

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

**November 1<sup>st</sup>, 2011**

**University Room, BB 2.06.04  
3:30 p.m.**

**Present:** Gabriel Acevedo, David Akopian, Mark Bayer, Kimberly Bilica, Rena Bizios, Michael Cepek, Youn-Min Chou, William Cooke, Gloria Crisp, Sara DeTurk, Sedef Doganer, Jim Dykes, Dorothy Flannagan, Catherine Nolan-Ferrell (for Rhonda Gonzales), Myung Ko, Rebecca Krohn, Donald Kurtz, Michael McDonald, Michael Moyer, Clarissa Ozuna, Branco Ponomariov, Patricia Quijada, Joel Saegert, Patricia Sanchez, Can Saygin, Johnelle Sparks, Drew Stephen, Jennifer Stone, Garry Sunter, Lila Truett, Jay Vega, John Wald, Weining Zhang

**Absent:** Santiago Daydi-Tolson, Samer Dessouky, Antonio Figueroa, Goutham Menon, Mahdy Saedy

**Excused:** Lorenzo Brancaleon (for Andrey Chabanov), Richard Hartley, Sharon Navarro, Ram Tripathi, Elaine Sanders, Honjie Xie

**Visitors:**

John Shaffer, Assistant Director of Graduate Recruitment and Retention  
Paige Smith, Associate Dean for Graduate Studies, College of Education & Human Development  
Zenong Yin, Graduate Advisor of Record, Health & Kinesiology  
Wei-Ming Lin, Associate Dean for Graduate Studies, College of Engineering  
Joo L. Ong, Chair, Department of Biomedical Engineering

**I. Call to order and taking of attendance.**

Dr. Kim Bilica called the November 1, 2011 meeting of the Graduate Council to order at 3:33 pm.

Dr. Bilica introduced our five visitors: John Shaffer (to discuss graduate student workshops), Dr. Paige Smith (to discuss Adult Learning and Teaching), Dr. Zenong Yin (to discuss Dietetics), and Drs. Wei-Ming Lin & Joo Ong (to discuss the MS in Advanced Materials Engineering proposal). She moved that the Bylaws be suspended to allow our visitors to address the Graduate Council. Her motion was unanimously approved.

**II. Approval of Minutes (Kim Bilica)**

The Minutes of the October 4, 2011 meeting were approved.

**III. Reports**

**A. Council Chair (Kim Bilica)**

Dr. Bilica explained that the Faculty Senate has set up an undergraduate task force. While their discussions are not directly relevant to us, she noted that teacher

evaluations will be conducted between November 14<sup>th</sup> and 21<sup>st</sup>. She then turned the floor over to John Shaffer.

John Shaffer supervises the services to recruit and retain graduate students. Those services have expanded exponentially since 2008 with the goal of getting the most bang for the buck. All graduate students, Graduate Advisors of Record, and others are kept informed via email. A series of workshops has just been completed this Fall (Attachment A). These workshops are front-end loaded at the beginning of the semester to be most helpful to the students. Similar workshops are packaged together (e.g., writing and citation workshops) and are targeted for specific audiences (e.g.; 1<sup>st</sup> year students, doctoral students, and international students). The workshops are evolving with input from each of the Colleges. There are also 16 online workshops (Attachment A of the Agenda) to maximize the use of resources. New workshops are videotaped so that they can be added to the online cycle. The workshops and other resources are available at <http://www.utsa.edu/trcss/gsla/onlineresources.html>. Lauren Beaver coordinates the services for Master's theses and Doctoral dissertations (including templates). See [http://graduateschool.utsa.edu/current\\_students/detail/masters\\_thesis\\_recital\\_document\\_or\\_doctoral\\_dissertation/](http://graduateschool.utsa.edu/current_students/detail/masters_thesis_recital_document_or_doctoral_dissertation/). John Shaffer noted two financial award opportunities (Attachment B of the Agenda): the Louise and Michael Beldon Doctoral Scholarship (\$5000 for Fall and Spring) and new Graduate School Diversity Recruitment Fellowships ( five awards of \$5000 for Fall and Spring). He also described some of the networking and academic events of the Graduate Student Association (GSA). For instance, 200 new graduate students attended the Provost's Welcome Reception. Contact information is at [http://graduateschool.utsa.edu/current\\_students/detail/graduate\\_students\\_organizations](http://graduateschool.utsa.edu/current_students/detail/graduate_students_organizations). He encouraged people to contact him at 458-111 with new ideas or to come by the office in the North Paseo Building.

