



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

Updated June 2018

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 admissions 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 changes as well as for 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 or 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.
- Provide a forum for changes in admissions and policy related to the undergraduate program.
- Ensure that proposed curriculum changes and supporting documentation are distributed to departments and other units 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 students who wish to appeal decisions regarding standing in courses and/or status in their program

Responsibilities:

- Approve curriculum and admissions changes.
- Adjudicate appeals.



Deliverables:

- Consider curriculum changes in a systematic and professional manner.
- Ensure transparent and clear procedures for appeals and curriculum and policy changes.
- Share issues raised at CCASA meetings within departments by a representative of the department for feedback and input at CCASA and/or Faculty meetings.
- Provide due process and respectful treatment to appellants.

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 rotates through the departments.
- The department selects another member if the Chair is elected from their own department.
- The Chair may only vote in the case of a tie vote.
- Nominations for Chair can come from department heads, the Associate Dean and/or from within CCASA.
- Only one CCASA member from each department votes.

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.
- Permanent non-voting members (ex officio): Associate Dean, Director of Teacher Education Office, and NITEP representative.
- Guests may be invited from external units, departments and faculties who have matters to be addressed during the CCASA meeting.