



Meeting Minutes

Teacher Education Program

CCASA – Committee on Curriculum, Admissions, Standings and Appeals

Monday, November 7th, 2022

2:00 pm – 3:00 pm – Virtual Meeting

Attendance: Surita Jhangiani (Chair), Joe Lucyshyn (ECPS), Cynthia Nicol (EDCP), Hartej Gill (EDST), John Yamamoto (TEO), Kathryn Accurso (LLED), Alexis Okabe (NITEP), Recorder: Maddy Angus

Regrets: Karen Ragoonaden (TEO), Carly Christensen (ECPS)

Guests: Bradley Menard, Associate Academic Governance Officer

1. Approval of Agenda

Seconded/Carried

Approval of the agenda be approved as distributed

2. Approval of Minutes from October 18, 2022

Seconded/Carried

That the minutes from October 18, 2022, be approved as distributed

3. Guide to Curriculum Submissions

a. Guest Speaker: Bradley Menard

- Bradley went over the general processes for CAT 1 and CAT 2 changes, as per the PDF document shared at the previous CCASA meeting.
- Important to note that the approval processes between UBC-V and OSE are completely autonomous.
- If there are discrepancies between department websites and the Calendar, the latter is deemed official; so, it is important that websites/policies are kept up to date, or the Faculty opens itself up to potential appeals.
- All degree/diploma/certificate programs need to be approved by Senate.
- Very important to get all proposals into Senate as early as possible – all efforts are made to get changes done as quickly as possible, but there are limitations to how fast everything can get done.
- If deadlines are missed, changes may/will be delayed – possibly for significant amounts of time. Academic Calendar releases are officially made two times a year – February and May/June. All changes need to



be submitted and accepted by the final Senate committee meetings before those dates.

Post discussion of Bradley Menard's presentation (after Bradley left the meeting):

- John let the committee know that CAT 1 and CAT 2 changes will be reviewed after they are submitted to CCASA, so there is no pressure to have all formatting done correctly; all submissions will be 'touched up as necessary, and if there is further revision necessary after forms have been submitted to Senate, they will let the department know.
- Cynthia asked for clarification regarding the process: all CAT changes need to be cleared through appropriate departmental channels before proceeding to CCASA and then to Faculty for approval. Correct, although committee members are welcome to speak with Surita/John for assistance with drafting up CAT forms in advance and/or during the departmental stage of this process.

4. Terms of Reference (TOR)

- Surita followed up on previous questions related to the TOR document
- No expectation from LLED for members to stay on for 2 years; suspect that the policy within other departments will be similar
- It was moved that a 2-year term be 'recommended' for all members - under the Committee section of the TOR
- Cynthia suggested that the rationale for this be explained further in the TOR (continuity of knowledge of policies and procedures that CCASA oversees, etc.)
- Section Motion to adopt these changes as a part of the final accepted version of the TOR.

Seconded/Carried

5. IRP Course Validation Project Update

- Appears as though all course changes must be done as (individual) CAT 2 changes
- Kathryn asked if all department changes (graduate and undergraduate) can be submitted together (answer: yes; if submitted separately, Jennifer Stewart will collate them)
- Cynthia asked for confirmation that all changes will take effect for the 2023W session (answer: yes)

6. Term 2 CCASA Meeting

- Due to a potential scheduling conflict, Karen has asked the committee if they could shift the time and day for Term 2 CCASA meetings.
- Doodle poll to be sent out to all members with possible options



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7. Other Business

- None

8. Adjournment

Meeting adjourned at 2:49 pm

Next Meeting: Tuesday, November 22nd, 2022, from 2:00 pm - 3:00 pm.