

**CANADIAN ENGINEERING ACCREDITATION BOARD**  
**Abridged minutes of the 171<sup>st</sup> virtual meeting**

**CONFIDENTIAL**

**3163 DATE AND PLACE**

The 171<sup>st</sup> meeting of the Canadian Engineering Accreditation Board took place via Zoom on September 18, 2021.

**3164 ATTENDANCE**

The following were in attendance:

Chair: P. (Pierre) Lafleur, FIC ing.  
Vice-Chair: P. (Paula) Klink, P.Eng.  
Past-Chair: R. (Bob) Dony, FEC, P.Eng.  
Members: S. (Suzelle) Barrington, FIC, ing.  
P. (Pierre) Bourque, ing.  
E. (Emily) Cheung, FEC, P.Eng.  
P. (Pemberton) Cyrus, FEC, P.Eng.  
W. (Waguih) ElMaraghy, FEC, P.Eng.  
R. (Ray) Gosine, FEC, P.Eng.  
T. (Tim) Joseph, P.Eng.  
S. (Suzanne) Kresta, FEC, P.Eng.  
A.M. (Anne-Marie) Laroche, ing.  
J. (James) Lee, P.Eng.  
M. (Mrinal) Mandal, P.Eng.  
J. (Julius) Pataky, P.Eng.  
J. (Jeff) Pieper, FEC, P.Eng.  
D. (Darlene) Spracklin-Reid, FEC, P.Eng.  
A. (Allen) Stewart, P.Eng.  
R. (Ramesh) Subramanian, FEC, P.Eng.  
T. (Tara) Zrymiak, FEC, P.Eng.

Secretariat: E. (Elise) Guest  
J. (Johanne) Lamarche  
M. (Mya) Warken

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

Z. (Zehra Jale) Akyel (MUDEK)  
N. (Natasha) Avila, P.Eng. (Engineers Canada Board Director)  
G. (Gregory) Brock (CFES Advocacy Working Group)  
P. (Pierre) Cousineau (Université du Québec à Chicoutimi)  
I. (Ibrahim) Deiab, P.Eng. (University of Guelph)  
K. (Kevin) Deluzio, P.Eng. (Engineering Deans Canada)  
K. (Karen) Dow, P.Eng. (University of Manitoba)  
Y. (Yanuz) Ercil (MUDEK)  
C. (Chris) Donaldson (York University)

M. (Marie-Isabelle) Farinas, ing. (Université du Québec à Chicoutimi)  
C. (Colleen) Flather, P.Eng. (University of Manitoba)  
A. (Andrea) Frisque, P.Eng. (British Columbia Institute of Technology)  
H. (Harpriya) Gill (CFES Advocacy Working Group)  
B. (Benjamin) Gobeil-Jobin, ing. (Université du Québec à Chicoutimi)  
S. (Stormy) Holmes, P.Eng. (Engineers Canada Board Director)  
S. (Steve) Hranilovic, P.Eng. (McMaster University)  
R. (Ryan) Huckle (Conestoga College)  
C. (Carol) Jaeger, P.Eng. (University of British Columbia)  
T. (Tin) Latt, Engr. (Myanmar Engineering Council)  
K. (Karen) Leung (Engineers and Geoscientists British Columbia)  
K. (Kate) MacLachlan, P.Geo. (Association of Professional Engineers and Geoscientists Saskatchewan)  
A. (Aparna) Mohan (Canadian Federation of Engineering Students)  
C. (Christine) Moresoli, ing. (University of Waterloo)  
J. (John) Newhook, P.Eng. (Dalhousie University)  
J. (Jim) Nicell, P.Eng. (McGill University)  
C. (Chiamaka) Nwakike (CFES Advocacy Working Group)  
C. (Cassandra) Pitchford (CFES Advocacy Working Group)  
S. (Stephanie) Price, P.Eng. (Engineers Canada Executive vice-president)  
H. (Heather) Sheardown, P.Eng. (McMaster University)  
C. (Claudia) Shymko (Engineers and Geoscientists Manitoba)  
M.(Meera) Singh, P.Eng. (Association of Professional Engineers and Geoscientists Alberta)  
K. (Kate) Sisk, FEC (Engineers Geoscientists New Brunswick)  
C. (Caroline) St-Denis (École de technologie supérieure)  
C. (Calin) Stoicoiu, ing. P.Eng. (Conestoga College)  
A. (André) Zaccarin, ing. (Université Laval)  
Z. (Zoey) Zhang (CFES Advocacy Working Group)

