

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

May 7, 2013

Present:

Bernadette Andrea, Mike Baumann, Onur Bayar, Kimberly Bilica, Lorenzo Brancaleon (for Andrey Chabanov), Edward Burian, Michael Cepek, Alberto Cordova, Sara DeTurk, Dorothy Flannagan, Kevin Grant, Artyom Grigoryan, Jeff Halley, Anne Hardgrove, Vic Heller, Donald Kurtz, Barbara McCabe, Michael McDonald, Thomas Moore, Michael Moyer, James O'Grady, Cornel Pasnicu, Billie Jo Rodriguez, Mariela Rodriguez, Patricia Sanchez, Elaine Sanders, Johnelle Sparks, Ram Tripathi, Lila Truett, Hongjie Xie,

Absent:

Leanne Alarid, Richard Armendariz, Santiago Daydi-Tolson, Ender Finol, Mark Garza, Jeffrey Howard, David Johnson, Myung Ko, Goutham Menon, Hatim Sharif, Garry Sunter, Weining Zhang

Excused:

Yolanda Allen, Andrey Chabanov, Sharon Navarro, Can Saygin, Drew Stephen,

Visitors:

Dennis Davis, Miguel DeOliver, Mansour El-Khika, Richard Jones, John Morris, Joachim Singlemann, Stephan Saville

- I. Call to Order and Taking of Attendance
 1. The May meeting of the Graduate Council was called to order at 3:30 p.m. by Council Chair Kim Bilica.
 2. Dr. Bilica announced the visitors to the meeting, including a new member for Fall 2013, Dennis Davis. A motion to suspend the by-laws and allow the visitors to participate in the meeting was made by Michael, seconded by Jeff Halley, and approved by the Council.
- II. Approval of the Minutes
 1. Dr. Bilica asked for a motion to approve the minutes of the April 2013 meeting as written. A motion was made by Johnelle Sparks, seconded by Sara deTurk, and approved by the Council.
- III. Reports
 1. Council Chair
 - i. Dr. Bilica briefly discussed five Faculty Senate issues that may impact the graduate faculty.
 1. Elaine Sanders was approved as the next Graduate Council Chair.
 2. A potential new policy is being developed that will require peer observation of teaching.

3. Effective Summer 2013, UTSA will be a tobacco-free environment.
 4. Effective September 2013, faculty will begin entering sick days into the new human resources program, PeopleSoft.
 5. Effective May 13, 2013, faculty must book travel through Concur. Johnelle Sparks suggested that faculty members give permission to their department administrative associates to book travel, as they have access to department funds.
- ii. Dr Bilica presented the end-of-year report. She thanked all persons related to graduate programs at UTSA for their leadership during the 2012-2013 academic year.
1. Dr. Bilica summarized the work of the individual committees.
 - a. The Committee on Graduate Programs and Courses reviewed and reported on the proposed Master of Arts in Geography program.
 - b. The Membership Committee reviewed and approved 122 Special Member and Adjoint Member applications.
 - c. The Program Evaluation Committee participated in the review of the M.A. in Communication, Ph.D. in Applied Statistics, Ph.D. in Anthropology, M.A. in Economics, M.S. in Psychology, M.A. in Sociology, and M.A. in Political Science.
 - d. The Academic Policies and Requirements Committee researched and reported on the composition of dissertation committees and faculty research centers.
 2. Dr. Bilica noted that the Council Secretary, Elaine Sanders, implemented a new protocol for reporting the minutes. She also thanked Dr. Sanders for her work as the sole member of the Nominating Committee.
 3. Dr. Bilica thanked the Graduate School staff, especially Ginger Hernandez, for the support they have provided to Graduate Council.
 4. Dr. Bilica thanked Dean Flannagan for her efforts on behalf of graduate programs at UTSA and for making sure the voice of the Council is heard.
2. Dean of the Graduate School
- i. Dr. Flannagan thanked Dr. Bilica for her work on behalf of Graduate Council for the past two years. She also thanked the Administrative and Agenda Committee for their work in reviewing issues related to graduate programs and developing the agenda for each meeting.

