

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

May 4, 2004

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| <p>Main Campus: BB3.04.08 DT, FS 2.532 3:30 p.m.</p> |
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Present: Christopher Borman, Norma Cantu, Mark Allen, Stephan Bach, Stuart Birnbaum, Jan Clark, Jerrell Coggburn, Paul Cotae, Dorothy Flannagan, Ted Skekel, Robert Fuhrman, Victor Heller, Kadapakkam, Palani-Rajan, James Balentine, Lila Flory-Truett, Thomas Thomson, Andrew Tsin, Esther Wheeler, Raymond Padilla, and Marcheta Evans.

Absent: R.E.W. Adams, Ron Alexander, Adria Bodour, Thomas Bylander, El-Kikhia, Mansour, Fathali Firoozi, James Groff, Kolleen Guy, Han Hai-Chao, Jack Himelblau, Fred Hudson, Eugene John, Michael Kelly, Richard LeBaron, Randall Manteufel, Neil Maurer, Hugh Maynard, John McCarey, Andrew Perez, Howard Smith, Ram Tripathi, Armando Trujillo, Jose Weissmann, Raj Wilson, Frances C. Kneupper, Amy Gilmour, Tracey Johnston, Robert Ayoub, Carol Brochin, David Mata, and Michael T. Frye.

Excused: Judith Sobre, Pablo Vila, Kasandra Keeling, and Olivia Yu.

Visitors: Daniel C. Boice, Dave McComas, Patrick Nash, Rafael Lopez-Mobilia, Shiraj Sardar, Lorenzo Brancaleon, James Gallas, Lino Chen, Rosalind Horowitz and Deborah Armstrong.

I. Call to order and taking of attendance.

The final meeting of the Graduate Council for the 2003-2004 Academic Year was called to order at 3:35 P.M.

II. Approval of Minutes (Ted Skekel)

The minutes of the April 6, 2004 Graduate Council were accepted as amended. (Section III, B was amended as follows: "Council approved the amended policy" was changed to "Council will vote at the May Meeting.")

III. Reports

A. Council Chair (Ted Skekel)

Dr. Skekel reported that he and Dr. Rosalind Horowitz (Nominating Committee) have been discussing the evolution of graduate education at UTSA. They are considering an ad hoc committee that would work

on recommendations for improving the management of graduate education, including the possible formation of a Graduate School or Graduate College. Such a change would bring required resources (e.g., a dean, budget, administrative resources) for a growing graduate program.

Dr. Skekel recognized Dr. Pat Nash, Department of Physics, who introduced himself and other guests from Southwest Research Institute. Department of physics faculty introduced themselves.

B. Interim Dean of Graduate Studies (Dorothy Flannagan)

Dr. Flannagan presented “Proposed Policies and Procedures for Implementing and Administering Graduate Certificate Programs” (as amended; policy provided as Attachment A on page 2515, Documents and Proceedings, May 4, 2004 agenda). The amended policy was voted on and accepted by Council.

Dr. Flannagan reported on the progress of proposed graduate degree programs. On May 13 and 14, 2004 a site visit team will visit UTSA reviewing the proposed Ph.D. in Counselor Education and Supervision degree program, which is now under consideration by the Texas Higher Education Coordinating Board (THECB). If approved by THECB, the Counseling program could admit students for Fall 2004. The M.S. in Applied Mathematics has been approved by the UT System and is now at the THECB (not yet scheduled for review). The Master of Social Work proposal is scheduled for review at the UT System level this month.

C. Secretary (Jerrell D. Cogburn)

Dr. Cogburn presented the Secretary’s Report for the 2003-2004 Graduate Council (copies distributed, Attachment A). Dr. Cogburn also presented an amended list of Graduate Council members for 2004-2005 (the list was approved at the April 6, 2004 meeting; final membership appointments for three programs—M.S. in Accounting, M.S. in Psychology, and M.A. in Counseling—will be finalized in coming weeks; the final roster for Graduate Council members will be recommended at the September 2004 meeting).

