

Ad hoc Undergraduate Education Academic Council Meeting Minutes

May 1, 2026

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

11:00 am – 12:30pm | 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)

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

Soky Choung, Program Support Supervisor (OUE)

Will Taylor, Associate Director (UAA)

1) Review and Approve the Agenda

- a) The agenda was approved as presented.

2) Approval of [Minutes from April 3, 2026](#)

- a) April 2026 meeting minutes were reviewed and approved unanimously.
- b) The committee discussed CORE eligibility
- c) **Action Item:** Determine CORE eligibility criteria in Autumn quarter

3) [DRAFT Course Eval Policy OUE.docx](#)

- a) The committee reviewed the policy and made several revisions.
- b) Evaluations will stay in OUE and will not be shared with the faculty's home unit. Faculty member can choose to share their evaluation with their unit.
- c) Menaka shared the course evaluation policy with Will Taylor (Associate Director of University Academic Advising) and his team.
- d) The committee discussed Will Taylor's role and whether access to TUNIV 250 course evaluation results is necessary for his position.
- e) The committee determined that the Associate Director of UAA will not need to see the evaluation but if needed, the Executive Director of OUE will meet with advisors who teaches TUNIV 250 courses, together with the Associate Director of University Academic Advising.
- f) The course evaluation policy was approved unanimously.

4) [Core Syllabi Template draft](#)

- a) Members reviewed the first draft of the syllabus template that OUE can use

- b) Menaka provided an overview of the *Student Experience Project* and the development process behind the syllabus.
- c) The committee discussed the CORE learning objectives and the placement of CORE information within the syllabi.
- d) **Action Item:** Revise the CORE syllabi, develop a separate syllabus template for TUNIV courses, and revisit the updated drafts with the goal of finalizing them for next year.

5) Ad hoc UEAC Chairs' Updates

- a) **Action Item:** One of the co-chairs will share the bylaws with the Executive Council on May 8.
- b) The Executive Council will vote on the bylaws, after which nominations for next year's council will be opened from May 8 through May 21. Five-to-Seven members will be on the council. The committee also discussed that having a smaller committee size may be more effective than a larger group.
- c) One of the co-chairs informed the committee that they will prepare a final report for Faculty Assembly review.
- d) Menaka raised the topic of posting past meeting minutes and agenda on the OUE website.

AAC&U Conference Updates

- i) Both co-chairs, Menaka Abraham, Bonnie Becker (Associate Vice Chancellor of Student Success), and Andy Harris (EVCAA) attended the AAC&U conference.
- ii) Both co-chairs and Menaka participated in various workshops related to General Education and shared key takeaways from their sessions.

6) Interim Executive Director Report

- a) Menaka discussed the possibility of bringing back the Undergraduate *Student Showcase*.
- b) OUE Program Assistant position is now open.
 - i) This is a 10-month, full-time role with a start date of September 1.
 - ii) A search committee has been formed, consisting of Soky Choung, Jennifer Mitchell (UAA), Noreen Sleese (Executive Assistant to the Chancellor), and Rashan Greene (Student worker-UAA).
- c) The Majors and Minors Fair happened on April 13, 2026
 - i) 76 student attendees and 52 staff/faculty participants.
 - ii) Received feedback
 - iii) There are plans to collaborate with Student Affairs to improve outreach and promotion to community college and high school.
 - (1) Menaka mentioned she will be meeting with Student Affairs next week.
 - iv) Future fairs are planned for Autumn and Winter quarters.
- d) The Autumn CORE time schedule is now live.
 - i) Some updates to TCORE 101 courses are anticipated, and CAC coordinators have been asked to submit updates by May 7.

- e) A placement test meeting was held with UAA and the Registrar's Office.
 - i) There is a proposal to use Slate for both writing and math- directed placement, with a potential launch in the Winter quarter.
 - ii) Menaka plans to send an email to the Writing and Math faculty regarding this new process.

7) Other business

- a) Nominations for next year's council were discussed. Faculty will be asked to indicate their interest in serving, including their preferred term length (1-, 2-, or 3-year appointments).

8) Next Meeting: Friday June 5th 2026 from 11:00am-12:30pm