

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

December 4, 2012

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

Present:

Leanne Alarid, Mike Baumann, Onur Bayar, Kimberly Bilica, Edward Burian, Michael Cepek, Alberto Cordova, Santiago Daydi-Tolson, Sara DeTurk, Ender Finol, Kevin Grant, Jeff Halley, Anne Hardgrove, Judy Haschenburger, Vic Heller, Jeffrey Howard, Myung Ko, Donald Kurtz, Goutham Menon, Thomas Moore, Michael Moyer, Sharon Navarro, James O'Grady, Cornel Pasnicu, Billie Jo Rodriguez, Mariela Rodriguez, Elaine Sanders, Johnelle Sparks, Drew Stephen, Ram Tripathi, Lila Truett

Absent:

Yolanda Allen, Bernadette Andrea, Richard Armendariz, Andrey Chabanov, Mark Garza, Artyom Grigoryan, Barbara McCabe, Hatim Sharif, Garry Sunter, Weining Zhang

Excused:

Dorothy Flannagan, David Johnson, Michael McDonald, Patricia Sanchez, Can Saygin,

Visitors:

Terri Earnest, Lisa Palacios, John Shaffer

I. Call to order and taking of attendance.

Dr. Kim Bilica called the December 4, 2012 meeting of the Graduate Council to order at 3:35 p.m. She noted that we had three visitors: Lisa Palacios and John Schaffer from the Office of Graduate Studies, and Dr. Terri Earnest from the Department of Sociology. Dr. Bilica called for a motion to suspend the bylaws and allow these individuals to participate in the meeting. The motion was made by Dr. Jeffrey Howard and seconded by Dr. Leanne Alarid. Motion passed.

II. Approval of Minutes (Kim Bilica)

One change was made to the minutes to add an attending member's name. The revised minutes of the November 6, 2012 meeting were approved by a vote of the council as presented.

III. Reports

A. Council Chair (Kim Bilica)

Dr. Bilica had no report but reminded the Council that there will be some changes to the schedule of meetings for the Spring 2013 semester. Spring 2013 meetings will be held as follows:

- February 5, 2013 Harris Room, UC 2.2.12 3:30 – 5:00 p.m.
- March 19, 2013 University Room BB 2.06.04 3:30 – 5:00 p.m.
- April 2, 2013 University Room BB 2.06.04 3:30 – 5:00 p.m.
- May 7, 2013 University Room BB 2.06.04 3:30 – 5:00 p.m.

B. Dean of the Graduate School (Dorothy Flannagan)

Dr. Flannagan had no report, but two members of her staff gave presentations on relevant graduate program issues.

John Schaffer, Assistant Director for Graduate Student Success discussed three new financial awards and three existing financial awards for graduate students.

1. Effective Fall 2012, the Office of Graduate Programs is providing professional development travel awards for master's and doctoral students presenting their research at scholarly conferences. The maximum award is \$400. The Office of Graduate Programs website contains the information on qualifying and applying for these awards.
2. Beginning Spring 2013, the Office of Graduate Programs will be providing five \$1,000 competitive awards for graduate student research. These are new awards and the process is being developed. The Office of Graduate Programs website has information to date on these awards. The awards will be based on a 250-word summary of the student's research productivity. Dr. Johnelle Sparks asked for more information on the research that will be acceptable for the award and stressed the importance of completed research. Dr. Sara deTurk suggested a corpus of work as also acceptable. Dr. Jeffrey Howard asked about the availability of this award to students who will be graduating in Spring 2013. Mr. Schaffer responded that the award is for the current semester and that he will carry the research suggestions back to Dr. Flannagan. Dr. Alberto Cordova asked about the structure of the committee. Mr. Schaffer responded that the committee structure has not been established at this time. Dr. Sara deTurk asked that Graduate Council members receive an e-mail with that information when it is available.

