

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

**October 6, 2009**

**John Peace Library 4.03.12  
3:30 p.m.**

**Present:** Gabriel Acevado , John Alexander, Kim Bilica, Rena Bizios, Michael Cepek, Andrey Chabanov, Jim Dykes, Dorothy Flannagan, Sean Guidry, Anjali Gupta, Richard Hartley, Kim Kline, Myung Ko, Don Kurtz, Lance Lambert, Fransisco Marcos-Marin, Greg Michel, Elizabeth Murakami, Sahron Navarro, Joel Saegert, Scott Sherer, Howard Smith, Ryan Sprott, Drew Steven, Garry Sunter, Heather Trepal, Ram Tripathi, Lila Truett, John Wald, Jose Weissman, Raj Wilson, Weining Zhang

**Absent:** David Akopian, Bill Cooke, Mary Kay Houston Vega, Adrian Lipscombe, Renee Nank, Anne S. Reamey, Mary Zey

**Excused:** Julie Bland, Norma Cantu, Emeka Nwaeze, Rudy Sandoval, Can Saygin, Brian Smith

**Visitors:**

Craig Jordan, Associate Dean of Academic Programs in College of Sciences  
Waldemar Gorski, Chair Department of Chemistry  
Stephan Bach, Graduate Advisor of Record in Chemistry

**I. Call to order and taking of attendance.**

Substituting for Dr. Norma Cantú (who was unavoidably out of town), Dr. Jim Dykes called the October 6, 2009 meeting of the Graduate Council to order at 3:41 pm (after struggling with the projection system).

**II. Approval of Minutes (Jim Dykes, substituting for Norma Cantú)**

The Minutes of the September 1, 2009 meeting were approved.

**III. Reports**

**A. Council Chair (Jim Dykes, substituting for Norma Cantú)**

As requested by Dr. Cantú, Dr. Dykes noted that there were still openings in some Graduate Council standing committees and welcomed volunteers to contact Dr. Kim Kline (Chair of the Nominating Committee). He asked that the Bylaws be suspended so that the invited visitors (Drs. Craig Jordan, Waldemar Gorski, and Stephan Bach) could discuss the Master of Science in Chemistry program review. The motion was approved.

**B. Dean of Graduate School (Dorothy Flannagan)**

No Report

**C. Secretary (Jim Dykes)**

Dr. Dykes reported that Dr. Richard Harley has replaced Dr. Roger Enriquez as the Graduate Council representative for Criminal Justice. Referring to the membership list of the Graduate Council committees (Attachment A of the Agenda), Dr. Dykes thanked Dr. Kim Kline for holding the elections for committee chairs. Drs. Andrey Chabanov and Howard Smith are the new chairs for the Academic Policy and Requirements Committee and the Graduate Program Evaluation Committee, respectively. Drs. Gabriel Acevedo and Scott Sherer are continuing as chairs for the Graduate Programs and Courses Committee and the Membership Committee. Drs. Kline and Dykes asked for volunteers to serve on the committees. Vacancies remain on the Academic Policy and Requirements Committee (a Graduate Council representative from the College of Business and a Graduate Council representative from the College of Liberal and Fine Arts), the Graduate Program Evaluation Committee (one member from the College of Business), Graduate Programs and Courses Committee (one member from the College of Architecture and one member at large), and the Membership Committee (one member from the College of Architecture).

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

Dr. Gabriel Acevedo explained that the Departments had been notified of the Graduate Catalog revision process. He highlighted the important dates in the schedule (Attachment B of the Agenda). Catalog revisions for chapters 1- 6 will be submitted to the Graduate School by December 4<sup>th</sup>, 2009. Then he and his committee will review the revisions and note any problems. For instance a draft of the previous Catalog had a typo stating a requirement of 36 hours when it actually was 35 hours. To facilitate review by his committee members, the revised catalog copy will be brought to both the Downtown and 1604 campuses. The Graduate Council will approve the Graduate Catalog at the April 6<sup>th</sup>, 2010 meeting and the Graduate Catalog will be posted on line for departmental review on June 1<sup>st</sup>. The Graduate School will consolidate any changes over the Summer and the final departmental review will be in October. No changes can be made after October 2010. He noted the importance of that deadline based on prior experience. The final copy will be submitted to the Graduate School in March 2011.

Dr. Scott Sherer asked whether the new requirement about posting course syllabi on WebCT was linked to the Graduate Catalog. Dean Flannagan explained that the State of Texas now requires that syllabi will be posted, but there is a not a requirement that they be linked to the Graduate Catalog in this cycle.

**E. Membership Committee (Scott Sherer)**

Dr. Scott Sherer presented the list of seventeen applications for Special Members of the Graduate Faculty (Attachment C in the Agenda). His committee unanimously approved all applicants. All have earned the terminal degree in their area. The entire list was unanimously approved by the Graduate Council.

