Provost’s Council  
December 18, 2012  
2:00 – 4:00 PM  
MB 3.106 Regents’ Room  

AGENDA  

DOWNTOWN CAMPUS  

Dr. Jesse Zapata, Vice Provost for the Downtown Campus, led a discussion regarding the decline in enrollment and course offerings at the Downtown Campus. He cited several items as possibilities for the decline:

- UTSA and Via did not renew the contract that would transport students from the 1604 campus to the Downtown Campus and return to the 1604 campus;
- Colleges have reduced course offerings;
- Enrollment in the College of Architecture has declined; although this was part of the enrollment management plan for the college;
- Lack of coordinated course scheduling;
- Rising admission standards; and,
- Students have the option to attend Texas A&M San Antonio.

Dr. Zapata also stated that the Downtown Campus does not have prominent visibility on UTSA webpage, college webpages and recruitment materials. He said that he has spoken with Jim Mickey, Associate VP for Marketing, about rectifying this situation. Dr. Zapata also presented the following as solutions:

- Work with the colleges to ensure the right mix of courses being offered;
- Restore reduced programming;
- Increase Downtown Campus visibility via webpages, recruitment materials, highlight course offers at Downtown Campus, etc.;
- Work with Via to provide bus transportation to the Downtown Campus; and,
- Work with cross-campus GRIP committees to include the Downtown Campus in GRIP plans.

Dr. Zapata stated that the enrollment at the Downtown Campus in Fall 2011 was 6,900. For Fall 2012, the enrollment fell to 6,000. He stated that the last time enrollment was this low was around 2005. He then mentioned that for Spring 2013, enrollment is around 5,700.
Dr. Frederick asked the Deans to include the course offerings at the Downtown Campus on their college websites and to include in recruitment/advertising materials. He also asked Dr. Zapata to review the course offerings to make sure that the right mix of courses are being offered. He further stated that the Academic Inquiry class will be offered at the Downtown Campus.

**LIMITED PROPOSAL SUBMISSION AND SEED GRANT FUNDING**

Dr. Bernard Arulanandam, recently named Assistant Vice President for Research Support, presented the Council with two proposed guidelines regarding his newly created office. Dr. Arul first talked about the creation of his new position and the mission of the office which is to support professional development among faculty. He hopes to divide his programs/workshops into 2 parts—one for junior faculty and the other for mid-career and senior faculty.

Dr. Arul then talked about proposed guidelines for limited submission and multidisciplinary research proposals. He has noticed that we have not been as successful as we should be with the limited proposal submission. He would like to establish new guidelines to improve the quality and quantity of proposals that are competitive and successful. He would also like to add technical writers who would review the proposals and make suggestions to enhance and strengthen the proposal. He would also like to utilize the new Research Service Centers as distributors of grant solicitations. Many times grant solicitations are emailed/mailed to a variety of people on campus and they tend to get lost. So, using one central area to distribute grant opportunities should help. The Deans agreed that new guidelines need to be in place. They were uncertain about the value of hiring technical writers. The Deans also mentioned the need for strong support letters. Dr. Arul said that he would be happy to review support letters that need to be written for grant proposals.

Dr. Arul then discussed the need to revise the guidelines on the institutional seed grant program. However, he stated that he would need time to revise the limited submission program process as some proposals may fit better in the seed grant program as opposed to being presented to the limited submission program. Dr. Arul did ask the Deans to suggest faculty who would be interested in participating on a proposal review program. The Deans also mentioned that we need to have someone from University Advancement (maybe Linda Lopez-George) to serve on the review panel so that they can help determine if opportunities from foundations are considered gifts or grants.

**ACADEMIC AFFAIRS & RESEARCH UPDATE**

Dr. Frederick, Provost and Interim Vice President for Research, provided the following announcements:

- HEB recently pledged $5 million to UTSA. UTSA has been able to match the funds with $4.5 million. The funds will be used to create faculty endowed professorships and chairs;
- UTSA is getting close to $100 million in endowments;
- UT System has developed a new form to record travel on State chartered aircraft. The new form must be completed and filed with UT System prior to travel;
• Facilities has adopted new signage standards and will cover the costs for replacing outdated/worn signage across campus. Kerry Kennedy, Vice President for Business Affairs, will design the new process;

• Commencement will be held on Monday, May 13th with two ceremonies. Times TBD; Dr. Merchant asked that the COEHD ceremony be held in the evening as teachers in the ELPS program will not be able to attend during the day. Dr. Diem stated that the Honors College commencement will be held on Saturday, May 11th;

• The Instructional Advisory Board has been created; co-chairs are Tom Cannon and Mary McNaughton-Cassill. This Board will advise the Provost on teaching, technology and mentoring;

• Dr. Frederick asked the Deans to send a note to Dr. Marianne Woods, Sr. Assoc. VP for Research, when a faculty member, who has a grant(s), resigns and accepts a position at another university, so that she can properly handle any reassignment;