

Tandem for accreditation

2025/2026 visits cycle

September 18, 2024

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Kick-off presentation



Sacred Journey by Frank Polson



Agenda

- Background
- About Tandem
- Access to Tandem
- Glossary of terms
- Training
- Demo
- Q&A

Background

Background

- Accreditation Improvement Program (AIP)
 - Optimized solutions needed to improve the delivery of
 - ✓ Enrolment and Degrees Awarded Survey (EDAS)
 - ✓ Accreditation for engineering programs

Background

- Approach for selecting and creating Tandem
 - Industry-standard practices
 - System selection and tailoring
 - User Acceptance Testing (UAT) cycles
 - Continual improvement process

About Tandem



About Tandem



Collects data submitted
by programs



New Engineers Canada
accreditation data management system



Enables visiting teams to complete
their review and write their observations

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

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**

About Tandem

- Data storage and encryption
- Timeout of the system
- Google Chrome
- For questions, please contact: visits@engineerscanada.ca

Access to Tandem

Access to Tandem

- User accounts
 - Access granted to individuals who will submit accreditation materials on behalf of their institution
- Access to Tandem's training environment
 - September 11, 2024
- Access to Tandem's production environment
 - September 27, 2024

Glossary of terms

Glossary of terms

- Persona
 - Organization Representative
 - My Items
- Trusted contact
- Primary contact
- Length of term factors
- Generic course information

Training

Training

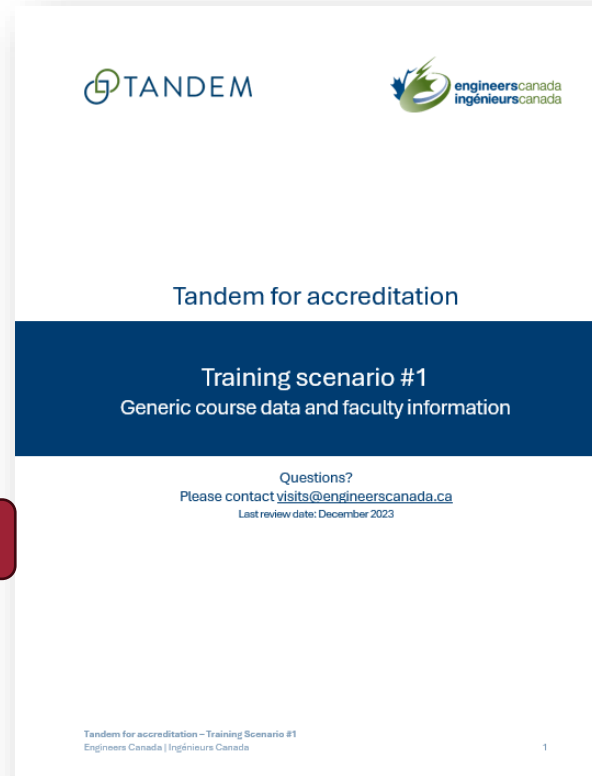
- Two webinars
 1. September 18, 2024
 2. September 25, 2024
- Training materials and support
 - Tandem's [training environment](#)
 - Two training scenarios
 - One user guide
 - [Eight tutorials](#)
 - Two recorded webinars
 - Meetings as needed
- Training is optional, but highly recommended



Training

- Training scenario #1
 - Generic course data and faculty information
 - › How to create a trusted contact
 - › How to enter faculty information
 - › How to set the length of term factors
 - › How to enter generic course data

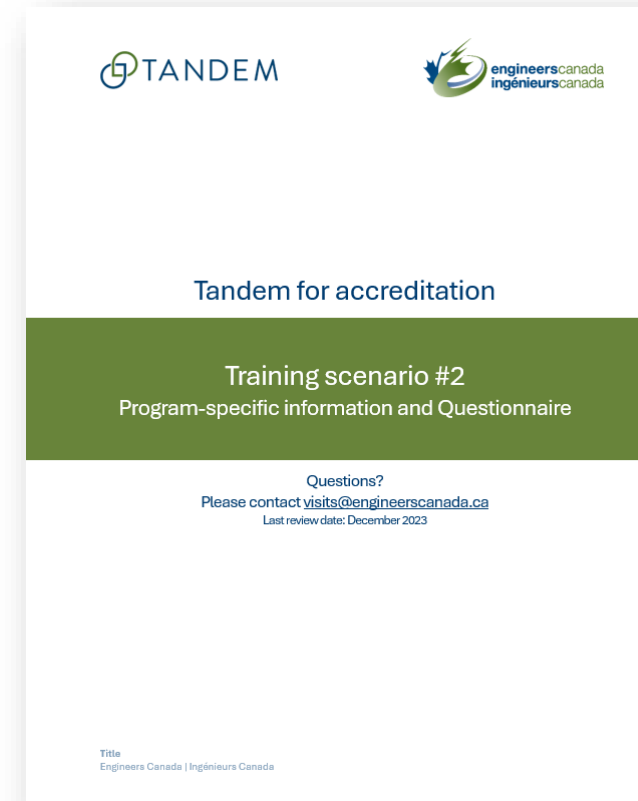
Step 1!

