

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

April 3, 2012

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

Present: Gabriel Acevedo, Mark Bayer, Kimberly Bilica, Lorenzo Brancaleon (for Andrey Chabanov), William Cooke, Gloria Crisp, Santiago Daydi-Tolson, Sara DeTurk, Jim Dykes, Dorothy Flannagan, Rhonda Gonzales, Kevin Grant, Myung Ko, Michael Moyer, Sharon Navarro, Mahdy Saedy, Joel Saegert, Elaine Sanders, Can Saygin, Johnelle Sparks, Drew Stephen, Jennifer Stone, Ram Tripathi, Lila Truett, Jay Vega, John Wald, Honjie Xie, Weining Zhang

Absent: David Akopian, Samer Dessouky, Sedef Doganer, Antonio Figueroa, Richard Hartley, Rebecca Krohn, Donald Kurtz, Clarissa Ozuna, Branco Ponomariov, Garry Sunter

Excused: Rena Bizios, Youn-Min Chou, Michael McDonald, Goutham Menon, Patricia Quijada, Patricia Sanchez, Jason Yaeger (for Michael Cepek)

Visitors:

Diana Allan, Associate Professor Department of Music
Saadet Beeson, Member Committee on Graduate Programs and Courses
Laura Gilliland, Program Coordinator Real Estate Finance Development
Thomas Thomson, Director Real Estate Finance Development
Alistair Welchman, Assistant Professor Department of Philosophy

I. Call to order and taking of attendance.

Dr. Kim Bilica called the April 3rd, 2012 meeting of the Graduate Council to order at 3:34 pm. She introduced two visitors supporting the proposed Real Estate Finance and Development Certificate (Dr. Thomas Thomson and Laura Gilliland), a visitor supporting the proposed Voice Pedagogy Certificate (Dr. Diana Allan), and two visitors supporting the proposed MA Philosophy (Drs. Saadet Beeson and Alistair Welchman). Dr. Bilica moved that the Bylaws be suspended to allow our visitors to address the Graduate Council. Her motion was unanimously approved.

II. Approval of Minutes (Kim Bilica)

The Minutes of the March 6th, 2012 meeting were approved.

III. Reports

A. Council Chair (Kim Bilica)

Dr. Bilica first discussed an issue raised in the Agenda meeting: Graduate Certificate programs. She projected the 15 current programs (Attachment A) and reminded us that we would be considering two new proposals in Real Estate Finance & Development and in Voice Pedagogy. She also explained that; under the new procedures, the review of Graduate Certificate programs will be a part of the review of all programs in a Department.

Next she provided information about a question raised under New Business at our March 6th meeting. Dr. Johnelle Sparks had asked about the letters sent to graduate applicants who were not admitted. Dr. Bilica projected the template (Attachment B) and noted that the current highlighted statement “you do not meet the requirements for admission to graduate level studies in” could be changed to “were not selected for admission in”. Part of the problem is that there is a direct link to the Graduate Advisor of Record (GAR), but the GAR was not cc:ed on the letter. As Dr. Sparks noted, these letters were sent out prior to departmental communication and the GAR was sometimes surprised when contacted by the applicant. Dr. Bilica explained that the direct link was there to help the student, but that the point of contact could be changed. Dean Dorothy Flannagan explained that Monica Rodriguez (Manager of Graduate Admissions) receives calls from the applicants and needs to redirect those calls. She will be happy to direct them to whomever the program designates. Dean Flannagan further noted that Monica Rodriguez is required to have a fast turnaround time responding to applications, but is glad to include materials from the program (for example award letters). Dr. Rhonda Gonzales asked whether the same response template was used for both Master’s and Doctoral applicants, but no one was certain of the answer. Given the interest, Drs. Bilica and Flannagan suggested asking Monica Rodriguez to attend our May 1st meeting. Dr. Weining Zhang asked that the template be sent as an attachment prior to our meeting.

