

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

**February 7<sup>th</sup>, 2012**

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

**Present:** Gabriel Acevedo, Kimberly Bilica, Rena Bizios, Youn-Min Chou, William Cooke, Gloria Crisp, Samer Dessouky, Sara DeTurk, Jim Dykes, Dorothy Flannagan, Rhonda Gonzales, Richard Hartley, Myung Ko, Rebecca Krohn, Michael McDonald, Sharon Navarro, Branco Ponomariov, Patricia Quijada, Joel Saegert, Patricia Sanchez, Elaine Sanders, Johnelle Sparks, Drew Stephen, Jennifer Stone, Garry Sunter, Ram Tripathi, John Wald

**Absent:** David Akopian, Santiago Daydi-Tolson, Antonio Figueroa, Donald Kurtz, Goutham Menon, Michael Moyer, Clarissa Ozuna, Mahdy Saedy, Jay Vega, Weining Zhang

**Excused:** Mark Bayer, Lorenzo Brancaleon (for Andrey Chabanov), Sedef Doganer, Can Saygin, Lila Truett, Honjie Xie, Jason Yaeger (for Michael Cepek)

**Visitors:** None

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

Dr. Kim Bilica called the February 7, 2012 meeting of the Graduate Council to order at 3:31 pm. She noted that we had no visitors.

**II. Approval of Minutes (Kim Bilica)**

The Minutes of the December 6, 2011 meeting needed to be modified. On page 3417, the Secretary needed to report that Dr. DeTurk asked about student demand and Dr. McGee explained about the survey of student interest for the Certificate in Digital Learning Design. With the modification, the Minutes were approved.

**III. Reports**

**A. Council Chair (Kim Bilica)**

Dr. Bilica reminded the Graduate Council that the UT System Board of Regents will meet Thursday and Friday (February 8<sup>th</sup> and 9<sup>th</sup>) in MB 3.106. She encouraged faculty to attend the open sessions. A student resolution was presented at the Executive Meeting of the Faculty Senate that asks that the default printing mode will be double-sided to save paper. The resolution will be considered by the Faculty Senate.

Dr. Bilica gave a Power Point presentation of preliminary results of teaching surveys that were presented at the January Faculty Senate meeting. Ginger Hernandez will make the slides available online. The ad hoc committee compared the results of the IDEA paper surveys from Fall 2005 to Spring 2010 with the online survey data from Fall 2010 and Spring 2011. Dr. Bilica shared some highlights. The online instructor ratings were lower than for the in-class ratings, but improved in Spring 2011. Course ratings for the two methods were approximately equal overall, but differed across Colleges. She specifically noted that instructor ratings were positively correlated with response rates. She also noted that the smaller class sizes for graduate courses may have an impact on

instructor and course ratings. She and Dr. Johnelle Sparks referred the Graduate Council to the detailed discussion posted on the Faculty Senate website.

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

Dean Dorothy Flannagan had prepared a Power Point presentation on graduate enrollments for the Chairs Council. She shared that presentation with the Graduate Council. Right now the information is University-wide, but College-specific information will be available. There has been a 59% increase in Doctoral applications across the last five years, largely due to an increase in the number of programs. Applications will continue to rise with the coming deadlines for Electrical Engineering and the just approved PhD in Psychology (April deadline). Master's applications have risen 42% over five years and are higher this year after being flat for three years. Doctoral enrollments have increased 60% over the last five years, again largely due to the increase in new programs. While there are not many new Master's programs, growth has remained steady (23%). She noted that one initiative focused on increasing the number of qualified UTSA alumni interested in graduate programs. There has been a 32% increase in the number of undergraduate UTSA alumni that have entered one of our Master's programs and Master's alumni that have entered one of our Doctoral programs. Across five years, the number of minority Doctoral students has increased 62% and 20% for Master's students. That is in line with the overall increase in enrollments.

Dean Flannagan reviewed two Graduate School recruiting initiatives: the yield rate (the percentage of graduate students enrolled after being admitted) and the percentage of graduate enrollments compared to total enrollments. The yield rate has remained steady at about 65%. The original goal was to reach graduate enrollments of 15% of total enrollments (an increase from 12% at the time). That goal was met early in spite of increased undergraduate enrollments. Consequently the bar was raised to 17%. That goal is projected to be met by 2016, assuming total enrollment is 35,000. This is due to addition of new programs, yield rates, and retention rates.

Dean Flannagan also reviewed graduation and retention rates. There has been a 44% increase in Doctoral degrees awarded rates over five years and a 10.7% increase in Master's degrees awarded. Retention rates and time to degree have remained stable at both the Master's and Doctoral levels. She reported that the Graduate School is supporting the Chancellor's Framework:

1) Assure high performance PhD programs. This initiative will probably include Master's programs in the future. In order to strengthen the review of Doctoral programs, external reviewers will be required and they will be given a standardized list of items to be addressed. We already do this and even have the one-year follow-up meetings. The Deans and Provost are now very involved, so no additional action is currently needed.

