Graduate and Professional Studies Council
Minutes of
Regular Meeting April 3, 2012

A regular meeting of the University of Houston Graduate and Professional Studies Council convened at 12:00 noon on Tuesday, April 3, 2012 in the Social Work Building Conference Room, 110J.

I. Attendance

Members Present:
Dick Abrahamson, KiJoon Back, Dorothy Baker, Kevin Bassler, Driss Benhaddou, Anne Delcour, Barbara Evans, Shirley Ezell, Laura Frishman, Dietmar Froehlich, Stuart Hall (Ex Officio), Jacquie Hawkins, Michael Johnson, Suresh Khator, EunSook Kwon, Randall Lee, , Heidar Malki, Haluk Ogmen, Jim Phillips, Cathy Patterson, Paul Raffoul, Susan Robbins, Andrea Smesny, Karl Titz, and Steve Werner.

Members Absent:
Roger Boltz, Paul Janicke, Rafael Longoria, Sean Tarver, Melanie Pang,

Staff:
Alma Flores

Guests:

I. Call to Order
- The meeting was called to order at 12.02 pm by Shirley Ezell, Chair, GPSC.

II. Approval of the Minutes

- Minutes of March 6, 2012 were approved as written.

III. Announcements/Information
  - Guest – Mr. Edward Hugetz, Associate Vice Chancellor/Vice President, University Planning and Outreach
    - Consolidated tuition/fee is modeled from other Texas public institutions and adopted similar structures as used by private institutions
    - After tuition deregulation in 2003, tuition/fees were raised, and the state legislature increasingly asked for clarification of the tuition/fees by UH; additionally, administrators and students saw that the current tuition/fee bills were very difficult to

understand – with the multiple course/incidental/college/department fees.

- There were over 1000 lines of individual fees in the database, which would leave it open for errors and thus, loss of revenue. UH has gradually consolidated fees, for a more adequate management of the funds, while allowing colleges more leeway in deciding how best to apply fees. Deans will have more discretion on budget allocations, which will involve scrutinizing the academic fees for the college with shared governance as a recommended best practice. Peoplesoft has the tools for the decision makers to use; it can provide users the ability to break down the data. They do not necessarily need to go to the individual transaction.
- At the graduate level it was decided to get out of the market differentiation and consolidate the designated + Differentiated Designated Tuition (DDT)+ fees by the college
- In the past incidental fees were tied to that specific cost center assigned for that fee, now departments will actively monitor to view the increase in revenue in the general budgets.
    - Question was raised as far as the current practice of comparing enrollment and the reports of budgets; the answer is that departments will continue to do this at least in FY13; currently the administration is working on a communications plan with the colleges that will provide more transparency in the budget.
- At the graduate level it was decided to get out of the market differentiation and consolidate the designated + Differentiated Designated Tuition + fees by the college, and program.
- Questions from GPSC members
    - The impact on the students with flattened tuition will mean that some students may potentially pay more than they have been paying and others will pay less. There may be an outcry from the graduate student population as the President has stated that there will be no increase in tuition at the graduate level. This may also affect the DSTF offers and mislead students.
        - It is true that some programs are being subsidized, with the redistribution; some students will pay more, others less. This happens in private institutions. UT was asked about the

reaction on their campus with the change, and they stated that the outcry was minimal.

- Will students be able to see an itemized fee bill to see exactly what they are paying for? What if there are questions from private companies who pay for student's tuition?
    - No. We have seen that there are no such problems with companies at issue with consolidated fee bills in other institutions.
- How will UH remain competitive?
    - No tuition increase at the Graduate and Undergraduate level. There was an increase of about 2% at the professional Master's level.
- Currently, Colleges use a zero based budget approach with expectations that after the 12th day of classes the funds will be allocated to the colleges.
    - Most of the budget is already allocated before the 12th day of classes right now we are budgeting. Whatever was in FY12 will be moved to FY13. Budgets are loaded in the summer. If there is an increase in enrollment, the funds will be allocated to the colleges. Cash flow is there. The legislature has not said anything about further cuts; there is no reason to believe that the revenues will not be there; it is only a matter of how much more will be there.
- Comment that the budget communications are not filtering to the individual departments
    - Communication has to be improved. The Administration is currently working with Deans to build and improve upon a communication strategy. A suggestion was made to include budget training for chairs.
- The university is limited to the use of funds based on whether they are state or university level.
    - UH is trying to eliminate incidental fees; and the administration has already divided up funds based on the type and communication to Deans as far as which funds may permitted to be used locally, and to view those accounts that are not

being used. Departments need to budget for all of the possibilities; fund balances must be budgeted and if not used, they will be swept.

