

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

September 1, 2009

John Peace Library 4.03.12

3:30 p.m.

Present: Gabriel Acedvedo, David Akopian, John Alexander, Kim Bilica, Rena Bizios, Julie Bland, Norma Cantu, Michael Cepek, Bill Cooke, Jim Dykes, Dorothy Flannagan, Sean Guidry, Anjali Gupta, Richard Hartley (replacing Roger Enriquez), Mary Kay Houston- Vega, Kim Kline, Myung Ko, Don Kurtz, Lance Lambert, Francisco Marcos-Marin, Elizabeth Murakami (replacing Felicia Briscoe), Greg Michel, Sharon Navarro, Emeka Nwaez., Joel Saegert, Rudy Sandoval, Can Saygin, Scott Sherer, Brian Smith, Howard Smith, Ryan Sprott, Drew Stephen, Garry Sunter, Heather Trepal, Ram Tripathi, Lila Truett, John Wald, Jose Weissmann, Raj Wilson, Mary Zey

Absent: Andrey Chabanov, Renee Nank, Anne S. Reamey, Weining Zhang

Excused: None

Visitors: None

I. Call to order and taking of attendance.

Dr. Norma Cantú called the September 1, 2009 meeting of the Graduate Council to order at 3:04 pm.

II. Approval of Minutes (Norma Cantú)

The Minutes of the May 5, 2009 meeting were approved.

III. Reports

A. Council Chair (Norma Cantú)

Dr. Cantú welcomed the members of the Graduate Council. She noted that she is the Graduate Advisor of Record for English and that she is honored to serve the University and Graduate Council as Chair. Dr. Cantú encouraged people to volunteer to serve on the Graduate Council committees.

B. Dean of Graduate School (Dorothy Flannagan)

Dean Dorothy Flannagan joined Dr. Cantú in welcoming back the returning members and she was delighted to have the new members join us. Her office is happy to help or provide information to the Graduate Council. She introduced Ginger Hernandez (x5706) as the Graduate Council liaison.

Dean Flannagan noted that the Graduate Council meets once a month, but that much of our work is conducted by our committees. All are active throughout the year. She seconded Dr. Cantú's request for volunteers. Some committee's have vacancies, but

more volunteers are always welcome even on committees that appear to not need any additional members.

Dean Flannagan described a functional change in graduate program evaluation. Programs have been reviewed on a 7- 10 year cycle for many years. She enumerated the steps followed in that procedure: 1) the Graduate Program prepared a self-study report, 2) our Graduate Program Evaluation Committee reviewed the self-study report and assigned a representative, 3) the representative of the committee helped coordinate the site visit with the outside reviewers, and 4) the Graduate Program Evaluation Committee presented a consolidated report to the Graduate Council based on the self-study report, the outside reviewers' report, and the response from the Graduate Program.

Due to changes in the HOP, undergraduate programs also need to be reviewed. All programs in a Department (both undergraduate and graduate) will be reviewed together under a procedure organized and overseen by a Vice Provost (currently Dr. Sandra Welch, Vice Provost for Accountability and Institutional Effectiveness). Programs currently under review will continue under the old procedures. Dr. Welch will send out letters to programs beginning their review this Fall. While not overseeing the entire process, the Graduate Council still has an important role in the new procedure. A member of the Graduate Program Evaluation Committee will be on the review committee and will be charged with reviewing the graduate programs. As before, a report will be submitted to the Graduate Council.

While some of the details of the new procedure are still being refined, Dean Flannagan answered questions by Drs. John Alexander, Howard Smith, Palani-Rajan Kadapakkam, and Kim Bilica. Ginger Hernandez has prepared a schedule of programs to be reviewed that includes all undergraduate and graduate programs by Departments. Dean Flannagan reported that it is her understanding that accreditation for professional programs will still substitute for program reviews and that there will be an attempt to consolidate such accreditations and reviews on a common schedule. The site visit will probably be expanded to include three outside reviewers with at least one chosen based on graduate program expertise. Under the new procedure, the roles of both the Graduate Council and the Graduate School will be advisory to the Provost.

Dean Flannagan provided updates on a number of items important to the Graduate Council. The final report for SACS accreditation has just been submitted and a site visit may be scheduled the week after Spring Break. Graduate credit hours have increased 7%; with a 4% increase in Master's enrollments and a 10% increase in Doctoral enrollments. She thanked the programs for recruiting such good students. She noted two new requirements in the Texas code: 1) Teaching Assistants (TAs) need to complete a 3-day orientation a week before classes (unless there is a special dispensation) and 2) international students need an assessment of English in order to be appointed as a TA.

