

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

November 4, 2008

John Peace Library 4.03.08

3:30 p.m.

Present: Gabriel Acedvedo, Sos Agaian, John Alexander, Kimberly Bilica (for Mari Cortez), Stuart Birnbaum, Rena Bizios, Norma Cantú, Michael Cepek, Bill Cooke, James Dykes, Walter Ermler, Dorothy Flannagan, John Garza, Larry Golden, Mary Kay Houston-Vega, Palani-Rajan Kadapakkam, Kim Kline, Gregg Michel, Seyed Moussa Mirehei, Malgorzata Oleszkiewicz-Peralba, Maricela Oliva, Alastair Olive, David Romero, Mark Saenz, Can Saygin, Scott Sherer, Howard Smith, Ram Tripathi, Lila Truett, John Warren, Yinlong (Allen) Zhang, Weining Zhang

Absent: Shereen Bhalla, Andrey Chabanov, Roger Enriquez, Christopher Gonzalez, Renee Nank, Jose Weissmann

Excused: Astrid Dewath, Karl Eschbach, David Jaffe, William McCrary, Emeka Nwaeze, Eugene Stone-Romero, Raj Wilson

Visitors: Stephen Saville, Assistant Professor Biology (MS Biotechnology Advisor)

I. Call to order and taking of attendance.

Dr. William McCrary was in Oklahoma City attending the National Association of Teachers of Singing Conference. Substituting for Dr. McCrary, Dr. Jim Dykes called the November 4, 2008 meeting of the Graduate Council to order at 3:37 pm. He requested that the Bylaws be suspended in order to allow Dr. Stephen Saville to provide information about the MS in Biotechnology program evaluation. The Graduate Council unanimously approved his request for our visitor.

II. Approval of Minutes (William McCrary)

The Minutes of the October 7, 2008 meeting were approved.

III. Reports

A. Council Chair (William McCrary)

With regard to the ESL discussion under New Business at the October 7 meeting, Dr. Dykes explained that Jim Kelim (Coordinator of ESL Services) was out of town, but had been invited to join our December 2nd meeting.

B. Dean of Graduate School (Dorothy Flannagan)

Dean Flannagan provided an update on the review of graduate proposals. She noted that the PhD in Interdisciplinary Learning and Teaching was approved at the October 23rd meeting of the Texas Higher Education Coordinating Board (THECB) with a Fall 2009 implementation in the College of Education and Human Development. It will be the 21st doctoral program at UTSA. She also noted that there was a site visit to both the 1604 and

Downtown campuses for the PhD in Child and Adolescent Development proposal. Dean Flannagan described the outside reviewers as excellent and their exit report as supportive. Their final report is being considered by the THECB. A new Assistant Commissioner had just been hired and she hopes he will be supportive of our proposals under review.

Our December 2nd meeting conflicts with the Council of Graduate Schools. Dean Flannagan said that she attends the Council every two or three years. She expects to gain insights this year from preconference workshops on program evaluation that should be important for the Graduate Council and Handbook of Operating Procedures (HOP) revisions.

C. Secretary (Jim Dykes)

Dr. Jim Dykes thanked Jennifer Jensen for her support of the Graduate Council. She is now helping the Department of English, so Ginger Hernandez is helping us in the Graduate School. Dr. Dykes also introduced Alastair Olive and thanked him for serving as the student representative for the College of Business.

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

Dr. Gabriel Acevedo reminded the Graduate Council that, being a sociologist, he has recused himself from the review of the PhD in Sociology proposal by his committee. Dr. David Romero has agreed to lead that review. Dr. Acevedo has received the MS in Urban and Regional Planning proposal and will submit it to his committee right after its review of the PhD in Sociology proposal.

Dr. Romero explained that the committee was currently reading the PhD in Sociology proposal and had scheduled a Friday meeting. He hopes to get the comments to the Graduate Program Committee next week.

E. Membership Committee (Scott Sherer)

Dr. Scott Sherer distributed the list of 22 applicants that his committee recommended to be Special Members of the Graduate Faculty (Attachment A). He noted that, while the majority of his committee approved each of the applicants, not all of the votes were unanimous. Dr. Howard Smith asked about the concerns of the nay voters. Dr. Sherer noted that some teaching applicants were all but dissertation (ABD) and some held degrees in an area outside their teaching area. Dr. Rena Bizios (a member of the committee) also noted missed deadlines for some of the applicants (e.g.; those requesting to teach Fall 2008 should already have been reviewed). Dr. Gregg Michel noted a last minute replacement in one case. Drs. Sherer and Bizios explained that exceptions will be made for such emergencies in order to protect the students, but that the schedule needs to be refined. Dr. Kim Bilica asked about the three teaching applications without a time frame. Dr. Bizios explained that the committee had given them the benefit of the doubt and cited the peer review by the Graduate Program Committee. Dr. Ram Tripathi noted that Drs. Stephanie Cano and Robert Mason have been teaching the same courses on an on-going basis for several years. Since Dr. Sherer said that he would ask the Graduate Council for advice about modifying the review procedure and form, Dr. Stuart Birnbaum asked if we should discuss the review procedure prior to voting on the list and Dr. Can Saygin asked why Dr. Sherer recommended approval of the list. Drs. Sherer, Smith, and Bizios recommended approving the list under the current procedures based on peer

review and to protect the students. Dr. Palani-Rajan Kadapakkam recommended making changes in the procedures for future semesters. The list was unanimously approved.

