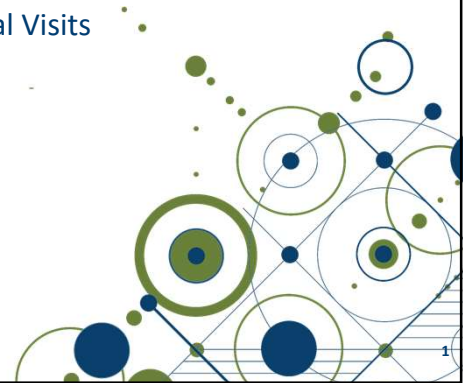


Preparing for your upcoming CEAB virtual visit

Luigi Benedicenti, Chair, CEAB Task Force on Virtual Visits

Wayne MacQuarrie, Member, CEAB Task Force on Virtual Visits

Wednesday, August 11, 2021



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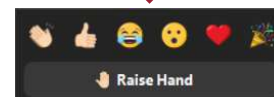
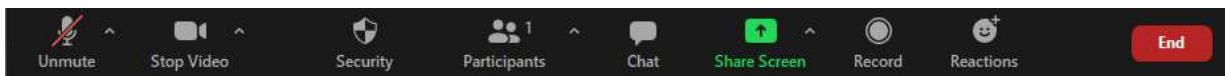
Have a question?

Mute/Unmute
your microphone

Turn on/off camera
("Start/Stop")

Open 'participants'
window (reveals
raise hand options)

Open 'reactions'
window (reveals
raise hand options)



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Learning objectives

Following this session, you will be able to:

- Identify the elements of a CEAB accreditation visit that will change as a result of virtual modality
- Describe the various ways technology will support the visit
- Explain the importance of flexibility in the process and identify the components of a visit where flexibility is not appropriate
- Identify strategies to prepare for the virtual visit
- Identify the various supports that will be available to you leading up to, and during, the visit

Participants

This presentation is intended for vice-chairs, and program and general visitors who are planning for a virtual accreditation visit in 2021-2022.

Today, we're joined by:

- Visitors from across the country
- CEAB members

Outline

1. CEAB accreditation process
2. CEAB virtual visits: what changes? what stays the same?
 - Technology solutions
 - Documents
 - Interviews
 - Facility tours
 - Schedule
 - COVID-19 addendum to the Questionnaire
3. Preparing for your visit
4. Additional considerations
5. Support available to you



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CEAB accreditation processes



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Goals of the Accreditation Board

-  Ensure that engineering programs in Canadian institutions meet minimum educational standards for professional licensure.
-  Ensure continuous improvement of engineering education.
-  Provide advice on international engineering education and accreditation.

What does the Accreditation Board do?

The visiting team



*Visiting team not
responsible for
accreditation decisions*



Program information gathering
and review



CEAB
accreditation decision

Virtual Visits



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Accreditation and COVID-19



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Accreditation

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Accreditation resources

2021-2022 Accreditation cycle

2020-2021 Accreditation cycle

2019-2020 Accreditation cycle

Canadian Higher education institutions (HEIs) with engineering programs receive regular accreditation visits from Accreditation Board teams, and these require extensive documentation. Here you will find key documents to help guide you through the 18-month accreditation process.

This page also contains key information for volunteers who conduct site visits, which HEIs are welcome to review to better prepare.

- ▶ February 18, 2021 CEAB statement on COVID-19
- ▶ Accreditation extensions due to COVID-19
- ▶ For regulators: March 31, 2020 CEAB statement on COVID-19
- ▶ For HEIs: March 31, 2020 CEAB statement on COVID-19
- ▶ March 12, 2020 CEAB statement on COVID-19 (novel coronavirus)



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All public statements on the CEAB's response to COVID-19 can be found on Engineers Canada's public website. For any questions regarding COVID-19 related changes to the accreditation program, or how those changes relate to your HEI, please contact the CEAB Secretariat directly at visits@ingenieurscanada.ca

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2021/2022 cycle

- Decision: all visits for the 2021/2022 accreditation cycle will be virtual
- Considerations:
 - planning;
 - risks;
 - volunteers;
 - equity; and
 - resource capacities.