## **3165 OPENING OF THE MEETING**

### **3165.1 CALL TO ORDER AND APPROVAL OF AGENDA**

The Chair called the meeting to order and presented a list of meeting attendees. The confidentiality of the Accreditation Board proceedings was shared with all present.

The following motion was carried unanimously:

MOTION:

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

*Moved by R. Subramanian, seconded by P. Klink*

*Carried*

### **3165.2 DECLARATION OF CONFLICTS OF INTEREST**

P. Lafleur asked meeting attendees to declare any conflicts of interests they may have.

### **3165.3 Welcome new members**

P. Lafleur welcomed the two new members to the Accreditation Board, J. Lee (member-at-large) and D. Spracklin-Reid (Engineers Canada Board Director appointee).

### **3165.4 Election of Vice-Chair**

Four candidates put their names forward for CEAB Vice-Chair election:

- E. Cheung
- P. Cyrus
- J. Pieper
- T. Zrymiak

Each candidate was invited to speak to their colleagues for two minutes, responding to two questions:

1. Why are you interested in serving as vice-chair of CEAB?
2. What would you bring to the position?

The election was determined by electronic ballot by the voting members of the Accreditation Board. The scrutineers then reviewed the results. As Chair of the CEAB Nominating Subcommittee, T. Joseph declared P. Cyrus elected to the position of CEAB vice-chair beginning on July 1, 2022.

## **3166 MINUTES AND ACTION ITEMS - ABRIDGED**

## **3167 REPORTS TO THE BOARD**

### **3167.1 ENGINEERING DEANS CANADA (EDC)**

K. Deluzio, Chair, Engineering Deans Canada, began his presentation by talking about the relationship between the CEAB and EDC. He noted that the EDC and the CEAB share common goals. He spoke to the need to find effective communications channels between the EDC and CEAB to advance mutual areas of concern. He suggested that CEAB and Policies and Procedures (P&P) Committee membership could be amended to strengthen communication and collaboration in the following ways:

- Have a member of the EDC's Deans Liaison Committee (DLC) serve on the CEAB's P&P.
- Have a member of the EDC Executive Committee serve on the CEAB.
- Include EDC representation on all CEAB working groups.

The following points were raised in subsequent discussion:

- The P&P Terms of Reference are undergoing a review and so, the working group should consider the suggestion to include a member of the DLC in its membership.
- Members recognized EDC's request for a more collaborative relationship and that it is important to have efficient and effective communication strategies to address issues of common interest.

On the COVID-19 pandemic, K. Deluzio noted:

- HEIs and students have experienced a full year of remote delivery, including labs and hands-on learning.

- Remote learning is likely to continue at some institutions, post-pandemic. New ways of teaching and learning have emerged, including hybrid and blended modalities, are becoming more common.

The following points were raised in subsequent discussion:

- It was noted that the breakdown between EDC and CEAB is communication and collaboration.
- The CEAB chair agreed that there is a need for a more formal relationship between EDC and CEAB, and that the P&P chair will be working on this issue.
- It was noted that the EDC's request for a more collaborative relationship is about finding a more efficient and effective approach for the EDC and the CEAB to address common issues together.