Then Dr. Bilica discussed a question she asked of the Chancellor of the UT System when he met with our Faculty Senate. She wondered in what ways he thought the proposed benchmark system for new doctoral students would reshape our current organic and individualized mentoring. He focused on efficiency and innovation in terms of full disclosure about expectations. One of his assistants thanked Dr. Bilica for her question after the meeting and commented that she had wondered the same thing. The conversation will continue.

Dr. Bilica reminded us that our May 1st meeting will be the last of the semester and encouraged everyone to attend.

B. Dean of Graduate School (Dorothy Flannagan)

Dean Dorothy Flannagan provided an update on the Milestones Agreement Form. She presented a draft at our March 6th meeting (Attachment A of those Minutes). It was reviewed by the UT System and the feedback was positive at a meeting a week and a half ago. There will be some minor changes in the form, but she expects to give us the revised version soon. A big change is that it now looks like the formal implementation will be in Fall 2013 (instead of Fall 2012). That will give the programs more time to individualize the form. In response to a question by Dr. Sparks, Dean Flannagan hopes that the forms will be maintained in the Colleges, but the process will depend on decisions made by the UT System.

C. Secretary (Jim Dykes)

Dr. Jim Dykes presented an updated list of Graduate Council representatives for Fall 2012- Spring 2013 (Attachment C). With the new Department of Entrepreneurship & Technology Management, we now have 39 faculty representatives (one per department). Elections were undertaken for the positions of the 19 representatives currently completing the second year of their two-year term. Dr. Joel Saegert is retiring and Dr. Vic Heller was elected to replace him as the representative for the Department of Marketing. A representative for the Department of Art and Art History is still pending

from September 2011. Dr. Dykes confessed to being mistaken about the representative for the Department of Accounting; Dr. Elaine Sanders is the representative and Dr. Jennifer Yin is her substitute. Dr. Dykes also confessed to originally sending the email request for holding the election to the wrong David Jimenez in the UTSA Directory. Dr. David Jimenez (Chair of the Department of Computer Science) is now holding an election for their representative. A total of 14 elections are complete. The rest are pending. Ginger Hernandez is coordinating the election of student representatives (one per College) who serve one-year terms. The results of three of the seven elections are complete. Dr. Dykes thanked Ginger Hernandez and Dr. Elaine Sanders (our nominating committee) for their outstanding work. We will elect our Chair for the 2012 / 2013 academic year today. The Faculty Senate will review our choice of Chair at its April 12th meeting. We will elect our Secretary and Parliamentarian at our May 1st meeting.

D. Committee on Graduate Programs and Courses (Can Saygin)

Dr. Can Saygin thanked his hard working committee members. They have been especially busy this semester. They will present the last three proposals today. Currently they are reviewing the draft 2013- 2015 *Graduate Catalog*. The GARs are also reviewing the draft. It will be presented to the Graduate Council for a vote at our May 1st meeting.

Dr. Michael Moyer presented the Real Estate Finance and Development Certificate proposal (Attachment B of the Agenda). He explained that the Certificate would provide the opportunity for professionals in real estate, construction, and development to augment their knowledge about a major economic generator in San Antonio. There is no other such local certificate and it is designed to attract students in the Colleges of Architecture and Public Policy as well as Business. The 12-hour certificate will provide knowledge in Entrepreneurial Business Finance, Real Estate Finance, Real Estate Investment, and Real Estate Development. The Certificate (with two core faculty) can be offered with current personnel, courses, and budget. Current graduate students and special, non-degree seeking students may apply for the Certificate, but subsequent admission to a degree-seeking program by a non-degree seeking student requires that the student complete the specific degree-seeking application and any relevant admission test. The concept of the certificate program has been endorsed by Dean Daniel Hollas (College of Business) and the Program Committee of the Real Estate Finance & Development Founders Council. Dean Flannagan explained that students seeking a Certificate need to complete an application and that the College needs to keep track of those applications in order for the student to earn the Certificate. The proposal was unanimously approved by the Graduate Council.

