Meeting Minutes

**Teacher Education Program**

**Committee on Curriculum, Admissions, Standings and Appeals (CCASA)**

**Thursday, Nov 23**

**TEO meeting room**

**Present**: Shawna Faber (Chair), Wendy Carr (TEO), Jennifer Chan (EDST), Janet Jamieson (ECPS), Karen Meyer (EDCP), Meghan Morales (LLED), Jessica La Rochelle (NITEP), Claire Rushton (TEO)

**Guest**: Elizabeth Jordan (ECPS), Sandra Scott (EDCP), Bette Shippam (TEO), John Yamamoto (TEO)

1. **Approval of agenda**

Motion to approve the agenda

*Moved by Shawna, Seconded by Meghan*

*Carried*

1. **Approval of minutes from Tuesday, Oct 10**

Motion to approve the agenda

*Moved by Shawna, Seconded by Janet*

*Carried*

1. **CAT 1 – ECED 490 (Elizabeth Jordan)**

Elizabeth Jordan (ECPS) presented a CAT 1 to create an Early Childhood Education Practicum & Seminar course (ECED 490), along with the course outline, Library Curriculum Consultation form and Budgetary Impact form. Minor edits were made to the attached CAT 1 draft. The final version will be forwarded to the next Faculty meeting. All other documents are also attached to these minutes.

*Moved by Shawna, Seconded by Meghan*

*Unanimously approved*

1. **CAT 2 – Dual Degree BEd Secondary & BSc (Forestry – FSc & NRC)**

Bette Shippam and Sandra Scott presented three CAT 2 forms for two new dual degree pathways in BEd Secondary and Bachelor of Science in Forestry Sciences or Natural Resource Conservation. The three CAT 2 forms outlined the admission, pre-admission advising, and degree description changes to the course calendar. Additional edits were made to the CAT 2 forms. All documents are attached to these minutes.

*Moved by Meghan, Seconded by Janet*

*Unanimously approved*

1. **Discussion of appeals process**

The committee reviewed the CCASA appeals procedure and agreed to make one change: that the requirement for K-12 experience for an appeal committee member is required only for appeals pertaining strictly to practicum matters. The most recent version can be found on <http://teach.educ.ubc.ca/students/policies-and-guides/>

1. **Other business**

Claire Rushton will review the calendar to identify the remaining references to the BEd as a 12-month program and prepare a combined Cat 2 change form to reflect change to 11-month program.

**Next meeting date: Wed. December 6, 3-4 pm**