

MEETING OF THE CANADIAN ENGINEERING ACCREDITATION BOARD
Abridged minutes of the 177th virtual meeting

CONFIDENTIAL

3253 DATE AND PLACE

The 177th meeting of the Canadian Engineering Accreditation Board (CEAB) took place on April 15, 2023, in a virtual format via Zoom.

3254 ATTENDANCE

The following were in attendance:

Chair: P. (Paula) Klink, P.Eng.

Vice-Chair: P. (Pemberton) Cyrus, FEC, P.Eng.

Members: S. (Suzelle) Barrington, FIC, ing.
W. (Waguïh) ElMaraghy, FEC, P.Eng.
R. (Ray) Gosine, FEC, P.Eng.
D. (Diane) Kennedy, P.Eng.
N. (Nicholas) Krouglicof, FEC, P.Eng.
A.M. (Anne-Marie) Laroche, ing.
M. (Mrinal) Mandal, P.Eng.
J. (Julius) Pataky, FEC, P. Eng.
J. (Jeff) Pieper, FEC, P.Eng.
D. (Darlene) Spracklin-Reid, FEC, P.Eng.
A. (Allen) Stewart, FEC, P.Eng.
R. (Ramesh) Subramanian, FEC, P.Eng.
T. (Tara) Zrymiak, FEC, P.Eng.

Regrets: E. (Ernest) Barber, P.Eng.
P. (Pierre) Bourque, ing.
E. (Emily) Cheung, FEC, P.Eng.
J. (James) Lee, FEC, P.Eng.

Secretariat: E. (Elise) Guest
J. (Johanne) Lamarche, FEC (Hon.)
R. (Roselyne) Lampron
M. (Mya) Warken

Observers: (The following were in attendance for all, or part, of the meeting)

Y. (Yves) Boudreault, ing. (École Polytechnique de Montréal)
A. (Annick) Bourget (Université de Sherbrooke)
D. (Diane) Burchett, P.Eng. (Conestoga College)
P. (Phillip) Choi, P.Eng. (University of Regina)
T. (Tom) Coyle (University of Toronto)
K. (Kevin) Deluzio, P.Eng. (Queens University)
K. (Kathy) Dumanski (Seneca College)
M. (Mauricio) Dziedzic, P.Eng. (University of Northern British Columbia)

M. (Mina) Hoorfar, P.Eng. (University of Victoria)
R. (Ryan) Huckle (Conestoga College)
H. (Hossam) Kishawy, P.Eng. (University of Ontario Institute of Technology)
S. (Suzanne) Kresta, P.Eng., FEC (University of Saskatchewan)
P. (Pierre) Langlois, ing. (École Polytechnique de Montréal)
T. (Tin) Latt (Myanmar Engineering Council)
Z. (Zaw) Min Aung (Myanmar Engineering Council)
C. (Christine) Moresoli, ing. (University of Waterloo)
V. (Vida) Movahedi, P.Eng. (Conestoga College)
J. (Jim) Nicell, P.Eng. (McGill University)
G. (Gérard) Poitras, ing., FIC (Université de Moncton)
M. (Marlo) Rose, P.Eng., FEC (Engineers Canada Board Director)
M. (Marisa) Sterling, P.Eng. (Engineers Canada Board Director)
T. (Tony) Thoma, P.Eng. (Conestoga College)
J. (John) Van der Put, P.Eng. (Engineers Canada Director)
M. (Miguel) Watler, P.Eng. (Seneca College)
C. (Christopher) Yip, P.Eng., (University of Toronto)

3255 OPENING OF THE MEETING

3255.1 CALL TO ORDER AND APPROVAL OF AGENDA

The Chair called the meeting to order.

The following motion was carried:

MOTION:

Moved and seconded.

“That the agenda be approved as circulated and that the Chair be authorized to revise the order of business as necessary to accommodate the needs of the meeting.”

Carried.

The confidentiality of the Accreditation Board proceedings was shared with all present.