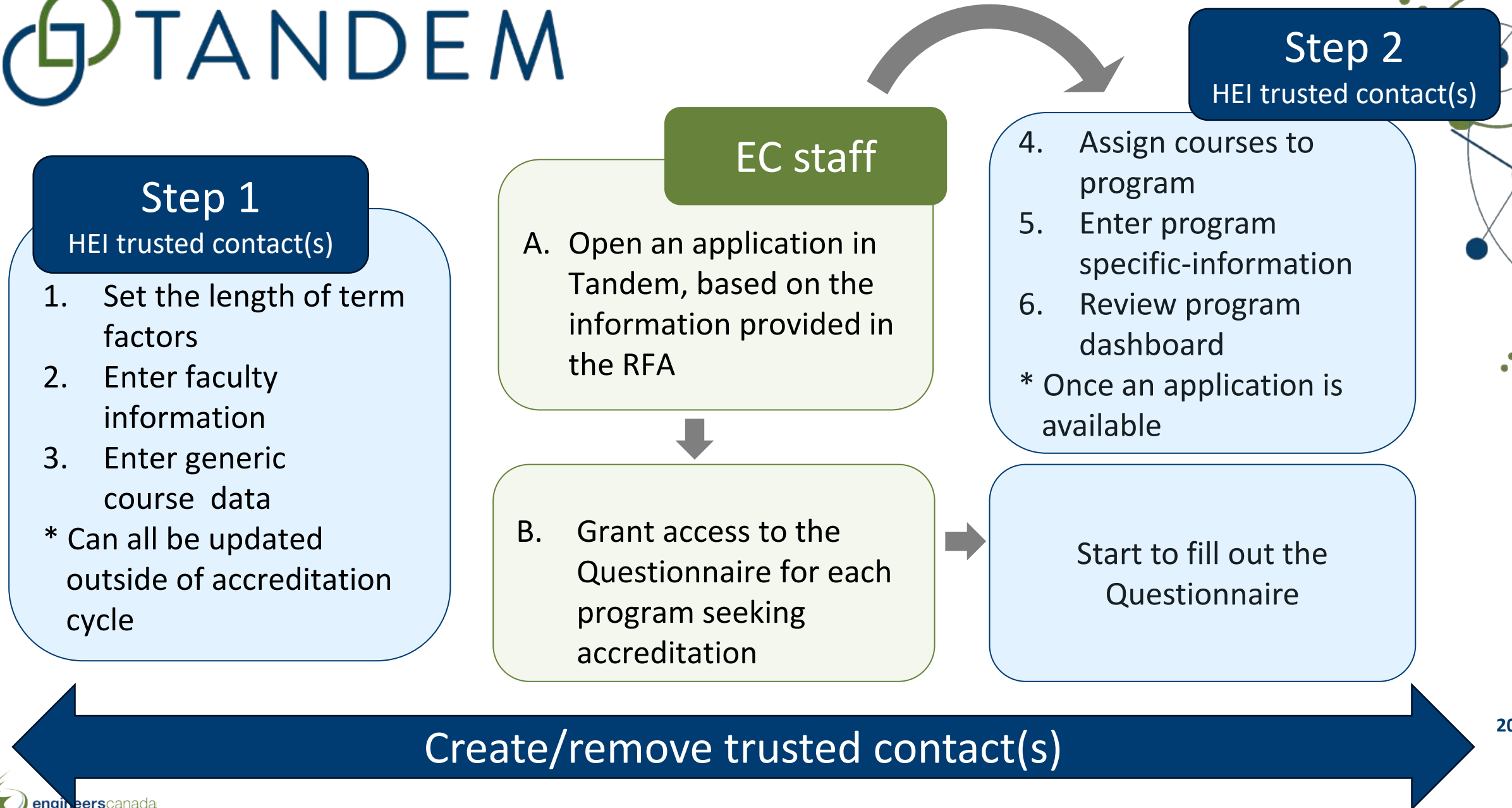


Training

- Training scenario #2
 - Program-specific information and Questionnaire
 - › How to assign courses to a program
 - › How to enter program-specific information
 - › How to review a program dashboard
 - › How to complete and submit a Questionnaire

Step 2!





