



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

Tuesday, October 18, 2022, | 2:00- 3:00 pm | Virtual Meeting

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**Present:** Surita Jhangiani (Chair), Carly Christensen (ECPS), Cynthia Nicol (EDCP), Hartej Gill (EDST), John Yamamoto (TEO), Karen Ragoonaden (TEO), Kathryn Accurso (LLED), Alexis Okabe (NITEP), Recorder: Maddy Angus

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

Seconded/Carried

*Approval of the agenda be approved as distributed*

**2. Approval of Minutes from October 3, 2022**

Seconded/Carried

*That the Minutes from October 3, 2022, stand approved as corrected with an amendment to item seven. Must be submitted for approval to Senate no later than May 23, 2023.*

**3. Meeting Format**

Seconded/Carried

*A motion was put forward that there be at least one hybrid meeting via Zoom per term.*

**4. Terms of Reference**

Discussion regarding the required attendance for a quorum - It was agreed that full attendance for a quorum should be maintained, either through designated department representatives, or alternate representation. The preamble was edited accordingly.

*Motion to approve the language around Quorum in the Terms of Reference.*

Seconded/Carried

The Terms of Reference was tabled and will be discussed at the next meeting.

**5. IRP Course Update**

Dr. Surita Jhangiani updated the committee on the meeting she attended on October 6, 2022. Updates related to the course validation project that require a category 2 form must be submitted by November 30<sup>th</sup> to Jennifer Stewart along with the Course Validation Project excel spreadsheet.

Dr. Surita Jhangiani will be reaching out to the SCC Committee regarding the request to submit 1 Category 2 form to make multiple updates related to pre-requisite notes.



Kathryn Accurso shared the website of the LLED Courses offered by her department as an example of the changes that they would like to make in relation to the above request. Kathryn noted that having one big CAT 2 change form would be more efficient.

<https://www.calendar.ubc.ca/vancouver/courses.cfm?page=name&code=LLED>

## **6. Guide to Curriculum Submissions for UBC Vancouver**

Dr. Surita Jhangiani informed the committee of the processes in place for submitting CAT 1 and 2 changes. It was shared that Bradley Menard, Associate Academic Governance Officer, from the Office of the Senate will be speaking to the committee on November 7<sup>th</sup>, 2022, and answer any questions that the committee has regarding the document outlining category changes that were provided at the end of the previous meeting's minutes.

## **7. Graduation Ceremonies and Awards**

John updated the committee on upcoming events. The Annual Awards Night is scheduled for Tuesday, November 22, 2022, at 6:00 PM. The Awards ceremony will be held in a virtual format. The Graduation ceremony will be Wednesday, November 23, 2022, with Elementary & Middle Years at 9:30 AM and Secondary at 3:00 pm. It was shared with the committee that additional Graduation ceremonies will be held this year for 2020 and 2021 graduates who were not able to experience their convocation due to the COVID pandemic. This ceremony is scheduled for Monday, November 21, 2022, at 11:00 AM for all programs.

## **8. OneDrive Folder**

Surita shared a link to all of the committee members to the OneDrive CCASA Folder. All members of CCASA should now have access to this folder.

## **9. Departmental Communication**

Cynthia Nicol inquired as to when CCASA members would be at liberty to share information from meetings with their respective departments. As a rule of thumb, the minutes should not be shared until the official minutes have been shared with



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committee members. In the case of urgent items, it is acceptable to share information in advance.

#### **10. Other Business**

None

#### **11. Adjournment**

*The Meeting was adjourned at 2:46 pm.*

*Next Meeting of CCASA is scheduled for:*

Monday, November 7<sup>th</sup>, 2022, from 2:00 pm – 3:00 pm.