

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

November 7, 2006

John Peace Library 4.03.08

3:30 p.m.

Present:

Sos Agaian, David Akopian, Kim Bilica, Lorenzo Brancaleon, Vincent Canizaro, Fengxin Chen, Mari Cortez, Tatyana Dalrymple, Rupali Datta, Bridget Drinka, Alan Dutton, Jim Dykes, Lila J. Flory-Truett, Richard French, Larry Golden, Artyom Grigoryan, Jack Himelblau, Daniel Hogenauer, Fred Hudson, Mary Houston-Vega, Rajan Kadapakkam, Jerry Keating, Laura Levi, Ken Little, Debbie Lopez, John McCluskey, William McCrary, Grant Merrill, Lalatendu Misra, Steve Murdock, Maricela Oliva, Chung Wing Ng, Ernesto M. Rocha, David Romero, Francine Sanders Romero, Christopher Smith, Judith Sobre, Thankam Sunil, Denise Sweeney, Raydel Tullous, Alexandra Voigt, John Warren, Elaine Wittenberg-Lyles, Su Zhou

Absent:

Jeff Boone, Michael Burns, Thomas Bylander, Weiming Cao, Maria Franquiz, Shane Haberstoh, John McCarey, Josephine Mendez-Negrete, Ghezai Musie, Michael Richards, Mahesh Senagala, Ram Tripathi, Charlie Wilson, Weining Zhang

Excused:

Daren Daugaard, Hai-Chao Han, Rosalind Horowitz, Sara Ramirez, Dhiraj Sardar, Ted Skekel

Visitors:

Keith Fairchild, Chair Department of Finance
Dennis Haynes, Chair Department of Social Work
Peggy Hsieh, Member of Committee on Graduate Program Evaluation
Katherine Pope, Director of Graduate Student Services in Business
Diane Walz, Associate Dean for Graduate Studies and Research in Business

I. Call to order and taking of attendance.

Dr. Ted Skekel was unable to lead the meeting due to an elbow injury. Dr. Jim Dykes called the November 7, 2006 meeting of the Graduate Council to order at 3:36 pm. The visitors listed above had been invited to aid the discussion of the evaluation of the MS in Finance program and the proposed revisions to the Master in Social Work in the *Graduate Catalog*. The Graduate Council unanimously approved the attendance of the visitors.

II. Approval of Minutes (Jim Dykes)

The Minutes of the October 3, 2006 meeting of the Graduate Council were approved.

III. Reports

A. Council Chair (Ted Skekel)

No report.

B. Dean of Graduate School (Dorothy Flannagan)

Dean Flannagan said that there had been a site visit of the Marketing Concentration in the PhD in Business Administration program on November 3rd. She thought it went very well and reported that the exit interview was positive with some suggestions. The proposal may be on the January agenda of the Texas Higher Education Coordinating Board (THECB). In response to a question by Dr. Jack Himelblau, Dean Flannagan explained that the THECB is comparing actual enrollments to those anticipated in the proposal. There is currently a three year progress report to check on resources and there may be a first year report requested in the future. While the names of enrolled students do not need to be supplied, the numbers must be accurate.

On a second topic, Dean Flannagan reported that she had been talking to students interested in organizing a Graduate Student Association. Subsequently she discussed the idea with the Vice-President of Student Affairs. Dean Flannagan will keep us informed, but she anticipates such an organization in a few months. Initially, it probably will not be a sponsored organization with allocated funds, but would receive some resources and support from the Graduate School.

C. Secretary (Jim Dykes)

Dr. Dykes thanked Dr. Rosalind Horowitz for recruiting new members to the Graduate Council Committees. The current list was included as Attachment A of the Agenda. He also noted changes to the Membership List of the Graduate Council. Two programs have new names: Master of Accountancy and Master of Education in Educational Administration and Policy Studies. He reminded the Graduate Council that the new PhD in Anthropology will be implemented in Spring 2007, but that the program decided not to add a representative given that the Graduate Council will transition to one member per Department in Fall 2007. Dr. William McCrary has replaced Dr. Diana Allan as the representative for the Master of Music program. Dr. Maricela Oliva was just elected as the representative for the Master of Education in Educational Administration and Policy Studies program. The current list of Graduate Council members is Attachment A.

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

No report.

E. Membership Committee (Francine Sanders Romero)

Dr. Francine Romero presented her Committee's recommended list of new special members of the Graduate Faculty. The list was included with the Agenda and was unanimously approved.

F. Committee on Graduate Program Evaluation (Debbie Lopez)

Dr. Debbie Lopez reported that letters had been sent to programs about reviews and that some programs had been granted deferments.

