

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

March 1, 2005

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

Present: Mark Allen, Stephen Amberg, Stuart Birnbaum, Adria Bodour, Youn-Min Chou, James Dykes, Dorothy Flannagan, Juanita Firestone, Lila J. Flory-Truett, Larry Golden, Jack Himelblau, Daniel Hogenauer, Eugene John, Palani-Rajan Kadapakkam, Kasandra Keeling, Laura Levi, Tina Lowrey, Ken Little, John Byrd, Bill Mullen, Francine Romero, Alan Shoho, Ted Skekel, Judith Sobre, Raydel Tullous, and Raj Wilson.

Absent: Thomas Bylander, Paul Cotae, Blanche Desjean-Perrotta, Matthew Gdovin, James Groff, Neal Guentzel, Kolleen Guy, Hai-Chao Han, Han Hyunsoo, Fred Hudson, Michael Karcher, Michael Kelly, Don Lien, Randall Manteufel, John McCarrey, Howard Smith, Armando Trujillo, Esther Wheeler, Mary Zey, Weining Zhang, Robert Ayoub, Shawn Crawford, Sandra Guerrero, Jamal Rhadbane, Teresa Skeete, Sam Slocum, and Lorraine Trevino.

Excused: Stephen Brown, Jan Clark, Rosalind Horowitz, and Jon Thompson

Visitors: None

I. Call to order and taking of attendance.

The March 1, 2005 meeting of the Graduate Council was called to order at 3:35 pm.

II. Approval of Minutes (Ted Skekel)

The Minutes of the February 1, 2005 meeting of the Graduate Council were unanimously approved.

III. Reports

A. Council Chair (Ted Skekel)

Dr. Ted Skekel reminded the Council that no vote on the proposed amendment to Article III 3 of the Graduate Council Bylaws (Membership of the Graduate Council: Elections) was taken at February 1, 2005 meeting, but that an electronic ballot had been mailed to all members. The goal was to broaden participation to more members than were in attendance, but only 20 ballots were returned to the Secretary. All of the

returned ballots were to accept the proposal, but the return rate was much lower than expected. Dr. Jim Dykes reported that a number of people had emailed him that the Outlook buttons did not appear on their email interface. Dr. Steve Amberg asked if everyone had received the email. Dr. Tina Lowrey noted that the email may have been routed away from a member's in-box by anti-spamware. In response to a request by Dr. Dykes for suggestions about other approaches to any future electronic ballots, several members recommended investigating the Survey Monkey software package. Dr. Skekel noted that the current Bylaws are mute with respect to electronic ballots. Since no one present voiced concern about the content of the proposed change to the Bylaws, Dr. Skekel concluded that the proposal had passed.

Dr. Stephen Brown was unable to attend, so Dr. Skekel provided an update on Dr. Brown's Committee on Academic Policy and Requirements. The Committee is deliberating two issues: thesis deadlines and the size of the Graduate Council. While no final report is yet available, progress on both issues has been made. Final reports may be available for the April 5th, 2005 meeting.

B. Dean of Graduate School (Dorothy Flannagan)

Dr. Dorothy Flannagan reminded the Council that she had been asked by Dr. Skekel to survey the doctoral programs to see if 1) they were interested in having Spring admissions and 2) they would prefer to change the February 1st application deadline. She reported having polled all 11 doctoral programs and having received responses from nine programs. Given a couple of extra weeks after February 1st for the receipt of letters of recommendations in support of applications, all nine respondents reported being happy with the status quo. One program indicated that a second deadline would be acceptable.

Dr. Flannagan noted that the site visit for the PhD in Physics proposal is scheduled for Friday March 4th at both UTSA and Southwest Research Institute. If the site visit is positive, the proposal may be scheduled on the April Coordinating board agenda and could be implemented in Fall 2005.

Dr. Flannagan also informed the Council that the Coordinating Board on Friday March 11th would convene a committee on doctoral program accountability. She will attend the meeting, since she expects that we will need to start collecting data now (e.g.; number of fellowships and hiring of our students) for future reports. She will provide a report at our April 5th meeting.

