

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

March 4, 2008

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

Present: Gabriel Acevedo, Sos Aгаian, John Alexander, Kim Bilica, Stuart Birnbaum, Rena Bizios, Andrey Chabanov, Fengxin Chen, Michael Cepek, Ashley Curtiss, James Dykes, Roger Enriquez, Walter Ermler, Dorothy Flannagan, Larry Golden, Palani-Rajan Kadapakkam, Kim Kline, William McCrary, Gregg Michel, Ben Olguin, Maricela Oliva, Terri Pantuso, David Romero, Can (John) Saygin, Scott Sherer, Eugene Stone-Romero, Anuradha Roy (for Ram Tripathi), Lila Truett, Jose Weissmann, John Warren, Weining Zhang

Absent: Cheryl Alderman, Andrew Bates, Mary Bollinger, Julie Gresham-Guerra, Sara Hohne, David Jaffe, James Ordner, Ryan Weekley, Wan X. Yao

Excused: Mari Cortez, Karl Eschbach, Mary Kay Houston-Vega, Alokparna (Sonia) Monga, Emeka Nwaeze, Malgozata Oleszkiewicz-Peralba, Heywood Sanders

Visitor: None

I. Call to order and taking of attendance.

Dr. William McCrary called the March 4, 2008 meeting of the Graduate Council to order at 3:34 pm.

II. Approval of Minutes (William McCrary)

The Minutes of the February 5, 2008 meeting were approved.

III. Reports

A. Council Chair (William McCrary)

Dr. McCrary reminded the Graduate Council that we approved four certificate proposals at our February 5th meeting: Keyboard Performance, Keyboard Pedagogy, Higher Education Administration, and Translation & Interpretation. Due to a family emergency, he asked Dr. Jim Dykes to present our certificate recommendations to the Faculty Senate at its February 14th meeting. The first three certificate proposals were approved by the Faculty Senate, but the Translation & Interpretation proposal was sent back for further consideration. Dr. McCrary expressed his desire to support and assist the additional review of that proposal in order for it to go forward. Dr. Dykes summarized some of the topics discussed at the Faculty Senate meeting: whether the certificate name should clarify its focus on Spanish; greater specification of the relationship between entrance & exit criteria and student preparedness for the proposed goals; whether more resources were needed to meet the proposed goals; and the relationship between the proposed curriculum and other state curricula (including UTEP's curriculum). His global impression was that the Faculty Senate strongly endorsed the goals of the proposal, but wanted to make sure that adequate resources were in place to successfully launch it. He

suggested that the Faculty Senate's position was similar to an editor's "revise and resubmit" of a manuscript. Dr. Rena Bizios indicated that her appraisal was similar. Dr. McCrary encouraged revisiting the proposal and suggested that program representatives be available to aid Faculty Senate discussion of any future program proposal recommended by the Graduate Council.

Dr. McCrary reminded the Graduate Council that Drs. Art Hernandez, Gerry Dizinno, and Steve Wilkerson had discussed proposed changes to program review in the Handbook of Operating Procedures (HOP) at our December 4th meeting and that we discussed setting up an ad hoc committee to formulate our recommendation about graduate program review to the full HOP committee at our February 5th meeting. He charged the Administrative and Agenda Committee with convening an expedited ad hoc committee meeting to develop a recommendation to be discussed at our April 1st Graduate Council meeting. He further invited interested volunteers to join the ad hoc committee. Either by a show of hands during the meeting or by conversation after the meeting, Drs. John Alexander, Emeka Nwaeze, Maricela Oliva, and Anuradha Roy volunteered.

B. Dean of Graduate School (Dorothy Flannagan)

Dean Dorothy Flannagan stated that the three certificate proposals approved by the Graduate Council and the Faculty Senate (Keyboard Performance, Keyboard Pedagogy, and Higher Education Administration) had been approved by the Offices of the Provost and President for inclusion in the next Graduate Catalog. Letters about the approved certificate proposals were sent to the UT System and Texas Higher Education Coordinating Board. Further the Translation & Interpretation certificate proposal is being revised for reconsideration by the Graduate Programs and Courses Committee. In addition, there are two graduate program proposals under review by the UT System and two graduate program proposals under review by the Texas Higher Education Coordinating Board. There has been no change in the status of those proposals since our last meeting.

