

Eastern Washington University
Graduate Affairs Council
Minutes of November 12, 2025

Members Present: D. Ayers, D. Semb, C. McNeely, T. Espinoza, D. Vulcan, D. Kinnunen, M. Black, F. Mehyar, J. Lawlar,

University Officials: S. Eubanks, A. Swenson

1. The meeting was called to order by D. Ayers at 3:08 p.m.

2. Approval of minutes of October 22, 2025. *Hearing no objections, the minutes are approved.*

3. Reports. a. Chairs Report. i. D. Ayers reported regarding the PRC; the provost has been sending updated information to all faculty. Currently, it doesn't require us to do anything. Depending on what happens and what PRC decides we will have to offer our input on those proposals.

ii. We are scheduled to have a meeting on November 26th which is a non-student day. Faculty are supposed to either work or take leave for that day and he is concerned that we won't be able to make quorum. ***Motion on the table is to postpone the meeting of November 26, 2025 to May 13, 2026. Motion carried.***

b. Administrative Report. S. Eubanks reported the interdisciplinary degree it doesn't have any direct cost, mostly what it is used for is students who are getting good grades, but they are not a good fit for the program. We give them an off-ramp into another program that the student chooses to get a degree. He will be writing a rebuttal to cancelling it. For CPAC, the deadline was last Friday but it got extended. For CPAC 1 there is Leadership, Occupational Therapy, and Cybersecurity. For CPAC 2, he will send the list to D. Van Meter for her to send out to the committee members.

c. ASEWU Graduate Affairs Report. None.

4. Unfinished Business. a. CourseLeaf Policy Training (A. Swenson). A. Swenson gave a presentation of the CourseLeaf workflow for policy revisions. The process is new, and the hope is to make it easier to increase transparency. Policies should move forward as one piece and not piecemeal. They could set up a consent agenda perhaps. She stated she would appreciate feedback and patience.

- i.** Entering notes in CIM/PIM. Anything in particular to emphasize or look at? A. Swenson stated there is no voting steps or notes. The comment page is the only notes area. As soon as it is approved then they can approve it and then it will go to the next step in the workflow.

b. CPAC. Training Questions? Scott demo? <https://inside.ewu.edu/cpac/> S. Eubanks stated the most important thing is to adhere to the rigor of a graduate program. The CPAC deadline is February 6th.

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7. New Business. a. Proposal to Establish the Symposium for Research and Creative Works Committee as a Faculty Organization Committee under EWU Policy 301-21. D. Ayers stated this is a proposal to establish the Symposium for Research and Create Works committee under the Faculty Organization umbrella. This is a committee that has been in place for many years but they want to remove it from the Office of Grant and Research Development.

b. **303-30 Registration.** D. Ayers stated the change is minimal, with changing the credits for a GSA. GSAs can have as low as 2 credits or as many as 8 credits to keep their GSA. They changed this years ago in EWU 407-01 Temporary Employment policy, but it wasn't changed in AP 303-30 Registration. In addition, they removed the Incomplete Financial Aid Forms. *Will come back to the next meeting as unfinished business.*

c. **303-26 Graduate Faculty. Nomination process.** D. Ayers stated they haven't been following policy. Everyone on this committee has to be approved as a Graduate Faculty member, however, he hasn't been. He is the chair of this committee and technically unauthorized to be. It's just something they haven't been diligent about in years in making sure that faculty know when they need to reapply for Graduate Faculty status and making sure the departments are on board with that. S. Eubanks stated as soon as the provost signs off on it the Graduate Office will be sending out communication to every Graduate program director and chair to let them know whose term is expiring so they can put in information, i.e. updated CV with publications, creative works, grant stuff in the last 5 years that sticks to this policy. This is about getting everything cleaned up and to ensure the records are accurate. *This will be unfinished business at the next meeting.*

8. Good of the Order. None.

9. Adjournment. The meeting was adjourned at 4:22 p.m. The next meeting is scheduled on Wednesday, December 10, 2025.