

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

**May 1, 2012**

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

**Present:** Gabriel Acevedo, Kimberly Bilica, Lorenzo Brancaleon (for Andrey Chabanov), Youn-Min Chou, Gloria Crisp, Sara DeTurk, Jim Dykes, Rhonda Gonzales, Kevin Grant, Richard Hartley, Myung Ko, Donald Kurtz, Michael McDonald, Michael Moyer, Sharon Navarro, Joel Saegert, Armando Trujillo (for Patricia Sanchez), Elaine Sanders, Can Saygin, Drew Stephen, Jennifer Stone, Garry Sunter Ram Tripathi, Lila Truett, Honjie Xie, Jason Yaeger (for Michael Cepek), Richard Armendariz

**Absent:** David Akopian, Mark Bayer, William Cooke, Santiago Daydi-Tolson, Samer Dessouky, Sedef Doganer, Antonio Figueroa, Rebecca Krohn, Clarissa Ozuna, Branco Ponomariov, Mahdy Saedy, Jay Vega, Weining Zhang

**Excused:** Rena Bizios, Dorothy Flannagan, Goutham Menon, Patricia Quijada, Johnelle Sparks, John Wald

**Visitors:**

Laura Levi, Chair Department of Anthropology  
Augustine Osman, Associate Dean of Graduate Studies College of Liberal and Fine Arts  
Audrey Dentith, Associate Professor Department of Interdisciplinary Learning & Teaching and Member of Graduate Program Evaluation Committee  
Emily Bonner, Assistant Professor Department of Interdisciplinary Learning & Teaching and Member of Graduate Program Evaluation Committee  
Monica Rodriguez, Director of Graduate Admissions of Graduate School  
Veronica Ramirez, Assistant Dean of Graduate School

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

Dr. Kim Bilica called the May 1<sup>st</sup>, 2012 meeting of the Graduate Council to order at 3:38 pm. She introduced Dr. Emily Bonner (to present the administrative follow-up report for the PhD in Cellular & Molecular Biology), three visitors supporting the administrative follow-up report for the MA in Anthropology (Drs. Laura Levi, Augustine Osman, and Audrey Dentith), and two visitors to discuss the Graduate Admissions letters and the *Graduate Catalog* (Monica Rodriguez and Veronica Ramirez). Dr. Bilica moved that the Bylaws be suspended to allow our visitors to address the Graduate Council. Her motion was unanimously approved. In order to accommodate our visitors, Dr. Bilica also moved that we reorder the Agenda items so that item F (Graduate Program Evaluation Committee reports) would immediately follow item C (Secretary's report). That motion was also unanimously approved.

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

The Minutes of the April 3<sup>rd</sup>, 2012 meeting were approved.

### III. Reports

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

Dr. Bilica presented three information items. She first discussed Graduate Certificates. Due to the recent approval of five new Graduate Certificates, the Administrative and Agenda Committee asked the Graduate School to provide some guidance about relevant policies. Dr. Bilica thanked Ginger Hernandez for posting an excellent, updated website: the shortened url is <http://tinyurl/GCpolicy> and the full url is <http://graduateschool.utsa.edu/faculty-staff/graduate-certificate-program-policies/>. It was recommended that programs implementing Graduate Certificates or developing proposals visit the website. Dr. Bilica specifically noted that record keeping is very important, especially for non-degree seeking students. She also noted that the review of Graduate Certificates will be included in the new procedures for the unified review of Department academic programs. Next Dr. Bilica provided new information about the Milestones Agreement Form. It is now scheduled for implementation in Fall 2013, so that will give us more time to prepare. Dean Flannagan will work with Associate Deans and doctoral Graduate Advisors of Record to adapt the forms to reflect specific program requirements. As her third information item, Dr. Bilica provided Faculty Senate updates. At the April 16<sup>th</sup> meeting, the Faculty Senate approved the Certificate in Applied Behavior Analysis and the Certificate in Rhetoric and Composition. It was reported that FAIR will be replaced by Digital Measures in Fall 2012. The Faculty Senate continues to work on Annual Review and PPE. She also noted that two meetings with the Vice Provost for Research are scheduled for tomorrow (Wednesday May 2<sup>nd</sup>) at 10:45 and 1:30.