Dr. Bilica presented the Voice Pedagogy Certificate proposal (Attachment C of the Agenda). While the Certificate is focused on the pedagogical aspects of singing, she explained that it will appeal to singers, directors, and speech pathologists. No new faculty or resources are required to implement the Certificate. The estimate is that two-five students will enroll per year and that they could count up to 12 hours of their Certificate program courses towards a Master of Music in Vocal Performance and Pedagogy degree. Drs. William Cooke, Diana Allan, Bilica, Ram Tripathi, Flannagan, and Moyer discussed the relationship between the Certificate and the Master of Music degree. The Certificate would have a 15 hour requirement of which 12 hours could be counted toward the Master of Music degree (12 of those 15 hours are required for the degree). Courses can not be double-counted between graduate degrees, but Certificate

hours can be counted towards a graduate degree. The 15 hours include a 1 hour practicum taken three times and three 2-hour courses. In response to a question by Dr. Sara DeTurk, Dr. Allan explained that the Certificate would help both people seeking employment in High Schools and retired teachers going into private instruction. The proposal was unanimously approved by the Graduate Council.

Dr. Saadet Beeson presented the MA in Philosophy proposal. The program has two objectives: 1) to provide advance training for philosophy majors in order to prepare them for doctoral programs and 2) to train a broad range of students to reason effectively about ethics, in some cases as a preparation for law school. The proposed curriculum is 30 hours for the thesis option (including a minimum of 6 thesis hours). The non-thesis option requires 9 additional hours of coursework for a total of 33 hours. There are currently five core faculty with an anticipated hire in year five. Total funding is over \$729,600, including \$500,000 to hire two professionalized non-tenure-track faculty and over \$185,000 in new formula funding.

Dr. Alistair Welchman answered a number of questions asked by members of the Graduate Council (including Drs. Gabriel Acevedo, Gloria Crisp, DeTurk, Sparks, John Wald, and Honjie Xie. The two non-tenure-track faculty will be hired to cover the undergraduate classes currently taught by the core faculty. The Dean of the College of Liberal and Fine Arts has committed to pay for those hires. The program is designed to serve a number of constituents. The current undergraduate program disproportionately prepares students for law school and for business schools. The focus on ethics will expand on that preparation and, in the future, there may be an 18-hour concentration and / or a Certificate program. In addition, there is strong demand amongst the undergraduates for this MA program. Some want to stay in San Antonio and there is no such program in south Texas (there are programs at UT Austin, Texas A&M, University of Houston, and Texas Tech). Other undergraduates want to study in prestigious doctoral programs and this program is designed to aid their preparation and admission. The curriculum includes two required core courses and the rest of the courses are selected from menus. Most of the students are expected to choose the thesis option, but the procedures for a comprehensive exam are being developed for the non-thesis students. Enrollment estimates (8 admitted per year with a maximum of 25 enrolled) are conservative and based on recruiting local students initially. The proposal was unanimously approved.

E. Membership Committee (Elaine Sanders)

Dr. Sanders referred the Graduate Council to the eight applicants for Special Membership in the Graduate Faculty (Attachment E of the Agenda). There were no applications for adjunct faculty. After noting that the Doctor rerum naturalium is a degree from a German University, the list was unanimously approved by the Graduate Council. Dr. Sanders also summarized the result of a committee discussion about the application process. Three requests will be included in information sent to the programs: 1) use the current application form, 2) the Department (not the applicant) should fill out the form, and 3) review and approve the form prior to forwarding it to the Graduate School.

As our Nominating Committee, Dr. Sanders called for nominations for Chair of the Graduate Council during the 2012 / 2013 academic year. Dr. Bilica was nominated. She was unanimously elected with applause. We will elect our Secretary and Parliamentarian at our May 1st meeting.

