

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

May 6, 2008

John Peace Library 4.03.08

3:30 p.m.

Present: Gabriel Acevedo, John Alexander, Stuart Birnbaum, Rena Bizios, Michael Cepek, Andrey Chabanov, Fengxin Chen, Mari Cortez, Ashley Curtiss, James Dykes, Walter Ermler, Dorothy Flannagan, Larry Golden, Mary Kay Houston-Vega, David Jaffe, Palani-Rajan Kadapakkam, Kim Kline, William McCrary, Gregg Michel, Malgozata Oleszkiewicz-Peralba, Maricela Oliva, Terri Pantuso, David Romero, Can (John) Saygin, Howard Smith, Eugene Stone-Romero, Ram Tripathi, Lila Truett, John Warren, Weining Zhang

Absent: Cheryl Alderman, Andrew Bates, Mary Bollinger, Roger Enriquez, Julie Gresham-Guerra, Sara Hohne, James Ordner, Ryan Weekley, Jose Weissmann, Wan X. Yao

Excused: Sos Agaian, Kim Bilica, Karl Eschbach, Alokparna (Sonia) Monga, Emeka Nwaeze, Ben Olguin, Heywood Sanders, Scott Sherer,

Visitors: Fengshan F. Chen, Director of Center for Advanced Manufacturing and Lean Systems
Wei-Ming Lin, Associate Dean of College of Engineering

I. Call to order and taking of attendance.

Dr. William McCrary called the May 6, 2008 meeting of the Graduate Council to order at 3:34 pm.

II. Approval of Minutes (William McCrary)

The Minutes of the April 1, 2008 meeting were approved.

III. Reports

A. Council Chair (William McCrary)

Dr. McCrary thanked the members of the Graduate Council for their participation in such an important service to the University. While not presenting a formal report, he informed the Graduate Council that the proposed certificate program in Spanish Translation Studies had been approved by the Faculty Senate.

B. Dean of Graduate School (Dorothy Flannagan)

Dean Flannagan thanked the members for their attendance at the meetings and especially for their service on committees. She extended a special thanks to the committee chairs, noting that the committees had been really active this year and had done a great job. She appreciated the time and effort expended and hoped that the current members would continue to volunteer for committees even if they were no longer serving on the Graduate Council. Their experience would be so helpful and valued. Then her report focused on two items.

First, she noted a call for Graduate Student Initiatives in response to an offer by the UT System to monetarily strengthen graduate education. The goal is to have UTSA prepare two or three excellent proposals to submit. In response to a question by Dr. David Jaffe, she explained that the current deadline is May 20th unless extended by the Provost.

Second, she informed the Graduate Council of a Texas Higher Education Coordinating Board (THCEB) meeting that she attended about 10 days ago. Dr. Joe Stafford described criteria for evaluating new proposals and for evaluating existing programs. Any new doctoral program proposals need to be very strong in terms of demonstrating national needs. Demonstrating a need in San Antonio is no longer sufficient, because the THECB is not encouraging duplications of programs within the state and instead is looking at the national workforce. The THECB is also carefully reviewing the CVs of the faculty in order to determine faculty strength. He also emphasized the review of existing programs; including number of graduates, number of students enrolled, length of time to graduate, preparedness for the job market, and number of student publications & posters. While no programs are targeted, the THECB is not opposed to shutting down non-productive programs. The need to be accountable after implementation emphasizes the importance of program review and keeping track of the required information.

C. Secretary (Jim Dykes)

No report.

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

Dr. McCrary reminded the Graduate Council that a summary of the MS in Advanced Manufacturing and Enterprise Engineering (AMEE) proposal was distributed with the Agenda (Attachment A). He asked that our Bylaws be suspended in order to allow discussion with our two visitors: Drs. Fengshan Chen (Director of Center for Advanced Manufacturing and Lean Systems) and Wei-Ming Lin (Associate Dean of College of Engineering). He also reminded the Graduate Council that Dr. Can (John) Saygin is the representative for the Department of Mechanical Engineering and is the contact person for the proposal. The Graduate Council unanimously approved his request for our visitors.

