

Tandem for accreditation

2025/2026 visit cycle

September 25, 2024

Adam Rodrigues and Roselyne Lampron

Webinar #2





Agenda

- FAQs
- Pending items
- Access to Tandem
- Glossary of terms
- Training
- Demo
- Validation
- Q&A

FAQs

FAQs

1. Is there a best/most compatible browser to use with the software?



2. Can people be both a “primary” and a “trusted contact”?



3. Can we remove/archive an employee’s profile?



FAQs

4. Can the existing data in our current system be imported into Tandem using an API?
5. Can we do a bulk upload of faculty members and course information with an Excel file?
6. Is there a log of all changes affecting an individual program?



FAQs

7. If we input information for a course that is applicable to multiple programs, can we enter the details once and link that course to multiple programs?



FAQs

8. Will information not captured in the generic course information need to be manually entered for each course (e.g., GA assessment, GA indicators, failure rate, instructor, etc.)?
9. Does the system automatically save the information in the form?



FAQs

10. Concerning the Visit Required Materials, where do we submit the documentation about course syllabi, assigned work and assessments and examples of evaluated student work ?

The documentation must be submitted through each program-specific information form of the appropriate course.

FAQs

11. Are there any recommended naming conventions for files, course titles, etc.?

Please avoid using colons (:) when naming a course in Tandem.

FAQs

12. Will Tandem be accessible outside of the snapshot year, allowing us to update generic course and faculty information?



13. Will the information entered into Tandem be saved for future years, allowing us to use it as the starting point for submission files in subsequent years?



FAQs

14. Is there a limit to how many trusted contacts can be logged in and enter data into the same form?

There is no limit but be careful when working on the same form.

15. Is there a dashboard where we can check for errors?

We recommend using the program artifacts as a validation tool.

FAQs

16. Can users from different programs within the same faculty view data and information from other programs, or are they restricted to seeing data from their own program?

Trusted contacts can view and edit all data and information from all other programs included in the same request for accreditation.

Pending items

Pending items

- Program dashboard
 - 225 AUs for specified ES: **not accurate**
- Program artifact 4.1
 - Instructors: **data not displayed**
- Program artifact 4.3
 - Enrolment and Degrees Awarded: **data not displayed**
- Program artifact 4.4a/b
 - Rounding up of AUs: **discrepancies**
- PDF exports

Access to Tandem

Access to Tandem

- Access to Tandem's production environment
 - September 27, 2024
- Step 1
 - Validate course and faculty information
 - Enter data
 - › Start with setting the length of term factors
- Step 2
 - Enter program-specific information
 - Complete the Questionnaire

Glossary of terms

Glossary of terms

- Persona
 - Organization Representative
 - My Items
- Application
- Instrument
- Trusted contact
- Assignee

Glossary of terms

- Generic course information
- Program-specific information
- Program dashboard
- Program artifacts

Training

Training

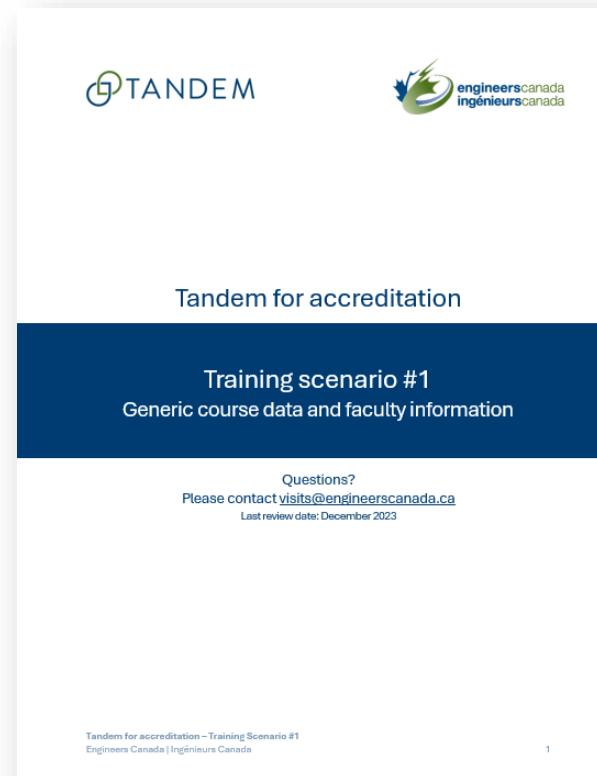
- Two webinars
 1. September 18, 2024
 2. September 25, 2024
- Training materials and support
 - Tandem's [training environment](#)
 - Two training scenarios
 - One user guide
 - [Eight tutorials](#)
 - Two recorded webinars
 - Meeting as needed
 - Drop-in sessions (March, April, May)
- Training is optional, 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!

