

**Graduate Council
Meeting Minutes
Agenda
April 22, 2026
Teams – 8:00 am – 9:00 am**

Chaired by: Steven Sylvester, Faculty Director of Graduate Studies

Council Members Present: Bing Han, Malisa Brooks, Mason Snow, Rita Kuo, and Jeffrey O'Flynn.

Excused Members: Amy Stutzenberger Christine Walker

Administrative Staff Present: Aliny Xavier, Erik Koller

Welcome: Steven Sylvester, Faculty Director of Graduate Studies

Approval of Graduate Council Minutes for March 25, 2026 (See document below)

Motion: Jeffrey O'Flynn

Second: Malisa Brooks

Vote: Yes- 6; No- 0

Action: Approved unanimously

Admissions Appeal Request: (See Teams Folder)

Daniel Brickey – Applied AI

Tyler Whittaker – MSF

Motion: Jeffrey O'Flynn

Second: Malisa Brooks

Vote: Yes- 6; No- 0

Action: Both requests were approved unanimously.

Graduate Faculty: (See Teams Folder)

Woodbury School of Business - Reviewers: Mason Snow and Steven Sylvester

Aaron S. Bartholomew – Academic

Jonathon Wood – Professional

Kari Olsen – Academic

Kevin Smith – Academic

Laura Ricaldi – Academic

Michelle Rankin – Professional

Mitchel Murdock – Academic

Mohammad Hasan – Academic

Tairsa Mathews – Academic

Motion: Malisa Brooks

Second: Jeffrey O’Flynn

Initial Vote (in meeting): Yes- 5; No- 1

Initial Action: During the meeting, the Council approved the WSB faculty listed above, with the following conditions or exceptions:

1. The completion of Tairsa Mathews’ Ph.D. should to be verified, as their CV may not have been up to date. Council members felt that this applicant met the standards for graduate faculty, but they needed to verify this critical requirement.
2. Further review was needed to ensure that Laua Ricaldi and Mohammad Hasan meet WSB graduate faculty guidelines in addition to institutional guidelines.
3. Mason and Steven will meet to review Laura and Mohammad’s applications further and will report back to the Council. A final vote will be held via email.

Final Vote (confirmed via email on 4/23/26): Yes- 6; No- 0

Action: After further review, the Council was satisfied that all concerns were resolved and voted unanimously to approve all the WSB graduate faculty applicants listed above.

School of Education – Reviewers: Bing Han and Jeffrey O’Flynn

Benjamin Johnson – Academic

Mia Kang – Academic

Trevor Warburton – Academic

Motion: Jeffrey O’Flynn

Second: Rita Kuo

Vote: Yes- 6; No- 0

Action: Approved unanimously.

Smith College of Engineering and Technology – Reviewers: Rita Kuo and Steven Sylvester

Brian Knaeble – Academic

Jingpeng Tang – Academic

Justin Flanagan – Professional

Peter Aldous – Academic

Rita Kuo – Academic

Todd Flyr – Academic

Motion: Rita Kuo

Second: Jeffrey O’Flynn

Vote: Yes- 6; No- 0

Action: Approved unanimously, with guidance that graduate faculty must ensure that they continue required scholarship to maintain graduate faculty status.

College of Health and Public Service – Amy Stutzenberger and Christine Walker

Chris Lindquist – Academic

David McEntire – Academic

Dianne McAdams-Jones – Academic

James Bemel – Academic

Motion: Rita Kuo

Second: Malisa Brooks

Vote: Yes- 6; No- 0

Action: Approved unanimously.

College of Science – Reviewers: Christine Walker and Steven Sylvester
Debanjan Bhattacharjee – Academic

Motion: Rita Kuo

Second: Jeffrey O’Flynn

Vote: Yes- 6; No- 0

Action: Approved unanimously

College of Arts – Reviewers: Jeffrey O’Flynn and Steven Sylvester
Jeffrey O’Flynn - Academic

Motion: Rita Kuo

Second: Mason Snow

Vote: Yes- 5; No- 0; Abstention- 1

Action: Approved, with one abstention

Curriculum: (See CourseLeaf)

College of Health and Public Service – Entire Graduate Council

New Program/Program Change Request
Applied National Security Intelligence, M.S.

New Course/Course Change:

INTS 6000 – Foundations of Intelligence and National Security

INTS 6050 – Intelligence Methods and Techniques

INTS 6100 – Advanced Intelligence Analysis

INTS 6150 – Briefing Intelligence

INTS 6200 – Ethics and Legal Issues in Intelligence

INTS 6250 – Intelligence for State and Local Law Enforcement

INTS 6300 – Exploring AI in Intelligence Analysis and Operations

INTS 6350 – Open Source Intelligence in the Private Sector

INTS 6400 – Current Topics in Intelligence

INTS 6450 – Capstone: Intelligence Leadership and Decision-Making

PADM 6040 – Organizational Behavior

Motion: Malisa Brooks

Second: Mason Snow

Vote: Yes- 5; No- 1

Action: All curricular items listed above were approved by majority vote.

New Business

Policy Discussion

- Policy 662 – Coursework Completion

Discussion: Policy 662 says that students need to complete all master's level coursework within a 6-year period. The committee discussed a request for clarification received from the Registrar's Office. In exceptional circumstances, some students may see coursework not apply to their program of study in the degree audit system. Before making a final determination, the council would like more information on the number of students that this has affected so that it can address these issues effectively. A question regarding how taking a leave of absence can affect these students was also raised. Steven will work with the Registrar's Office to address this request.

- Policy 655 – Graduate Faculty Standards

Discussion: Steven asked council members to review the final draft of this policy and the graduate faculty standards and submit feedback. Steven mentioned that a final vote on these standards expected to occur in the Graduate Council's first meeting of the 2026-2027 academic year in August 2026.

- Policy Subcommittee

Discussion: Steven discussed the necessity for a subcommittee for policy review, which will undertake its work during the summer semester. Council members shared their availability and willingness to help with this subcommittee. Steven will determine what financial resources are available to aid in compensating those who serve on this subcommittee, as the work is outside of the contract year.