AGENDA

Department Chair Council (DCC)
Sept. 14, 2016
JPL 4.04.22 Assembly Room
3:00 PM – 5:00 PM

INVITED PRESENTERS AND GUESTS

3:00-3:30 Interim Provost Mauli Agrawal
3:30-3:40 Assistant Vice Provost for Research Integrity – Mickey Stevenson

CHAIRS ONLY SESSION

3:40-4:00 Introductions
4:00-4:05 Call meeting to order and approval of 5-11-16 minutes
4:05-4:15 Follow-up to Drs. Agrawal
4:15-4:30 Updates: Campus Carry, Graduate School, Post-Doc/Staff Labor Laws
4:20-4:45 New Business
  • Classroom Scheduling
  • Space (new polices, etc.)
  • In-State Tuition for Graduate Students Process
4:45 Wrap Up

Reminder Oct. 12, 2016 is our next meeting in JPL 4.04.22 Assembly Room
THE UNIVERSITY OF TEXAS AT SAN ANTONIO
SUMMARY MINUTES OF THE MONTHLY DEPARTMENT CHAIR’S COUNCIL MEETING
May 11, 2016

Members in Attendance: Chris Reddick, Chunijiang Qian, Eve Browning, Gail Pizzola, Garry Sunter, Gregg Michel, Gregory Elliott, Janis Bush, Jason Yaeger, Joachim Singelmann, Lance Lambert, Marita Nummikoski, Mark Bayer, Martell Teasley, Melody Lo, Miguel Jose Yacamán, Paul LeBlanc, Raydel Tullous, Richard Hartley, Sharad Asthana, Thelma Duffey, Waldemar Gorski, Xiaohe Xu, Yoris Au, Heather Shipley, Sandy Norman, Xiaohe Xu,

Members not in Attendance: Vincent Canizaro; Belinda Flores; Enrique Aleman Jr.; Jeremy Sullivan; William Cooke; David Frego; Daniel Engster; Rebekah Smith; Mari Cortez; Yilmaz Hatipkarasulu; Suman Basuroy; Jingyoung Ye; Hai-Chao Han; Robert Cardy;

Guests: Dr. Sandra Welch

The regular monthly meeting of the Department Chair’s Council was held on May 11, 2016 at JPL Faculty Center Assembly Room (4.04.02). The meeting was called to order at 3:00 pm by the Council Chair (Norman). Quorum was established with more than 50% of the Department Chairs attending.

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

1. Provost John Frederick
   a. Talked about next steps after appointment ended as Provost
2. Jess Zapata – VP for Downtown Campus and Academic Affairs
3. Sandra Welch, VP for Accountability & Institutional Effectiveness:
   • Discussed handouts brought on SAC policies
   • Work with Kasey Neece Fielder on how to apply accreditation process to SACs
     o Work with Assoc. Deans to schedule times to meet with colleges to discuss details.

CHAIRS ONLY SESSION (4:00-4:15 pm)

4. The minutes of the April 13, 2016 meeting were read and approved.

5. A brief discussion on assessment was held which concluded with each dept. working with Kasey Neece Fielder to make assessment work for them based on dept. specifics.

6. Discussions under new business:
   A brief discussion was held on topics to tackle next academic year.
   a. Classroom scheduling
   b. Grad school and masters funding
   c. Assessment
   d. Space
   e. OIT
7. New officers where announced
   a. Chair Heather Shipley
   b. Vice Chair Paul LeBlanc
   c. Secretary Xiaohe Xu
   d. Parliamentarian David Frego
   e. HOP Liaison Janis Bush
   f. Faculty Senate Liaison Sandy Norman

8. Norman adjourned the meeting at 4:15 pm. The next Department Chair Council meeting is scheduled for Wednesday, Sept. 14, 2016 beginning at 3:00 p.m. at the JPL Faculty Center Assembly Room 4.04.22.
# Graduate School contact information

## The Graduate School

<table>
<thead>
<tr>
<th>Department</th>
<th>Position</th>
<th>Name</th>
<th>Extension</th>
<th>Location</th>
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<tbody>
<tr>
<td>Vice Provost &amp; Dean of the Graduate School</td>
<td>Dean/Director</td>
<td>Dr. DeBrenna LaFa Agbényiga</td>
<td>6878</td>
<td>GSR 2.210</td>
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<tr>
<td>Marketing Coordinator</td>
<td>Staff</td>
<td>Ginger Hernandez</td>
<td>6409</td>
<td>GSR 2.210</td>
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<tr>
<td>Graduate Admissions</td>
<td>Director of Graduate admissions</td>
<td>Monica Rodriguez</td>
<td>4723</td>
<td>GSR 2.210</td>
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<tr>
<td></td>
<td>Associate Director of Admissions and International</td>
<td>Ana Leos</td>
<td>4681</td>
<td></td>
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<tr>
<td></td>
<td>Student Success (Residency)</td>
<td>Lindsay O'Day</td>
<td>4549</td>
<td>GSR 2.210</td>
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<tr>
<td>Graduate Admissions Program Manager</td>
<td>Staff</td>
<td>Chelsea Heinning</td>
<td>7985</td>
<td>GSR 2.210</td>
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<tr>
<td>Graduate Admission Counselor</td>
<td>Certificates, Master's and Doctoral: COLFA, COACP, COS</td>
<td>Jillian Bam</td>
<td>7405</td>
<td>GSR 2.210</td>
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<td>Graduation Admission Counselor</td>
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<td>Certificate's, Master's and Doctoral: COB</td>
<td>Chelsea Sivas</td>
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<td></td>
<td>Master's: Comp Eng, CJ, EE, PAD Certificate:</td>
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<td>Nonprofit Admin</td>
<td>Chelsea Heinning</td>
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<td>GSR 2.210</td>
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<tr>
<td>Graduate Recruitment and Student Engagement</td>
<td>Associate Dean for Academic Affairs &amp; Director of Recruitment and Student Engagement</td>
<td>Dr. Theodora Berry</td>
<td>7293</td>
<td>GSR 2.210</td>
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<td></td>
<td>Associate Director of Graduate Student Success and Student Engagement</td>
<td>Jesse Samudio</td>
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<td>GSR 2.210</td>
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<td>Graduate Recruiter (COPP, COACP, COEHD, COLFA)</td>
<td>Staff</td>
<td>Maria Medrana</td>
<td>4335</td>
<td>GSR 2.210</td>
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<td>Graduate Recruiter (COB, COS, COLFA, INTL)</td>
<td>Staff</td>
<td>Emmanuel Watkins</td>
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<td>Student Success and Professional Development</td>
<td>Associate Dean for Research and Professional Development</td>
<td>Dr. Janakiram Seshu</td>
<td>4331</td>
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<td>Associate Dean and Director of Teaching, Learning, and Professional Development</td>
<td>Dr. Mariela Rodriguez</td>
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<td>Associate Director of Graduate Student Success</td>
<td>John Shaffer</td>
<td>4111</td>
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<td>Assistant Director of Graduate Student Success</td>
<td>Cyrus Fernandez</td>
<td>6402</td>
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<td>Thesis/Dissertation Officer</td>
<td>Samien Hasanali</td>
<td>4822</td>
<td>GSR 2.210</td>
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