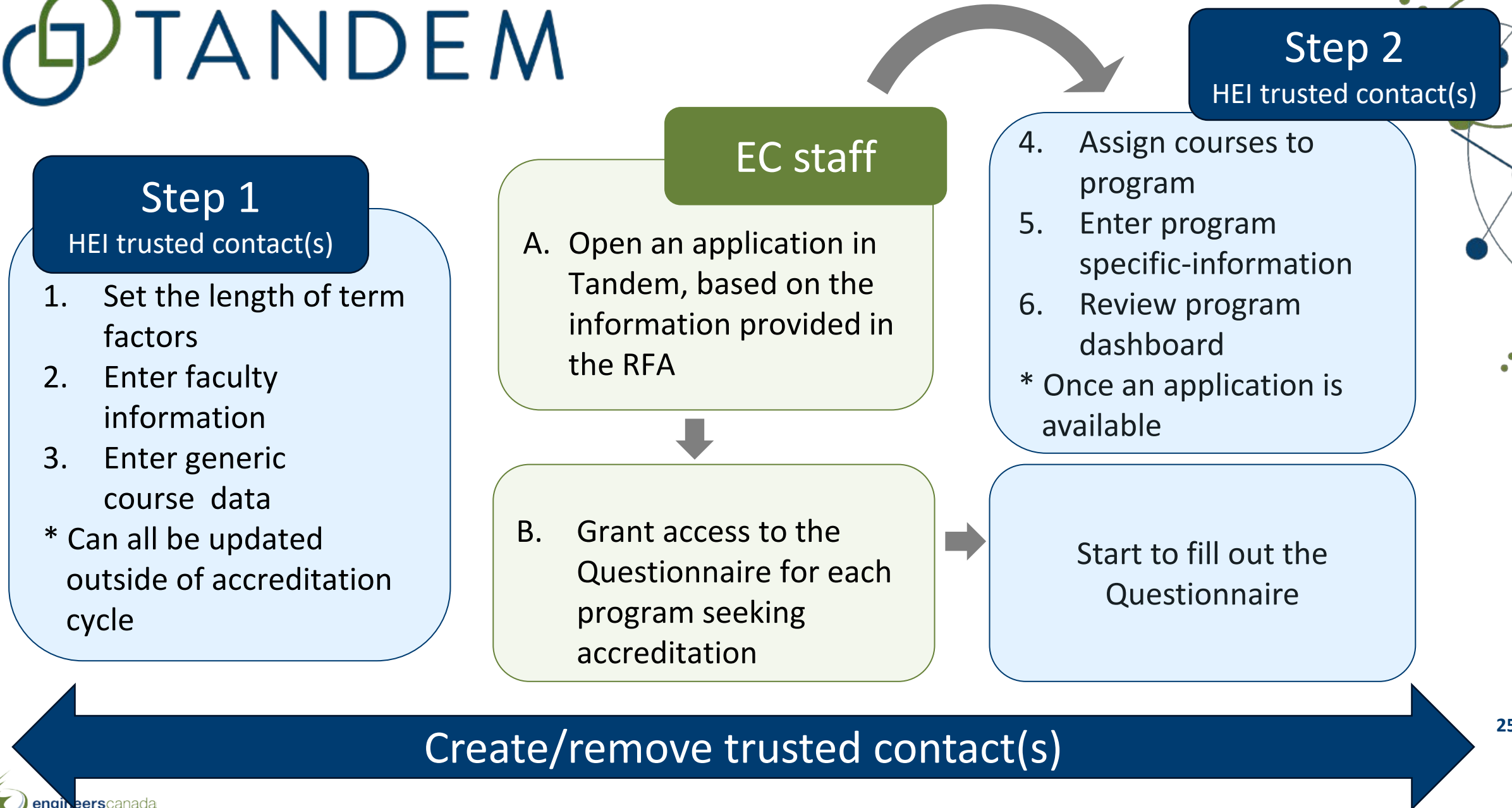


Training

- 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: Step 1

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

Demo: Step 2

1. How to assign courses to a program
2. How to enter program-specific information
3. How to review a program dashboard
4. How to complete and submit a Questionnaire

