

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

**March 1, 2011**

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

**Present:** Ashraf Alam, Mark Bayer, Saadet Beeson, Kim Bilica, Andrey Chabanov, Amanda Chou, Bill Cooke, Jim Dykes, Carolyn Ehardt (Robert Hard), Dorothy Flannagan, Rhonda Gonzales, Yue Huang, Kim Kline, Myung Ko, Rebecca Krohn, Don Kurtz, Goutham Menon, Elizabeth Murakami-Ramalho, Joel Saegert, Elaine Sanders, Scott Sherer, Johnelle Sparks, Drew Stephen, Heather Trepal, Ram Tripathi, Lila Truett, John Wald, Hongjie Xie

**Absent:** David Akopian, Peter Anderson, Shereen Bhalla, Santiago Daydi-Tolson, Samer Dessouky, Branco Ponomariov, Russell Reeder, Garry Sunter, Mindy Wallen, Weining Zhang

**Excused:** Gabriel Acevedo, Rena Bizios, Richard Hartley, Sharon Navarro, Patricia Quijada, Patricia Sanchez (Howard Smith), Rudy Sandoval, Can Saygin

**Visitors:** Michael Baumann

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

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

**II. Approval of Minutes (Kim Kline)**

The Minutes of the February 1, 2011 meeting were approved.

**III. Reports**

**A. Council Chair (Kim Kline)**

Dr. Kline reported on three items from the Faculty Senate. Discussion continues about the new teaching evaluations, including whether to allow (but not require) Summer evaluations to count toward merit. Dr. Kline chairs a new working committee exploring how to improve the Institutional Review Board procedures as we move toward Tier 1. The Faculty Senate is also working on recommendations for the Periodic Performance Evaluation procedures. Discussion is focused on how to handle a situation in which a faculty member receives an unsatisfactory rating in an area. Drs. Carola Wenk and Amy Jasperson will be meeting with the Provost.

Dr. Kline noted that this is Women's History Month and offered flyers provided by Dr. Rhonda Gonzales. She highlighted our three DREAM students.

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

Dean Dorothy Flannagan provided an update about program review procedures at the Texas Higher Education Coordinating Board (THECB) and in the UTSA Handbook of Operating Procedures (HOP). The THECB is being more active in its evaluation of

doctoral programs. For instance, new programs report annually for each of the first five years (previously the first report was after the third year) and the 18 Characteristics are published on our website. The evaluation compares what was proposed to what the program has done. Two examples were given: 1) admitting nine students after proposing 12 and 2) having 20% diversity after proposing 40%. If the new program has not met the proposed goals at the end of the fifth year, then annual reports may continue to be required. Programs need to do what they proposed. During subsequent reviews (at least every 7 years), the outside reviewers will need to respond to the 18 Characteristics defined by the THECB. About a year ago, the THECB started developing a list of characteristics of Master's programs. Dean Flannagan expects to receive more information in May. Most of our Doctoral and Master's programs are very healthy, but our self-studies and the reports of our external reviewers will need to be more detailed. Much of the detailed information will be provided by the Office of Institutional Research. There is also new guidance on who can be an external reviewer.

Dean Flannagan also noted changes in the HOP about program review. In the past, the review of graduate programs was coordinated by the Graduate School with the Dean and Department. Now, all programs in a department (undergraduate and graduate) are evaluated together. The department evaluation is coordinated by the Provost and Vice Provost for Accountability and Institutional Effectiveness (Dr. Sandra Welch). Steve Wilkerson (Assistant Vice Provost for Assessment) coordinates the site visit. Dean Flannagan and a member of the Graduate Program Evaluation Committee meet with the external reviewers for a half hour. Ginger Hernandez is the point person in the Graduate School. In response to a question by Dr. Joel Saegert, Dean Flannagan explained that the member of the Graduate Program Evaluation Committee is not included at the entry and exit meetings with the external reviewers.

### **C. Secretary (Jim Dykes)**

Dr. Jim Dykes showed the two versions of the list of Graduate Council committee members: Attachment A of the Agenda shows membership by College and Attachment B of the Agenda presents the same information in our traditional format. Dr. Sharon Navarro has a class conflict with our Graduate Council meetings, so Dr. Elaine Sanders (Chair of our Nominating Committee) is seeking a replacement. Dr. Dykes thanked the members of the Graduate Council for their service on our standing committees. He then presented the list of Graduate Council representatives (Attachment A of the Minutes). He noted that Dr. Gabriel Acevedo has replaced Dr. Xiaohe Xu as the representative for Sociology. The members who have "Two Year" and "SEP 2010- MAY 2012" in the Term columns are just completing the first year of their two-year term. They will continue as representatives next year. The members who have "One Year" and "SEP 2010- MAY 2011" in the Term columns are currently serving the second year of their two-year term. An email was sent to each of their Chairs asking them to hold an election for their Department's representative. As suggested by Dr. Sanders, Dr. Dykes included a general statement of our mission and when the Graduate Council meets. That helped, but Dr. Dykes should have emphasized the fact that current members are eligible for re-election. He also should have been clearer that the two-year term is allocated by Department, not by the representative. If a representative is replaced in the middle of a term, the department's two-year term remains unchanged. That insures continuity in Graduate Council members across years. We have 38 Department representatives. One

half (19) are always in the first year and the other half are in the second year of their Department's two-year term.

