothing but praise for the program.

A number of people asked about the "winter garden program". The goal is to help serve an area west of San Antonio while permitting the students to simultaneously pursue their academics and their school administrator careers. While it is currently a local program, people wondered about whether it might expand into other areas in the future, including

areas without a doctoral program. Dean Flannagan explained that the program is getting a list of all such programs in the state and is discussing possible expansion with the Coordinating Board. Dr. Barnett said that Crystal City, Uvalde and Del Rio have contacted UTSA asking about help. Dr. Blizard noted that the program has a strong commitment to taking planned steps. Dr. Kim Bilica asked about the implications of having more than 50% off-site. Dean Flannagan explained that it could still remain one program, but that Coordinating Board approval would be required.

Dr. Grant Merrill presented the follow-up report for the MS in Geology. He reviewed the self-study, reviewed the outside reviewers' report, and interviewed Drs. Raymond Baird (Acting Chair of Earth and Environmental Sciences) and Stuart Birnbaum (GAR). He highlighted 7 of 8 areas of progress relative to the outside reviewers' recommendations: 1) implementation of uniform merit raise procedures, 2) the hiring of five additional faculty, 3) Department allocation of small monies to support faculty and student travel to conferences on an equal basis, 4) seeking external funding for student support (difficult under the current funding environment), 5) implementing a systematic rotating schedule of classes, 6) targeting recruitment to faculty's area of research, and 7) improving the articulation between the Geology and Environmental Science programs. The eighth issue (space) resides above the departmental level. The reviewers were guardedly optimistic in the outside report and great progress has been made since then.

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

Dr. David Romero has a draft survey to solicit information on how programs are currently implementing readmission of dismissed students and what changes programs would like to see. That might include dates, what "should" or "must" be done, and a possible limit on the number of times a student could be readmitted. He noted that the readmission policy at UT Austin is similar to ours.

IV. Unfinished Business

As explained by Dean Flannagan, the Graduate Catalog is first reviewed by the Graduate Council and is subsequently reviewed by the Faculty Senate, the Provost, and the UT System. An Attorney with System told her that this is the first time our Catalog copy was perfect. She specifically congratulated the Committee on Academic Policy and Requirements and the Graduate Council in general.

V. New Business

None.

VI. Adjournment

The meeting was adjourned at 4:27 pm.

Attachment A

From: Ted Skekel
Sent: Tuesday, February 06, 2007 2:51 PM
To: James Dykes
Subject: RCR Training

Graduate Council Members:

On February 12 Dorothy and I will be attending a meeting of the Responsible Conduct of Research (RCR) Training Course Ad Hoc Working Group. This is the group that is developing a university-wide on-line training course that all those participating in research activities at UTSA will have to take. The paragraph below describes the purpose of the next meeting and provides a link so that the proposed course may be previewed. I have been given permission to distribute the link to this course to graduate council members. I would like you to please preview the course and email your feedback to me. I will then summarize it at the February 12 meeting.

Stated Purpose: "The purpose of the meeting is to continue to discuss the development and implementation of an online training course in the Responsible Conduct of Research (RCR) at UTSA, and to discuss the CITI Online RCR Course that was distributed for your review last week (click link to review - create a user name and password, and choose "Public Access")."

Thanks for your assistance and feedback in advance. After viewing this course, we may wish to place a discussion of it on our March agenda.

Ted Skekel
Chair - Graduate Council

Attachment B
MEMBERS OF THE GRADUATE COUNCIL
2006- 2007

COLLEGE OF ARCHITECTURE

Master of Architecture

(1) Vincent Canizaro

Master of Science in Architecture

(1) Mahesh Senagala

Student Representative:

Ernesto M.Rocha

COLLEGE OF BUSINESS

PhD Applied Statistics

(1) Ram Tripathi

PhD Business

(1) Jeff Boone

Master of Accountancy

(1) Ted Skekel

Master of Arts in Economics

(1) Lila J. Flory-Truett

Master of Business Administration

(1) Rajan Kadapakkam

(1) Raydel Tullous

Master of Business Administration- International Business

(1) Su Zhou

Master of Science in Finance

(1) Lalatendu Misra

Master of Science in Information Technology

(1) John Warren

Master of Science in Management of Technology

(1) Fred Hudson

Master of Science in Statistics

(1) Jerry Keating

Student Representative:

Denise Sweeney

Michael Burns

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

EdD in Educational Leadership

Representative:

(1) Alan Shoho (FA '06) Bruce Barnett (SP '07)

PhD in Counselor Education and Supervision

(1) Need substitute for Thelma Duffey (teaching conflict)

PhD in Culture, Literacy, and Language

(1) Maria Franquiz

Master of Arts in Bicultural-Bilingual Studies

(1) Josephine Méndez-Negrete

Master of Arts in Counseling

(1) Larry Golden

(1) Shane Haberstroh

Master of Arts in Education

(1) Mari Cortez

(1) Kim Bilica

Master of Education in Educational Administration and Policy Studies

(1) Maricela Oliva

Student

Michael Richards

COLLEGE OF ENGINEERING**PhD in Biomedical Engineering**

(1) Hai-Chao Han

PhD in Electrical Engineering

(1) Sos Agaian

Master of Science in Civil Engineering

(1) Replacement for Daniel Hogenauer

Master of Science in Computer Engineering

(1) Artyom Grigoryan (substitute for Parimal Patel)

