

Associate Deans' Meeting

Minutes

November 10, 2017

Attendees Dr. DeBrenna Agbenyiga (GS), Dr. Juliet Langman (COEHD), Dr. Anson Ong (COE), Mr. David Matiella (CACP), Dr. Floyd Wormley (COS), Dr. Gerald Juhnke (GA)

Absent: Dr. Robert Tillyer (COPP), Dr. Pamela Smith (COB), Dr. Rachel Marquez (COLFA)

Representative: Ms. Janna Schwartz – for Dr. Tillyer, Dr. Dan Davied – for Dr. Smith, Dr. Eve Browning – for Dr. Marquez, Mr. Manny Flores– for Dr. Wormley

Note Taker: Ms. Rochelle Arruda

Meeting called to order at **8:04 A.M.**

I. Welcome

a. Introductions

- i. Introduction for Dr. Juhnke's new role as Associate Dean in Academic Administration in the Graduate School.

II. CGS Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants (Attachment I)

- a. The memo regarding this was sent on Tuesday, November 7th.
- b. This memo is to be shared with all department chairs. Reminder that offers to graduate students cannot be taken away until after April 15th regardless of where the funds are coming from. This deadline is established at a national level by the Council of Graduate Schools (CGS), all persons in all of the UTSA departments should be mindful of that date.

III. H.O.P Policy Update on TA and GRA (Attachment II)

- a. Change with the Provost that was made over the summer; that students only need to enroll in one credit hour in the summer to get their assistantships, as opposed to the three credit hours they were previously required to.
- b. Waiting on HR to finalize their review, as this should be implemented permanently.
- c. In regards to this policy relating to fellowships, Dr. Agbenyiga is also waiting for HR's final approval.
 - i. Dr. Langman asked if this applies to only those who have applied as teaching assistants or other students seeking assistantships in the spring and fall?
 1. Dr. Agbenyiga responded saying that it is for students that are enrolled full-time in the "long semesters," (Fall & Spring) then there should be no requirement for them to be enrolled full-time in the summer. However they are required to have one semester credit hour in the summer, in order to be able to work.
- d. Dr. Agbenyiga will inform the Associate Deans (ADGs) if there is a change noted from HR.

IV. Appointments of Assistantships

- a. The current system requires appointing graduate students who take on assistantships every semester as opposed to a appointing them on a yearly basis. The previous system,

before UTSA moved to using PeopleSoft, allowed departments to appoint them on a yearly basis.

- b. The current by-semester appointing system has been troublesome for many departments at UTSA. Causing issues and miscommunication for faculty, staff, and students.
- c. Dr. Agbenyiga has the goal to change this appointment process back to a yearly basis, with a separate appointment time for any summer hours. HR has plans to use a new system in the spring, and as of now they have no issue implementing this request. The last step is to work with fiscal services to finalize the process.
 - i. Dr. Wormley inquired if this is an issue for international students, or domestic students?
 1. Dr. Agbenyiga answered that it is primarily an issue for domestic students—however, it impacts all students in various ways and the staff.
 - ii. Dr. Matiella touched on the idea of this new process saving time, paperwork, and ultimately money.
 1. Many members of the council members added to this, noting that several 100 students apply every semester and it takes several weeks for the process to finalize and to ensure that they are paid in a timely manner. Dr. Agbenyiga noted that the amount of time that staff across colleges are spending on processing paperwork each semester is too much and at time results into a delay that is beyond their control. These changes will allow them to process paperwork once a year (for Fall and Spring) and once for Summer.
 - iii. Dr. Langman suggested to have doctoral students be put on a monthly pay cycle and stop needing to submit timesheets, as they get paid for 20 hours a week regardless. She added this results in wasted time and effort.
 1. Dr. Agbenyiga made a note of this and will add to the upcoming discussion with HR as she agrees with this aspect as well.
- d. A meeting is in the process of being scheduled in December to discuss implementation of the change.
- e. Dr. Agbenyiga will keep the ADGs updated, and let everyone know when the meeting will take place.