Dr. Cogburn recognized Dr. Rosalind Horowitz, member of the late Nominating Committee, who presented the committee’s slate of nominees for vacancies in the chair and secretary positions and on the various committees of the Graduate Council (handout provided) (Attachment B). These recommendations were voted on and unanimously approved by the Graduate Council.

D. Membership Committee (Eugene John)

Dr. Jerrell D. Cogburn, filling in for Dr. Eugene John, made a recommendation to grant special membership to several applicants (Attachment B, page 2518, Documents and Proceedings May 4, 2004 agenda). The recommendation was unanimously approved.

E. Committee on Graduate Program Evaluation (Victor Heller)

Dr. Heller provided copies of the external reviewers' reports and the committee's recommendations for three graduate programs reviewed: M.S. in Sociology (reviewed in 2002, but not reported to the full Graduate Council), M.S. in Biology, and M.A. in History. In each case, the committee's recommendations were unanimously approved by the Graduate Council.

F. Committee on Academic Policy and Requirements (Stuart Birnbaum)

Dr. Birnbaum reported on the committee's activities. The most important substantive change to the Graduate Council's Bylaws concerned the election of the Graduate Council chair. The change, which removes the requirement that the chair must be a member of the Faculty Senate, was voted on previously by Council and will be incorporated—along with several minor wording changes (e.g., changing old references to “divisions” to “departments”) into the Bylaws (and the Handbook of Operating Procedures) soon.

G. Committee on Graduate Programs and Courses (Marcheta Evans)

Dr. Evans presented the committee's recommendation on the proposed Ph.D. in Physics (Attachment C, page 2519, Documents and Proceedings, May 4, 2004 agenda). The committee recommended approval of the program. After a motion to accept the recommendation was made and seconded, the chair entertained a motion to allow the visitors (Dr. Pat Nash and faculty from the Department of Physics and the Southwest Texas Research Institute) to address the Graduate Council. This motion was seconded and approved. Following discussion of the proposal (which included concern over language agreement between the proposal and the Graduate Council Bylaws), the Graduate Council voted unanimously to approve the committee's recommendation.

IV. Unfinished Business

None.

V. New Business

Dr. Skekel thanked Dr. Marcheta Evans and the Committee on Graduate Programs and Courses and Dr. Vic Heller and the Committee on Graduate

Program Evaluation for their hard work this year. Dr. Skekel also indicated that certain members may be contacted over the summer to help complete unfinished Graduate Council business.

VI. Adjournment

The meeting was adjourned at 4:30 P.M.

Attachment A

**The University of Texas at San Antonio
Graduate Council
Report of the Secretary for the 2003-2004 Academic Year**

Submitted May 4, 2004
by
Jerrell D. Cogburn, Secretary

Authority

This secretary's report is filed in accordance with the Bylaws (Article IV.2.g.) of the Graduate Council (GC) of The University of Texas at San Antonio (UTSA).

Meetings and Attendance

The GC meet eight times during the 2003-2004 Academic Year: September 2, 2003; October 2, 2003; November 4, 2003; December 3, 2003; February 3, 2004; March 3, 2004; April 6, 2004; and May 4, 2004 (forthcoming). Attendance was strong at GC meetings: a quorum was present for each meeting. Beginning with the November 4, 2003 meeting, GC meetings were for the first time held in distance learning facilities to members to attend at either the 1604 Campus or Downtown Campus. Finally, a number of visitors attended various GC meetings in support of their respective graduate program proposals being considered by GC.

GC Chair Reports

Dr. Ted Skekel assumed the role of chair (taking over for past-chair Dr. Vic Heller) at the November 4, 2003 meeting. Dr. Skekel reported on several important matters including: 1) changing GC Bylaws to allow the council (as opposed to the Faculty Senate) to select its own chair (*this change was approved by GC and the Faculty Senate*); 2) the overall size of the GC and the appropriate model of representation for determining council composition (with the growth in graduate program's at UTSA, the size of GC is becoming a concern; a survey of GC membership will be conducted and *further action is pending*); 3) the administration of required comprehensive exams by graduate programs (*Olga Mata and OGS will conduct a follow-up to an earlier survey on exam administration and will report findings back to GC*); and 4) changes to the GC membership election process (*the idea of electronic/email balloting, as opposed to traditional paper balloting, is being considered*).