In terms of HOP review, she reminded the Graduate Council that she chairs HOP Team 7 that includes Dr. Dykes. The full HOP committee has been informed about the timing of and is looking forward to receiving our recommendation about graduate program review. Team 7 will keep the Graduate Council involved in all HOP recommendations about graduate education.

Dean Flannagan updated the Graduate Council on two questions raised at our February meeting. First, she has met with the Associate Deans and other representatives from each College about the deadline for doctoral applications. All recommended retaining the February 1st deadline, but she noted that programs can review complete early applications as long as one or two slots are still available for February 1st applicants. Since different programs have different needs and want to admit the best applicants, some flexibility is provided to act on complete early applications. She encouraged faculty with questions to contact their Associate Dean and/or to attend admissions training offered each Fall.

Second, she discussed the current procedures for viewing the transcripts for doctoral applicants in Embark and posting them in Rowdy Space. She explained that a couple of programs (including Biology) had used posting in Rowdy Space this Spring. Despite

being a new system, they seemed pleased. In the future, it will be available for all doctoral applications. Dr. Weining Zhang asked if it would be necessary to decide whether to print out the transcript as was required in the past. Dean Flannagan stated that not everyone should print. She asked that only one person be given the print option and that the importance of security be made clear. These will be topics discussed in the Fall admissions training. In response to a question by Dr. Alexander about applications to masters' programs, Dean Flannagan explained that it is limited to doctoral applicants now and for next year, but that it may be expanded in the future (about 2.5 years out).

C. Secretary (Jim Dykes)

Dr. Dykes reviewed the updated list of Graduate Council members (Attachment A with the Agenda). Dr. Howard Smith replaced Dr. Elizabeth de la Portilla as the representative for Bicultural-Bilingual Studies. Dr. Gabriel Acevedo replaced Dr. Thankam Sunil as the representative for Sociology and also agreed to chair the Graduate Programs and Courses Committee. Shereen Bhalla was elected as the student representative for the College of Education and Human Development and William de la Cruz is her alternate.

Dr. Dykes also reviewed the current results of the elections of new members of the Graduate Council. Of the total of 37 members, 19 are continuing (September 2008- May 2009 will be the second year in their 2-year term) and 18 were newly elected (their term will be September 2008- May 2010). The election for the Geological Sciences representative was on-going during the meeting. The complete list with a clarification about terms and with the addition of student representatives was distributed with the April 1st Agenda (Attachment B).

D. Committee on Graduate Programs and Courses (Gabriel Acevedo)

Dr. Acevedo noted that Graduate Catalog proofs would be ready for the Committee on March 5th and would be rotated between the Downtown and 1604 campuses. He hopes to receive the reports prior to Spring Break and, by working over Spring Break, expects to have the work completed the week after Spring Break (the week beginning Monday March 24th).

Dr. Acevedo explained that his Committee is reviewing the proposed MS program in Advanced Manufacturing and Enterprise Engineering. The Committee comments and questions are being consolidated into a single document to be sent to the College of Engineering.

Dr. McCrary thanked Dr. Acevedo for his hard work on the major tasks of reviewing the Graduate Catalog and reviewing program proposals.

E. Membership Committee (Scott Sherer)

Dr. Scott Sherer noted that multiple versions of the application form for Special Members of the Graduate Faculty have been submitted to his Committee. They are reviewing the form to make sure it provides the needed information under the current guidelines that membership extends for three years. Also, it is important that the Curriculum Vitae submitted be current. The need for a consistent set of guidelines was highlighted when he and Dr. Bizios described an application for a doctoral student at UTSA. Serving on another student's thesis committee (while all but dissertation) might produce a conflict.

F. Committee on Graduate Program Evaluation (Ben Olguin)

Dr. Ben Olguin distributed the current schedule of program review (Attachment A). He asked the members of the Graduate Council to let him know of any issues. The spreadsheet is color coded: white means no review is due for a few years, purple means the review is on schedule, orange means a review is up-coming, and red means that some component of the review is overdue (perhaps the one-year follow-up). He reminded the Graduate Council that a new graduate program is reviewed five years after implementation and subsequent reviews are due every 10 years. The review is started in the 8th year to have it completed by the 10th year, so the “due date” on the schedule reflects the 8th year start. He especially asked members to check due dates given our transition to a 10-year cycle and outside accreditation cycles. He also asked that programs in red send him a status report. He reminded members of the Graduate School website and offered to provide any additional information.