As background for discussing future modification of the review process, Dr. Sherer cited the description of the Graduate Faculty in Chapter 2 2.1.K in the HOP (<http://www.utsa.edu/hop/chapter2/2-1.cfm>). The HOP assigns the Graduate Council responsibility for setting the qualifications. He also cited our Bylaws and the current application schedule and instructions. Both are posted by the Graduate School at <http://www.utsa.edu/graduate/GraduateCouncil/documents/Bylaws1.pdf> and <http://www.utsa.edu/graduate/specialmembers.htm>. He also distributed the current application form (Attachment B) and a draft revised form (Attachment C). The discussion focused on three main issues: the review process itself, the impact of the review process, and the application form.

Dr. Mary Kay Houston-Vega asked about the problems and what needs to be done. Dr. Sos Agaian asked for specific examples to inform the discussion. Two categories emerged: qualifications and timing. Dr. Birnbaum recommended that we should typically expect the Special Members to have the terminal degree in the relevant area and asked about how many of the applicants do not. Dr. Sherer estimated about 15% (many with ABD) and noted that there are not categories of Special Members. Currently Special Members are appointed for three years (5 years if they are from the UTHSC or SWRI), but there is a policy to not retain a faculty member with ABD for more than one year. Dr. Sherer suggested that we might consider different qualifications for teaching master's level courses than for doctoral courses and different qualifications for serving on a thesis committee than for serving on a doctoral committee. He also suggested that we might require a rationale for a Special Member without a terminal degree or serving in a different area. For instance a Department may have a need for a special course or for a committee member with specific experience or expertise. Dr. Houston-Vega noted the peer review by the Department and Dr. Smith noted the importance of the review process with regard to SACS accreditation. Dr. Birnbaum suggested that we consider changing our Bylaws to include our criteria. In terms of timing, the calendar needs to be better coordinated with course work, but we need to allow exceptions (e.g.; a course buy out at the last minute). Drs. Smith, Bilica, and Kim Kline suggested that we need a simple process that can provide quick turnaround for the majority of the cases (e.g.; 85% were estimated to have terminal degrees in the relevant area). That would help with the overall timing, aid the expeditious review of last minute applications, and also allow for a more thorough review of the exceptions to the set of typical qualifications. If the original application is rejected, the Department could provide a follow up rationale.

A number of issues were raised about the impact of the reviews, especially if an application is rejected. Dr. Acevedo asked if the police cannot enforce the law, why have police? Dr. Sherer reported that some applications had been denied. Dean Flannagan explained that the Graduate School makes sure that each member of a thesis or dissertation committee is a current Member or Special Member of the Graduate Faculty. She also noted that there is not a mechanism in DEFINE to check for faculty teaching graduate courses. It might help to work with Human Resources or the Associate Deans when constructing class schedules. Drs. Bilica, Kadapakkam, and Smith also suggested that we might include a review of Special Members in the Program Evaluation process.

As for the form, Dr. Smith suggested that a simple checklist might be sufficient for the review of the typical 85% of the cases. Both he and Dr. Bilica suggested more thorough review of the other 15% of the cases. Dr. Saygin suggested a flowchart might help deal with the simple cases. Dr. Dykes thanked Dr. Sherer for his committee's work and optimizing the review process, impact, and form.

F. Committee on Graduate Program Evaluation (Norma Cantú)

Dr. Norma Cantú reported that the Master of Accountancy program had been reaccredited by the Association to Advance Collegiate Schools of Business and that Architecture is being reviewed by National Architectural Accrediting Board for a 2010 reaccreditation. Those will serve as their program evaluations. She also reported that a site visit for the PhD in Neurobiology is scheduled for October 24th.

