

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

March 7, 2006

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

Present:

Sos Agaian, Bruce Barnett, Stuart Birnbaum, Lorenzo Brancaleon, Youn-Min Chou, Daren Daugaard, Blanche, Desjean-Perotta, Liudmila Dunaeva, Beth Durodoye, Alan Dutton, Jim Dykes, Dorothy Flannagan, Lila Flory-Truett, Michael Frye, Dmitry Gokhman, Larry Golden, Matthew Gunstra, Jack Himelblau, Fred Hudson, Eugene John, Victoria Jones, Laura Levi, Ken Little, Debbie Lopez, Cynthia McCluskey, Grant Merrill, Lalatendu Misra, Wing Chung Ng, Parimal Patel, Jeanne Reesman, David Romero, Anuradha Roy, Ted Skekel, Judith Sobre, Thankam Sunil, Armando Trujillo, Raydel Tullous, Kenton Wilkinson, Linda Winterbottom

Absent:

Diana Allan, Thomas Bylander, Liao Chen, Richard French, Matthew Gdovin, Neal Guentzel, Hyunsoo Han, Alan Harmon, Rick Hatfield, Mary Houston-Vega, Don Lien, John McCarrey, Francine Romero, William Shaw, L'Nea Stewart, Juan Urbina, John Warren, Charlie Wilson, Weining Zhang

Excused:

Thelma Duffey, Hai-Chao Han, Daniel Hogenauer, Rosalind Horowitz, Josephine Mendez-Negrete, Earle Reybold, Jon Thompson

Visitors:

Norma Cantu (Professor of English)

I. Call to order and taking of attendance.

The March 7, 2006 meeting of the Graduate Council was called to order at 3:36 pm.

II. Approval of Minutes (Ted Skekel)

Dr. Jim Dykes apologized that Drs. Mark Allen and Victoria Jones had been incorrectly listed as "Absent" in the Minutes of the February 7, 2006 meeting of the Graduate Council. They had served as replacement representatives during the Fall 2005 meetings and the attendance sheets should have been updated for this Spring. After their names were removed from the "Absent" list, the February 7, 2006 Minutes were approved.

III. Reports

A. Council Chair (Ted Skekel)

Dr. Ted Skekel noted an issue about the term of appointment for Special Members of the Graduate Faculty. In order to continue to serve on thesis / dissertation committees or to continue to teach graduate courses, some Special Members reapply semester after semester. He suggested that there be a consistent term of appointment. Since there is no definition in the By-Laws, Dr. Skekel moved that the Graduate Council approve a standard three-year appointment without the required 30-day waiting period required for changes to the By-Laws. Dr. Stuart Birnbaum explained that committee service had varied between one and three years in Earth and Environmental Science. He further suggested that the term for teaching be as long as renewed by the Department. Linda Winterspoon thought that three years would cover the term for most dissertation committee members, while Dr. Eugene John stressed the importance of Departmental approval. Dr. Laura Levi suggested that there might be two different types of terms: one for committee membership and one for teaching. Dr. Skekel noted the need for formal review in order to be consistent with accreditation guidelines of the Southern Association of Colleges and Schools. Dean Dorothy Flannagan also noted the importance of the Graduate School being informed of the continuing terms of Special Members. Dr. Fred Hudson described his experience as an appointed member of the Graduate Faculty at UT Austin. His appointment there is renewed as needed. He suggested that a standard three-year term at UTSA could be renewed by the Department. As a member of the Membership Committee, Dr. Cynthia McCloskey supported modifying the procedures in order to reduce the overhead of review by members at both the Downtown and 1604 campuses. Her experience is that the Departments recommend people with strong credentials; but that the committee, across multiple semesters, is provided with multiple files for the same person. Dr. Skekel was pleased with the quality of the people recommended and noted that they should remain qualified for a period of time. He amended his motion to specify three year terms for Special Members of the Graduate Faculty unless re-recommended by the Department. The motion was unanimously approved.