Dr. Peggy Hsieh led the review of the MS in Finance program and presented the Committee's report (Attachment B). Consistent with the outside reviewers, the committee recommended expanding the number of faculty to aid a strong and productive department. She noted that the recruitment of two faculty positions is currently underway and that additional faculty would enable the program to expand its course offerings (another suggestion made by the outside reviewers). The outside reviewers additionally recommended that students be encouraged to take the Chartered Financial Analyst (CFA) examination. A review course might be included if new faculty allowed an expansion of course offerings. Both the program and Committee agreed with the outside reviewers' recommendation of the creation of an MSF advisor and a Corporate Advisory Council. Dr. Daniel Hogenauer questioned whether a CFA review course would be required and whether it would be for credit. Dr. Keith Fairchild said that the CFA exam was not appropriate for all students in the program and so it would not be required. The program has not yet reached consensus about the philosophical issue of granting academic credit for a review course. In response to a question about the implementation of the hiring recommendation, Dr. Diane Walz explained that the recommendation added a helpful impetus but that the department had been working on hiring additional faculty for over a year. The Committee's recommendation was unanimously approved.

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

Dr. David Romero explained that his Committee has been requested to review recommended changes to the Graduate Catalog to meet certification requirements for the Master of Social Work (MSW) program. Everyone on his Committee who had voted (all but one) recommended the changes. He noted two substantive changes: an increase in field work and allowing 18 hours of transfer credit. The latter was an issue for the Committee, since it exceeds the 12 hour maximum transfer rule published in the Graduate Catalog for all graduate programs. Dr. Romero explained that there are two groups of students in the MSW program: those with a Bachelor of Social Work (BSW) have a 36 hour required curriculum and those without a BSW need to take 24 hours of foundation courses in addition to the 36 hour MSW curriculum. Dr. Dennis Haynes explained that the proposed 18 transfer hours would essentially accommodate those students completing their foundation courses at another University. The changes were unanimously passed by the Graduate Council.

Dr. David Romero updated the Graduate Council on his Committee's deliberations about graduate student dismissal and readmission procedures. Of particular interest are the maximum number of readmissions for an individual student and the procedures for students dismissed from one program who then apply to be admitted to another program. His Committee will initially survey the current procedures prior to making any recommendations to the Graduate Council.

IV. Unfinished Business

None.

V. New Business

None.

VI. Adjournment

The meeting was adjourned at 4:10 pm.

Attachment A

MEMBERS OF THE GRADUATE COUNCIL 2006- 2007

COLLEGE OF ARCHITECTURE

Master of Architecture

(1) Vincent Canizaro

Student Representative:

Ernesto M.Rocha

Master of Science in Architecture

(1) Mahesh Senagala

COLLEGE OF BUSINESS

PhD Applied Statistics

(1) Ram Tripathi

Student Representative:

Denise Sweeney

Michael Burns

PhD Business

(1) Jeff Boone (replaced Rick Hatfield)

Master of Accountancy

(1) Ted Skekel

Master of Arts in Economics

(1) Lila J. Flory-Truett

Master of Business Administration

(1) Rajan Kadapakkam

(1) Raydel Tullous

Master of Business Administration- International Business

(1) Su Zhou

Master of Science in Finance

(1) Lalatendu Misra

Master of Science in Information Technology

(1) John Warren

Master of Science in Management of Technology

(1) Fred Hudson

Master of Science in Statistics

(1) Jerry Keating

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

Edd in Educational Leadership

(1) Alan Shoho (FA '06) Bruce Barnett (SP '07)

Student Representative:

Michael Richards

PhD in Counselor Education and Supervision

(1) Need substitute for Thelma Duffey (teaching conflict)

PhD in Culture, Literacy, and Language

(1) Maria Franquiz

Master of Arts in Bicultural-Bilingual Studies

(1) Josephine Méndez-Negrete

Master of Arts in Counseling

(1) Larry Golden

(1) Shane Haberstroh

Master of Arts in Education

(1) Mari Cortez

(1) Kim Bilica

Master of Education in Educational Administration and Policy Studies

(1) Maricela Oliva

COLLEGE OF ENGINEERING**PhD in Biomedical Engineering**

(1) Hai-Chao Han

PhD in Electrical Engineering

(1) Sos Agaian

Master of Science in Civil Engineering

(1) Daniel Hogenauer

Master of Science in Computer Engineering

(1) Artyom Grigoryan (FL '06) Parimal Patel (SP '07)

Master of Science in Electrical Engineering

(1) David Akopian

Master of Science in Mechanical Engineering

(1) Daren Daugaard

Student Representative:

Christopher Smith

COLLEGE OF LIBERAL AND FINE ARTS**PhD in Anthropology**

No Spring 2007 representative

PhD in English

(1) Bridget Drinka

Master of Arts in Anthropology

(1) Laura Levi

Master of Arts in Art History

(1) Judith Sobre

Master of Arts in Communication

(1) Elaine Wittenberg-Lyles

Master of Arts in English

(1) Debbie Lopez

Master of Arts in History

(1) Wing Chung Ng

Master of Arts in Political Science

(1) David Romero

Master of Arts in Spanish

(1) Jack Himmelblau

Master of Fine Arts

(1) Ken Little

Master of Music

(1) William McCrary (replaced Diana Allan)

Master of Science in Psychology

(1) Jim Dykes

Master of Science in Sociology

(1) Thankam Sunil

Student Representative:

Sara A. Ramirez

COLLEGE OF PUBLIC POLICY**PhD in Applied Demography**

(1) Steve Murdock

Master of Public Administration

(1) Francine Romero

Master of Science in Justice Policy

(1) John McCluskey

Master of Social Work

(1) Mary Houston-Vega

Student Representative:

Alexandra Voigt

COLLEGE OF SCIENCES**PhD in Biology**

(1) Charlie Wilson

PhD in Cell and Molecular Biology

(1) John McCarrey

PhD in Chemistry

(1) Grant Merrill

PhD in Computer Science

(1) Thomas Bylander

PhD in Environmental Science and Engineering

(1) Richard French

PhD in Physics

(1) Dhiraj K Sardar

Master of Science in Applied Math and Industrial Math

(1) Weiming Cao

Master of Science in Biology

(1) None to date

Master of Science in Biotechnology

(1) None to date

Master of Science in Chemistry

(1) Ghezai Musie

Master of Science in Computer Science

(1) Weining Zhang

Master of Science in Environmental Science

(1) Rupali Datta

Master of Science in Geology

(1) Alan Dutton

Master of Science in Mathematics

(1) Fengxin Chen (FL '06) Mary Lou Zeeman (SP '07)

Master of Science in Physics

(1) Lorenzo Brancaleon

Student Representative:

Ms. Tatyana Dalrymple

Attachment B

External Reviewers' Recommendation for the Master of Science in Finance

The following report is based on the *Self-Assessment of the Master of Science Degree in Finance (MSF)* held on June 16, 2006. The two external reviewers were Professor Atul Gupta from Bentley College and Professor James Kolari from Texas A & M University.

The external reviewers met with the following individuals: Dr. Lalatendu Misra, Chair of the MSF Program Committee; Dr. Keith Fairchild, Chair of the Department of Finance; Dr. Karan Bhanot; Dr. Palani-Rajan Kadapakkam, Dr. Tom Thomson, Dr. John Wald, Dr. Dan Hollas, Executive Associate Dean, Dr. Diane Walz, Associate Dean for Graduate Studies and Research; Dr. Debbie Lopez, Chair of Graduate Program Evaluation Committee; and Dr. Peggy Hsieh, Member of Graduate Program Evaluation Committee.

Major Recommendations

1. Increase the number of full-time, tenure-track faculty by at least 50 percent (3-4 faculty).

With the massive growth in degree programs, increasing the number of faculty can overcome the shortage of faculty to cover coursework required. A problem of infrequent course offerings causes scheduling conflicts for students. As UTSA move towards becoming a research institution, we need to hire not only at the assistant level faculty but associate level professors to meet graduate teaching (classroom duties) and research needs (Ph.D. student guidance).

Response: The faculty of the Department of Finance have put in a request to hire two additional tenure-track faculty members in the coming year. There also has been put forward a request that the Department be allowed to hire a Senior Lecturer with a Ph.D. to help the department in its course coverage.

2. Encourage students to take the Chartered Financial Analyst (CFA) examinations.

Taking the CFA examination will better prepare UTSA students and increase students' marketability in the Texas as well as national job markets.

Response: The faculty of the Department of Finance would like to implement a CFA review course in the future, pending the implementation of expanding course offerings in the MSF curriculum.

3. The course offerings in the MSF curriculum need to be expanded.

To facilitate students in planning their curriculum to complete graduation in time, it was suggested that finance faculty offer courses more frequently. Additional courses such as Risk Management, Fixed Income Securities, and Insurance should be added to the curriculum. It was also suggested that MSF students take additional courses in accounting to strengthen their skills in this area.

Response: Faculty all agreed that with additional faculty, there can be an expansion of course offerings in the MSF curriculum.

4. Create an MSF advisor

The advisor can guide students in planning their curriculum. An advisor can also act as a facilitator in helping students with internships and contact with potential employers.

Response: The faculty of the Department of Finance agreed that creating an MSF advisor would be a good idea. Currently, the Graduate Advisor of Record is Kathy Pope in the Office of Graduate Studies and Research in the College of Business. They agreed that it would be more appropriate to bring an advisor into the Department. The faculty agreed that the GAR would act as a facilitator in helping students develop contacts with companies for internships and employment opportunities.

5. Create a Corporate Advisory Council

External reviewers suggest that the Finance Department would benefit from a Corporate Advisory Council comprised of senior business executives from the region. The Council would provide feedback on curriculum, updates on the educational needs of the corporate community, help develop and streamline course offerings, participate as guest speakers or provide referrals to speakers, and help provide internships and employment opportunities.

Response: The faculty of the Department of Finance agreed that creating the Corporate Advisory Council would be beneficial to the program. Not only will it provide input to the program curriculum, it would also facilitate them to develop relationships with the financial community whereby they could possibly obtain financial support, internship and job opportunities for students.

In summary, the faculty of the Department of Finance generally agreed with the recommendations of the outside reviewers of the Master of Science in Finance degree program. However, the implementation of these recommendations will be dependent on the budgetary process of the University. The shortage of faculty was seen as the major weakness, but overall, the Department of Finance is a strong and productive department.