Dr. Dykes noted that we will elect our 2011 / 2012 Chair at our April 5<sup>th</sup> meeting and that we will elect our 2011 / 2012 Secretary and Parliamentarian at our May 3<sup>rd</sup> meeting.

**D. Committee on Graduate Programs and Courses (Kim Bilica)**

No Report

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

Dr. Sherer reported that all 15 applicants for Special Membership in Graduate Faculty (Attachment C of the Agenda) were approved by his committee. His list was unanimously approved by the Graduate Council. Dr. Sherer noted that applications for Special Members serving on May thesis and dissertation committees should be submitted for review at our April 5<sup>th</sup> meeting. Since we do not meet in the Summer, our May 3<sup>rd</sup> meeting is an important deadline.

**F. Committee on Graduate Program Evaluation (No Chair)**

Dr. Kline explained that Dr. Navarro prepared the evaluation of the MS in Psychology program (Attachment D of the Agenda), but she has a teaching conflict this semester. Dr. Kline introduced Dr. Saadet Beeson to present the report and moved to suspend our Bylaws in order to allow Dr. Michael Baumann to join our discussion. Her motion was unanimously approved.

Dr. Beeson reported three strengths with respect to students: 1) students generally like the program, 2) increases in the GPA and GRE scores for new students increases the likelihood of success, and 3) wider recruitment now includes more out-of-state students. A significant weakness lies in the writing skills of the students. Including a writing sample with the application, modifying the first semester courses, and using software packages might help. In terms of faculty, Dr. Beeson noted the growth in the Department in the last 10 years and the active research programs of the faculty. On the other hand, the faculty need to maintain their grants to support the graduate students and an additional 2 or 3 faculty should be hired. Further, more junior faculty should be involved in graduate courses and "brown bag" research meetings would improve research mentoring. Dr. Beeson described the courses as rigorous and the grading as fair. She also noted the placement of graduates in good doctoral programs or research positions. On the other hand, she noted three needs: 1) more and better designed research space, 2) a common space for graduate students, and 3) a computerized classroom.

The report on the MS in Psychology program was accepted with a note that the date was February 2011 (not 2010).

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

Dr. Saegert explained that the Provost has expressed an interest in the fact that we do not require an external member on doctoral committees. His committee will meet this month to provide a recommendation at our April 5<sup>th</sup> meeting. He urged faculty with strong feelings about the issue to contact him. He also noted that the University requires a minimum of four members on dissertation committees. Programs may choose to have five members, especially if they include an outside member. Drs. Johnelle Sparks and Goutham Menon asked why there is a line for an outside member on the forms (including

the exam form). Dean Flannagan explained that it was an option, but not required by the University. Similarly a fifth line is included as an option. Dr. Saegert asked whether most programs currently require an outside member. Dean Flannagan suggested that Ginger Hernandez could prepare a list.

**IV. Unfinished Business**

Dean Flannagan reported that she had contacted Pamela Bacon in the Vice President for Business Affairs Office about providing transportation to the Human Resources Office at University Heights. It should be possible to run a bus between the 1604 campus and University Heights to help new faculty during the first couple of weeks of the semester.

**V. New Business**

Dr. Sparks asked if the health insurance for graduate students was changing. Dean Flannagan explained that the University is currently paying the insurance for graduate students appointed 50% time and benefits eligible. The state used to pay those benefits, but discontinued that policy 8 years ago. Since then, the University has been paying those benefits out of local funds. Eight years ago, our graduate student enrollment was approximately 30% of its current level and our future budget will be smaller. While the University will no longer pay those benefits, each College is developing a plan to help students as much as possible. Those plans are still being developed, so Dean Flannagan suggested that the Associate Deans of Graduate Study would currently have the best information.

**VI. Adjournment**

The meeting adjourned at 4:26.