Assign courses to a program

TANDEM
by Engineers Canada | par Ingénieurs Canada

Training

9 ons EN RL Me

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

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

Program and program options

Search

Program Name	Program option	Accreditation cycle	Certificate number (for Engineers Canada)	Accreditation end date
Engineers Canada Engineering	--	2024 (APP-50)	--	--

Assign courses to a program

Request accreditation

➔ Accreditation visit cycle
2024 (APP-50) ▼

➔ Program/program option
Engineers Canada Engineering ▼

Courses
[Select all](#) | [Select none](#)

1234 - Test Jan 09 2024

- BIO3203 - Bioelectrical Systems
- BIO4201 - Ethics, Research Methods and Standards for Biomedical Engineering
- BIOM1103 - Foundations of Biology I
- CEGEP100 - Chemistry 1
- Civil 1111 - Civil engineering
- CIVIL3205 - Design of Structural Steel Components
- COM3100 - Communication Skills for Engineering Students
- CORE1056 - Introduction to Engineering Disciplines II

Save Cancel

Assign courses to a program

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Training | For

Home Profile Structure Faculty Courses Applications **Programs** Processes Instrumen

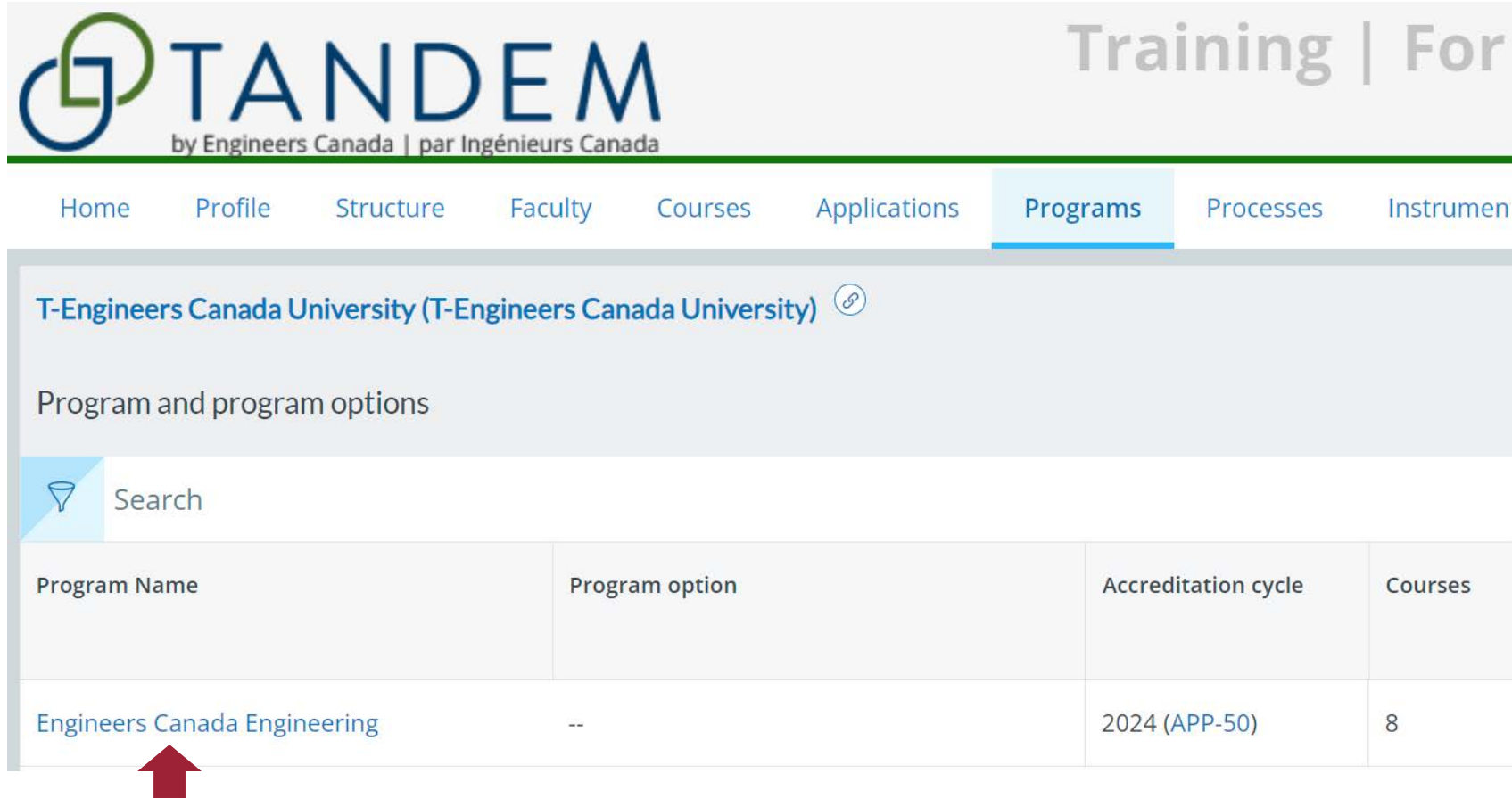
T-Engineers Canada University (T-Engineers Canada University)

