

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

December 6th, 2011

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

Present: Thankham Sunil (for Gabriel Acevedo), Mark Bayer, Kimberly Bilica, Rena Bizios, Lorenzo Brancaleon (for Andrey Chabanov), Youn-Min Chou, William Cooke, Gloria Crisp, Sara DeTurk, Sedef Doganer, Jim Dykes, Antonio Figueroa, Rhonda Gonzales, Myung Ko, Donald Kurtz, Michael McDonald, Michael Moyer, Branco Ponomariov, Patricia Quijada, Joel Saegert, Patricia Sanchez, Elaine Sanders, Johnelle Sparks, Drew Stephen, Jennifer Stone, Ram Tripathi, Lila Truett

Absent: David Akopian, Santiago Daydi-Tolson, Samer Dessouky, Rebecca Krohn, Goutham Menon, Clarissa Ozuna, Mahdy Saedy, Garry Sunter, Jay Vega, John Wald, Weining Zhang

Excused: Michael Cepek, Dorothy Flannagan, Richard Hartley, Sharon Navarro, Can Saygin, Honjie Xie

Visitors:

Monica Rodriguez, Manager of Graduate Admissions (Graduate School)
Patricia McGee, Associate Professor of Educational Psychology
Ruyan Guo, Chair Department of Electrical Engineering
Hai-Chao Han, Professor Mechanical Engineering
Sandy Norman, Chair Department of Mathematics
Daniel Sass, Assistant Professor of Educational Psychology
Diane Walz, Associate Dean of Graduate Studies College of Business
Raydel Tullous, Chair Department of Management Science and Statistics
Emily Bonner, Assistant Professor Interdisciplinary Learning & Teaching

I. Call to order and taking of attendance.

Dr. Kim Bilica called the December 6, 2011 meeting of the Graduate Council to order at 3:36 pm.

Dr. Bilica introduced our nine visitors by the relevant Agenda item: Graduate enrollments and applications (Monica Rodriguez), Digital Learning Design Certificate (Dr. Patricia McGee), Follow-Up for PhD in Electrical Engineering (Drs. Ruyan Guo and Hai-Chao Han), Follow-Up for MS in Mathematics (Dr. Sandy Norman), Follow-Up for MS in Statistics (Drs. Daniel Sass, Diane Walz, and Raydel Tullous), and Program Evaluation for MS in Computer Engineering (Dr. Emily Bonner; Dr. Mark Blizzard (listed in the Agenda) was unable to attend). 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 November 1, 2011 meeting were approved, but the Secretary needed to correct the pagination.

III. Reports

A. Council Chair (Kim Bilica)

Given the number of presentations on the Agenda, Dr. Bilica gave no formal report. She thanked Dean Flannagan and the Graduate School for providing the refreshments to be enjoyed by the Graduate Council and our visitors.

B. Dean of Graduate School (Dorothy Flannagan)

Dean Dorothy Flannagan was unable to attend, but Dr. Bilica introduced Monica Rodriguez (Manager of Graduate Admissions in the Graduate School) who gave a PowerPoint presentation of Master and Doctoral applications and enrollments. First she provided the Graduate School website and the email addresses for graduate admissions and recruitment:

<http://www.graduateschool.utsa.edu/graduateadmissions@utsa.edu>
graduateadmissions@utsa.edu
graduatestudies@utsa.edu

She noted that Doctoral applications must be submitted prior to February 1st (some programs have earlier deadlines). To date, 155 Doctoral applications have been received for Fall 2012 (almost a 14% increase compared to 136 total for Fall 2011). Almost 65% of them are domestic applications. Compared to Spring 2011, applications are up over 13% and admissions are up almost 5%. As of December 6th, overall graduate enrollments are currently down about 18%; but that will change. Of the 447 students admitted and not currently enrolled, 47% are international (eligible after the OIP Orientation on January 9th) and 29% have a hold due to a required meningitis immunization. As of today, total enrollments are almost even with final Spring 2011 enrollments (Doctoral enrollments are lower and Masters enrollments are slightly above). Emails and phone call are being made and live chats are being hosted. She also noted that the required activation of the myUTSA ID, the new rule on meningitis immunization, and the revised GRE may have slowed down the enrollment process. In response to a question by Dr. Sara DeTurk, Monica Rodriguez explained that the old GRE scores ranged from 200- 800 in increments of 10; while the new GRE scores range from 130- 170 in 1 point increments.

C. Secretary (Jim Dykes)

Dr. Jim Dykes reported that there were no changes in the Graduate Council membership: we still need a faculty representative for the Department of Art & Art History and a student representative for the College of Sciences. As shown in Attachment A of the Agenda, he noted that we still need a member of the College of Architecture to serve on our Academic & Policy Requirements Committee. He thanked Dr. Elaine Sanders for recruiting Drs. Keith Fairchild and Daniel Sass to complete the membership on our Graduate Program Evaluation Committee. Dr. Bilica asked for additional volunteers to serve on our Graduate Program Evaluation Committee given the three MS and three certificate proposals in the pipeline. She asked volunteers to contact Drs. Dykes or Sanders.