Dr. Flannagan described a recent initiative of the Texas Higher Education Coordinating Board (THECB). On its website, each University is required to post information about the graduate programs available at the University. The goal of making the information publically available is to allow all prospective students to make comparisons across the state. As a specific example, she noted that a prospective student interested in a PhD in

English would be able to compare programs at Texas A&M, UT Austin, Texas Tech, and UTSA. The Graduate School has been collecting the data in anticipation of the December deadline, but will ask for some information from the GARs (such as a list of student and faculty publications in the last year). The Graduate School will show the program all of the information prior to posting it on the website.

One function of the Graduate Council is to review proposals for new graduate programs. Dean Flanagan explained that the sequence of steps is the program, the Graduate Council, the Faculty Senate, the University, the UT Board of Regents, and the THECB. She introduced Dr. Gabriel Acevedo (Chair of the Graduate Programs and Courses Committee). She noted that a number of proposals are still under review by the THECB and that at least two are in the University pipeline.

C. Secretary (Jim Dykes)

Dr. Jim Dykes reviewed the members of the Graduate Council (distributed as Attachment A of the Agenda). He noted that Dr. Elizabeth Murakami-Ramalho will replace Dr. Felicia Briscoe as the representative for the Department of Educational Leadership and Policy Studies. Dr. Briscoe has been called to help with the SACS accreditation process. Also, Dr. Richard Hartley has replaced Dr. Roger Enriquez as the representative for the Department of Criminal Justice. Dr. Dykes also reviewed the membership of the Graduate Council Committees (distributed as Attachment B of the Agenda). Dr. Garry Sunter has joined the Membership Committee. Two student representatives (Anjali Gupta and Sean Guidry) switched the committees on which they will serve (Graduate Program Evaluation and Graduate Programs and Courses, respectively). Dr. Dykes reiterated the call for volunteers to serve on the committees.

D. Committee on Graduate Programs and Courses (Gabriel Acevedo)

Dr. Gabriel Acevedo reminded the Graduate Council about how busy his committee was last year due to the number of new proposals. He thanked the continuing members of his committee and suggested that this might be a good year for new members to join due to a lighter work load. He offered to help anyone with questions about new proposals. Dr. Cantú complimented him on his good insights about certification proposals as well as Master's and Doctoral proposals.

E. Membership Committee (Scott Sherer)

Dr. Scott Sherer noted that the Membership Committee is the *best* committee, so new volunteers should join it. He presented the list of seven applicants that his committee recommended to be Special Members of the Graduate Faculty (Attachment C in the Agenda). He reported that all seven applications had earned the terminal degree in their area. The entire list was unanimously approved.

Dr. Cantú reminded the Graduate Council that only members of the Graduate Faculty may serve on a student's thesis or dissertation committee. Membership in the Graduate Faculty is also required for faculty teaching graduate courses. She pointed out that it really helps if the applications are submitted in a timely fashion. Dr. Sherer explained that he is making sure about this Fall. In response to a question by Dr. Smith, Drs. Cantú and Sherer explained that new faculty with a terminal degree who are hired as tenure track are automatically members of the Graduate Faculty.

F. Committee on Graduate Program Evaluation (vacant Chair)

Dr. Cantú explained that the members of the Graduate Program Evaluation Committee need to elect their Chair from amongst the committee members who are also members of the Graduate Council. Dr. Kim Kline (Chair of the Nominating Committee) will call the election by the committee. There are also vacancies for representatives from the College of Business, the College of Liberal & Fine Arts, and the College of Sciences. Volunteers should contact Dr. Kline.

G. Committee on Academic Policy and Requirements (vacant Chair)

Dr. Cantú noted that the Academic Policy and Requirements Committee also needs to elect a chair and has two vacancies: the College of Business and the College of Liberal & Fine Arts. Dr. Kline explained that each committee needs to have at least three members who are also members of the Graduate Council. The Chair will be elected from amongst those three (or more) committee members.

IV. Unfinished Business

Dr. Sherer reminded the Graduate Council that his Membership Committee is revising the application process and form for members of the Graduate Faculty.

V. New Business

Drs. Cantú and Dykes showed a PowerPoint presentation describing the role of the Graduate Council and the functions of its committees.

VI. Adjournment

The meeting adjourned at 4:19.