Interim Dean of Graduate Studies Reports

The Interim Dean of Graduate Studies, Dr. Dorothy Flannagan, reported on a number of developments with graduate education at UTSA. At the first meeting, Dr. Flannagan reported that three new Ph.D. programs (Environmental Science and Engineering, Cellular and Molecular Biology, and the UTSA-UTHSCSA's joint Biomedical Engineering program) began operations in the Fall 2003 semester. Dr. Flannagan made periodic reports on the progress of various UTSA graduate program

proposals as they made their way through the program review process, including proposed Ph.D. programs in Counseling and Chemistry, which are presently in the final stages of approval, and the Master of Social Work program which will be considered at the May 2004 meeting of the UT System Board of Regents. Two other proposed programs (M.A. in Communications and M.A. in Applied Math) also are at the university system level awaiting action. Dr. Flannagan reported working closely with Dr. Teresa Sullivan, Executive Vice Chancellor, on reviewing the substance and language of UTSA's numerous graduate program proposals before they move beyond the university level.

Dr. Flannagan also presented several policy proposals. First, Dr. Flannagan presented a draft policy proposal for graduate certificate programs (*the policy was subsequently approved by GC; amendments to this policy will be considered at the May 4, 2004 GC meeting*). Second, Dr. Flannagan presented a policy for additional charges to students attempting the same course for the third time and a related student petition process to have such charges waived. This policy and procedure is a response to the Texas Legislature's decision to no longer fund courses taken for the third time by a student.

Finally, Dr. Flannagan reported that applications and admissions for the Graduate School are both up substantially over Fall 2003 comparables.

GC Secretary Reports

At the September 2, 2003 GC meeting, Dr. Jerrell D. Cogburn, GC secretary, presented updated rosters of general GC membership and membership on respective GC committees for the 2003-2004 Academic Year. At the March 2, 2004 meeting, Dr. Cogburn made a recommendation (*subsequently approved by GC*) regarding GC membership reapportionment for the 2004-2005 Academic Year. Finally, at the May 4, 2004 GC meeting, Dr. Cogburn will present recommendations for GC membership for the 2004-2005 Academic Year.

Committee on Graduate Programs and Courses Reports

Committee chair, Dr. Marcheta Evans, made several reports and recommendations to GC regarding the work of this committee. Given the large number of graduate programs under development and review in 2003-2004 and the fact that the committee was tasked with reviewing the draft *2005-2007 Graduate Catalog*, this committee faced a heavy workload. At the September 2, 2003 meeting, the outgoing chair of the committee, Dr. Robert Fuhrman, suggested GC consider splitting this committee into a Committee on the Graduate Catalog and second Committee on Graduate Program Review (*although no action has occurred to date, a splitting of the committee has not been ruled out*).

The committee made specific proposals on the following programs: a non-substantive program change proposal for the M.S. in Industrial Mathematics, Master of Social Work, M.A. in Communications, Ph.D. in Public Administration, and graduate certificate programs in Adult and Higher Education (Certificate of Professional Development) and Geographic Information Science. The committee is scheduled to present its recommendation on the proposed Ph.D. in Physics, to be administered in

partnership between the Department of Physics and the Southwest Research Institute, at the May 4, 2004 meeting.

Finally, Dr. Evans reported that the committee faced confusion over its functional role in the Graduate Catalog review process (e.g., editorial, substantive, etc.?). Dr. Evans reported that a report by Lawrence Williams from a Provost's committee on the Graduate Catalog offered needed clarification, as did a protocol for Graduate Catalog review developed by Olga Mata.

Membership Committee Reports

Dr. Eugene John presented GC recommendations for membership to the Graduate Faculty. Procedurally, the committee now automatically approves tenured and tenure-track faculty for regular membership on the Graduate Faculty. The committee continues to review applications for special membership on the Graduate Faculty on a case-by-case basis.

Dr. John also reported at various times on the issue of Research Professors and their Graduate Faculty membership status. The key issue being considered is whether Research Professors should be granted regular membership to the Graduate Faculty, which would allow them to serve as chairs of thesis and dissertation committees. Presently, the committee has not made a formal recommendation to the GC on this issue.