2) Mentor and advise PhD students. Advising will focus on shortening time to degree and on career advising. The University must document this advising. Especially in terms of career advising, domain-specific advising is mainly done at the program level. It is quite different from the University-wide career advising for undergraduates. In order to provide documentation, each College will need to develop a seminar or workshop on career advising or allow the Graduate School to provide one. Advising to shorten time to degree is related to the next initiative.

3) Incentivize shortened time to complete PhD. Each program will prepare a written set of requirements with a general timeline (e.g.; choosing an advisor and passing qualifying exam). This will be an agreement between the student and the Department

that includes incentives, deadlines, and consequences. Each student will be given annual feedback (written assessment to be signed by the student). Part of the program's annual Doctoral progress report will contain progress toward degree by the timeline. A general template will be modified by each Institution and it can be modified in turn by each program. These agreements are required this year. In response to questions by Drs. Sparks and Rena Bizios, Dean Flannagan explained that programs can continue to use their current agreements and can add very discipline-specific requirements (e.g. peer-reviewed articles). Others (including Drs. Gabriel Acevedo, Sara DeTurk, and Branco Ponomariov) joined the discussion. Overall the UT System is good on time to complete the PhD compared to national averages. Often the UT System uses Austin as the model, but it is clear that institutions like UTSA differ in terms of percentage of part-time students, percentage of minority students, newness of the programs, and inclusion of internships. The UT System is knowledgeable of those differences and it is clear that we need to maintain quality while helping the students shorten time to graduation.

Dean Flannagan noted that the PhD in Psychology program was approved for Fall 2012 implementation. It is our 24<sup>th</sup> Doctoral program and was the last in queue at the Texas Higher Education Coordinating Board. Every quarter, the THECB sends out changes. While not yet adopted, there is a proposed change in the definition of low-producing programs: less than X students graduating across five years. For Bachelor's programs, the proposal is to increase graduates from a 5 per year average (25 total across five years) to 8 per year (40 total). For Master's programs, the proposal is to increase graduates from a 3 per year average (15 total across five years) to 5 per year (25 total). For Doctoral programs, the proposal is to increase graduates from a 2 per year average (10 total across five years) to 3 per year (15 total). In response to a question by Dr. John Wald, Dean Flannagan noted that; while each of the programs in the College of Business is considered separately, the THECB approved them together. She anticipates that UTSA will need to file an exception every five years based on that initial approval. In response to a question by Dr. DeTurk, Dean Flannagan thinks that undergraduate enrollments may increase more gradually in the future with changes in admission standards and a reduction in the CAP program.

### **C. Secretary (Jim Dykes)**

Dr. Jim Dykes presented the list of Graduate Council representatives (Attachment A of the Agenda). There are currently 38 faculty representatives (1 for each Department with a graduate program). There are 19 representatives who are finishing their first year of their two-year term. They will continue as the representative next year. The other 19 Departments will be asked prior to March 1<sup>st</sup> to hold elections for representatives to serve from September 2012- May 2014. The same representative may be elected to serve again. The new Department of Entrepreneurship and Technology Management (housing the MS in Management of Technology program in the College of Business) will also be asked to hold an election for our 39<sup>th</sup> faculty representative. Ginger Hernandez will coordinate the election of student representatives (one per College) who serve one-year terms. At our March 6<sup>th</sup> meeting, Dr. Bilica will appoint our nominating committee. At our April 3<sup>rd</sup> meeting, the Secretary will report the results of the elections for representatives and we will elect our Chair for the 2012 / 2013 academic year. The Faculty Senate will review our choice of Chair at its April 12<sup>th</sup> meeting. We will elect our Secretary and Parliamentarian at our May 1<sup>st</sup> meeting.

Dr. Dykes thanked Dr. Elaine Sanders (our nominating committee). He also thanked Drs. Rhonda Gonzales and Bill Cooke for volunteering to serve as extra members on our hard-working Graduate Program Evaluation Committee.

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

No report

**E. Membership Committee (Elaine Sanders)**

Dr. Sanders presented the list of 18 applicants for Special Membership in the Graduate Faculty and the one applicant for Adjoint Faculty (Attachment B of the Agenda). All applications were recommended by the committee and the list was unanimously approved by the Graduate Council.

**F. Committee on Graduate Program Evaluation (Sharon Navarro)**

No report

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

No report

**IV. Unfinished Business**

None

**V. New Business**

None

**VI. Adjournment**

The meeting adjourned at 4:28.