

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

**October 7, 2014**

**Harris Rom  
HUC 2.212  
3:33-4:30 p.m.**

**Present:**

Michael Cepek, Liao Chen, Youn-Min Chou, Alberto Cordova, Dennis Davis, Sara DeTurk, Kevin Eddy, Sonya Eddy, Jurgen Engelberth, Kevin Grant, Jeff Halley, Steven Hoffman, Gerald Juhnke, Donald Kurtz, Margarita Machado-Casas, Barbara McCabe, Patricia McGee, Catherine Nolan-Ferrell, Malgorzata Oleszkiewicz-Peralba, Thalia Rodriguez, Elaine Sanders, Heather Shipley, Page Smith, Johnelle Sparks, Rebecca Stortz, Marie Tillyer, Ram Tripathi, Lila Truett, Walter Wilson, Hongjie Xie

**Absent:**

Richard Armendariz, Onur Bayar, Kinitra Brooks, Gloria Crisp, Anthony Escalante, Yusheng Feng, Eugene John, Michael McDonald, Samuel Musen, Liang Tang, Josh Thurow, Weining Zhang

**Excused:**

Rahman Azari, Mike Baumann, Mary Minor, Drew Stephen,

**Visitors:**

Lauren Beaver, Janis Bush, Fernando Martinez,

**I. Call to Order and Taking of Attendance**

The September meeting of the Graduate Council was called to order at 3:31 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. Janis Bush and Dr. Fernando Martinez to report on the Environmental Science Program Review. Motion was made by Dr. Kevin Eddy, seconded by Dr. Lila Truett, and approved unanimously.

**II. Approval of the Minutes**

Dr. Sanders asked for a motion to approve the minutes of the September 2014 meeting as written. A motion was made by Dr. Sanders and the motion passed unanimously.

**III. Reports**

**A. Council Chair (Elaine Sanders)**

Dr. Sanders announced a Secretary is needed and to notify her or Ginger Hernandez if anyone is interested. She also announced that Dr. Kevin Grant has been elected Chair for the Graduate Program and Courses Committee.

**B. Dean of the Graduate School (Page Smith)**

Dr. Smith updated the council on census date graduate program enrollment, which is roughly about 3400 master and 800 doctoral students. Master's enrollment is flat but is still good considering a large number recently graduated and there is a slight increase in doctoral enrollment. The phone lists of admitted students will be continued to be sent to departments. The phone calls have made a tremendous difference. He reminded the Council on an upcoming deadline for the 18 Characteristics of Doctoral Programs. He also conducted a demo of YouVisit, which is a virtual tour of the UTSA campus. The virtual tour is available on the Graduate School's (GS) website. The GS is currently working on a tour of the Downtown Campus and with the colleges that have expressed interest in conducting mini tours to highlight their programs. Upcoming changes from the GS: all publications will be electronic, revamp of website (which will be mobile friendly) and webpage's being developed providing vital information on developing degree proposals and changes in policies.

**C. Secretary (Vacant)**

Dr. Sanders presented an update on Council membership and Committee membership. A representative from Marketing department is needed and the committees still have some vacancies.

**D. Committee on Graduate programs and Courses (Vacant)**

No Report.

**E. Membership Committee (Michael Cepek)**

Dr. Michael Cepek presented recommendations of Special Membership Applicants (See Attachment "A"). The recommendation from the committee serves as a motion and seconded by Dr. Jeff Halley. The motion passed unanimously.

**F. Committee on Graduate Program Evaluation (Jurgen Engelberth)**

Dr. Engelberth presented the outside reviewers' report on the Criminal Justice and Environmental Science programs followed by council discussion. The vote of the committee served as a motion to accept the Criminal Justice report. The motion was seconded by Dr. Sara DeTurk and passed unanimously. The vote of the committee served as a motion to accept Environmental Science report with a recommendation of a faculty hire from the cluster hiring should be for the ES program. The motion was seconded by Mr. Kevin Eddy and passed unanimously.

**G. Committee on Academic Policy and Requirements (Vacant)**

No Report.

**IV. Unfinished Business**

**V. New Business**

**VI. Adjournment**

The meeting adjourned at 4:32 p.m.