In response to Dr. Rena Bizio's questions about attendance and feedback, John Shaffer explained that attendance depended on the topic and audience: writing (115), research (80), presentation skills (40), and doctoral (< 20). All are evaluated and almost all of the comments are positive. The facilitator is contacted to adjust for the few negative comments. Dr. Gloria Crisp asked about the Diversity Fellowship. John Shaffer and Dean Flannagan explained that it is College based (e.g., a male in a mainly female program might be recommended). Dr. Sara DeTurk asked about how to deal with being short-handed. John Shaffer and Dean Flannagan noted that the growth in services (there was only one graduate workshop when he arrived) has been made possible by coordinating with subject matter experts (e.g., the Writing Center). In the future, Dr. DeTurk may coordinate with John Shaffer on research skills relevant to her courses. Dr. Johnelle Sparks and Jay Vega asked about the academic career workshops. In part they are a response to a call by the Chancellor of the UT System to document career training of doctoral students. It will augment the training by the student's dissertation committee and facilitate the submission of reports to the UT System.

## **B. Dean of Graduate School (Dorothy Flannagan)**

Dean Dorothy Flannagan announced that the PhD in Translational Science was approved for Fall 2012 implementation during the October 24<sup>th</sup> meeting of the Texas Higher Education Coordinating Board (THECB). It will be UTSA's 23<sup>rd</sup> PhD program and will be jointly offered with the UTHSCSA (with some classes offered at the UT School of Public Health).

Dean Flannagan thanked two of our visitors (Drs. Smith and Yin) for joining us to discuss changes in Adult Learning & Teaching and in Dietetics. Neither is a proposal for a new program (which starts in the Department and works up its way up through the Graduate Council). Specifically, the College of Education & Human Development wants to phase out its MA in Adult Learning & Teaching program and the UTHSCSA wants Health & Kinesiology to take over its Dietetics program. On the other hand, it is important for the Graduate Council to be apprised of these changes.

Dr. Smith noted that this is very different from the typical addition and nurturing of new programs at a growing institution. Over the last nine months, the MA in Adult Learning & Teaching program has been analyzed. Two of the anchoring professors have moved to other universities and enrollments (55 currently active and enrolled students) have been less than robust. After discussions with experts at Community Colleges (where many of the graduates are employed), Dean Betty Merchant, Dean Flannagan, and the Provost, the Department of Interdisciplinary Learning and Teaching is seeking the permission of the THECB to phase out the program. Both the Department and College are committed to help the students currently in the pipeline by having a 3- to 4-year transition plan. In response to a question by Dr. Bizios, Dr. Smith explained that adjunct faculty are currently helping with the loss of the two professors. In response to a question by Dr. Bilica, Dr. Smith explained that they are developing a certification program proposal. New students could either graduate with the MA or switch to certification, which would help them be employed by the Community Colleges. In response to a question by Dr. Weining Zhang, Dr. Smith said that similar programs are currently offered at UT Austin, Texas A&M Kingsville, and Southwest State. Dr. Gabriel Acevedo said that it sounded like a tough decision, but was the best decision under the circumstances. He also noted the program's commitment to assisting the students.

