

Ad Hoc UEAC Meeting Minutes

February 27, 2026

12:30 PM – 2:00 PM

CP 303

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)

LeAnne Laux-Bachand, Teaching Professor (SIAS-CAC)

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

Soky Choung, Program Support Supervisor (OUE)

1) Agenda Review

- a) The agenda was approved as presented (all in favor).

2) Approval of January 2026 Minutes

- a) January 2026 meeting minutes were reviewed and approved by all members

3) Fall 2026 Course Review

- a) Menaka shared that she is currently receiving syllabi from TCORE faculty and uploading them to SharePoint for review.
- b) The rubric for evaluation was shared with members.
- c) The co-chairs will create a spreadsheet and assign 2–3 members to review the syllabi.
- d) Syllabus review will be completed asynchronously.

4) Bylaws Review

- a) Members reviewed the bylaws' changes proposed by co-chairs and made suggestions.
- b) The co-chairs will finalize the draft, and members will complete an electronic ballot for approval asynchronously.
- c) Members agreed to approve the bylaws and to forward them to the Faculty Assembly's Executive Council for review.

5) Course Evaluation Policy

- a) The committee reviewed the draft course evaluation policy (internal to OUE).
- b) It was confirmed that all core courses need to be evaluated. Evaluation of results will not be shared with the Deans of each school. Access will be limited to the course of instructor and the Executive Director (ED).

- c) There was discussion on whether evaluating every course is against faculty code, and the co-chairs will follow up after consulting with the Secretary of the Faculty.
- d) The committee discussed developing a form for course evaluation. Members reviewed the sample for first-year course evaluation rubric (bias-reduced version).
- e) The committee continued its discussion regarding implementation procedures and the feedback process.

6) Interim Executive Director Report/Updates

a) Core Faculty Meeting Discussion

- Strong attendance at the recent core faculty meeting.
- Faculty expressed interest in holding another meeting during the spring quarter.
- Planning for a spring meeting is underway.
- Faculty also expressed interest in discussing grading practices.

b) UW Connect Updates

- UW Connect went live this week for OUE.

c) Majors & Minors Fair Announcement

- Scheduled for April 13.
- Faculty will receive an email from Menaka with additional details.
- OUE is collaborating with major advisors and Undergraduate Academic Advising (UAA) at the event.

d) Exploratory Website Development

- Progress updates were shared regarding the development of the exploratory website.

e) Writing Survey

- A meeting was held to discuss the Writing courses

7) Other Business

- a) One member suggested sharing the revised bylaws with EVCAA Andy Harris for review to ensure alignment and that all parties are on the same page.

Next meeting:

April 3, 2026 12:30-2:00pm in GWP 320