

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

October 2, 2012

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

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Present:

Leanne Alarid, Yolanda Allen, Richard Armendariz, Mike Baumann, Onur Bayar, Kimberly Bilica, Edward Burian, Catherine Casper sub for Bernadette Andrea, Michael Cepek, Andrey Chabanov, Alberto Cordova, Sara DeTurk, Dorothy Flannagan, Mark Garza, Artyom Grigoryan, Anne Hardgrove, Judy Haschenburger, Vic Heller, Jeffrey Howard, Myung Ko, Donald Kurtz, David Johnson, Michael McDonald, Goutham Menon, Michael Moyer, Sharon Navarro, James O'Grady, Cornel Pasnicu, Billie Jo Rodriguez, Mariela Rodriguez, Patricia Sanchez, Elaine Sanders, Johnelle Sparks, Drew Stephen, Garry Sunter, Lila Truett,

Absent:

Santiago Daydi-Tolson, Ender Finol, Kevin Grant, Hatim Sharif, Ram Tripathi, Weining Zhang

Excused:

Jeff Halley, Barbara McCabe, Thomas Moore, Can Saygin,

Visitors:

Veronica Ramirez

I. Call to order and taking of attendance.

Dr. Kim Bilica called the meeting to order at 3:30 p.m.

II. Approval of Minutes (Kim Bilica)

The Minutes of the September 4, 2012 meeting were approved as presented.

III. Reports

A. Council Chair (Kim Bilica)

Dr. Kim Bilica had no report for this period. Dr. Bilica moved to suspend the by-laws and allow Veronica Ramirez from the Office of Graduate Programs to attend the meeting. The motion was approved.

B. Dean of the Graduate School (Dorothy Flannagan)

Dr. Dorothy Flannagan presented the enrollment rates for Fall 2012. Dr. Flannagan noted that both the enrollment and yield rates are down for Fall 2012. She commented that programs appear to be more selective in accepting students to programs. Both GRE and GMAT rates appear to be increasing for students accepted.

Dr. Flannagan asked the membership to carry a message back to the individual departments. She will meet with any program to discuss enrollments and yield rates, the new UT System policies related to these issues, and where economies may be implemented to get students through the program in a way that will maximize the quality of the education while minimizing time to graduation.

She also encouraged reaching out to excellent prospective students. Both she and her staff are available to help develop plans for bringing in additional excellent students.

Dr. Cornel Pasnicu asked if there was a common location where all of this information can be found. Dr. Flannagan said she would load the information on her web page.

Dr. Edward Burion noted that the economy is bad in many areas of the country and asked how this is affecting our programs. Dr. Flannagan replied that she has observed that when the economy is bad, applications increase. Applications were higher last year.

Dr. Flannagan spoke briefly about the graduate catalogue revision at the September 4 meeting. Ms. Veronica Ramirez, from the Office of Graduate Programs, was invited to provide more information on the graduate program revision at the October 2 meeting. As part of Dr. Flannagan's report, Ms. Ramirez presented information on the new and clarified items that will be contained in the next graduate catalogue.

Chapter 1: New Items for Graduate Admissions

- a. TOEFL/IELTS Scores increased for master's and doctoral programs – 550 and 6.5
- b. Fitness to Practice Policy – added by COEHD for teaching profession – Texas Education Code 22.083
- c. Leave of Absence – Doctoral students must be enrolled every term unless otherwise specified by program. LOA will be required

Chapter 2: New and Clarified Items for General Academic Regulations

- a. Change of Major or Classification Changes – must submit a new graduate application
- b. Plus/Minus Policy – appears in the catalogue

Dr. Edward Burien noted that B- is not a passing grade, and students have been placed on probation.

