

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

September 7, 2010

**University Room, BB 2.06.04
3:30 p.m.**

Present: Peter Anderson, Ashraf Alam, Mark Bayer, Shereen Bhalla, Kimberly Bilica, Rena Bizios, Andrey Chabanov, Youn-Min Chou, Schuyler Costello, Samer Dessouky, Sedef Doganer, Jim Dykes, Carolyn Ehardt, Dorothy Flannagan, Rhonda Gonzales, Norma Guerra, Yue Huang, Kimberly Kline, Myung Ko, Donald Kurtz, Francisco Marcos-Marin, Branco Ponomariov, Joel Saegert, Elaine Sanders, Rodolpho Sandoval, Scott Sherer, Drew Stephen, Garry Sunter, Ram Tripathi, Lila Truett, John Wald

Absent: David Akopian, William Cooke, Mary Houston-Vega, Elizabeth Murakami Ramalho, Sharon Navarro, Can Saygin, Heather Trepal, Honjie Xie, Mary Zey, Weining Zhang

Excused: Richard Hartley, Russell Reeder, Patricia Sanchez, Mindy Wallen, Xiaohe Xu

Visitors:

Daniel Sass, Assistant Professor, Educational Psychology Department
Diane Walz, Associate Dean for Graduate Studies and Research, College of Business
Raydel Tullous, Chair, Management Science and Statistics Department
Nandini Kannan, Graduate Advisor, Management Science and Statistics Department

I. Call to order and taking of attendance.

Dr. Kim Kline called the September 7, 2010 meeting of the Graduate Council to order at 3:34 pm.

II. Approval of Minutes (Kim Kline)

The Minutes of the May 4, 2010 meeting and the 2009 / 2010 Report of the Secretary were approved.

III. Reports

A. Council Chair (Kim Kline)

Dr. Kline introduced herself as the new Chair and presented an overview of the Graduate Council and its committees in order to request volunteers. She noted that we are an operating unit of the Faculty Senate providing advice on anything related to graduate study. As Chair of the Graduate Council, she is a member of the Faculty Senate which reports to the Provost and President. As Dean of the Graduate School, Dean Dorothy Flannagan is an ex officio member of the Graduate Council. Our membership includes one member of the Graduate Faculty to represent each Department with at least one graduate program and a graduate student representative for each College. Deans, Associate & Assistant Deans, and Department Chairs are not eligible to be members of the Graduate Council. We meet the first Tuesday of each month and each of us serves as

the liaison to our graduate programs. She especially encouraged the student representatives to bring issues to the Graduate Council. The Graduate Council has three officers (Chair, Secretary, and Parliamentarian) and six standing committees. The Nominating Committee is appointed by the Chair. The Administrative & Agenda Committee is composed of the officers, Dean of the Graduate School, Chairs of the other standing committees, two faculty representatives, and one student representative. The membership of the other committees includes one representative from each College with two at-large members. At least three of the members must also be members of the Graduate Council (one of whom is elected Chair).

Dr. Kline introduced Dr. Scott Sherer who chairs the Membership Committee. His committee reviews applications for Special Members of the Graduate Faculty and Adjoint Faculty. Referring to Attachment A, she pointed out that the committee needs a representative from the College of Public Policy. She thanked Dr. Rodolpho Sandoval for joining the Graduate Program Evaluation Committee after preparation of the Agenda. It still needs two additional members and is in the process of electing a Chair. There are currently eight programs being reviewed under the old procedures. As described in the Handbook of Operating Procedures (HOP), future reviews will combine all undergraduate and graduate programs in the Department. A representative from this committee will serve in the review of graduate programs. She thanked Dr. Francisco Marcos- Marin for recently joining the Graduate Programs and Courses Committee. The committee still has some vacancies and is in the process of electing its Chair. Proposals for new programs are reviewed by the committee and presented to the Graduate Council. Dr. Joel Saegert was introduced as Chair of the Committee on Academic Policy and Requirements. It still has three vacancies.

Dr. Kline welcomed our visitors who were invited to present and to help with the discussion of the program review for the MS in Applied Statistics. She moved that the Bylaws be suspended to allow their discussion. Her motion was unanimously approved.

B. Dean of Graduate School (Dorothy Flannagan)

Dean Flannagan thanked the members for their service on the Graduate Council and emphasized the important work of the committees. While the numbers could change by census date, she reported that over 4000 graduate students are enrolled this Fall (an 11% increase over last year). Since there are more full time students, there is an 18% increase in hours. The addition of new graduate programs and the increased enrollment moves us toward one goal of UTSA's Strategic Plan: to have graduate students represent 15% of the total student body by 2016. Since our Fall 2010 graduate students represent 14.3%, we should reach that goal much earlier and the goal is likely to be adjusted upward.

