

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
DOCUMENTS AND PROCEEDINGS OF THE GRADUATE COUNCIL
ACTION MINUTES
ORDER OF BUSINESS
(Revised)
September 7, 2004

John Peace Library 4.03.08
3:30 p.m.

Present: Steve Amberg, Stuart Birnbaum, Adria Bodour, Stephen Brown, Thomas Bylander, Jan Clark, Paul Cota, Jim Dykes, Dorothy Flannagan, Lila Flory-Truett, Larry Golden, Hyunsoo Han, Jack Himelblau, Daniel Hogenauer, Eugene John, Cassandra Keeling, Cynthia Perez-McCluskey, Laura Levi, Neil Maurer, Hugh Maynard, Blanche Desjean-Perrotta, Francine Romero, Alan Shoho, Ted Skekel, Judith Sobre, Raydel Tullous, Raj Wilson, Mary Zey, Teressa Skeete, Sandra Guerrero, Sam Slocum, Robert Ayoub, and Jamal Rhadbane.

Absent: James Groff, Neal Guentzel, Kolleen Guy, Hai-Chao Han, Fred Hudson, Palani-Rajan Kadapakkam, Michael Karcher, Michael Kelly, Don Lien, Debbie Lopez, Randall Manteufel, John McCarrey, Howard Smith, Armando Trujillo, Esther Wheeler, Shawn Crawford, and Lorraine Trevino.

Excused: Rosalind Horowitz, and Jon Thompson

Visitors: Bill Mullen, and Mary Ellen Garcia

I. Call to order and taking of attendance.

The September 7, 2004 meeting of the Graduate Council was called to order at 3:36 pm.

II. Approval of Minutes (Ted Skekel)

The minutes of the May 4, 2004 meeting of the Graduate Council were unanimously approved.

III. Reports

A. Council Chair (Ted Skekel)

Dr. Ted Skekel welcomed the members of the Graduate Council to an active year in terms of reviewing current programs and new graduate program proposals. Dr. Skekel reminded the Graduate Council that establishing a Graduate School was a topic of discussion last year. He reported that the Board of Regents approved the Graduate School in June and he welcomed Dr. Dorothy Flannagan as the first Dean of the Graduate School.

B. Dean of Graduate School (Dorothy Flannagan)

Dr. Dorothy Flannagan invited members of the Council to visit her and her staff in their new offices in MS 4.01.50. The new offices will greatly aid their work, especially in the review of graduate applications.

Dr. Flannagan updated the Council on new program proposals. A new MS in Applied Industrial Mathematics was implemented this Fall. That increases the number of UTSA Masters programs to 36. There are currently 10 PhD programs implemented, but the PhD in Counselor Education and Supervision proposal was approved by the Coordinating Board in July. The number of PhD programs will increase to 11 when it is implemented in January 2005. The PhD in Chemistry proposal has moved to the top of the list of proposals to be considered by the Coordinating Board. A site visit is scheduled for September 24th and the Coordinating Board may consider the proposal in October. If approved, the program may be implemented in Fall 2005. Two proposals (the MS and the PhD in Physics proposals) were approved by the Board of Regents in August and forwarded to the Coordinating Board for consideration. Three proposals (PhD in Public Administration, Masters in Social Work, and MA in Communication) are currently awaiting consideration by the Board of Regents.

C. Secretary (Jim Dykes)

Attachment B (The Committees of the Graduate Council) was distributed at the meeting. Dr. Jim Dykes noted that the Graduate Program Committee is scheduled to meet on September 16th to elect a new chair. Dr. Victor Heller (the previous committee chair) has been appointed Interim Chair of the Department of Management.

Attachment C (The Members of the Graduate Council) was presented by Dr. Dykes. The membership list presented by Dr. Jerrell D. Coggburn to the May 4, 2004 meeting of the Graduate Council included 54 members. All of those positions have been filled, except that a new set of ballots is being sent to the MS in Sociology program to elect a member to replace Dr. Pablo Villa. Dr. Villa accepted a position at another University over the Summer. Representatives of the newly approved programs (MS in Applied Industrial Mathematics and PhD in Counselor Education and Supervision) will need to be elected as those programs are implemented. Dr. Dykes also noted that at least 8 members of the Graduate Council were unable to attend meetings this Fall due to teaching conflicts. Although not explicit in the Bylaws, precedent allows the runner-up in the previous election to substitute for the member in the absence of a new election.

D. Committee on Graduate Programs and Courses (Fred Hudson)

There was no Committee report and Dr. Fred Hudson was unable to attend the meeting of the Graduate Council. In lieu of a formal report by the committee, Dr. Skelkel described the current list of items to be considered by the committee. Two items are anticipated in the next 1-2 months. Architecture is proposing a non-substantive change to add a research based MS in addition to their current MA

track. The College of Business proposes adding a fifth area of concentration in Marketing. Two new proposals (MS in Computer Engineering and PhD in Anthropology) will also be considered by the committee.

