

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

October 7, 2008

John Peace Library 4.03.08

3:30 p.m.

Present: Gabriel Acedvedo, Sos Agaian, John Alexander, Shereen Bhalla, Rena Bizios, Michael Cepek, Bill Cooke, Mari Cortez, Astrid Dewath, James Dykes, Karl Eschbach, Dorothy Flannagan, John Garza, Larry Golden, Christopher Gonzalez, Mary Kay Houston-Vega, Kim Kline, William McCrary, Gregg Michel, Seyed Moussa Mirehei, Renee Nank, Emeka Nwaeze, Malgorzata Oleszkiewicz-Peralba, Maricela Oliva, David Romero, Mark Saenz, Scott Sherer, Katsuhiko Shimizu, Howard Smith, Ram Tripathi, Lila Truett, John Warren, Yinlong (Allen) Zhang, Weining Zhang

Absent: Andrey Chabanov, Roger Enriquez, Walter Ermler, David Jaffe, Jose Weissmann,

Excused: Norma Cantú, Palani-Rajan Kadapakkam, Lance Lambert, Can Saygin

Visitors: None

I. Call to order and taking of attendance.

Dr. William McCrary called the October 7, 2008 meeting of the Graduate Council to order at 3:33 pm.

II. Approval of Minutes (William McCrary)

The Minutes of the September 2, 2008 meeting were approved.

III. Reports

A. Council Chair (William McCrary)

Dr. McCrary noted that the Graduate Fair had been held today and that it was well attended. A number of Graduate Council members reported that it looked very successful. Dr. McCrary reminded the Graduate Council of the important work performed by our committees. He asked for volunteers to serve on our committees and to actively participate on the committees for which they volunteer. He specifically asked for new people to serve on the Graduate Program Evaluation Committee which has a very busy schedule this year. He also mentioned that three members of the Administrative and Agenda Committee had helped review the Graduate Catalog proofs in order to supplement the review by some of the members of the Graduate Programs and Courses Committee.

Dr. McCrary informed the Graduate Council that Dean Flannagan was in a meeting with President Romo and would present her report as soon as she could join us. In the interest of time, the sequence of reports proceeded and her report was temporally presented between the two items of new business.

B. Dean of Graduate School (Dorothy Flannagan)

Dean Flannagan explained that President Romo is conducting Project Innovation with new faculty and that she had been invited to join today's discussion of the University's recruitment of graduate students and transition with respect to research. Her report focused on the Lonestar Diversity Colloquium, graduate enrollments, and proposed graduate programs.

UTSA will host the Lonestar Diversity Colloquium on March 27th and 28th (Friday afternoon through lunch on Saturday). While similar to today's Graduate Fair in some ways, the goals are to increase diversity and to get Texas students to enroll in Texas graduate programs. We will be the fourth host. The first three hosts were Texas A&M, UT Austin, and Texas Tech. Last year, 42 institutions were at Texas Tech (Lubbock). She specifically mentioned University of Houston, UT Pan American, and UT Brownsville. More are expected this year. She noted that many of the schools pay for their students to attend. The Friday reception and Saturday workshops will provide an excellent showcase for our programs. In response to a question by Dr. Weining Zhang, she explained that there will also be recruiters from outside Texas. In terms of costs, she explained that the total cost for last year's colloquium was about \$23,000. The Association of Texas Graduate Schools will contribute \$1,500 and other institutions will contribute. In order to keep student registration fees low (about \$20), she is contacting Associate Deans about contributing College funds or hosting an event prior to the Friday reception to promote their graduate programs. She will keep the Graduate Council informed.

Dean Flannagan reported that Fall 2008 enrollments were relatively flat at both the undergraduate and graduate levels. On the other hand, graduate student credit hours have increased about 2% and enrollments of new graduate students have increased about 15% (the plan is to increase enrollments by 12- 16% by 2016). Specifically the doctoral enrollments have increased from about 450 to 900. That growth (due to both new programs and increased enrollments in current programs) will help us meet the goal of increasing the percentage of total enrollments that are graduate and doctoral.