Drs. Weining Zhang and Maricela Oliva asked about only one of two programs or tracks being listed on the schedule. Dr. Olguin said that some Departments were trying to synchronize the review of multiple programs and Veronica Ramirez noted that some very recent concentrations (e.g.; January 2007 implementation) had not yet been entered in the schedule. Dr. Fengxin Chen asked about a deferral not being listed in the schedule. Dr. Olguin asked that all questions be emailed to him in order to consolidate the list.

Dean Flannagan thanked Dr. Olguin for his hard work, especially with the transition from a 7-year to our current 10-year review cycle. She noted that Veronica Ramirez will add both the new programs and new certificate programs. She explained that the Graduate Program Evaluation Committee sometimes recommends that a certificate program be discontinued if it is not drawing students. Some certificate programs are very popular for a while and then become less popular. In response to a question by Dr. Stuart Birnbaum, Dean Flannagan explained that certificate programs are reviewed on the same cycle: five years after implementation and 10 years subsequently.

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

No report.

IV. Unfinished Business

Dr. McCrary noted that Dr. David Romero is reviewing the summer responsibilities of Graduate Advisors of Record and will discuss his findings at our April 1st meeting.

V. New Business

Dr. McCrary reminded the Graduate Council that we will hold elections for officers and Committee members at our April 1st meeting. Dr. Romero is soliciting self-nominations in order to prepare a recommended slate at that meeting.

VI. Adjournment

The meeting adjourned at 4:20.

