

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

September 2, 2008

**John Peace Library 4.03.08**

**3:30 p.m.**

**Present:** Gabriel Acedvedo, Sos Agaian, John Alexander, Shereen Bhalla, Rena Bizios, Norma Cantú, Michael Cepek, Andrey Chabanov, Bill Cooke, Mari Cortez, Astrid Dewath, James Dykes, Walter Ermler, Karl Eschbach, Dorothy Flannagan, John Garza, Larry Golden, Christopher Gonzalez, David Jaffe, Palani-Rajan Kadapakkam, Kim Kline, Lance Lambert, William McCrary, Gregg Michel, Seyed Moussa Mirehei, Emeka Nwaeze, Malgorzata Oleszkiewicz-Peralba, Maricela Oliva, David Romero, Mark Saenz, Can (John) Saygin, Scott Sherer, Katsuhiko Shimizu (for Eugene Stone-Romero), Howard Smith, Ram Tripathi, Lila Truett, John Warren, Jose Weissmann, Raj Wilson, Yinlong (Allen) Zhang, Weining Zhang

**Absent:** Roger Enriquez, Mary Kay Houston-Vega

**Excused:** Renee Nank

**Visitors:**

Mark Blizard, Associate Professor, Architecture (follow-up report MA Political Science)

Keith Fairchild, Associate Professor, Finance

Kevin Grant, Associate Professor, Management of Technology Program

Peggy Hsieh, Assistant Professor, Counseling (follow-up report MS Management of Technology)

Jose Macias, Associate Professor, Bicultural- Bilingual Studies

Armando Trujillo, Associate Professor, Bicultural- Bilingual Studies

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

Dr. William McCrary called the September 2, 2008 meeting of the Graduate Council to order at 3:35 pm.

**II. Approval of Minutes (William McCrary)**

The Minutes of the May 6, 2008 meeting were approved.

**III. Reports**

**A. Council Chair (William McCrary)**

Dr. McCrary welcomed the continuing, new, and student members of the Graduate Council. He noted that our Bylaws are posted at

<http://www.utsa.edu/graduate/GraduateCouncil/documents/Bylaws1.pdf> and reminded the members of our charge:

*The Graduate Council recommends policies and procedures through the Faculty Senate and the University Assembly at the University of Texas at San Antonio. The Council cultivates and fosters graduate*

*education of the highest quality at the Masters and Doctoral levels. It contributes to the development and review of ongoing and new graduate programs, policies, and academic opportunities. It cultivates intellectual leadership and excellence in all aspects of the development and application of significant research, disciplined inquiry, and the pursuit of new knowledge.*

He encouraged members to serve on our committees because they are so important in supporting our graduate students.

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

Dean Flannagan welcomed the members and thanked them for their support of graduate education. She especially noted the development over the Summer of the Quality Enhancement Plan (QEP) proposal: Program for Graduate Excellence. She also noted the development of new program proposals, the reviews of graduate programs, and service on thesis and dissertation committees. She encouraged members to volunteer for Graduate Council committees, especially the Graduate Program Evaluation and the Membership committees. She also offered to provide information and to answer questions.

**C. Secretary (Jim Dykes)**

Dr. Jim Dykes reviewed the Membership of the Graduate Council (Attachment A with the Agenda). He noted that Drs. Gene Stone-Romero (Management) and Raj Wilson (Math) had class conflicts with our meetings this Fall. Their programs will be represented this Fall by Drs. Katsuhiko Shimizu and Walter Richardson, respectively. Having taken a position at South Carolina, Dr. Sonia Monga (Marketing) was replaced by Dr. Yinlong Zhang. Dr. Dykes also presented the list of Graduate Council Committees (Attachment B with the May 2008 Minutes) and encouraged people to volunteer. Dr. McCrary thanked Dr. Lance Lambert for serving as our Parliamentarian.

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

Dr. Gabriel Acevedo informed the Graduate Council that the MS in Advanced Manufacturing and Enterprise Engineering (AMEE) proposal was approved by the Faculty Senate in May.

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

Dr. Scott Sherer presented the list of seven people recommended to be Special Members of the Graduate Faculty. The list was distributed at the meeting and is Attachment A. In each case, three members voted in favor of the applicant and no member voted against. Dr. Sherer's motion to approve the list passed unanimously.

**F. Committee on Graduate Program Evaluation (Norma Cantú)**

Dr. McCrary explained that six visitors were present to inform the Graduate Council about the one-year follow-up status of the evaluations of four graduate programs. Drs. Mark Blizard and Peggy Hsieh would present the one-year follow-up reports for the MA in Political Science and the MS in Management of Technology, respectively. Dr. Kevin Grant was present to provide information about the Management of Technology program, Dr. Keith Fairchild was present to provide information about the Finance program, and

Drs. Jose Macias and Armando Trujillo were present to provide information about the MA in Bicultural- Bilingual Studies program. Dr. McCrary asked that our Bylaws be suspended in order to allow discussion with our visitors. The Graduate Council unanimously approved his request for our visitors.

Dr. Norma Cantú asked for volunteers to help with her committee. She also explained that the MBA in International Business and the MA in Counseling programs were being reviewed for accreditation and that those accreditation reviews would substitute for their program reviews.