Dr. Bilica reminded the Graduate Council that Dr. Kim Kline had reviewed the accomplishments of the Graduate Council in her Council Chair's report on 3 May, 2011. Expanding on that tradition, Dr. Bilica coupled an end of year report with special recognitions. First, she thanked all members of the Graduate Council (especially given the timing of the meeting during the last week of the semester) and then thanked each of the committees for their hard work. She thanked Dr. Sharon Navarro and her Graduate Program Committee for their extraordinary work with site visits and administrative follow-up meeting (including three today). Following words with deeds, Dr. Bilica also gave Dr. Navarro a gift of cookies. She next thanked Dr. John Saygin and his Graduate Programs and Courses Committee for advancing two approved Masters proposals and five Graduate Certificates. As the quintessential gentleman, Dr. Saygin offered to share his cookies. Next Dr. Bilica thanked Dr. Elaine Sanders for her dual services to the Graduate Council. As Chair of our Membership Committee, 89 Special Member and six Adjoint member applications were reviewed. As our Nominating Committee, she has single-handedly coordinated the membership of our standing committees and our slate of officers. Dr. Bilica next thanked Dr. Joel Saegert for his dual service. As Chair of the Academic Policy and Requirements Committee, he resolved two issues with our Bylaws. He has also served as our Parliamentarian. Dr. Saegert quipped that parliamentary procedure is the refuge of a scoundrel. He will be missed in his retirement. Dr. Bilica also thanked Dr. Jim Dykes for his service as Secretary and Dr. Elaine Sanders presented him with a plaque of appreciation. Both Drs. Sanders and Dykes stressed the friendship of colleagues dedicated to graduate education. Finally Dr. Bilica thanked the Graduate School for their work with Dean Flannagan and the Graduate Council. They received the Staff Council Appreciation Award in March.

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

Dean Dorothy Flannagan was unable to attend the meeting, but Dr. Bilica introduced Monica Rodriguez (Director of Graduate Admissions in the Graduate School) to describe the doctoral admission process and the letters sent to the applicants. In a PowerPoint presentation, she noted that the process was updated November 14<sup>th</sup>, 2011. The application deadline for doctoral students is February 1<sup>st</sup>, but she will meet with individual PhD programs to see if an earlier or later deadline might be better. The Graduate School has received over 800 applications to date (the deadline was extended for the new PhD program in Psychology). After all materials are received, they are uploaded to Rowdy Space for department review. The steps include decision by the Doctoral Department Committee, approval of Doctoral Admission Chair (if applicable), approval of Department Chair, approval of College Associate Dean, and approval by the Graduate School. The Graduate School sends the decision electronically and by mail to the student within two working days. Departments may include a letter in the packet sent to the student. Ms. Rodriguez showed the current sample letter. The wording has been tweaked and additional changes are welcome. In response to questions by Drs. Gabriel Acevedo and Sara DeTurk, she explained that the same letter is sent for both Master's and Doctoral applicants. While some information is mandatory (e.g., immunization), changes can be made. In particular it is important to have the correct point of contact in the Department for the denial letter. In the last sentence of the first paragraph, "Graduate Advisor" is an active link in the email to the student. It is based on the database in the Graduate School and the Department can update that information as needed.

Dr. Bilica introduced Veronica Ramirez (Assistant Dean of the Graduate School) to discuss the 2013- 2015 Graduate Catalog. She thanked the members of the Graduate Council who have been reviewing the Catalog copy. After the review in June, it will be sent to the UT System for review and then to the printer. While no new content should be included at this time, she encouraged people to let her know of any changes. She pointed out two clarifications of the "Leave of Absence" policy that Dean Flannagan asked her to discuss (Attachment A). In the past, some doctoral students have stopped attending UTSA without applying for a leave of absence. In order to implement the Milestones Agreement Form, we need to keep track of all of our doctoral students. The Graduate School will notify the program if a doctoral student is not enrolled. The student may apply for a semester-long leave of absence, which may be extended for a second semester in some cases. The request and extension request forms are available at: <http://graduateschool.utsa.edu/current-students/doctoral-leave-of-absence/>. A student who does not register and does not have an approved leave of absence will be considered to have withdrawn from candidacy for the degree.

