Graduate Council
Minutes
September 24, 2025
Teams – 8:00 am – 9:00 am

Attendees
Voting members: Steven Sylvester (Chair), Christine Walker, Mason Snow, Malisa Brooks, Jeffrey O'Flynn and Rita Kuo

Academic Affairs Support: Laurie Sharp, Michelle Bastian, Aliny Xavier

Introductions
- Amy Stutzenberger – College of Health and Public Service (Voting Member)
- Rita Kuo – Smith College of Engineering and Technology (Voting Member)

Approval of Graduate Council Minutes for August 27, 2025 (See document below)
- The minutes from the previous meeting were approved unanimously.

Graduate Admissions Appeal Requests: (See Teams Folder)
- Caitlin Butcher – MBA Program
- No concerns were raised, and Caitlin's appeal was unanimously approved.

Graduate Faculty: (See Teams Folder)

School of Education - Reviewers: Christine Walker and Mason Snow
Chris Goslin – Full
Doug Gardner – Full
Patrick Mallory – Full
Theresa Haug-Belvin – Full
W. James Jacob – Full

- Chris Goslin's application wasn't approved because it did not meet the minimum requirements outlined in the SOE guidelines.
- All other applications were unanimously approved.

Woodbury School of Business - Reviewers: Rita Kuo and Steven Sylvester
Jeffrey Singer – Professional
Lynn Adams – Full

- All applications were unanimously approved.

Smith College of Engineering and Technology – Reviewers: Jeffrey O'Flynn and Malisa Brooks
Aaron R. Stewart – Full
Armen Ilikchyan – Full

Carl Canlas – Full
Lynn Roy Thackeray – Full
Momtaj Khanam – Full
Rawan Alnsour – Full

- Aaron R. Stewart's application wasn't approved because it did not meet the minimum requirements outlined in the SCET guidelines.
- All other applications were unanimously approved.

College of Humanities and Social Sciences – Reviewers: Amy Stuzenberger and Steven Sylvester
Kayla Mennenga – Professional

- Application was unanimously approved.

- There was a short discussion about better ways to vet graduate faculty applications, including creating a rubric or checklist for the faculty member submitting the application, and graduate council members serving as liaisons between the programs, colleges, and the graduate council, so department chairs and deans can better understand their role and also vet applications during the signature process. The conversation was tabled, as Steven and Michelle will discuss it in a meeting and then bring the topic back to the council.

Curriculum: (See Decisions Via Email in Teams)

Woodbury School of Business - Reviewer: Mason Snow and Malisa Brooks

New Programs/Program Changes
Accounting, Reporting, and Control, Graduate Certificate - **Approved as is**
Accounting Taxation, Graduate Certificate - **Approved as is**

New Courses/Course Changes/5000-level Courses
ACC 5020 - **Approved as is**
ACC 5140 - **Approved as is**
ACC 5400 - **Approve with changes – Syllabus Request**
ACC 5710 - **Approve as is**
FIN 5020 - **Approve with changes – Syllabus Request**

School of Education - Reviewer: Steven Sylvester and Christine Walker

New Programs/Program Changes
MAT-EDS: Secondary Education. M.A.T. - **Approve as is**
MED-EDLE: Master of Education in K-12 Education Leadership, M. Ed - **Approve with changes - There were some concerns about PLO #4 and Matriculation Requirement #5. It should be made clearer that you need to be employed in a school to take the class.**
MED-EDUC: Curriculum and Instruction, M. Ed. - **Approve as is**

New Courses/Course Changes/5000-level Courses

EDUC 5780 - **Reject - Concerns over the course not being connected to a program and not enough faculty to teach the classes. We need to see more justification as to why the course is being created.**
EDUC 5782 - **Reject - Concerns over the course not being connected to a program and not enough faculty to teach the classes. We need to see more justification as to why the course is being created.**
EDUC 5783 - **Reject - Concerns over the course not being connected to a program and not enough faculty to teach the classes. We need to see more justification as to why the course is being created.**
EDUC 5784 - **Reject - Concerns over the course not being connected to a program and not enough faculty to teach the classes. We need to see more justification as to why the course is being created.**
EDUC 5785 - **Reject - Concerns over the course not being connected to a program and not enough faculty to teach the classes. We need to see more justification as to why the course is being created.**
EDUC 5786 - **Reject - Concerns over the course not being connected to a program and not enough faculty to teach the classes. We need to see more justification as to why the course is being created.**

