Meeting Minutes

Teacher Education Program
CCASA – Committee on Curriculum, Admissions, Standings and Appeals
Thursday, Sept 27
10:30 - 11:30 am – TEO meeting room

Present: Shawna Faber (Chair), Marianne McTavish (TEO), Jennifer Chan (EDST), Janet Jamieson (ECPS), Karen Meyer (EDCP), Meghan Corella (LLED), Jessica La Rochelle (NITEP)
Guests: Lorrie Miller (TEO), Meike Wernicke (LLED)

1. Approval of Agenda
Motion to approve the agenda
Moved by Janet, Seconded by Jennifer Carried

2. Approval of Minutes from May 22, 2018
Moved by Janet, Seconded by Karen Carried

3. CAT 2 – LIBE Certificate (Lorrie Miller)

LLED has requested an increase in the number of courses eligible to be included in the certificate. The CAT-2 change will reflect adding more flexibility in course selection to the certificate.

Moved by Shawna Unanimously approved

4. Discussion of French language requirement course credit number change:

CAT 2 (Meike Wernicke)

The committee reviewed the French credit requirement which will now allow teacher candidates with a level of B1 on the Diplôme d’études en langue française (DELF) to enter French program. They will be required to take a French methodology course and take an ongoing PD course (EDUC 490E: Special Topics in Education) in order to graduate. This course will mean that effective for the 2019-20 academic year, teacher candidates in the Elementary French option who score a B1 will take 64 credits in the year to graduate (currently 62 credits). This needs to be reflected in the calendar entry.

Moved by Shawna Unanimously approved

The course content (EDUC 490E) may involve a CAT 1 change: to be discussed at a future CCASA meeting.
5. **CCASA Terms of Reference & Appeals Procedure**

A recommendation from External Review to include NITEP representative as a voting member of CCASA was discussed and a non-binding vote was taken so that this change could be sent to the next Department Heads meeting and then forwarded to the Dean for final approval.

*Moved by Shawna, Unanimously approved*

A clarification to the CCASA terms of reference was made to note that all department reps need to be present to vote. This has been in place for a number of years however was not included in the CCASA terms of reference.

*Moved by Shawna, Unanimously approved*

6. **Other business**

- Assigning an alternate representative. In the case that a member is not able to attend a meeting in person, an alternate should be named to take their place.
- Reinstatement/readmission *(for next meeting)*

Next meeting: Wed. October 10, 2:30-3:30 pm