

**Graduate Council Meeting**  
**Monday, August 19, 2024, 3:00 pm**  
**3105 Gardner Commons**

**Council Members Present:** Julie Valentine, Paul Stout, James Agutter, Janet Lindsley, Donna Ziegenfuss, Patrick Panos, Kuberan Balagurunathan, Glen Schmidt, David Symons

**Ex Officio Members Present:** Darryl Butt, Helene Shugart, Katrina Green, Erin Mason, Anthony Jones

**Excused members:** Misty Smith, Brijes Mishra, José Gutiérrez, Karen Paisley, Codrina Rada, Robert Keiter, Jay Jordan

**Graduate School Staff Present:** Paula Spencer, Mary Anne Berzins

**Welcome and Introductions:** Darryl Butt, Graduate School Dean

**Proposal:** Official Recognition of University of Utah Prison Education Program (UPEP)

Presenter: Erin Castro, Educational Leadership and Policy

Discussion took place about:

- Historical timeline of UPEP activities
- Process of becoming officially approved, which allows students to be eligible for federal Pell grants
- Student safety
- Admissions requirements
- Demographics of student population

The following recommendations for the application were discussed:

- Do additional work on the budget
- Further explain BYU partnership
- Obtain letters of support from BYU, College of Humanities dean, and the Office of Undergraduate Studies
- Consider expounding on rationale for the focus on serving women
- Ensure demographic analysis includes race, in addition to age

**Motion to Approve:** Patrick Panos

**Second:** James Agutter

**Vote:** Yes - 9, No – 0, Abstain - 0

**Action:** Move forward to Academic Senate

**Information and Orientation:** Helene Shugart, Graduate School Associate Dean

- Introduction to website resources
- Graduate Admissions Committee overview
- Review of program proposal checklist (recently updated)
  - Suggestion was made to add advising as a checklist item
- Orientation to updated program review procedures
  - Overview of review timeline
  - Committee member responsibilities for participation in onsite visit
- Preview of upcoming topics:
  - Graduate School policy revisions
  - Three-year international degrees