



Meeting Minutes

Teacher Education Program

CCASA - Committee on Curriculum, Admissions, Standings and Appeals

Wednesday, January 22, 2025

9:00- 10:00 am Hybrid TEO Meeting Room #T101 & zoom

Attendees: John Yamamoto (TEO), Kathryn Accurso (Chair), Cynthia Nicol (EDCP), Jessica Knott (NITEP), Amber Moore (LLED), Hartej Gill (EDST), Simon Lisaingo (ECPS), Najmeh Bahrami

Regrets: Karen Ragoonaden (TEO)

1. Welcome and Introduction- Kathryn Accurso
2. Approval of the Agenda- Approved
3. Approval of Minutes from Wednesday, September 25, 2024- Approved
4. Business Arising from Minutes
 - Feedback from the Senate: Keep details of the appeals minimal (no names or specific features) while noting the meeting date and attendees.
5. New Business
 - LLED 213 Cat 2
 - **Proposal:** Update the course title and description for an LLED 213 course to align with modern terminology and provide greater specificity, ensuring relevance to current academic and professional standards.
 - Proposal to reconsider "intercultural" in favor of "cross-cultural" for a more dynamic language.
 - Motion: Proposal approved with suggested refinements pending author approval.
 - **Action Items:**
 - CCASA Chair to consult the proposal's author on suggested revisions.
 - Departments are encouraged to review other courses for similar updates to terminology.
6. Information items
 - **Announcement of upcoming chairperson nominations**
 - It was reminded of the upcoming nomination process for the new chair of the Curriculum Committee.
 - Historical rotation of leadership between departments was reviewed.



- **Review of proposal consultation and submission process, updates related to Workday**
 - The Chair shared insights from the Senate Curriculum Committee regarding the need for earlier departmental consultations before proposals reach the Senate level.
 - A flowchart detailing the curriculum approval process was presented to clarify departmental and committee roles and will be shared with the committee members afterward.
 - Proposals for new programs or changes must be sent to the CCASA Chair, Associate Dean TEO and her assistant, and the director of the TEO for review before submission.
 - Changes for Winter Term 1 2025-2026 must be submitted to the Senate by April.
 - Only one faculty meeting remains before the March deadline, and proposals must be presented to the CCASA by February 26th to be added to the March agenda.
- **Information on an upcoming possible appeal**
 - A secondary teacher candidate is appealing a grade decision due to concerns about procedural fairness.
 - The process includes:
 - Review of academic merits by the department (already completed).
 - Procedural appeal at the faculty level through this committee.
 - Decision required before February 18th (start of long practicum).
 - Proposed hearing date: February 12th.
 - Documents expected to be shared within a week.
 - A summary document outlining appeal steps will be circulated to committee members.
- **CAT2 for Certificate Programs**
 - TEO has reviewed various certificate programs. Department representatives need to partner to finalize recommendations.
 - CLIBE, CTESL (LLED)
 - UGCALE (EDST)
 - UGCHW, UGCTS (EDCP)
 - **Action Items:** Departments will be reached out to review these certificates and provide feedback.

7. **Adjournment:** The meeting was adjourned at 9:52 a.m.

Next Meeting: Wednesday, February 12, 2025 from 9:00 to 10:00 a.m.