3255.2 WELCOME, INTRODUCTIONS, AND HOUSEKEEPING

P. Klink welcomed all participants, facilitated introductions, and reviewed housekeeping notes.

3255.3 DECLARATION OF CONFLICTS OF INTEREST

P. Klink invited CEAB members to declare any conflicts of interest with meeting agenda items. No conflicts were declared.

3255.4 APPROVAL OF THE MINUTES

P. Klink thanked members for reviewing the minutes and for providing their corrections.

MOTIONS:

Moved and seconded.

“That the minutes of the February 3 & 4, 2023 Accreditation Board meeting be approved as circulated.”

Carried.

3255.5 REVIEW OF ACTION ITEMS

P. Klink reported that one action item from the February 3 & 4, 2023 meeting remains outstanding:

- The action item to investigate and report back on the decisions related to the inclusion of ‘Equity’ as part of the International Engineering Alliance’s Graduate Attributes.

All other action items were reported as having been completed or as ongoing actions for monitoring.

3256 ACCREDITATION ACTIVITIES

3256.1 MEMBER ASSIGNMENTS FOR THE JUNE AND SEPTEMBER 2023 MEETINGS

P. Klink presented the assignments and invited comments. No further discussion ensued.

3256.2 STATUS OF 2023/2024 VISITS

P. Klink reminded all visiting team chairs to communicate visit dates to the Secretariat when they are known.

3257 REPORTS TO THE BOARD

3257.1 ENGINEERS CANADA BOARD

D. Spracklin-Reid provided an update on the recent Engineers Canada Board meetings. She noted that the *Temporary exemption for students going on international exchange* received Board approval in February and recognized the CEAB for their efforts to produce the policy in a short time frame. In their discussions on the policy, the Board recognized the risks associated with approving the policy as outlined by the CEAB.

It was clarified that the reconsideration of the CEAB’s member term limits as expressed in Board policy 6.9 was on the Engineers Canada’s Governance Committee work plan and that any changes to the policy would be presented at the May meeting of the Engineers Canada Board.

3257.2 TANDEM UPDATE

M. Warken shared that at the time of the meeting, English external user acceptance testing of both the institution-facing and volunteer-facing functions had been completed. French testing would begin a week later. A report will be presented to the Accreditation Improvement Program (AIP) System Advisory Committee with

recommendations to the Policies and Procedures (P&P) Committee and the CEAB to implement the system for the 2024/2025 visit cycle. The team has not yet identified any issues which would prevent the system from being implemented for the target visit cycle.

The team is also working on a strategy to import some institution data from existing course information sheets and faculty lists to reduce the level of effort to transition to Tandem. The team is also executing a strategy to update the visiting team volunteer database and migrate the data into Tandem.

3257.4 ENGINEERING DEANS CANADA

P. Klink referred members to the Engineering Deans Canada's (EDC) written report and K. Deluzio invited questions and comments on the submission. A member requested clarification on EDC's position on the CEAB's 30 by 30 Working Group report. K. Deluzio reinforced the EDC's concerns on the recommendations and the process followed in reaching those recommendations and expressed EDC's commitment to commenting on the Working Group's consultation report and any recommendations contained within.

It was noted that while there is some concern about the CEAB's pause on policy work while the Strategic Priority to Investigate and validate the scope and purpose of accreditation is underway, there are some EDC concerns that are best addressed by the Strategic Priority's work. However, if a flaw in the system is identified that should be addressed while the work is underway, there is an expectation that it would be addressed as appropriate.

The Deans' Liaison Committee (DLC) was looking forward to their discussion with the Policies and Procedures Committee on using co-creation models in their work together moving forward.

Finally, it was noted that while the *Temporary exemption for students going on international exchange* has been approved, it will take time for institutions to put the procedures in place to implement the policy. It could take 1-2 years before there is a noticeable uptake in the policy. However, there is enthusiasm about the opportunities the policy offers for students.