Dean Flannagan also provided updates on four graduate program proposals. The PhD proposal in Interdisciplinary Learning and Teaching had a very positive site visit and outside report. It is on the agenda of the October 23rd meeting of the Texas Higher Education Coordinating Board (THECB). If approved it could have a Fall 2009 implementation. The PhD in Child and Adolescent Development proposal should have a site visit on Thursday October 16th at the Downtown and 1604 campuses. In response to a question by Dr. Howard Smith, she explained that it would be housed in the new Department of Educational Psychology in the College of Education and Human Development. The PhD in Sociology proposal is being reviewed internally. The College of Architecture and the Department of Public Administration are developing a Master in Urban and Regional Planning proposal.

C. Secretary (Jim Dykes)

Dr. Jim Dykes reported that Robert Ayoub (who has served as the student representative for the College of Business) had graduated. Jennifer Jensen contacted Dr. Diane Walz about a new representative. Alastair Olive is their new student representative.

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

Dr. Gabriel Acevedo reminded the Graduate Council that review of the Graduate Catalog started last Spring. Given its importance for SACS review, three members of the Graduate Council reviewed the Graduate Catalog proofs today in order to augment the reviews by members of his committee. In response to a question, Jennifer Jensen explained that the Graduate Catalog would be sent to the Faculty Senate on Thursday.

The PhD in Sociology proposal is being reviewed by his committee. It is modeled after some of the recent proposals that have been approved. As a sociologist, Dr. Acevedo has recused himself; but Dr. David Romero has agreed to lead the review by the committee.

E. Membership Committee (Scott Sherer)

Dr. Scott Sherer was unable to attend the meeting, so Dr. Dykes presented the list of 10 people recommended to be Special Members of the Graduate Faculty. The list was distributed at the meeting and is Attachment A. Dr. Maricela Oliva noted that there were two Dr. James Moores on the list. Dr. Rena Bizios explained that they are different people who even share a common middle initial. The list was unanimously approved.

F. Committee on Graduate Program Evaluation (Norma Cantú)

Dr. Norma Cantú was unable to attend the meeting, so Dr. Dykes noted the schedule of program reviews provided by Dr. Cantú as Attachment A of the Agenda. Given the importance and number of reviews, he urged members to volunteer to help her committee. Dr. Smith asked about the overall review process. Drs. McCrary and Dykes briefly described the four stages: a self study is performed by the program, two outside reviewers write a report after a site visit, the Committee on Graduate Program Evaluation presents its report to the Graduate Council, and a follow-up meeting (with a report) is conducted the next year. Jennifer Jensen is very helpful and the Graduate School has posted the procedures, forms, and examples on its website at:
<http://www.utsa.edu/graduate/GraduateProgramEvaluation/index.htm>

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

Dr. David Romero discussed the Graduate Advisor of Record (GAR) survey that is being conducted by his committee. He reviewed a draft survey (distributed at the meeting and included as Attachment B). He noted that the role of GAR is defined in our Bylaws, but is not included in the Handbook of Operating Procedures (HOP). The survey will gather information about the duties and responsibilities of the GAR, compensation (which can be personal), and staff support. He noted that a staff person helps in Political Science, but that may not be true for all programs. Also, programs may differ in whether degree checks are performed by the GAR or a staff person. After meeting with his committee, Dr. Romero expects to distribute the survey this month and request responses in November. He will report his findings to the Graduate Council as soon as they are available. In response to a query by Dr. McCrary, about a fourth of the Graduate Council recommended that a description of the GAR be included in the HOP. Dr. McCrary thanked Dr. Romero for conducting the survey.

IV. Unfinished Business

None.

V. New Business

Dr. Zhang explained that he had been asked by the Computer Science faculty to ask the Graduate Council about required English as a Second Language (ESL) classes for some of their international graduate students (both MS and PhD). Despite scoring above the TOEFL cut-offs, some students are required to take two or three ESL classes (including conversation). His faculty asked him to explore the possibility of a single ESL course specifically designed for Computer Science and Engineering. A number of people (including Drs. Zhang, Bizios, Smith, Oliva, and John Alexander) discussed the importance of written understanding, oral communication, and writing with regard to teaching classes and labs, serving as Teaching and Research Assistants, giving presentations in classes and conferences, working on team projects, interacting with other students, and writing articles, theses and dissertations. The TOEFL score alone cannot adequately predict performance in all of those areas. It was also noted that the reliance on equations in technical areas may present a special case. Dr. McCrary noted that musicians can communicate through their instrument even if they lack a common language. Dr. Zhang suggested that the students might take some CS classes while taking ESL classes. Drs. Zhang, Smith, and Kim Kline asked about how the criteria were established and what legal statutes are relevant. Dean Flannagan explained that the Texas Educational Code establishes proficiency requirements for any person academically interacting with students. Dean Flannagan noted that Jim Kelim is the Director of ESL Services and is quite knowledgeable about the criteria. In response to a query by Dr. McCrary, the Graduate Council decided to invite Jim Kelim to a future meeting.