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

Dr. Jim Dykes presented an updated list of Graduate Council representatives for Fall 2012- Spring 2013 (Attachment B). With the new Department of Entrepreneurship & Technology Management, we now have 39 faculty representatives (one per department). Prior to the meeting, all but four were filled. At the meeting, Dr. Richard Armendariz was introduced as the representative for Art and Art History. Ginger Hernandez is coordinating the election of student representatives (one per College) who serve one-year terms. Only the student representative for the College of Sciences remains to be filled. Dr. Dykes thanked Ginger Hernandez and Dr. Sanders (our nominating committee) for their outstanding work. Dr. Sanders reminded the Graduate

Council that we will elect our Secretary and Parliamentarian for the 2012 / 2013 academic year today.

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

In order to accommodate our visitors, we voted to move the program evaluations earlier in the meeting. Dr. Emily Bonner presented the Administrative Follow-Up of the PhD in Cellular and Molecular Biology (Attachment C of the Agenda). Of the major recommendations and weaknesses, three are completed, two have been addressed, one is no longer relevant, and two are improved. While it is still necessary for master's and doctoral students to take some basic core courses together, the doctoral students receive an extra hour of individualized instruction. Secondly, the program is offering more elective courses, especially in stem cell biology. Dr. Bilica noted that Dr. Garry Sunter is the representative for Biology. There was no discussion.

Dr. Audrey Dentith presented the Administrative Follow-Up of the MA in Anthropology (Attachment D of the Agenda). She noted improvement in all areas. The program still needs more faculty, but the admission standards have been strengthened and the student body has become more diverse with ties in south Texas. The program still needs more space, but Dr. Laura Levi (Chair Department of Anthropology) noted that the space available has been renovated.

Dr. Sharon Navarro presented the Administrative Follow-Up of the MS in Psychology (Attachment E of the Agenda). Of the eight recommendations, four are completed and four are improving. More junior faculty are being introduced in graduate courses and space is being converted to a student computer lab, but more faculty need to be hired and more research space is needed. She commended the progress, especially with the new PhD program. Dr. Augustine Osman (Associate Dean of Graduate Studies in the College of Liberal and Fine Arts) noted that additional space is being allocated and renovated over the Summer.

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

Dr. Can Saygin explained that his committee has been reviewing the draft 2013-2015 Graduate Catalog with track changes. Dr. Bilica thanked him and his committee for their review.

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

Dr. Sanders referred the Graduate Council to the 19 applicants for Special Membership in the Graduate Faculty. After the Agenda was sent, Dr. Juan Daniel Gomez was added to Attachment B. His PhD is in Environmental Science and Engineering and his application is to serve on a thesis committee in Geological Sciences. All applicants hold a doctoral degree. There were no applications for adjunct faculty. The list was unanimously approved by the Graduate Council. Dr. Bilica inquired whether the applications had improved. Dr. Sanders noted that some applications were still a bit weak, but that instructions in the Fall should help insure that the departments properly complete the current version of the form.

After the meeting, Dr. George Veni was renewed as a Special Member by a vote on Survey Monkey.

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

Dr. Joel Saegert reported that no issues are currently assigned to his committee. On the other hand, he stressed the importance of the Graduate Council being involved with the development of the Milestones Agreement Form next year, especially as it relates to the handbooks within each program. Dr. Bilica will ask the committee to keep in touch with Dean Flannagan next year.