3258 REPORTS FROM CEAB SUB-COMMITTEES AND WORKING GROUPS

3258.1 EXECUTIVE COMMITTEE REPORT

P. Klink referred members to the Executive Committee's written report and drew member attention to the potential impacts of changes to PEO's licensure process on the accreditation system. This was to be a discussion at the coming P&P/DLC meeting. It was noted that other regulators have a practicing/non-practicing status for members and there is some confusion about what those practice statuses mean for the accreditation system.

It was clarified that the EDC and CEAB Executive Committee determined that it was most appropriate for the Chair of the CEAB to liaise with the EDC, including attendance at their meetings, and for the CEAB Vice Chair to continue to liaise with the DLC, including co-chairing their joint meetings.

3258.2 POLICIES AND PROCEDURES COMMITTEE REPORT

P. Cyrus referred members to the Policies and Procedures (P&P) Committee written report. The Committee reported that it has advanced its 2023 work plan and would next meet on April 22. The Committee will discuss the impact of PEO's decision to discontinue the Engineering Intern Program (EIT) as of May 15, 2023, on accreditation criteria, specifically around those related to specified Accreditation Units for Engineering Science.

3258.2.1 IMPLEMENTATION OF THE *TEMPORARY EXEMPTION FOR STUDENTS GOING ON INTERNATIONAL EXCHANGE*

P. Klink reported that the Policy received Board approval in February and implementation and communication activities were underway. An addendum to the 23/24 Questionnaire has been developed for any program receiving a visit in the coming cycle that wishes to take early advantage of the policy. Visiting Team Chairs were reminded that some programs may choose to adopt the policy as early as Fall 2023 and to be prepared to consider compliance with the Policy during their visits.

It was noted that the Policy means that the students who participate in international exchange are excluded from the minimum path evaluation and the courses that they take while on an exchange are therefore excluded from the minimum path calculation.

ACTION: Include a discussion on the *Temporary exemption for students going on an international exchange* on the June or September CEAB meeting agenda.

3258.2.2 WORKING GROUP ON TRAINING DOCUMENTATION AND RESOURCES: AB AND VISITING TEAM PROCESSES

P. Klink reported that the written position descriptions for the CEAB Chair, Vice Chair, and Past Chair remain unchanged from the February meeting. The Leadership sub-group continues to seek implementation of the peer and self-evaluations in June or September 2023.

R. Gosine reported that the written position descriptions for visiting team members have been updated with feedback from the February meeting. The substantive change is that the role descriptions have been collapsed into a single document rather than as separate documents which could risk version control issues.

ACTION: The revised position descriptions are to be posted to the Collaboration Space for the members to review and provide any final feedback to R. Gosine and M. Warken.

3258.2.3 WORKING GROUP TO REVIEW THE INTERPRETIVE STATEMENT ON DUAL-DISCIPLINE PROGRAMS

R. Gosine referred members to the newly approved Working Group Terms of Reference.

ACTION: Any member wishing to serve on the Committee is invited to identify their interest to R. Gosine and M. Warken.

3258.3 ACCOUNTABILITY IN ACCREDITATION COMMITTEE

R. Gosine referred members to the Committee's written report. Data collection for the next report is underway which will be presented to the CEAB in September. The Executive Committee will undertake a membership review in 2023.

3258.4 CEAB WORKING GROUP TO RESPOND TO THE ENGINEERS CANADA "30 BY 30" INITIATIVE CONSULTATION

J. Pieper provided an update on the Working Group's recent activities. The Working Group has studied and considered all feedback received during the 2022 consultation. The Group will be producing a consultation report, including any revised recommendations upon which the EDC will be invited to provide comment before being considered by the CEAB and then the Engineers Canada Board. It was noted that at the suggestion of EDC, Women in Science, Engineering, Trades, and Technology (WinSETT) was invited to comment on the 19 recommendations. Their feedback was uniformly positive and will be reflected in the Group's consultation report.

3258.5 NOMINATING COMMITTEE REPORT

D. Spracklin-Reid referred members to the Committee's written report. The Committee's recommendations for member renewals and new appointments will be presented to the Engineers Canada Board at their May meeting. Newly-appointed members whose terms start on July 1 will be invited to observe the June 2023 decision meeting. With D. Spracklin-Reid's term coming to an end, a new Board Director appointee is expected to be confirmed in June.