Dr. Smith explained his initial meetings with Dr. Theresa Chiang at the UTHSCA, Dean Flannagan, and Provost John Frederick indicated that transferring the Dietetics program provides a good opportunity for us. It is an important program for the San Antonio community and the accreditation board supports the transition to UTSA. Dr. Yin explained that Dietetic programs were typically housed on medical campuses, but more recently the trend has shifted to kinesiology programs. This is a relatively new program at the UTHSCSA; the first cohort entered in 2009. It is a 5-year program with 3 years of undergraduate course work (about 50 BS students) and 2 years of graduate course work (about 30 MS students). The first cohort will earn their BS this Spring. If approved, UTSA would admit MS students in Fall 2012. Most of the 30 hours of graduate work is clinical and 24 spots have been coordinated (nationally there are 200 internship spots with 60 in Texas). Dr. Smith noted that the support is there in terms of faculty, accreditation, and facilities. In response to questions by Drs. Joel Saegert and Acevedo, Dr. Smith explained that the Dietetics program is currently housed with Nutrition in the UTHSCSA School of Health Professions and graduates who pass the Board become registered dietitians. In response to questions by Drs. Sparks and Bizios, Drs. Smith and Yin explained that we currently have faculty in place (with a restructuring of teaching loads and the possible addition of a faculty member from the UTHSCSA) to serve the anticipated minimum of 15 graduate students initially admitted.

**C. Secretary (Jim Dykes)**

Dr. Jim Dykes said that there were no changes in the Graduate Council membership: we still need a faculty representative for the Department of Art & Art History and a student representative for the College of Sciences. He thanked Dr. Elaine Sanders for her excellent work on the Nominating Committee and for now chairing our Membership Committee. Referring to Attachment C of the Agenda, Dr. Dykes noted that Dr. Saadet Beeson has moved to our Graduate Programs Committee (from our Graduate Program Evaluation Committee). That means that our Graduate Programs & Courses Committee and our Membership Committee are fully constituted. We still need a College of Architecture representative for our Academic & Policy Requirements Committee. Dr. Mark Blizzard will now be the College of Architecture representative on our Graduate Program Evaluation Committee (from his at-large role). Thus we need a College of Business representative and an at-large representative for our Graduate Program Evaluation Committee.

**D. Committee on Graduate Programs and Courses (Can Saygin)**

Dr. Can Saygin noted that a Certificate in Digital Learning Design proposal is in progress. With only minor revisions, the MS in Advance Materials Engineering proposal was approved by his committee with no request for new faculty or budget. Current building blocks would be put into a new structure. Although it would be housed under the Department of Electrical and Computer Engineering (ECE), the proposal is truly interdisciplinary with core faculty from ECE joining core faculty in Biomedical Engineering and the College of Business. The Executive Summary is Attachment D of the Agenda.

Dr. Saygin described the proposal using a Power Point presentation. The two objectives goals are to train graduate students in materials engineering and to develop students' skills in problem-solving and or entrepreneurship skills. The two concentrations are 1) Multifunctional Electronic, Dielectric, Photonic & Magnetic Materials and 2) Multifunctional Biomedical Materials. Students with a BS in Engineering, Physics, or Chemistry will be recruited. The knowledge gained will focus on both the materials and their economic application. There are 30 required hours for the thesis option (33 for non-thesis); which is standard for the College of Engineering. A thesis student would take 6 hours of thesis research, while a non-thesis student would take minimum of 3 research hours for a project and 6 additional hours of required concentration courses. The core faculty (10 in the Colleges of Engineering and Business) are already in place. The proposal was unanimously approved.

**E. Membership Committee (Elaine Sanders)**

Dr. Sanders was unable to attend, so Dr. Bilica referred the Graduate Council to Attachment E of the Agenda. Dr. William Cooke (a member of our Membership Committee) presented the list of eight applicants for Special Membership in the Graduate Faculty. The list was approved.

Ginger Hernandez has updated the forms on the Graduate School website and Dr. Bizios reported being very pleased with the improvements.

**F. Committee on Graduate Program Evaluation (Sharon Navarro)**

No Report.

**G. Committee on Academic Policy and Requirements (Joel Saegert)**

Dr. Joel Saegert gave a “non-report”. His committee was charged with investigating the issue of whether non-members of the Graduate Faculty should have voting rights on Graduate Program Committees. Our Bylaws reserve that decision to the Department. He recommended that each Department establish its policy and incorporate that policy in the Department’s Bylaws.