3. Beginning Spring 2013, the Office of Graduate Programs will be providing five \$1,000 competitive awards for graduate student teaching. Students serving as a TA1, TA2, or Assistant Instructor may qualify for this award. Information on qualifications and the application process is available on the Office of Graduate Programs website. The award will be given for the past three semesters' teaching, not for the current semester. The committee will consist of Mr. John Schaffer, Dr. Barbara Millis, and two or three other members appointed by Dr. Dorothy Flannagan. Dr. Johnelle Sparks noted that some departments do not use students for teaching, so those departments will not participate in the teaching scholarship process. Mr. Drew Stephen noted that the Department of Music does not have students conducting research, so their department will be excluded from consideration for the research awards.

Mr. Schaffer concluded his presentation by discussing three existing awards for graduate students: The Graduate School Diversity Recruitment Fellowship, the Rita & Michael Feldon Doctoral Scholarship, and the Presidential Dissertation Fellowship. Dr. Johnelle Sparks noted that the Graduate School Diversity Recruitment Fellowships are a strong recruiting tool but need to be available on a timeline that parallels the application process. She suggested moving the application process as close to February 1 as possible.

Ms. Lisa Palacios, Director of Graduate Recruiting, then provided a presentation on graduate recruiting. She provided a handout on graduate recruiting as part of the agenda. Ms. Palacios emphasized the importance of faculty in the recruiting process. She asked faculty to talk about graduate programs at UTSA when at professional conferences or career fairs, with current and past students, and with colleagues at other universities. She noted that the Office of Graduate Programs receives the McNair list, GRE lists from the region, Council of Undergraduate Researchers lists, and Texas Public Universities lists for schools where we recruit. She also emphasized that the office is willing to add the names of students you provide to their lists and to share the lists with faculty and recruiters.

Ms. Palacio then discussed some of the processes the Office of Graduate Programs uses to reach out to prospective students. Freee GRE/GMAT

practice exams, along with strategy sessions are held every month. Information sessions, tours and general outreach are provided at both the 1604 and downtown campuses.

Ms. Palacios offered help with communications materials, lists of area prospects, financial aid for recruiting, and access to Go-To-Meeting for general sessions by the Office of Graduate Programs. She discussed the website for Graduate Programs but emphasized the personal contact is a very important part of recruiting. She suggested encouraging prospects to visit campus and following-up with prospects. Dr. Sara deTurk asked about contact information for the representative at the downtown campus for potential tours. Ms. Palacios informed the group the Ms. Darcy Wolfgang is the contact at the downtown campus. Dr. Edward Burian asked if we should send the names of potential students to the program GARS. The GARS or Office of Graduate Programs is acceptable. Another question was asked about helping candidates find parking on-campus. Ms. Palacios advised contacting the Office of Graduate Programs for help with parking.

C. Secretary (Elaine Sanders)

Dr. Elaine Sanders presented the membership to date. There are no new updates and all of the departments have representatives. Dr. Sanders then thanked Dr. Edward Burian for working with the Department of Architecture to fill two committee seats. Mr. Ian Cane is the new member of the Academic Policies and Requirements Committee. Ms. Angela Lombard is the new member of the Membership Committee. Dr. Sanders noted that two committee positions remain unfilled. The Graduate Program Evaluation Committee needs a representative from the College of Education and Human Development, and the Membership Committee needs one at-large member.

Dr. Sanders reminded the Council that departments with second-year members will need to elect a new Graduate Council member or re-elect the current member during the Spring 2013 semester. She informed the membership that letters will be sent to all department chairs thanking them for the contributions of the current members (whether first-year or second-year) and calling for elections if the current representatives are second years.