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

Dr. Can Saygin was in Washington DC, but Dr. Michael Moyer (a member of our Graduate Program and Courses Committee) gave a Power Point presentation on the

proposed Certificate in Digital Learning Design (Attachment B of the Agenda). He explained that the digital learning objectives included utilizing an instructional design model, utilizing learning theory, linking instructional strategies to learning outcomes, and analyzing learner needs, preferences, & requirements. He noted the certificate's uniqueness in terms of combining expertise in business and digital technology with theoretical principles and also noted its alignment with professional design standards. He highlighted the combination of faculty and courses in Educational Psychology and Interdisciplinary Learning and Teaching. No new faculty are required, all courses are currently being taught, and no additional funding is necessary. In addition to academic requirements, a demonstration of skills with digital technology and either work or academic experience is required. Dr. Rena Bizios asked about projected enrollments. Dr. Moyer explained that, including both newly admitted students and currently enrolled MA in Education students, projected enrollments should start at about 20 students and increase to 40 students by the 5th year. Dr. DeTurk asked about student demand and Dr. Patricia McGee explained that students have been surveyed for the last three years. The Certificate in Digital Learning Design requires 15 student credit hours of course work. The review process remains within UTSA for any certificate proposals that require no more than 15 hours. The Graduate Council unanimously approved the Certificate in Digital Learning Design.

E. Membership Committee (Elaine Sanders)

Dr. Sanders presented the list of eight applicants for Special Membership in the Graduate Faculty (Attachment C of the Agenda). There were no applications for Adjoint faculty. On the committee, six members unanimously approved the Special Member applicants for serving on thesis and dissertation committees. Dr. Sanders recommended the list. The Graduate Council unanimously approved the list.

F. Committee on Graduate Program Evaluation (Sharon Navarro)

Dr. Bilica reminded us that the one-year, administrative follow-up reports do not require approval by the Graduate Council, but that Dean Flannagan seeks our comments so that she can include them in her review.

Dr. Hai-Chao Han presented the administrative follow-up report of the PhD in Electrical Engineering (Attachment D of the Agenda). He summarized the five recommendations of the site visit and noted that four of the five recommendations have been completed in the last year. He also noted that progress has been made in terms of the other recommendation: that future hiring be directed toward increasing research funding and developing interdisciplinary areas. Due to a prior commitment, Dr. Ruyan Guo arrived shortly after the discussion. After the meeting, she explained to Drs. Bilica and Dykes that the Department has hired two new Assistant Professors: Drs. Ram Krishnan (cyber and network security) and Shuo Wang (power electronics and power systems). Their hires have been coupled with the interdisciplinary MS in Advanced Materials Engineering and a proposed MS in Energy Systems.

Dr. Branco Ponomariov presented the follow-up report of the MS in Mathematics (Attachment E of the Agenda). He summarized that five of the nine recommendations had been addressed completely and that substantial progress had been made on the other four. The number of students in the mathematics concentration is slowly increasing, but more faculty are needed to help move toward Tier One status. The admission process is being assessed to maintain and improve student preparation. More faculty are needed to

improve the teaching load. An increase in faculty and students would improve the rotation of courses offered. In response to a question by Dr. Bizios, Dr. Sandy Norman explained that more consolidated space would become available in the Summer. Both agreed that the additional space would really help.

Dr. Daniel Sass presented the follow-up report of the MS in Statistics (Attachment F of the Agenda). He noted that three of the five recommendations had been met: the amount and number of student stipends have increased; students are now able to find internships; and the faculty submitted five grant proposals in the Fall. The other two areas are improving. The Department is working with the Dean to hire two new faculty members. Additional faculty would enable the Department to further expand its set of graduate service courses designed for graduate students in other departments.

Dr. Mark Blizard was unable to attend, so Dr. Emily Bonner presented the external review of the MS in Computer Engineering (Attachment G of the Agenda). The outside reviewers (Drs. José Fortes and David Lilja) remarked on the high quality of the students, high quality of the faculty, high morale, and excellent facilities. Two of the six recommendations focused on hiring new faculty and leadership from the person selected in the search for a Chair. Two other recommendations focused on leveraging the teaching resources in Computer Science by broadening the curriculum and on leveraging local resources outside UTSA (e.g.; USAA, SWRI, and UTHSCSA) through teaching and research collaboration. The last two recommendations focused on increased publicity about faculty & student successes and outside internships & funding opportunities. No questions were asked about the program.

Two general issues about program evaluation were raised. First, Dr. Johnelle Sparks noted that the external reviewers of many programs stress the importance of internships and recommend making them more accessible. In order to streamline the process, she asked about setting up memoranda of understanding that could be shared across departments. Dr. DeTurk asked about coordinating internships at the College level rather than at the Department. Dr. Ram Tripathi explained that the College of Business has such a coordinator and that coordination at the College level has really helped. Dr. Bilica asked that the discussion and coordination in the College of Business be explicitly reported in the Minutes. Second, Dr. Bilica recommended that program evaluation reports explicitly describe the size of the program in terms of the number of faculty and students.

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

Dr. Joel Saegert reported that there are no current issues before his committee.

IV. Unfinished Business

Due to the number of reviews this Spring, Dr. Bilica asked for people to volunteer to serve on our Committee on Graduate Program Evaluations. Volunteers can contact Dr. Dykes after the meeting or by email.

V. New Business

Dr. Bizios wished everyone a happy holiday and intersession break.

VI. Adjournment

The meeting adjourned at 4:41.