Dr. Skekel noted that Dr. Debbie Lopez's Committee on Graduate Program Evaluation will report the results of the MA in Bicultural- Bilingual Studies review in April rather than today as indicated in the Agenda. He also noted that he will open discussion about plus and minus grades under New Business.

B. Dean of Graduate School (Dorothy Flannagan)

No report.

C. Secretary (Jim Dykes)

Dr. Jim Dykes noted that Drs. Ben Olguin and Mary Lou Zeeman are on leave this Spring. Dr. Jeanne Reesman is substituting for Dr. Olguin on the Graduate Council and Dr. David Romero is replacing him as Chair of the Committee on

Academic Policy and Requirements. Dr. Dmitry Gokham is substituting for Dr. Zeeman.

Dr. Dykes reminded the Graduate Council about the transition from our current representation by program to our future representation by departments. Elections for the representatives currently serving the second year of their two-year term will be held, but the winner of those elections will serve a one-year term in 2006 / 2007. Elections for 2007 / 2008 will be for departmental representatives, with staggered one-year and two-year terms. Consistent with our Bylaws, the runner-up in all of the elections will be the substitute for the representative.

John Wallace sent Dr. Dykes the number of degree-seeking graduate students enrolled in Spring 2006 organized by degree program. The University total was 3537 students. Three programs had more than 10% of that total and are consequently entitled to two representatives in 2006 / 2007: Master in Business Administration, Master of Arts in Counseling, and Master of Arts in Education. Dr. Dykes showed the current list of Graduate Council members with "1" meaning that an election needs to be held for 2006 / 2007 (2005 / 2006 was the remaining one year of their two-year term) and a "2" indicating that no election needed to be held (their two-year term began with 2005 / 2006). The projected Word pages are included as Attachment A. Since the projected pages were too small to be legible at the meeting, Dr. Dykes was asked to send the Excel file to all members after the meeting.

D. Membership Committee (Jon Thompson)

No report.

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

Dr. Skekel moved to suspend the Bylaws in order that Dr. Norma Cantu could answer questions about the Graduate Certificate in Creative Writing proposal (included as Attachment A of the Agenda). The motion was approved. Dr. Fred Hudson described his recommendation of the proposal using a PowerPoint presentation. Dr. Hudson explained that the program is a 12 hour concentration to be offered to any degree-seeking or non-degree seeking graduate student; irrespective of program or having earned a previous graduate degree. Students have asked for this concentration to complement and take concurrently with their other graduate studies. Students would enroll for ENG 6043 (Creative Writing) four times for 12 hours credit, with the provision that at least 3 hours be in poetry and at least 3 hours be in fiction. To receive the certificate, the student would need to maintain at least a 3.0 in all creative writing courses. As part of the application, prospective students would submit a creative writing sample to be reviewed by the Creative Writing Committee. No new resources are needed, since ENG 6043 is currently being taught.

A number of members (including Ms. Winterspoon and Drs. Judith Sobre and Larry Golden) commented on how the concentration would help students and on

the anticipated demand. Specifically, Drs. Sobre and Skekel asked if additional resources might be needed to meet that demand. Dr. Cantu explained that there is currently one section of ENG 6043 taught each semester and summer. If the demand demonstrates a need down the road, then the number could be increased or sections could be specialized (e.g.; children or Spanish). In response to questions about compatibility and flexibility of the concentration with respect to other graduate course work, Dr. Cantu noted that the 12 hour concentration would count toward the 36 hours required for a MA in English and that the 12 hour concentration could be completed within two years, especially since a section is currently taught each summer and additional sections may be offered in the future. Dr. Jack Himmelblau asked about the objective review of creative writing and whether publishing a creative work would be a requirement for a certificate. Dr. Cantu noted that the workshops focused on reading as well as writing and that, while most students would seek publication of their work, some students might be more interested in editing. Drs. Stuart Birnbaum and Bruce Barnett asked whether the certificate would be noted on the student's transcript and what advantage it would provide the student relative to a degree and portfolio. Drs. Cantu, Flannagan, and Hudson explained that the certificate would be on the transcript and would show a potential employer the credentials of a special skill. For instance a student might have a PhD in American Literature, but also have the Certificate in Creative Writing. The proposal was approved with a single member casting an opposition ("Nay") vote.