Attachment A

GRADUATE PROGRAM (WAITING FOR CBA APPROVAL)	IMPLEMENTATION DATE	APPROVED DATE	YEAR OF IMPLEMENTATION	ADD 5 (FOR NEW PROGRAMS)	INITIAL REVIEW PERIOD (5 YEARS FROM TIME OF IMPLEMENTATION)	ADD 8 (CONTINUING PROGRAMS)	SECOND REVIEW (7-10 YEARS BEING OUR INTERNAL MAX)	ADD 8 (FOR CONTINUING PROGRAMS) CAN BE FROM 7-10 YEARS BUT CHOSE 8	THIRD REVIEW CYCLE (7-10 YEARS) WITH 9 YEARS BEING OUR INTERNAL MAX	ADD 8 (FOR CONTINUING PROGRAMS) CAN BE FROM 7-10 YEARS BUT CHOSE 8	FOURTH REVIEW CYCLE (7-10 YEARS) WITH 9 YEARS BEING OUR INTERNAL
ANTHROPOLOGY, PH.D. (WAITING FOR CBA APPROVAL)	September 1, 2005	January 26, 2006	2006	5	2011	8	2019	8	8	8	
APPLIED STATISTICS, PH.D.	September 1, 2005	January 26, 2006	2006	5	2011	8	2019	8	8	8	
ARCHITECTURE, MASTER OF SCIENCE	September 1, 2005	January 26, 2006	2006	5	2011	8	2019	8	8	8	
COMMUNICATION, MASTER OF SCIENCE	September 1, 2005	January 26, 2006	2006	5	2011	8	2019	8	8	8	
COMPUTER ENGINEERING, MASTER OF SCIENCE	September 1, 2005	January 26, 2006	2006	5	2011	8	2019	8	8	8	
PHYSICS, MASTER OF SCIENCE	September 1, 2005	January 26, 2006	2006	5	2011	8	2019	8	8	8	
PHYSICS, PH.D.	September 1, 2005	January 26, 2006	2006	5	2011	8	2019	8	8	8	
MBA-MARKETING MANAGEMENT	February 29, 2004	February 29, 2004	2004	5	FALLS UNDER MBA	8	2017	8	8	8	
COUNSELOR EDUCATION AND SUPERVISION, PH.D.	JULY 15, 2004	July 15, 2004	2004	5	2009	8	2017	8	8	8	
SOCIAL WORK, MASTER OF SOCIAL WORK	January 11, 2005	December 20, 2004	2004	5	2009	8	2017	8	8	8	
CHEMISTRY, PH.D.	October 25, 2004	October 28, 2004	2004	5	2009	8	2017	8	8	8	
APPLIED MATHEMATICS/INDUSTRIAL, MASTER OF SCIENCE	March 20, 2003	January 30, 2003	2003	5	2008	8	2016	8	8	8	
BIOLOGICAL ENGINEERING, PH.D.	March 20, 2003	January 30, 2003	2003	5	2008	8	2016	8	8	8	
CELLULAR & MOLECULAR BIOLOGY, PH.D.	July 17, 2003	July 17, 2003	2003	5	2008	8	2016	8	8	8	
ENVIRONMENTAL SCIENCE AND ENGINEERING, PH.D.	July 17, 2003	July 17, 2003	2003	5	2008	8	2016	8	8	8	
BUSINESS ADMINISTRATION, PH.D. (ALL AREAS)	January 24, 2002	January 25, 2002	2002	5	2007	8	2015	8	8	8	
ELECTRICAL ENGINEERING, PH.D.	January 24, 2002	January 25, 2002	2002	5	2007	8	2015	8	8	8	
ADULT AND HIGHER EDUCATION, MASTER OF ARTS	April 8, 2002	April 8, 2002	2002	5	2007	8	2015	8	8	8	
ENGLISH, PH.D.	April 18, 2002	April 18, 2002	2002	5	2007	8	2015	8	8	8	
STATISTICS, MASTER OF SCIENCE	September 1, 2002	September 1, 2002	2002	5	2005	8	2013	8	8	8	
CULTURE, LITERACY, AND LANGUAGE, PH.D.	October 26, 2000	October 26, 2000	2000	5	2004	8	2012	8	8	8	
EDUCATION, READING AND LITERACY, M.A.	January 1, 1999	March 31, 1999	1999	5	2004	8	2012	8	8	8	
JUSTICE POLICY, MASTER OF SCIENCE	September 17, 1999	April 13, 1999	1999	5	2003	8	2011	8	8	8	
ECONOMICS, MASTER OF ARTS	November 17, 1998	November 19, 1998	1998	5	2003	8	2011	8	8	8	
FINANCE, MASTER OF SCIENCE	October 27, 1998	October 27, 1998	1998	5	2003 (deferred to 2004)	8	2012	8	8	8	
INFORMATION TECHNOLOGY, MASTER OF SCIENCE	November 5, 1998	November 5, 1998	1998	5	2003 (deferred to 2005)	8	2011	8	8	8	
EDUCATIONAL LEADERSHIP, DOCTOR OF EDUCATION	September 1998	July 26, 1998	1998	5	2003 (deferred to 2003)	8	2011	8	8	8	
COGNITIVE SCIENCE, MASTER OF ARTS	July 17, 1998	July 17, 1998	1998	5	2001 (deferred to 2003)	8	2009	8	8	8	
