

# Ad hoc Undergraduate Education Academic Council Meeting Minutes

April 3, 2026

<https://washington.zoom.us/j/4576200725>

12:30pm – 2:00pm | GWP 320

## In Attendance

Christine Stevens, Associate Professor (SNHCL) (Co-Chair)

Lisa Hoffman, Professor (SUS) (Co-Chair)

Alex Miller, Associate Teaching Professor (SIAS-CAC)

William Burghart, Associate Teaching Professor (SIAS-CAC)

Tabitha Espina, Assistant Professor (SIAS-CAC)

Menaka Abraham, Interim Executive Director & Teaching Professor (SET)

Soky Choung, Program Support Supervisor (OUE)

Frankie Nogales, Program Assistant (OUE)

### 1) Review and Approve the Agenda

- a) The agenda was approved as presented.

### 2) Approval of **Minutes** from February 27, 2026

- a) February 2026 meeting minutes were reviewed and approved unanimously.

### 3) Bylaws Updates from FA's Executive committee

- a. The bylaws have been approved by Ad hoc UEAC.
- b. The Co-Chair will share the finalized bylaws with the Executive Committee at the next EC meeting.
- c. The committee will be notified of these updates.

### 4) Chairs' Updates

- a) The co-chairs shared that the EVCAA would like to have a permanent ED by August. It will be a 50% position. Applications should be received by May 1, decision by the end of May.
- b) Co-chairs will create a core syllabi template; collaborative work will take place asynchronously. The draft document will be reviewed at the next ad hoc meeting.

### 5) Rubric for Course Review -- How did it go? How can we improve?

- a) The co-chairs shared that the rubric was previously used by APCC.
- b) The co-chairs would like to standardize core course reviews for a consistent format for students.
- c) Menaka suggested focusing on the areas of inquiry and identifying what is needed in each area. Core can lean on seasoned core faculty in their disciplines to provide guidance.
- d) The council discussed first creating a course template, then improving the rubric in the future.

6) **DRAFT Course Evaluation Policy**

- a) The co-chairs shared the following:
  - i) The policy is to facilitate a culture of fellowship with faculty. It serves as the foundation of what we should accomplish in core courses.
  - ii) The goal is to make evaluations fair and productive (not punitive).
  - iii) Faculty in the core must agree to this policy.
  - iv) Evaluations will stay in OUE and will not be shared with the faculty's home unit unless requested by the faculty member.
  - v) Evaluations will be consumed by the ED with de-identified responses used for the improvement of core curriculum.
- b) Discussion and follow up
  - i) A co-chair stated that it is possible to work with the office of evaluation (UW Seattle office) to create a core-specific evaluation form if desired.
  - ii) A co-chair shared that they had AI generated a [FY course evaluation form](#) which can be viewed on SharePoint.
  - iii) One member suggested having OUE staff help facilitate a faculty peer-review process upon request.
  - iv) One member suggested sharing student feedback with core faculty. Menaka added that there could be an evaluation reading party for objective review.
  - v) A co-chair suggested that the UEAC should have an advisor's ex-officio member to represent TUNIV instructors.
  - vi) A member suggested having advisors provide feedback on the policy for TUNIV representation.
- c) **Action Item:** Revise the evaluation policy and solicit feedback from advisors and revisit the policy at the next UEAC meeting.

7) **TUNIV 250 Overview**

- a) The co-chairs & ED met with UAA leadership (Will Taylor & BethAnn Hoover).
- b) The instructors teaching TUNIV 250 want to collaborate more closely with core faculty to align with goals.
- c) The UNIV course has guest speakers from campus covering topics such as study abroad, financial aid, goal setting, career exploration, UWT resource navigation, and students take a Clifton strengths assessment. There are 4 advisors who rotate teaching.
  - i) Core retreat idea: have UAA present on what they do in TUNIV.
  - ii) Course idea: have a TCORE class of 25 students go straight to TUNIV (1220-120 hour) and provide lunch (with endowment funds).
- d) A co-chair asked if students who come into UWT with college credit, should they be in core?
  - i) Students are only eligible for core if they have 45 credits or less when they come to UWT.
  - ii) **Action Item**: Which students are eligible for core? We may need to work with the registrar's office for this.

## **8) Interim Executive Director Report Updates**

- a) Majors & minors fair is coming up on Monday April 13 from 12-2pm in WPH.
- b) AI SEED Grant
  - i) Menaka is building an AI literacy course TCORE101 (AI & You) for Autumn 2026.
  - ii) Faculty teaching in the core can add AI literacy in their course(s) to receive a stipend. We will need to know ahead of time the names of faculty who are interested.
  - iii) Faculty will be expected to integrate AI literacy in the classroom and present on how students used it.
  - iv) A member asked what are the use cases of students using AI? And in what classes and schools? Specifically, what do our students need to be successful with AI?
  - v) A suggestion was made to work with Darcy Janzen on how core faculty might use AI in the classroom.
- c) Assessment of Summer Bridge
  - i) We will not hold Summer Bridge 2026. There are plans to revamp the program for the following year.
  - ii) The goal is to have a summer program that supports students throughout their entire first year.

- iii) There is an opportunity to partner with student affairs on some of this work.

**9) Other business**

- a) Locally governed bylaws for UWT & UWB if the second consideration of UWT leadership structure is recognized at the UW institution level. - watch the Faculty senate meeting
- b) Placement in writing – the council should look at how to get students into the correct writing course(s).
  - i) Review the process of assigning stretch writing courses (2 quarter series) versus TCORE 101.
  - ii) Invite the registrar and UAA to understand how to address the needs of specific student populations coming in with some writing experience. (first year application versus other applications).

**10) Next Meeting: May 1<sup>st</sup> 11:00 to 12:30**