

**CONSULTATION FRAMEWORK FOR
PROPOSED CHANGES TO THE TEACHER EDUCATION PROGRAM
(Teacher Education Advisory / Curriculum, Admissions, Standing & Appeals)**

<p>TEAC Non-calendar changes, e.g.,</p> <ul style="list-style-type: none"> • change of course placement in program with another course (involving one dept or unit); • addition, removal, or changes related to an elem cohort*. <p><i>(Change of course content or assignment/s by a dept/unit without change of course objectives/ outcomes may come to TEAC for information. If a change involves a calendar change, e.g., change of credit, comes to TEAC first, then to CCASA.)</i></p>	<p>CCASA Category 1 or 2 changes, e.g.,</p> <ul style="list-style-type: none"> • addition/removal of course (if another is removed/added); • change of admissions requirements; • change of credit value (if adjusted in another area); • addition of new teachable area (approved by TRB) and associated methods courses.
<p>1. Bring forward proposed change to TEAC after having discussed within one's dept.</p> <p>* For a change to an elem cohort, key criteria must be met. These posted on TEO website.</p>	<p>1. Department or unit prepares Category 1 or 2 change form. (May bring forward proposal in advance to CCASA for feedback.)</p> <p>If Category 1, proceed to inter-departmental and, in some cases, inter-Faculty consultation process (incl library and budget considerations). Send a copy of Category 1 Curriculum Consultation forms to other Dept. Heads. Feedback or questions from Head or designate will be sent before the next meeting (within 3 weeks).</p> <p>If Category 2, CCASA representatives share with and seek input from department. (A copy of change form is sent to Dept. Heads.)</p>
<p>2. Share TEAC feedback with one's dept. A copy of minutes is sent to each Head of Department, and may be shared at department meeting.</p>	<p>2. A written summary of proposed changes and rationale is prepared at the meeting, shared with each Head of Department, along with the minutes and may be shared at dept. meeting.</p>
<p>3. Discuss at subsequent TEAC meeting if necessary or return for final discussion and advice for the Associate Dean.</p>	<p>3. Return to CCASA for discussion or approval.</p>
	<p>4. Take to Faculty meeting for approval. Any Category 1 change will have accompanying completed Curriculum Consultation forms.</p>
	<p>5. Proceed to Senate for approval.</p>

TEAC's Guiding Principles	CCASA's Guiding Principles
<ul style="list-style-type: none">• a non-voting committee that advises the Associate Dean on matters that affect the quality of the Teacher Education program and for which the Associate Dean is ultimately responsible• the Dean may, at his discretion, pursue initiatives outside this consultative framework	<ul style="list-style-type: none">• a voting committee that advises the Faculty on matters related to curriculum, admissions, standings and appeals• adjudicates cases where there are allegations of unprofessional student conduct