**About the CEAB on-site visit**

The on-site visit is the heart of the CEAB accreditation process. The visit is to allow visitors the opportunity to review and validate the information provided by the program in its self-study report (the Questionnaire). Site visits span several days and allow the visiting team to conduct interviews, review documents, and tour physical facilities. The on-site visit is a fact-finding exercise to verify Questionnaire data.

Key objectives of the site visit:
• Validate and seek clarification of program details based on a review of the institution's completed Questionnaire.
• Gather information about the program(s) and assess the extent to which Accreditation Board criteria are met.
• Evaluate the measures taken to resolve issues raised previously by the Accreditation Board regarding the program (if applicable).

**About this document**

This document is an example, to be used as a starting point for the visiting team chair and the HEI's designated official to build the on-site visit schedule. HEIs and visiting team chairs should feel free to modify this example as necessary, based on the needs of the visiting team and of the program. The site visit schedule building process is fluid; sessions may be expanded, shortened, or altered before or during the visit, as required.

**Considerations for the team chair**

When building the team schedule, be mindful of the visiting team's need to accomplish the key objectives of the site visit.

• The HEI may have specific issues or exceptional activities that they would like to highlight. The meeting schedule can be altered to meet the specific needs of the institution.
• Some meetings are optional, based on the visiting team and HEI's needs. On their first pre-visit teleconference, the visiting team chair is encouraged to discuss with team members which of the optional meetings should be included in the visit schedule. The primary objective of the visit is to validate and seek clarification of program details based on the team's review of the institution's Questionnaire. The team members should reflect on information they need from any individual to perform their assessment of the institution's compliance with the CEAB criteria and the schedule should be built to achieve this objective.
• Visiting team chairs will collaborate with the HEI designated official to incorporate the time required to travel between meetings in the visit schedule. The visiting team should avoid travelling from one meeting to another to maximize time of the meetings.
• Health breaks for all visit participants should be included in the schedule.
• If there is a common first year, a meeting should be held between the Vice Chair or General Visitor and the individual(s) who coordinate the common first year, ideally in the first set of meetings which are normally on Monday morning.

|  | | CHAIR | VICE-CHAIR(S) | GENERAL VISITOR(S) | PROGRAM VISITOR(S) |
|---|---|---|---|---|---|
| **7** | :00 :15 :30 :45 | *Note: The visiting team may choose to adjust the timing of the Saturday meeting as deemed appropriate, some chairs prefer the meeting before the dinner.* | | | |
| **8** | :00 :15 :30 :45 | | | | |
| **9** | :00 :15 :30 :45 | | | | |
| **10** | :00 :15 :30 :45 | | | | |
| **11** | :00 :15 :30 :45 | | | | |
| **12** | :00 :15 :30 :45 | | | | |
| **13** | :00 :15 :30 :45 | | | | |
| **14** | :00 :15 :30 :45 | | | | |
| **15** | :00 :15 :30 :45 | | | | |
| **16** | :00 :15 :30 :45 | | | | |
| **17** | :00 :15 :30 :45 | | | | |
| **18** | :00 :15 :30 :45 | Visiting team dinner (at hotel or nearby restaurant) *(TO BE ARRANGED BY THE SECRETARIAT)* | | | |
| **19** | :00 :15 :30 :45 | | | | |
| **20** | :00 :15 :30 :45 | Meeting of the visiting team (limited to visiting team members only, optional) *(TO BE ARRANGED BY THE SECRETARIAT)* | | | |
| **21** | :00 :15 :30 :45 | | | | |
| **22** | :00 :15 :30 :45 | | | | |
| **23** | :00 :15 :30 :45 | | | | |

