

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

October 7, 2003

Room 4.03.08  
John Peace Library  
3:30 p.m.

The second meeting of the Graduate Council for the 2003-2004 academic year was held in room 4.03.08 JPL, on October 7, 2003.

**Present:** R.E.W. Adams, Ron Alexander, Mark Allen, Stephan Bach, Stuart Birnbaum, Christopher Borman, Jan Clark, Jerrell Cogburn, Mansour El-Kikhia, Marcheta Evans, Dorothy Flannagan, Lila Flory-Turett, Robert Fuhrman, Kolleen Guy, Victor Heller, Palani-Rajan Kadapakkam, Nandini Kannan, Kasandra Keeling, Michael Kelly, Randall Manteufel, Raymond Padilla, Ted Skekel, Howard Smith, Judith Sobre, Lucio Tavernini, Tom Thomson, Andrew Tsin, Pablo Vila, Esther Wheeler, Any Gilmour, Robert Ayoub, and David Mata

**Absent:** Norma Cantu, Paul Cotae, Fathali Firoozi, James Groff, Jack Himelblau, Fred Hudson, Richard LeBaron, Neil Maurer, High Maynard, John McCray, Andrew Perez, Armando Trujillo, Jose Weissmann, Olivia Yu, Frances C. Kneupper, Tracey Johnson, and Carol Brochin

**Excused:** Eugene John and Thomas Bylander

**Guest:** Oscar Van Auken

- I. A quorum being present, the meeting was called to order at 3:30 p.m. by the new Council chair, Dr. Ted Skekel.
- II. The minutes from the May 6, 2003 meeting were approved.
- III. Reports
  - A. Council Chair (Ted Skekel) Dr. Skekel introduced himself as the new chair for the Graduate Council. He announced that the November 4 and December 2, 2003 Graduate Council meetings will be held in distance learning facilities on the 1604 and Downtown campuses, BB 3.04.08 and FS 2.532, respectively.

Dr. Skekel also presented two issues regarding Graduate Council governance: 1) changing the council's bylaws to allow the Council (as opposed to the Faculty Senate) to select its own chair. The rationale is that the Council has now grown beyond in size and function beyond a subcommittee of the Senate. Dr. Skekel has reviewed the bylaws to see what changes can be made and will notify the Council (via email) of his communications with the Committee on Academic and Policy Requirements regarding proposed changes to the bylaws. 2) Dr. Skekel also raised the issue of the overall size of the Graduate Council and the appropriate model of representation for determining Council composition. The idea of creating an ad hoc committee was floated: interested members were invited to contact Dr. Skekel.

- B. Dean of Graduate Studies (Dorothy Flannagan) reported on the success of the Fall 2003 Graduate Fair (72 schools participated and student turnout was high) and thanked all who participated. Dr. Flannagan also reported on the status of various graduate program proposals: two programs (Counseling and Chemistry) have been approved at the university-level and are at the system level (the Counseling proposal will be reviewed in November, the Chemistry proposal has not yet been scheduled for review), and an additional 11 program proposals are currently under development. Dr. Flannagan also reported that the Council's nominating committee was working to enlarge the Graduate Programs and Courses Committee and the Graduate Program Evaluation Committee to facilitate the review of programs and the Graduate Catalog.
- C. Secretary (Jerrell Cogburn). No report.
- D. Committee on Graduate Programs and Courses (Marcheta Evans)  
Dr. Marcheta Evans presented a non-substantive proposal (copies of the proposal were distributed) for the Master of Science in Industrial Mathematics. Dr. Evans notified the Council that the Committee on Graduate Programs and Courses recommended approval of the proposal. After some discussion and clarification about why the proposal was a "non-substantive" as opposed to a "substantive" proposal, the Council voted to accept the committee's recommendation.
- E. Membership Committee (Jerrell Cogburn for Eugene John).  
Dr. Cogburn presented the Membership Committee's recommendations for Graduate Faculty membership. The committee's recommendations were approved.

Dr. Cogburn also reported that the committee would be making a recommendation at the next (November) Council meeting regarding the membership status of "Research Professors."

- F. Committee on Graduate Program Evaluation (Dr. Victor Heller). Dr. Heller reported that 10 masters programs and 3 doctoral programs are up for graduate program review this academic year. Dr. Heller anticipates that the workload for the committee will increase in the Spring semester after programs submit their self-evaluations. Given the workload, Dr. Heller reported that Dr. Horowitz (Nominating Committee) is looking for additional members to serve on the Committee on Graduate Program Evaluation. Dr. Heller also indicated that the committee would accept external/outside reviews for graduate programs that undergo such reviews, for example, for accreditation. Dr. Fuhrman suggested that the committee synchronize the review clocks so as to align internal and external reviews.
- G. Committee on Academic Policy and Requirements (Stuart Birnbaum). Dr. Birnbaum reported that the committee is continuing to review the bylaws for needed changes. The committee will make its recommendations to the Council in the Spring 2004 semester.
- H. Nominating Committee (Michael Kelly)  
Dr. Kelly reported that seven additional names had been gathered for both the Committee on Graduate Programs and Courses and the Committee on Graduate Program Evaluation. The committee attempted to identify members of the graduate faculty, but not necessarily members of the Graduate Council.

IV. Unfinished Business

The Council discussed the need to establish a policy statement (proposal) for action by the Council. Members were encouraged to circulate Dr. Flannagan's draft policy statement (presented at the September 2, 2003 meeting) in their departments and to offer feedback. Feedback should be sent to Dr. Flannagan's office: her office will compile comments and suggestions to inform future action by the Council on this matter. Dr. Skekel indicated that the matter will be referred to the appropriate committee so that a formal proposal can be drafted and subsequently presented to the Council for action.

V. New Business  
None.

VI. The meeting was adjourned at 4:30 p.m.