Dr. Gabriel Acevedo explained that his committee's report was a motion to approve the MS in AMEE proposal. The motion was seconded. Dr. Acevedo summarized the proposal in a PowerPoint presentation. The AMEE proposal integrates models and automation tools that facilitate the delivery of goods and services with the analysis and operation of an enterprise. He noted that San Antonio has a high tech environment with important placements for students (including biomedical, manufacturing, military, and service industries). He explained that the College of Engineering is nationally ranked for enrolling minority students (especially Hispanic) and that the committee asked about the social impact of this proposal. During several productive meetings with the committee, the program proposed specific mechanisms to attract and retain minority students (including networking with professional societies, networking with societies for minority groups, graduate program & research activities, trips, and student funding). Dr. Acevedo noted the rapid progress in mechanical engineering enrollments between August 2006 and May 2008 (148 students in ME 4953 and 5013) and said that the increase in grant

support was especially noteworthy. The thesis and non-thesis options would involve 30 hours and 33 hours of course work, respectively. Both include 12 hours of required courses and 6 hours of prescribed electives. The thesis option would also require 6 hours of free electives and 6 hours of thesis, while the non-thesis option would require 15 hours of free electives. The committee was pleased with the proposed degree track and with the lab facilities: Flexible Manufacturing & Lean Systems, Manufacturing Systems & Automation, and Robotics & Intelligent Machines. The projected five-year costs are \$950,000. The projected five-year funding is \$3,445,000 based on current federal grants, anticipated future grants, and Center for Advanced Manufacturing & Lean Systems membership fees.

Dr. Rena Bizios cited the strong student enrollments, the excellent recruitment of students, and the strong job market in Texas and nationwide. Dr. Stuart Birnbaum asked about new faculty requested and the course load for ME faculty. Dr. Saygin explained that all faculty lines for both undergraduate and graduate programs are already planned. He further explained that there are four ME core faculty and about 11 support faculty in other Departments to teach the many electives in Computer Science, Electrical Engineering, Information Systems, Management of Technology, Management Science, and Statistics. In response to Dr. Birnbaum's question about projected enrollments, Dr. Saygin predicted a growth from the current full-time student equivalent (FTSE) enrollment of 10 to 28 FTSEs in year three and to 40 FTSEs in year five. He estimated that there are currently about 50 graduate students (12 in manufacturing) and 600 undergraduate students. Dr. Bizios explained that five of the current graduate students are part-time. Dean Flannagan also noted that there is interest outside UTSA. Dr. Saygin cited the San Antonio Manufacturers Association as a specific example. Dr. Eugen Stone-Romero asked about overlap with other programs such as Texas A&M and University of Houston. Dr. Saygin explained that none of the top 10 programs ranked by U. S. News had this balance. In particular, Texas programs focused on manufacturing. Dr. Palani-Rajan Kadapakkam was assured that the electives in the five-year plan are being taught. The proposal passed unanimously.

E. Membership Committee (Scott Sherer)

Dr. Scott Sherer was unable to attend the meeting, so Dr. Bizios (a committee member) discussed the list of special Graduate Faculty membership applicants included as Attachment B of the Agenda. At the time the Agenda was distributed, Dr. Daniel Sunho Oh's application was still under review. His application was subsequently approved by the committee, so the committee recommended all 18 applicants. Dr. Bizios explained that the review process starts in the Department and each application is further reviewed by the College prior to review by the committee. She thanked Jennifer Jensen for getting the information to the Committee and facilitating electronic voting. She also explained that the committee is reformulating the application form in order to expedite and improve the review process. Dr. Stone-Romero noted that the form might be more specific about the reason for requesting special Graduate Faculty membership; e.g., serving on thesis vs dissertation committees, teaching graduate courses at which level, etc. Dean Flannagan noted that Dr. Sherer had raised the same issue. Initially the form was designed when there were few doctoral programs, but that it is now important to be more specific about level. Given that our current procedure has a membership term of three years after approval; Dr. Birnbaum asked if it would be necessary to re-apply if new duties were

added. Dean Flannagan and Dr. Bizios agreed that it is not currently necessary to reapply, but suggested that it could change with a more specific form and the addition of duties at the doctoral level. Dr. Howard Smith reminded the Graduate Council that there are two separate issues: this list of applicants and improving the process in the future. Dr. McCrary proposed continued work on the process. The list of 18 applicants (including Dr. Oh) was approved.