Dr. Sherer ask that the members of the Graduate Council remind their departments that only members and special members of the Graduate Faculty may serve on a student's thesis or dissertation committee and may teach graduate courses. He encouraged people to anticipate any requests for Spring 2010 as well as checking on Graduate Faculty membership for this semester.

**F. Committee on Graduate Program Evaluation (Howard Smith)**

Dr. Howard Smith noted the list of graduate programs currently under review (Attachment D of the Agenda) and described the new review procedures. The programs on the list will continue with the current procedures. Future graduate program reviews will combine all programs in a department (both undergraduate and graduate) in a single review.

Dr. Smith gave a PowerPoint presentation of the MS in Chemistry program review (Attachment E of the Agenda). He welcomed the visitors and noted that Dr. Judith Walmsley (Graduate Program Committee Chair) was also a key member of the review team. The outside reviewers (Drs. Tom Cundari and Gary Emmett) are from universities in the same category as UTSA (University of North Texas and University of Memphis). The reviewers described the Chemistry faculty as enthusiastic, proud, and vigilant for improvements. As the core program of the department, the reviewers emphasized the success in timely graduation rates and the increase from one MS graduate per year to about 2.5 graduates per year. The doctoral program (begun in 2005) has increased the popularity of the MS program. Dr. Smith reported that admission standards for the students are acceptably high, that student theses are often published in the most respected journals, that the students present at conferences, and that previous graduates who are now in doctoral programs are generally thriving.

Dr. Smith explained that the main challenge identified by the reviewers was the compensation for the MS students. It is considerably lower than for the doctoral students and the MS students need to enroll for six hours in the Summer to maintain assistantships and insurance. The reviewers also suggested that the students be given more lead-time about their teaching assignments. On the other hand, the reviewers commented on the well organized handbook given to the students and on the coordination between the Graduate Advisor of Record and the Chair of the Graduate Program Committee. A second challenge described by the reviewers was the relatively low rate of grant proposals submitted by the faculty. The recent hire of an administrative assistant will help, but streamlining the proposal process, providing release time, and reducing course loads were recommended as ways to significantly increase the number of grant proposals submitted. In summary, the reviewers recommended increasing MS student compensation (including graders and lab preppers) and helping faculty submit more grant proposals.

The floor was opened for discussion. Dr. Rena Bizios expressed surprise that the reviewers linked extramural funding to MS students. She reported that most universities reserve extramural funding for doctoral students, with some exceptions made for the funding needs of international students. Dr. Bach concurred and Dr. Gorski noted an additional problem: students admitted as doctoral students with funding who leave the program with a MS after the second year. In terms of faculty grant proposals, Dr. Gorski explained that 41 proposals had been submitted since June of last year. Of those, nine were funded in excess of \$2 million (including two from NSF), 18 are pending, and 14 were not funded. Two endowed chairs provided support for four MS students who are now doctoral students.

The compensation of MS students was also discussed. Dr. Gorski asked about increasing the maximum allowed number of lab sections taught from two sections (for \$13,000) to 3 sections (for 18,500). That would still be below the compensation for doctoral students (\$21,000), but would be a big help (especially given tuition and fees). He also noted that the duration of the labs had been shortened from four hours to three hours due to a lack of lab space. Dr. Kim Bilica also asked about flexibility in compensation. Dean Flannagan explained that the Handbook of Operating Procedures has a 20 hours/week limit, but suggested that alternatives could be discussed that did not violate the HOP limit.

**G. Committee on Academic Policy and Requirements (Andrey Chabanov)**

No Report

**IV. Unfinished Business**

Dean Flannagan provided new information about the program review procedures. Ginger Hernandez met with Dr. Sandra Welch (Vice Provost for Accountability and Institutional Effectiveness). The programs on Dr. Smith's list will continue under the old Graduate Council review procedures. Dr. Steve Wilkerson (Assistant Vice Provost) will help coordinate reviews. The one-year administrative follow-ups on Dr. Smith's list will be conducted in the Spring and early Summer. The responses to comments and questions, as well as reports on supporting program needs, will be sent to the Provost. For those programs on the list that are reviewed this year, their one-year administrative follow-ups will be done next year using the same procedures.

Future reviews will be coordinated by Dr. Welch. All program in each department (undergraduate, certification, master's, and doctoral) will be reviewed together. While some of the details are still being worked out, a member of the Graduate Program Evaluation Committee will be a member of the departmental review committee and will focus on the graduate program(s). Dr. Welch will contact Dr. Smith for the name of that member. After the departmental program review, the member will report to the Graduate Council on the graduate program(s). Dr. Welch and Ginger Hernandez will contact the departments.

**V. New Business**

None

**VI. Adjournment**

The meeting adjourned at 4:40.