| | | CHAIR | VICE-CHAIR(S) | GENERAL VISITOR(S) | PROGRAM VISITOR(S) |
|---|---|---|---|---|---|
| **7** | :00 :15 :30 :45 | Visiting team continental breakfast at hotel *(TO BE ARRANGED BY THE SECRETARIAT)* | | | |
| **8** | :00 :15 :30 :45 | Visiting team pre-visit meeting at hotel (or consider starting earlier and having a working breakfast meeting) *(TO BE ARRANGED BY THE SECRETARIAT)* | | | |
| **9** | :00 :15 :30 :45 | Leave for the Institution<br>Team arrival and welcome/introductory remarks (Dean, Associate Deans, Department Chairs, Program Coordinators) | | | |
| **10** | :00 :15 :30 :45 | HEI presentation on Graduate Attributes/Continual Improvement | | | |
| **11** | :00 :15 :30 :45 | Team lunch at the institution with the Dean, Associate Dean, or any other individuals deemed necessary by the designated official. *(TO BE COORDINATED WITH THE SECRETARIAT)* | | | |
| **12** | :00 :15 :30 :45 | Review of materials related to the curriculum.<br>A1. For each learning activity in a program's curriculum, institutions are expected to maintain up-to-date documentation on content (on a week-by-week or similar basis and including laboratory and project work if any), learning objectives and performance assessment methods. | | | |
| **13** | :00 :15 :30 :45 | Such documentation would typically be distributed to students and should be available to the Accreditation Board visiting teams on site for every learning activity in the program.  Assessment materials issued to students, including as may be applicable, homework assignments, laboratory instruction sheets, project instructions, quizzes, mid-term and final exam question papers should also be available on site for every learning activity in the program.<br>A2. In addition to the materials specified in A1, dossiers of the materials listed below should be available on site for a selection of 15 to 20 of the program's learning activities. The HEI should select the 15 to 20 learning activities from amongst those used by it to assess the levels of achievement for the graduate attributes. The selection should be such that assessment of each of the attributes is dealt with in at least one of the dossiers. | | | |
| **14** | :00 :15 :30 :45 | • Samples of graded student work and examinations for each assessment tool, so as to include a range of student performances including as may be appropriate:<br>• Graded tests, problem sets and examinations<br>• Graded laboratory and design reports | | | |
| **15** | :00 :15 :30 :45 | Overall tour of engineering facilities<br>(including samples of laboratories, study spaces, club spaces, teaching facilities) | | | Review of materials related to the curriculum (continued) |
| **16** | :00 :15 :30 :45 | Review of materials related to the curriculum (continued) | | | |
| **17** | :00 :15 :30 :45 | Visiting team returns to the hotel | | | |
| **18** | :00 :15 :30 :45 | | | | |
| **19** | :00 :15 :30 :45 | CEAB visiting team dinner (at the hotel or a restaurant outside of the hotel-at the discretion of the visiting team) *(TO BE ARRANGED BY THE SECRETARIAT)* | | | |
| **20** | :00 :15 :30 :45 | | | | |
| **21** | :00 :15 :30 :45 | CEAB visiting team meeting at the hotel *(TO BE ARRANGED BY THE SECRETARIAT)* | | | |
| **22** | :00 :15 :30 :45 | | | | |
| **23** | :00 :15 :30 :45 | | | | |

| Time | CHAIR | VICE-CHAIR(S) | GENERAL VISITOR(S) | PROGRAM VISITOR(S) |
|---|---|---|---|---|
| 7 :00 :15 :30 :45 | Gather in hotel lobby to leave for institution (or earlier depending on the distance from the hotel to the institution) | | | |
| 8 :00 :15 :30 :45 | Overall Engineering Planning, Operation, Organization and Administration, meeting with the Dean, discussion of pre-visit issues that have been identified plus any curriculum issues that surfaced on Sunday afternoon | | | Meeting with Department Chair, Engineering Program Coordinator (or equivalent) |
| 9 :00 :15 :30 :45 | Meeting with the President of the institution | | Meetings with those responsible for curricula related to:<br>• Industrial & Worker Safety | Tour of sampling of undergraduate laboratories with students working in the labs, computer facilities, workshop facilities, study spaces, club spaces, teaching facilities, etc.<br>*(visiting teams are encouraged to consider whether this meeting is better suited for the afternoon)* |
| 10 :00 :15 :30 :45 | Meeting with Provost/Vice President (Academic), or equivalent<br><br>Meeting with Vice President, Finance and Administration (or Chief Financial officer) | | • Impact of Technology on Society<br>• Ethics, equity, environmental stewardship and sustainability<br>• Engineering economics<br>• Project management<br>• English/Communications<br>• Note: GV may be asked to look at issues re: first year of studies | Meetings with engineering faculty members (or equivalent) (each of approx. 30 minutes duration). Depending on the number of the faculty members, these can be either individual meetings (preferable), or meetings with small groups of faculty involved with particular curriculum elements (such as engineering design, final year courses, significant design experience, intermediate courses, introductory courses, electives, etc.) |
| 11 :00 :15 :30 :45 | Meeting with Director of Student Services or Student Services Office<br>*(optional)* Meetings : • Dean of Graduate Studies • Registrar (Admissions, Advanced standing, Transfer Credit, etc.) • Vice President, Research | | | |
| 12 :00 :15 :30 :45 | Informal lunch with Dean and Associate Deans *(TO BE COORDINATED WITH THE SECRETARIAT)* | | | Working lunch with Department Chair, Associate Chairs, and Engineering Program Coordinators |
| 13 :00 :15 :30 :45 | *(optional)* Meeting with Dean of Science (if responsible for Math, Chemistry, Physics, Computing, etc. courses)<br><br>*(if not accomplished 1115-1200)* | *(optional)*<br>• Meeting with other Vice Presidents or Associate Vice Presidents (such as External Relations/Fundraising, Student Services, Human | | Continue meetings with engineering faculty. |
| 14 :00 :15 :30 :45 | Meeting with Director of Student Services or Student Services Office<br><br>*(optional)* Meetings:<br>• Dean of Graduate Studies<br>• Registrar (Admissions, Advanced standing, Transfer Credit, etc.)<br>• Vice President, Research | Resources, etc.)<br><br>• Tour of library and meeting with key library staff for engineering<br>• Meetings regarding the program's connections/interactions with the provincial engineering regulators and industry advisory groups | | Meeting with laboratory assistants, teaching assistants, and markers/graders. |
| 15 :00 :15 :30 :45 | | | | |
| 16 :00 :15 :30 :45 | Meeting with engineering students involved in engineering clubs/societies and special activities/projects (approximately 15 students). Local CFES representative(s) should be included in this meeting. There could be two or three parallel meetings depending on the number of students and the number of General Visitors. | | | Meeting with engineering students from all years (at least 15 students) |
| 17 :00 :15 :30 :45 | Return to the hotel | | | |
| 18 :00 :15 :30 :45 | CEAB Team dinner at the hotel or selected restaurant- at the discretion of the visiting team *(TO BE ARRANGED BY THE SECRETARIAT)* | | | |
| 19 :00 :15 :30 :45 | | | | |
| 20 :00 :15 :30 :45 | | | | |
| 21 :00 :15 :30 :45 | CEAB Team meeting at the hotel *(TO BE ARRANGED BY THE SECRETARIAT)* | | | |
| 22 :00 :15 :30 :45 | | | | |
| 23 :00 :15 :30 :45 | | | | |

