

The University of Texas at San Antonio
Graduate Council
Report of the Secretary for the 2008-2009 Academic Year

Submitted September 1, 2009

by
Jim Dykes, Secretary

Authority

This secretary's report is filed in accordance with the Bylaws (Article IV.2.g.) 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 2, 2008; October 7, 2008; November 4, 2008; December 2, 2008; February 3, 2009; March 3, 2009; April 7, 2009; and May 5, 2009. 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 served as Graduate Council Chair. At the September meeting, he reviewed the Bylaws of the Graduate Council and read our charge. He stressed the importance of committee service for Graduate education at UTSA. After that meeting, he presented an orientation to the Graduate Council for new members with help from Dean Dorothy Flannagan and Dr. Jim Dykes. He used the discussion of our committees to encourage involvement, especially new and student members. As Graduate Council Chair, Dr. McCrary led six initiatives this academic year. As a part of enhancing the lives of graduate students, he served on the UC Advisory Committee. He was successful in convincing the Committee to add a slot designated for a graduate student. On a second initiative, Dr. McCrary worked closely with Dean Flannagan on the Quality Enhancement Plan part of the SACS accreditation process. Last Summer, Drs. Kim Kline and Scott Sherer developed a QEP proposal with a group from the Graduate Council. Their proposal was one of three discussed in focus groups and revised in Fall 2008. At the October meeting, Dr. McCrary became involved with the issue of required English as a Second Language (ESL) classes for graduate students. He directly met with concerned faculty and with Jim Kelim (Coordinator of ESL Services) to help graduate students while maintaining compliance with UTSA and state policy. As a fourth initiative, Dr. McCrary worked with Dr. David Romero on a survey of GAR compensation. Dr. Romero presented the results of his survey at the May meeting. Following up on a suggestion by Dr. Palani-Rajan Kadapakkam, Dr. McCrary asked Norma Cavazos to compile a list a consolidated list of research and statistics graduate courses. She presented the list at the March meeting and an updated list at the April meeting. Finally, Dr. McCrary worked with Dr. Sherer in reviewing the guidelines for Special Members of the Graduate Faculty: required qualifications; terms of service on thesis & dissertation committees; terms of service to teach master's and doctoral level courses; and review procedures. Dr. Sherer discussed his Committee's deliberations at the April meeting. Dr. McCrary's outstanding service as Chair was noted with a standing ovation and an award at the May 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 Graduate Fairs, the orientation programs for new students, the workshops for student development, nurturing the UTSA Graduate Student Association, and using technology to facilitate graduate admissions. In February, she met with the Noel-Levitz consulting firm to aid in enrollment management. As noted above, she worked on the QEP proposal. She coordinated the Lonestar Diversity Colloquium in April: an annual statewide graduate initiative with about 50 attending universities. As the fourth host, UTSA joined the previous three hosts: Texas A&M, UT Austin, and Texas Tech. She led the Graduate Studies task force for modification of the Handbook of Operating Procedures. She also discussed information gleaned from the annual meeting of the national Council of Graduate Schools. 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. In November, she announced the approval of the PhD in Interdisciplinary Learning and Teaching as the 21st doctoral program at UTSA (Fall 2009 implementation). The approval of the MS in Advanced Manufacturing and Enterprise Engineering for implementation was announced in February.

Graduate Council Secretary Reports

Dr. Jim Dykes worked with Ginger Hernandez to maintain the membership list of the Graduate Council. He is extremely grateful to Drs. David Romero, Lance Lambert, Stuart Birnbaum, John Alexander, and Kim Kline 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. Gabriel Acevedo chaired the extraordinarily busy committee. In September, review of the Graduate Catalog was completed. Dr. Acevedo recused himself from the review of the PhD in Sociology proposal, since, as a sociologist, he had been instrumental in writing the proposal. Dr. Romero guided the review of that proposal. The proposal was approved by the Graduate Council in February. The MS in Urban and Regional Planning (MSURP) proposal was approved in March; the MA in School Psychology proposal was approved in April; the PhD in Economics proposal and two certificate proposals (Teaching English as a Second Language and Nonprofit Leadership & Administration) were approved in May.

Membership Committee Reports

Dr. Scott Sherer's committee diligently reviewed the applications for Special Membership of the Graduate Faculty. A list of candidates recommended by the committee was presented at each meeting (a total of 83 recommendations) and all were approved by the Graduate Council. As noted above, Dr. Sherer and his committee worked with Dr. McCrary to review the required qualifications for Special Members and how those qualifications relate to teaching (master or doctoral courses) and service on student committees (either thesis or dissertation). Recommendations are especially important since they relate to both the Graduate Council Bylaws and faculty descriptions in the Handbook of Operating Procedures (notably adjunct faculty). He and his committee also worked with Ginger Hernandez on improving the application and review process.

Committee on Graduate Program Evaluation Reports

Dr. Norma Cantu's committee was also extraordinarily busy this year. New programs are reviewed five years after implementation and established programs are reviewed at least once every 10 years. A total of seven program reviews were presented to the Graduate Council this year: three in November (accreditation for Master of Accountancy, MS in Biotechnology, and MS & PhD in Computer Science); two in February (UTSA /UTHSCSA MS /PhD program in Biomedical Engineering and PhD Concentration in Neurobiology); one in April (MA and PhD in English); and one in May (MA and PhD programs in English). In addition, there is a one-year follow-up after each program review. A total of five one-year follow-ups were presented to the Graduate Council this year: four in September (MA in Political Science, MS in Finance, MS in Management of Technology, and MA in Bicultural- Bilingual Studies) and one in February (MS in Biotechnology).

Committee on Academic Policy and Requirements Reports

Dr. David Romero chaired the Committee on Academic Policy and Requirements. As noted above, his committee conducted a survey of GAR resources and reported the results at the May meeting. Possible results include defining the GAR in the Handbook of Operating Procedures and devising a resource formula to minimize inequities. He also led the review of the PhD in Sociology proposal and chaired the nominating committee.

Conclusion

The Graduate Council was very busy and productive in the 2008 / 2009 academic year. Graduate education at UTSA continues to rapidly expand. A new PhD program and a new MS program were approved for implementation by the Texas Higher Education Coordinating Board. Two new PhD proposals, a MA proposal, and a MS proposal were approved by the Graduate Council and approved by the Faculty Senate. Two new certificate programs were approved for implementation. 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, retention, and services (including the UC). The salience of UTSA in graduate education has also increased in Texas and the nation. The internal reviews of new proposals and the reviews of established programs are attuned to changes at the Board of Regents, the THECB, and the HOP. Review of Special Membership in the Graduate Faculty and GAR resources continue.

Respectfully submitted,

Jim Dykes

Final Submission Requirements

- Submit 2 hard copies of manuscript to the Graduate School MS 4.01.50 on 100% cotton paper (24#, white, acid-free)
- Submit 1 electronic copy of manuscript to ProQuest UMI website: link available at the UTSA Graduate School website under “Thesis and Dissertation” and “Final Submission Requirements”
- Doctoral Candidates submit 2 surveys: Survey of Earned Doctorates and UTSA Doctoral Survey
 - Survey of Earned Doctorates- This survey can be located on the UTSA Graduate School website for Thesis/Dissertation students (under ‘Required for Doctoral Candidates’) or you can pick one up from the Graduate School office on the fourth floor of the MS Building, room number 4.01.50.
 - UTSA Doctoral Survey – This survey will be available when you are applying for graduation. If you have already applied for graduation and did not complete this survey, the Graduate School will e-mail you the link to the survey.