

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

March 6, 2007

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

Present:

Sos Aghaian, David Akopian, Bruce Barnett, Jeff Boone, Andrey Chabanov, Fengxin Chen, Mari Cortez, Bridget Drinka, Alan Dutton, Jim Dykes, Dorothy Flannagan, Lila Flory-Truett, Larry Golden, Artyom Grigorian, Jack Himelblau, Mary Houston-Vega, Fred Hudson, Rajan Kadapakkam, Jerry Keating, Laura Levi, Ken Little, William McCrary, Lalatendu Misra, Sonia Monga, Wing Chung Ng, Maricela Oliva, Ted Skekel, Christopher Smith, Judith Sobre, Thankam Sunil, Ram Tripathi, Raydel Tullous, Alexandra Voigt, John Warren, Jose Weissmann, Elaine Wittenberg-Lyles, Weining Zhang

Absent:

Kim Bilica, Lorenzo Brancaleon, Michael Burns, Thomas Bylander, Vincent Canizaro, Weiming Cao, Tatyana Darlymple, Daren Daugaard, Maria Franquiz, Gabriela Gonzalez, Shane Haberstoh, John McCarrey, Josephine Mendez-Negrete, Ghezai Musie, Sara Ramirez, Ernesto M. Rocha, Denise Sweeney

Excused:

Rupali Datta, Debbie Lopez, John McCluskey, Grant Merrill, Steve Murdock, Sue Ann Pemberton-Haugh, David Romero, Francine Romero, Dhiraj Sardar, Su Zhou

Visitors:

Beth Durodoye, Provost Fellow for Graduate School
Juliet Langman, Doctoral Program GAR Division of Bicultural- Bilingual Studies

I. Call to order and taking of attendance.

Dr. Ted Skekel called the March 6, 2007 meeting of the Graduate Council to order at 3:35 pm.

II. Approval of Minutes (Ted Skekel)

The Minutes of the February 6, 2007 meeting of the Graduate Council were approved.

III. Reports

A. Council Chair (Ted Skekel)

Dr. Skekel noted that Dr. Rosalind Horowitz had suggested a "Thank You to Ourselves" party at our final Graduate Council meeting of the year (May 3rd). Prior to our meeting (at 3:00 pm), there will be extra refreshments and we will have an opportunity to mingle. He will send a reminder email prior to our party.

Dr. Skekel explained that the Department Chairs have been notified and are currently holding elections for Graduate Council representatives. Under the new procedures, Dr.

Judith Sobre pointed out that the Department of Art and Art History will elect one representative for its two graduate programs. She asked if there were any required linkages between the previous representatives and the future representative. Dr. Skekel said that the future representative could either be one of the previous representatives or a totally new representative. He did urge members to expedite the elections. We will need to elect Council Chair, Secretary, and Parliamentarian from amongst the newly elected representatives at our April 3rd meeting. The results of our election will be forwarded to the Faculty Senate for ratification at their April 12th meeting. That saves our May meeting to settle any problem that might arise. Dr. Skekel invited people to contact him if interested in serving as a Graduate Council officer next year.

B. Dean of Graduate School (Dorothy Flannagan)

Dean Dorothy Flannagan reminded the Graduate Council of her discussions with the Associate Deans described at our last meeting: requiring a minimum enrollment of 21 hours to receive University doctoral funding (9 hours in Fall, 9 hours in Spring, and 3 hours in Summer) and requiring work as a research assistant or a teaching assistant for at least part of a stipend. Those discussions are continuing with the goal of having standardized procedures included in the Handbook of Operating Procedures (HOP). New and lively discussions have commenced about the composition of dissertation and thesis committees (total number of members, number of Members of the UTSA Graduate Faculty, and number of outside members). While expectations differed across programs, Dean Flannagan reported that consensus was building for requiring a minimum of three UTSA faculty on dissertation committees with an option that a Department or program could require one or two additional members from outside. In response to questions by Drs. Lalatendu Misra, Maricela Oliva, and Fred Hudson, Dean Flannagan explained that there is currently no requirement that the Dissertation Chair be a member of the Graduate Program, that all UTSA faculty members must be Members or Special Members of the Graduate Faculty, and that there is no mandated maximum number of members (although no more than five total is typical). She also noted that there was some consensus that thesis committees would have at least three members (with at least two members from the UTSA Graduate Faculty). Having been asked by Dr. Skekel about procedures to add requirements to the HOP, Dean Flannagan explained that she makes recommendations to the Provost based on discussions with the Associate Deans and the Graduate Council.