### **3167.2 UPDATE ON ACTIVITIES FROM THE CANADIAN FEDERATION OF ENGINEERING STUDENTS (CFES)**

Mohan, Vice-President Advocacy provided a presentation on national student advocacy at the CFES. She and her colleagues spoke about:

- the various benefits and challenges the COVID-19 pandemic have presented to accessibility of engineering education;
- various internal and external meetings of CFES members and its leadership;
- various memos and how to mark various days of recognition;
- the estimated timelines for the National Survey Action Plan:
  - First Draft of Survey (September 30)
  - Final Draft of Survey (October 30)
  - 2021-2022 Survey report (April 30, 2022)

### **3167.3 UPDATE ON THE QUALIFICATION BOARD'S ACTIVITIES**

The Canadian Engineering Qualifications Board (CEQB) provided a written update on their recent activities. As their members were not able to attend the CEAB meeting, S. Price received questions from CEAB members where it was noted that the Task Force on Alternative Methods of Academic Assessment for Non-CEAB Applicants created a general direction document which will be presented for approval to the CEQB on September 19, 2021. If the general direction is approved by the CEQB then consultation with the regulators, Engineers Canada Board, the CEAB, and other stakeholders will commence.

#### ACTION ITEM:

- S. Price to confirm whether the Summer 2021 Task Force on Alternative Methods of Academic Assessment for Non-CEAB Applicants workshop report is available to all CEAB members.

### **3167.4 ENGINEERS CANADA MEETINGS UPDATE**

T. Joseph provided an update on the June 14, 2021 Engineers Canada Board meeting. The following agenda items were discussed:

- Approval of the HR Committee's recommendation on appointing Directors to the 2021/2022 Board committees and other Director appointments.
- Recommendation to stand down the Strategic Plan Task Force following mandate completion.

The next meeting of the Board would take place October 1, 2021. Items of note related to CEAB work included:

- Approval of the CEAB's 2022 volunteer recruitment and succession plan

- Approval of criteria changes to Graduate Attribute 4: Design and criterion 3.4.4.5 (definition of engineering design)
- Approval of revised Appendix 10 (Confidentiality: policies and procedures) and Appendix 16 (Procedures for formal review of an Accreditation Board decision to deny accreditation)
- Feedback on CEAB's draft 2022 workplan

T. Joseph invited members of the CEAB to direct any comments around the 2022-2024 strategic plan in particular, or on other Engineers Canada Board matters to him or D. Spracklin-Reid.

### **3167.5 ACCREDITATION IMPROVEMENT PROGRAM UPDATE**

M. Warken provided an update on the Accreditation Improvement Program (AIP). No further discussion ensued.

## **3168 ACCREDITATION ACTIVITIES**

### **3168.1 ACCREDITATION BOARD FALL 2021 AND WINTER 2022 VISITS**

M. Warken reported that the CEAB secretariat has received requests for accreditation visits from 17 institutions for 79 programs, including 13 new programs. The 2021/2022 visit cycle is a virtual one. At the time of the meeting, visits were in various stages of planning and was overall, well in-hand.

In subsequent discussion, it was noted:

- That visiting teams are encouraged to have pre-visit meetings to build the visit schedule and identify any potential issues in advance. Some teams will meet as one per week leading up to the visit.
- That visiting team chairs are invited to share any best practices, techniques, or unique ways of managing the logistics and the coordination of the visits during the monthly visit drop-in sessions.

### **3168.2 PROGRAMS UNDER DEVELOPMENT**

M. Warken presented the list of programs under development. No changes were requested.

### **3168.3 MEMBER ASSIGNMENTS FOR THE JUNE 2022 ACCREDITATION BOARD MEETING**

P. Lafleur presented the members' assignments for the June 2022 meeting for information. He noted that some required changes were identified to the CEAB Secretariat prior to the meeting and asked CEAB members to provide any additional changes to the Secretariat as soon as possible.

#### **ACTION ITEM:**

- The Secretariat to incorporate changes to the list of members assignments and will present the updated list at the February 2022 CEAB meeting.

#### **3168.4 ANTICIPATED ACCREDITATION VISITS 2022-2026**

M. Warken presented the 2022-2026 anticipated accreditation visits forecast for information and workload planning purposes.