After Dean Flannagan's report, Dr. Bill Cooke raised a question about academic probation being based on a student's GPA for one semester as opposed to the cumulative GPA. He described a student with a high overall GPA who made a "C" in the single course attempted one semester. The student was not allowed to take the comprehensive exam while on probation. Drs. Flannagan and Smith noted that there are procedures in place to petition an exception to the rule. Drs. Bizios, Smith, and Emeka Nwaeze discussed the nature of the cumulative GPA with respect to electives and required courses for the program. Dr. Mary Kay Houston-Vega also noted that it can be difficult for a student to recover if their cumulative GPA dips too low. Dr. McCrary will discuss the case with Dr. Cooke in terms of petitioning for an exception versus a procedural change.

VI. Adjournment

The meeting adjourned at 4:38.

Attachment A

SPECIAL MEMEBERSHIP APPLICANTS October 2008

APPLICANT	HIGHEST DEGREE EARNED	REASON FOR APPLICATION	REQUESTING DEPARTMENT	COMMITTEE VOTE
Dr. Jonathan Bohmann	Ph.D. Physical Chemistry	Thesis and Dissertation Committee	Chemistry	Approve
Dr. Richard Clifford	Ed.D. Educational Leadership and Technology	Teach in Fall 2008 and Spring 2009	Educational Leadership and Policy Studies	Approve
Dr. Omar Galle	Ph.D. Sociology	Thesis Committee, Teaching in Fall 2008 and Spring 2009	Sociology	Approve
Dr. Dean Paul Lambert	Ph.D. in Geography	Thesis Committee	Environmental Science	Approve
Dr. Louis Rushing Manz	Ph.D. Environmental Science and Engineering	Teach from 2008 to 2011, Thesis Committee	Civil Engineering	Approve
Dr. James J. Moore	Ph.D. Biological Anthropology	Dissertation Committee	Anthropology	Approve
Dr. James Jeffrey Moore	Ph.D. Mechanical Engineering	Thesis Committee, Tech for 12 months	Mechanical Engineering	Approve
Dr. Dianne Rahm	Ph.D. Public Administration	Thesis Committee, Teach through Fall 2011	Geological Sciences	Approve
Dr. Jeffrey A. Rogers	Ph.D. Anthropology	Dissertation	Anthropology	Approve
Dr. George Veni	Ph.D. Geology	Dissertation	Civil and Environmental Engineering	Approve

Attachment B

Draft

Survey of Graduate Program GAR Issues, and Graduate Program Issues

Introduction

Me, who I am, what I am doing and why, when want responses back, send to me via email

Preface

The “office” of Graduate Advisor of Record was created by the Bylaws of the Graduate Council. The Bylaws give to the GAR the following responsibilities.

[Insert Bylaws language]

The Instrument

First, a question about meeting these responsibilities

- 1) Who performs these duties for your appropriate program unit?
 - a) a faculty member who is GAR
 - b) some other person, or persons, or administrative unit(s)
please describe _____

Next, a couple of questions about resources devoted to compensation for meeting these responsibilities.....

- 2) If the GAR duties are performed by a faculty GAR, please describe the “compensation” the GAR receives.
 - a) course(s) release: Fall ____; Spring ____
 - b) administrative salary: Amount ____; When paid ____
 - c) other, please describe _____

- 3) If the GAR duties are performed by some other person, or persons, or administrative unit(s) please describe the “compensation” received.

Now, a question about staff resources devoted to meeting these responsibilities.....

- 4) Please estimate the total number of staff hours, from all sources, devoted to support in your graduate program.

Finally, some questions about your program(s). As best you can, please estimate the following.

- 5) the number of active students in your program(s)
 - MA
 - Ph.D.
- 6) the number of students you graduate per year
 - MA
 - Ph.D.
- 7) the number of applications you receive per semester, and summer
 - MA
 - Ph.D.
- 8) the number of courses offered per semester