Program and program options

Search

Program Name	Program option	Accreditation cycle	Courses
Engineers Canada Engineering	--	2024 (APP-50)	8

Enter program-specific information



The screenshot shows the TANDEM website interface. At the top, the logo for TANDEM by Engineers Canada | par Ingénieurs Canada is displayed. To the right, the text "Training | For" is visible. Below the logo, a navigation menu includes links for Home, Profile, Structure, Faculty, Courses, Applications, Programs (highlighted), Processes, and Instrumen. The main content area shows "T-Engineers Canada University (T-Engineers Canada University)" with a lock icon. Below this, the text "Program and program options" is displayed. A search filter icon and the word "Search" are present. A table lists program information:

Program Name	Program option	Accreditation cycle	Courses
Engineers Canada Engineering	--	2024 (APP-50)	8

A red arrow points to the "Engineers Canada Engineering" entry in the table.

Enter program-specific information




Home Profile Structure Faculty Courses Applications **Programs** Processes Instruments Certifications Documents


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

Program/program option: Engineers Canada Engineering Accreditation cycle: 2024 (APP-50)

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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Elective courses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prior studies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0	225	225	600	

Course manifest

 Search  

Course number	Course title	Course type
 BIO3203	Bioelectrical Systems	Compulsory

Enter program-specific information

BIO3203 - Bioelectrical Systems

Course Information Form Program-Specific Information Form

Course type

Elective Compulsory **Elective**

Elective Group

A 1

Note: information entered in this "Program-specific information form" is sp

Summary graduate attribute curriculum map

	Graduate Attribute	Learning Level	Term of instruction	
⊖	Knowledge Base - Fundamental engineering science	Developed/Intermediate		✎
⊖	Knowledge Base - Specialized engineering science	Developed/Intermediate		✎
⊖	Communication	Developed/Intermediate		✎

Enter program-specific information

Summary graduate attribute curriculum map

Graduate attribute	Term of instruction	Learning level	Student achievement
<input type="text" value="Knowledge Base - Fundamental engineering science"/>	<input type="text"/>	<input type="text" value="Developed/Intermediate"/>	<input type="checkbox"/> Assessed
List graduate attribute indicator(s) for the course			
+ ADD ROW			
<div style="text-align: right;"><input type="button" value="DONE"/> <input type="button" value="ADD"/> <input type="button" value="Cancel"/> < 1 of 10 ></div>			

Enter program-specific information

BIO3203 - Bioelectrical Systems



Faculty member name	Curriculum committee member	Hire date	Licensure status	Highest degree	Academic rank
<input type="text"/>	Select an option ▾	Select an option ▾	Select an option ▾	Select an option ▾	Select an option ▾

➔ Import Faculty Details



Manual entry!