Virtual Visits

What stays the same? What changes?

An approach to virtual visits:

What stays the same?

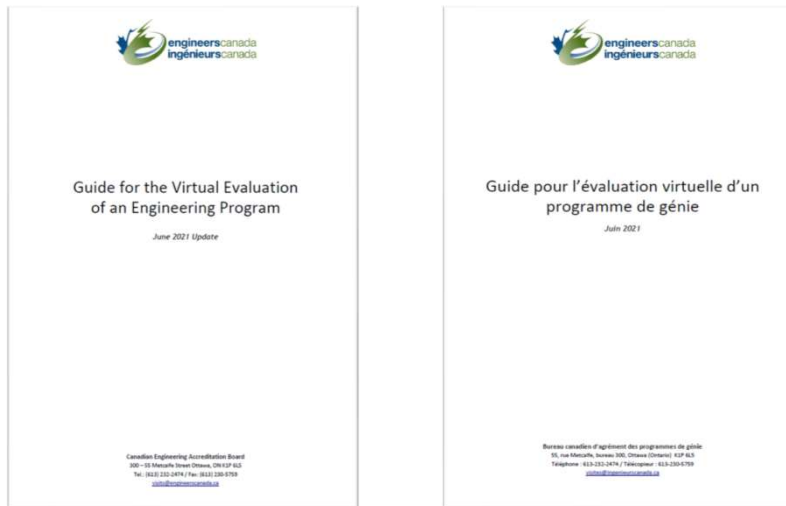
- The intent, purpose and general process of an accreditation visit
- Application of criteria
- Triangulation of evidence
- Visiting team composition
- Time allocated for the visit (equivalent of three days)
- Questionnaire, Exhibit 1, Excel spreadsheets provided 8 weeks before visit

An approach to virtual visits:

What stays the same? Confidentiality

- Confidentiality form
- Meetings
- Recording and screen captures strictly prohibited
- Document retention

Considerations for the virtual visits



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An approach to virtual visits: What changes? Technology

- Engineers Canada's meeting platform (Microsoft Teams) will be used for all team meetings
- The institution's meeting platform will be used for meetings with program representatives
- Ensure you have:
 - a secure, wired internet connection
 - a webcam
 - a quality headset and mic
- Engineers Canada virtual background

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An approach to virtual visits: What changes? Document submission

- In addition to the Questionnaire, more material will be made available (electronically) to the visiting team ahead of the visit, including:
 - Virtual tours of laboratory spaces, study spaces, club spaces, teaching facilities;
 - Course material typically distributed to students in each course (course outlines, homework assignments, lab instruction sheets, project instructions, quizzes, exam questions, etc.)
 - › 'A1' material typically be distributed to students for every learning activity in the program.
 - › 'A2' 15-20 learning activities used to assess achievement of the Graduate Attributes
 - Samples of graded student work, tests, problem sets, examinations, laboratory and design reports, etc.)
 - Graduate attribute / continual improvement documentation
 - Safety manuals and procedures
- Visitors should not ask for anything that they would not normally ask to see on-site.
- Visitors should be prepared for delays if they request access to a document that the program keeps in a paper format; digitizing may require extra time.



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An approach to virtual visits: What changes? Document submission timelines

- The Questionnaire for Evaluation of an Engineering Program is still due **eight** weeks before the visit start date
- Materials to be made available ahead of visit (**four to six** weeks before the visit start date)
 - Course materials (A1 and A2)
 - Graduate Attributes and Continual Improvement dossiers
 - Graduate Attributes and Continual Improvement presentation (pre-recorded is preferred)
 - Safety manuals and procedures
 - Lab and facilities tours (more information on the next slide)



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An approach to virtual visits: **What changes? The interview process**