With regard to the HOP, Dr. Alan Dutton suggested that, if other institutions included related procedures in their HOP, we might benefit from their previous work. Dean Flannagan said that there was variation across programs at UT Austin and that there was variation about outside members across institutions. While many institutions do require an outside member on dissertation committees, there are at least two very distinct models. In one model, the outside member (either outside the program or outside the University) is chosen for her/his expertise in order to aid the student throughout the dissertation research. In the second model, the outside person supervises the process to make sure it is fair to the student. She further noted that the process currently seems to be working smoothly at UTSA. Dean Flannagan agreed with Dr. Bruce Barnett that the Academic Policy and Requirements Committee could review proposed amendments to the HOP if the Graduate Council so wished. Drs. Larry Golden and Laura Levi focused the discussion on the two current topics (composition of dissertation and thesis committees) and the two previously discussed requirements for University funding (minimum enrollment of 21 hours and research / teaching assistantship). For clarity, Dr. Skekel

asked Dean Flannagan to summarize the two current topics. First, Dean Flannagan proposed that dissertation committees would require at least three members of the UTSA Graduate Faculty from the program. Additional members could be mandated or optional for the student, but any additional members would have to either be Members of the Graduate Faculty or Special Members of the Graduate Faculty. Second, she proposed that thesis committees should have at least three members, with at least two Members of the UTSA Graduate Faculty from the program (again with the proviso that all be Members of the Graduate Faculty or Special Members of the Graduate Faculty). The proposals were passed unanimously.

C. Secretary (Jim Dykes)

Consistent with instructions from the February 6th meeting, Dr. Jim Dykes said that Department Chairs had been emailed to conduct elections for Graduate Council representatives under the new guidelines: one Graduate Council representative per Department. The winner of the election will be the Department representative and the runner-up will be the automatic replacement. All Department Chairs were asked to provide the results prior to our April 3rd meeting. Despite the workload on Department Chairs, seven had already responded prior to our March 6th meeting. Those were projected at the meeting and are included as Attachment A. Final results will be provided at our April 3rd meeting. He noted that he had previously failed to realize that some provisions in the Bylaws were inconsistent with our new guidelines. Specifically, the Secretary's duty of "The provision to the Graduate Council of data used to reapportion seats on the Council not later than March 15, using the official (12th day) graduate enrollment data of that spring semester." is inconsistent with our new guideline to have a single representative per Department. He asked to review our Bylaws and to inform the Graduate Council of housekeeping changes to assure internal consistency. Propose amendments to our Bylaws must be distributed to members at least 30 days prior to any vote.

D. Membership Committee (Francine Sanders Romero)

Due to a teaching conflict, Dr. Francine Romero was unable to attend the meeting. Prior to the meeting, she provided a list of 14 people recommended to be Special Members of the Graduate Faculty. The list was distributed at the meeting and Dr. Dykes presented it as a motion by the Membership Committee. Dr. Ram Tripathi noted a typographical error. As amended, the list of Special Members of the Graduate Faculty was approved and is included as Attachment B.

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

Dr. Skekel noted that Dr. Juliet Langman had been invited to represent Teaching English as a Second Language (TESL). His request to suspend the Bylaws in order to allow her to provide information to the Graduate Council was approved. Dr. Wing Chung Ng included a summary of his committee's recommendation as Attachment A of the Agenda and he provided a PowerPoint presentation at our meeting. The proposed non-substantive change is to create a stand alone MA in TESL from the current ESL concentration within the MA in Bicultural- Bilingual Studies (BBL). Dr. Ng explained that the required 36 hours of graduate study (15 hours of core courses, 15 hours of designated electives, and six hours of free electives / thesis option) were structured to provide the requisite training. (He noted that the "eighteen" hours of designated electives listed in the summary attached to the Agenda was a typographical error). The proposed

change to a stand alone program named MA in TESL should increase program visibility, be more recognizable both in the US and abroad, and enhance career competitiveness. He further noted the benefits of demographic trends and the recent recognition as an area for teacher certification in Texas. Dr. Ng described the library resources as “excellent” and explained that there are 15 relevant faculty in BBL: four core faculty in TESL and applied linguistics, two faculty with specializations in cultural studies and educational anthropology, and nine faculty in related areas to teach electives and to serve on thesis committees. He summarized that the current concentration is a high quality program that is running smoothly.