OtherInstructors

Faculty member name	Curriculum committee member	Hire date	Licensure status	Highest degree	Academic rank
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
+ ADD ROW					

Enter program-specific information

Course delivery and outcomes

Number of students per supervisor in:		Average grade for the course		Failure rate for the course
 Laboratory	 Tutorial	%	Letter	%
Select an option... ▾	Select an option... ▾	Select an option... ▾	Select an option... ▾	Select an option... ▾

Does this course include a lab experience?

Yes No [Clear](#)

Required text(s) only; not a reading list

Author: Title : Publisher: Year:

[+ ADD ROW](#)

Enter program-specific information



➔ Do you want to submit detailed syllabi and additional information for this course (Criteria 3.1, 3.4) ?

[Click here for help instructions](#)

Yes No [Clear](#)

➔ Do you want to submit documentation of assigned work and assessments for this course (Criteria 3.1, 3.4.4, 3.4.6, 3.4.7) ?

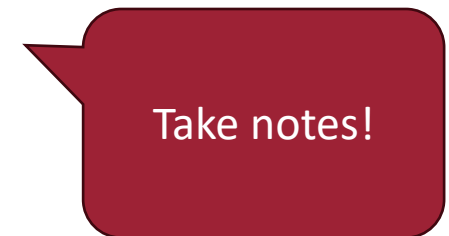
[Click here for help instructions](#)

Yes No [Clear](#)

➔ Do you want to submit evaluated student work for this course (Criteria 3.1, 3.4.4, 3.4.6, 3.4.7) ?

[Click here for help instructions](#)

Yes No [Clear](#)



Program dashboard page

T-Engineers Canada University
 Program/program option: CEAB Engineering - LC Admission cycle: 2024 (12-28)

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	CEAB content category (AU)								Other	Specific AUs		
					Math	NS	M+NS	CS	ES	ED	ES+ED	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	600	

Course manifest

Search AZ

	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

Name

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)

