

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

November 4, 2014

**Assembly Rom
JPL 4.04.22
3:35-4:47 p.m.**

Present:

Mike Baumann, Onur Bayar, Kinitra Brooks, Michael Cepek, Youn-Min Chou, Alberto Cordova, Gloria Crisp, Dennis Davis, Sara DeTurk, Jurgen Engelberth, Kevin Grant, Eugene John, Gerald Juhnke, Donald Kurtz, Margarita Machado-Casas, Barbara McCabe, Michael McDonald, Patricia McGee, Mary Minor, Malgorzata Oleszkiewicz-Peralba, Elaine Sanders, Heather Shipley, Page Smith, Johnelle Sparks, Drew Stephen, Liang Tang, Lila Truett, Hongjie Xie

Absent:

Rahman Azari, Richard Armendariz, Liao Chen, Kevin Eddy, Sonya Eddy, Anthony Escalante, Steven Hoffman, Samuel Musen, Thalia Rodriguez, Rebecca Stortz, Josh Thurow, Weining Zhang

Excused:

Yusheng Feng, Jeff Halley, Catherine Nolan-Ferrell, Marie Tillyer, Ram Tripathi, Walter Wilson

Visitors:

Mari Cortez, Anthony Espinoza, Ruyan Guo, Jeremy Sullivan

I. Call to Order and Taking of Attendance

The November meeting of the Graduate Council was called to order at 3:35 p.m. by the Council Chair Dr. Elaine Sanders. Dr. Sanders asked for a vote to suspend the by-laws in order to allow Dr. Mari Cortez, Mr. Anthony Espinoza, Dr. Ruyan Guo, and Dr. Jeremy Sullivan to report on graduate issues. Motion was made and approved unanimously. Dr. Sanders also requested to reorder the agenda items.

II. Approval of the Minutes

Dr. Sanders asked for a motion to approve the minutes of the October 2014 meeting as written. A motion was made by Dr. Johnelle Sparks to amend to minutes to reflect the recommendation for the Environmental Science program review report that the Council strongly recommends the Program Director for ES and Dean, initiation a conversation to strategize a hire from the cluster hires through VPR. A motion was made by Dr. Sanders to approve the minutes with the amendment and the motion passed unanimously.

III. Reports

A. Council Chair (Elaine Sanders)

No Report.

B. Dean of the Graduate School (Page Smith)

Anthony Espinoza from OIT updated the Council on a change regarding email addresses for doctoral students. All active doctoral students will receive an employee email address (firstname.lastname@utsa.edu) and is expected to roll in January 2015. Once doctoral students have received an employee email address they will be listed in the directory. The email address will become inactive once students have not registered for two years. OIT is currently looking into providing employee email addresses for master's students. Departments can request for the master's students to retain their email address when a separation notice is received.

Dr. Cortez and Dr. Sullivan from Educational Psychology and Interdisciplinary Learning and Teaching departments discussed the need to discontinue the Digital Learning Design certificate due to low enrollment. The certificate currently has one student who is expected to graduate.

Dr. Smith and Dr. Sparks updated the Council on the meeting between the Office of International Programs (OIP) regarding some recent challenges such as OIP is understaffed, changing demographics of student population and difficulty adjusting to changes. The following recommendations were discussed to help streamline the process: a list of items OIP requires and development of a scalar chain to demonstrate the role of each office. The information will help departments and advisors facilitate the communication with students during the recruiting, application and enrolling process.

C. Secretary (Vacant)

No Report.

D. Committee on Graduate programs and Courses (Kevin Grant)

No Report.

E. Membership Committee (Michael Cepek)

Dr. Cepek presented recommendations of Special Membership Applicants (See Attachment "C"). A motion was made by Dr. Cepek to accept the committee's recommendation and seconded by Dr. Mike Baumann. The motion was passed unanimously.

F. Committee on Graduate Program Evaluation (Jurgen Engelberth)

No Report.

G. Committee on Academic Policy and Requirements (Vacant)
No Report.

IV. Unfinished Business

V. New Business

Dr. Ruyan Guo presented her request to have the Graduate Council Bylaws reviewed in regards to what defines graduate faculty members (tenure and tenure track faculty) and special members (nontenure-track faculty (NTT) and faculty from outside of UTSA). These definitions determine who may serve on dissertation committees and the role they may serve. NTT faculty and faculty from outside UTSA have the same roles and rights as special members and are not considered as graduate faculty from program. NTT faculty may be researchers who are supporting graduate students with NSF and federally funded grants, teach graduate courses, and advise graduate students. Discussion followed. A motion was made by Dr. Eugene John to review the Bylaws and Dr. Sparks made an amendment to look at definitions of graduate faculty members and how it applied to make up membership of doctoral dissertation committees. The motion passed unanimously.

VI. Adjournment

The meeting adjourned at 4:47 p.m.