Dr. Blizzard reported on the follow-up status of the MA in Political Science program (Attachment B of the Agenda). He noted that the site visit was conducted in June of 2004 and that Dr. Vic Heller's program evaluation for the Graduate Council was from March 2005. The follow-up meeting was 2 May 2008. He summarized the meeting by saying the program was solidly founded and the Graduate Advisor of Record (GAR; Dr. Amy Jasperson) is very effective. The meeting addressed each of the issues raised in Dr. Heller's evaluation. Summarizing the discussion of issues with good follow-up progress; Dr. Blizzard praised the identity of the program, the effectiveness of the GAR, and the collaboration between the Department Chair and the GAR. He specifically noted progress in addressing a consistent language describing the program; actively seeking full-time students with funding through research assistantships, teaching assistantships, and graduate assistantships; increasing preparation in research methods; improving the fit between faculty strengths and program needs; and clarifying the structure of the essay and thesis options. With regard to long range improvement, he reported that the discussion focused on better aligning the program with College and University strategic plans; developing the curriculum over time; hiring more faculty; increasing student recruitment (especially by nurturing undergraduates); and developing a multiyear class schedule. He stated that the discussion identified four needs: alumni tracking, systematic self-assessment, developing more funding sources (specifically \$15,000- \$20,000 for media), and greater cohesion between the undergraduate and graduate courses.

A lively discussion ensued. Dr. Rena Bizios asked about the growth in enrollments. Dr. Blizzard reported that they are meeting the goals. Dr. Bizios also asked about the subsequent process. Dean Flannagan explained that the summaries and reports go to the Provost and Dean. They can help the program get additional resources to reach their goals (e.g.; hiring new faculty). Dr. Howard Smith asked about the focus on funding full-time students and whether part-time, employed students would be excluded. Dr. Blizzard suggested that the extra time was especially helpful in writing the thesis and that the program was building bridges with employers for the employers to help support the students in terms of time and cost. Dean Flannagan noted part-time students were not excluded, but help was being sought for those students who want to go full-time. A number of members (including Drs. Smith, Malgorzata Oleszkiewicz-Peralba, Emeka Nwaeze, and Kim Kline) asked about the distinction between the essay and thesis option and about how clear the distinction was to students in terms of curriculum and advising. Subsequent to the meeting, the GAR (Dr. Jasperson) emailed the description in the program handbook to Dean Flannagan; who, in turn, shared it with Drs. McCrary and Dykes: "A Master's Thesis is a lengthy research project designed by the student in cooperation with the student's faculty advisor. A Master's Essay, on the other hand, is a

professional quality paper, usually shorter than the master's thesis, which may be suitable for publication. It is suggested that students base their essays on a graduate course paper, amplified and refined by further research and analysis." Dr. Jasperson further explained that "the essay also serves as a useful sample of writing (of acceptable length) for students applying to Ph.D. programs." Dr. David Romero explained that students choosing the essay option take additional course work and Dr. Blizzard noted that program is improving the communication with students. Several members requested that the options be clearly explained to the students. Of the 40 people eligible to vote, four abstained from receiving the follow-up report of the MS in Political Science.

Dr. José Weissmann reported on the follow-up status of the MS in Finance program (Attachment C of the Agenda). The follow-up meeting was held 8 April 2008 and included Dr. Keith Fairchild (GAR). Each of the five recommendations of the program evaluation (approved by Graduate Council on 7 November 2006) was discussed. 1) With regard to the recommendation to hire an additional 3- 4 faculty members, Dr. Weissmann reported that two full-time faculty and one part-time faculty members have been hired. Dr. Fairchild reported that the long term plan is hire additional faculty and the doctoral students teaching in the Spring will really help with freeing up faculty to teach graduate courses. 2) With regard to encouraging students to take the Chartered Financial Analyst (CFA) exams, Dr. Weissmann reported that students are doing well on level 1 and some students are taking level 2 (but not level 3). Dr. Fairchild noted that it is about one year between levels, so the MS students graduate before level 3. He also explained that none of the faculty are level 3, but that might be a consideration for future hiring. 3) Dr. Weissmann stated that the recommendation to expand the course offerings had been completed. Three new courses have already been offered and two additional courses were added over the Summer and this Fall. He also noted their popularity with students. 4) The recommendation to create a MSF advisor has also been completed, since Dr. Fairchild is the GAR. 5) The recommendation to create a Corporate Advisory Council is in process. Dr. Weissmann reported that connections are being established to provide both advice and support. Dr. Fairchild explained that they are visiting and giving lectures to large local companies and the business community.

Dr. Bizios asked about CFA certification with regard to student employment and career development. Dr. Fairchild explained that it is similar to a CPA; it is not required for employment, but is strongly encouraged for career development. He also explained that all three levels need to be passed for CFA certification. Dr. Smith asked whether encouraging faculty to have CFA certification would aid employment of our students. Dr. Fairchild thought it might be possible to encourage faculty through faculty development (e.g.; paying for CFA class enrollment and providing a course buy out). The Graduate Council unanimously received the follow-up report.