Complete and submit a Questionnaire



Training | Form

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

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

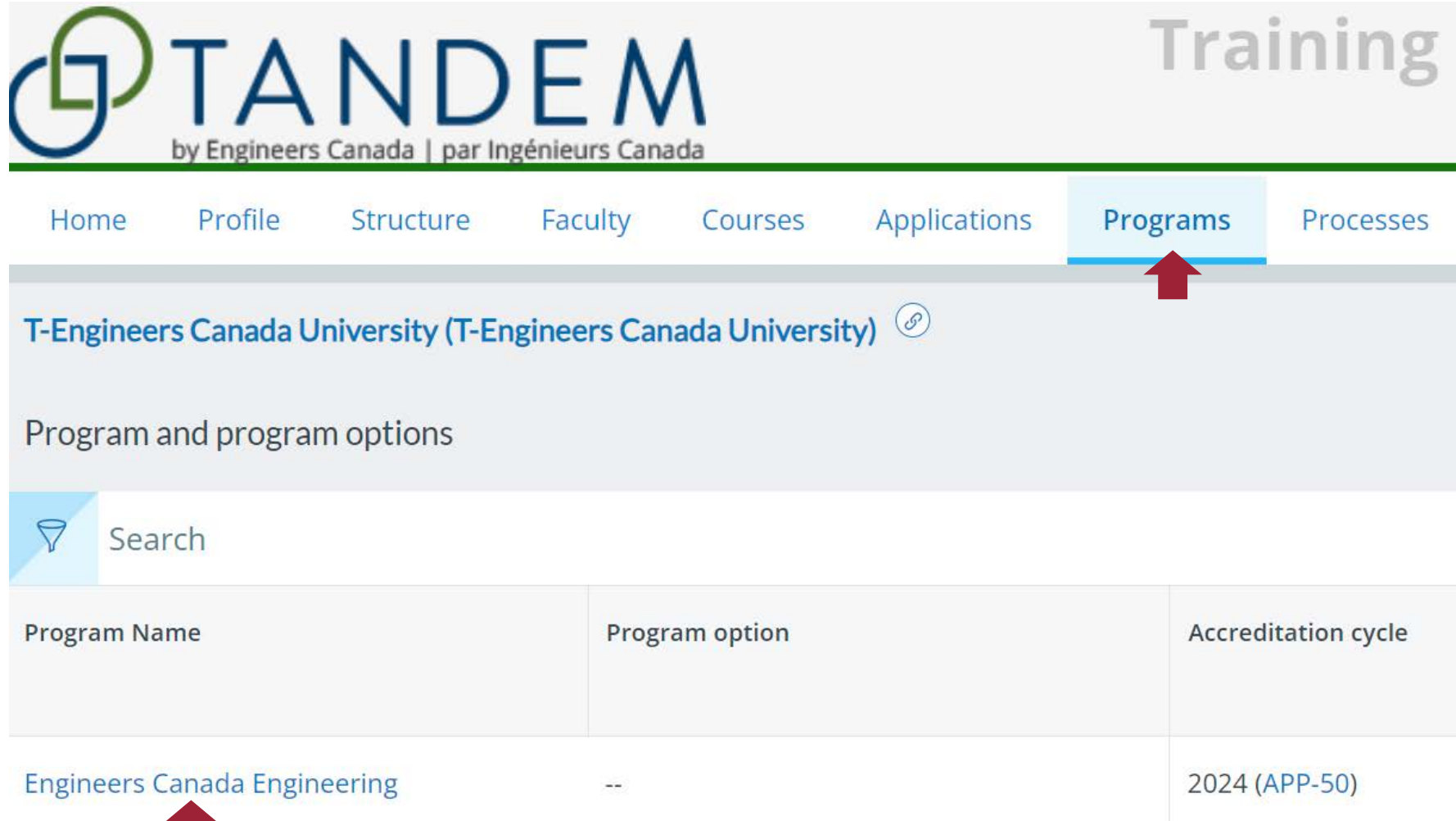


Instrument

Questionnaire - CEAB Engineering - C



Complete and submit a Questionnaire



The screenshot shows the TANDEM website interface. At the top, the logo for TANDEM by Engineers Canada | par Ingénieurs Canada is displayed. The word 'Training' is visible in the top right corner. A navigation menu includes 'Home', 'Profile', 'Structure', 'Faculty', 'Courses', 'Applications', 'Programs', and 'Processes'. The 'Programs' menu item is highlighted with a blue bar and a red arrow pointing to it. Below the navigation, the text 'T-Engineers Canada University (T-Engineers Canada University)' is shown with a link icon. Underneath, it says 'Program and program options'. A search bar with a funnel icon and the word 'Search' is present. Below the search bar is a table with three columns: 'Program Name', 'Program option', and 'Accreditation cycle'. The table contains one row with the following data:

Program Name	Program option	Accreditation cycle
Engineers Canada Engineering	--	2024 (APP-50)

Complete and submit a Questionnaire

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

Program/program option: Engineers Canada Engineering Accreditation cycle: 2024 (APP-50)

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	3	3	4	40	0	0	0	24	16	0	16	0	0	0	0
Elective courses	3	3	6	42	0	0	0	0	21	21	42	0	0	0	0
Prior studies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program totals	6	6	10	82	0	0	0	24	37	21	58	0	0	0	0
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0	225	225	600

Instruments

Name

Questionnaire - Engineers Canada Engineering



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)

Complete and submit a Questionnaire



Training | Formation

Home Profile Structure Faculty Courses Applications Programs Processes Instruments Certifications

Summary Documents Assignees Reports

Overview

Progress

T-Engineers Canada University (T-Engineers Canada University) Coordinator
Ottawa, ON --
<https://engineerscanada.ca/>



Glossary of terms



General instructions

Opens Closes
09/18/2024 --

Status
Not started



0%

1.3 Program objectives and plans



0%

1.4 Resolution of previous issues



0%

2. Self-appraisal

Instrument Workflow

Complete and submit a Questionnaire



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Home Profile Structure Faculty Courses

← APPLICATION APP-50
Instrument Overview

Questionnaire - Engineers Canada Engineering

Summary Documents **Assignees** Reports

⊕ Add assignee

Complete and submit a Questionnaire

Edit Assignee(s) ⓧ

Assignee	Role	
<input type="text" value="Prof A"/>	<input type="text" value="ⓧ"/>	<input type="text" value="⊖"/>
<div><p>Prof A</p><p>Prof B</p><p>Prof C</p></div>		

