

Meeting Minutes

Teacher Education Program

CCASA - Committee on Curriculum, Admissions, Standings and Appeals

Wednesday, November 8, 2023

11:00 am - 12:00 pm Hybrid meeting TEO 101 & zoom

Attendees: Karen Ragoonaden (TEO), John Yamamoto (TEO), Kathryn Accurso (Chair), Ali Abdi (EDST), Simon Lisaingo (ECPS), Cynthia Nicol (EDCP), Alexis Okabe (NITEP), Amber Moore (LLED), Najmeh Bahrami

Guests: Carl Ruest, Susan Bowers, Derek Wong, Bradley Menard

1. Welcome and Land Acknowledgement- Kathryn Accurso
2. Approval of Agenda-Approved
3. Committee Member Introductions
4. Approval of Minutes from June 13, 2023-Approved
5. Business Arising from Minutes
6. New Business
 - a. Orient new members to the purpose of the committee
 - Welcome from the new Chair of CCASA
 - b. Review terms of reference (particularly meeting regularity)
 - Meeting regularity was discussed, emphasizing communication and the standard frequency of twice a month.
 - c. CCASA/Faculty/Senate Calendar- Kathryn Accurso
 - A detailed calendar aligning with Faculty and Senate meetings was presented.
 - Members were encouraged to share it within their departments.
 - d. Guest speaker Bradley Menard (Associate Academic Governance Officer, Office of the Senate)- Bradley Menard

- Bradley Menard, Associate Academic Governance Officer, provided a comprehensive overview of Senate structure, committees, proposal types, and approval procedures.
 - The importance of familiarity with the guide and effective communication was highlighted.
- e. **Appeals discussion - review and possibly clarify text on the TEO website-**
- A motion to postpone the appeals discussion to the next meeting was made.
- f. **CAT 2 Change - French Requirements (Calendar) - Carl Ruest**
- A proposal to change language requirements for competency in French was discussed, focusing on transparency and reducing barriers.
 - The proposal received tentative approval for further review.

7. Review upcoming meeting dates and quorum requirements

- a. **Monday, December 4, 2023**
 - Reminder to arrange for a substitute if unable to attend.
- b. **Thursday, January 4, 2024**
- c. **Wednesday, February 7, 2024**
- d. **Wednesday, March 6, 2024**
- e. **Tuesday, April 9, 2024**

8. **Adjournment-** The meeting was adjourned at 12:05

Next Meeting: Monday, December 4, 2023 1:30 – 2:30 pm