Dr. Mary Houston-Vega asked about the current concentrations and how the curriculum would change for TESL. Dr. Langman explained that there are currently three concentrations in the MA in BBL program: Bicultural- Bilingual Education, Bicultural Studies, and English as a Second Language. They share common courses in sociocultural studies, bilingual teaching, and linguistics. They also share the six hours thesis or coursework option. The proposed MA in TESL would have the same number of hours as the current ESL concentration; including the same core courses, the same number of prescribed electives (with some changes in options), and the same thesis or coursework option. She estimated that there are about 22 students currently enrolled and that four to six students graduate each semester. In response to a question by Dr. Jerome Keating about the availability of a Second Language Acquisition program, Dr. Landman noted that a number of their MA graduates pursue that area in follow-up doctoral programs. Dr. Rosalind Horowitz asked what the MA students do after graduation. Dr. Landman enumerated five common paths: teach in a school, teach or perform ESL services in a Community College or University, return to their home country to teach English, go abroad to teach ESL, or directly enter a doctoral program. The proposal was approved.

F. Committee on Graduate Program Evaluation (Debbie Lopez)

No report.

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

No report.

IV. Unfinished Business

Dean Flannagan was reminded that some programs have been waiting to receive statistics for program evaluation since September. She explained that she had been asked to provide a consolidated list of programs in order to help with the workload. She did so and was recently given a February 23rd estimate of when the statistics would be available. That estimate was revised by “a couple of more weeks”. She understands that the programs need the statistics for the evaluations and that these delays may require delays of the evaluations.

V. New Business

Dr. Skekel explained that Dr. Horowitz had asked to discuss the research culture at UTSA with the Graduate Council. She noted that the Graduate Council has been involved in the generation, evaluation, and assessment of programs, but wondered what we could do to encourage research activities as we move toward Tier 1 status. She suggested that we might encourage interdisciplinary symposia or provide doctoral students mechanisms to interact and present their research across programs. She noted

that "Discovery" will be a new magazine to showcase faculty research. She reminded the Graduate Council that she had previously coordinated a very successful Symposium on Women's Research. In response to a question by Dr. Maricel Oliva, Dr. Horowitz invited people to email her with any ideas. Dr. Skekel said that we will discuss the topic as Unfinished Business at our April 3rd meeting. Dr. Bruce Barnett asked if Dr. Horowitz could compose a special email that would be more visible than just an item on the April 3rd Agenda. Dr. Skekel distributed her email to the Graduate Council over Spring Break and it is included as Attachment C.

VI. Adjournment

The meeting was adjourned at 4:31 pm.

