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