#### **3168.5 PRELIMINARY CHAIR VISIT ASSIGNMENTS FOR THE 2022/2023 CYCLE**

P. Lafleur presented the proposed chair visit assignments for the 2022/2023 cycle. He noted that some required changes were identified to the CEAB Secretariat prior to the meeting and asked CEAB members to provide any additional changes to the Secretariat as soon as possible.

##### ACTION ITEM:

- The Secretariat will incorporate changes to the list of chair visit assignments and will circulate the updated list following the meeting.

#### **3169 ACCREDITATION DECISIONS - ABRIDGED**

#### **3170 POLICY ITEMS**

##### **3170.1 EXECUTIVE COMMITTEE REPORT**

P. Lafleur referred members to the Executive Committee's written report. No further discussion ensued.

##### **3170.2 POLICIES AND PROCEDURES COMMITTEE REPORT**

P. Klink provided an update on the following items:

- **2021 P&P Workplan**
  - The 2021 workplan includes the following items (with expected work windows noted in brackets):
    - Collaboration with the Deans to address EDC's concerns related to accreditation (on-going)
    - Work on the *Interpretive statement on licensure requirements and expectations consultation* (Q1 and Q2 – complete, to be incorporated in the 2021 criteria and procedures report)
    - Monitoring the consultation on the Definition of Engineering Design Task Force report (Q1 to Q2 – complete, implementation and change management plans being developed)
    - Monitoring the consultation on the Required Visit Materials working group report (Q2 through Q4)
    - Review and suggest changes to the *Guide to outcomes-based accreditation* (Q3 or Q4)
    - Monitor the development of the revised P&P Terms of Reference; provide input if requested (Q1 through Q4)
    - Respond to EDC's concerns about barriers to student exchanges (Q2 to Q4)
    - Prepare for Engineers Canada's Washington Accord monitoring visit (Q3 and Q4)
    - Follow-up on Student Learning Experiences in the Age of COVID Working Group findings (Q2 and Q3, more information below)

- Preparation of documents for Tandem (data management system) – as needed
- **Seeking alternative input measures to the AU system**
  - Following from the recommendations of the Student Learning Experiences in the Age of COVID Working Group and the Task Force on Virtual Visits, the P&P is examining the AU system to determine if an alternative to contact hours can be found to measure program inputs for accreditation purposes. The work is being overseen by P. Cyrus who is leading the P&P in a metareview of the *Report on the AU Task Force's 2018 Consultation* and the *2019 Consultation on the Curriculum content measurement: Beyond the AU* Engineers Canada paper to identify issues that stakeholders have raised related to AUs, and possible solutions. The P&P has met twice weekly over the summer to discuss the issue. EDC was asked to nominate a member to work with the P&P on this issue, and Carol Jaeger (UBC) has joined the P&P for these discussions. The CEAB September Workshop will focus on this issue.
- **Engineering Deans Canada concerns**
  - At its June meeting, the P&P discussed the current working relationship between the P&P and DLC to determine if there is a more effective way forward between the two groups. The next joint meeting is being scheduled for the fall where the matter will be discussed further.
  - P. Klink noted that she had a discussion with J. Olson, Chair of the Deans Liaison Committee (DLC) on how to maximize the joint P&P/DLC meetings. The next meeting will feature a new format. In the future, the CEAB may wish to consider the composition of the group that meets with the DLC and incorporating more people involved with the policies under discussion rather than just the P&P as a whole.

In subsequent discussion, it was noted:

- That the voting procedure for vice-chair elections should be re-examined (i.e., using a ranked ballot to reduce the time required to hold the election).
- That ways to formalize and strengthen the links between Engineers Canada/the CEAB and the EDC/DLC should be sought.
- That the P&P should review the guidelines or policies to avoid holding too many francophone accreditation visits during one cycle to minimize the impact requiring a high number of francophone volunteers. The 2021/2022 has encountered several difficulties based on the small size of francophone volunteer pool and perceived conflicts of interest.

