

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

October 3, 2006

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

Present:

Sos Agaian, David Akopian, Kim Bilica, Jeff Boone, Lorenzo Brancaleon, Rupali Datta, Daren Daugaard, Bridget Drinka, Alan Dutton, Jim Dykes, Dorothy Flannagan, Lila Flory-Truett, Richard French, Artyom Grigorian, Shane Haberstroh, Hai-Chao Han, Jack Himelblau, Dan Hogenauer, Mary Houston-Vega, Fred Hudson, Rajan Kadapakkam, Laura Levi, Debbie Lopez, Emma Mancha, William McCrary, Lalatendu Misra, Ghezai Musie, Wing Chung Ng, Sara Ramirez, Michael Richards, Ernesto M. Rocha, Francine Romero, Mahesh Senagala, Alan Shoho, Ted Skekel, Christopher Smith, Thankam Sunil, Denise Sweeney, Ram Tripathi, John Warren, Elaine Wittenberg-Lyles, Su Zhou

Absent:

Michael Burns, Thomas Bylander, Vincent Canizaro, Weiming Cao, Tatyana Dalrymple, Maria Franquiz, Larry Golden, Jerry Keating, Ken Little, John McCarrey, Josephine Mendez-Negrete, Grant Merrill, Steve Murdock, Dhiraj Sardar, Charlie Wilson, Weining Zhang

Excused:

Fengxin Chen, Mari Cortez, John McCluskey, David Romero, Judith Sobre, Alexandra Voigt

Visitors:

Dr. Ritva Nummkoski, Chair Depart of Modern Languages & Literatures

I. Call to order and taking of attendance.

The October 3, 2006 meeting of the Graduate Council was called to order at 3:35 pm.

II. Approval of Minutes (Ted Skekel)

Dr. Jim Dykes noted that Drs. Bruce Barnett and Ken Little should have been listed as "Excused" rather than "Absent" in the Minutes of the September 5, 2006 meeting of the Graduate Council. As amended, those minutes were approved.

III. Reports

A. Council Chair (Ted Skekel)

Dr. Ted Skekel noted that Dr. David Romero (Chair of the Committee on Academic Policy and Requirements) was unable to attend the meeting, but that his committee is in the process of surveying the current operating procedures of graduate student dismissal and readmission.

B. Dean of Graduate School (Dorothy Flannagan)

Dean Flannagan apologized for having to miss the September meeting. She welcomed the them members of the Graduate Council and thanked them for their support of graduate students and for their work on committees. She asked us to encourage our colleagues to volunteer to serve on committees. For example more Program Development volunteers are needed.

She described the procedures for approval of new programs. Proposals are first submitted by the Department for College review. If approved, the proposal is then sent to the Graduate School for review and is then forwarded to the Graduate Council Committee on Graduate Programs and Courses for review. The recommendation of the Committee is then presented to the Graduate Council for review. The recommendation of the Graduate Council is then sent to the Faculty Senate, where Dr. Ted Skekel is the advocate. The recommendation of the Faculty Senate is then sent to the Provost and President. If the proposal is strong enough, it is sent to the UT System Board of Regents with President Romo as its advocate. If approved by the Board of Regents, then the Texas Higher Education Coordinating Board (THECB) reviews the proposal. A site visit is required for PhD proposals. Approval by the THECB allows us to then implement the new program. The process takes quite a bit of time.

Dean Flannagan provided an update of new program proposals. Last Fall the Marketing Concentration in the PhD in Business Administration proposal was approved by the Graduate Council. It has subsequently been approved by the UT Board of Regents and is being reviewed by the THECB. A November 3rd site visit has been scheduled in anticipation of the January meeting. The PhD in Anthropology proposal was approved by the THECB last July and will be implemented in January 2007. The PhD in Psychology proposal was approved by the UT Board of Regents and was forwarded to the THECB where it awaits being assigned to a staff person. Dean Flannagan does not anticipate as many new proposals this year, perhaps three or four.

The Graduate Council was given an update on the procedural changes involving thesis and dissertation deadlines. Last year, there were two review deadlines, but the Graduate Council reduced that to a single, final, drop-dead, deadline. There are still dates when a student can submit a preliminary draft for review by the Graduate School. If the student does not get a review in the draft phase, the staff may not be able to help with problems at the final review phase. About 27% missed the last deadline. That puts considerable pressure on the staff person. Dean Flannagan has contacted the Associate Deans for support. For instance, the Colleges might adopt a procedure in which a student missing the deadline would have to petition the College for an exception. That would take considerable pressure off of the Graduate School staff. Drs. Jack Himelblau and Daniel Hogenauer wondered if having such a procedure might encourage students to miss the deadline. Dr. Lila Florey-Truett wondered if the Department and College might find it easy to sign off on a petition and thereby simply postpone the inevitable. She suggested that there should be strict requirements for approving a petition. Dean Flannagan stated that the everyone has been supportive. In response to the increased number of theses (41 last Summer), the Graduate School has expanded the number of thesis workshops and has

posted the information about deadlines. More departments are encouraging students to do the workshops. Dr. Hai-Chao Han suggested that emailing deadline information to the supervising faculty would help. In response to a question by Ted Skekel, Dean Flannagan noted that the deadline to submit the application for graduation to the Graduate School precedes the Graduate School thesis deadline. It may help for the Graduate School to inform the Registrar of its procedures and for the Registrar to inform the Graduate School and Department of applications for graduation. Dr. Skekel encouraged all faculty to help with this issue.

