

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
DOCUMENTS AND PROCEEDINGS OF THE GRADUATE COUNCIL
ACTION MINUTES
ORDER OF BUSINESS
NOVEMBER 3, 2015

Assembly Room
JPL 4.04.02
3:30-4:31pm

Present:

DeBrenna Agbényiga, Richard Armendariz, Mike Baumann, Mehdi Beyhagi, Youn-Min Chou, Jonathan Clark, Alberto Cordova, Dennis Davis, Ruyan Guo, Jeff Halley, Shane Haberstroh, Seok Kang, Rongjie Liu, Lucinda Nevarez, Sharon Nichols, Chris Packham, Anuradha Roy, Elaine Sanders, Corey Sparks, Boyka Stefanova, Liang Tang, Marie Tillyer, Joshua Thurow, Lila Truett, Daphne Villarreal, Melissa Wallace, Hongjie Xie,

Absent:

Rahman Azari, Curtis Brewer, Kinitra Brooks, Brian Derrick, Yusheng Feng, Doug Frantz, Jingqi Li, Marcela Lopez, Adolfo Matamoros, Margarita Machado-Casas, Barbara McCabe, Catherine Nolan-Ferrell, Jennifer Woods, Weining Zhang

Excused:

Michael Cepek, Kevin Grant, Drew Stephen,

Visitors:

Karen Daas

- I. Call to order and taking of minutes
The November meeting of the Graduate Council was called to order at 3:50 pm by Dr. Mike Baumann, Council Chair.
- II. Approval of minutes (Mike Baumann)
Dr. Baumann asked for a motion to approve the minutes of the Oct. 2015 meeting. Motion was made to approve the minutes, pending two revisions (listed below), by Dr. Ruyan Guo. Motion was seconded by Dr. Anuradha Roy and passed unanimously.
Two revisions:
 - Misspelling of Ruyan Guo in the list of members;
 - Two edits to clarify the summary of Dr. Agbényiga's report:
 - Adding the word *potentially* in front of the phrase "including a separate priority date for international students"; changing *would* to *could* in the phrase "these would include priority deadlines"
- III. Reports
 - A. Council Chair (Mike Baumann)
 - Faculty Senate Update
Dr. Baumann stated that Faculty Senate continues to discuss issues related to campus carry. Faculty Senate has an ad hoc committee on this issue. He will keep us posted with updates on their progress.

B. Dean of Graduate School (DeBrenna Agbényiga)

- Coordinating Board – New Requirements for Doctoral Proposals

Dr. Agbényiga explained to the Graduate Council that there have been changes to the way the coordinating board asks the university to submit new doctoral programs. She presented a PowerPoint that gave an overview of the submission components and changes. In her presentation, she gave an overview of the following (summarized from her presentation):

- The requirements from the Coordinating Board state that “Consideration must also be given to alternative methods of determining mastery of program content, e.g., competency-based education, prior learning assessment, and other options for reducing students time to degree.”
- The requirements also state that enrollment projections for new programs should now include ethnic breakdowns (White, African American, Hispanic, International, other). They should also include information about recent graduates’ employment. The applications now require more detailed information than before in this area (e.g., percentage of graduates employed within one year of graduation). There is also a requirement for projects related to external learning opportunities – e.g., plans for internships.
- There is also a required list of potential consultants for new programs (name and contact info).
- Required appendices have changed; these items are now required: course descriptions, recruitment plans, CV for core faculty, letters of support from peer institutions and/or area employers.

Dr. Agbényiga stated that the new format used by the Graduate School for proposed programs will incorporate these changes.

Q&A followed.

C. Secretary (Dennis Davis)

- No report

D. Committee on Graduate Programs and Courses (Dr. Baumann presented for Kevin Grant)

- Update on proposals

Dr. Baumann communicated Dr. Grant’s thanks to the Graduate Council members who have volunteered for this committee, which is now fully staffed. He gave a list of the programs under review. These are: a new certificate program in Environmental Science; new certificate program in Environmental Sustainability; new MS in Geoinformatics; and revisions to the certificate in Historic Preservation. He also stated there are some doctoral programs we will be seeing soon.

E. Membership Committee (Lila Truett presented for Michael Cepek)

- Special Membership Applicant Approval

Dr. Truett referred members to the list of special member applications, which were already recommended for approval by the Membership Committee. The list serves as the motion to approve the special membership applications. The motion was seconded by Dr. Jeff Halley and motion passed unanimously, no abstentions.

Q&A about general procedure for this type of vote preceded the vote. The question was asked if we can set up a general mechanism for those who are retired from UTSA to be approved, rather than seeing our colleagues names come up over and over. Dr. Baumann answered that this could possibly be addressed by the consent agenda (new business item described below). Members asked about how to streamline the role of the full Graduate Council in this process since we already have a committee reviewing the applications, departments have already approved them, and they all have terminal degrees. Dr. Truett and Ginger Hernandez clarified the process used by the committee to review and recommend approval of the applications. Dr. Baumann suggested having that conversation within the committee (e.g., discussing the indicators the committee members have been using in their review of the applications and then perhaps we can find ways to formalize that process to streamline it).

F. Committee on Graduate Program Evaluation (Vacant)

- No report
Dr. Baumann reminded Graduate Council that this committee needs a chair. He reminded members that there was discussion of having this committee examine old program reviews to identify common themes suggesting structural needs across the university. This was a conversation that began in Spring 2015. Dr. Elaine Sanders has been working to get the old reviews. Dr. Baumann will reach out to this committee to see if anyone is interested in chairing the committee (if you are interested let him know).

G. Committee on Academic Policy and Requirements (Elaine Sanders)

- Update on Bylaws
Dr. Sanders explained that the committee is now formed and first meeting is coming up. The major topic is the revision of the bylaws for Graduate Council. A question was asked about the bylaws revisions. Dr. Sanders clarified that the committee members are looking to make sure we have clarified the different types of membership on the graduate faculty as described in the bylaws (full members and special members).
- Graduate Catalog
The committee will also look at the new Graduate Catalog to make sure they understand all the changes that were made in the newest version.

IV. Unfinished Business

V. New Business

- Consent Calendar Discussion
Dr. Baumann gave an overview of what a consent calendar is and how it could work. He explained the consent calendar (or consent agenda) as follows:

If you have regular issues that are fairly non-controversial, some sort of steering committee (the Administrative and Agenda Committee, in this case) puts items on the consent agenda. The content of the consent agenda is presented in advance of the meeting (e.g., by email). The meeting opens with the consent agenda. Items can be removed from the consent agenda by any one member; all other items can be approved as a batch unless an objection is made. The benefit is that

it frees up time during meetings for items that take up more substantive discussion. Other UTSA entities are using this tool (e.g., Faculty Senate).

Q&A followed about how this might look in Graduate Council. Dr. Baumann gave examples of the items that could potentially be included on the consent agenda, including minutes and special membership application approval.

It was commented that if any one member can remove an item from the consent agenda, then it is low risk. One possible risk that was mentioned is that fewer members might spend time getting to know the content in the consent calendar.

Questions were raised, including: How do we know how many people actually looked at the items? Does it change the spirit of the decision-making process of the Council?

The Graduate Council agreed to the following action item: The Administrative and Agenda Committee will put together a draft description of the consent agenda process and bring that to the members for a vote next time.

VI. Adjournment

- Motion to adjourn made by Dr. Chris Packham and seconded by Dr. Jeff Halley. Meeting adjourned at 4:31.