F. Committee on Graduate Program Evaluation (Sharon Navarro)

Dr. Sharon Navarro thanked her committee for their work on program reviews this year. Their work continues. One-year follow-ups are in progress for the PhD in Cellular & Molecular Biology, the MA in Anthropology, and the MS in Psychology. Ginger Hernandez is coordinating the graduate component of program reviews of the Communication, Economics, and Management Science & Statistics Departments.

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

Dr. Joel Saegert reported that no issues are currently assigned to his committee.

IV. Unfinished Business

None

V. New Business

Drs. Bilica and DeTurk explained that they have been discussing the comprehensive exams in their respective programs. They have also emailed GARs in the College of Education and the College of Liberal & Fine Arts for suggestions. Informal discussions (including brown bag lunches) might be held next year if people are interested.

VI. Adjournment

The meeting adjourned at 4:35.

Attachment A UTSA Graduate Certificates

Certificate Programs / Review Cycle

Certificate Program Name	College	Implementation	Review
1. GIS	COS	Fall, 2004	Fall, 2012
2. Creative Writing	COLFA	Fall, 2006	Fall, 2012
3. Security Studies	COLFA	Fall, 2007	Fall, 2013
4. Historic Preservation	COA	Fall, 2008	Fall, 2014
5. Keyboard Pedagogy	COLFA	Fall, 2008	Fall, 2014
6. Keyboard Performance	COLFA	Fall, 2008	Fall, 2014
7. Spanish Translation	COLFA	Fall, 2008	Fall, 2014
8. Urban and Regional Planning	COA	Fall, 2008	Fall, 2014
9. Higher Education Admin.	COEHD	Fall, 2009	Fall, 2015
10. Nonprofit Administration	COPP	Fall, 2009	Fall, 2015
11. Teaching English as a 2 nd Lang	COEHD	Fall, 2009	Fall, 2015
12. Bilingual Reading Specialist	COEHD	Fall, 2010	Fall, 2016
13. Tech. Entrepreneurship & Mgt.	COB	Fall, 2011	Fall, 2017
14. Business of Health	COB	Fall, 2011	Fall, 2017
15. Digital Learning & Design	COEHD	Fall, 2012	Fall, 2018

Attachment B Doctoral Decision Letters

[First Name] [Last Name]

[Address]

[City], [State] [Zip]

Dear [First Name]:

Your application and supporting documents have been carefully reviewed by the Graduate Admissions Committee. We regret to inform you that **you do not meet the requirements for admission to graduate level studies** in the [Program Type] for [Original Term Applied for]. If you desire further information about your denial to this graduate program, I encourage you to contact the Associate Dean's Office of the [College Name], [Graduate Advisor list](#). They will be able to discuss their decision with you.

If you wish to be considered for admission to a graduate program at a later time, it will be necessary to submit a new graduate application and non-refundable fee to the Graduate School.

Thank you for your interest in UTSA.

Sincerely,

The Graduate School

[Banner ID]

"...were not selected for admission in..."