Master of Science in Electrical Engineering

(1) David Akopian

Master of Science in Mechanical Engineering

(1) Daren Daugaard

Student Representative:

Christopher Smith

COLLEGE OF LIBERAL AND FINE ARTS**PhD in Anthropology**

No Spring 2007 representative

PhD in English

(1) Bridget Drinka

Master of Arts in Anthropology

(1) Laura Levi

Master of Arts in Art History

(1) Judith Sobre

Master of Arts in Communication

(1) Elaine Wittenberg-Lyles

Master of Arts in English

(1) Debbie Lopez

Master of Arts in History

(1) Wing Chung Ng

Master of Arts in Political Science

(1) David Romero

Master of Arts in Spanish

(1) Jack Himelblau

Master of Fine Arts

(1) Ken Little

Master of Music

(1) William McCrary

Master of Science in Psychology

(1) Jim Dykes

Master of Science in Sociology

(1) Thankam Sunil

Student Representative:

Sara A. Ramirez

COLLEGE OF PUBLIC POLICY**PhD in Applied Demography**

(1) Steve Murdock

Master of Public Administration

(1) Francine Romero

Master of Science in Justice Policy

(1) John McCluskey

Master of Social Work

(1) Mary Houston-Vega

Student Representative:

Alexandra Voigt

COLLEGE OF SCIENCES**PhD in Biology**

(1) Charlie Wilson

PhD in Cell and Molecular Biology

(1) John McCarrey

PhD in Chemistry

(1) Grant Merrill

PhD in Computer Science

(1) Thomas Bylander

PhD in Environmental Science and Engineering

(1) Richard French

PhD in Physics

(1) Dhiraj K Sardar

Master of Science in Applied Math and Industrial Math

(1) Weiming Cao

Master of Science in Biology

(1) None to date

Master of Science in Biotechnology

(1) None to date

Master of Science in Chemistry

(1) Ghezai Musie

Master of Science in Computer Science

(1) Weining Zhang

Master of Science in Environmental Science

(1) Rupali Datta

Master of Science in Geology

(1) Alan Dutton

Master of Science in Mathematics

(1) Fengxin Chen (substitute for Mary Lou Zeeman)

Master of Science in Physics

(1) Lorenzo Brancaleon

Student Representative:

Ms. Tatyana Dalrymple

Attachment C
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
 Replacement for Parliamentarian (was Daniel Hogenauer)
 Student Representative (**vacant**) *to be appointed by the Graduate School,*

Replacement for 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)
 Tatyana Dalrymple, System Graduate Advisory Council (student)

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

* Member of the Graduate Council

Attachment D

College	Department	Current		Recommend		Chair
		New	Prev	1 yr	2 yr	
Architecture						
	1 Architecture	1	1	1		Mark A Blizard
Business	MBA&Tech	3	2			
	2 Accounting	1		1		James Groff
	3 Economics	1		1		Kenneth Weiher
	4 Finance		1		2	Keith Fairchild
	5 Information Systems & Technology Management		1		2	Glenn Dietrich
	6 Management				2	Robert Cardy
	7 Management Science and Statistics	1	1	1		Nandini Kannan
	8 Marketing				2	Joel Saegert
Education and Human Development	Edu	2				
	9 Bicultural-Bilingual Studies	1	1	1		Robert Milk
	10 Educational Leadership and Policy Studies		1		2	David Thompson
	11 Counseling, Educational Psychology, and Adult & Higher Education	1	3		2	Marcheta Evans
	12 Health and Kinesiology			1		Zenong Yin
	13 Interdisciplinary Learning and Teaching				2	Belinda Flores
Engineering						
	14 Civil Engineering	1		1		A T Papagiannakis
	15 Electrical and Computer Engineering	1	2		2	Philip Chen
	16 Mechanical Engineering		1		2	F Frank Chen
	17 Bimedical Engineering		1	1		Joo L Ong
Liberal and Fine Arts						
	18 Communication		1		2	Steven R Levitt
	19 English, Classics and Philosophy		2	1		Bernadette Andrea
	20 History		1		2	John Reynolds
	21 Music		1	1		Eugene Dowdy
	22 Political Science and Geography		1		2	Mansour El-Kikhia
	23 Psychology	1		1		Robert Fuhman
	24 Sociology		1	1		Raquel Marquez
	25 Art and Art History		2		2	Kent Rush
	26 Anthropology		1	1		James McDonald
	27 Modern Languages and Literatures		1		2	Marita Nummikoski
Sciences	Env&Egr		1			
	28 Chemistry	1	1		2	Waldemar Gorski
	29 Computer Science	2		1		Kleanthis Psarris
	30 Mathematics	1	1	1		Sandy Norman
	31 Biology	2	2		1	Edwin J Barea-Rodriguez
	32 Earth and Environmental Sciences	1	1	1		Raymond R Baird
	33 Physics and Astronomy		2		2	Eric Schlegel
Public Policy						
	34 Criminal Justice	1		1		J. Mitchell Miller
	35 Public Administration	1		1		Jerrell Cogburn
	36 Social Work		1		2	Dennis Haynes
	37 Demography and Organization Studies	1			2	Mary Zey
		24	35	18	19	