- ii. Dr. Flannagan reported on Graduate Student Appreciation Week in April and noted the recipients of graduate student awards.
 - 1. Spring 2013 Presidential Dissertation Fellowships
 - a. Nabraj Bhattarai (College of Sciences)
 - b. Sovicheth Boun (College of Education and Human Development)
 - c. Elizabeth Cali (College of Liberal and Fine Arts)
 - d. Brian Munkombwe (College of Public Policy)
 - e. Madhuparna Pal (College of Engineering)
 - f. Choa Shi (College of Business)
 - 2. Research Awards
 - a. Lishu Lin (College of Business)
 - b. Thomas Moore (College of Liberal and Fine Arts)
 - c. Jeff Howard (College of Public Policy)
 - d. Chengwei Lei (College of Sciences)
 - e. Anand Srinivasan (College of Engineering)
 - 3. Teaching Awards
 - a. Shervin Jahanian (College of Engineering)
 - b. William Robertson (College of Liberal and Fine Arts)
 - c. Yeng Yang (College of Education and Human Development)
 - d. Timothy Kraus (College of Business)
 - e. Jessica Inocencio (College of Business)
 - 4. Ready, Set, Research!
 - a. 1st Place: Angelique Blackburn (College of Sciences)
 - b. 2nd Place: Antonio Gutierrez (College of Engineering)
 - c. 3rd Place: Bo Tang (College of Sciences)
 - 5. 106 Professional Development Awards (for travel to scholarly conferences) were given during the 2012-2013 academic year.
 - iii. Dr. Flannagan reported that enrollments in Masters programs was down for Spring 2013, but enrollments in doctoral programs was up.
 - iv. Dr. Flannagan mentioned that an ad hoc strategic planning meeting for graduate programs occurred on April 19. She asked Graduate Council members to reach out to her with their ideas for improving the Graduate School.
 - v. Dr. Flannagan mentioned that Electrical Engineering has requested permission for a new 5-year program in Electrical Engineering. A letter has been sent forward to UT System. No action from Graduate Council is required for this program.
3. Secretary

- i. Dr. Sanders noted that all of the Graduate Council Committees are fully populated. She then passed around a sign-up sheet for participation on these committees for the 2013-2014 academic year. She reminded the committee that the Nominating Committee should be populated with a member from each college and asked for volunteers to register for this committee on the sign-up sheet.
 - ii. Dr. Sanders review Council membership and asked representatives to follow-up with their departments, if a new representative is needed but has not been elected.
 - 4. Committee on Graduate Programs and Courses
 - i. The review of the Masters of Arts in Geography was presented by Michael Moyer. The committee found the proposal to be well-written and recommended acceptance. A lively discussion ensued, with Miguel DeOliver, Mansour El-Khika (Department Chair), Richard Jones, and John Morris responding to questions and comments. The report served as the motion to approve and was seconded by Jack The motion passed with five abstentions: Cornel Pasnicu, James O’Grady, Donald Kurtz, Mike, and Edward Burian.
 - 5. Membership Committee
 - i. Mariela Rodriguez presented the Special Membership applications and noted that all had been approved by the committee. Michael Cepek made one correction: The application listed for Anthropology is Bi-lingual/Bicultural Studies. Committee recommendation is the motion to approve. Johnelle Sparks seconded the motion, and the motion passed.
 - ii. Dr. Rodriguez then mentioned that one or two additional Special Membership applications are forthcoming. After committee review, the results will be sent to the Council electronically for a vote.
 - 6. Committee on Graduate Programs Evaluation
 - i. Stephen Saville presented the review of the Department of Demography, which consists of only a Ph.D. program in Demography. Joaqim Singlemann (Department Chair) and Johnelle Sparks from the Department of Demography were present to answer questions about the review.
 - 7. Committee on Academic Policy and Requirements
 - i. No report
- IV. Unfinished Business
- V. New Business
 - 1. Dr. Bilica thanked the Graduate School for providing refreshments.
 - 2. Elaine Sanders presented Kim Bilica a plaque thanking her for her service to Graduate Council.
- VI. Adjournment
 - 1. The meeting adjourned at 5:00 p.m.