Dr. Mullen said that several PhD students had asked him about the 9 hour enrollment requirement for fellowship eligibility. After specific required course work had been completed, students can sometimes fill in with

Independent Studies, Internships, or Dissertation hours to meet the requirement, but he asked about the source of the policy. Dr. Flannagan explained that it is a UTSA policy and is currently based on fiscal constraints and by the newness of our doctoral programs. While not currently a critical issue, Dr. Mullen hoped that the issue could be revisited in the future.

C. Secretary (Jim Dykes)

To determine apportionment of Graduate Council members for Fall 2005, Dr. Jim Dykes reported that he had received the Spring 2005 census date enrollments from John Wallace as requested by Olga Mata. He described the distributed handout of the resulting Excel spreadsheet. The first column listed the number of students enrolled (not student credit hours generated) in each graduate program. The second column listed each program's percentage of UTSA degree seeking graduate students. Dr. Flannagan noted that all graduate students would be degree seeking in the future. Temporarily skipping the third column, Dr. Dykes explained the last columns listed the current representatives' first and last names, the program, and the College. Under current Bylaws, each graduate program is allocated a representative for having 10% (or fraction thereof) of the University graduate enrollment and an additional representative for each additional 10% (or fraction thereof). Using UTSA degree seeking totals (instead of UTSA degree seeking and non-degree seeking totals) maximizes potential program representation. Given Spring 2005 census day enrollments, three programs (dark boxed in the spreadsheet) are each apportioned one additional representative to the Graduate Council: Masters in Business Administration, Masters of Arts in Counseling, and Masters in Education (13.60%, 13.35%, and 18.84%; respectively).

Dr. Dykes returned to the 3rd column to explain that "VOTE" indicated that the representative was serving the second year of his/her 2-year term and that the program would be asked to elect a representative to begin a new 2-year term next Fall. He also noted that representatives could serve consecutive 2-year terms. Finally he recommended that the two new programs with Spring 2005 implementations (Masters in Social Work and PhD in Counselor Education and Supervision) be allowed to have their elected representative serve for the remainder of the Spring 2005 meetings as well as for the standard 2-year Fall 2005- Spring 2007 term. He pointed out that the last two rows indicated that representatives would be elected this Spring to represent the two programs with Fall 2005 implementation: MA in Communication and PhD in Chemistry.

Dr. Francine Romero noted that Dr. Dykes had reversed the rows for MS in Justice Policy and Master of Public Administration and had mislabeled a program. Those errors were corrected and the addition of the possible

Fall 2005 implementation of the PhD in Physics program is included in Appendix A.

D. Committee on Graduate Programs and Courses (Fred Hudson)

No report.

E. Membership Committee (Jon Thompson)

Dr. Jon Thompson was not able to be present, but Dr. Romero presented the Committee's report. The Committee recommended that all people included on the list (distributed as Attachment A with the Agenda) be approved for Special Graduate Faculty status. The recommendation was unanimously approved.

F. Committee on Graduate Program Evaluation (Victor Heller)

Dr. Victor Heller was unable to attend, but Dr. Skekel presented the program evaluation of the MS in Geology program (Appendix B). Consistent with most program evaluations, he noted the need for more space, recruitment of graduate students, and more support (especially faculty travel). He also noted the recommendation of seeking externally funded equipment grants. The reference to an orientation shift toward "full-time graduate students" was addressed. Dr. Stuart Birnbaum noted that the MS in Geology program and the PhD in Environmental Science and Engineering program have common required courses. Currently many of those courses are offered in the evening (the best time for MS in Geology students), but the limited number of available time slots constrains the Geology courses that can be offered. Dr. Adrian Bodour noted that the PhD in Environmental Science and Engineering program has hired nine new faculty in two years and is actively coordinating with Geology.