Complete and submit a Questionnaire

Questionnaire - Engineers Canada Engineering
T-Engineers Canada University

Save

B i U A: [text alignment icons] [list icons] [link icon] [table icon] [font color icon]

3.3 Students

[Expand Criteria](#) | [View Standard](#)

➔ **3.3 Students** Accredited programs must have functional policies and procedures that deal with quality, admission, counselling, promotion, and graduation of students. Although all accreditation criteria connect directly and indirectly with their education, attention is drawn to the following in particular: admission; promotion and graduation; and academic advising.

➔ Instructions and responses for criterion 3.3:
Compliance shall be based a review of the documents that contain a description of processes and policies for admission, promotion, and graduation, as well as academic advising. Provide information that describes the procedures to evaluate transfer credits (advanced standing, prior studies, transfer credits and/or exchange studies).

		project management
☾	0%	3.1 Graduate attribute #12 - Life-long learning
☾	0%	3.2 Continual improvement
☾	0%	3.3 Students ←
☾	0%	3.4 Curriculum contents and quality
☾	---	F. Evidence of Culture of safety
☾	0%	3.5 Program environment
☾	0%	3.6 Additional criteria
☾	---	Optional Addendum - Temporary Exemption for Students Going on International Exchange

Complete and submit a Questionnaire



Training | Formation

Questionnaire - Engineers Canada Engineering

T-Engineers Canada University



Save

B *i* U A: = = = ☰ ▾ ☷ ▾ ¶: ↻ 🖼️ 📄 ↗

Instructions and response for criterion 3.3.3:

Summarize the process involved in academic advising and counselling students. Include any approved list(s) of courses from which students make their selection and describe the use of such list(s). Please summarize below:

It is recommended that you limit your response to no more than 12 lines.



Complete and submit a Questionnaire



EN Export Exit

Questionnaire - Engineers Canada Engineering

T-Engineers Canada University

Save

B i U A: [Rich text editor icons]

2. Self-appraisal

2. Self-appraisal

Briefly describe the current strengths and opportunities for improvement for the program.

[Empty text input area]

	Progress	Documents	Filters
☺	---	Glossary of terms	
☺	---	General instructions	
☺	0%	1.3 Program objectives and plans	
☺	0%	1.4 Resolution of previous issues	
☺	0%	2. Self-appraisal	
☺	0%	3.1 Graduate attributes - Overall GA/CI process	
☺	0%	3.1 Graduate attributes - Organization and engagement	

< NEXT >

Save Submit

Complete and submit a Questionnaire

← APPLICATION APP-50
Instrument Overview

Questionnaire - Engineers Canada Engineering

Summary Documents Assignees Reports

Overview	Progress									
T-Engineers Canada University (T-Engineers Canada University) Ottawa, ON https://engineerscanada.ca/	<table border="1"><tr><td>🕒</td><td>---</td><td>Glossary of terms</td></tr><tr><td>🕒</td><td>---</td><td>General instructions</td></tr><tr><td>🕒</td><td>0%</td><td>1.3 Program objectives and plans</td></tr></table>	🕒	---	Glossary of terms	🕒	---	General instructions	🕒	0%	1.3 Program objectives and plans
🕒	---	Glossary of terms								
🕒	---	General instructions								
🕒	0%	1.3 Program objectives and plans								
Opens	Closes									

⚙️

- Edit
- Archive
- Import previous responses

Validation

Validation

- Validation of data imported in Tandem
 - Adding missing information
 - › « Faculty » tab
 - › « Courses » tab
- Validation of the program and option name(s)
 - Please reach out to our support team:
visits@engineerscanada.ca

Validation



Home Profile Structure Faculty Courses **Applications** Programs

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

APP-28

Application for Canadian engineering program(s) seeking CEAB

Application Info - APP-28

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

Application for Canadian engineering program(s) seeking CEAB accreditation

Activities **Certifications** Artifacts

AVAILABLE CERTIFICATIONS

APPLYING FOR

CEAB Engineering - C - INITIAL

CEAB Engineering - D - INITIAL



Conclusion

Q&A