V. 2019-2021 Catalog Revision Update

- a. A memo will be sent out Monday, November 13th to the ADGs and department chairs with instructions and guidelines of the new procedures for updating the Catalog.
- b. There are several changes to the Catalog updating process, which will be highlighted in the memo. Some of these changes include: a time period to look through submitted work and add in changes, along with requiring the Associate Dean and Dean to approve all requested changes to the Catalog.
 - i. Dr. Agbenyiga addressed Dr. Langman's concern about various individuals making unapproved changes to the Catalog. Dr. Agbenyiga noted that the new system would circumvent this issue, and there will be a template to show the new process and acknowledgement of approved changes.
 - ii. Dr. Wormley asked how undergraduate classes will be counted for graduate student's curriculum moving forward.
 1. Dr. Agbenyiga explained that Graduate Council is at an impasse in their discussion on this topic. They have discussed looking to cross listing courses. She also noted that the practice of graduate students using

undergraduate classes to fulfill requirements is generally not allowed at other UT Systems institutions. Graduate council is looking into changing this policy. The Graduate Council plans to make a decision on this by the end of the academic year.

- iii. Dr. Wormley noted that when honor students take an undergraduate course they must provide documentation showing that they are accomplishing extra work in the course. If classes are cross listed and or are undergraduate courses, then graduate students should be required to follow the same procedure.
 1. Dr. Agbenyiga agreed, noting the registrar would not accept these undergraduate courses unless they could evaluate the course's syllabi and clearly see the difference with respect to required work for a graduate student versus and undergraduate student taking the course.
 2. Dr. Agbenyiga noted that this is an issue that coincides with the Catalog revision of policy. As students and administration will look to the Catalog to see what is expected of them. Currently, there is a discrepancy between what is expected and outlined in the Registrar's office form and the text in the Graduate Catalog.
- c. Once the Grad Council make their decision, the new policies will be put in place regarding the catalog--Dr. Agbenyiga will share the results with the Associate Deans.

VI. Doctoral Program Semester Credit Hours

- a. Dr. Agbenyiga in speaking with The Texas Higher Education Coordinating Board and the UT System has found that, contrary to current belief/practice at UTSA, there is no minimum for required credit hours for a graduate program.
- b. A discussion on this campus has been to look at various doctoral programs and try to reduce credit hours were possible. Programs should look at peer institutions statewide and nationally when assessing their program and the appropriate credit hours for the degree.
- c. Competency based credit awarded is also in discussion, which could be something to consider with all new programs—increasingly, THECB has required language about this process.
- d. Dr. Wormley clarified that the minimum credit hours is 60.
 - i. Dr. Agbenyiga answered that essentially yes, but that is just the norm because of time required to fulfill research, class-time, and dissertation requirements.
- e. Dr. Langman commented that an issue in her college is that students are required to be enrolled in 6 credit hours to remain in the program, which ends up with students remaining in the program for 80 hours. If they do not take 6 credit hours, they are not eligible for funding or assistantship. She also noted that ultimately these are credit hours that the students don't really need.
 - i. Dr. Agbenyiga noted that this was something to look into to changing. Students should not have to enroll in additional credit hours once they have reached a particular point in the program (ABD). This will be looked into and follow-up at an upcoming meeting.

VII. Upcoming Deadlines

- a. PDRF
 - i. November 17th is the wave one deadline. Dr. Agbenyiga has proposed two addition deadlines as a part of WAVE I. She will keep the ADGs informed if this happens.

- ii. Dr. Agbenyiga also noted that students need to hear from UTSA before the holiday, so students are encouraged to enroll for spring term.
- iii. Memo to be sent out Monday, November 13th as a notice to all departments with respect to the PDRF WAVE I dates.

b. G-TAP

- i. December 8th is the nomination deadline for the first wave of doctoral programs.

VIII. Matters Arising

a. Classroom Safety:

- i. Due to a situation on campus, Dr. Agbenyiga received an email from a student. The student was expressing their confusion and fear because of the way a situation on campus was handled.
- ii. There was a severe breakdown in communication across various entities on campus. The faculty and students were not aware of various aspects that occurred during the investigation into the situation.
- iii. Dr. Agbenyiga wanted to know if the ADGs believe that a session with Chief Lewis (representative from his office) about their process would be helpful to faculty and staff. If so, she would arrange for him to give a session.
 - 1. Dr. Wormley commented that he believes that the students' safety was not considered or assured and the safety process is not being discussed.
 - a. Many other members agreed with him. It was noted that students' safety is and needs to be a top priority.

IX. Closing matters

- a. No closing matters brought up to discuss

Meeting ended at **9:30 A.M.**