

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
DOCUMENTS AND PROCEEDINGS OF THE GRADUATE COUNCIL
ACTION MINUTES
ORDER OF BUSINESS
September 5,2017

**Assembly Room
JPL 4.04.02
3:36-4:06 pm**

Present: DeBrenna Agbenyiga, Michael Baumann, Janis Bush, Ian Caine, Guadalupe Carmona, Fengxin Chen, Jonathan Clark, Bridget Drinka, Judy Haschenburger, Shamsad Khan, Myung Ko, Ritu Mathur, Wing Chung Ng, Chris Packham, Libby Rowe, Heidi Rueda, Elaine Sanders, Erica Sosa, Drew Stephen, Firat Testik, Marie Tillyer, Ram Tripathi, Victor Villarreal, Melissa Wallace, HungaDa Wan, Alistar Welchman, Ernesto Alva Sevilla, David Martinez Prieto, Cyrus Melendez, Ricardo Ramirez

Absent: Michael Cepek, Fathali Firoozi, Doug Frantz, Shane Haberstroth, Page Smith, Liang Tang, Zijun Wang, Nicole Wicha, Lauren Bednarski

Excused: Kandyce Fernandez, Ruyan Guo, Corey Sparks

Visitors: Chad Mahoud, Erin Madden, Jorge Solis

- I. Call to order and taking of attendance
The May meeting of the Graduate Council was called to order at 3:36 p.m. by Dr. Mike Baumann, Council Chair.
- II. Reports
 - A. Chair Council (**Mike Baumann**)
 - Consent Agenda
 - Approval of Minutes
Dr. Bauman extended an opportunity for members to remove items from the consent agenda for discussion. No one chose to remove items. The consent agenda items were approved.
 - Special Membership Applicants (Attachment A)
 - Membership applicants were approved by the Council.
 - The chair updated the council on committee membership, inviting those not part of a committee to consider joining one.
 - B. Dean of Graduate School (**DeBrenna Agbenyiga**)
 - Policies to be Discussed (19-21 Catalog)
 - The dean presented several policies that need to be discussed by the council this year. She and her staff have spent time comparing UTSA to UT system policies and have identified opportunities for possible changes, including the following:

- Retaking of a course due to low or failing grade. The Dean recommends that we look at that policy this year. Additional information forthcoming.
 - The plus/minus grading system. Some departments use it, some don't, but current policy leaves it up to individual faculty to decide. The grading system impacts graduate students...many hitting a B- and its affecting their status in their program. Creates another layer of complexity for international students. This summer, a group of students has scheduled meetings with the Dean to discuss. The dean brought it up at the Dean's retreat, leading to additional discussion about its use among graduates versus undergraduates. Provost has indicated that he supports dropping the plus/minus system at the graduate level. Need to have the discussion at the graduate council before going on to the senate.
 - Applying undergraduate course credit to graduate programs. Some variation across programs and colleges. Looking at other institutions and how UTSA compares. Needs to be discussed by the graduate council. Impacts formula funding (see CIP codes).
 - Time limit for readmission. Gets a little tricky for some students. Need to think about how our programs apply current policy. Discussion with graduate council will be necessary.
- Enrollment Update
 - The dean presented an update on enrollment. We will be at census in a few days. Graduate enrollments up for both masters and doctoral. Well over 1,000 for master's programs. Doesn't anticipate losing many around census. Several programs have had notable increases in enrollments.
 - This summer, the graduate school held document days prior to orientation to get ahead of the curve in terms of enrollment and registration for international students. Gives the students an opportunity to fill in the holes in their paperwork and get enrolled sooner.
- CIP Codes –Formula Funding
 - The dean presented information on CIP (classification) Codes and formula funding. Need to have courses and programs correctly categorized in order to ensure proper formula funding. Many doctoral courses have been coded at a level 3. They should be coded at a level 6. That means a big loss (could be into the millions overall) in revenue from formula funding. Counseling program as an example. It also becomes problematic when graduate students take undergraduate courses. When that is the case, we only get
 - *Mike Baumann* noted that the undergraduate multiplier is 4 versus a graduate multiplier of 11. There are also differences across disciplines. If coded as the wrong discipline or wrong course level, there is a significant impact on funding.
 - *Myung Ko* asked who is responsible for entering CIP codes. Most institutions have one person who tracks and manages these codes. UTSA does not have such a person. Left to colleges, departments, programs.

- *Mike Baumann* noted that the coordinating board makes changes to the formula that need to be tracked, but too often we are not doing so at UTSA.
- The Dean's office reviewed the coding of UTSA's programs and courses and ended up making 500-600 changes, so the problem is widespread across the university.
- GAR/Admin. Retreat
 - The dean presented the opportunity for GARS and administrative personnel to get together and go over admissions, recruitment, forms and other matters to make sure everyone is on the same page. Forms will be moving to electronic. The plan is to do a big meeting in the fall, then monthly meetings (with smaller groups) at the graduate school, and then another big meeting in the Spring.
 - The Dean is also working on a GAR guidebook to share with the GARs and Admins.
- *Mike Baumann*: For a lot of these issues, remember that you [members of graduate council] are not just here for you, also here for your departments, so engage with your colleagues and get their thoughts on these issues. It's helpful if we have a very good sense of how policies are executed. UTSA has had a long history of a disconnect between policy as written, and policy as put into practice.

C. Secretary (**Jonathan Clark**)

- Committee Overviews:
 - The secretary presented a brief description of each of the council's committees for the benefit of new members (language read directly from the bylaws).
 - The secretary noted for council members (especially committee chairs) that proposed business should be sent to him in advance of the monthly agenda and administration meeting.

D. Committee on Graduate Programs and Courses (**TBD**)

- A note was made that there is a proposed masters degree program that the council will need to revisit this year.

E. Committee on Graduate Program Evaluation (**TBD**)

- No Report

F. Committee on Academic Policy & Requirements (**TBD**)

- No Report

III. Unfinished Business

IV. New Business:

- No new business

V. Adjournment

- Meeting adjourned at 4:06 p.m.