Terms of Reference  
Policy and Procedures (P&P) Committee

BRIEF DESCRIPTION

The Policies and Procedures Committee supports the work of the CEAB by ensuring the accreditation system’s effective and efficient operation.

PURPOSE/PRODUCTS:

The Policies and Procedures Committee (the P&P Committee) is a standing committee of the Canadian Engineering Accreditation Board (CEAB) tasked with reviewing of the criteria, policies, procedures, and documentation used for evaluating undergraduate engineering degree programs for accreditation and substantial equivalency purposes. The P&P Committee makes recommendations to the CEAB for consideration.

In support of this purpose, the P&P Committee will:

1- Develop proposals for changes to accreditation criteria and/or interpretive statements for consideration by the CEAB.
2- Develop proposals for changes to accreditation/substantial equivalency policies, procedures, and documentation for consideration by the CEAB.
3- Maintain liaison with Engineering Deans Canada through the Deans’ Liaison Committee.
4- Undertake tasks, as requested by the Executive Committee, and approved by the Accreditation Board through their annual work plan.
5- Provide regular reports to the CEAB on their workplan.

AUTHORITY/RESPONSIBILITIES:

The P&P Committee has the status and authority of a standing committee of the CEAB. As such, it is responsible to the CEAB and has the following authority/responsibilities.

1- Responsibility for functions delegated to it by the CEAB and by the Executive Committee. Functions may include the development of policy options and proposals for criteria changes for consideration by the CEAB.
2- Establishing working groups with appropriate terms of reference to assist in carrying out its work.
3- Holding regular meetings with the Deans’ Liaison Committee (DLC) to facilitate communications between Engineering Deans Canada and the CEAB.
4- Reporting the results of its delegated functions to the CEAB through the P&P Committee Chair or designate(s).
COMPOSITION:

The P&P Committee is composed of six voting members, including the Committee Chair.

1. The CEAB Vice-Chair will assume the overall direction of the P&P Committee and coordinate its work. The CEAB Chair and Past-Chair are voting members of the P&P Committee.

2. The three CEAB members (not including the CEAB Chair, Vice-Chair, or Past-Chair) shall serve as Liaison Officers. Liaison Officers are likely to be called on to lead or participate in working groups or projects on an ad hoc basis, in support of the P&P Committees’ workplan. Each Liaison Officer ensures the projects for which they are responsible are completed in a timely manner, and for reporting on the activities’ progress to the P&P Committee.

3. The CEAB Vice-Chair Elect shall be invited to attend meetings of the Committee as an observer unless they are currently a member of the P&P Committee in which case, they retain their voting role.

4. Both Engineers Canada Director appointees to the CEAB shall be invited to attend the meetings of the Committee as voting members.

5. Two CEO Group regulator appointees shall be invited to attend meetings of the Committee as voting members.

6. When electing members to the P&P Committee, every reasonable effort shall be made to achieve a diverse membership, representative of the Canadian population. In addition, the following experience, skills, or competencies will be considered for membership:
   a. Having completed at least two years of membership on the CEAB
   b. Having chaired CEAB accreditation visit(s)
   c. Academic and industry experiences
   d. Gender
   e. Language abilities in French and English

   The membership of the P&P Committee strives to have representation of all qualities described in criteria 6c through 6e.

TERM LIMITS:

1. The terms of the CEAB Chair, Vice-Chair, or Past-Chair on the P&P Committee will be limited to their terms as CEAB Executive Committee members.

2. The usual term of appointment for the Liaison Officers shall be for a period of two years. Membership will be staggered to ensure that all three liaison officers do not conclude their terms simultaneously. The term of a Liaison Officer’s membership on the P&P Committee may be extended as necessary. Such extensions will be established on a case-by-case basis considering other CEAB workloads and the wishes of the P&P Committee members. The extensions shall be confirmed by the Executive Committee.

3. The terms of the Engineers Canada Director appointees to the CEAB on the P&P Committee will be limited to their terms on the CEAB.

4. P&P Committee members shall only serve one term as an elected Liaison Officer.
PLANNING:

The P&P Committee will:

1- Normally meet four times per year but may hold additional meetings at the call of the Chair.
2- Normally meet two times per year with the Deans’ Liaison Committee.
3- Be responsible for the preparation of a work plan and operate within that plan. The workplan must be submitted annually to the CEAB for approval.

PROCESS TO ELECT MEMBERS:

1- The CEAB Executive Committee shall invite all members of the CEAB to declare their interest in serving on the P&P Committee. Information on portfolio(s) that require a Liaison Officer and the criteria matrix in use for the election will be provided.
   a. Engineers Canada and the CEAB recognize the need for equitable representation concerning gender, professional experience, and language skills. Each of these categories should be represented on the P&P Committee, noting that an individual can represent more than one (for example, a Francophone woman from outside academia would represent each of the criteria categories). Thus, when a vacancy arises on the P&P Committee, any diversity categories identified in COMPOSITION 6- not represented by current P&P Committee membership are identified in the call for interest to CEAB members.

2- In advance of the election, the CEAB Executive Committee shall provide to CEAB voting members a summary of each candidate’s profile in relation to the criteria matrix in use for the election.

3- Election Process

Elections to the P&P Committee membership shall be determined by ranked secret ballot by the voting members of the CEAB as necessary to fill vacancies. The Past Chair of the Accreditation Board (or another neutral party agreed to by the Executive Committee) will oversee the voting process. Voting may take place using in-person or electronic ballots.

   1. Ranked ballot scoring shall be ‘1’ being the most favored candidate through ‘n’ (n representing the number of candidates). Any candidate deemed unacceptable can be ranked ‘10.’
   2. Each member attending the meeting at the time of the vote may cast one ballot. Proxy votes are not permitted.
   3. Any spoiled ballots will be discarded, and any ballots cast after the election has closed will not be counted.
4. The Secretary of the CEAB and the CEQB observer at the meeting (or another neutral party agreed to by the Executive Committee) shall act as scrutineers for the election.

5. The ballot of the Chair of CEAB shall be held in reserve.
   a. If only one P&P Committee member is needed, the candidate with the lowest total score is elected.
   b. If more than one P&P Committee member is needed, the candidates with the lowest total scores are elected to fill the vacancies.
   c. In the case of a tie the person with the most first rankings (scores of 1) wins.
   d. If the candidates remain tied, the Chair of CEAB ballot is opened and counted. The candidate emerging with the lowest score is elected.