



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

Tuesday, April 6, 2021 | 10:00 - 11:00 am | Virtual meeting

Present: Andrea Webb (Chair), Marianne McTavish (TEO), John Yamamoto (TEO), Scott Goble (EDCP), Kathryn Accurso (LLED), Surita Jhangiani (ECPS), Jason Ellis (EDST), Jan Hare (NITEP)

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

That the Agenda be approved as circulated.

Carried

2. Approval of Minutes from February 09, 2021 *(Circulated) (Approval)*

That the Minutes from February 09, 2021 be approved as circulated.

Carried

3. Chair Elect for 2021-22

According to the CCASA terms of reference, the Chairperson serves for a 3-year term: the first year as a Chairperson Elect and two years as the Chairperson. As it will be the final year for the current CCASA Chair, an expression of interest for the Chair Elect for 2021-22 has been put forward. The Chair asks the committee members to bring this back to each department/unit.

4. CCASA Terms of Reference and Mandate

As admissions appeals are adjudicated by the Admission Manager and Director in the TEO, a revised CCASA Terms of Reference is being drafted to address what CCASA is responsible for with regards to appeals of admission. The Chair invites the committee members' feedback on the draft document before April 19th so it can be collated for the next meeting.

In addition, the CCASA appeal procedures document has been revised with regards to the following: quorum for an appeal hearing will be updated from four voting members to all



five members (this number will bring the voting requirements for appeals into alignment with the voting requirements for committee work); the appeals procedure for re-admission/re-instatement has been included. It is suggested that a definition of the meaning of “teaching experience” as a requirement for the practicum appeal adjudication committee be determined.

5. Indigenous Strategic Plan

There will be direction coming from the Senate Curriculum Committee, for faculty committees to consider how their actions are aligned with the UBC Indigenous Strategic Plan. For now, the committee is asked to reflect on how the CCASA Terms of Reference can be responsive and accountable to the Indigenous Strategic Plan in terms of the committee goals and objectives. The committee’s feedback will be taken into consideration in the next round of revision of the CCASA Terms of Reference. How CCASA as a curriculum committee can embody the Indigenous Strategic Plan was discussed. It is recommended to look at the plan and use the structure in the ISP Implementation toolkit to identify the elements that intersect with our work. The conversation will need to go back to departments and units in terms of how we can be responsive to the strategic plan. CCASA as a committee will be a point of connection for these conversations.

6. Other Business

- **Upcoming CAT 1 re Rural Education**

John updated the committee that a CAT 1 change regarding Rural Education program will be forthcoming. Due to a different program length compared to our regular (11-month) B Ed program, a CAT 1 change will be put forward for the 24-month Rural & Remote Education program which is slated to start in August 2022.

- **Committee Composition for next year**

Please let Lu know whether you are your department/unit’s representative for next year’s CCASA. The meetings for the fall will start to be scheduled in August.

7. Adjournment

That the meeting be adjourned.

Carried

Next meeting of CCASA is scheduled for:

Tuesday, April 27, 2021