



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

Monday, November 8, 2021| 1:00 - 2:00 pm | Virtual meeting

Present: Andrea Webb (Chair), Marianne McTavish (TEO), John Yamamoto (TEO), Cynthia Nicol (EDCP), Kathryn Accurso (LLED), Surita Jhangiani (ECPS), Jason Ellis (EDST), Alexis Okabe (NITEP), Teresa Dobson (DNSO)

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

The order of the agenda items #3 and #4 was switched. That the Agenda be approved as amended.

Carried

2. Approval of Minutes from October 18, 2021 (Circulated) (Approval)

That the Minutes from October 18, 2021 be approved as circulated.

Carried

3. CAT 2 - Appeal Process

In alignment with the Senate appeal process, the current appeal process for the B.Ed. program in the Academic calendar needs to be updated. CCASA's role and responsibilities were added. The practica appeal process was also added to this calendar change.

In the current BEd program policies and guidelines, a more detailed internal appeal process is provided where course coordinators are included as unofficial mediators.

It was discussed that the appeal procedure for all programs/courses in our Faculty shall follow this model.

Table with 3 columns: Names (Jason Ellis, Cynthia Nicol), a closing brace symbol, and the resolution text: 'That the changes to CAT 2 - Appeal Process be approved as amended.'

Carried



4. Terms of Reference

The updated CCASA Terms of Reference draft was put out for discussion. To align with the language in the academic calendar, as a part of the description of CCASA duties, the CCASA is an investigative committee of academic and non-academic misconduct. It was added that CCASA adjudicates appeals to all undergraduate-level courses in the Faculty of Education. The Chair shall meet with the Dean's designate to determine the ad hoc committee for the appeal. The Terms of Reference is tabled for discussion at the next meeting.

5. Other business

The Rural and Remote Teacher Education program was passed with no questions at the Senate Curriculum meeting.

6. Adjournment

That the meeting be adjourned.

Next meeting of CCASA is scheduled for:

Monday, November 22, 1 - 2 pm