



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

Monday, October 3, 2022 | 2:00- 3:00 pm | Virtual meeting

Present: (Chair) Surita Jhangiani, Carly Christensen (ECPS), Naomi Narcisse (NITEP), Cynthia Nicol (EDCP), Iris Berger (LLED), Hartej Gill (EDST), John Yamamoto (TEO), Karen Ragoonaden (TEO), Recorder: Maddy Angus

Regrets: Kathryn Accurso (LLED), Alexis Okabe (NITEP)

Guest: Jennifer Stewart (TEO)

- 1. A motion was made to record the virtual meeting to accommodate the minute-taker who is new to the position.**

Seconded/Carried

- 2. Adoption of the Agenda** (*Circulated*) (*Approval*)

Approval of the Agenda with an addition - Introduction of participants

Seconded/Carried

- 3. Approval of Minutes from November 8, 2021** (*Circulated*) (*Approval*)

That the Minutes from March 21, 2022 be approved as distributed

Seconded/Carried

- 4. Introductions**

The participants took the time to introduce themselves and their positions within the faculty of education at UBC.

- 5. Terms of Reference**

The Terms of Reference was circulated to the committee prior to the meeting. Surita Jhangiani provided clarification and informed the participants that the document requires an update and refinement. One area that was pointed out is the appeals to academic standings required clarity in the language. A motion was made to shorten



the discussion due to the limited time of the meeting. The discussion was tabled until the next meeting

6. IRB Course Validation Project

Jennifer Stewart presented the project on course registration for Prerequisites and Co-requisite. The participants were invited to provide feedback on the spreadsheet displayed on the virtual call. The feedback must be sent to Jennifer Stewart by the November 30th deadline.

7. CAT 1 - IRP Management Change

All departments need to be notified in order to stabilize the Workday Student for the 2024 Winter Session that any complex curriculum proposals, primarily category 1, need to be submitted for approval no later than May 2023. Additional attachments with dates will be sent out of when items need to come to CCASA. They will then will be approved at a Faculty meeting, go to the Senate Curriculum meeting and then to Senate for final approval. This is temporary while they're hypervigilant with transitioning to the new system.

8. Maintenance Review

It was noted that the BC Teachers Education Program and Undergraduate Program are up for review which is coming up on November 15 - 17, 2022 and four members of the PAT Committee will be part of the review. The PAT committee is undergoing several interview meetings. Seeking participants in faculty to speak about various issues and thoughts on the program

9. IRP Student: Community-wide Town Hall

- a. Occurred on October 3, 2022 from 2-3 pm
- b. Recorded for future access

10. Other Business

Chris Eaton from Senate will come and address category one and two proposals to help the committee.



11. Adjournment

The Meeting was adjourned at 3:01 pm

Next meeting of CCASA is scheduled for:

Tuesday, October 18th, 2:00 – 3:00 pm