

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

March 19, 2013

**University Room
BB 2.06.04
3:30-5:00 p.m.**

Present:

Yolanda Allen, Bernadette Andrea, Mike Baumann, Onur Bayar, Kimberly Bilica, Edward Burian, Michael Cepek, Alberto Cordova, Santiago Daydi-Tolson, Sara DeTurk, Ender Finol, Dorothy Flannagan, Mark Garza, Kevin Grant, Jeff Halley, Anne Hardgrove, Vic Heller, Myung Ko, Michael McDonald, Thomas Moore, Michael Moyer, James O'Grady, Cornel Pasnicu, Billie Jo Rodriguez, Mariela Rodriguez, Patricia Sanchez, Elaine Sanders, Hatim Sharif, Drew Stephen, Ram Tripathi, Lila Truett, Hongjie Xie, Weining Zhang

Absent:

Richard Armendariz, Artyom Grigoryan, Jeffrey Howard, David Johnson, Donald Kurtz, Barbara McCabe, Goutham Menon, Garry Sunter,

Excused:

Leanne Alarid, Andrey Chabanov, Sharon Navarro, Can Saygin, Johnelle Sparks,

Visitors:

Kim Kline

I. Call to order and taking of attendance.

- Dr. Kim Bilica called the March 19, 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. Bilica noted that the minutes were presented in a more condensed form.
 - Dr. Weining Zhang moved to approve the minutes as written.
 - Dr. Michael McDonald seconded the motion.
 - The minutes were approved as written.

III. Reports

A. Council Chair (Kim Bilica)

- Dr. Bilica introduced Dr. Kim Kline.
 - Dr. Sara DeTurk moved to suspend the by-laws and allow the Dr. Kline to participate in the meeting.
 - Jeff Halley seconded the motion.
 - Motion approved.
- Dr. Kline presented a review the procedures for reviewing graduate programs. The Office for the Vice Provost for Assessment and Institutional Review provides packets containing the information needed for the review process. She also talked about the resources available in that office for providing the data needed for the review. Issues raised by the graduate faculty included
 - Mistakes in data obtained from analysts in The Office of the Vice Provost for Assessment and Institutional Review
 - Incorrect data and incorrect formats, rather than streamlined reports
 - Timeline for getting data ready
 - Timeline for requesting data has been extended
 - Timeline for providing feedback into the review process
 - Tracking student publications must be done by the program
 - Impact of our comments on the review process. Our report goes the Dean and to the Provost.
 - Exit interview with department chair
 - Hurdles: the most important criteria being reviewed

*** Insert Figure from PowerPoint here ***

- Dr. Bilica noted that a review of prior minutes revealed that the rejection letter sent to graduate students was discussed but the council did not vote to change the letter at that time. Graduate Council did vote to make changes at the February 2013 meeting, and Dr. Flannagan confirmed that those changes have been made.
- Dr. Bilica mentioned the student security issues now being reviewed and discussed by the Office of the Provost and Faculty Senate. She reminded the membership that grades will be moving to Blackboard by Spring 2014.

B. Dean of the Graduate School (Dorothy Flannagan)

- No report from Dr. Flannagan.

B. Secretary (Elaine Sanders)

- Dr. Elaine Sanders noted that changes have occurred in Graduate Council membership or committee memberships
- Dr. Sanders noted that the Agenda and Administrative committee discussed the requirements for preparing the minutes. A review of prior minutes indicated that the minutes did not to be as

comprehensive and in-depth as more recent minutes. The committee recommended reporting the minutes in a more general manner.

- Dr. Sanders called for nominations for the positions of chair, secretary, and parliamentarian.
 - Dr. Sarah DeTurk nominated Dr. Elaine Sanders to serve as chair for the 2013-2014 academic year.
 - Dr. Elaine Sanders nominated Dr. Victor Hellor to serve as secretary for the 2013-2014 academic year.
 - There were no nominations for parliamentarian.

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

- No report from Dr. Moyer.

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 seventeen special membership applications.
 - The committee's recommendation serves as a motion to approve.
 - Dr. Edward Burian seconded the motion.
 - Motion passed.

F. Committee on Graduate Program Evaluation (Sharon Navarro)

- No report from Dr. Navarro

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

- No report from Dr. DeTurk

V. Unfinished Business

None

VI. Adjournment

The council voted to adjourn at 4:30 p.m.