- Will the budgeting allow flexibility for chairs to develop curriculum?
    - Because UH has had three successive years of cuts, this cannot be funded, but it may be available in the future

IV. Reports by Representatives to Academic Governance Committees

- Representative to Research and Scholarship Committee, Randall Lee
    - The committee has asked that tuition be included in grant proposals (i.e. NSF/NIH) that would be matched by administration with uncommitted cost shares as monies that PIs can use to support students. The recommendation was made to the VP for Research, explained to the Provost, and is pending action. They will look at IBC policy to match successful programs.

V. Reports on Related University Committees

- Representative to Faculty Senate Executive Committee, Shirley Ezell
    - President Khator delivered an overview of student success and the undergraduate pipeline. When questions were raised about graduate education, the response was that graduate education is decentralized at UH.
- Representative to the Teaching Excellence Committee, Susan Robbins
    - Awards have been decided; letters in process for delivery this week. The awards banquet will be on April 26.
- Representative to Graduate Education Policies Committee in Faculty Senate, Haluk Ogmen
    - The committee advocated that the DSTF would be at the top of the list for review.
    - They also discussed the prospect of having a Graduate Student Association at the university level.

VI. Report from Graduate & Professional Studies, Stuart Hall

- The Coordinating Board (CB) is currently considering increasing the thresholds used to determine low performing programs. The threshold is the number of degrees granted over a rolling 5-year period. Low producing programs that fall below the threshold may be closed, consolidated, or request a 2 or 4-yr exemption. The Graduate Education Advisory Committee (GEAC) of the CB is reviewing the proposed changes to the current thresholds.

III. Standing Committee Reports

- <u>Academic Program Evaluation Committee, Dorothy Baker</u>
  - New:
    - GPSC 7056 12S: Proposal for new concentration in Sacred Music within the M.M. in Applied Music
    - GPSC 7057 12S: SAM 02.A.37 Human Resources: Security Sensitive Positions – review of proposed changes by UCC
    - GPSC 7061 12S: Changes to the Master's degree in Curriculum and Instruction
    - GPSC 7062 12S: Proposal for M.S. in Petroleum Well Design Engineering
    - GPSC 7063 12S: Proposal for M.S. in Petroleum Well Completions and Interventions
  - Approved:
    - GPSC 7049 12S: Proposal for Graduate Certificate in Global Management
    - GPSC 7050 12S: Proposal for Graduate Certificate in Human Resource Management

- <u>Course Evaluation and Review Committee, Paul Raffoul</u>
  - New:
  - Approved:
    - GPSC 7052 12S:CIP Code Changes for MS and PhD Physiological Optics/Vision Science Courses
    - GPSC 7053 12S: MTLS 6111: Materials Engineering Seminar
    - GPSC 7054 12S: MUSI 8350: Renaissance and Baroque Performance Practice
    - GPSC 7055 12S: MUSI 8351: Classic and Romantic Performance Practice

- <u>Graduate Admissions & Student Affairs Committee, Jim Phillips</u>
  - New:
    - GPSC 7060 12S: MAPP 07.02.02 Smoke Free Environments at the University of Houston – review of university bill requesting changes to the existing policy

- Pending:
  - GPSC 7051: Request for reconsideration of Graduate Certificate minimum admission requirements
    - Regarding this item, the Admissions and Student Affairs subcommittee is not ready for any changes, as they believe that the original decision on the minimum admission requirements for Graduate Certificate Programs was approved legitimately. If GPSC would like to vote again it would be via another, possibly ad hoc committee.

- <u>Graduate Policies Committee, Laura Frishman</u>
  - New:
    - GPSC 7058 12S: MAPP 01.01.01 Administrative Policies and Procedures – review of proposed changes by UCC
    - GPSC 7089 12S: MAPP 12.02.01 Data Coordination, Verification, and Submission to the Office of Institutional Research – review of proposed changes by UCC
  - Pending:
    - GPSC 7040 11F: Review of Academic Policies and Procedures
      - The subcommittee did not find any areas of the faculty handbook that needed to be included in the graduate catalog.
      - In the graduate catalog, the subcommittee found that as it is now a link based system, some links appear not to be compatible with IE 7, 8, Firefox. They also found areas in the policies where references to the Dean

IV. Unfinished Business

- A request was made to conduct a revote on the minimum admission requirements for Graduate Certificate Programs. GPSC member mentioned that an informed decision could not be made at this meeting, as GPSC members have not had a chance to review those documents pertaining to this item.

V. New Business

VI. Adjournment

- The meeting adjourned at 1:27 pm.