

**Graduate Council
Meeting Minutes
March 25, 2026
Teams – 8:00 am – 9:00 am**

Chaired by: Steven Sylvester, Faculty Director of Graduate Studies

Council Members Present: Amy Stutzenberger, Malisa Brooks, Mason Snow, Rita Kuo, Christine Walker, and Jeffrey O'Flynn.

Excused Members: Bing Han

Administrative Staff Present: Aliny Xavier, Michelle Bastian

Welcome: Steven Sylvester, Faculty Director of Graduate Studies

Approval of Graduate Council Minutes for February 26, 2026 (See document below)

Motion: Malisa Brooks

Second: Christine Walker

Vote: Yes- 7; No- 0

Action: Approved unanimously

Admissions Appeal Request: (See Teams Folder)

Kathryn Williams – MACGCL

Motion: Malisa Brooks

Second: Christine Walker

Vote: Yes- 7; No- 0

Action: This request was approved unanimously, with the recommendation that there be supportive measures and monitoring to ensure this student's success in the program.

Graduate Faculty: (See Teams Folder)

Woodbury School of Business - Reviewers: Mason Snow and Rita Kuo

School of Education – Reviewers: Steven Sylvester and Malisa Brooks

Sean Crossland – Academic

Carrie Ashcraft – Academic

Motion: Jeffrey O'Flynn

Second: Amy Stutzenberger

Vote: Yes- 7; No- 0

Action: These applications were approved unanimously.

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

(Not discussed)

Curriculum: (See CourseLeaf)

Woodbury School of Business – Mason Snow and Christine Walker

New Course/Course Changes:

FIN 5210 – Retirement Planning

FIN 5260 – Estate Planning Fundamentals

FIN 5300 – Income Tax Planning

FIN 5700 – CFP Exam Preparation

FIN 5800 – Wealth Management and Financial Planning Capstone

Discussion: No issues were raised, as all previous concerns have been addressed.

College of Health and Public Service – Entire Graduate Council

New Program/Program Change Request

Applied National Security Intelligence, M.S.

Discussion: Ryan Vogel and Roberto Flores joined the meeting to discuss this program proposal in more detail with the council. Ryan and Robert outlined goals for the program, in addition to discussing the funding and institutional support proposed for this program. Discussion also included clarification on student recruiting to this program, with an emphasis placed on the potential for this program to be stackable with undergraduate course work under institutional guidelines and policies. Concerns were raised by multiple members of the committee that while this program would be equipped with support via exterior funding and existing resources initially, its long-term sustainability could be an issue due to insufficient ongoing resources. The necessity for full time staff and faculty support for this program was stressed, as this has been seen as an issue previously, and the Council suggested that a full-time faculty member and a full-time program manager would be advisable solutions to ensure program success. Concerns were also raised regarding the potential overlap of this program with others currently in existence at UVU.

Action: Steven will follow up with the submitting department for this proposal to discuss potential curricular changes that would allow for students to complete 5000-level course work that would be stackable or serve as a bridge between undergraduate levels and this proposed program. After extensive discussion, this proposal was tabled for further discussion at the next council meeting in April. Before this meeting, the Council will meet with programs that have potential overlap to ensure alignment across programs. The council would also like to ensure that there is effective and proactive financial and staffing support for this program before it is approved, to ensure its sustainability.

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

Action: These courses were tabled for a future meeting, pending outcomes of the above action items.

Smith College of Engineering and Technology – Rita Kuo and Malisa Brooks

New Program/Program Change Request
Master of Science in Computer Science, M.S.C.S

Discussion: No concerns were raised.

College of Humanities and Social Sciences – Steven Sylvester and Jeffrey O’Flynn

New Course/Course Change:
CGCL 6450 – Congress in American Political Development

Discussion: No concerns were raised.

After discussion, the Council voted unanimously to approve all curriculum items, except for those in the College of Health and Public Service. Those items were tabled for follow-up discussion in the next Graduate Council meeting in April.

Motion: Jeffrey O’Flynn

Second: Rita Kuo

Vote: Yes- 7; No- 0

New Business

Policy Updates

- Policy 662 Update
- Policy 661 Update – TOEFL Changes

Summer Meeting Discussion

Discussion/Action: Steven informed the committee that Policies 661 & 662 have been approved by President’s Council and are now pending approval from the Board of Trustees. Steven also informed the committee that the current draft of graduate faculty standards has been approved by

the Deputy Provost, and that a final draft will be reviewed by the council in its next meeting. Steven concluded by discussing the necessity to hold a Graduate Council meeting over the summer to ensure that all action items that arise are addressed in a timely and effective manner. Steven discussed that council members would be compensated for their time, as this would fall outside of the contract year. This meeting is expected to occur a week before faculty return for fall semester.