



## Meeting Minutes

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**Teacher Education Program  
CCASA – Committee on Curriculum, Admissions, Standings and Appeals  
Tuesday, November 24, 2015  
10:00 am -11:30 am – TEO Meeting Room**

**Present:** Kedrick James (Chair), Guofang Li, Jessica La Rochelle, John Yamamoto, Shawna Faber, Sandra Scott, Alison Taylor, Wendy Carr

**Guest:** Bette Shippam

### **Approval of Agenda**

Motion to approve the agenda

*Moved by Shawna and Sandra*

*Carried*

### **1. Approval of Minutes**

Motion to approve the minutes from last CCASA meeting (October 27, 2015)

*Carried*

### **2. Review of CCASA Terms of Reference document**

The committee reviewed proposed edits to the CCASA Terms of Reference, which were originally reviewed in the spring.

The committee agreed that a written CCASA/TEAC report should be included in department meetings and related Undergraduate Advisory Committee meetings. This would enable departments to discuss and respond to any proposed changes. There would also be a written record of consultations for any given change.

It was suggested that a written summary/report be co-created at the end of each CCASA meeting so that all members have a consistent report to share with their respective departments.

The committee then reviewed the proposed process flow chart that outlined the consultation process for Cat 1 and Cat 2 changes. The flow chart is attached and will be posted, with meeting minutes, on CCASA page on TEO site ([teach.educ.ubc.ca/faculty/committees](http://teach.educ.ubc.ca/faculty/committees)) and also linked from the Faculty of Education site.

**Action:** Wendy will discuss the edits to the Terms of Reference with the Department Heads.

### **3. CAT 2 – Middle Years changes**

Kedrick explained that, at the Faculty meeting, there was a concern regarding misperception that the Middle Years program is ending, although the change proposed was to have students apply to the Elementary-Middle Years program, which will include a Middle Years cohort.



Wendy and Kedrick explained that the prerequisites to enter Middle Years will now be the same as Elementary. The change expands opportunities for applicants wanting to teach in Middle Years contexts. Further, current enrolment numbers do not allow for sustainability of the current structure.

Guofang was concerned that the proposed Calendar statement – indicating the Middle Years option was no longer accepting applications – did not reflect the new application entry point. John suggested an edited statement change to be inserted in the calendar for the Middle Years option. This will be put forth as a Cat 2 change at the next CCASA Meeting (Tuesday, Dec. 15).

**Action:** Wendy and John will revise the language of the Cat 2 change, which will be brought to the next CCASA meeting.

#### **4. CAT 2 – Teachable Subject Area changes**

Teachable Subject Area changes have been discussed since April 2014. The “Major and Concentration” designation in the Bachelor of Education program is different from the significance of the same terms used in a typical undergraduate program.

Kedrick explained that this change does not have any effect on the student’s parchment (degree); it is only reflected on the academic transcript.

Sandra explained that EDCP may have concerns regarding this language change, but it was pointed out that this matter had been discussed with EDCP at some length since April 2014. Wendy proposed that a record of consultations be shared with Heads and at the next meeting.

#### **5. CAT 1 – Addition of Psychology as a teachable subject – update**

This item has been tabled to a later date.

*Meeting adjourned at 11:40 am.*

*Unanimously passed*

#### **6. Next meeting date: Tuesday December 15, 2015**