### **3170.2.1 2022/2023 VISIT DOCUMENTATION**

P. Klink, chair of the P&P, provided an update on the publication of the 2021 *CEAB Accreditation Criteria and Procedures* book (the book) and the visit cycle documentation which will be used for the 2022/2023 accreditation visits. No further discussion ensued.

### **3170.3 ACCOUNTABILITY IN ACCREDITATION COMMITTEE UPDATE**

R. Gosine, chair, provided a summary of the Committee's report of their latest activities and delivered the 2021 *Accountability in Accreditation Summary Report*. In his remarks, R. Gosine noted

- The 2020/2021 post-visit sample size was small because there were only four visits to four programs. This may mean that data collected is not fully

representative of stakeholder impressions of the CEAB accreditation system.

The initial thresholds for concerning/risk ratings were set to be deliberately sensitive; alterations may be required in the future to account for CEAB's comfort-levels. The Committee is not recommending changes to these thresholds at this time but will review the issue once a full data set has been collected and analyzed. Due to the small sample size for this report, one respondent was often sufficient to move an indicator into a concerning/risk category. In subsequent discussion, it was noted:

- It would be helpful of the Accountability in Accreditation Committee prioritized the list of recommendations in future reports.
- That the summary report be shortened by removing all the definition details for each outcome and indicator
- That, in the future, a chart highlighting the differences between the response from different groups to the same question be included.
- That according to the survey results, people have confidence in the accreditation reviews being done but it is important to be aware of concerns on how the Accreditation Board goes about its work as improvements are made moving forward.
- It was suggested that the P&P not make substantial changes to accreditation criteria, policies and/or procedures based solely on this report as it represents a small data.

#### **MOTION #1:**

*“THAT the CEAB accepts the 2021 Accountability in Accreditation Summary Report.”*

*Moved by R. Gosine, seconded by P. Klink*

*Carried*

#### **MOTION #2:**

*“THAT the CEAB directs the P&P to follow-up on the recommendations of the 2020-2021 Accountability in Accreditation Summary Report.”*

*Moved by R. Gosine, seconded by S. Barrington*

*Carried*

#### Next steps:

- The P&P will review the recommendations and develop plans to address the recommendations made by the Accountability in Accreditation Committee.
- The summary report of the Accountability in Accreditation Committee's findings and recommendations will be posted to the Engineers Canada website and presented to the Engineers Canada Board in December.

### **3170.4 NOMINATING COMMITTEE REPORT**

T. Joseph, chair of the CEAB Nominating sub-committee provided an update on the group's work. No discussion ensued.

## 3170.5 CEAB WORKING GROUP ON REQUIRED VISIT MATERIALS

P. Klink, chair of the working group, provided a summary of steps taken since the Required Visit Materials Working Group's consultation including a new definition for the minimum number of elective activities specified by the program to determine the shortest path to graduation. The group presented their final report to the CEAB.

### **MOTION #1:**

*"THAT the CEAB accepts the Required Visit Materials Working Group's consultation report."*

*Moved by P. Klink, seconded by P. Cyrus*

*Carried*

### **MOTION #2:**

*"THAT the instructions identified in the Required Visit Materials Working Group's report (pg. 10) be provided via the Questionnaire for Evaluation of an Engineering Program to programs preparing for an accreditation visit."*

*Moved by P. Klink, seconded by P. Cyrus*

*Carried*

### **MOTION #3:**

*"THAT the existing list of on-site materials programs are required to prepare for an accreditation visit be withdrawn once the new list is published."*

*Moved by P. Klink, seconded by A. Stewart*

*Carried*

### **MOTION #4:**

*"THAT the CEAB directs the P&P to develop an implementation plan for the new list of required materials for the 2023/2024 visit cycle."*

*Moved by P. Klink, seconded by A.M. Laroche*

*Carried*

### **MOTION #5:**

*Original motion:*

*"THAT no changes be made to the list of materials programs are required to prepare for an accreditation visit for a 6-year period from implementation."*

*Moved by P. Klink, seconded by A. Stewart*

*Motion defeated. The following motion was proposed:*

*"THAT barring unforeseen circumstances, it is the Accreditation Board's intention to make no changes to the list of materials programs are required to prepare for an accreditation visit for a 6-year period from implementation."*

*Moved by P. Klink, seconded by A. Stewart*

*Carried*

Next steps:

- The P&P will develop plans to implement the recommendations made by the Required Visit Materials Working Group.