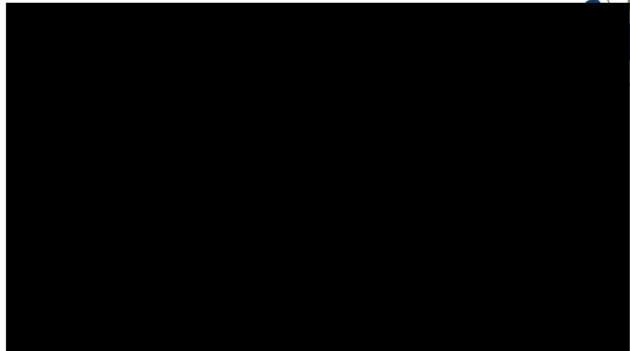
- All interviews will be conducted via online meeting platforms
 - Logistics
 - CEAB Secretariat support

An approach to virtual visits: **What changes? The interview process, continued**

- Preparing for interviews
 - Questions
 - Planning
- Facilitating interviews
 - Strategies

An approach to virtual visits: What changes? Touring labs and engineering facilities

- Two stages:
 - Pre-recorded video
 - Live walk through (as required)
- Focus on:
 - Labs relevant to the program being assessed
 - Study spaces
 - Club spaces
 - Teaching facilities



Our thanks to ABET for sharing this resource with the CEAB.

An approach to virtual visits: What changes? Scheduling

- Developing the schedule
- No travel time!
- Length of 'visit':
 - **2.5 - 3 days**
 - › Sunday, Monday, Tuesday
 - › Possibly some part of Wednesday
- Considerations/logistics

Sample Visit Schedule

Date / Time	Chair	Vice-Chair	General Visitor(s)	Program Visitor(s)	
SATURDAY (Optional)					
18:00	Pre-visit meeting				
SUNDAY					
9:00 - 11:00	Team meets at the Hotel				
12:00	Team Lunch at the Hotel with the Dean				
13:15	Leave for the Institution				
13:30 - 15:00	Examination of materials associated with all courses in each of the engineering programs (i.e., engineering courses, service courses, etc.). Course materials include course outlines, lecture notes, course materials posted on the web, textbooks, graded problem sets (good, medium and poor), graded mid-term tests, graded examinations, graded assignments including laboratory assignments, student design reports, models of equipment constructed by students and other evidence of student performance, laboratory instruction sheets and manuals, etc.). Department Chairs and Engineering Program Coordinators to be available.			Examination of materials associated with all courses in each of the engineering programs (i.e., engineering courses, service courses, etc.). Course materials include course outlines, lecture notes, course materials posted on the web, textbooks, graded problem sets (good, medium and poor), graded mid-term tests, graded examinations, graded assignments including laboratory assignments, student design reports, models of equipment constructed by students and other evidence of student performance, laboratory instruction sheets and manuals, etc.). Department Chairs and Engineering Program Coordinators to be available.	
15:00 - 16:00	Overall Tour of Engineering Facilities for Team Chair				
16:00 - 17:30	Return to room with course materials to continue examination of materials.				
17:30	Return to the Hotel				
18:00 - 20:00	CEAB Team dinner at the Hotel				
20:00 - 22:00	CEAB Team meeting at the Hotel				
MONDAY					
7:45	Gather in Hotel lobby to leave for institution.				
8:00 - 8:15	Team arrival and Welcome/Introductory Remarks (Dean, Associate Deans, Department Chairs, Program Coordinators)				
8:15 - 9:15	Overall Engineering Planning, Operation, Organization and Administration, meeting with the Dean			Meeting with Department Chair or xxx Engineering Program Coordinator	
9:15 - 10:00	Meeting with the President of the Institution			Tour of undergraduate laboratories (with students working in the labs), computer facilities, workshop facilities, etc.	
10:00 - 10:15	Meeting with Provost/Vice President (Academic), or equivalent			Individual meetings with xxx engineering faculty members (each of approx. 30 minutes duration)	
10:15 - 10:45	Meeting with Vice President, Finance and Administration (or Chief Financial officer)				
10:45 - 11:30					