Dr. Amberg asked what the Geology faculty thought of the review process. Dr. Birnbaum explained that this was the second review of the MS in Geology program with which he had personally been involved. His general impression was that this review was very similar to the previous review. For instance, the focus on the need for new space might be insightful to new faculty, but was also contained in the previous review. Dr. Amberg suggested that we might want to have a one-year follow-up report as requested for the two programs reviewed at the December 7th 2004 meeting: MA in Art History and Master of Fine Arts. Dr. Skekel noted that working with the Environmental Science program is potentially the most promising outcome and that the lack of any substantive issue was quite positive. The Committee report was unanimously approved.

G. Committee on Academic Policy and Requirements (Stephen Brown)

No report.

IV. Unfinished Business

None.

V. New Business

Dr. Mullen reported that graduate fees had recently been returned to his program and asked how those returned fees were computed. Dr. Flannagan reported that Terry Wilson in the Provost's office would be the most knowledgeable person to ask. She also mentioned that Graduate Incremental Tuition fees must directly benefit the students. Dr. Mark Allen and Dr. Mullen stated that there were also course fees returned to their programs which were to be directed toward program development.

VI. Adjournment

The meeting was adjourned at 4:12 pm.

#Program	%UTSA Degree	Vote?	Representative		Program	College
39	1.19%		Jon	Thompson	M of Architecture	Architecture
24	0.73%		Lila	Flory-Truett	MA in Economics	Business
446	13.60%		Tina	Lowrey	M Business Administration	Business
			Raydel	Tullous	M Business Administration	Business
30	0.91%		Don	Lien	M Business Administration International Business	Business
62	1.89%		Ted	Skekel	MS in Accounting	Business
28	0.85%	VOTE	Palani-Rajan	Kadapakkam	MS in Finance	Business
61	1.86%	VOTE	Jan	Clark	MS in Information Technology	Business
53	1.62%		Fred	Hudson	MS in Management of Technology	Business
32	0.98%	VOTE	Mary	Zey	MS in Statistics	Business
32	0.98%	VOTE	James E	Groff	PhD Business	Business
54	1.65%	VOTE	Alan	Shoho	EdD in Educational Leadership	Education
147	4.48%	VOTE	Howard	Smith	MA in Bicultural-Bilingual Studies	Education
438	13.35%	VOTE	Larry	Golden	MA in Counseling	Education
			Michael	Karcher	MA in Counseling	Education
618	18.84%		Rosalind	Horowitz	MA in Education	Education
			Blanche	Desjean-Perrotta	MA in Education	Education
27	0.82%		Armando	Trujillo	PhD in Culture, Literacy, and Language	Education
9	0.27%	VOTE			PH D-Counselor Edu-Supervision	Education
35	1.07%		Daniel	Hogenauer	MS in Civil Engineering	Engineering
76	2.32%		Eugene	John	MS in Electrical Engineering	Engineering
32	0.98%	VOTE	Randy	Manteufel	MS in Mechanical Engineering	Engineering
18	0.55%	VOTE	Hai-Chao	Han	PhD in Biomedical Engineering	Engineering
24	0.73%	VOTE	Paul	Cotae	PhD in Electrical Engineering	Engineering
10	0.30%	VOTE	Judith	Sobre	MA in Art History	CoLFA
22	0.67%	VOTE	Laura	Levi	MA in Anthropology	CoLFA
72	2.20%	VOTE	Mark	Allen	MA in English	CoLFA
71	2.16%	VOTE	Kolleen	Guy	MA in History	CoLFA
42	1.28%	VOTE	Stephen	Amberg	MA in Political Science	CoLFA
32	0.98%	VOTE	Jack	Himmelblau	MA in Spanish	CoLFA
22	0.67%	VOTE	Neil	Maurer	M of Fine Arts	CoLFA
17	0.52%	VOTE	Kasandra	Keeling	Master of Music	CoLFA
45	1.37%		James	Dykes	MS in Psychology	CoLFA
47	1.43%	VOTE	Juanita	Firestone	MS in Sociology	CoLFA
			Michael	Kelly		
21	0.64%	VOTE	Bill	Mullen	PhD English	CoLFA
114	3.48%		Francine	Romero	M in Public Administration	Public Policy
38	1.16%		Cynthia	McCluskey	MS in Justice Policy	Public Policy
17	0.52%	VOTE			MSW-Social Work	Public Policy
4	0.12%		Youn-Min	Chou	MS in Applied Math and Industrial Math	Sciences
72	2.20%		Matthew	Gdovin	MS in Biology	Sciences
47	1.43%		Neal	Guentzel	MS in Biotechnology	Sciences
14	0.43%		Hyunsoo	Han	MS in Chemistry	Sciences
55	1.68%		Weining	Zhang	MS in Computer Science	Sciences
53	1.62%		Stephen C	Brown	MS in Environmental Science	Sciences
15	0.46%		Stuart	Birnbaum	MS in Geology	Sciences
59	1.80%	VOTE	Raj	Wilson	MS in Mathematics	Sciences
36	1.10%	VOTE	Esther	Wheeler	PhD in Biology	Sciences
17	0.52%	VOTE	John	McCarrey	PhD in Cell and Molecular Biology	Sciences
26	0.79%		Thomas	Bylander	PhD in Computer Science	Sciences
27	0.82%	VOTE	Adria	Bodour	PhD in Environmental Science and Engineering	Sciences
FL2005		VOTE			MA Communication	CoLFA
FL2005		VOTE			PhD Chemistry	Sciences
FL2005?		VOTE?			PhD Physics?	Sciences