C. Secretary (Jim Dykes)

Dr. Dykes showed the current list of Graduate Council members (included as Attachment A with the Agenda) and welcomed the new members: Dr. Jeff Boone (who replaced Dr. Rick Hatfield), Dr. Artyom (who is substituting for Dr. Parimal Patel this Fall), and Dr. Fengxin (who is substituting for Dr. MaryLou Zeeman this Fall). He also noted that Dr. Rosalind Horowitz had recruited new members to the Graduate Council Committees. The current list of Committee membership was distributed with the Agenda as Attachment B. Dr. Shane Haberstroh has joined the Administrative and Agenda Committee, Dr. William McCrary has replaced Dr. Diana Allan on the Membership Committee, Dr. Beth Durodoye has joined the Graduate Programs and Courses Committee, and Dr. Marc Giaccardo withdrew from the joined the Graduate Programs and Courses Committee. Dr. Wing Chung Ng was elected Chair of the Graduate Programs and Courses Committee.

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. It is included as Attachment A. The list was approved (see above). Dr. Skekel reminded the Graduate Council that Special Membership is granted for three years in order to reduce the workload of the Committee.

F. Committee on Graduate Program Evaluation (Debbie Lopez)

Dr. Debbie Lopez explained that Dr. Peggy Hsieh had led the administrative follow-up of the MA in Spanish program, but was unable to attend the Graduate Council meeting. Consequently, Dr. Lopez presented her committee's report (included as Attachment C with the Agenda). Of the 12 items, she noted that seven were already in progress: items 1, 2, 3, 6, 7, 8, and 10. As for item 4, the program is experimenting with new approaches to the Comprehensive Exam. Additional flexibility in scheduling addresses item 5. With regard to item 9, the program will improve its website by including a list of FAQs. She explained that there are usually more funds for graduate assistants than there are takers (item 11) and that a new retreat was being considered given the success of the last one (item 12).

Dr. Lopez informed the Graduate Council that letters regarding program reviews would be sent this week to 12 programs: PhD Business Administration, PhD Computer Science, PhD Electrical Engineering, PhD English, MS Accounting, MA Adult and Higher

Education, MA Anthropology, MS Computer Science, MS Psychology, MS Statistics, Master of Architecture, and Master of Music. In response to a question by Dr. Skekel, Dr. Lopez explained that there were some old reviews still in progress, so the total number of reviews might be as many as 14 or 15. Dr. Skekel suggested that additional Committee members might help with the workload. In response to a question by Dr. Laura Levi about the timetable for reviews, Dean Flannagan noted that the procedures and timetable are posted on the Graduate School website:

<http://www.utsa.edu/graduate/GraduateCouncil/documents/GraduateProgramReviewDeadlines2004.pdf>.

Dr. Lopez explained that there had been a delay in preparing the memoranda, so the internal review deadline for transmittance to the Committee on Graduate Program Evaluation had been extended from December 1st to January 31st.

Continuing the discussion of general program review procedures, Dr. Lopez reminded the Graduate Faculty that we are in a transition to a new review cycle: five years for new programs and 10 years thereafter. Dr. Skekel pointed out that the longer review cycles were designed to help programs synchronize the Graduate Council program reviews with any accreditation process. Dr. Bridget Drinka asked about the review of areas with separate MA and PhD programs. Dean Flannagan explained that they are separate, independent reviews. Dr. Lopez explained that the same outside reviewers could evaluate both programs, but they needed to submit separate reports. Dean Flannagan provided an advanced warning for new PhD programs. She said that the THECB has asked those new programs to prepare a three-year progress report on retention, composition (including diversity), student publications, and grants. While the report is not cumbersome, the new PhD programs need to know to collect the information. If good progress is not being made in terms of the proposal, then the THECB will ask to prepare a similar report in the subsequent year.

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

No report.

IV. Unfinished Business

None.

V. New Business

None.

VI. Adjournment

The meeting was adjourned at 4:18 pm.

Attachment A
GRADUATE FACULTY SPECIAL MEMBERSHIP APPLICANTS
(3 OCT 2006)

NAME	DEPARTMENT	PERIOD OF TIME	COMMITTEE
Huang Yufei	Biology	SU '08	Ph.D. – Jennifer Neary
Andrew Y. Li	Biology	SU '08	
Colleen M. Witt	Biology	SU '08	
M. Charles Liberman	Biology	SU '08	
Christi A. (Cline) Walter)	Biology	FA '08	
Stephen B. Milam	Biology	SU '09	
Robert Bayley	Bicultural-Bilingual Studies	FA '07	Ph.D. - Xiaoshi Li
Luz Nereida Perez Prado	Anthropology	FA '07	
Geoffrey Crowley	Physics & Astronomy	SP '07	
Randolph D. Glickman	Physics & Astronomy	SP '07	
Robert J. Thomas	Physics & Astronomy	SP '07	
Benjamin A. Rockwell	Physics & Astronomy	SP '07	
Cheryl B. Schrader	Engineering	FA '06	Ph.D. - Jason Polendo
Jack Hunter Waite, Jr.	Physics & Astronomy	FA '06	
John Stoler	English, Classics, & Philosophy	FA '06	
Steve Owen	Bicultural-Bilingual	FA '06	
Russell Greaves	Anthropology	SP '07	
John B. Gruber	Physics & Astronomy	SP '07	
Royce Johnson	Biomedical Engineering	SU '09	
Marlene E. Alt	Art and Art History	SP '07	