F. Committee on Graduate Program Evaluation (Ben Olguin)

Dr. Ben Olguin was unable to attend the meeting, so Dr. McCrary presented a schedule of program evaluation. Corrections for some program evaluations (Political Science, Finance, Bicultural-Bilingual Studies, and Computer Science) were noted at the meeting. After the meeting, a correction was noted for Economics. The revised schedule is Attachment A.

Drs. Mary Kay Houston-Vega and Eugene Stone-Romero asked about the number of overdue reviews and the “teeth” in the review process. Dean Flannagan reported being delighted that the Provost will initiate the review process under the revised Handbook of Operating Procedures. She noted that Dr. Olguin and Jennifer Jensen have worked very hard on the reviews. While the revised procedures are still being worked out, she expects the same high quality. One benefit will be setting aside money for the outside team visit instead of the current procedure of the Department having to pay the outside reviewers. That should help with both compliance and quality.

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

Dr. David Romero said his committee is first discussing the duties and compensation of Graduate Advisors of Records (GARs) with the College of Business. Then they will move forward in discussing the issues with the other Colleges.

Dr. Romero also showed his membership list for Graduate Council committees. Especially noting the vacancies on the Graduate Program Evaluation Committee, he encouraged people to volunteer to serve on these committees. In response to a question by Dr. Smith, Dr. McCrary noted that the description of our committees’ duties are contained in our Bylaws and are posted on the Graduate School website. He also encouraged volunteers. The people who volunteered to Dr. Romero and the Graduate School are included in Attachment B.

IV. Unfinished Business

None.

V. New Business

Dr. Kim Kline asked for any information about cross-listing courses. If it is done, how is it done and how well does it work? She welcomed any emailed insights. Dean Flannagan explained that SACS requires different syllabi and outcome measures for undergraduate and graduate courses. Dr. Smith added that a different course code was required by the state. Dr. Malgozata Oleszkiewicz-Peralba noted that it seemed to work well in Modern Languages courses if there were only a few undergraduates. It seemed detrimental to the undergraduates if their proportion was too high. In response to a question by Dr. Birnbaum about computing student credit hours generated, Dean

Flannagan explained that you can accumulate across levels. Dr. Stone-Romero noted that sometimes master level students are allowed to enroll in a doctoral course with low enrollments. Dr. Smith drew a distinction between undergraduate students enrolled in a graduate course and master level students enrolled in a doctoral course. He noted that there is a procedure for undergraduates with high GPAs and less than 30 hours to graduate to enroll in graduate courses. Dr. McCrary suggested that cross-listing of graduate courses might be an issue for the Academic and Policy Requirements Committee.

Dr. McCrary asked who felt comfortable in grant writing. Dean Flannagan explained that she has started a Quality Enhancement Plan (QEP) for Graduate Excellence. She already presented a draft pre-proposal to the Administrative and Agenda Committee. It is a modification of a UT Austin program and has two goals: 1) to help graduate students gain more experience in applied and interdisciplinary domains and 2) to provide opportunities for undergraduates that could find graduate education interesting with a little encouragement. She would welcome help in drafting the QEP pre-proposal to submit. Drs. Kline and Houston-Vega offered to help. The pre-proposal deadline was May 16th and the pre-proposal is posted on the Graduate School website:
<http://www.utsa.edu/graduate/GraduateCouncil/index.html>

The strongest pre-proposals will be selected for expansion into a full proposal. The Provost is expected to provide a \$2500 stipend for writing each full proposal over the Summer. If selected, the Graduate School may be able to add a \$1500 stipend for writing a QEP for Graduate Excellence full proposal. The best QEP will be submitted to SACS.

Dr. Bizios thanked everyone for a wonderful year and extended best wishes for a productive and fun Summer.

