



Meeting Minutes

Teacher Education Program
CCASA – Committee on Curriculum, Admissions, Standings and Appeals
Wednesday, February 28, 2024
10:30 am –11:30 am Hybrid meeting TEO 101 & zoom

Attendees: John Yamamoto (TEO), Kathryn Accurso (Chair), Simon Lisaingo (ECPS), Scott Goble (EDCP), Alexis Okabe (NITEP), Amber Moore (LLED), Stephanie Glick (EDST), Najmeh Bahrami

Regrets: Karen Ragoonaden (TEO)

1. **Welcome-** Kathryn Accurso
2. **Land Acknowledgment-** Kathryn Accurso
3. **Adoption of the agenda** - Adopted as edited
 - “EDCP 494 Curriculum Change” removed from New Business (a nonexistent item)
 - “EDST Adult Education Cat 2 Proposals” (an accidentally omitted item)
4. **Approval of Minutes from February 7, 2024** - Approved through unanimous vote
5. **Business Arising from Minutes**
 - **Welcome the new member Dr. Stephanie Glick (EDST Representative)-** Kathryn Accurso
6. **New Business**
 - **Prerequisites for EDCP 312 and 313**
 - In 2022–2023, CCASA had approved prerequisite language of “at least one of” three listed courses for EDCP 312 and 313. After CCASA approval, Senate standardized the language, changing it to “one of” the courses, reflecting how Workday will encode the requirement.
 - The proposed Cat 2 changes add language to the course descriptions encouraging students to take as many of the listed prerequisites as possible, even though they may technically enroll in EDCP 312 or 313 having completed only one of the listed prerequisites.
 - CCASA members discussed the rationale behind the proposed change and understand it to be in the spirit of promoting adequate teacher candidate preparation.



- The committee voted to unanimously approve the EDCP 312 proposal to update the course description with the recommended language.
- A similar motion for EDCP 313 was also approved, reflecting identical changes to those discussed for EDCP 312.

- **EDST Adult Education Cat 2 Proposals**
 - Two Cat 2 forms were presented, regarding ADHE 314 (6) Adult Correctional Education and ADHE 313 (6) Organization of Adult Basic Education Programs
 - The proposed change is to remove these courses from the calendar as they have not been offered for many years, are antiquated courses relative to the unit's current curriculum/program offerings, do not align with the current educational goals of the department, and because the unit has no future plans for updating or re-offering.
 - The committee discussed various aspects of the removal, including the importance of how to represent proposed changes in official documents (e.g., Cat 2 forms), the potential impact on the unit's current curriculum offerings, and the importance of ensuring that the removal does not adversely affect students' program completion requirements.
 - The committee moved to vote on the approval of the proposed changes for the courses discussed. The approval was unanimous, with the recommendation that the department representative confirm that the removal would not have negative implications for any students' program completion or accreditation requirements.

- **EDCP 493 CAT 2 Proposal**
 - The committee heard a revised EDCP 493 proposal based on previous discussion at the Feb 7 CCASA meeting regarding how to best achieve the unit's need for multiple special topics courses that fall under the umbrella of Home Economics/Food Studies.
 - After extensive consultation with TEO's program planning manager, the proposed changes included: (1) changing the course title to reflect plural rather than singular topics of study; and (2) adding a course description to the calendar making clear to students that they can enroll in the course multiple times for credit in accordance with their program requirements. The program planning manager confirmed precedent for this approach set by many MUSC courses (e.g., MUSC 539).
 - It was clarified that adding special topics sections under this course code denoted by letters (e.g., EDCP 493A, 493B, etc) is not within CCASA's purview to approve, but rather that department requests for additional



sections of a special topics course are handled directly via enrollment services.

- It was clarified that if a student completed multiple sections of this special topics course for credit, their transcripts would reflect the students' transcripts would reflect the course number, section letter, and named special topic as opposed to repetition of the generic title.
 - The committee suggested several revisions to the Cat 2 rationale and proposed course description for clarity and concision. The unit's rep confirmed these revisions; another committee member suggested confirming with the proposal's originator.
 - The committee chair called the vote, which was unanimously in favor of approving the Cat 2 proposal as amended during the meeting. She recommended that the proposal's originator confirm the revised language prior to the presentation of the approved proposal at the next Faculty meeting.
- **IRP Updates and changes to Cat 1 submission documents - Tabled**
 - The problems of scheduling labels on the WorkDay system to propose the courses- Tabled

7. **Adjournment:** The meeting was adjourned at 11:29 a.m.

Next Meeting: Wednesday, April 3, 2024, 10:00 am - 11:00 am