Dr. Peggy Hsieh reported on the follow-up status of the MS in Management of Technology program (MOT; Attachment D of the Agenda). She noted that the external evaluation was conducted in 2004 and that the follow-up meeting was held in July 2007. Dr. Kevin Grant (our visitor) was in attendance. So was Dr. William Flannery who provided detailed information about the status summaries. Dr. Hsieh noted that proposing a doctoral MOT program is at least 5- 10 years out, but that the program is transitioning their MS students into three doctoral programs at UTSA. While there are

not enough faculty to currently implement a continuing education program, she reported gains in research papers and conference presentations by both faculty and students. She noted gains in increasing the visibility of the program and in expanding the reach of the program across Texas and to other states and nations (although the focus is still mainly on San Antonio). She explained that a cooperative effort with the UTHSCSA can link the program to the biotech industry. In terms of staff support, Dr. Hsieh noted that an additional senior person had been hired for the Center for Innovation and Technology Entrepreneurship (CITE) and that no additional help was needed beyond the current work study and research students. Finally, she reported that the program is participating in the University initiatives and plans to post its story on UTSA Today. Dr. Nwaeze asked how the current resources impacted the program. Dr. Grant reported that there are three full-time and one part-time faculty and there are 39 students per year in two concentrations. He also reported on Southwest Research Institute outreach. He summarized that the program is viable and, that while continuing education is not a current goal, the program is working on a graduate certificate program. The Graduate Council unanimously received the follow-up report.

Dr. McCrary reported on the follow-up status of the MA in Bicultural- Bilingual Studies program (Attachment E of the Agenda). He introduced Drs. Macias and Trujillo (our visitors). He noted that the program evaluation was approved by the Graduate Council on 2 May 2006 and that the follow-up meeting was held 8 April 2008. Of the seven recommendations in the evaluation, six have already been completed. While graduate student advising has been improved, the program still needs additional graduate assistantships. The Graduate Council unanimously received the follow-up report.

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

No report.

#### **IV. Unfinished Business**

Drs. Kline and Sherer reported on their QEP proposal: Program for Graduate Excellence (PGE; Attachment F of the Agenda). They wrote the proposal over the Summer and it is one of three proposals to be discussed at focus groups and to be submitted in final form to the QEP Committee on October 1<sup>st</sup>. They had prepared a PowerPoint presentation, but the thumb drive was not recognized by the laptop. Their presentation and the list of focus group times and locations were emailed to the Graduate Council on 10 September. The goal is to improve the graduate education experience across the five collaborative mission areas at UTSA: Health, Security, Energy & Environment, Human & Social Development, and Sustainability. The PGE plan combines two initiatives targeted at undergraduate and graduate students. 1) The Graduate Course Prep initiative is designed to get undergraduates to consider and prepare for graduate school. It is designed to complement the McNair Scholars Program (which focuses on underserved populations) and the Honors Program (which focuses on exemplary high school students). Expanding the support to additional undergraduates, the classes in this initiative would include training on how to apply to graduate schools, how to get letters of recommendation, how to write their statement of purpose, and how to prepare for the GRE. The undergraduates would be involved in graduate student mentorship under the second initiative. 2) The Great Projects initiative will select and fund graduate seminars and projects within the five collaborative, interdisciplinary mission areas of the University. The funding provided to

the faculty, graduate students, and undergraduates will enhance the student skills, relate theory to applications, and increase community involvement. In response to a question by Dr. Maricela Oliva about department that do not have undergraduates, Drs. Sherer and Kline explained that the makeup of the Great Projects program is highly interdisciplinary. Members were encouraged to attend the focus groups.

**V. New Business**

None.

**VI. Adjournment**

The meeting adjourned at 5:04.

**Attachment A**  
**SPECIAL MEMEBERSHIP APPLICANTS SEPT 2008**

<b>APPLICANT</b>	<b>HIGHEST DEGREE EARNED</b>	<b>REASON FOR APPLICATION</b>	<b>REQUESTING DEPARTMENT</b>	<b>COMMITTEE VOTE</b>	<b>RECOMMENDATION</b>
Dr. Ken Glander	Ph.D. Physical Anthropology	Dissertation Committee	Anthropology	3 yes 0 no	yes
Mary Ellen Goree	MM in Violin Performance	Teach Fall 2008	Music	3 yes 0 no	yes
Dr. Eric Gese	Ph.D. wildlife Ecology	Dissertation Committee	Civil and Environmental Engineering	3 yes 0 no	yes
Dr. Jeremiah T. Herlihy	Ph.D. Physiology	Dissertation Committee	Biomedical Engineering	3 yes 0 no	yes
Dr. Laura Kelly	Ph.D. Music Theory	Teach Fall and Spring	Music	3 yes 0 no	yes
Dr. Lydia J. Martinez Rivera	Ph.D. Physical Chemistry	Thesis and Dissertation Committee	Chemistry	3 yes 0 no	yes
Dr. Richard A. Villarreal	Ph.D. in International Education and Entrepreneurship	Thesis Committee	Interdisciplinary Learning and Teaching	3 yes 0 no	yes