Attachment C

Index	College	Department	Term	Term	2011 Representative	Substitute
1	Architecture	Architecture	Election	SEP 2011- MAY 2012	Before May Sedef Doganer	Saadet (Toker) Beeson
2	Business	Accounting	New	SEP 2012- MAY 2014	Elaine Sanders	Jennifer Yin
3		Economics	New	SEP 2012- MAY 2014	Lila Truett	
4		Entrepreneurship & Technology Management (new)	New	SEP 2012- MAY 2014	Kevin Grant	
5		Finance	2nd Year	SEP 2011- MAY 2013	John Wald	
6		Information Systems & Cyber Security	2nd Year	SEP 2011- MAY 2013	Myung Ko	
7		Management	2nd Year	SEP 2011- MAY 2013	Michael McDonald	
8		Management Science and Statistics	Election	SEP 2011- MAY 2012	Ram Tripathi	Anuradha Roy
9		Marketing	2nd Year	SEP 2011- MAY 2013	Vic Heller	Joel Saegert (retiring)
10	CoEHD	Bicultural-Bilingual Studies	New	SEP 2012- MAY 2014	Patricia Sanchez	Lucila Ek
11		Counseling	2nd Year	SEP 2011- MAY 2013	Michael Moyer	
12		Educational Leadership and Policy Studies	2nd Year	SEP 2011- MAY 2013	Gloria Crisp	
13		Educational Psychology	New	SEP 2012- MAY 2014	Billie Jo Rodriguez	
14		Health and Kinesiology	Election	SEP 2011- MAY 2012	Bill Cooke	Zenong Yin
15		Interdisciplinary Learning and Teaching	2nd Year	SEP 2011- MAY 2013	Kim Bilica	Kim Cuero
16	Engineering	Biomedical Engineering	New	SEP 2012- MAY 2014	Ender Finol	Liang Tang
17		Civil Engineering	New	SEP 2012- MAY 2014	Hatim Sharif	
18		Electrical and Computer Engineering	2nd Year	SEP 2011- MAY 2013	David Akopian	
19		Mechanical Engineering	2nd Year	SEP 2011- MAY 2013	Can Saygin	
20	CoLFA	Anthropology	New	SEP 2012- MAY 2014	Michael Cepek	
21		Art and Art History	2nd Year	SEP 2011- MAY 2013	Election delayed	
22		Communication	2nd Year	SEP 2011- MAY 2013	Sara DeTurk	
23		English	New	SEP 2012- MAY 2014	Bernadette Andrea	
24		History	2nd Year	SEP 2011- MAY 2013	Rhonda Gonzales	Catherine Nolan-Ferrell
25		Modern Languages and Literatures	2nd Year	SEP 2011- MAY 2013	Santiago Daydi-Tolson	
26		Music	New	SEP 2012- MAY 2014	Drew Stephen	
27		Political Science and Geography	2nd Year	SEP 2011- MAY 2013	Sharon Navarro	
28		Psychology	New	SEP 2012- MAY 2014	Mike Baumann	Dan Beal
29		Sociology	Election	SEP 2011- MAY 2012	Gabriel Acevedo	
30	CoPP	Criminal Justice	Election	SEP 2011- MAY 2012	Richard Hartley	
31		Demography and Organization Studies	2nd Year	SEP 2011- MAY 2013	Johnelle Sparks	
32		Public Administration	New	SEP 2012- MAY 2014	Barbara McCabe	Heywood Sanders
33		Social Work	2nd Year	SEP 2011- MAY 2013	Goutham Menon	Amy Chanmugam
34	Sciences	Biology	2nd Year	SEP 2011- MAY 2013	Garry Sunter	
35		Chemistry	2nd Year	SEP 2011- MAY 2013	Don Kurtz	Walter Ermiler
36		Computer Science	Election	SEP 2011- MAY 2012	I sent wrong email Weining Zha	Qi Tian
37		Geological Sciences	Election	SEP 2011- MAY 2012	Hongjie Xie	Lance Lambert
38		Mathematics	New	SEP 2012- MAY 2014	Cornel Pasicu	Amanda Chou
39		Physics and Astronomy	2nd Year	SEP 2011- MAY 2013	Andrey Chabanov	
40	Architecture	Student Representatives elected annually	Election	SEP 2011- MAY 2012	Rebecca Krohn	
41	Business	Student Representatives elected annually	Election	SEP 2011- MAY 2012	Jose "Jay" Vega	
42	CoEHD	Student Representatives elected annually	New	SEP 2012- MAY 2013	David Johnson	
43	Engineering	Student Representatives elected annually	New	SEP 2012- MAY 2013	James O'Grady	
44	CoLFA	Student Representatives elected annually	Election	SEP 2011- MAY 2012	Antonia Figueroa	
45	CoPP	Student Representatives elected annually	New	SEP 2012- MAY 2013	Jeffrey Howard	
46	Sciences	Student Representatives elected annually	Election	SEP 2011- MAY 2012	Vacant	