

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

ORDER OF BUSINESS
October 3, 2017

<p>JPL ASSEMBLY ROOM 4.04.22 3:30-5:00PM 3:35-4:16PM</p>
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Present: DeBrenna Agbenyiga, Michael Baumann, Janis Bush, Guadalupe Carmona, Michael Cepek, Fengxin Chen, Lucila Ek, Jurgen Engelberth, Kandyce Fernandez, Doug Frantz, Ruyan Guo, Judy Haschenburger, Myung Ko, Ritu Mathur, Cyrus Melendez, Wing Chung Ng, Chris Packham, David Martinez-Prieto, Ricardo Ramirez, Libby Rowe, Elaine Sanders, Ernesto Alva-Sevilla, Liang Tang, Firat Testik, Marie Tillyer, Ram Tripathi, Victor Villarreal, Melissa Wallace, HungDa Wan

Absent: Jonathan Clark, Fathali Firoozi, Shane Haberstroth, Shamsad Khan, Erica Sosa, Alistar Welchman, Weining Zhang

Excused: Ian Caine, Jackie Cuevas, Heidi Rueda, Page Smith, Corey Sparks, Drew Stephen,

Visitors: Ana Leos

I. Call to order and taking of attendance

The October meeting of the Graduate Council was called to order at 3:35p.m. by Dr. Mike Baumann, Council Chair

II. Reports

A. Council Chair (**Mike Baumann**)

- Consent Agenda
 - Approval of Minutes
Dr. Baumann extended an opportunity for members to remove items from the consent agenda for discussion. No one chose to remove items. The consent agenda was approved.
- Special Membership Applicants (Attachment A)
 - Membership applicants were approved by the Council.
- Senate Update
 - 2% budget cut that would not affect salaries.
- Committee Chairs
 - Not all committees chair positions have been filled. Graduate Program Evaluation needs a chair. Please see Dr. Baumann if interested.

B. Dean of Graduate School (**DeBrenna Agbenyiga**)

- Current VIP Update
 - Ana Leos, Associate Director of Admissions & International Student Scvs, was invited to speak about the VIP updates that follow. A page on the Graduate School website is being created for VIP that will be used as a resource page for

students and faculty/staff. It will also include the rules and procedures of the VIP process.

- Dr. Baumann asks about the extent of which departments have in constructing guidelines for VIP. Ana explains that it is mostly internal, and each program is different, but the Graduate School needs to be aware of the guidelines. Dr. Guo expresses concerns over the student information that faculty does not have access to. Dr. Agbenyiga suggests that faculty reach out to their college for information. Dr. Guo questions the amount of access that staff may have to student information. Dr. Agbenyiga recommends going to the college for they are able to reach out to the student and have the ability to check if they meet the requirements. Additionally, Faculty can't nominate someone out of college for VIP, it must be the college that submits the nomination.
- Dr. Baumann confirms if the GRE must be waived as part of the VIP process. Ana answers that it is something that must be waived, the VIP process includes no test. Dr. Agbenyiga confirms no test requirement, however departments are not required to use VIP. However, students are still encouraged to take the exam so that it is on record per the recommendation of the coordinating board.
- Dr. Guo ask why there is not a VIP fellowship at the Graduate level. Dr. Agbenyiga explains that the Graduate School would like to distribute more money for these sorts of initiatives, however the current money is allocated for something else. Additionally, the GTAP Fellowship distribution is decided at the college level and it technically could be used for VIP. Dr. Agbenyiga will look into seeing if there is a possible option to increase GTAP funding.
- Dr. Myung Ko asks what percentage of prospective students apply through the VIP option. Dr. Agbenyiga states that it is a small percentage, but would like to see the amount increase. Students are not aware of the VIP application and Graduate School is making more of a university wide effort to make more students aware of this opportunity.
- For additional information or questions please reach out to Ana Leos.
- Texas Higher Education Coordinating Board Update
 - Board will now require a marketability (language on how student is obtaining skill by getting their degree) statement for every Texas school. Dr. Agbenyiga will provide more information upon receiving it. The board is looking for language on how the student is obtaining skills by getting their specific degree. Faculty should be aware of the language involved in the specific field. The form is going to be sent out to the colleges by the Graduate School.
 - 18 characteristics have changed, for more information please see your Associate Dean.
- Graduate Program Informational Brown Bag Series
 - Graduate School series discussions concerning various topics; GARs and staff welcomed to attend.
 - September Topic: Funding
- Committee Chairs
 - Graduate Program Evaluation chair is needed, please sign up.
 - Dr. Agbenyiga stressed how important it is to have Council representation at the evaluation sessions. Lack of representation becomes an issue if the program ends up on the "low producing list".
 - According to HOP there should be Council representation at the evaluation sessions. Dr. Baumann mentioned that invitations to attend program evaluation sessions have stopped.

- C. Secretary (**Jonathan Clark**)
 - No Report
- D. Committee on Graduate Programs and Courses (**Victor Villarreal**)
 - No Report
- F. Committee on Graduate Program Evaluation
 - No Report
- G. Committee on Academic Policy and Requirements (**Vacant**)
 - No Report

III. Unfinished Business

- At next month's meeting there will be representatives coming in for the MS in BTC. Please be sure to arrive early so that proposal can be moved up on the agenda.

IV. New Business

V. Adjournment

- Dr. Guo motioned to adjourn at 4:16pm, Dr. Carmona seconded.