**IV. Unfinished Business**

None

**V. New Business**

As our Nominating Committee, Dr. Sanders called for nominations for Parliamentarian and Secretary. Dr. Bilica asked Dr. Saegert about the duties of the Parliamentarian. Given the collegiality of the Graduate Council, he said that it is not a huge task. The important qualities are independence and a willingness to research a question. Dr. Acevedo noted that there had been times in the past when those qualities were very important. Dr. Richard Hartley was nominated and elected by acclamation as our 2012 / 2013 Parliamentarian. Dr. Bilica asked Dr. Dykes about the responsibilities of Secretary. He noted that Ginger Hernandez does so much of the work, but that the Minutes and the list of members are important. He nominated Dr. Sanders who was unanimously elected as our 2012 / 2013 Secretary.

**VI. Adjournment**

Dr. Bilica thanked the Graduate Council for a very productive year. The meeting adjourned at 4:40.

## Attachment A

### Leave of Absence

~~Students enrolled in a doctoral program may apply for a leave of absence for one Fall or Spring semester when events such as illness or injury, active military service, or the need to provide care for a family member prevent active participation in the degree program.~~

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~~Continuous registration as a doctoral student is required unless a formal leave of absence is granted by the dean of the college in which the student's program is administered. A leave of absence may be granted for military duty or medical reasons. A leave of absence may be granted for other reasons if additional approval is obtained by the Vice Provost and Dean of the Graduate School. No degree examinations may be taken while a student is on a leave of absence.~~ If the student has not yet been admitted to candidacy for the doctoral degree, this request must be approved in advance of the leave by the graduate adviser. If the student has been admitted to candidacy, the application must be approved in advance by the graduate adviser and the graduate associate dean of the college and Dean of the Graduate School. A leave of absence is required for Fall and Spring semesters (and/or Summer if doctoral program mandates Summer enrollment). Under no circumstances may a leave of absence be applied retroactively.

A leave of absence will prevent the student from receiving student funding from his or her program and may affect ability to receive financial aid or loans and/or to defer payments on loans. Students should contact the Office of Financial Aid with questions regarding financial aid or loan status.

A student returning from a leave of absence must enroll for the following Fall or Spring Semester or provide a written request for a leave of absence extension (a leave of absence may not exceed one year throughout the student's degree program). ~~A student who does not register or who does not secure an approved leave of absence extension will be considered to have withdrawn and will be dropped from the program.~~

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~~A student without an approved leave of absence who fails to register each semester will be considered to have withdrawn from candidacy for the degree. Approval of a Petition for Reinstatement will be required for reinstatement.~~ For more information, visit the Graduate School Web site at [www.graduateschool.utsa.edu](http://www.graduateschool.utsa.edu).

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### TRANSFER OF CREDIT

Students are expected to complete all coursework at UTSA. Exceptions require approval of the appropriate Graduate Program Committee, academic College, and the Graduate School, and must meet conditions for transfer of credit. Work counted toward a degree at another institution cannot be transferred.

Conditions for transfer of credit:

1. Students must complete the form "Transfer of Graduate Credit towards Doctoral Degree."
2. The courses must have been completed with a "B" or better.
3. Coursework must be from an accredited university and have not been used in another degree program.
4. An official transcript from the institution where the coursework was completed must be submitted.
5. All coursework must have been completed no more than six years before the degree was awarded.
6. Coursework is subject to approval of the appropriate Graduate Program Committee and academic College in which the program is administered.
7. Courses must be defined as graduate-level work at the institution where the credit was earned.