E. Membership Committee (Jon Thompson)

Dr. Jon Thompson was unable to attend the meeting, so Dr. Francine Romero presented the Recommendation for Graduate Faculty Membership (Attachment A) to the Graduate Council. In between the Agenda meeting and the Graduate Council meeting, Dr. Romero noted that the committee had voted by email to approve membership of the two appointments to Computer Science (Amy L. Middleton and Mark Grechanik) who had been listed as "Submitted late" in the attachment. Dr. Romero noted that email approval within the committee expedited review and asked the Graduate Council to consider using email to approve lists recommended by the committee. Opinions should be forwarded to the Chair (Dr. Thompson at JTHOMPSON@utsa.edu).

Dr. Skekel explained the issue of Summer appointments. Since the Graduate Council does not meet during the Summer, additions to Summer faculty and Thesis / Dissertation committees may pose a problem. Dr. Jan Clark noted that a number of proposed members from the College of Business did not appear in Attachment A. Dr. Skekel explained that new recommendations were reviewed on an ad hoc basis by the committee and by the Graduate Council. Any new applicants from the College of Business or any other College would be reviewed at the monthly meetings. He also explained that a Summer review procedure would help us comply with Southern Association guidelines. After discussion of a number of topics, the Recommendation for Graduate Faculty Memberships with the two Computer Science modifications was unanimously approved.

F. Committee on Graduate Program Evaluation (Victor Heller)

Dr. Skekel noted that the committee will elect a chair at its meeting on September 16th and the outcome will be reported at the October meeting of the Graduate Council. Dr. Skekel also noted that the committee will review the evaluation of a number of existing programs. The first will be the MA in Bicultural-Bilingual Studies for which the external report has already been received by the UTSA. Inspection of the review spreadsheet prompted Dr. Skekel to thank the committee for its review of a number of existing programs this year. The committee will review approximately five evaluations/programs.

G. Committee on Academic Policy and Requirements (Stephen Brown)

The Committee on Academic Policy and Requirements (chaired by Dr. Stephen Brown) had no report of current items. Dr. Skekel introduced four items that will be considered by the committee this year.

The first issue is a request by the MS in Information Technology to allow 15 hours of transfer credit from the National Defense University (NDU) to count toward the degree instead of the maximum of 6 transfer hours. Dr. Skekel asked

Dr. Jan Clark to provide some background information about the request. She reported that the goal was to allow a maximum of 10 students per year to enter the MS in Information Technology program after receiving security certification from NDU. Those students would be supported by NDU. She also explained that the Graduate Council had previously granted a 2-year, temporary waiver of the 6-hour maximum transfer rule in order to allow the exploration of a joint program between NDU and the UTSA. Establishing a joint program was not acceptable to NDU, so the MS in Information Technology program is requesting a permanent waiver of the 6-hour maximum transfer rule. Dr. Flannagan noted that the lawyers for NDU and the UTSA are writing a memorandum of understanding that she can forward to the Committee on Academic Policy and Requirements to aid its deliberation. Dr. Dan Hogenauer stressed that the consideration of the waiver should focus on an academic rationale and not just NDU financial support. Dr. Clark replied that the academic content of the 15 hours from NDU and the minimum of 18 hours from the UTSA reflected complementary strengths of the two institutions and complementary knowledge to be gained by the students. NDU is a fully accredited graduate school, but does not award an MS degree. It has entered into similar agreements with other prestigious institutions, including George Washington University, George Mason University, and the University of Tulsa. Dr. Skekel suggested that council members with concerns should contact the Committee on Academic Policy and Requirements.

A second issue is to consider making changes to the Bylaws in order to formalize procedures for replacing members of the Council who have stepped down to accept an administrative post or to leave the University. The committee might also consider formalizing the procedure for temporary, one-semester substitutions due to teaching conflicts.

Dr. Skekel noted the recent growth in graduate programs and, consequently, in the size of the Graduate Council. He charged the committee with reviewing the overall structure of the Graduate Council in light of that growth.

Dr. Skekel asked Dr. Flannagan to describe the deliberations of the University Academic Policy and Procedures Committee about a Graduate Information Bulletin. She reported that they may recommend splitting the Graduate Catalog into two separate publications as is currently done for the undergraduate program: a Catalog of degree programs and courses and an Information Bulletin of general regulations. Evidently it is not clear that the regulations in the current Information Bulletin apply only to the undergraduate program. The earliest possible change might be to the 2007 Graduate Catalog.

IV. Unfinished Business

None.

V. New Business

Dr. Mary Zey asked about the timing of the consideration of new proposals. Dr. Flannagan explained that the College may send a new proposal to the Graduate School at any time, that the Graduate School forwards no more than one new proposal per month to the Graduate Programs and Courses Committee of the Council, and that the Council votes on the committee's recommendation.

Dr. Jack Himelblau asked about the procedures concerning membership in the Graduate Faculty for newly hired faculty. Dr. Skekel explained that all new tenured and tenure-track faculty automatically become members of the graduate faculty.

VI. Adjournment

The meeting was adjourned at 4:17 pm.