

Tandem training

Conducting a program review using Tandem

August 20, 2024

Adam Rodrigues

Webinar



1

by
Aysanabee



2

Agenda

- Training timeline: Fall cohort
- About Tandem
- Learning objectives
- Training materials provided
- Tandem's key features to conduct a program review
- Demo
- Q&A



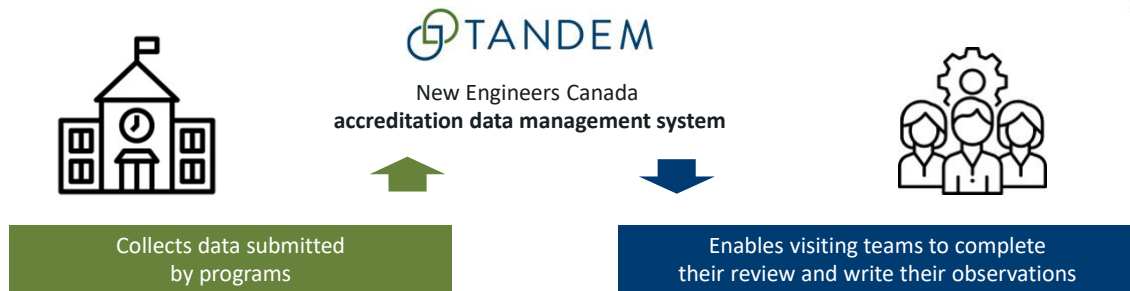
3

About Tandem



4

About Tandem



5

About Tandem

- Tandem replaces
 - **The Word versions of**
 - › Questionnaire for Evaluation of an Engineering Program
 - › Questionnaire for Evaluation of an Engineering Program – Exhibit 1
 - **The Excel versions of**
 - › 6A - Graduating Student Record
 - › 6B - Academic staff information sheet
 - › 6C - Course Information Sheets and summary artifacts generated by macros



6

About Tandem

- Tandem replaces
 - **OneHub collaboration space** where programs submitted their materials which were accessed by the visiting team
 - The tracking of issues sheet
 - The accreditation **visitor pool database**



7

About Tandem

- Support provided to HEIs hosting 2024/2025 accreditation visits
 - [Two webinars](#)
 - Two training scenarios
 - A User Guide
 - [Eight tutorials](#)
 - Data migration (generic course data and faculty information)
 - Data entry and validation individual meetings
 - Ongoing support and meeting as needed with the accreditation team
 - Drop-in sessions (March, April, May)



8

Learning objectives



9

Learning objectives

- Following the webinar, you will...
 - Be able to access and review:
 - › A Questionnaire
 - › A program dashboard page
 - › Program course data
 - › Program artifacts
 - Be familiar with:
 - › An issue tracker
 - › An issue tracker rollup summary
 - › A program's AU reallocation tool



10

Training materials provided



11

Training materials provided

- Materials intended for visiting team members
 - Access to Tandem's training environment
 - A training scenario
 - Six tutorials
 - A user guide
 - A webinar (today)

The image shows a screenshot of the Tandem web application interface. The top navigation bar includes "Home", "Profile", "Milestones", "Calendar", "Applications", and "Programs". The "My Profile" section displays the name "Roselyne Lampron (VTC)", email "ro@tamand.com", and phone number "No Address listed". The "My Work" section shows a list of items with "All Clear!" and "There are no items assigned to you." Below this is a video player thumbnail for a YouTube video titled "Tandem for accreditation" with the subtitle "Conducting a program review using Tandem: A training scenario". To the right of the screenshot is the Tandem logo and the Engineers Canada logo. At the bottom right, there is contact information: "Questions? Please contact visit@engineerscanada.ca Last review date: August 2024".



12

Training materials provided

- Learning activities:
 1. How to complete an issue tracker (*former tracking of issues sheet*)
 2. How to review a program dashboard page
 3. How to review program course data
 4. How to review program artifacts (*former Excel generated Macros*)
 5. How to use an issue tracker rollup summary
 6. How to use a program's AU reallocation tool



13

Training materials provided

- Key terms
 - Persona (*My Items*)
 - Issue tracker
 - Issue tracker rollup summary
 - Program artifacts



14

Tandem's key features to conduct a program review



15

Persona

Choose your persona...