F. Committee on Graduate Program Evaluation (Debbie Lopez)

Dr. Debbie Lopez noted that the one-year follow-up for the MA in Art History had been conducted earlier in the day and that the follow-ups for the MA in Bicultural- Bilingual Studies, MS in Civil Engineering, and MS in Finance had been scheduled.

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

Dr. David Romero passed around and showed his Committee's recommendation about representation of graduate programs not housed under a single department:

"For Graduate Programs housed in a single Department: A member of the Graduate Faculty in each Department with at least one graduate program shall be elected to represent the graduate program(s) in that Department. For Graduate Programs housed in more than one Department: A member of the Graduate Faculty from the Departments sharing responsibility for the graduate program shall be elected to represent the graduate program shared by those Departments."

Dr. Skekel noted that any change to the Bylaws requires a 30 day review period prior to a vote. A lively discussion ensued about why and if we needed a special provision for such programs, since they would already have at least one departmental representative. Others noted that the relevant departments might be only remotely related, even being in different Colleges. Dr. Skekel noted that there are a maximum of three such programs. Dr. Levi suggested that the proposal make it clear that such programs would have an option of whether or not

to have a special representative. Dr. Romero said he would send out a modified recommendation from his Committee. Dr. Skekel said that the Graduate Council would vote after the 30 day period, perhaps electronically using Survey Monkey.

Dr. Romero explained that his Committee is also reviewing the new Graduate Catalog copy and that any major, global changes would be brought to the Graduate Council.

IV. Unfinished Business

None.

V. New Business

Dr. Skekel reminded the Graduate Council of the Senate resolution to move to a plus / minus grading scheme. He opened the floor to discussion about the impact on graduate students, including retention. Asked about his general sense of the emails received, Dr. Skekel explained that they seemed closely split (perhaps 60:40) and all over the map. In response to questions about the prevalence of plus / minus grading schemes, Drs. Skekel and Flannagan explained that only one UT component currently uses a plus / minus scheme and estimated that 10% or less use the scheme nationally. Asked by Dr. Hudson if every instructor in every department would need to use the scheme, Dr. Skekel noted that there might be a problem if a student had an 89 in a course and received a "B" instead of a "B+". Dean Flannagan said that she had not seen a University in which some departments used the plus / minus scheme and others did not. Dr. Reesman wondered about the impact of "C+" grades in terms of repeating courses and program retention. A number of people (including Drs. Levi, Flannagan, Himmelblau, and Flory-Truett) noted that using pluses and minuses would add complexity by requiring more numeric cut-offs, requiring software changes, and increasing the number of students unhappy that they fell below a cut-off. Ms. Winterspoon wondered what impact minuses would have on marketability. Dr. Sobre noted that a "B-" might serve as a wake-up call and Dr. Ken Wilkinson noted that a "B+" can be encouraging. Michael Frye and Matthew Grunstra noted that graduate students might be happy with the straight A/B/C grading system, but that undergraduates might prefer the proposed plus / minus scheme. Dr. Skekel will keep the Graduate Council informed.

VI. Adjournment

The meeting was adjourned at 4:51 pm.