| | | CHAIR | VICE-CHAIR(S) | GENERAL VISITOR(S) | PROGRAM VISITOR(S) |
|---|---|---|---|---|---|
| **7** | :00 :15 :30 | | | | |
| | :45 | Gather in hotel lobby to leave for the institution. | | | |
| **8** | :00 :15 | Meet with the Dean concerning questions arising from Monday evening meeting and any schedule or visit arrangements for Tuesday. | | | Meet with Department Chair or Engineering Program Head (or equivalent), arrange any schedule changes |
| | :30 :45 | | | | Meet with engineering technical staff. |
| **9** | :00 :15 | Tour of a sample of undergraduate laboratories (with students working in the labs), computer facilities, workshop facilities, study spaces, club spaces, teaching facilities etc. (different from those toured on Sunday) | | | Meet with engineering office staff, clerical staff, and student advisors. |
| | :30 :45 | Meeting with: • Co-operative Education, Work Experience and/or Internship programs *Optional meetings:* • Dean of Business for management courses taken by engineering students • Associate Dean or other staff responsible for student records and academic affairs • Dean of Arts for Humanities and Social Sciences- type courses taken by engineering students | *(optional)* Meetings with those responsible for curricula related to: • Communications • Mathematics • Physics and labs • Chemistry and labs | *(continued if necessary)* Meetings with those responsible for curricula related to: • Industrial & Worker Safety • Impact of Technology on Society • Ethics, equity, environmental stewardship and sustainability • Engineering economics • Project management • English/Communications | *(Only if needed)* Continue individual meetings with engineering faculty members (each of approx. 30 minutes duration). *(If time permits)* Program Visitors start preparing the CEAB Program Visitor reports and exit statement drafts |
| **10** | :00 :15 :30 :45 | | | | |
| **11** | :00 :15 :30 :45 | | | | |
| **12** | :00 :15 :30 :45 | | | | |
| **13** | :00 :15 :30 :45 | Working lunch and visit team meeting, preparation of CEAB Program Visitor reports and exit statement. *(TO BE COORDINATED WITH THE SECRETARIAT)* | | | |
| **14** | :00 :15 :30 :45 | | | | |
| **15** | :00 :15 :30 :45 | CEAB exit meeting with reporting of consolidated summary of findings by the Team Chair to the Dean, Associate Deans, Department Chairs and the program coordinators. | | | |
| **16** | :00 | Depart for airport or return to hotel | | | |
| | :15 :30 :45 | | | | |
| **17** | :00 :15 :30 :45 | | | | |
| **18** | :00 :15 :30 :45 | | | | |
| **19** | :00 :15 :30 :45 | | | | |
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