

**MEETING OF THE CANADIAN ENGINEERING ACCREDITATION BOARD**  
**Abridged minutes of the 181<sup>st</sup> meeting**

**3320 DATE AND PLACE**

The 181<sup>st</sup> meeting of the Canadian Engineering Accreditation Board (CEAB) took place on April 13, 2024, in a virtual format via Zoom.

**3321 ATTENDANCE**

The following were in attendance:

Chair: P. (Pemberton) Cyrus, FEC, P.Eng.

Vice-Chair: J. (Jeff) Pieper, FEC, P.Eng.

Past-Chair: P. (Paula) Klink, FEC, P.Eng.

Members: E. (Ernest) Barber, P.Eng.  
S. (Suzelle) Barrington, FIC, ing.  
P. (Pierre) Bourque, ing.  
E. (Emily) Cheung, FEC, P.Eng.  
J. (Jason) Foster, LLFM  
R. (Ray) Gosine, FEC, P.Eng.  
D. (Diane) Kennedy, P.Eng., FEC  
N. (Nicholas) Krouglicof, FEC, P.Eng.  
J. (James) Lee, FEC, P.Eng.  
M. (Mrinal) Mandal, P.Eng.  
J. (Julius) Pataky, P. Eng.  
R. (Ramesh) Subramanian, FEC, P.Eng.  
T. (Tara) Zrymiak, FEC, P.Eng.

Regrets: S. (Sudhir) Jha, P.Eng., FEC  
M. (Michael) Roach, P.Eng.  
A. (Allen) Stewart, P.Eng., FEC

Secretariat: J. (Johanne) Lamarche, FEC (Hon.)  
R. (Roselyne) Lampron  
M. (Mya) Warken

Observers: (The following were in attendance for all, or part, of the meeting)

H. (Heather) Appleby, P.Eng., FEC (Professional Engineers & Geoscientists  
Newfoundland and Labrador)  
A. (Amanda) Aschaber (Seneca College)  
K. (Kadiata) Ba (Université du Québec à Chicoutimi)  
C. (Catherine) Betancourt Lee (Canadian Federation of Engineering  
Students)  
M. (Mourad) Debbabi (Concordia University)  
S. (Steve) Geddes (University of Victoria)  
T. (Trina) Hubley (Engineers Canada)

M. (Mina) Hoorfar, P.Eng. (University of Victoria)  
A. (Aleksandr) Kim (Canadian Federation of Engineering Students)  
J. (John) Newhook, P.Eng. (Dalhousie University)  
S. (Sarah) Ranger (University of Waterloo)  
D. (Derek) Rayside, P.Eng. (University of Waterloo)  
M. (Marlo) Rose, P.Eng., FEC (Engineers Canada Board Director)  
T. (Tony) Thoma, P.Eng. (Conestoga College)  
F. (Franck) Van Breugel, LL (York University)  
C. (Christopher) Yip, P.Eng., (University of Toronto)

## **3322 OPENING OF THE MEETING**

### **3322.1 CALL TO ORDER AND APPROVAL OF AGENDA**

The Chair called the meeting to order.

The following motion was carried:

MOTION:

*Moved and seconded.*

*“That the agenda be approved as circulated and that the Chair be authorized to revise the order of business as necessary to accommodate the needs of the meeting.”*

*Carried.*

The confidentiality of the Accreditation Board proceedings was shared with all present.

### **3322.2 WELCOME, INTRODUCTIONS, AND HOUSEKEEPING**

P. Cyrus welcomed all participants, facilitated introductions, and reviewed housekeeping notes.

### **3322.3 DECLARATION OF CONFLICTS OF INTEREST**

P. Cyrus invited CEAB members to declare any conflicts of interest with meeting agenda items. No conflicts were declared.