D. Committee on Graduate Programs and Courses (Michael Moyer)

No report

E. Membership Committee

Dr. Mariela Rodriguez directed the membership to Attachment D of the agenda to review the candidates for special membership and reported that all of the special membership applications had been approved by the committee. A question was raised about appropriateness of approving the applicant with only a Bachelor's degree in Engineering. Dr. Rodriguez noted that this individual has a specialization in artic ice from Cornel and numerous awards and recognitions to support his candidacy. Further, he was approved by a vote of the engineering faculty. A motion was made to approve the special membership list as presented. The motion passed

F. Committee on Graduate Program Evaluation (Sharon Navarro)

Dr. Sharon Navarro noted that graduate program evaluations would be presented at the meeting for the M.A. in Psychology and the M.A. in Sociology. Dr. Kim Bilica reminded the membership that these reports are of the most recent evaluations by external reviewers. This is the point where we, Grad Council, can provide feedback to the evaluation process. Dr. Navarro presented the external reviewers comments through a PowerPoint presentation. The two major areas of concern were that students do not have funding for their entire program and that students have too many demands on their time to finish in a timely manner, which leads to additional debt.

Dr. Mike Baumann provided feedback on behalf of the Department of Psychology. He noted that students do have funding for entire program. Further, he noted that the research and teaching issues noted by the reviewers had been addressed in documentation submitted to the Coordinating Board, but the reviewers may not have noticed. Dr. Baumann noted that the doctoral program is a post-masters doctorate. Dr. Baumann was very interested in feedback on one particular point of the reviewer's comments, in that they suggested that the students were too busy but should be given more responsibility for mentoring undergraduate students. Dr. James O'Grady asked if mentoring is part of a paid position. Dr. Baumann replied that it is not.

Dr. Johnelle Sparks stated that the time-to-degree problem is an important one for the university to address, not just in the Psychology program, but in other programs as well. She noted that all UTSA doctoral degree programs require 60 hours of coursework for completion. For students to finish this courseload, they must take nine hours of course credits every summer. This is inconsistent with other doctoral programs in UT System and places us at a disadvantage. Dr. Baumann did not disagree with Dr. Sparks' points. He said that the students in Psychology usually take three

credit hours during the summer because they continue to take coursework after beginning work on their dissertation.

Dr. Baumann noted that there seems to be some confusion in the overall evaluation process. The MS program had been evaluated one and one-half years earlier, and the expectation was that this program would be grandfathered in. The doctoral program had only just launched, and there was nothing to evaluate at that time. Dr. Baumann and the doctoral advisor were informed they would meet with the reviewers about these programs late in the process. They did so using the information from existing reports and data. Further, he suggested that some of the comments might have been related to undergraduate programs instead of graduate programs.

Dr. Edward Burian asked about the job placement rate and suggested comparisons between disciplines at UTSA or among other programs might help the membership understand the program. He noted that the level of placement seemed high. Dr. Baumann replied that both the department and the reviewers saw job placement as high. The department tracks placement through exit questionnaires.

Dr. Navarro said the committee felt the overall information provided in the reviewers' evaluation was thin. Dr. Bilica asked if the council would like to send comments to the evaluation committee. Dr. Sara deTurk suggested we mention the workload discrepancy in the recommendations. Dr. Johnelle Sparks suggested a statement that the Graduate Council as a whole feels these issues should be addressed.

Dr. Bilica noted that this is not the final report, so a vote is not required. Dr. Burian suggested that comparative information would be more useful in formulating comments. Ms. Ginger Hernandez noted that the members of the review committee have access to all of the information included in the review. Dr. Navarro noted that the committee's analysis is based on the final report. Dr. Bilica noted that this is part of the new evaluation process, and we are continuing to find our way. She reported that Dr. Steve Wilkerson, in the Office of Accountability and Information Effectiveness, is the point person on the evaluations and suggested that we might consider having him present the process to Graduate Council.

Dr. Vic Heller presented the review of the Sociology program. Dr. Terri Earnest is the Sociology representative. Dr. Heller highlighted some concerns from the committee about sufficient coursework for a proposed doctorate in Sociology. Dr. Jeffrey Halley, Sociology representative to Graduate Council, noted that the program is being reviewed, that this is a good review, and there are some good suggestions. Dr. Johnelle Sparks noted that collaborative work between programs, as suggested by the evaluators, is good and gives more opportunities for students.

G. Committee on Academic Policy and Requirements (Sara DeTurk)

No report.

V. Unfinished Business

None

VI. Adjournment

The council voted to adjourn at 5:39 p.m.