

**The University of Texas at San Antonio**  
**Graduate Council**  
**Report of the Secretary for the 2007-2008 Academic Year**

Submitted September 2, 2008

by

Jim Dykes, Secretary

### **Authority**

This secretary's report is filed in accordance with the Bylaws (Article IV.2.f.) of the Graduate Council of The University of Texas at San Antonio (UTSA).

### **Meetings and Attendance**

The Graduate Council met eight times during the 2007-2008 academic year: September 4, 2007; October 2, 2007; November 6, 2007; December 4, 2007; February 5, 2008; March 4, 2008; April 1, 2008; and May 6, 2008. Attendance was taken at each meeting and visitors were invited to attend and provide information about graduate program proposals in their area.

### **Graduate Council Chair Reports**

Dr. William McCrary replaced Dr. Ted Skekel as Graduate Council Chair. He noted Dr. Skekel's outstanding service at the September meeting. After that meeting, he presented an orientation to the Graduate Council for new members with help from Dean Dorothy Flannagan and Dr. Jim Dykes. In part, the orientation covered the responsibilities of our committees. He encouraged new members, especially students, to volunteer to serve on committees. As Graduate Council Chair, Dr. McCrary led three initiatives this academic year. At the October meeting, he raised the issue of fees paid by graduate students and the funding of services desired by graduate students. His motion to appoint an ad hoc committee was approved at the meeting. Working with Dean Flannagan, the major result was the establishment of a UTSA Graduate Student Association. As Ms. Lisa Palacios explained at our February meeting, the three goals are to offer a representative approach, to give the graduate students a voice, and to increase communication. Secondly, Dr. McCrary led the revision of graduate program review in the Handbook of Operating Procedures (HOP). He invited Drs. Art Hernandez, Gerry Dizinho, and Steve Wilkerson to discuss the implications to the Graduate Council of the draft changes in undergraduate and graduate program review. Along with Dean Flannagan and Dr. Dykes, he discussed HOP revisions at the February meeting and, at the March meeting, established an ad hoc committee to work with him and the Administrative and Agenda committee. The proposal to have graduate program review initiated by the Provost and coordinated with the Program Review Committee was unanimously approved at the April meeting. Dr. McCrary's third initiative focused on the role and compensation of Graduate Advisors of Record (GAR) across the University. At the December meeting, he charged Dr. David Romero's Committee on Academic Policy and Requirements to study the policies in effect in the different Colleges. As noted below, Dr. Romero led a discussion of his findings at the April meeting.

### **Dean of the Graduate School Reports**

Dr. Dorothy Flannagan, Dean of the Graduate School, consistently focused on the recruiting, advising, and retention of graduate students. She expanded the orientation programs for new students, the workshops on writing a thesis or dissertation, and recruiting at other

campuses; worked on increasing diversity in recruiting and improving retention with Dr. Beth Durodoye (who spoke at our October meeting); organized a student panel on “Getting through Graduate School; helped establish the UTSA Graduate Student Association; and facilitated doctoral admissions by getting the transcripts on line. In addition to shepherding proposed new programs through the University, the Board of Regents, and the Texas Higher Education Coordinating Board (THECB); Dean Flannagan kept the Graduate Council apprised of changes in the criteria used in the review of new proposals and existing programs at our November and May meetings. The new Master of Science in Construction Science and Management was approved for Spring 2009 implementation and seven new Graduate Certificates were approved (Urban & Regional Planning, Historic Preservation, Keyboard Pedagogy, Keyboard Performance, Higher Education & Administration, Security Studies, and Spanish Translation Studies). She chaired the committee to revise the HOP on graduate student education. She initiated and wrote the first draft of a Quality Enhancement Plan pre-proposal for Graduate Excellence. After the pre-proposal was selected, she worked with Drs. Scott Sherer and Kim Kline on the full proposal.

### **Graduate Council Secretary Reports**

Dr. Jim Dykes worked with Jennifer Jensen and Ginger Hernandez to maintain the membership list of the Graduate Council as it completed the transition to the per department representative system. He is extremely grateful to Drs. David Romero (chair), Stuart Birnbaum, and Rosalind Horowitz for serving on the Nominating Committee and for recruiting faculty to serve on the Graduate Council Committees.