**IV. Unfinished Business**

No Unfinished Business.

**V. New Business**

Dr. Bilica pointed out that faculty who accept the Voluntary Separation Incentive Program will lose their tenure-track status and membership in the Graduate Faculty. While they can apply to be Special Members of the Graduate Faculty, they would not be eligible to chair thesis or dissertation committees.

**VI. Adjournment**

The meeting adjourned at 4:41.

## Attachment A



**The Graduate School**

*Fall Workshops*



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**Saturday, September 10<sup>th</sup>: Seminar 1 – Graduate Writing Game Plan**

*Location: Main Campus, Main Building 0.212*

9:30–11:00 – Graduate Writing Game Plan  
11:15–12:45 – APA for Beginners

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**Saturday, September 17<sup>th</sup>: Seminar 2 – Introduction to Research Skills**

*Location: Main Campus, Main Building 0.212*  
*Sponsored by: Graduate Student Association (GSA)*

9:30–11:00 – Library Research Skills and Services for Graduate Students  
11:15–12:45 – Introduction to Research Design

\*\* Invite your family to attend a seminar on “Supporting Your Graduate Student” that will run concurrently with these sessions.

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**Saturday, October 1<sup>st</sup>: Seminar 3 – Present Yourself**

*Location: Downtown Campus, Frio Building 1.402*

9:30–11:00 – The Grad’s Speech: Managing and Mastering Presentations  
11:15–12:45 – Presenting Research at Professional Academic Conferences

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**Saturday, October 8<sup>th</sup>: Seminar 4 – Career Preparation**

*Location: Main Campus, Main Building 0.212*

9:30–10:30 – Professional Etiquette 1: General Etiquette  
10:45–11:45 – Professional Etiquette 2: Corporate Culture  
12:00–1:00 – Professional Etiquette 3: Technology Etiquette

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**Saturday, October 15<sup>th</sup>: Seminar 5 – The Doctoral Experience**

*Location: Downtown Campus, Frio Building 1.402*

9:30–11:00 – Mentoring for Ph.D. Students  
11:15–12:45 – The Academic Career Path  
1:00–2:30 – The Post-doc Experience

**Contact:**  
John Shaffer: (210) 458-4111  
john.shaffer@utsa.edu

**Register:**  
[http://graduateschool.utsa.edu/current\\_students/detail/workshops](http://graduateschool.utsa.edu/current_students/detail/workshops)



The Graduate School &  **THE WRITING CENTER**  
JUDITH G. GARDNER CENTER FOR WRITING EXCELLENCE

Present

## The International Graduate Student Writing Series

Location: Main Campus, John Peace Library South Commons, 2.01.12 D

Day & Time: Wednesdays at 3:00 pm

Contributing Departments: The Writing Center, The Graduate School,  
Tomás Rivera Center, Student Judicial Affairs, and TESL Program

September 14<sup>th</sup>      Session 1      3:00 pm – 5:00 pm

*Topic 1:* Kick-off Keynote: Dr. Shannon Sauro  
A Cross-Cultural and Cross Disciplinary Comparison of Academic Writing

*Topic 2:* The Nuts and Bolts of Graduate Writing

September 21<sup>st</sup>      Session 2      3:00 pm – 4:00 pm

*Topic:* Basic Grammar and Sentence Structure

September 28<sup>th</sup>      Session 3      3:00 pm – 4:00 pm

*Topic:* Effective Paragraph & Essay Development

October 5<sup>th</sup>      Session 4      3:00 pm – 4:00 pm

*Topic:* Finding and Incorporating Your Research Sources

October 12<sup>th</sup>      Session 5      3:00 pm – 4:00 pm

*Topic:* Cite Right: Avoid Plagiarism Traps



Visit the following site to register:

<http://bit.ly/mXEP0c>

Contact: John Shaffer, (210) 458-4111 or [john.shaffer@utsa.edu](mailto:john.shaffer@utsa.edu)