## Attachment B

Index	College	Department	Term	Term	2011 Representative	Substitute
1	Architecture	Architecture	Election	SEP 2011- MAY 2012	either Edward Burian or	Saadet (Toker) Beeson
2	Business	Accounting	New	SEP 2012- MAY 2014	Elaine Sanders	Jennifer Yin
3		Economics	New	SEP 2012- MAY 2014	Lila Truett	
4		Entrepreneurship & Technology Management (new)	New	SEP 2012- MAY 2014	Kevin Grant	
5		Finance	2nd Year	SEP 2011- MAY 2013	John Wald	
6		Information Systems & Cyber Security	2nd Year	SEP 2011- MAY 2013	Myung Ko	
7		Management	2nd Year	SEP 2011- MAY 2013	Michael McDonald	
8		Management Science and Statistics	New	SEP 2012- MAY 2014	Ram Tripathi	Juan Gonzalez
9		Marketing	2nd Year	SEP 2011- MAY 2013	Vic Heller	Joel Saegert (retiring)
10	CoEHD	Bicultural-Bilingual Studies	New	SEP 2012- MAY 2014	Patricia Sanchez	Lucila Ek
11		Counseling	2nd Year	SEP 2011- MAY 2013	Michael Moyer	
12		Educational Leadership and Policy Studies	2nd Year	SEP 2011- MAY 2013	Gloria Crisp	
13		Educational Psychology	New	SEP 2012- MAY 2014	Billie Jo Rodriguez	
14		Health and Kinesiology	Election	SEP 2011- MAY 2012	Friday 4May Bill Cooke	Zenong Yin
15		Interdisciplinary Learning and Teaching	2nd Year	SEP 2011- MAY 2013	Kim Bilica	Kim Cuero
16	Engineering	Biomedical Engineering	New	SEP 2012- MAY 2014	Ender Finol	Liang Tang
17		Civil Engineering	New	SEP 2012- MAY 2014	Hatim Sharif	
18		Electrical and Computer Engineering	2nd Year	SEP 2011- MAY 2013	David Akopian	
19		Mechanical Engineering	2nd Year	SEP 2011- MAY 2013	Can Saygin	
20	CoLFA	Anthropology	New	SEP 2012- MAY 2014	Michael Cepek	
21		Art and Art History	2nd Year	SEP 2011- MAY 2013	Election delayed	
22		Communication	2nd Year	SEP 2011- MAY 2013	Sara DeTurk	
23		English	New	SEP 2012- MAY 2014	Bernadette Andrea	
24		History	2nd Year	SEP 2011- MAY 2013	Rhonda Gonzales	Catherine Nolan-Ferrell
25		Modern Languages and Literatures	2nd Year	SEP 2011- MAY 2013	Santiago Daydi-Tolson	
26		Music	New	SEP 2012- MAY 2014	Drew Stephen	
27		Political Science and Geography	2nd Year	SEP 2011- MAY 2013	Sharon Navarro	
28		Psychology	New	SEP 2012- MAY 2014	Mike Baumann	Dan Beal
29		Sociology	Election	SEP 2011- MAY 2012	In Progress Gabriel Acevedo	
30	CoPP	Criminal Justice	New	SEP 2012- MAY 2014	Richard Hartley	
31		Demography and Organization Studies	2nd Year	SEP 2011- MAY 2013	Johnelle Sparks	
32		Public Administration	New	SEP 2012- MAY 2014	Barbara McCabe	Heywood Sanders
33		Social Work	2nd Year	SEP 2011- MAY 2013	Goutham Menon	Amy Chanmugam
34	Sciences	Biology	2nd Year	SEP 2011- MAY 2013	Garry Sunter	
35		Chemistry	2nd Year	SEP 2011- MAY 2013	Don Kurtz	Walter Emler
36		Computer Science	New	SEP 2012- MAY 2014	Weining Zhang	
37		Geological Sciences	New	SEP 2012- MAY 2014	Judy Haschenburger	Hongjie Xie
38		Mathematics	New	SEP 2012- MAY 2014	Cornel Pasnicu	Amanda Chou
39		Physics and Astronomy	2nd Year	SEP 2011- MAY 2013	Andrey Chabanov	
40	Architecture	Student Representatives elected annually	New	SEP 2012- MAY 2014	Yolanda Allen	
41	Business	Student Representatives elected annually	New	SEP 2012- MAY 2013	Mark Garza	
42	CoEHD	Student Representatives elected annually	New	SEP 2012- MAY 2013	David Johnson	
43	Engineering	Student Representatives elected annually	New	SEP 2012- MAY 2013	James O'Grady	
44	CoLFA	Student Representatives elected annually	Election	SEP 2011- MAY 2012	Antonia Figueroa	
45	CoPP	Student Representatives elected annually	New	SEP 2012- MAY 2013	Jeffrey Howard	
46	Sciences	Student Representatives elected annually	Election	SEP 2011- MAY 2012	Vacant	