

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
 - 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