POLITICAL SCIENCE, MASTER OF SCIENCE	October 21, 1998	October 21, 1998	1998	5	2001	8	2009	8	8	8	
COMPUTER SCIENCE, PH.D.	July 24, 1995	July 24, 1995	1995	5	2000	8	2008	8	8	8	
COMPUTER SCIENCE, MASTER OF SCIENCE	April 26, 1995	May 9, 1995	1995	5	2000	8	2008	8	8	8	
ART HISTORY, MASTER OF ARTS	January 20, 1994	July 21, 1994	1994	5	1999	8	2006	8	8	8	
MBA-HUMAN RESOURCE MANAGEMENT	April 19, 1993	April 19, 1993	1993	5	1998	8	2006	8	8	8	
MBA-TAXATION (REPLACED WITH M'S ACCOUNTING-TAXATION)	May 4, 1993	May 4, 1993	1993	5	1998	8	2006	8	8	8	
MBA-MANAGEMENT ACCOUNTING	May 4, 1993	May 4, 1993	1993	5	1998	8	2006	8	8	8	
MANAGEMENT OF TECHNOLOGY, MASTER OF SCIENCE	July 17, 1992	July 20, 1992	1992	5	1997	8	2005 (deferred to 2005)	8	8	8	
BIOLOGY-NEUROBIOLOGY, PH.D.	October 30, 1992	November 6, 1992	1992	5	1997	8	2005 (deferred to 2005)	8	8	8	
MBA AREAS IN MANAGEMENT SCI. MOT. FIN. BUS. ECO. IS	January 15, 1991	January 15, 1991	1991	5	1996	8	2004	8	8	8	
ENVIRONMENTAL SCIENCE, MASTER OF SCIENCE	January 11, 1991	January 11, 1991	1991	5	1996	8	2004	8	8	8	
GEOLOGY, MASTER OF SCIENCE	January 11, 1991	January 11, 1991	1991	5	1996	8	2004	8	8	8	
INTERNATIONAL BUSINESS	January 25, 1989	July 17, 1989	1989	5	1994	8	2002 (deferred to 2004)	8	8	8	
CIVIL ENGINEERING, MASTER OF SCIENCE	July 14, 1989	July 17, 1989	1989	5	1994	8	2002 (deferred to 2004)	8	8	8	
ELECTRICAL ENGINEERING, MASTER OF SCIENCE	July 14, 1989	July 17, 1989	1989	5	1994	8	2002 (deferred to 2004)	8	8	8	
BIOLOGICAL ADMINISTRATION, MASTER OF SCIENCE	May 14, 1989	May 17, 1989	1989	5	1994	8	2002 (deferred to 2004)	8	8	8	
PUBLIC ADMINISTRATION, MASTER OF SCIENCE (REPLACED WITH ES, M.S)	May 5, 1982	May 5, 1982	1982	5	1987	8	1995	8	8	8	
NATURAL RESOURCES, MASTER OF SCIENCE	May 5, 1982	May 5, 1982	1982	5	1987	8	1995	8	8	8	
ANTHROPOLOGY, MASTER OF SCIENCE	April 22, 1980	April 15, 1980	1980	5	1985	8	1993	8	8	8	
MUSIC EDUCATION & MUSIC PERFORMANCE, MASTER OF MUSIC	July 14, 1978	July 17, 1978	1978	5	1983	8	1991	8	8	8	
MASTER OF PROFESSIONAL ACCOUNTING (REPLACED WITH M'S ACCOUNTING)	July 14, 1978	July 17, 1978	1978	5	1983	8	1991	8	8	8	
ADVANCED STUDIES IN EDUCATION, MASTER OF ARTS (CAL EARLY CHILDHOOD AND ELEMENTARY)	April 21, 1972	April 25, 1972	1972	5	1977	8	1985	8	8	8	
FINE ARTS, MASTER OF FINE ARTS	April 21, 1972	April 25, 1972	1972	5	1977	8	1985	8	8	8	
CULTURAL/UNIVERSITIES, MASTER OF ARTS	April 21, 1972	April 25, 1972	1972	5	1977	8	1985	8	8	8	
BIOLOGY, MASTER OF SCIENCE	April 21, 1972	April 25, 1972	1972	5	1977	8	1985	8	8	8	
BUSINESS ADMINISTRATION, MBA	April 21, 1972	April 25, 1972	1972	5	1977	8	1985	8	8	8	
ENGLISH, MASTER OF SCIENCE	April 21, 1972	April 25, 1972	1972	5	1977	8	1985	8	8	8	
ENGLISH, MASTER OF ARTS	April 21, 1972	April 25, 1972	1972	5	1977	8	1985	8	8	8	
ENVIRONMENTAL MANAGEMENT, M.A. OR M.S.	April 21, 1972	April 25, 1972	1972	5	1977	8	1985	8	8	8	
GEOGRAPHY, MASTER OF ARTS	April 21, 1972	April 25, 1972	1972	5	1977	8	1985	8	8	8	
HISTORY, MASTER OF ARTS	April 21, 1972	April 25, 1972	1972	5	1977	8	1985	8	8	8	
MATHEMATICS, MASTER OF SCIENCE	April 21, 1972	April 25, 1972	1972	5	1977	8	1985	8	8	8	
SPANISH, MASTER OF ARTS	April 21, 1972	April 25, 1972	1972	5	1977	8	1985	8	8	8	