### **3322.4 APPROVAL OF THE MINUTES - ABRIDGED**

### **3322.5 REVIEW OF ACTION ITEMS - ABRIDGED**

## **3323 ACCREDITATION ACTIVITIES**

### **3323.1 REMINDER: MEMBER ASSIGNMENTS FOR THE JUNE AND SEPTEMBER 2024 MEETINGS**

P. Cyrus presented the assignments and invited comments. No further discussion ensued.

## **3323.2 STATUS OF 2024/2025 VISITS**

P. Cyrus reminded all visiting team chairs to communicate visit dates to the Secretariat when they are known.

## **3324 REPORTS TO THE BOARD**

### **3324.1 ENGINEERS CANADA BOARD**

E. Barber referred members to the Engineers Canada Board meetings written report and invited questions and comments.

M. Warken provided some clarification on a question regarding the continuing professional development requirement credits. Engineers Canada's document / policy describes the desire to harmonize and CPD handling is high on the list, but it is up to the members / regulators to choose how they try to achieve harmonization. It was noted that some Regulators are working together on a memorandum of understanding to accept each other's CPD, especially for cases where engineers are registered in multiple provinces.

### **3324.2 TANDEM UPDATE**

M. Warken noted the written report provided on updates to Tandem. The report included the following highlights:

- HEIs hosting visits in the 2024/2025 visit cycle are actively working in Tandem to enter their data.
- A drop-in session was held for HEIs where they could ask questions or work through any issues they may have. Additional sessions will be held in May and June.
- The Secretariat is keeping track of feedback through an open survey, collecting data from HEIs. The responses so far have resulted in positive feedback. Some suggestions for improvements included further reducing duplicate manual data entry for first time users.

### **3324.3 ENGINEERING DEANS CANADA**

P. Cyrus referred members to the Engineering Deans Canada's (EDC) written report and J. Newhook invited questions and comments on the submission.

The EDC was thanked for their report and for their ongoing collaboration on issues of mutual interest.

### **3324.4 CANADIAN FEDERATION OF ENGINEERING STUDENTS**

P. Cyrus referred members to the Canadian Federation of Engineering Students' (CFES) written report and C. Betancourt Lee invited questions and comments on the submission.

It was noted that:

- Student survey respondents included those across all years of study.
- CFES is an important venue for students to learn professionalism, technical, and communication skills.
- The CEAB is keen to attend and participate in CFES events.

## **3325 REPORTS FROM CEAB SUB-COMMITTEES AND WORKING GROUPS**

### **3325.1 EXECUTIVE COMMITTEE REPORT**

P. Cyrus provided an update on the Committee's activities including:

- The development of the proposal to rebalance the 2025/2026 and 2026/2027 visit cycle resulted in all eight HEIs accepting the extension of accreditation.
- The CEAB Executive Committee will meet with the CEO Group on May 23, 2024 to discuss how the CEAB and the regulators can strengthen their relationship.
- P. Bourque will attend the 12e colloque sur les normes et procédures d'agrément des programmes de génie des établissements québécois et/ou francophones.
- J. Foster, J. Pieper and E. Cheung will deliver a workshop at the June 2024 Canadian Engineering Education Association meeting.
- P. Cyrus, E. Guest and R. Lampron will present their paper 'A Content Analysis of Perceptions of CEAB Accreditation through CEEA Proceedings' at the June 2024 Canadian Engineering Education Association meeting.

### **3325.2 POLICIES AND PROCEDURES COMMITTEE REPORT**

J. Pieper referred members to the Policies and Procedures (P&P) Committee written report. The Committee reported that it has advanced its 2024 work plan and would next meet on April 27 and will meet with the Deans' Liaison Committee on April 28.

#### **3325.2.1 RECONSIDERATION OF SPECIFIC AUS IN THE ASSESSMENT OF ENGINEERING PROGRAMS – THOUGHT PAPER**

R. Gosine referred members to the thought paper provided in the meeting materials. The paper explores tensions between the accreditation criteria and the environment in which they work, explored members' perceptions of the benefits of the specific AU criteria, and whether the CEAB should consider temporary solutions to the issues at hand. The thought paper included five specific recommendations. In his presentation, R. Gosine reviewed the next steps for the paper, including:

- Submit paper to Futures of Engineering Accreditation Steering Committee
- Discuss the paper with Engineering Deans Canada
- Submit the paper to the Engineers Canada Board for discussion and direction with respect to next steps.

