

Eastern Washington University
Graduate Affairs Council
Minutes of November 8, 2023

Members Present: K. Hope, J. Jostad, D. DiLuzio, B. Davenport, E. Jex, D. Semb, L. Reeves, K. Evans, J. Allen

University Officials: S. Eubanks

1. The meeting was called to order by K. Hope at 3:07 p.m.

2. Approval of minutes of October 25, 2023. <i>Hearing no objections, the minutes are approved.</i>
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3. Reports. a. Chairs Report. None.

b. Administrative Report. i. S. Eubanks reported last week on Wednesday they went live with the Slate application. It has a lot of ways to streamline how students can get into our programs. Slate will be operating 24/7 and will allow more control over how things work. It will have automatic emails that will go out to remind students after 8 days of application. The hope of this is to help students integrate to increase enrollments. They will start working with programs once it is stabilized to see what kind of communication strategies department will need. The program will be sending out acceptance, denials, and any other communication they need. The Graduate Programs Office will start sending out denials again because they were leaving that to the programs, but they weren't sending those out in a timely manner which led to the students having to call the Graduate Programs Office for information. That isn't fair to the students so they will take over that process again and they will let them know if they have questions, they should contact that department. They will start training programs next week on the Slate application. **iii.** The CIM system deadline is now November 10th. Currently they have received one new program, 13 programs that have changes, and 133 courses although there are many that have non-substantive changes. If there are any small changes, he will just do a memo. **iv.** They are trying to document all their internal procedures to ensure everyone would be able to step in to help if necessary.

c. ASEWU Graduate Affairs Report. None.

4. APAC. a. D. DiLuzio reported they haven't met since the last meeting. They are focusing on how they can help programs to do yearly assessments, i.e., who is using Nuventive, who knows how to use Nuventive, who doesn't know how to use Nuventive, etc. They are basically gathering information so they can better support people moving forward. There was a lot of talk about who has been trained on Nuventive because a lot of those people are no longer at Eastern. They will meet next week to continue this discussion.

5. Unfinished Business. a. Rubric for CPAC. K. Hope stated she made a rubric for the CPAC process, and it has been added to the Google Drive.

b. CPAC Timeline. K. Hope stated February 6th is the target closing date.

c. Appeals. K. Hope stated they have received 4 appeals.

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d. Graduate Faculty Status. K. Hope stated last meeting they discussed whether they should continue with the current process for Graduate Faculty Status. In reviewing the policy, they did find the Graduate Faculty Review Committee listed which doesn't exist any longer. The Policy Development and Review Committee (PDRC) has taken over those functions so the policy needs to have a name change only which will be discussed today. Through an error the process wasn't followed and there doesn't seem to be any consequences so the question is should they continue. S. Eubanks stated he talked with R. Brooke who told him it is to keep track of faculty publications which is the provost's job however they may not be able to get rid of that being done in the Graduate Programs Office. K. Hope asked why they need to have Graduate Faculty Status, i.e. to chair a committee, etc. Not that we want to eliminate something but is there a way to streamline the process with checks and balances. L. Reeves stated the process has been streamlined. They had to determine at what level Graduate faculty are at, but it doesn't take long. One concern is some of them hadn't been hired yet or are under contract (mostly AP). They had to think about how to get past that. If they were quarterly faculty but had to chair a committee it does become an issue if they are no longer at the university. K. Hope stated historically L. Swannack did a lot of work for us but maybe there is no middle so we may get applications that aren't as clear or highlighted. S. Eubanks stated if it is just to track new publications, they can build around that. E Jex asked what about all the tenured or tenure track faculty who must do publications. Next year they will look at the timeline and their understanding of the different levels. If it doesn't need to change that is fine as well.

e. AP 303-26 Graduate Faculty – (Change GFRC to PDRC-name change only). *L. Reeves made a motion to approve changing the name listed in the policy from the Graduate Faculty Review Committee to the Program Development and Review Committee. The GFRC does not exist any longer and the role was taken over by the PDRC. J. Allen seconded. Motion carried.* This will go to the December 4th Rules meeting.

6. New Business. None.

7. Good of the Order. S. Eubanks stated they did away with the candidacy form, and he would like to streamline the process. Now that CPAC is ramping up they can get through CPAC first and then look at that after the fact.

8. Adjournment. The meeting was adjourned at 4:20 p.m. The next meeting is scheduled on Wednesday, January 10, 2024.