VI. Adjournment

The meeting adjourned at 4:37.

Attachment A Program Review Checklist (5/7/2008)

Graduate Program	Graduate School sends Notification Letter	Graduate School sends 2nd Notification Letter	Self-Study Report	External Evaluator Vitea/Report	Final Report to Graduate Council	Council Approved	Admin Follow-up	Presentation of Follow-up to the Graduate Council	Program Evaluation Committee Member assigned to present at Graduate Council Meeting	Year Scheduled for Program Review	If program request deferred, Year Deferred	Deferral Approved on this Date	Contact Person for the Program
2002-2003 MA Political Science	2/2/2001		1/28/2003	10/8/2004	10/4/2005	10/4/2005	4/21/2008	Due for Sep. 2008	Mark Bizard	2001-2002	2002-2003	12/15/2002	Dr. Lewis
2003-2004 PhD Biology/Neurobiology	5/2/2003		2/20/2008	Due for 2/24/2008	OVERDUE	OVERDUE	OVERDUE	OVER DUE	needed	2003-2004	N/A	5/1/2006	Dr. Wheeler
Master Business Administration	2/18/2002		05/01/06	6/16/2006	11/7/2006	11/7/2006	4/8/2008	Due for Sep. 2008	needed	2002-2003	2003-2004		Dr. Heller
MS Finance	5/2/2003		2/2/2006	9/15/03 (Vitea)	10/5/2004	10/5/2004	7/25/2007	Due for Sep. 2008	Jose Weissmann	2003-2004	9/1/2004		Dr. Heller
MS Management of Technology	5/2/2003		4/1/2004	6/25/2004	12/7/2004	12/7/2004	Fall 2008	Due for Sep. 2008	needed	2003-2004	N/A		Dr. Heller
MA Economics	5/2/2003		11/1/2003						Grant Merrill	2003-2004	N/A		Dr. Guy
2004-2005 MBA International Business	5/20/2004		5/1/06	Currently going through AACSB accreditation	Currently going through AACSB accreditation	Currently going through AACSB accreditation	SPRING 2008	Due for Sep. 2008	needed	2004-2005			
MBA Biotech	5/2/2003		8/1/2006	5/30/2007	OVERDUE	OVERDUE	SPRING 2008		needed	2004-2005			
MS Electrical Engineering	2/18/2002		5/23/2007	10/19/2007	OVERDUE	OVERDUE	SPRING 2008		needed	2002-2003	2004-2005	10/16/2002	Dr. Isin
MS Mathematics	5/2/2003		4/20/2006	OVERDUE	OVERDUE	OVERDUE	SPRING 2009		needed	2003-2004	2004-2005	2/1/2004	Dr. Leung
MA Bicultural/Bilingual Studies	5/2/2003		1/12/2005	9/14/2005	5/2/2006	5/2/2006	4/8/2008	Due for Sep. 2008	Fengxin chen	2003-2004	2004-2005	5/2/2003	
2006-2007 MS Computer Science	5/2/2003		1/29/2008	4/21/2008	Due for 9/2/2008	Due for 9/2/2008				2003-2004	2006-2007	10/15/2003	
MA English	10/26/2006		OVERDUE	FALL 2008						2005-2006	2006-2007		
MS Chemistry	10/26/2006		8/28/2007	FALL 2008						2005-2006	2006-2007		
MA Counseling	5/2/2003		1/29/2008	4/21/2008	Due for 9/2/2008	Due for 9/2/2008				2003-2004	2006-2007	Nov-05	
2008-2009 PhD Computer Science	9/14/2007		1/15/2008	Due on 1/15/2009						2008-2009			
MS Applied Statistics	9/14/2007		1/15/2008	Due on 1/15/2009						2008-2009			
MS Biomedical Engineering	9/14/2007		1/15/2008	Due on 1/15/2009						2008-2009			
PhD Biomedical Engineering	9/14/2007									2008-2009			
PhD English	9/14/2007									2008-2009			
MS in Psychology	9/14/2007									2008-2009			
PhD in Electrical Engineering	9/14/2007									2008-2009			
PhD Environmental Science and Engineering	9/14/2007									2008-2009			
Master of Accountancy	9/14/2007									2008-2009			
MA Anthropology	9/14/2007									2008-2009			
PhD Cell and Molecular Biology	9/14/2007									2008-2009			
Master of Music	9/14/2007									2008-2009			
MS in Statistics	9/14/2007									2008-2009			
2009-2010 MS Applied Mathematics - Industrial										2009-2010			
MS Environmental Sciences										2009-2010			
PhD Chemistry										2009-2010			
PhD Counselor Education and Supervision										2009-2010			