Coupled with increased enrollments is an increased emphasis on retention and quality. Dean Flannagan has been working with the Associate Deans to provide students with a quality experience and to provide them with services designed to enhance their education and to help them succeed. She noted that John Shaffer is the Assistant Director for Recruitment and Retention in the Graduate School and that he could meet with us if invited. He has organized new workshops (Attachments B and C). Some of them partner with other groups (including the Writing Center, Libraries, the Tomas River Center, and the Statistical Consulting Center). Dean Flannagan asked members to let her know of any new ideas that would enhance the graduate students' experience, retention, and timely graduation. Dr. Rena Bizios praised the expanded list of workshops. Noting that

some are repeated at both the 1604 and Downtown campuses, she suggested that some of the other workshops could be switched between campuses for the Spring.

Dean Flannagan described the recently established Graduate Student Association. It has been quite vigorous lately and John Shaffer is the advisor. She noted an upcoming Graduate Student Appreciation Week with a research poster symposium. Dean Flannagan introduced Ginger Hernandez who is the Graduate Council liaison in the Graduate School. The Graduate Council applauded Ginger Hernandez for her wealth of information and excellent work with our procedures and documents.

C. Secretary (Jim Dykes)

Referring to Attachment D, Dr. Jim Dykes explained that Dr. Gregg Michel is now the Chair for the Department of History and that Dr. Rhonda Gonzales has replaced him as the History representative on the Graduate Council.

D. Committee on Graduate Program Evaluation (vacant Chair)

To accommodate our visitors, Dr. Kline advanced the discussion of the final report of the MS in Applied Statistics (Attachment H). Dr. Daniel Sass explained that the outside reviewers were very positive overall about the program, students, and faculty. They suggested increasing the student stipend in order to increase the number of applicants and to enhance the applicant pool quality. They also suggested increasing the number of service courses and increasing student awareness of internship opportunities. In order to offer a broader range of courses and to meet student demand, the outside reviewers recommended hiring two new faculty members. Dr. Sass noted that the outside reviewers were extremely impressed with the quality of the current faculty members, but encouraged them to seek more extramural funding.

Drs. Rhonda Gonzales and Gary Sunter asked about the consequences of the recommendations (e.g.; new faculty and increased student stipends). Dean Flannagan explained that there is a one-year follow-up meeting with the representatives of the program and Dean to discuss the response to the review. She then prepares a recommendation to the Provost. Dr. Bizios noted that a report of the follow-up meeting is also presented to the Graduate Council.

E. Committee on Graduate Programs and Courses (vacant Chair)

Dr. Kline explained that the committee needs to elect its Chair in order to review proposed modifications to the next Graduate Catalog. While the draft was reviewed by the Graduate Council last Spring, substantial revisions have been requested before it goes to the printer. Dean Flannagan noted that she has reviewed a proposal for a new Certificate in Rhetoric that will be sent to the committee and asked people to let her know of any other proposals in the preparation. In response to a question by Dr. Norma Guerra, Dean Flannagan explained that there is no deadline for new proposals and that they are reviewed on a first come, first served basis.

F. Membership Committee (Scott Sherer)

Dr. Scott Sherer presented the list of twenty applicants that his committee recommended to be Special Members of the Graduate Faculty (Attachment E in the Agenda). He reported that the sole applicant without the terminal degree in their area had over 30 years of architectural experience. Dr. Kim Bilica was surprised by the number of applicants. Dr. Sherer and Ginger Hernandez agreed that it was a longer list than usual

and explained that graduate programs were encouraged to submit their applications early. Dr. Bizios noted the importance of applying in a timely fashion while also accommodating student emergencies and special opportunities. Dr. Kline noted that we are sometimes able to hire a faculty member over the Summer who had retired from another institution. In response to a question by Dr. Gonzales, Dr. Sherer explained that the new form for applicants specifies their teaching of graduate courses and / or serving on thesis / dissertation committees. It also distinguishes between Adjoint faculty and Special Members of the Graduate Faculty. The list of Special Members is maintained on the Graduate School website. The entire list of applicants was unanimously approved.

G. Committee on Academic Policy and Requirements (Joel Saegert)

Dr. Joel Saegert explained that no current issues have been assigned to his committee.

IV. Unfinished Business

None

V. New Business

None

VI. Adjournment

The meeting adjourned at 4:21.