**PROGRAM EVALUATION OF THE
MASTER OF SCIENCE IN GEOLOGY**

**Report Submitted to the
Graduate Council**

By the

Committee on Graduate Program Evaluation

March 1, 2005

CGPE Recommendation:

This committee upon review affirm that the external reviewers, Dr. Kevin Urbanczyk, and Dr. Smith have made a fair and accurate assessment of the Master's of Science in Geology program.

Indeed the MS in Geology program needs more and contiguous space considering recent hires, the necessity and difficulty of sharing of lab space with other departments across the university, and the difficulty building community among faculty members and graduate students.

The department with the full support of the Administration must initiate and sustain an aggressive program of recruitment of graduate students. Components of such a program should include web page development, publication of a brochure for distribution to undergraduate programs, interactions among faculty and current students with other professionals/students at professional meetings, and publication of research results by faculty and graduate students. The faculty should focus on recruiting students in areas it already carries strengths such is hydrogeology, environmental geology, volcanology, igneous petrology, etc.

The external evaluators recommend that the department must shift the culture of the graduate program from a "commuter orientation to one of a full-time graduate students engaged with research and teaching. The department's faculty are currently aware of and are committed to resolving scheduling conflicts. New faculty hires may relieve some of this issue, particularly regarding offering core graduate courses at a minimum of once a year.

The committee concurs with the external reviewers report that the need for support for professional and field-instruction-related travel is severely lacking. Faculty members report receiving less than \$300.00 per year to attend professional conferences, and this amount is inconsistent. Faculty members have been out-of-pocket for field-based instruction. New faculty have been receiving some travel funds as part of their hiring packages

The committee recognizes the suggestion that there should be a better connection between the geology program and the environmental sciences program. The reviewers sensed a lack of cohesion and goals between the two subspecialties.

The administration needs to recognize the need to support field work associated with classes and research. Additionally, the distribution of individuals' teaching loads in terms of the types of courses taught should become more balanced.

The administration should encourage the program to seek equipment grants from external agencies and support those grants through the provision of matching funds. The current practice appears to be for the University to provide funds for the full cost of major

instrumentation. Acquisition of external grants would free up internal funds for other initiatives recommended here.

The Program should invest into the potential of supporting students via minority scholarship/fellowship programs.

In summary, the committee recommends to the graduate council that the self-study report and the external evaluators report for the MS in Geology be approved.

Vic Heller, Chair
Committee Graduate Program Evaluations