There was an error made by the Graduate School regarding the MA in Economics program. Changes have been made accordingly.

Attachment B
GRADUATE COUNCIL COMMITTEES
2008-2009

ADMINISTRATIVE AND AGENDA

William McCrary, Chair (elected by the Nominating Committee)

Dorothy Flannagan, Dean of Graduate School, Ex Officio

James Dykes, Secretary

Norma Cantú, Graduate Program Evaluation Committee, Chair

David Romero, Academic Policy and Requirements Committee, Chair

Scott Sherer, Membership Committee, Chair

Garbriel Acevedo, Graduate Programs and Courses Committee, Chair

David Romero, Nominating Committee, Chair

Robert Ayoub (CoB)

STUDENT REPRESENTATIVES

Christopher Gonzalez (CoA)

Mark Saenz (CoLFA)

Robert Ayoub (CoB)

John Garza (CoPP)

Shereen Bhalla (CoEHD)

Astrid Dewath (CoS)

Seyed Moussa Mirehei (CoE)

PARLIAMENTARIAN Lance Lambert

<p><u>COMPOSITION</u> One member from each college and two at large, minimum of three members of the Graduate Council</p>	<p><u>NOMINATING COMMITTEE</u> (Nominated by the Council Chair) * David Romero, Chair Stuart Birnbaum and Rosalind Horowitz</p>
<p><u>ACADEMIC AND POLICY REQUIREMENTS</u></p> <p>* (1 years) David Romero (CoLFA), Chair (2 years) Shelly Roff (CoA) * (2 years) Emeka Nwaeze (CoB) (2 years) Gerlad Junke (CoEHD) (2 year) Mijia Yang (CoE) (2 years) Vacant (CoPP) * (1 years) Andrey Chabnov (CoS) (2 years) Vacant (at large) (2 years) Vacant (at large) (1 year) Astrid Dewath (CoS)</p>	<p><u>GRADUATE PROGRAM EVALUATION</u></p> <p>* (2 years) Norma Cantú (CoLFA), Chair * (2 years) John Alexander (CoA) * (1 year) John Warren (CoB) * (2 years) Howard Smith (CoEHD) * (2 years) Jose Weissmann (CoE) (2 years) Vacant (CoPP) (2 years) Vacant (CoS) (2 years) Vacant (at large) (2 years) Vacant (at large) (1 year) Seyed Moussa Mirehei (CoE)</p>
<p><u>GRADUATE PROGRAMS AND COURSES</u></p> <p>* (1 year) Gabriel Acevedo (CoLFA), Chair (1 year) Vincent Canizaro (CoA) (2 years) Tina Lowry (CoB) (2 years) Beth Durodoye (CoEHD) (2 years) Albert Valdez (CoEHD) (2 years) Vacant (CoE) * (2 years) Mary Kay Houston Vega (CoPP) * (1 year) David Jaffee (CoS) (2 years) Vacant (at large) (1 year) Mark Saenz (CoLFA)</p>	<p><u>MEMBERSHIP</u></p> <p>* (1 year) Scott Sherer (CoLFA), Chair (2 years) Sue Ann Pemberton-Haugh (CoA) (2 years) Vacant (CoB) (2 years) Jeremy Sullivan (CoEHD) * (2 years) Rena Bizios (CoE) (2 years) Vacant (CoPP) (1 year) Dmitry Gokhman (CoS) * (2 years) Vacant (at large) (2 years) Vacant (at large) (1 years) John Garza (CoPP)</p>

* Member of the Graduate Council