

Faculty of Education

Committee on Curriculum, Admissions, Standings, and Appeals (CCASA)

Terms of Reference

Preamble:

CCASA is a standing committee of the Faculty that meets twice per month. It has existed since 1993 and was created initially to combine the functions of a curriculum committee and an appeals committee.

Mandate:

CCASA serves the Faculty by advising on and approving changes to the undergraduate and post-baccalaureate curriculum, changes in admission policies and procedures and changes in information about programs that appear in the online UBC calendar and the online version of the Bachelor of Education Program Policy & Guidelines. It serves as a vehicle for two-way communication about curriculum, admissions and changes as well as for teacher candidates or other undergraduate students who wish to appeal decisions that have been reached about their course standing or status in the undergraduate or post-baccalaureate program. CCASA also investigates and adjudicates cases where there are allegations of unprofessional conduct in the program (related to or unrelated to a practicum or field experience).

Objectives:

- Provide a forum for curriculum changes initiated by departments and other units. These changes will be examined by members of other departments and by the Teacher Education office.
- Provide a forum for changes in admissions and policy related to the undergraduate program initiated by the Teacher Education office to be examined by representatives of the departments and other units.
- Ensure that proposed curriculum changes have been scrutinized and approved before they are presented to the Faculty as a whole and then forwarded to the University Senate.

- Provide advice to the Associate Dean regarding program issues as they arise.
- Provide a forum for teacher candidates who wish to appeal decisions regarding their standing in courses and/or status in the undergraduate teacher education program. These will be heard by a representative and impartial committee of the Faculty as a whole composed of members or alternates from CCASA.

Responsibilities:

- Approve curriculum and admissions changes
- Hear and adjudicate appeals

Deliverables:

- Curriculum changes are handled in a systematic and professional manner.
- Procedures for curriculum and policy change are transparent and clear.
- Issues related to the program are discussed by a representative of the department before decisions are made.
- Teacher candidates who wish to appeal are given due process and treated with respect.

Composition:

Chairperson

The Chair acts as a discussion facilitator representing the interests of the Faculty.

- The Chairperson is elected before the next academic year from one of the faculty members serving on CCASA.
- The Chairperson serves for a 3-year term: the first year as a Chairperson Elect and two years as the Chairperson.
- Ideally, the CCASA Chair is rotated through the departments.
- The department selects another member if the Chair is elected from his or her own department.
- Nominations for Chair can come from department heads, the Associate Dean and/or from within CCASA.
- Voting will be by the voting members of the Committee.

Committee

The Committee members represent the interests of their departments with regard to issues and items discussed.

- One Representative and an Alternate from each of the four departments; only one is required to attend the Meeting
- One vote per department.
- A quorum is 3 voting members.
- Permanent non-voting members (*ex officio*): Associate Dean, Co-Director of Teacher Education Program, and NITEP Representative.
- Guests may be invited from external units, departments and faculties who have matters to be addressed during the CCASA discussion.

Updated March 2, 2015