Meeting Minutes

Teacher Education Program

CCASA – Committee on Curriculum, Admissions, Standings and Appeals

Monday, December 4, 2023

1:30 pm – 2:30 pm Hybrid meeting TEO 101 & zoom

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

Regrets: Ali Abdi (EDST), Najmeh Bahrami

1. Welcome

2. Land Acknowledgment

3. Approval of the agenda

   • Motion – Kathryn; Second – Amber

   PASSED

4. Approval of Minutes from November 8, 2023

   • Motion – Kathryn; Second – Simon

   PASSED

   • Follow up discussion to go over new process for condensed and more detailed minutes – seems to be working fine.

5. Business Arising from Minutes

   • Appeals discussion - review and possibly clarify text on the TEO website
     o Difference between an appeal of grade (RAS – not a CCASA process), vs. an appeal of procedure (a CCASA process)
     ▪ Need to update current TEO website so that “Concerns Related to Course Work” page includes a reference/link to the information about RAS (found in the Appeals section)
     ▪ Suggestion to provide a graphic organizer – some kind of visual illustration to determine the various processes involved
     ▪ Perhaps provide some examples of each type of situation?
● Practicum appeals are not clearly articulated on the Appeals page, and should be added
● Practicum appeal info should also be included in the Concerns Related to Practicum & CFE page - along with formal CCASA Appeal procedures document
● Will circulate the appeal procedures document to committee members, for future discussion

○ Cases of Non-Academic Misconduct (NAM)
  ● Falls under the purview of CCASA
  ● Karen went over the variety of possible cases that might occur
  ● Should NAM fall under the control of another body within the Faculty? (This would require Faculty/Senate approval.)
  ● Existing University process/committee (NAMC) is chaired by a member of the Law Faculty, but consists of AMS members/students
    • In summer of 2023, incident went directly to this committee rather than proceeding through CCASA
    • Is the burden to determine such behaviour beyond the scope of CCASA? Should it be deferred to NAMC?
    • What do other professional faculties do within their programs?
    • Also need to clarify whether CCASA follows NAMC policies or has their own guidelines for issues of NAM; also, who is involved/included in the ‘investigation’ process

● Review upcoming meeting dates and quorum requirements (bi-monthly meetings and quorum)
  ○ Keep a schedule for meetings every two weeks in Winter Term 2, and then cancel meetings as required if there is a lack of agenda items
  ○ Will keep members/departments posted on deadlines, etc.

6. New Business

● Fall Graduation 2024
  ○ With the onset of IRP-Workday student, a different set of deadlines for students completing the program in 2024
  ○ Will require an online vote of the graduating students’ list - in August, as opposed to the traditional in-person vote in the fall prior to convocation

7. Adjournment

Next Meeting: Wednesday, January 17, 2024, 10:00 – 11:00 am