EN



My Items



Organization Representative



16

Tandem's homepage

The screenshot shows the Tandem homepage with the following elements:

- Logo: TANDEM by Engineers Canada | par Ingénieurs Canada
- Page Title: Training | Formation
- Navigation Menu: Home, Profile, Affiliations, Calendar, Applications, Processes, Instruments, Documents
- Applications Table:

Organization	Application Type	Status	Activities
T-Engineers Canada University	Application: APP-28 Application Type: Application for Canadian engineering program(s) seeking CEAB accreditation	Open	1
- Issue Tracker - CEAB Engineering - C: T-Engineers Canada University (T-Engineers Canada University) Questionnaire - CEAB Engineering - C
- Visit // Engineers Canada University (2024-2025): T-Engineers Canada University (T-Engineers Canada University) APP-28
- 1 Total Events
- Review Items Table:

Programs / Program Options	Courses	Current
CEAB Engineering - C T-Engineers Canada University	11	Pending

17

Issue tracker

The screenshot shows the Tandem issue tracker interface with the following elements:

- Page Title: Questionnaire - CEAB Engineering - C
- Organization: T-Engineers Canada University
- Save button
- Glossary of terms: Issue Tracker - CEAB Engineering - C In Progress
- Accreditation Units (AU) definition: Accreditation Units (AU) are defined on an hourly basis which the associated number of hours corresponds to that and the faculty members, or designated alternates, resp.
 - one hour of lecture (corresponding to 50 minutes)
 - one hour of laboratory or scheduled tutorial = 0.5
- Progress Table:

Progress	Documents	Issues	Filters
...	Glossary of terms		
...	General instructions		
1.3	Program objectives and plans		
...	1.4 Resolution of previous issues		
...	2. Self-appraisal		
100%	3.1 Graduate attributes - Overall GA/CI process		
- Legend: ✓ - Met, * - Not Met, Clear
- Navigation: PREV., NEXT., Save, Request Changes, Continue review

18

Program dashboard page

T-Engineers Canada University
 Program/program option: CEAB Engineering - C (Academy: 2024 (L28))

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	CEAB content category (AU)								Specific AUs		
					Math	NS	M+NS	CS	ES	ED	ES+ED	Other	ES	ED	ES+ED
Compulsory	27	22	74	372	60	42	102	24	106	140	246	0	106	140	246
Elective courses	6	6	6	78	0	0	0	0	8	8	16	0	8	8	16
Prior studies	3	3	0	36	0	36	36	0	0	0	0	0	0	0	0
Program totals	36	31	80	486	60	78	138	24	114	148	262	0	114	148	262
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0	225	225	600

Course manifest

Course number	Course title	Course type
BIO3203	Bioelectrical Systems	Compulsory
BIO4201	Ethics, Research Methods and Standards for Biomedical Engineering	Compulsory
BIOM1103	Foundations of Biology I	Compulsory
CEGEP100	Chemistry 1	Prior Studies
Civil 1111	Civil engineering	Compulsory

Instruments

- Questionnaire - CEAB Engineering - C

Program artifacts

- Summary graduate attribute map (3.1.1, 3.1.1.a)
- Graduate attribute learning-level (3.1.1b/c)
- Indicators and learning activities assessed (3.1.2)
- Instructors (4.1)
- Laboratory experience (4.2)
- Enrolment and degree data (4.3)
- Minimum path compulsory and elective courses (4.4a/b)
- Minimum path summary (4.4c)
- Curriculum committee members (4.5)
- Average grade and failure rate (4.6)
- Issue Tracker Rollup Summary
- Program AU reallocation
- Open AU reallocation tool

19

Program course data

BIO3203 - Bioelectrical Systems

Course Information Form | Program-Specific Information Form

Course type: Compulsory

Note: Information entered in this "Program-specific information form" is specific to the course offered in the program, offering the course.