## Attachment A

Index	College	Department	Term	Term	2010 Representative	Substitute
1	Architecture	Architecture	Two Years	SEP 2010- MAY 2012	Sedef Doganer	Saadet Toker
2	Business	Accounting	Two Years	SEP 2010- MAY 2012	Elaine Sanders	
3		Economics	Two Years	SEP 2010- MAY 2012	Lila Truett	
4		Finance	One Year	SEP 2010- MAY 2011	John Wald	Karan Bhanot
5		Information Systems & Technology Management	One Year	SEP 2010- MAY 2011	Myung Ko	
6		Management	One Year	SEP 2010- MAY 2011	Rudy Sandoval	
7		Management Science and Statistics	Two Years	SEP 2010- MAY 2012	Ram Tripathi	Anuradha Roy
8		Marketing	One Year	SEP 2010- MAY 2011	Joel Saegert	Ashok Lalwani
9	CoEHD	Bicultural-Bilingual Studies	Two Years	SEP 2010- MAY 2012	Patricia Sanchez	Howard Smith
10		Counseling	One Year	SEP 2010- MAY 2011	Heather Trepal	Larry Golden
11		Educational Leadership and Policy Studies	One Year	SEP 2010- MAY 2011	Elizabeth Murakami-Ramallo	(replaced Felecia Briscoe)
12		Educational Psychology (New Program)	Two Years	SEP 2010- MAY 2012	Patricia Quijada	(replaced Norma Guerra Chair)
13		Health and Kinesiology	Two Years	SEP 2010- MAY 2012	Bill Cooke	Zenong Yin
14		Interdisciplinary Learning and Teaching	One Year	SEP 2010- MAY 2011	Kim Bilica	Chris Moseley
15	Engineering	Biomedical Engineering	Two Years	SEP 2010- MAY 2012	Rena Bizios	
16		Civil Engineering	Two Years	SEP 2010- MAY 2012	Samer Dessouky	
17		Electrical and Computer Engineering	One Year	SEP 2010- MAY 2011	David Akopian	
18		Mechanical Engineering	One Year	SEP 2010- MAY 2011	Can Saygin	
19	CoLFA	Anthropology	Two Years	SEP 2010- MAY 2012	Carolyn Ehardt	
20		Art and Art History	One Year	SEP 2010- MAY 2011	Scott Sherer	
21		Communication	One Year	SEP 2010- MAY 2011	Kim Kline	Paul LeBlanc
22		English	Two Years	SEP 2010- MAY 2012	Mark Bayer	
23		History	One Year	SEP 2010- MAY 2011	Rhonda Gonzales	Catherine Nolan-Ferrell
24		Modern Languages and Literatures	One Year	SEP 2010- MAY 2011	Santiago Daydi-Tolson	was Francisco Marcos-Marin
25		Music	Two Years	SEP 2010- MAY 2012	Drew Stephen	
26		Political Science and Geography	One Year	SEP 2010- MAY 2011	Need Substitute for	Sharon Navarro (class conflict)
27		Psychology	Two Years	SEP 2010- MAY 2012	Jim Dykes	Mike Baumann
28		Sociology	Two Years	SEP 2010- MAY 2012	Gabriel Acevedo	replaced Xiaohe Xu
29	CoPP	Criminal Justice	Two Years	SEP 2010- MAY 2012	Richard Hartley	
30		Demography and Organization Studies	One Year	SEP 2010- MAY 2011	Johnelle Sparks	(replaced Mary Zey)
31		Public Administration	Two Years	SEP 2010- MAY 2012	Branco Ponomarev	
32		Social Work	One Year	SEP 2010- MAY 2011	Goutham Menon sub for	Mary Kay Houston-Vega & Jolyn Mikow
33	Sciences	Biology	One Year	SEP 2010- MAY 2011	Garry Sunter	
34		Chemistry	One Year	SEP 2010- MAY 2011	Don Kurtz	Walter Ermler
35		Computer Science	Two Years	SEP 2010- MAY 2012	Weining Zhang	Qi Tian
36		Geological Sciences	Two Years	SEP 2010- MAY 2012	Hongjie Xie	Lance Lambert
37		Mathematics	Two Years	SEP 2010- MAY 2012	Amanda Chou	Gelu Popescu
38		Physics and Astronomy	One Year	SEP 2010- MAY 2011	Andrey Chabanov	Rafael Lopez-Mobilia
39	Architecture	Student Representatives elected annually	One Year	SEP 2010- MAY 2011	Schuyler Costello	
40	Business	Student Representatives elected annually	One Year	SEP 2010- MAY 2011	Russell Reeder	
41	CoEHD	Student Representatives elected annually	One Year	SEP 2010- MAY 2011	Shereen Bhalla	
42	Engineering	Student Representatives elected annually	One Year	SEP 2010- MAY 2011	Yue Huang	
43	CoLFA	Student Representatives elected annually	One Year	SEP 2010- MAY 2011	Ashraf Alam	
44	CoPP	Student Representatives elected annually	One Year	SEP 2010- MAY 2011	Mindy Wallen	Amanda Rodriguez
45	Sciences	Student Representatives elected annually	One Year	SEP 2010- MAY 2011	Peter Anderson	