- c. Academic Probation – policy clarified
- d. Academic Dismissal – policy clarified and expanded to incorporate current practice

Chapter 3: New Items for Certificate Programs

- a. Applied Behavior Analysis
- b. Business of Health
- c. Digital Learning and Design
- d. Real Estate Finance and Development
- e. Technology Entrepreneurship and Management
- f. Rhetoric and Composition
- g. Voice Pedagogy

Chapter 4: Clarifications to Master's Degree Regulations

- a. Comprehensive Exam – policy stays the same – updated to include specific courses for three programs
- b. Transfer Courses – International students need to have their credentials evaluated by credential evaluation agency

Chapter 5: New and Clarified Items to Doctoral Degree Programs

- a. Graduation – Students must be in good academic standing to graduate (clarification)
- b. Milestone Agreement Form added (new)
- c. Transfer Courses – International students need to have their credentials evaluated by credential evaluation agency (clarification)

Dr. Goutham Menon asked which agency conducts the evaluations. Ms. Rodriguez noted that there are some that are disreputable agencies, but UTSA uses a particular set of reputable agencies. The list is on the Graduate Programs web site.

- d. Courses – Courses counted toward a master's degree may not be counted towards a doctoral degree requiring a master's degree for admission (clarification)

Mr. James O'Grady asked if courses in excess can transfer.

Chapter 6: Clarifications to Graduate Program Requirements and Course Descriptions

- a. Emphases/Tracks/Concentrations, etc. were adjusted to meet UT System's requirement of no more than 12 hours
- b. Comprehensive Exam policy clarified for some programs

Dr. Johnelle Sparks asked about courses in doctoral program specializations. Ms. Ramirez noted that the CIP codes are checked using the course inventory. She noted the CIP codes are being reviewed on October 5. Dr. Sparks asked if this is when the course type is changing. Ms. Ramirez replied that the form includes the deletion of courses, renewal of courses, and change of classification for courses. Dr. Edward Burian asked when these changes will become effective. Ms. Ramirez replied that these changes are for the 2013-2015 graduate catalogue. Dr. Burian asked if changes can be made after the deadline. Mrs. Ramirez replied that she should be contacted separately for exceptions. Dr. Sparks noted that the graduate catalogue for 2013-2015 is completed. Dr. Patricia Sanchez asked who is handling this process. Dr. Anne Hardgrove asked if the graduate catalogue is moving online. Ms. Ramirez noted that the graduate catalogue will be moving to online in the future although the 2-year revision will remain.

C. Secretary (Elaine Sanders)

Dr. Elaine Sanders presented an update on Graduate Council Membership and Graduate Council Committees. She presented the membership to date. All of the departments currently have representatives on Graduate Council; however, we are still in need of a student representative from the College of Science. All of the committees now have chairs and the minimum number of Graduate Council members. We are still in need of a few additional committee members. The other members can be filled by Graduate Faculty in the departments.

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

Dr. Michael Moyer had no report for this period.

E. Membership Committee (Mariela Rodriguez)

Dr. Mariela Rodriguez reviewed the applications for special membership and adjoint membership. All applications were approved by majority vote of the membership committee. Dr. Sara DeTurk ask for an explanation of the difference between a special member and an adjoint member. Dr. Rodriguez explained that adjoint members are related to joint programs with other institutions. They are terminally-degreed, but they are not faculty at UTSA.

F. Committee on Graduate Program Evaluation (Sharon Navarro)

Dr. Sharon Navarro had no report for this period.

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

Dr. Sara DeTurk presented a report on two issues currently being reviewed by the Committee on Academic Policy and Requirements.

1. Composition of Student Committees:

Policy – A student’s committee must be made up of a majority of graduate faculty members (tenured, tenure-track, or adjoint) from the program.

Biomedical Engineering (BME) Department Request –BME would like to request to be exempt from requiring a majority of their student’s committees be made up of a majority of graduate faculty members from the program, since a joint program with the University of Texas Health Science Center at San Antonio. BME would like to request student committees be allowed to be made of more than half special members.

Proposal – Amend the Graduate Council Bylaws. The AcPolReq committee suggests adding the following wording: *"At least half of the members of the dissertation committee must be UTSA regular graduate faculty. In the case of formal Joint Programs between UTSA and another institution, this half must include at least one UTSA regular graduate faculty member but may also include approved members of the associated institution."*

2. Faculty in Research Centers

Policy – UTSA faculty members who hold a tenured or tenure-track appointment are eligible for appointment as a member of the graduate faculty.

Request – Directors of research centers be able to apply to be member of the graduate faculty. The approval process would be very similar to applying for special membership.

Proposal – Amend the Graduate Council Bylaws

V. Unfinished Business

None

VI. Adjournment

The council voted to adjourn at 4:24 p.m.