Attachment A

Degree Seeking by Program	# STUDENTS	% OF UNIVERSITY	Graduate Council Members 2005 / 2006
ARCHITECTURE			
Masters in Architecture	65	1.84%	Jon Thompson
MS - Architecture	3	0.08%	No representative this year
Total for College	68	1.92%	
BUSINESS			
MA-Economics	17	0.48%	Lila J. Flory-Truett
MBA-All Concentrations	513		Tina Lowrey
			Raydel Tulious
MBA-International Business	21	0.59%	Don Lien (Vicky Jones substituted Fall 2005)
MS-Accounting All Tracks	69	1.95%	Ted Skekel
MS-Finance	22	0.62%	Lalatendu Misra
MS-Information Technology	51	1.44%	John Wairren
MS-Management of Technology	39	1.10%	Fred Hudson
MS-Statistics	39	1.10%	Ram Tripathi
PH D/Business Admn--All	39	1.10%	Rick Hatfield (replaced Robin Radtke)
Total for College	810	22.90%	
EDUCATION AND HUMAN DEVELOPMENT			
ED D-Educational Leadership	49	1.39%	Bruce Barnett
MA-Adult & Higher Education	78	2.21%	Earle Reybold
MA-BBL All	119	3.36%	Josephine Mendez-Negrete
MA-Counseling	450		Larry Golden
			Michael Karcher
MA-EDU All	585		Blanche Desjean-Perrotta
			Rosalind Horowitz
PH D-Culture Literacy & Lang	28	0.79%	Armando Trujillo
PH D-Counselor Edu--Supervision	16	0.45%	Thelma Duffey
Total for College	1,325	37.46%	
ENGINEERING			
MS-Civil Engineering	31	0.88%	Dan Hogenauer
MS-Computer Engineering	1	0.03%	Parimal Patel (replaced Philip Chen)
MS-Electrical Engineering	75	2.12%	Eugene John
MS-Mechanical Engineering	28	0.79%	Darren Daugaard (replaced Harry Millwater)
PH D - Biomedical Engineering	21	0.59%	Hai-Chao Han
PH D- Electrical Engineering	34	0.96%	Sos Agaian (replaced Wei-Ming Lin)
Total for College	190	5.37%	

Degree Seeking by Program
PROGRAM

Graduate Council Members 2005 / 2006

	# STUDENTS	% OF UNIVERSITY	
LIBERAL AND FINE ARTS			
MA-Art History	14	0.40%	Judith Sobre (2)
MA-Anthropology	28	0.79%	Laura Levi (2)
MA-Communication	18	0.51%	Kenton Wilkinson (2)
MA-English	83	2.35%	Debbie Lopez (Mark Allen substituted Fall 2005) (2)
MA-History	65	1.84%	Wing Chung Ng (2)
MA-Political Science	47	1.33%	David Romero (2)
MA-SPN All	34	0.96%	Jack Himeibiau (2)
MFA-Art	26	0.74%	Ken Little (2)
MM-MUS All	17	0.48%	Diana Allan (2)
MS-Psychology	39	1.10%	Jim Dykes (1)
MS-Sociology	53	1.50%	Thankan Sunil (replaced Raquel Marquez) (2)
PH D - English	24	0.68%	Ben Olguin (Jeanne Reesman is substitute Spring 2006) (2)
Total for College	448	12.67%	

PUBLIC POLICY

MPA-Public Administration	114	3.22%	Francine Romero (1)
MS-Justice Policy	49	1.39%	Cynthia McCluskey (1)
MSW-Social Work	58	1.64%	Mary Kay Houston-Vega (replaced Mary McGehee) (2)
Total for College	221	6.25%	

SCIENCES

MS-Applied-Industrial Math	12	0.34%	Youn-Min Chou (1)
MS-Biology	68	1.92%	Matthew Gdovin (1)
MS-Biotechnology All	48	1.36%	Neal Guentzel (1)
MS-Chemistry	10	0.28%	Hyunsoo Han (1)
MS-Computer Science	63	1.78%	Weining Zhang (1)
MS-Environmental Sciences	62	1.75%	Alan Dutton (replaced Stephen Brown) (1)
MS-Geology All	12	0.34%	Stuart Birnbaum (1)
MS-Mathematics Mathematics	56	1.58%	Mary Lou Zeeman (Dmitry Gokham is substitute SP 2006) (2)
MS-Physics	11	0.31%	Lorenzo Brancaleon (2)
PH D-Biology	28	0.79%	Charlie Wilson (2)
PH D-Biology Cell/Molec	26	0.74%	John McCarrey (2)
PH D-Chemistry	12	0.34%	Grant Merrill (2)
PH D-Computer Science	28	0.79%	Thomas Bylander (1)
PH D-Envr Science & Engr	31	0.88%	Richard French (2)
PH D-Physics	8	0.23%	Liao Y. Chen (2)
Total for College	475	13.43%	

TOTAL UTSA Declared

3,537

100.00%