

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

February 5, 2013

**Harris Room
UC 2.212
3:30-5:00 p.m.**

Present:

Leanne Alarid, Yolanda Allen, Richard Armendariz, Mike Baumann, Kimberly Bilica, Michael Cepek, Alberto Cordova, Sara DeTurk, Ender Finol, Dorothy Flannagan, Kevin Grant, Artyom Grigoryan, Anne Hardgrove, Vic Heller, David Johnson, Myung Ko, Michael McDonald, James O'Grady, Cornel Pasnicu, Billie Jo Rodriguez, Mariela Rodriguez, Patricia Sanchez, Elaine Sanders, Can Saygin, Johnelle Sparks, Garry Sunter, Ram Tripathi, Lila Truett; Weining Zhang

Absent:

Onur Bayar, Edward Burian, Santiago Daydi-Tolson, Mark Garza, Donald Kurtz, Goutham Menon, Barbara McCabe, Michael Moyer, Hatim Sharif,

Excused:

Bernadette Andrea, Andrey Chabanov, Jeff Halley, Jeffrey Howard, Thomas Moore, Sharon Navarro, Drew Stephen, Hongjie Xie

Visitors:

James Calder, Mansour El-Kikhia, Keith Fairchild, Yongli Gao (sub for Hongjie Xie), Monica Rodriguez

I. Call to order and taking of attendance.

- Dr. Bilica called the February 5, 2013 meeting of the Graduate Council to order at 3:30 p.m.

II. Approval of Minutes (Kim Bilica)

- The Minutes of the December 4, 2012 meeting were opened for discussion.
 - Dr. Sanders noted that corrections to the minutes had been received from Dr. Baumann. A handout was provided with the old text and the revised text of the minutes. She asked for other corrections.
 - Dr. Sparks noted that Jeff Howard is a student and not a faculty member.

- Dr. Pasnicu was the speaker in the discussion of non-doctoral faculty receiving special memberships on page 5 of the minutes.
- Dr. Sparks moved for approval of the minutes as amended.
- Dr. DeTurk seconded the motion
- The minutes were approved as amended.

III. Reports

A. Council Chair (Kim Bilica)

- Dr. Bilica introduced the visitors listed above.
 - Dr. DeTurk moved to allow the visitors to participate in the meeting.
 - Dr. Sparks seconded the motion.
 - Motion approved.
- Dr. Bilica noted that the next meeting is March 19, 2013.
- Dr. Bilica reminded the Council that elections are held during the Spring semester and encouraged members to either self-nominate or nominate another member to hold a position for the 2013-2014 academic year.

B. Dean of the Graduate School (Dorothy Flannagan)

- No report from Dr. Flannagan.
- Monica Rodriguez from the Graduate School presented an update on graduate programs.
 - Letters mailed to students (doctoral and masters) who were not accepted into the program.

A discussion ensued about the last two sentences of the letter where students are directed to an associate dean or graduate advisor of record for more information on why that student was not accepted into the program. Dr. Hardgrove moved to remove the last two sentences from both doctoral and masters' letters in reference to contacting graduate advisors of record. Dr. Zhang seconded the motion. Motion passed.

A request was made to ensure the dates on the letters are correct to reduce student issues related to the semester of application.

A request was made to enter the word "program" in the prior sentence.

- Letters mailed to students (doctoral and masters) who were accepted into the program.

A request was made to take out the "to arrange a meeting" portion of the letter. Both the graduate school and departments

send letters, and the students have the information without a formal meeting. Dr. Baumann moved to strike the last sentence of the first paragraph and insert language similar to “You may contact the department and/or your department graduate advisor for more information.” Dr. Sparks seconded the motion. A discussion ensued about providing the contact information for the department and/or the graduate advisor of record. The motion passed.

A request was made to remove the I-20 disclosure for domestic students.

- Minority recruitment scholarships
- Update on progress in meeting initiatives for Chancellor’s Framework
- Enrollment update

B. Secretary (Elaine Sanders)

- Update on Graduate Council members: Dr. Hashenberger is on faculty development leave. Dr. Hongjie Xie will take his place for the spring semester.
- Update on Committee memberships: Dr. Cordova will fill the COEHD vacancy on the Program Evaluation Committee.
- Call for nominations for the position of chair, secretary, and parliamentarian at the March meeting.

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

- No report from Dr. Moyer. Dr. Bilica noted that the Graduate Catalogue revision will be next year.

E. Membership Committee (Mariela Rodriguez)

- Dr. Rodriguez presented the special membership applications and noted that all had received a majority approval by the committee.
 - There were twelve special membership applications and one adjoint membership application.
 - The committee’s recommendation serves as a motion to approve.
 - Dr. Hardgrove seconded the motion.
 - Motion passed.

F. Committee on Graduate Program Evaluation (Sharon Navarro)

- Dr. Fairchild presented a review of the M.A. Political Science Program. He noted that the comments were critical of both the existing programs and proposed programs and included issues related to resources and the organization of the program.

- Dr. Calder and Dr. El-Kikhia addressed the issues raised by the review committee. Dr. El-Kikhia noted that many of the factors are beyond the control of the department and some information in the review was incorrect. Dr. Calder noted that he has been the GAR since 2010. During that time, he has worked on reversing past trends and improving the program. One example is the tightening of admission criteria and improving the recruitment effort. The program now has a thesis path and a non-thesis path. Students are reviewed, evaluated and counseled at 18 hours.
- A discussion ensued about the option to rebut the review and the department's role, if any, in how reviewers are selected, as all departments will go through this process. Dr. Bilica noted that there are a number of venues for expressing opinions before the report moves forward to the Coordinating Board. She also mentioned that Institutional Review now handles the departmental reviews. Dr. Calder suggested reviewing the methodology to be used by the evaluators before entering into the review. Other suggestions from the Council included providing only a short list of external reviewers, finding ways to limit misunderstandings between faculty and reviewers, an exit interview with the department chair (no longer part of the process), active participation by the department in preparing for the review, encouraging more participation in the self-evaluation process, and looking closely at the process in order to maximize our input to the evaluation committee. There are no standardized forms for the reviews.
- Dr. Flannagan will follow-up on the concerns of the Council about the evaluation process with Dr. Wilkerson in Institutional Review.

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

- Dr. DeTurk presented the outcome of her committee's deliberations on the composition of doctoral dissertation committees.
- The new proposed language to be added to the graduate catalogue is, "A majority of the dissertation committee must consist of regular or adjunct faculty in the student's program."
- The committee's recommendation serves as a motion.
- Dr. Rodriguez seconded the motion.
- The motion passed.

V. Unfinished Business

None

VI. Adjournment

The council voted to adjourn at 5:10 p.m.