Committee on Graduate Program Evaluation Reports

Dr. Vic Heller served as chair of this committee, which had a full slate of graduate programs—19 in all—that were reviewed (or scheduled for review) in the 2003-2004 Academic Year. Given this workload, the GC approved the committee chair's recommendation to double the size of this committee. At the April 6, 2004 GC meeting, the committee made recommendations (*subsequently approved by GC*) on the following programs: M.S. in Justice Policy, Master of Public Administration, and M.S. in Spanish. The committee is scheduled to make recommendations for the following programs at the May 4, 2004 meeting: M.A. in History, M.S. in Sociology, and the M.S. in Biology. Several programs sought and were granted review deferrals. These programs were: M.S. in Mathematics, M.A. in Counseling, and M.S. in Computer Science. The committee will attempt to conclude its work this summer on those programs scheduled for review but not yet completed or deferred. Dr. Heller also reported that he would be working with recently reviewed graduate programs and the UTSA Office of Institutional Effectiveness to develop the data needed to facilitate the program review process.

Committee on Academic Policy and Requirements Reports

This committee, chaired by Dr. Stuart Birnbaum, took several actions to update and amend the GC Bylaws. Examples include amending the language to allow the GC, as opposed to the faculty Senate, to nominate and elect the GC chair. The committee also reviewed the Bylaws in whole to identify needed changes (e.g., changing references to "Divisions" to "Departments," reflecting the new academic organizational structure of the university).

Conclusion

As suggested by this report, the GC addresses a plethora of issues on a full agenda during the 2003-2004 Academic Year. This increased activity and visibility are reflective of the growing emphasis on graduate education at UTSA. Such an emphasis will only increase in future years, thus increasing the importance of the GC to the university's strategic success.

Respectfully submitted,

Jerrell D. Cogburn

Attachment B**Nominating Committee Nominations****COMMITTEES
GRADUATE COUNCIL
2004-2005****ADMINISTRATIVE AND AGENDA**

Ted Skekel , Chair (elected by the Nominating Committee)
Dorothy Flannagan, Interim Dean of Graduate Studies, Ex Officio

- (1) Nandini Kannan , Secretary
- (1) Howard Smith
- (1) _____
- (1) Shawn Crawford , Student Representative

- (1) Stuart Birnbaum, Parliamentarian
- (1) Robert Ayoub, University Assembly Representative (student)
- (1) Jamal Rhadbane, University Libraries, Univ Standing Committee (student)
- (1) Sam Slocum, Human Research, Univ Standing Committee (student)
- (1) Sandra Guerrero, UT System Graduate Advisory Council (student)

MEMBERSHIP

One member from each college and
two at large, minimum of three
members of the Graduate Council

- * (2) Mark Allen
- (2) Amie Beckett
- (2) Juan Gonzales
- * (2) Francine Romero
- (2) Cynthia Perez-McCluskey
- * (2) Jon Thompson
- (2) Paul Jurena

GRADUATE PROGRAM EVALUATION

- * (2) Randall Manteufel
- * (2) Adria Boudour
- (1) **Jennifer Ganz**
- * (1) **Kolleen Guy**
- (2) Lalatendu Misra
- (1) **Roger Enriquez**

**NOMINATING
COMMITTEE**

*(Nominated by the Council
Chair)*

Rosalind Horowitz, Chair
Michael Kelly

- (2) Michael Karcher
- (2) Sue Ann Pemberton-Haugh

GRADUATE PROGRAMS AND COURSES

- * (2) Paul Cotae
- * (2) Mathew Gdovin
- (1) **Bridget Drinka**
- (1) **Olivia Yu**
- * (2) Fred Hudson
- (2) James R. Lewis
- (2) _____

ACADEMIC POLICY AND REQUIREMENTS

- (2) Manuel Diaz
- * (2) Stephen Brown
- (1) **Maggie Valentine**
- (2) Tina Lowrey
- (1) **Chris Reddick**
- * (1) **Armando Trujillo**
- (1) **Richard Harris**

* Member of the Graduate Council

5/04/04