After discussion, the following amendments were made to the paper:

Amendments:

- Capitalize 'p' for each instance of 'professionalism' throughout.
- Recommendations 2, 3, and 4 be re-evaluated by the CEAB by June 2027 with a view to making a recommendation on its future status to the Engineers Canada Board, unless otherwise instructed to do so at an earlier date. Any re-evaluation will take into consideration the outcomes of Engineers Canada's 2022-2024 Strategic Priority 1.1.

- Recommendation #3 to be revised to read: The CEAB must require HEIs, on a minimum path basis that is auditable by visiting teams, to demonstrate that graduates have developed the expected level of understanding of, and commitment to, Professionalism. The current Specific AUs criteria (3.4.4.1, 3.4.4.4, 3.4.4.6) is one way to achieve this requirement.

MOTION:

*Moved and seconded.*

***“THAT the CEAB endorse the proposed thought paper’s recommendations as amended.”***

*Carried.*

**ACTIONS:**

- The CEAB secretariat to make the amendments to the thought paper and submit to the Engineers Canada Board for discussion and direction with respect to next steps.
- The CEAB secretariat to submit the amended thought paper to the Futures of Engineering Accreditation Steering Committee.
- The P&P Committee to discuss the amended thought paper with Engineering Deans Canada.

**3325.2.2 REVISED CONFLICT OF INTEREST GUIDELINE**

P. Klink referred members to the revised Conflict of Interest guideline. She noted that the application of the current guideline has caused confusion and resulted in situations where additional guidelines would have facilitated resolution.

MOTION:

*Moved and seconded.*

***“THAT the CEAB approve the revised Conflict of interest guideline.”***

*Carried.*

**3325.2.3 REQUEST FOR ACCREDITATION DEADLINE**

J. Pieper referred members to the Request for Accreditation (RFA) deadline amendment provided in the meeting materials. He noted that moving up the submission deadline facilitates the assignment of CEAB members to teams by providing an earlier confirmation of the visits requested in a given cycle. It also allows the CEAB Secretariat to build the accreditation visit cycle in Tandem before the academic year begins (rather than the current process which makes documentation available after the start of the academic year). This change provides HEIs the runway they need to adequately prepare for their visit.

After discussion, the following motion was made:

MOTION:

*Moved and seconded.*

***“THAT*** *the submission deadline for Requests for Accreditation forms be moved to July 1<sup>st</sup> the year before the desired accreditation cycle, beginning with the 2025/2026 visit cycle.”*

*Carried.*

**ACTIONS:**

- The CEAB Secretariat to communicate with programs expected to be visited in the 2025/2026 visit cycle about the earlier deadline.
- The CEAB Secretariat to review the website and publications for mention of the RFA deadline and make updates as appropriate.

### **3325.3 CEAB WORKING GROUP TO RESPOND TO THE ENGINEERS CANADA “30 BY 30” INITIATIVE REPORT**

J. Pieper referred members to the CEAB Working Group’s report provided in the meeting materials. He noted that the Working Group produced a consultation report which contains all revised recommendations based on the feedback received.

Engineering Deans Canada was invited to review the Working Group’s final recommendations to ensure that their concerns are fully understood and addressed where possible, as requested by the Engineers Canada Board.

After discussion, the following motions were made:

MOTION:

*Moved and seconded.*

***“THAT*** *the CEAB endorse the report on the 2022 consultation on the CEAB 30 by 30 Working Group Report for its subsequent submission to the Engineers Canada Board for consideration.”*

*Carried.*

MOTION:

*Moved and seconded.*

***“THAT*** *the CEAB Task Force to respond to the Engineers Canada 30 by 30 initiative be stood down, with thanks.”*

*Carried.*

**ACTIONS:**

- The CEAB to submit the 2022 consultation on the CEAB 30 by 30 Working Group report to the Engineers Canada Board for consideration at their Fall 2024 meeting.

