CCASA MEETING MINUTES
(Committee on Curriculum, Admissions, Standings and Appeals)
Teacher Education Program

Tuesday, February 26, 2019 | 1:30 - 3:30 pm | 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), Claire Rushton (TEO)

Guest: Mark Edwards (PDCE)

1. Adoption of the Agenda (Circulated) (Approval)

That the Agenda be approved as circulated.

Carried

2. Approval of Minutes from January 22, 2019 (Circulated) (Approval)

That the Minutes be approved as circulated.

Carried

3. Business Arising from the Minutes

For the CAT – NITEP Minor in Indigenous Education all pending items listed in the minutes (signatures and consultation with departments) were submitted prior to this meeting.

4. CAT 2 – EPSE 401 to EDUC 401

EPSE 401, traditionally offered by Educational and Counselling Psychology and Special Education (ECPS) is staffed by the Teacher Education Office (TEO). The departmental course title name change is to reflect that this course should be situated in the TEO. Those students who have already taken EPSE 401 will not be granted credit for taking EDUC 401, as these courses are equivalent.

That the EPSE 401 to EDUC 401 be approved as amended.

Carried
5. Education Certificates Summary

Stemming from the requirement that all Certificate Programs be approved by Senate, Shawna presented the motion to discuss the summary document and all certificates as one omnibus item. Several minor issues were discussed and minor edits and updates were made to the Education Certificate summary and to each of the individual CAT 1 forms. Any more substantive changes needing unit, department or school approval are noted below.

CAT 1 – Certificate in Infant Development and Supported Childcare (IDSC)

Clarification on wording the document rationale was suggested.

CAT 1 – Certificate in Early Years Education (EYE)

Clarification on wording the document rationale was suggested.

CAT 1 – International Undergraduate Certificate of Academic Excellence in Kinesiology (CAEK)

Clarification on requirement criteria was requested.

CAT 1 – Certificate in Teacher Librarianship (LIBE)

Clarification needed on some of the optional courses, as listed this was unclear.

CAT 1 – Undergraduate Certificate in Textiles Studies

Clarification needed on the use of “Textiles” versus “Textile” as well as a suggestions to streamline course listings and the application procedures were given.

CAT 1 – Certificate in Teaching About Visual & Material Culture

Clarification on the title of this certificate was needed as the title on the CAT 1 form does not align with the title on the PDCE website. Clarification was also needed on the application procedure section as well as the use of “and” vs. “&” in the document.

CAT 1 – Certificate in Health and Wellness

Suggestions to streamline course listings and the application procedures were given. As well, there was a suggestion to move or remove some information on the certificate.

CAT 1 – Certificate in Teaching English as a Second Language (TESL)

Clarification needed on what was meant by “high English proficiency” for students who speak English as a Second Language. Mark Edwards confirmed that graduate certificates may have 12 credits not 15. The TESL coursework certificate has 12 credits.
Shawna will send all the updated certificates, requests for information/clarification along with the Summary Document to the relevant areas for review. **March 4** (at the very latest) was noted as the deadline for the reply to the required information in order meet the Faculty Meeting submission deadline.

| Janet Jamieson  
| Jennifer Chan } |

*That the Certificates and Summary Document be approved pending confirmation of information (as noted above) be confirmed for each Certificate*

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6. **CCASA Chair**

Shawna asked that those representatives outside of ECPS and LLED or a volunteer to take over the chair of CCASA.

7. **Other business**

8. **Adjournment**

| Jessica La Rochelle  
| Meghan Corella } |

*Motion to adjourn.  

Carried

Next meeting of **CCASA** is scheduled for:

*Tuesday March 12, 2:30-3:30 p.m.*