### **Committee on Graduate Programs and Courses Reports**

Dr. Thankham Sunil chaired the committee between September 2007 and February 2008. In September, Dr. Sunil presented the MS in Construction Science and Management proposal. In December, he presented two Graduate Certificate proposals: Historic Preservation and Urban & Regional Planning. In February, he presented four Graduate Certificate proposals: Keyboard Pedagogy, Keyboard Performance, Higher Education & Administration, and Spanish Translation Studies. All were approved by the Graduate Council and are being implemented. Dr. Gabriel Acevedo took over as the Sociology representative in March and chaired the committee. He immediately worked on reviewing the Graduate Catalog proofs and the proposed MS program in Advanced Manufacturing and Enterprise Engineering. He summarized changes in the Graduate Catalog at the April meeting and presented the Advanced Manufacturing and Enterprise Engineering proposal at the May meeting. The proposal passed unanimously.

### **Membership Committee Reports**

Dr. Scott Sherer has served as chair since November 2007. A total of 83 people were recommended for Special Membership of the Graduate Faculty at the September, October, November, December, February, April, and May meetings. They were approved by the Graduate Council. Dr. Sherer worked with Ginger Hernandez to facilitate electronic review of the applications. He also worked with his committee to standardize the applications and to provide more information about each application to the Graduate Council. As the number of doctoral programs has increased, it has become more important to know whether Special Members would be teaching masters or doctoral courses and whether they would serve on a thesis or dissertation committee.

### **Committee on Graduate Program Evaluation Reports**

Dr. Ben Olguin scheduled program reviews for the 2007 / 2008 academic year and beyond. Consistent with previous procedures, new programs are reviewed five years after implementation. On the other hand, established programs are reviewed at least once every 10 years (previously it was every seven years) and the Graduate Council is informed of the one-year follow-ups. He sent out notices to the Departments and met with individual programs to help with their reviews. Along with his committee and Jennifer Jensen, work continued over the Summer. The HOP revisions noted above should facilitate program reviews.

### **Committee on Academic Policy and Requirements Reports**

Dr. David Romero chaired the Committee on Academic Policy and Requirements. His committee continued its review of dismissal and reinstatement procedures. He reported on the results of his survey at the October and November meetings. Noting College differences in specific procedures, he recommended standardizing the mandatory deadlines for requests for reinstatement (June 15 for Fall Semesters, October 15 for Spring Semesters, and March 15 for Summer Semesters). His proposal was approved. His committee also reviewed a request to allow a retired Professor Emeritus to chair a student's committee. The Graduate Council Bylaws only allow a Special Member of the Graduate Faculty to co-chair a committee. While the current HOP does not speak to the issue, the revised HOP will implement our Bylaws. In light of the current HOP and unusual circumstances, his committee unanimously recommended allowing an exception in this particular case. The recommendation was not to be taken as a precedent. The recommendation passed at the October meeting. As noted above, Dr. Romero's committee also reviewed the role and compensation of Graduate Advisors of Record (GAR). At the April meeting, he noted that the current HOP does not mention GAR and that there are considerable differences between the Colleges. Deans and Associate Deans are now aware of the issues. In addition to hopefully gaining more administrative support and compensation, it would help to include GAR in the HOP and clarify their duties.

Also as noted above, Dr. Romero chaired the Nominating Committee. He proposed the slate of officers at the April meeting and the membership lists for the Graduate Council Committees at the May meeting.

### **Conclusion**

The Graduate Council was very productive in the 2007 / 2008 academic year. Graduate education at UTSA continues to rapidly expand. A new MS program and seven new Graduate Certificate programs were approved for implementation. A new MS proposal is under review. As the number of graduate programs and enrollments (especially doctoral) increase, initiatives by the Graduate Council and the Graduate School continue to improve student recruitment, services, and retention. The internal review of new proposals is attuned to changes at the Board of Regents and the THECB. Program reviews are being improved by revisions to the HOP. Policies of student dismissal and reinstatement and GAR duties and compensation are being reviewed at a University-wide level.

Respectfully submitted,

Jim Dykes