



Committee on Curriculum, Admissions, Standings, and Appeals (CCASA)

Updated November 7, 2022

Terms of Reference

Preamble:

CCASA is a standing committee of the Faculty of Education. It has existed since 1993 and was created initially to combine the functions of a curriculum committee and an appeals committee. The committee meets twice per month, during the Winter 1 and 2 terms. All five voting members must be present to reach quorum and for all meeting to commence.

Mandate:

CCASA serves the Faculty by advising, reviewing, and approving changes to the undergraduate and post-baccalaureate curriculum; changes in admissions policies and procedures; and changes in information about programs that appear in the online UBC Calendar and the online version of the Bachelor of Education Program Policy & Guidelines.

CCASA also serves as an adjudicating body for students who wish to appeal decisions in the undergraduate or post-baccalaureate program. CCASA also investigates cases where there are allegations of academic and non-academic misconduct (i.e., unprofessional conduct related to or unrelated to a practicum or field experience) in the Faculty of Education.

Responsibilities:

- Approve curriculum and admissions changes.
- Adjudicate appeals to undergraduate course and practica standing.
- Share issues raised at CCASA meetings within departments by a representative of the department for feedback and input at CCASA and/or Faculty meetings.
- Provide advice to the Associate Dean, Teacher Education, regarding program issues as they arise.
- Ensure that proposed curriculum changes and supporting documentation are distributed to departments and other units before they are presented to the Faculty as a whole and then forwarded to the University Senate.

Objectives and Deliverables:

- Ensure transparent and clear procedures for appeals and curriculum and policy changes.
- Consider curriculum and program admissions changes in a systematic and professional manner.
- Provide a forum for curriculum changes initiated by departments and other units.
- Provide a forum for changes in admissions and policy related to the undergraduate program.
- Adjudicate admission, re-admission, and re-instatement appeals.
- Provide a forum for students who wish to appeal decisions regarding standing in courses and/or status in their program
- Provide due process and respectful treatment to appellants.



Committee Composition:

Chairperson

Election of the Chair

- The Chairperson serves for a 3-year term: the first year as a Chairperson Elect and two years as the Chairperson.
- Nominations for Chair can come from department heads, the Associate Dean, Teacher Education and/or from within CCASA. The department selects another member, if the Chair is elected from their own department. Ideally, the CCASA Chair rotates through the departments.
- The Chairperson is elected before the next academic year, often from one of the faculty members serving on CCASA. Their term begins and renews on May 1.

Duties of the Chair

- The Chair acts as a discussion facilitator, representing the interests of the Faculty, at CCASA meetings. The Chair may only vote in CCASA meetings in the case of a tie vote.
- The Chair liaises with the Faculty of Education Graduate Curriculum Committee (GCAC).
- The Chair represents the Faculty of Education on the Senate Curriculum Committee (SCC), as ex-officio, voting member.
- The Chair, working with the Associate Dean, Teacher Education, the Director of the Teacher Education Office, and administrative support, supports Category 1 and Category 2 curriculum proposals. As well, this team is responsible for proofreading the draft Academic Calendar – with graduate programs and department information being referred to the GCAC, and adjudicating admissions appeals.
- Chairs student appeals of Standing, including course work and practica, and Professional Conduct. The Chair meets with the Dean's delegate to determine the merit of the Appeal of Standing, then assembles a committee (Standing or Ad hoc) appropriate to the appeal.

Committee

The standing Committee is made up of five (5) voting members, including at least one per department (ECPS, EDCP, EDST, LLED).

- Each of the four (4) departments is required to have one (1) representative and an alternate; only one departmental representative is required to attend each meeting.
- The Associate Dean, Indigenous Education, or a designate has one (1) vote.
- It is recommended, but not mandatory, that voting members of CCASA serve for a minimum of two years, to ensure continuity of knowledge regarding policies and procedures that CCASA oversees.

An ad hoc committee will be struck for faculty-wide concerns. The ad hoc committee will include five (5) voting members; including four (4) members of the standing committee and one representative from the area. For example, the ad hoc committee for an undergraduate appeal of standing from the School of Kinesiology will include one (1) representative from Kinesiology.

Ex-officio (permanent, non-voting) committee members include:

- Associate Dean, Teacher Education
- Director of Teacher Education Office



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Education

Teacher Education Office

Duties of the committee representatives:

- The Committee members represent their departments with regard to issues and items discussed.
- Committee members advise department members who are preparing curriculum changes.
- Committee members may be asked to provide or facilitate a curriculum consultation, depending on their expertise.

A representative from each voting member group must be in attendance for any motion to be heard and voted on.

Guests may be invited from external units, departments, and faculties who have matters to be addressed during the CCASA meeting.