



OFFICE OF UNDERGRADUATE EDUCATION

UNIVERSITY *of* WASHINGTON | TACOMA

Ad hoc UEAC Annual Report for 2025-26

The Ad hoc Undergraduate Education Academic Council (UEAC) for 2025-26 was comprised of the following members:

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) (Spring 2026)

LeAnne Laux-Bachand, Teaching Professor (SAIS-CAC) (Winter 2026)

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

Will Taylor, University Academic Advising Lead (Ex-officio)

Soky Choung, Program Support Supervisor (OUE)

Frankie Nogales, Program Assistant (OUE)

The council met five times from January to June and accomplished the following:

1. **Bylaws for the UEAC 2026-27.** The bylaws for the permanent UEAC were reviewed and finalized with discussion at two of the meetings held this year. The bylaws were then sent to the Executive Council (EC) of the Faculty Assembly for final approval. They were approved at EC on May 8th, 2026, and can be found in Appendix A. The chairs also sought members for the permanent UEAC by creating a nomination form and worked with EC to populate the council.
2. **Course evaluation policy.** The council drafted and approved a course evaluation policy on May 1st, 2026, to create formative assessment for the courses taught under the OUE. The policy can be found in Appendix B. The council will finalize the form to be used for course evaluations at the fall retreat.
- **Review of Course Applications.** The council members reviewed the course applications for Spring and Autumn 2026. The reviews focused on alignment with the areas of inquiry by using the APCC rubric. For Spring 2026, the council reviewed 11 course applications. For Autumn 2026, the council reviewed 16 course



OFFICE OF UNDERGRADUATE EDUCATION

UNIVERSITY *of* WASHINGTON | TACOMA

applications. The members decided that there is a need for a revised rubric and a course syllabus template because of this process.

- **Draft Syllabus template.** The council members drafted a syllabus template for use by the courses taught under the OUE. This will be finalized in the fall quarter.
- **TUNIV 250.** The council chairs met with the University Academic Advising (UAA) team to learn about the course content of the Husky Quest Success Course (TUNIV 250) taught by the UAA advisors. They reported the findings at one of the council meetings, and the Ad hoc UEAC determined that UAA representation is needed at the UEAC meetings.

The committee recommends that UEAC 2026-27 investigate the following items next year:

- Writing Placement Tests
- Math Placement Tests
- Language Placement and Proficiency Test
- Course modalities for core courses
- Syllabus template
- Course Review Rubric
- Review the student data eligibility for the core courses
- Review of the core definition and learning outcomes
- Collaborate on the co-curriculum (TUNIV 250) with the core courses
- Finalize the course evaluation form and observation template
- Curriculum proposal for Summer 2027



OFFICE OF UNDERGRADUATE EDUCATION

UNIVERSITY *of* WASHINGTON | TACOMA

Appendix A UEAC Bylaws

University of Washington Tacoma
Bylaws of the Undergraduate Education Academic Council
Approved by Executive Council of Faculty Assembly on May 8th 2026

ARTICLE I PURPOSE AND FUNCTION

A. The Undergraduate Education Academic Council (hereafter “UEAC”) is a faculty body that has oversight of all curricula offered through the Office of Undergraduate Education at the University of Washington Tacoma (hereafter “UWT”).

B. The UEAC is responsible for collaborating with the Executive Director of the Office of Undergraduate Education (hereafter “OUE”) to guide academic policy in (but not limited to) coursework, advising, assessment, placement, course curriculum, teaching modalities, structure and co-curricular activities for OUE at UWT. The UEAC supports cross-unit communication. Decisions of academic policy made by the UEAC are subject to the oversight of the Faculty Assembly or its designated committees as stated in the Faculty Code at <https://www.tacoma.uw.edu/faculty-assembly/faculty-assembly-bylaws>. The Council is responsible for reviewing the Bylaws biannually and setting academic/curricular policies for the unit.

ARTICLE II MEMBERSHIP

1. Composition

A. The UEAC consists of the following voting members:
Seven full-time faculty of any rank with no more than three members from any one school

- B. The UEAC includes the following non-voting members:
- a. Advising (ex-officio)
 - b. The Executive Director of OUE (ex-officio)
 - c. Two undergraduate students



OFFICE OF UNDERGRADUATE EDUCATION

UNIVERSITY *of* WASHINGTON | TACOMA

2. Eligibility

- A. Faculty representatives identified in Section II.1.A will be voting members of the faculty as defined by the Faculty Code.
- B. One undergraduate student identified in Section II.1.B will have lower division status, and one will have upper division status at the time of selection. At least one of the undergraduate students identified in Section II.1.B will have participated in the CORE.

3. Appointment

Each faculty representative identified in Section II.1.A may be nominated or self-nominated for the role. They will be elected by the Executive Council of Faculty Assembly by June 15. The student members will be nominated or self-nominated by October 15. UEAC members may recommend qualified student nominees.

4. Term of Office

- A. The term of office for members will begin on September 15 of the year of their election or appointment and conclude at the end of the academic year. Faculty and staff members serve in three-year terms; the student member serves a one-year term. Voting members may serve no more than two consecutive terms. A past member may be elected to a subsequent term after a one-year break from service. The election of faculty members will be staggered to provide a combination of new and continuing members.
- B. In the event a member is unable to fulfill an entire term, a replacement will be confirmed by EC to serve the remainder of the term according to the provisions in Section II.