It was noted that it is important that there be members on the CEAB with significant knowledge about the Collège d'enseignement général et professionnel (CÉGEP) system.

3259 NEW BUSINESS

3259.1 SEPTEMBER 2023 WORKSHOP

P. Klink invited members to suggest topics for the September 2023 workshop. The following suggestions were offered:

- Mini-workshop on the *Temporary exemption for students going on international exchange.*
- A joint workshop with the CEQB to clarify each Board's role and the linkages between their work and the relationship with the regulators.

3260 OTHER BUSINESS

No other business was added to the agenda.

3261 FUTURE MEETINGS

Future dates and locations for the Accreditation Board meetings were presented.

2023 meetings:

- Spring meeting: June 1, 2, and 3 in Ottawa, ON (note 3 days in duration)
- Fall meeting and workshop: September 15 and 16 (Edmonton, AB)

2024 meetings:

- Winter meeting: February 9 and 10 in Ottawa, ON
- April meeting (virtual): TBD by availability poll (approximately 4 hours in duration)
- Spring meeting: June 6, 7, and 8 in Ottawa, ON (note 3 days in duration)
- Fall meeting and workshop: September 13 and 14 or 15 and 16 (tentatively Charlottetown, PEI)

The results of the member poll regarding the days of the week CEAB meetings should take place and whether members support a virtual meeting in February and an in-person meeting in April were discussed.

Five of 12 members who responded to the question, indicated a preference to meet on Saturday/Sunday, three of 12 members who responded to the question indicated a preference to meet on Friday/Saturday, and four of the 12 had no preference.

Eight of 12 members who responded to the question, supported the proposal that the February meeting be transitioned to a virtual meeting and that an in-person meeting be held in April. Four of the 12 members did not support the proposal.

ACTION: The Executive Committee to consider the results of the member poll to plan the 2024 and 2025 meeting schedule.

It was clarified that CEAB members are expected to participate in one visit per year and that each visit should include two CEAB members.

3262 SUMMARY OF ACTION ITEMS

The summary of action items is included in these minutes as appendix "A".

3263 MEETING EVALUATION BY ACCREDITATION BOARD MEMBERS

This item was not discussed.

3264 COMMENTS FROM OBSERVERS

P. Klink invited the meeting observers to provide feedback on the meeting who noted their thanks for the opportunity to observe the meeting. Observers re-enforced the need to further study and provide guidance on PEO's recent changes to the licensure process, the inclusion of practicing/non-practicing members' status, and the discontinuation of the EIT program.

3267 ADJOURNMENT

The meeting adjourned at 14:00 Eastern time on Saturday, April 15, 2023.



Paula R. Klink, P.Eng.
Chair



Mya Warken
Secretary

APPENDIX "A"

Minute number / meeting agenda number and subject title	Action item	Status
3255.5/ 1.5 Review of action items	Investigate and report back on the decisions related to the inclusion of 'Equity' as part of the International Engineering Alliance's Graduate Attributes	Outstanding
3258.2.1 / 4.2.1 Implementation of the Temporary Exemption for Students Going on International Exchange	Include a discussion on the <i>Temporary exemption for students going on international exchange</i> on the June or September CEAB meeting agenda.	Outstanding
3258.2.2 /4.2.2 Working Group on Training Documentation and Resources: AB and Visiting Team Processes	Post the revised position descriptions to the Collaboration Space for the members to review and provide any final feedback to R. Gosine and M. Warken.	Complete
3258.2.3 / 4.2.3 Working Group to review the Interpretive statement on dual-discipline programs	Any member wishing to serve on the Committee is invited to identify their interest to R. Gosine and M. Warken.	Complete
3261 / 7 Future meetings	The Executive Committee to consider the results of the member poll to plan the 2024 and 2025 meeting schedule.	Outstanding