

Tandem for accreditation

2026/2027 visits cycle

September 17, 2025

Adam Rodrigues and Roselyne Lampron

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 10, 2025
- Access to Tandem's production environment
 - September 26, 2025

Glossary of terms

Glossary of terms

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

Training

Training

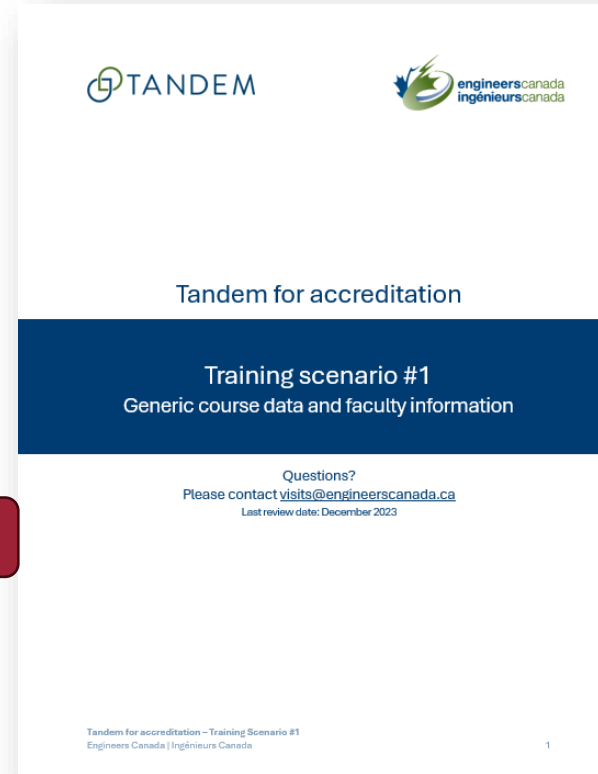
- Two webinars
 1. September 17, 2025
 2. September 24, 2025
- Training materials and support
 - Tandem's [training environment](#)
 - Two training scenarios
 - One user guide
 - [Eight tutorials](#)
 - Two recorded webinars
 - Meetings as needed
 - Drop-in sessions (March, April, May)
- Training is 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

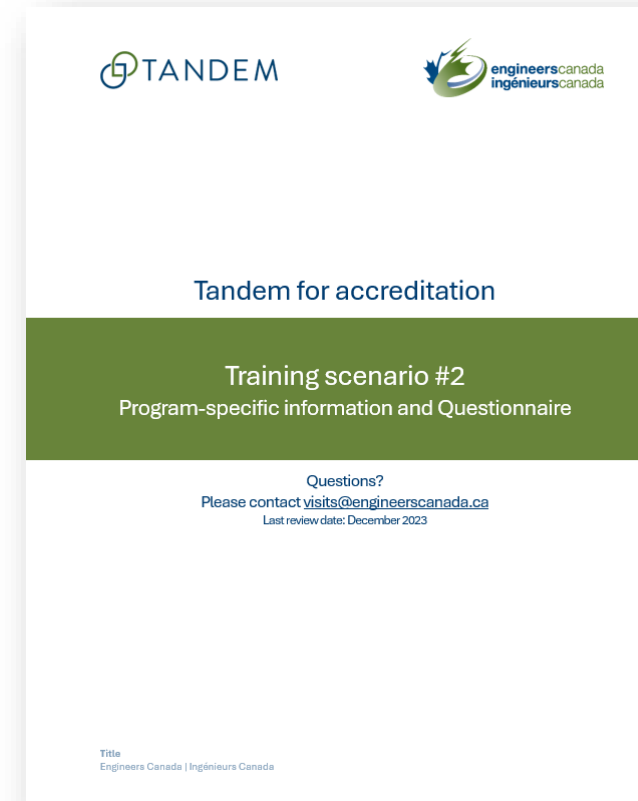
Step 1!



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!



Step 1

HEI trusted contact(s)

1. Set the length of term factors
 2. Enter faculty information
 3. Enter generic course data
- * Can all be updated outside of accreditation cycle

EC staff

- A. Open an application in Tandem, based on the information provided in the RFA
- B. Grant access to the Questionnaire for each program seeking accreditation

Step 2

HEI trusted contact(s)

4. Assign courses to program
 5. Enter program specific-information
 6. Review program dashboard
- * Once an application is available

Start to fill out the Questionnaire

Create/remove trusted contact(s)

