

THE UNIVERSITY OF TEXAS AT SAN ANTONIO
SUMMARY MINUTES OF THE MONTHLY DEPARTMENT CHAIR'S COUNCIL MEETING
Dec. 9, 2015

Members in Attendance: Susan Colorado-Burt, Waldemar Gorski, Raydel Tullous, Vincent Canizaro, Robert Cardy, Dan Engster, Garry Sunter, Sharad Asthana, Yoris Au, CJ Qian, Marita Nummikoski, Mari Cortez, Belinda Flores, Lalatendu Misra, Melody Lo, Thelma Duffey, Rajendra Boppana, Mark Bayer, David Frego, Steve Levitt for Paul LeBlanc, Kelly Nash for Yacaman, Richard Hartley, Chris Reddick, Lance Lambert, Julie Foote for Janis Bush, William Cooke, Greg Elliott, Gail Pizzola, Greg Michel, Jason Yaeger, Eve Browning, Heather Shipley, Sandy Norman, Rebekah Smith, Hai-Chao Han;

Members not in Attendance: Joachim Singelmann; Jingyoung Ye; Xiaohe Xu; Yoris Au; Enrique Aleman, Jeremy Sullivan, Martell Teasley

Guests: John Frederic and DeBrenna Agbenyiga

The regular monthly meeting of the Department Chair's Council was held on Dec. 9, 2015 at Faculty Assembly room on Main Campus. The meeting was called to order at 3:00 pm by the Chair (Norman). Quorum was established with more than 50% of the Department Chairs attending.

OPEN SESSION (3:00 to 4:20 pm)

1. Provost, Dr. John Frederick, provided university and academic affairs updates. He discussed summer school and addressed the Chair's Council memo
 - a. Primary objective is to increase enrollment
 - b. Initiatives from Provost office
 - i. Giving a discount to UTSA students for number of courses enrolled
 - ii. Streamlined application
 - iii. Targeting income Freshman, adding an 8wk session or two 4wk terms
 - iv. Offer financial aid to UTSA students to help compete with community college
2. Dean of Graduate School, DeBrenna Agbenyiga, addressed concerns from Chair's council
 - a. Restructured the graduate school and re-staffed it
 - b. Sharing info with Assoc. Deans
 - c. Enrollment is just replacing graduating students
 - d. Working on admission changes, working on recruitment and engagement with grad school staff
 - e. Added IT support
 - f. Focus on student success
 - g. New application system
 - h. Will follow-up with point of contacts and send recruiting list

CHAIRS ONLY SESSION (4:20-4:49 pm)

3. The minutes of the Nov 11, 2015 meeting were read and approved.
4. Gave updates on meeting with VPBA and representative on summer school Tiger team
5. Drafted follow-up concerns for graduate school for a follow-up email
 - i. How does the application process work for students? There is some feedback that students/applicants don't know where they are in the process and they not hearing from the graduate school. And since depts. don't have access the system yet our staff can help the students. We want to help in any way we can and also acknowledge that some of this may be fixed as the new system comes online.

- ii. Can we all have access in the spring to the application system instead of rolling it out? If not can you give us a timeline for rolling out access. We would like the graduate school to consider that we have different types of graduate programs on campus with different needs. Such as new programs, professional degree program, etc. and that these may need different resources, deadlines, or even applications to ensure the success of the program. We would like to hear ideas on this.
 - iii. We encourage the continued involvement of the recruiters with the graduate programs. We know the GARs have a lot of knowledge on their programs and talk with many students and in some ways act as recruiters. Often times recruitment happens at the program level not the College level. We would like to continue to foster ways in which the recruiters can work closely with the GARs and graduate programs to ensure the best recruitment for our programs.
 - iv. Can we talk with SACS or even other institutions such as UT-Austin and see what their process is for graduate students who come with new hire faculty members. We anticipate more of this situation occurring with the STARS initiative and we also want to be cognizant of SAC regulations but have as smooth and streamlined of a process as possible.
6. Discussed policy for international faculty transitioning to US citizens
- a. Funding sources for this, not set policy
 - b. Consider part of start-up packages
 - c. Who is the sponsoring dept..
7. Shipley adjourned the meeting at 4:49 pm. The next Department Chair Council meeting is scheduled for Wednesday, Jan. 13, 2015 beginning at 3:00 p.m. at JPL 4.04.22 Assembly room.