#### **3325.4 ACCOUNTABILITY IN ACCREDITATION COMMITTEE**

P. Bourque provided an update on the Committee's activities including:

- M. Mandal has joined the Committee.
- The Accountability in Accreditation Committee will meet later in the spring to discuss the process for data collection and analysis to identify improvements for the next cycle.

#### **3325.5 NOMINATING COMMITTEE REPORT**

E. Barber provided an update on the Committee's activities. The Committee's recommendations for new appointments will be presented to the Engineers Canada Board at their May meeting. Newly appointed members whose terms start on July 1<sup>st</sup> will be invited to observe the June 2024 decision meeting. A new Board Director appointee is expected to be confirmed in June.

#### **3326 NEW BUSINESS**

##### **3326.1 SEPTEMBER 2024 WORKSHOP**

P. Cyrus provided a brief update on topics for the September 2024 workshop. A survey soliciting CEAB member suggestions on workshop topics will be forwarded to CEAB members after the meeting. Members are encouraged to provide suggestions for the Executive Committee's consideration.

#### **3327 OTHER BUSINESS**

No other business was added to the agenda.

#### **3328 FUTURE MEETINGS**

Future dates and locations for the Accreditation Board meetings were presented.

2024 meetings:

- Spring meeting: May 31, June 1 and 2 (Ottawa, ON)
- Fall meeting and workshop: September 13 and 14 (Moncton)

2025 meetings (Tentative):

- Winter virtual meeting: February 1 and 2
- April virtual meeting: April 12 (approximately 4 hours in duration)
- Spring meeting: May 30, 31 and June 1 in Ottawa, ON
- Fall meeting and workshop: September 19 and 20 or 21 and 22 (Saskatoon, SK)

P. Cyrus to discuss with Engineers Canada the possibility of having the April 2025 meeting in-person rather than virtual.

#### **3329 MEETING EVALUATION BY ACCREDITATION BOARD MEMBERS**

A link to the post-meeting evaluation will be circulated via email by M. Warken to all members.

### 3330 COMMENTS FROM OBSERVERS

P. Cyrus invited the meeting observers to provide feedback on the meeting who noted their thanks for the opportunity to observe the meeting.

### 3331 IN-CAMERA SESSION

MOTION

Moved and seconded.

***“THAT** the meeting move in-camera and be closed to the public at the recommendation of the Accreditation Board. The attendees at the in-camera session shall include CEAB members and Engineers Canada Staff.”*

*Carried.*

### 3332 ADJOURNMENT

The meeting adjourned at 15:30 Eastern time on Saturday, April 13, 2024.



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J. Pemberton Cyrus, P.Eng., FEC, Ph.D.  
Chair



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Mya Warken  
Secretary



APPENDIX "A"

Minute number / meeting agenda number and subject title	Action item	Status
3325.2.1 – 4.2.1 – Reconsideration of specific AUs in the assessment of engineering programs – Thought Paper	<ul style="list-style-type: none"> <li>• The CEAB secretariat to make the amendments to the thought paper and submit to the Engineers Canada Board for discussion and direction with respect to next steps.</li> <li>• The CEAB secretariat to submit the amended thought paper to the Futures of Engineering Accreditation Steering Committee.</li> <li>• The P&amp;P Committee to discuss the amended thought paper with the Engineering Deans Canada.</li> </ul>	<p>Complete</p> <p>Complete</p> <p>Complete</p>
3325.2.3 – 4.2.3 – Request for Accreditation (RFA) deadline	<ul style="list-style-type: none"> <li>• The CEAB Secretariat to communicate with programs expected to be visited in the 2025/2026 visit cycle about the earlier deadline.</li> <li>• The CEAB Secretariat to review the website and publications for mention of the RFA deadline and make updates as appropriate.</li> </ul>	<p>Complete</p> <p>In progress</p>
3325.3 – 4.3 - CEAB Working Group to Respond to the Engineers Canada "30 BY 30" Initiative report	<ul style="list-style-type: none"> <li>• The CEAB to submit the 2022 consultation on the CEAB 30 by 30 Working Group report to the Engineers Canada Board for consideration at their Fall 2024 meeting.</li> </ul>	<p>Outstanding</p>