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

ation

Notifications 9 EN Me ▾

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				

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

ation

Notifications 9 EN Me RL

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

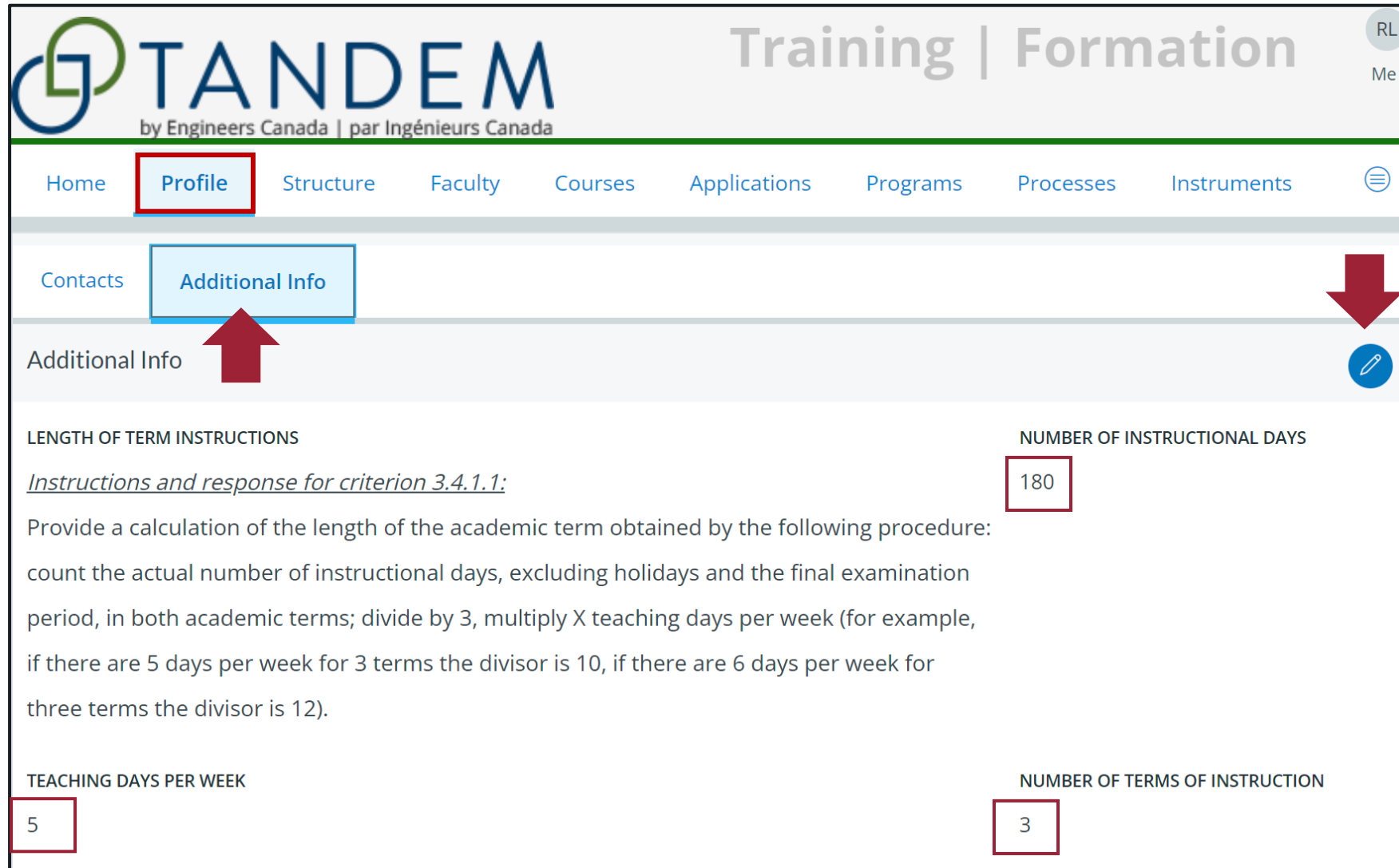
2.IF OTHER PRONOUNS, PLEASE SPECIFY

Sync Faculty Information to Program forms

Save

Cancel

Set the length of term factors



TANDEM
by Engineers Canada | par Ingénieurs Canada

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RL
Me

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

Contacts **Additional Info**

Additional Info

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

Enter generic course data

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

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
180.0	5.0	3.0	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
3.0	6.0	6.0	1.0	1.0	3.0

Enter generic course data

Content category & elements (calculated)



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



Enter generic course data



CEAB graduate attribute content (content code)

[Click for help instructions](#)

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



	Learning outcome expectation
⊖	Analyze a simple amplifier circuit, filter circuit and provide specifications from the circuit

Conclusion

Q&A

