

The University of Texas at San Antonio
Graduate Council
Report of the Secretary for the ~~2009-2010~~ Academic Year
~~2009-2010~~
 2010-2011

Submitted September 6, 2011

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 2010-2011 academic year: September 6, 2010; October 5, 2010; November 2, 2010; December 7, 2010; February 1, 2011; March 1, 2011; April 3, 2011; and May 3, 2011. 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. Kim Kline served as Graduate Council Chair. Her dedication and interpersonal skills bound the Graduate Council together as a cohesive and effective group. Her communication skills maximized the productivity of our committees, the clarity of our advisory interface with the Faculty Senate, and the efficiency of our meetings. She coordinated the review & submission of the new *Graduate Catalog*, two new certification proposals, approval of an unprecedented number of Special Members of the Graduate Faculty (118 by the end of the Summer) & Adjoint Faculty, and seven graduate program reviews during a major transition in procedures specified by the *Handbook of Operating Procedures*. With focus and grace, Dr. Kline presided over contentious discussions of plus / minus grading, of the composition of dissertation committees, and the implications, wording, & adequacy of the review procedures of the first new programmatic review report. Representing the whole Graduate Council, Dr. Elaine Sanders recognized Dr. Kline as our "guiding star".

Dean of the Graduate School Reports

Dr. Dorothy Flannagan, Dean of the Graduate School, continued to nurture graduate education. Recruitment and retention led to an 11% increase in the number of graduate students enrolled in Fall 2010 compared to Fall 2009 and an 18% increase in hours due to more full time students. Graduate students comprised 14.4% of total students enrolled. Working with John Shaffer, her graduate student workshops and the Graduate Student Association have improved student retention, graduation, and quality of life. She worked with Ginger Hernandez and with Drs. Sandra Welch and Steve Wilkerson to transition to new procedures for the review of graduate programs. Dean Flannagan wrote a coordinated undergraduate and graduate *Curriculum Guide* with Dr. Larry Williams (Vice Provost and Dean of Undergraduate Studies). Given the economic constraints and the linkage between a school's graduate programs and its 6-year undergraduate graduation rate, her excellent work with the University of Texas System and the Texas Higher Education Coordinating Board has been critical to the health and expansion of graduate education at UTSA. The PhD in Mechanical Engineering program was approved for

implementation in Fall 2011. Site visits were conducted for the proposed PhD in Translational Sciences and for the proposed PhD in Psychology.

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. Elaine Sanders for Chairing the Nominating Committee and for recruiting faculty to serve on the Graduate Council Committees. The members of the Graduate Council Committees conscientiously perform the important work that underlies the presentations at our meetings. The Graduate Council would simply not be able to function without the excellent work of its committees.

Committee on Graduate Programs and Courses Reports

Dr. Kim Bilica chaired the committee. Her committee reviewed the *2011-2013 Graduate Catalog*. After a discussion of differences between departments with respect to the requirements for the comprehensive exam, the new *Graduate Catalog* was approved at the November 2nd meeting. Her committee also reviewed the policy on the plus / minus grading procedure as proscribed by the *Information Booklet* included in the February 1st Agenda. It was accepted at the meeting. Dr. Bilica's committee presented two Certification proposals to the Graduate Council. Both were approved by the Graduate Council and are now available to students. The Graduate Certificate in Technology Entrepreneurship & Management was approved at the December 7th meeting. The Graduate Certificate in the Business of Health was approved at the May 3rd meeting. Her committee also worked closely with Dean Flannagan and the Department of Electrical and Computer Engineering to foster the MS in Advanced Materials Engineering proposal.

Membership Committee Reports

Dr. Scott Sherer's committee diligently reviewed the applications for Special Members of the Graduate Faculty and applications Adjoint Faculty. A list of candidates recommended by the committee was presented at each meeting: a total of 116 Special Members (up from 91 Special Members for 2009 / 2010) and 12 Adjoint Faculty (slightly lower than the 15 Adjoint Faculty for 2009 / 2010). All were approved by the Graduate Council. In order to help students graduate, two additional Special Member applications were recommended by Dr. Sherer's committee and were approved via email by the Graduate Council over the Summer.

Committee on Graduate Program Evaluation Reports

The Graduate Program Evaluation committee was also extraordinarily effective this year. A total of seven final reports and two one-year follow-up reports were presented to the Graduate Council this year. All were accepted. Drs. Sharon Navarro worked with the committee and with Dr. Kline so that the reports could be presented despite a teaching conflict. The following final reports were presented: one in September (MS in Applied Statistics), one in October (PhD in Electrical Engineering), one in November (MS in Math), one in March (MS in Psychology), two in April (MA in Anthropology and PhD in Cell & Molecular Biology), and one in May (MA in Spanish). In order to prepare these final reports, Dr. Navarro coordinated with Vice-Provost Sandra Welch and Dr. Steve Wilkerson to transition from the previous program review procedures to the new procedures. Previously, new graduate programs were reviewed five years after implementation and established graduate programs were reviewed at least once every 10 years. Currently, all programs in a given department (both undergraduate and graduate) are

reviewed together. The one-year follow-up reports for the MS in Chemistry and the MS in Electrical Engineering were presented in April and May, respectively.

Committee on Academic Policy and Requirements Reports

Dr. Joel Saegert and his committee were charged with reviewing the composition of doctoral committees: specifically whether to require an outside member. After soliciting input from each UTSA program and reviewing the policy of about 30 sister and aspirant Universities, his committee report recommended maintaining flexibility for individual departments to determine their individual policies, but to require each department to publish its policy in the *Graduate Program Handbook*. On a split vote, the recommendation was approved at the April meeting.

Conclusion

Through the leadership of Dr. Kline and Dean Flannagan and with the effective work of its committees, the Graduate Council was instrumental in the outstanding growth and improvement of graduate education at UTSA during the 2010 / 2011 academic year.

Respectfully submitted,

Jim Dykes