5. Resignation

Members are considered to have resigned when they have been absent without notice from three meetings in an academic year. The Chair will notify members before the third absence.

ARTICLE III CHAIR ELECTION AND DUTIES

1. Election of Chair



OFFICE OF UNDERGRADUATE EDUCATION

UNIVERSITY *of* WASHINGTON | TACOMA

The chair of UEAC will be elected from among the voting members of the committee by the last meeting of the academic year. The chair will serve a one-year term and may serve up to and no more than three consecutive terms.

2. Chair duties

- a. The agenda and order of business will be developed by the Chair with input from UEAC members and the Executive Director of OUE.
- b. The chair will sit on the Faculty Assembly's Executive Committee.
- c. The chair compiles and submits an annual report to the Faculty Assembly's Executive Committee.
- d. The chair works with Faculty Assembly leadership to elect new members.

ARTICLE IV MEETINGS

1. Regular Meetings

Meetings of the UEAC will occur at least once per quarter during the fall, winter, and spring quarters.

2. Agenda

As noted, the agenda and order of business will be developed by the Chair with input from UEAC members and the Executive Director of OUE. The agenda will be distributed to members at least three days prior to each meeting. No item will be acted upon finally at any meeting unless the item appears on the announced agenda of the meeting.

3. Operating Guidelines

The UEAC will follow the Robert Rules of Order. Meeting minutes will be recorded by a staff member from OUE and posted for or circulated to members.

4. Special Meeting

Special meetings will be held when requested by a majority of voting members or by the Executive Director of OUE.

ARTICLE V VOTING



OFFICE OF UNDERGRADUATE EDUCATION

UNIVERSITY *of* WASHINGTON | TACOMA

1. Quorum

A quorum for any meeting will consist of at least 60% of the voting members. No business may be conducted when a quorum is not present.

2. Procedures

For voting in a meeting, voting may occur orally, by show of hands, or by ballot. A secret ballot will be held if requested by any voting member. A proposed action is effective if passed by a simple majority of its voting members when quorum is present at a meeting. For electronic ballot, actions are approved by a simple majority of those voting, provided that at least 60% of the members eligible to vote have cast ballots. Items proposed by electronic ballots must have previously appeared on a UEAC agenda and been discussed by the council.

ARTICLE VI AMENDMENTS

1. Ratification

Ratification of these bylaws requires a two-thirds vote of all voting members provided notice is given in the agenda as described in Section IV.2.

2. Amendment

These bylaws may be amended at any regularly scheduled meeting by a vote of two-thirds of all members provided notice is given in the agenda as described in Section IV.2.

ARTICLE VII COMPATIBILITY

These bylaws will be compatible with and subordinate to the bylaws of the UWT Faculty Assembly, the authority and policies of UWT, the authority and policies of the University of Washington. If any portion of these bylaws is adjudged by any court of competent jurisdiction to be invalid, such judgments will not invalidate the remainder thereof.



OFFICE OF UNDERGRADUATE EDUCATION

UNIVERSITY *of* WASHINGTON | TACOMA

Appendix B Course Evaluation Policy

Approved on May 1, 2026

Course Evaluation Policy for Office of Undergraduate Education (OUE)

To serve students in the courses taught within the purview of OUE, the OUE will collect Course Evaluations for all courses at the end of every quarter. Instructors of record in OUE will agree to participate in this process. The purpose of evaluating every course is two-fold: to provide formative feedback to the instructor and to allow for a collective understanding of teaching first-year students. These are for internal OUE review and OUE will *not* share them with the faculty instructor's home school/department/supervisor. Individual faculty can choose to share their evaluations with their home school/department/supervisor.

The Office of Undergraduate Education Academic Council develops, reviews, and modifies the Course Evaluation form used for OUE. This form focuses on first-year and transition-to-college teaching and learning goals.

The following steps outline the procedures for this process:

- Staff in the OUE will order online course evaluations to be distributed to students during the final week of classes.
- Faculty instructors may provide time for students to complete the evaluations in class. During this time, the faculty instructor will leave the room.
- Faculty will strive for over 50% response rates to make the evaluations statistically useful.
- The completed evaluations will be returned to the Executive Director (ED) of the OUE. Only the instructor and ED of OUE will have access to the full evaluation results (including associated comments).
- As needed, the ED of OUE will meet with a faculty instructor to review course evaluations and plan any suggested changes.
 - In the case of advisors teaching as affiliate faculty, the meetings will include Associate Director of University Academic Advising.
- OUE will facilitate peer observations among faculty to learn from one another. The ED of OUE will provide peer observation if requested and may request to observe a classroom.
- The ED of OUE will share a *generalized overview* of course evaluations with the Undergraduate Education Academic Council (UEAC) as it is responsible for curricular oversight of the OUE courses. The UEAC will not discuss individual



OFFICE OF UNDERGRADUATE EDUCATION

UNIVERSITY *of* WASHINGTON | TACOMA

faculty instructor evaluations; rather, it will consider the generalized and anonymized student feedback.

- The UEAC will review the Course Evaluation form annually, based on student and instructor feedback.