Dr. Howard Smith presented the final report for the MS in Biotechnology program (Attachment A of the Agenda). After describing the review process, he noted the strong increase in student enrollments, but noted the suggestions by the outside reviewers in terms of increasing applicant selectivity, training of skills in a seminar series, and exposure to industry and employers. He noted the improvement in course offerings, but listed the suggestions of the outside reviewers: consolidating the four areas into a single program, modifying BIO 6803, and offering more lab courses. He praised the increase in T/TT faculty (from 24 to 42), but noted the need for more TAs. The increased laboratory space in the new buildings is an important strength, but construction has not yet been completed. He opened the floor to discussion with Dr. Stephen Saville (MS Biotechnology Advisor). Dr. Saville noted that the suggestion about areas and lab courses will be addressed in the next Graduate Catalog (2009 / 2011). An internship program was included in the current Graduate Catalog and it is being modified to increase the exposure to industry and small businesses. There is also a move to increase placements and to move more lab courses to the first year with more advanced courses the second year. He is looking forward to the one-year follow-up. Dr. Bizios asked about the number of students and Dr. Saville explained that there are 42 students spread across the two years. He noted that they try to cap course size at 24 and that 18 of the 42 students accepted this Fall are enrolled. He explained that many of their students are international students and they are trying to increase the number of domestic students.

Dr. John Warren presented the final report for the MS and PhD in Computer Science programs (Attachment B of the Agenda). His report synthesized the self-study and report of the outside reviewers. He praised the faculty research and teaching; student enthusiasm and diversity; the support of the new Dean to allocate additional faculty to meet the increasing enrollments; the excellent leadership of the Department Chair (Dr. Kleanthis Psarris), especially in terms of hiring new faculty, retaining faculty, & increasing funding from \$200K to \$4M; and the Department's performance given the limited resources available. He noted the need for additional faculty, especially senior faculty. He also noted the need for additional classrooms, labs, and research space for faculty (600- 600 square feet each). He also suggested increasing the number of and qualifications of doctoral students. "Star" doctoral students might be attracted by fellowships and student interest might be increased by developing new minors in Computational Science and Game Programming. He also suggested working on

graduation rates and presenting a faculty research seminar each Fall to acquaint incoming students with the faculty research areas. A number of areas for improved support from the upper administration were suggested: more hires, more space, more labs, more travel funds, more support for grant proposals, more administrative support, more support for interdisciplinary programs, and taking faculty input into account. He opened the floor to discussion and noted that Dr. Weining Zhang is the Graduate Council representative for Computer Science. Dr. Bizios asked about the number of faculty and students. Dr. Zhang reported about 25 faculty, 46 PhD students, 60 MS students, and 400- 500 MS students.

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

Dr. David Romero reported that the Graduate Advisor of Record (GAR) surveys had been sent out a couple of weeks ago and that about a third had already responded. Dr. Zhang asked who had been polled and said that he had not yet received his survey. Dr. Romero sent the surveys to the Assistant to the Associate Dean in each College and would send a reminder.

IV. Unfinished Business

None.

V. New Business

None.

VI. Adjournment

The meeting adjourned at 5:04.

Attachment A

SPECIAL MEMEBERSHIP APPLICANTS November 2008

APPLICANT	HIGHEST DEGREE EARNED	REASON FOR APPLICATION	REQUESTING DEPARTMENT	COMMITTEE VOTE
Dr. Robert Ambrosino	Ph.D. in Educational Psychology & Statistics	Teach from 2008 to 2010	Social Work	Approve
Dr. Thomas Babcock	Ph.D. in Political Science	Teach from 2008 to 2011, Dissertation Committee	Criminal Justice	Approve
Dr. William Bauta	Ph.D. in Organic Chemistry	Teach from 2008 to 2009	Chemistry	Approve
Dr. James Beaver	Ph.D. in Economics	Teach 2009	Economics	Approve
Thomas Cannon, J.D.	J.D. in Tourism and Law	Teach Fall and Spring	Marketing	Approve
Dr. Stephanie Cano	Ph.D. in Biostatistics	Teach	Management Science and Statistics	Approve
Darrell Carpenter	MS in Information Technology	Teach from 2008- 2009	Information Systems and Technology Management	Approve
Xiaogang Chen	MS in Management Information Systems	Teach from 2008- 2009	Information Systems and Technology Management	Approve
Courtney Crappell	Master of Music	Teach in Spring 2009	Music	Approve
Geraldine Garcia	MS in Justice Policy	Teach Fall 2008	Criminal Justice	Approve
Dr. Cory Hallam	Ph.D. in Technology Management & Policy	Teach from 2008- 2009	Information Systems and Technology Management	Approve