Example of visit schedule – Engineers Canada website

An approach to virtual visits: What changes? Addendum to the Questionnaire

- Which courses, if any, will be delivered online, in class, or in combination and how will Accreditation Units (AUs) be calculated?
- For courses being held in-class, what measures are being taken to ensure the safety of students and faculty?
- How will classes with either a lab component or field exercises be handled?
- Are there any significant changes to the delivery of capstone design projects? If so, please describe.
- How have your plans for the final year of the program changed due to measures taken in response to the pandemic? What were you planning to do vs. what has been implemented?
- What, if any, attrition do you expect?
- How will GA/CI processes be affected by changes to course and lab instruction implemented to address pandemic concerns?



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An approach to virtual visits: Collaboration and flexibility



Collaboration and flexibility will be key!



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Questions?



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Preparing for your virtual visit



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Logistics

- Technology
- Contingency plans
- Space
- Program review

Accreditation criteria and procedures

All visiting team members should:

- Become familiar with the criteria
- Note the evolution of criteria and interpretive statements
 - They may have changed since you were last a program visitor!



Team member activities

1. Follow the [Engineers Canada's Board Code of Conduct](#).
2. Attend the pre-visit teleconferences organized by the Team Chair
 - The number and frequency of meetings is set as needed
 - Getting to know the team
 - General overview of process
 - Identification of issues
 - Planning visit schedule
3. Individually review program's questionnaire
 - Identify issues for investigation during the visit
 - Complete the *Tracking of program issues: Working document*



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Tracking of issues

3.5 Program Environment		
Accreditation Board criteria		Civil
3.5.1	Quality of the educational experience	✓
3.5.1.1	Quality, morale and commitment	*
3.5.1.2	Quality, suitability and accessibility	✓
3.5.2	Faculty	✓
How to use this Spreadsheet Summary Table Civil Program 2		

- Use this tool to record your findings based on your pre-visit review of the institution's questionnaire.
- The visiting team can use this document to develop the site visit schedule and guide discussions during the visit.
- When in doubt, consult with the Chair or Vice Chair.



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Writing an observation

For **each** written observation, follow a three-element format:

- cite the applicable language from the criterion, policy, or procedure (with quotation marks) as context for the observation;
- describe evidence observed; then
- describe the positive or negative impacts to the program.

Written observations for * are required.

Written observations for ✓ are welcome.

Questions?



Additional Considerations



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Undergraduate engineering education and the pandemic

- Institutions are working hard to maintain the integrity of their program(s) and to adhere to the accreditation criteria in unprecedented times.
- For many institutions, the modalities of instruction changed suddenly during the Winter 2020 semester, forcing the cancellation of labs and, very quickly, the implementation of online delivery for the balance of the term.
- For the Spring and Summer 2020 terms, institutions made rapid decisions about program delivery moving course instruction, labs, assignments, etc. online.
- Flexibility in how you collect information and how you interpret it may be required. **However, only the CEAB can decide if a program's changes will impact the outcome of the accreditation assessment.**



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Program changes due to the pandemic

- Some programs gave pass/fail or satisfied/unsatisfied standings (or similar) in some courses where letter or percentage grades would typically be given.
- Some cancelled in-person final exams and made other academic accommodations.
- Some implemented alternates to field work and lab instruction to achieve specific learning outcomes.
- In the event that classes and/or lab activities were cancelled due to the pandemic, it is not an expectation of the CEAB that the programs will have to justify the impact on Accreditation Unit (AU) counts.

What we've been hearing...

- Delays in processing licensure applications
- Variations in public health guidelines
- Academic integrity

Supports available to you



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CEAB Secretariat Support

- Attendance at each visit
- Visitor and HEI training
- Technical support for the document platform
- Expenses



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Questions?



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Thank you!

For more information:

accreditation@engineerscanada.ca | 613.232.2474

engineerscanada.ca/accreditation



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