

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
DOCUMENTS AND PROCEEDINGS OF THE GRADUATE COUNCIL
ACTION MINUTES
ORDER OF BUSINESS
SEPTEMBER 1, 2015

ASSEMBLY ROOM

JPL 4.04.22

3:30-4:45 p.m.

Present:

DeBrenna Agbényiga, Rahman Azari, Mike Baumann, Mehdi Beyhagi, Curtis Brewer, Michael Cepek, Jonathan Clark, Alberto Cordova, Dennis Davis, Kevin Grant, Ruyan Gou, Jeff Halley, Shane Haberstroh, Seok Kang, Jingqi Li, Adolfo Matamoros, Margarita Machado-Casas, Lucinda Nevarez, Sharon Nichols, Catherine Nolan-Ferrell, Anuradha Roy, Elaine Sanders, Corey Sparks, Boyka Stefanova, Drew Stephen, Liang Tang, Marie Tillyer, Jushua Thurow, Lila Truett, Daphne Villarreal, Melissa Wallace, Jennifer Woods, Hongjie Xie, Weining Zhang

Absent:

Kinitra Brooks, Brian Derrick, Doug Frantz, Rongjie Liu, Marcela Lopez, Barbara McCabe

Excused:

Richard Armendariz, Youn-Min Chou, Yusheng Feng

Visitor:

Karen Daas

- I. Call to order and taking of attendance
The September meeting of the Graduate Council was called to order at 3:34pm by Dr. Mike Baumann, Council Chair. Dr. Baumann introduced himself to the new Council members.
- II. Approval of minutes (Mike Baumann)
Dr. Baumann asked for a motion to approve the minutes of the May 2015 meeting. A motion to approve the minutes was made by Dr. Jeff Halley and seconded by Dr. Michael Cepek. Motion passed unanimously.
- III. Reports
 - A. Council Chair (Mike Baumann)
 - Year in Review (moved to the end of reports)
Dr. Elaine Sanders, outgoing Council Chair, gave the 2014-15 Year in Review. Her presentation provided an overview of the Chair's activities across the previous year (service learning, bylaws review, accessing reports on program reviews, recording of meetings); activities of the Dean of the Graduate School; new election of Chair and Secretary; activities of the Graduate Council Committees; and other business of the Council.
 - Council committees
Dr. Baumann informed the Council that we need more members on the committees. He explained that it is important for members to get involved in

committees to help Graduate Council function and have a strong impact. He highly encourages committee membership for the year. Members were provided a handout that shows the committee vacancies.

- Follow-up on program evaluations
Dr. Baumann reminded members that at the end of last year, members were asked to send information to him regarding specific questions that the Council wants to ask about the graduate program reviews that have been conducted (see Minutes from May for reference). This information will be compiled and forwarded to Dr. Sandy Welch's office to request that office to complete specific analyses of patterns across departments' graduate programs. Dr. Baumann announced that he has not received any specific requests so far from members. Requests should be sent to Dr. Baumann as soon as possible so he can make a specific request for analyses on behalf of the Graduate Council.

B. Dean of Graduate School (DeBrenna Agbényiga)

- Update on degree proposals
Dr. Agbényiga announced the approval of two new graduate programs: M.S. in Data Analytics and M.S. in Business
- Update on graduate enrollment
Dr. Agbényiga gave a preview of preliminary enrollment numbers for the current semester. To date, there are 4,200 graduate students enrolled this fall compared to 4,205 last year.
- Application deadlines
An update was given on conversations and potential changes to application deadlines. Dr. Agbényiga is concerned that having inconsistent application deadlines may be hindering our competition with other institutions and can be cumbersome and confusing for students. She is beginning to have conversations with Deans about ensuring more uniformity in application deadlines.
- Graduate school restructure
The Dean summarized changes that have been made over the summer to the organizational structure of the Graduate School. She presented the new organizational chart of the Graduate School, which has been reconfigured to increase efficiency and alignment with top-tier universities. Changes included some reclassified position titles, addition of IT personnel, and recruitment positions. There will be a recruiter assigned to the Colleges. There is also a marketing person in the Graduate School who will work on the marketing strategy. She also gave preview of the new Graduate School website. Discussion followed about the new recruitment efforts and the structure of the Graduate School.
- New space
Dr. Agbényiga announced that the Graduate Student Engagement and Professional Development Center will be opening soon in the former Teacher Education Services office. This will be a student-oriented center where graduate students can access services and interact across departments and colleges. There will be space for activities on DT campus also.

C. Secretary (Dennis Davis)

- Update on Graduate Council members
Dr. Davis referred members to the membership list and asked for any corrections or changes that need to be made. Additionally, Dr. Baumann gave a reminder about committee vacancies and the importance of getting involved in Graduate Council committees.

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

- No report

E. Membership Committee (Michael Cepek)

- Special member applicant approval
Dr. Cepek 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. Catherine Nolan-Ferrell and passed unanimously, no abstentions. Clarifications on the process were discussed. A suggestion was made to add year of terminal degree to the summary information. No decision was made on this suggestion. A clarification was given on what it means to be an adjoint member, since the list included several applications for adjoint faculty membership. Ginger Hernandez explained that adjoint faculty are those at other institutions that have a memorandum of understanding (MOU) with UTSA. They have the same rights and responsibilities as graduate faculty members, including chairing committees, and they are approved for a five-year term.

F. Committee on Graduate Program Evaluation (Vacant)

- No report

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

- No report

IV. Unfinished Business

V. New Business

Dr. Baumann raised the question of no longer audio recording Graduate Council meetings. He gave an overview of reasoning behind not audio recording and invited discussion. Discussion followed. Questions were asked about the usefulness of the recordings and the possible consequences of continuing the recording and suspending the recording. Dr. Kevin Grant moved to suspend recording of Graduate Council meetings. The motion was seconded by Dr. Cepek. Results of the vote were: 28 approve, 1 opposed, 2 abstentions; motion passes.

Dr. Baumann announced that the October meeting will be rescheduled because it conflicts with the President's State of the University address. The meeting will be moved to Oct. 13 provided we can find a room; Ginger will send out further details when a location is identified.

VI. Adjournment

Motion to adjourn made by Dr. Sanders and seconded by Dr. Cepek. Meeting adjourned.