W. James Jonas, J.D.	J.D. in Government and Economics	Teach Fall 2009	Economics	Approve
Robert Kaufman	MS in Systems Analysis	Teach from 2008- 2009	Information Systems and Technology Management	Approve
Dr. Robert Mason	Ph.D. in Statistics	Teach	Management Science and Statistics	Approve
Gary McWilliams, M.D.	M.D.	Teach Fall 2009	Economics	Approve
Dr. Luis Murillo	Ph.D. in Latin American History	Teach until 2009, Thesis Committee	History	Approve
Dr. Mona Narain	Ph.D. in English Literature	Dissertation Committee	English	Approve
Chi Sheh	BBA Financial Management	Teach until 2009	Finance	Approve
Dr. David Teneyuca	Ph.D. Leadership Studies	Teach from 2008- 2009	Information Systems and Technology Management	Approve
Dr. Marye Tharp	Ph.D. in Marketing	Teach	Marketing	Approve
Dr. Lance Villers	Ph.D. in Educational admin and HR Development	Teach from 2008- 2009, Thesis committee	Interdisciplinary Learning and Teaching	Approve
Dr. Julie Wieczkowski	Ph.D. in Anthropology	Dissertation Committee	Anthropology	Approve

Attachment B

The University of Texas at San Antonio

The Graduate School

Application for Graduate Faculty Special Membership

This form is to be completed by an administrative person in applicant's department. Please print legibly.

I. PROFILE

Full Name

UTSA Department

UTSA College

Current Title

Part-time Adjunct Adjoint Full-time

Current Teaching Status: Active Not Active

Applying for: Initial Appointment to the Graduate Faculty
 Reappointment as a Special Member to the Graduate Faculty

UTHSCSA/ SWRI ARE APPOINTED FOR A FIVE (5) YEAR PERIOD, ALL OTHERS WILL BE APPOINTED FOR A THREE (3) YEAR PERIOD.

- a) If reapplying, date of initial appointment: _____
- b) Highest Degree Earned: _____
- c) When and Where Obtained: _____
- d) Area of Specialization: _____
- e) Period of time applicant will teach: _____
- f) If applicable, period of time to serve on a student's Thesis/Dissertation committee as an outside member. _____

Student's Name: _____ Thesis Dissertation

II. CURRICULUM VITA

Please attach a copy of a **current Curriculum Vita**. If you are applying for reappointment, please submit an updated CV to include any new teaching evaluations, publications etc. This will be helpful to the Graduate Council Membership Committee upon review.

III. SIGNATURES & RECOMMENDATIONS

Vote of the committee: _____

Signatures:

Recommendations:

Graduate Program Chair Date

Approve Disapprove

Department Chair Date

Approve Disapprove

Dean of College Date

Approve Disapprove

Attachment C
 The University of Texas at San Antonio
 The Graduate School
 Application for Graduate Faculty Special Membership

This form is to be completed by an administrative person in applicant's department. Please print legibly.

I. APPLICANT GENERAL INFORMATION

 Full Name

 UTSA College

 UTSA Department

Current Teaching Status: Active Not Active
 Part-time Adjunct Adjoint Full-time

Current or proposed UTSA Position/Title (if applicable): _____

Applying for: Initial Appointment to the Graduate Faculty
 Reappointment as a Special Member to the Graduate Faculty
 If reapplying, date of initial appointment: _____

Application to teach at the Master's level
 Application to teach at the Doctoral level and Master's level

Application to serve on Master's committees
 Application to serve on Doctoral and Master's committees

UTHSCSA/ SWRI ARE APPOINTED FOR A FIVE (5) YEAR PERIOD; ALL OTHERS WILL BE APPOINTED FOR A THREE (3) YEAR PERIOD.

Period of time applicant will teach: _____

Course Titles: _____

Period of time applicant will serve on a committee: _____

Student's Name: _____ Thesis Dissertation

Student's Name: _____ Thesis Dissertation

II. CURRICULUM VITA

Please attach a copy of a **current Curriculum Vita**. If you are applying for reappointment, please submit an updated CV to include any new teaching evaluations, publications, etc.

 Current non-UTSA Position/Title
 (if applicable)

 Current non-UTSA Affiliation/Employer
 (if applicable)

a) Highest Degree Earned: _____

b) When and Where Obtained: _____

c) Area of Specialization _____

The University of Texas at San Antonio
 The Graduate School
 Application for Graduate Faculty Special Membership

- a) Does the applicant hold a terminal degree in the field of this application? yes no
- b) Is the applicant currently a degree-seeking student? yes no

(continued)

III. SIGNATURES & RECOMMENDATIONS

a) Explanation of department's need for this special membership in the UTSA Graduate Faculty:

b) Explanation of qualifications for special membership if the applicant does not hold the terminal degree or specialization in the field of the special membership application **and/or** if the applicant is currently pursuing a graduate degree at UTSA or another institution:

c) Graduate Program Vote:

_____ Number of Department Graduate Program Committee members
 _____ Vote (for/against)
 _____ Date of Vote

Graduate Program Chair			
			<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Printed Name	Signature	Date	

Department Chair			
			<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Printed Name	Signature	Date	

Dean of College			
			<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Printed Name	Signature	Date	