School of the Arts - Reviewer: Jeffrey O'Flynn

New Courses/Course Changes/5000-level Courses
DANC 5400 - **Reject - After discussing with the various department chairs in SOA, they confirmed that they kept the same content as their undergraduate level courses, but changed the action verbs to align with a 5000-level course. Recommend that SOE and SOA discuss a strategy moving forward on how to convert 4000-level courses to 5000-level courses.**
DANC 5430 - **Reject - After discussing with the various department chairs in SOA, they confirmed that they kept the same content as their undergraduate level courses, but changed the action verbs to align with a 5000-level course. Recommend that SOE and SOA discuss a strategy moving forward on how to convert 4000-level courses to 5000-level courses.**
DANC 5450 - **Reject - After discussing with the various department chairs in SOA, they confirmed that they kept the same content as their undergraduate level courses, but changed the action verbs to align with a 5000-level course. Recommend that SOE and SOA discuss a strategy moving forward on how to convert 4000-level courses to 5000-level courses.**
THEA 5200 - **Reject - After discussing with the various department chairs in SOA, they confirmed that they kept the same content as their undergraduate level courses, but changed the action verbs to align with a 5000-level course. Recommend that SOE and SOA discuss a strategy moving forward on how to convert 4000-level courses to 5000-level courses.**

College of Humanities and Social Sciences - Reviewer: Malisa Brooks and Steven Sylvester

New Courses/Course Changes/5000-level Courses
LANG 5200 - **Approve as is**

College of Public Health and Services - Reviewer: Christine Walker and Steven Sylvester

New Courses/Course Changes/5000-level Courses
HLSC 5100 - **Approve with changes - would like to see more of a justification as to why the course is being changed to a 5000-level course and how it connects with the department's strategic plan.**
HLSC 5200 - **Approve with changes - would like to see more of a justification as to why the course is being changed to a 5000-level course and how it connects with the department's strategic plan.**

- Curriculum decisions between meetings were handled via email due to curriculum deadlines. Approvals and comments were consolidated by Steven and shared in agenda for review.
- Temporary pause on approving 5000-level courses (except Accounting) to develop approval guidelines.
- Concern over graduate students paying tuition for courses equivalent to undergraduate-level work.
- Steven and Jordan Allen will draft 5000-level course guidelines, which will be reviewed by the Graduate Council before implementation.
- Faculty are encouraged to discuss special-case proposals with Steven during the pause.

Policy Updates
- Policy 662 – Moving to Stage 2

- Policy 662 has been uploaded to the document folders and is moving to Stage 2 (President's Council, October).
- Updates focus on streamlining policy documentation and improving accessibility.

New Business
- Policy 655 Section 4.7.2 – Graduate Student Representative on Graduate Council
- Policy 655 Section 4.2 - Academic Graduate Faculty Standards
- Policy Timeline
    - Policy 655
    - Michelle proposed a Graduate Student Council with student representatives and program managers. The purpose is to gather student feedback and improve communication between students and staff. The goal is to use these insights to support day-to-day graduate program operations and inform the Graduate Council
    - Policy 658
    - Policy 661

- Graduate Faculty Application Update
    - Consensus: review process should be easier while allowing chairs to justify special cases.

- - Michelle will draft a new graduate faculty application form for review and approval via email prior to the next meeting.
  - SEM Plans
    - Upcoming communication to graduate program managers and directors regarding streamlined SEM plans after October 1.
- 5000-level courses

Graduate Studies Reorganization
- Michelle announced a new private channel will be created for directors and program managers to access important documents not publicly available.