Demo

Demo

1. How to create a trusted contact
2. How to enter faculty information
3. How to set the length of term factors
4. How to enter generic course data

Homepage



Training | Formation

Notifications 9 EN Me

Home Profile Structure Faculty Courses Applications Programs Processes Instruments Certifications Documents

Organization profile

T-Engineers Canada University

T-Engineers Canada University

Ottawa, Ontario

CANADA

<https://engineerscanada.ca/>

Primary contact

John Doe

Ottawa, ON

Enter faculty information

Program(s)

Quick actions



Update organization profile



Manage contacts/faculty



View/update program info



View/update course info

Active Applications

Application pour un ou des programme(s) canadien(s) de génie sollicitant l'agrément du BCAPG - 09/10/2024

App # APP-49

Open

0



Create a trusted contact

The screenshot shows the Tandem platform interface. At the top, the Tandem logo is displayed with the text "by Engineers Canada | par Ingénieurs Canada". To the right of the logo, there are navigation icons for Notifications (9), Language (EN), and a user profile (RL Me). Below the header, a navigation menu includes Home, Profile, Structure, Faculty (highlighted with a red box), Courses, Instruments, and Certifications. The main content area is titled "T-Engineers Canada University (T-Engineers Canada University)". A search filter is active, showing a funnel icon and the word "Search". Below the search filter is a table with the following columns: Name, Type, Primary, Trusted, and an action column. The table contains three rows of data:

Name	Type	Primary	Trusted	Action
Prof A	Faculty			⊕
John Doe	Dean (or equivalent)	P		☰
Roselyne Lampron			🛡️	☰

Red arrows point to the ⊕ icon in the first row, the P icon in the second row, and the 🛡️ icon in the third row. A search icon is also visible in the top right corner of the table area.

Create a trusted contact

Add Personnel



Check for existing records

To avoid creating duplicate accounts, please search for existing records before creating a new entry, or email address.

Find

We found 0 matching records. Please select the matching person below.

If the person is not listed, please [Click Here](#) to add a new person to the directory



Create a trusted contact

Add Personnel

← **Person Info** Contact Info

NAME

First name Middle Last name

ID

POST-NOMINALS

EMAIL ADDRESS

PRIMARY PHONE

Phone Number ext Extension

User may login with this email

Create a trusted contact

Add Personnel ✕

← Person Info **Contact Info**

[Create a trusted contact](#)

TITLE

START DATE **END DATE**

CONTACT STATUS

CONTACT ACCESS

- This is the organization's Primary Contact
- This contact may act on behalf of the organization

ASSOCIATE CONTACT WITH CHILD ORGANIZATIONS

▾

ACCREDITATION PROCESSES CONTACT TYPES

- Dean (or equivalent)
- Designated official
- Department head
- Program head
- President
- Chief executive officer

Trusted contact

Enter faculty information

Home

Profile

Structure

Faculty

Courses


Instruments

Certifications



T-Engineers Canada University (T-Engineers Canada University)

 Search 


Name	Type	Primary	Trusted	
Prof A	Faculty			
John Doe	Dean (or equivalent)			
Roselyne Lampron				





Enter faculty information

Edit contact ✕

Contact Info

Prof A

TITLE 


START DATE   END DATE  

CONTACT STATUS


CONTACT ACCESS

- This is the organization's Primary Contact
- This contact may act on behalf of the organization


ASSOCIATE CONTACT WITH CHILD ORGANIZATIONS

Not available 



ACCREDITATION PROCESSES CONTACT TYPES

- Program head
- President
- Chief executive officer
- Faculty 
- Visit organizer

Clear

1.PRONOUNS  She/her/elle

2.IF OTHER PRONOUNS, PLEASE SPECIFY

 Save Cancel 

Set the length of term factors

The screenshot shows the TANDEM website interface. The header includes the logo and the text 'TANDEM by Engineers Canada | par Ingénieurs Canada' and 'Training | Formation'. The navigation menu includes 'Home', 'Profile', 'Structure', 'Faculty', 'Courses', 'Applications', 'Programs', 'Processes', and 'Instruments'. The 'Profile' menu item is highlighted with a red box. Below the navigation, the 'Additional Info' section is highlighted with a blue box and a red arrow pointing to it. The 'Additional Info' section contains the following fields:

- LENGTH OF TERM INSTRUCTIONS**: *Instructions and response for criterion 3.4.1.1:* Provide a calculation of the length of the academic term obtained by the following procedure: count the actual number of instructional days, excluding holidays and the final examination period, in both academic terms; divide by 3, multiply X teaching days per week (for example, if there are 5 days per week for 3 terms the divisor is 10, if there are 6 days per week for three terms the divisor is 12).
- NUMBER OF INSTRUCTIONAL DAYS**: 180
- TEACHING DAYS PER WEEK**: 5
- NUMBER OF TERMS OF INSTRUCTION**: 3

Red boxes highlight the values 180, 5, and 3. A red arrow points down from the 'Additional Info' menu item to the 'Additional Info' section header, and another red arrow points up from the 'Additional Info' section header to the 'Additional Info' menu item.

Enter generic course data

TANDEM
by Engineers Canada | par Ingénieurs Canada

Training | Formation

Notifications 9 EN Me

Home Profile Structure Faculty **Courses** Applications Programs Processes Instruments Certificati

T-Engineers Canada University (T-Engineers Canada University)

Course listing

Search

Course number	Title	Last updated by
BIO3203	Bioelectrical Systems	Roselyne Lampron
BIO4201	Ethics, Research Methods and Standards for Biomedical Engineering	Roselyne Lampron

Enter generic course data

Course Information

B *i* U A: = = = ☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷ ↺ ↻ 🖼️ 📄 ✎

AU calculation type

[Click here for help instructions](#)

Accreditation Units (AUs)

Length of term factors

[Click here for help instructions](#)

Number of instructional days in the year	Teaching days per week	Number of terms in the year	Average length of academic term in weeks
<input type="text" value="180.0"/>	<input type="text" value="5.0"/>	<input type="text" value="3.0"/>	<input type="text" value="12.0"/>

Hours of instruction (calculated)

Lecture hours per week	Total laboratory hours per term	Total tutorial hours per term	Number of lecture sections	Number of lab /tutorial sections	Academic credits
<input type="text" value="3.0"/>	<input type="text" value="6.0"/>	<input type="text" value="6.0"/>	<input type="text" value="1.0"/>	<input type="text" value="1.0"/>	<input type="text" value="3.0"/>

Enter generic course data

Content category & elements (calculated)



		Mathematics	Natural science	Complementary studies	Engineering science	Engineering design
		<input type="checkbox"/> Differential calculus <input type="checkbox"/> Differential equations <input type="checkbox"/> Discrete mathematics <input type="checkbox"/> Integral calculus <input type="checkbox"/> Linear algebra <input type="checkbox"/> Numerical analysis <input type="checkbox"/> Probability <input type="checkbox"/> Statistics	<input type="checkbox"/> Chemistry <input type="checkbox"/> Earth sciences <input type="checkbox"/> Life sciences <input type="checkbox"/> Physics	<input type="checkbox"/> Humanities and social sciences <input type="checkbox"/> Communication <input type="checkbox"/> Professionalism, ethics, equity, and law <input type="checkbox"/> Impact of technology and/or engineering on society <input type="checkbox"/> Health and safety <input type="checkbox"/> Sustainable development and environment stewardship <input type="checkbox"/> Engineering economics and project management		
AU %	<input type="text" value="100.00%"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="50.00%"/>	<input type="text" value="50.00%"/>
AU Total	<input type="text" value="42.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="21.0"/>	<input type="text" value="21.0"/>



Enter generic course data



CEAB graduate attribute content (content code)

[Click for help instructions](#)

1 A knowledge base for engineering	<input type="text" value="D"/>	7 Communication skills	<input type="text" value="D"/>
2 Problem analysis	<input type="text" value="D"/>	8 Professionalism	<input type="text" value="Select an option..."/>
3 Investigation	<input type="text" value="Select an option..."/>	9 Impact of engineering on society and the environment	<input type="text" value="D"/>
4 Design	<input type="text" value="D"/>	10 Ethics and equity	<input type="text" value="Select an option..."/>
5 Use of engineering tools	<input type="text" value="D"/>	11 Economics and project management	<input type="text" value="D"/>
6 Individual and team work	<input type="text" value="D"/>	12 Life-long learning	<input type="text" value="A"/>



Learning outcome expectation



Analyze a simple amplifier circuit, filter circuit and provide specifications from the circuit

Conclusion

Q&A

