

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

**February 5, 2008**

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

**Present:** Sos Agaian, Stuart Birnbaum, Rena Bizios, Andrey Chabanov, Fengxin Chen, Michael Cepek, Mari Cortez, Ashley Curtiss, James Dykes, Karl Eschbach, Dorothy Flannagan, Sara Hohne, Mary Kay Houston-Vega, Palani-Rajan Kadapakkam, Kim Kline, William McCrary, Gregg Michael, Emeka Nwaeze, Maricela Oliva, Eugene Stone-Romero, Thankam Sunil, Lila Truett, (Raydel Tullous for Ram Tripathi), Bill Van Auken, John Warren, Weining Zhang

**Absent:** Cheryl Alderman, Andrew Bates, Mary Bollinger, Larry Golden, Julie Gresham-Guerra, David Jaffe, James Ordner, Terri Pantuso, Can (John) Saygin, Drew Stephen, Jose Weissmann, Ryan Weekley, Wan X. Yao

**Excused:** John Alexander, Walter Ermler, Alokparna (Sonia) Monga, Malgozata Oleszkiewicz-Peralba, Ben Olguin, David Romero, Heywood Sanders, Scott Sherer

**Visitor:**

Kasandra Keeling, Associate Professor of Music and Coordinator of Keyboard Studies  
Marita Nummikoski, Chair Department of Modern Languages and Literature  
Lisa Palacios, Director of Graduate Recruitment and Retention for the Graduate School  
David Thompson, Chair Department of Educational Leadership and Policy Studies

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

Dr. William McCrary thanked the members for attending and noted the number of people sick with the flu. He called the February 5, 2008 meeting of the Graduate Council to order at 3:38 pm.

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

The Minutes of the December 4, 2007 meeting were approved.

**III. Reports**

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

Dr. McCrary introduced Lisa Palacios and asked the Graduate Council to suspend our Bylaws in order for her to discuss the status of the Graduate Student Association. His request passed unanimously.

Ms. Palacios explained that the UTSA Graduate Student Association (GSA) is now officially linked to the national organization, has had a couple of meetings (with between 5 and 9 students attending), and has elected officers. The meetings will be rotated between the campuses with the next meeting being at the Downtown Campus on March 12<sup>th</sup>. She also noted two up-coming mixers on February 22<sup>nd</sup> from 6- 9 pm at Indigo Joe's and on March 7<sup>th</sup> from 5:30- 7:30 pm in the UC Ski Lodge. The later is jointly

organized with the Tomás Rivera Center and Susan Young will discuss how to network. Other volunteer opportunities are being organized (such as the Science Fair) and a website is under construction. She invited interested students to contact her or Carey Kasprzyk at the Graduate School. Her email address is [lisa.palacios@utsa.edu](mailto:lisa.palacios@utsa.edu).

In response to a question by Dr. Kim Kline, Ms. Palacios encourages class announcements in addition to just distributing her email. In response to a question by Dr. Stuart Birnbaum, she noted that most of the current members are from the Colleges of Liberal & Fine Arts and Education & Human Development, but they are trying to diversify the membership in order to meet their three goals: offer a representative approach, give the students a voice, and increase communication.

Dean Dorothy Flannagan noted that Carey Kasprzyk is working to get the GSA directly involved in the graduate student orientations and organizing information from other schools.

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

No report.

**C. Secretary (Jim Dykes)**

Dr. Jim Dykes presented the updated list of Graduate Council members (Attachment A with the Agenda) and noted that Dr. Roger Enriquez had replaced Dr. Juanita Firestone as the representative for Criminal Justice and that Dr. Judy Haschenburger will be the alternate for Dr. Birnbaum.

Dr. Dykes tried to clarify the status of the revision of Academic Program Review in the HOP. Team 6 presented their recommendations to the whole HOP Committee on September 20<sup>th</sup>. The HOP Committee suggested some modifications and requested Graduate Council input. One possible idea (not ratified by the HOP Committee) was to split undergraduate and graduate academic program reviews. Drs. Art Hernandez, Gerry Dizinno, and Steve Wilkerson discussed their Team 6 recommendations at our December 4<sup>th</sup> meeting and the HOP Committee awaits our recommendations.

Dr. McCrary noted that many of our committees are already quite busy with other business. Dr. Birnbaum suggested that we might add members to help with the workload. Another possibility is to establish an ad hoc committee, which Dr. Emeka Nwaeze thought would be efficient. Agreeing with Dr. Maricela Oliva, Dr. McCrary will discuss the question with the Administrative and Agenda Committee prior to our March 4<sup>th</sup> meeting. He further noted that it is important that our voice be heard.