Attachment A

Indx	To	Position	FillTerm	2007 Representative	Substitute
1	Dr. Mark A Blizard,	Chair of Dept of Architecture	one-year		
2	Dr. James Groff,	Chair of Dept of Accounting	one-year		
3	Dr. Kenneth Weiher,	Chair of Dept of Economics	one-year	Lila Truett	Fathali Firoozi
4	Dr. Keith Fairchild,	Chair of Dept of Finance	two-year		
5	Dr. Glenn Dietrich,	Chair of Dept of Information Systems & Technology Management	two-year		
6	Dr. Robert Cardy,	Chair of Dept of Management	two-year		
7	Dr. Nandini Kannan,	Chair of Dept of Management Science and Statistics	one-year		
8	Dr. Joel Saegert,	Chair of Dept of Marketing	two-year		
9	Dr. Robert Milk,	Chair of Division of Bicultural-Bilingual Studies	one-year	Elizabeth de la Portilla	
10	Dr. David Thompson,	Chair of Dept of Educational Leadership and Policy Studies	two-year		
11	Dr. Marcheta Evans,	Chair of Dept of Counseling	two-year		
12	Dr. Zenong Yin,	Chair of Dept of Health and Kinesiology	one-year		
13	Dr. Belinda Flores,	Chair of Dept of Interdisciplinary Learning and Teaching	two-year		
14	Dr. A T Papagiannakis,	Chair of Dept of Civil Engineering	one-year		
15	Dr. Philip Chen,	Chair of Dept of Electrical and Computer Engineering	two-year		
16	Dr. F Frank Chen,	Chair of Dept of Mechanical Engineering	two-year		
17	Dr. Joo L Ong,	Chair of Dept of Biomedical Engineering	one-year		
18	Dr. Steven R Levitt,	Chair of Dept of Communication	two-year		
19	Dr. Bernadette Andrea,	Chair of Dept of English, Classics and Philosophy	one-year	Ben Olguin	Debbie Lopez
20	Dr. John Reynolds,	Chair of Dept of History	two-year		
21	Dr. Eugene Dowdy,	Chair of Dept of Music	one-year		
22	Dr. Mansour El-Kikhia,	Chair of Dept of Political Science and Geography	two-year		
23	Dr. Robert Fuhrman,	Chair of Dept of Psychology	one-year	after Spring Break	
24	Dr. Raquel Marquez,	Chair of Dept of Sociology	one-year		
25	Dr. Kent Rush,	Chair of Dept of Art and Art History	two-year		
26	Dr. James McDonald,	Chair of Dept of Anthropology	one-year		
27	Dr. Marita Nummikoski,	Chair of Dept of Modern Languages and Literatures	two-year		
28	Dr. Waldemar Gorski,	Chair of Dept of Chemistry	two-year		
29	Dr. Kleanthis Psarris,	Chair of Dept of Computer Science	one-year	Weining Zhang	Daniel Jimenez
30	Dr. Sandy Norman,	Chair of Dept of Mathematics	one-year		
31	Dr. Edwin J Barea-Rodriguez,	Chair of Dept of Biology	two-year		
32	Dr. Raymond R Baird,	Chair of Dept of Earth and Environmental Sciences	one-year		
33	Dr. Eric Schlegel,	Chair of Dept of Physics and Astronomy	two-year		
34	Dr. J. Mitchell Miller,	Chair of Dept of Criminal Justice	one-year		
35	Dr. Jerrell Coggburn,	Chair of Dept of Public Administration	one-year	after Spring Break	
36	Dr. Dennis Haynes,	Chair of Dept of Social Work	two-year	Preparing Ballots	
37	Dr. Mary Zey,	Chair of Dept of Demography and Organization Studies	two-year		

Attachment B
Special Members of the Graduate Faculty

1. Brad Pollock
2. Chen-Pin Wang
3. Chris Kubick
4. Hubert Robichaux
5. John Cornell
6. Joel Michalek
7. Jorge Parra
8. Kathryn Fischbach
9. Linda deGraffenried
10. Raymond Mauldin
11. Robert Huesca
12. Russell Skowronek
13. Steve Tomka
14. Steven Owen

Attachment C

13 March 2007

To: Graduate Council Members

From: Rosalind Horowitz, Nominating Chair
Graduate Council

Re: New Business, Developing a Research Culture at UTSA

On March 6th, at the Graduate Council meeting, as part of New Business, I presented the proposal that the Graduate Council become more active in the development of a research culture at UTSA. Historically, over the past 25 years, our focus has been to evaluate and review programs that fall under the auspices of graduate education at UTSA. We are now at a juncture whereby the Strategic Plan for UTSA 2017 calls for a Research, Tier I university status. With that new status should come some attention to the development of graduate education and its research mission.

At our Council meeting, I offered some suggestions. To review, first I suggested the possibility of the Graduate School sponsoring cross-disciplinary symposia, given so many fields of study are moving in the direction of cross-disciplinary research—if they are already not there. Examples proposed were Engineering and Psychology, History and Technology, Environmental Sciences and Art. Second, I proposed the Graduate Council contribute to the development of a doctoral student culture where doctoral students have an opportunity to interact across disciplines and fields of interest. Third, I addressed publicity. UTSA is now beginning a new type of publicity which focuses on faculty research. Discovery, a magazine David Gabler is developing, will include articles about faculty and graduate students' knowledge building and discoveries that should be of interest to a broad audience. This and national publicity are extremely important for the future of graduate education and student recruitment. Fourth, I noted the success of a Women's Research Symposium that I organized years ago in my role as College of Social and Behavioral Sciences Research Coordinator. That Symposium brought together outstanding women scholars from across Colleges. Finally, graduate funding and fellowships for promising faculty and student research are so much needed and worth exploring.

At this time, I welcome, on behalf of the Graduate Council, any suggestions that the membership may have for building a graduate school research culture. You may forward your suggestions to me at my e-mail, Rosalind.Horowitz@utsa.edu.

They will be organized into categories of input and shared with the Graduate Council at-large, at a future meeting. Thank you for taking time amidst your busy schedule to consider this proposal.