Type of AU Calculation

Accreditation Units (AUs)
 Accreditation Units (Calculated)

42.0
 Summary graduate attribute curriculum map

Graduate Attribute	Learning Level
Knowledge Base - Fundamental engineering science	Developed/Intermediate

20

Program artifacts

Program artifacts

[Summary graduate attribute map \(3.1.1, 3.1.1.a\)](#)

[Graduate attribute learning-level \(3.1.1b/c\)](#)

[Indicators and learning activities assessed \(3.1.2\)](#)

[Instructors \(4.1\)](#)

[Laboratory experience \(4.2\)](#)

[Enrolment and degree data \(4.3\)](#)

[Minimum path compulsory and elective courses \(4.4a/b\)](#)

[Minimum path summary \(4.4c\)](#)

[Curriculum committee members \(4.5\)](#)

[Average grade and failure rate \(4.6\)](#)

Minimum path compulsory and elective courses (4.4a/b)

Course number	Course title	CEAB content category (AU)						CEAB content category (AU sp.)			Course type	
		Math	NS	M+NS	CS	ES	ED	ES+ED	ES	ED		ES+ED
BIO3203	Bioelectrical Systems	0	0	0	0	21	21	42	21	21	42	Compulsory
BIO4201	Ethics, Research Methods and Standards for Biomedical Engineering	0	0	0	24	16	0	16	16	0	16	Compulsory
BIOE1103	Foundations of Biology I	0	42	42	0	0	0	0	0	0	0	Compulsory
Civil 1111	Civil engineering	12	0	12	0	24	12	36	24	12	36	Compulsory
CIVL3205	Design of Structural Steel Components	0	0	0	0	21	21	42	21	21	42	Elective
COM3100	Communication Skills for Engineering Students	8	8	15	8	8	8	15	8	8	15	Elective



Issue tracker rollup summary

Issue Tracker Rollup Summary

3.1 Graduate attributes

Accreditation Board Criteria

3.1.1 Organization and engagement ✓

3.1.2 Curriculum Maps ✓

Issue Tracker - CEAB Engineering - D: Missing information about the relationship between learning activities for each of the attributes and semesters.

3.1.3 Indicators *

Issue Tracker - CEAB Engineering - C: Program visitor A: this criterion requires further examination.

Program visitor B: when interviewing the graduate attribute coordinator, ...

3.2 Continual Improvement

Accreditation Board Criteria

3.2.1 Improvement process *

Issue Tracker - CEAB Engineering - C: Program visitor observations not provided

Issue Tracker - CEAB Engineering - D: Program visitor observations not provided



Program's AU reallocation tool

Training | Formation

T-Engineers Canada University

Program/program option: CEAB Engineering - C Accreditation cycle: 2024 (APP-28)



Course Number	Total AUs			M			NS			M + NS			CS			ES			ED			ES + ED			ES sp.			ED sp.			ES + ED sp.			
	HEI	VT	Diff.	HEI	VT	Diff.	HEI	VT	Diff.	HEI	VT	Diff.	HEI	VT	Diff.	HEI	VT	Diff.	HEI	VT	Diff.	HEI	VT	Diff.	HEI	VT	Diff.	HEI	VT	Diff.	HEI	VT	Diff.	
Requires P.Eng. or LL																																		
<i>Compulsory Courses</i>																																		
BIO3203	42	42	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21	21	0.0	21	21	0.0	21	21	0.0	21	21	0.0	21	21	0.0	21	21	0.0	42	42
Compulsory Total	372	372	0.0	60	60	0.0	42	42	0.0	102	102	24	24	0.0	106	106	0.0	140	140	0.0	246	246	106	106	0.0	140	140	0.0	246	246	0.0	246	246	
<i>Elective Courses</i>																																		
CIVIL3205	42	42	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	21	21	0.0	21	21	0.0	42	42	0.0	21	21	0.0	21	21	0.0	42	42	0.0	42	42	
COM3100	36	36	0.0	7.2	0.0	-7.2	7.2	0.0	-7.2	14	0.0	7.2	36	28.8	7.2	0.0	-7.2	7.2	0.0	-7.2	14	0.0	7.2	0.0	-7.2	7.2	0.0	-7.2	14	0.0	7.2	0.0	14	0.0
Elective Total	78	78	0.0	7.2	0.0	-7.2	7.2	0.0	-7.2	14	0.0	7.2	36	28.8	28.8	21	-7.2	28.8	21	-7.2	56	42	28.8	21	-7.2	28.8	21	-7.2	56	42	0.0	56	42	
<i>Summary</i>																																		
Total Minimum Path	450	450	0.0	67	60	-7.2	49	42	-7.2	116	102	31	60	28.8	134	127	-7.2	168	161	-7.2	302	288	134	127	-7.2	168	161	-7.2	302	288	0.0	302	288	
CEAB Criteria	1850			195			195			420		225		225		225		900		900		225		225		225		600		600		600		600