**D. Committee on Graduate Programs and Courses (Thankam Sunil)**

Dr. McCrary suggested that we consolidate the discussion of all four Graduate Certificate proposals (Attachments B- E with the Agenda) in order to accommodate our guests and then to vote on each proposal individually. He introduced Drs. Kasandra Keeling (representing the Graduate Certificate proposals in Keyboard Performance and Keyboard Pedagogy), David Thompson, (representing the Graduate Certificate proposal in Higher Education Administration), and Marita Nummikoski (representing the Graduate Certificate proposal in Translation and Interpretation Studies). At his request, our Bylaws were suspended to allow discussion with our visitors.

Dr. Thankam Sunil first noted the commonalities between the four proposals. All propose a 15-hour curriculum to fill current gaps in the system while requesting no additional funds, no new faculty, no additional resources, and no new courses. He summarized the proposals as very creative and novel. The Keyboard Performance proposal would have the same admissions requirement as the current Master of Music, but would be less writing intensive and is designed to attract world class performers who wish to commit less time training in a single place. About 2- 5 students are expected per year. The Keyboard Pedagogy proposal has the same admission requirements and expected student enrollments, but is designed to accommodate the needs of music teachers. The Higher Education Administration proposal would have the same admission requirements as the M. Ed. and Ed. D. in Educational Leadership, but is designed to accommodate the growing number of community college professionals. The Translation and Interpretation Studies proposal would have the same admission requirements as the MA in Spanish, but is designed to address the shortage of qualified and professionally trained legal and medical interpreters by providing the opportunity to develop basic skills in a reasonable time period.

Dr. Birnbaum asked about national certification. All of the proposals are designed for UTSA certification, but Dr. Nummikoski predicted the UTSA program would help preparation for the national exam and Dr. Keeling thought the pedagogy training would help with music teacher certification. Dr. Birnbaum asked whether these proposals would attract new students or compete with existing programs. Dr. Thompson explained that the proposal would attract new students, including those who might have a Masters in a content area but who lacked corresponding leadership training. Some of those new students might subsequently enter the four-year program. Dr. Keeling also indicated that the keyboard proposals would attract new students. Specifically, the keyboard proposal is designed to provide additional training while still allowing music teachers to teach after school. Dr. McCrary noted that; if successful, the keyboard proposals might inform a future voice proposal. Dr. Nummikoski also agreed that new students would be attracted and explained that the FBI and Department of Defense had expressed interest. Dr. Sos Aгаian noted that it would be great to offer training in other languages (e.g.; Arabic). Dr. Nummikoski explained that it would take about 17 courses in Arabic to be prepared for national security.

After thanking the guests, the Graduate Council unanimously approved each of the Graduate Certificate proposals.

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

Dr. Sherer was unable to attend the meeting, but Jennifer Jensen had the list of faculty recommended by the Membership Committee to become Special Members of the Graduate Faculty. With the assent of Dr. Rena Bizios (one of the committee members), Dr. Dykes read the list: Drs. Jonathan Kiel, Michael Joseph Lichtenstein, and Steve Windhager. It was noted that the recommendation of Dr. Jill Graper Hernandez had been forwarded to the committee, but that she was already a member of the Graduate Faculty by virtue of being a tenure-track faculty member. The Graduate Council approved the list.

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

No report.

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

No report.

**IV. Unfinished Business**

None

**V. New Business**

Dr. Oliva noted low attendance at her program's graduate student orientations. She asked about attendance at other orientations and for suggestions on increasing attendance. Dean Flannagan pointed out that orientation poses a particular problem for graduate students compared to undergraduate students given the short time between acceptance and classes (sometimes as short as one week). She explained that attendance has steadily increased at the University orientations due to early advertisements, offering more convenient times and locations, and coordinating with program orientations (e.g.; University in the morning and program in the afternoon at the same location). She suggested that Lisa Palacios can help with such coordination. Finally, Dean Flannagan described three strategies that some programs had found effective: 1) including the orientation in a one-class session in an entry level course; 2) requiring attendance for Research Assistants, Teaching Assistants, and PhD students to receive funding; and 3) making course enrollment contingent on orientation attendance. Other members suggested sending email reminders, scheduling the orientation after big events (like the welcoming convocation), having advance students encourage new students, and incorporating the orientation information with other content (such as ethics).

A discussion of the February 1<sup>st</sup> application deadline for doctoral students was revisited. A possible benefit to having an earlier deadline (e.g.; January 15<sup>th</sup>) might be to recruit the best graduate students. A possible benefit of the current deadline (or even later) might be to pick up people not previously accepted by other schools. Dean Flannagan explained that there needed to be a single deadline for the University. On the other hand, a program could review early submissions on Embark and accept early admissions as long as students who met the University deadline were not locked out. Dr. Weining Zhang pointed out that the program can see the letters of recommendation through Embark, but can not access the transcripts.

**VI. Adjournment**

The meeting adjourned at 4:32.