### **3170.6 CEAB TASK FORCE TO RESPOND TO THE ENGINEERS CANADA "30 BY 30" INITIATIVE**

J. Pieper, chair of the working group, noted that a consultation plan is underway that initially envisioned the process to take place between November 1 and December 31, 2021. However, recent discussions have identified a need to perhaps extend the consultation into the new year to allow for equitable participation by all stakeholder groups.

In subsequent discussion, it was noted:

- That this consultation would benefit from a process that is more of a dialogue in nature than one-way from the stakeholders to the Working Group. Each stakeholder group might benefit from hearing what feedback was provided by the other groups to help them understand repercussions of changes to the accreditation system more broadly.

### **3170.7 CEAB TASK FORCE TO REVIEW THE P&P COMMITTEE TERMS OF REFERENCE REPORT**

P. Lafleur, chair of the Working Group, provided an update on the Group's recent work and provided the working version of an updated P&P Terms of Reference. Specifically, the group requested CEAB feedback on two questions:

- Do the members of the CEAB prefer a member selection or a member election process?
  - The majority members expressed preference with the election process, while others found it would be an unnecessary burden on the CEAB system.
  - It was agreed that members of the P&P should have deep experience and understanding of the Accreditation Board and its function, but could come from either academia or industry.
  - It was suggested that the requirement for members to be 'Current or former employment or engagement in the practice of professional engineering (and outside of academia) with experience' be removed because as those criteria are already requirements to become a member of the CEAB.
  - A member suggested adding an additional criterion: experience as a current or past dean. This could provide a high-level perspective of the impact of accreditation policies on HEIs.
- Should Engineers Canada Director appointees, who are currently observers on the P&P, be made full voting members?

It is important to have the Director appointees' input but if they are entitled to a vote on the P&P that would mean that they would have a vote on the P&P, a vote on the CEAB, and a vote at the Engineers Canada Board level. This may be inappropriate from a governance perspective.

Next steps:

- The Working Group will finalize its report and present its recommendations at the February 2022 CEAB meeting.

## **3171 INTERNATIONAL RELATIONS**

### **3171.1 INTERNATIONAL ENGINEERING ALLIANCE MEETING**

B. Dony referred members to his written summary of the 2021 IEA meeting.

He also provided an update on the Engineers Canada's 2021 Washington Accord monitoring review:

- A monitoring review team (drawn from the UK, Turkey, and Japan) will observe CEAB visits to two institutions this Fall:
  - University of Ottawa (5 programs) – November 7-9
  - Université de Moncton (3 programs) – November 14-16
- Engineers Canada will submit their self-assessment report to the review team by September 20, 2021.
- The review team will hold a pre-visit briefing on Engineers Canada's accreditation system 1-2 weeks before the visit commences. The CEAB Executive Committee, CEAB Secretary, and Engineers Canada's Executive Vice-President, Regulatory Affairs.
- One or more members of the review team will (virtually) observe the June 2022 CEAB decision meeting.
- The review team's final report and recommendation will be considered at the June 2022 International Engineering Alliance Meeting.

## **3172 NEW BUSINESS**

### **3172.2 2022 CEAB WORKPLAN**

The CEAB workplan is created annually and reflects the requests for accreditation visits submitted by undergraduate engineering programs, priorities under Engineers Canada's strategic plan, and continual improvement initiatives informed by stakeholder feedback (including higher education institutions, Engineering Deans Canada, accreditation visiting team members, and CEAB members).

P. Lafleur provided an update on the workplan including:

- The draft 2022 CEAB workplan was circulated to all regulators for feedback on August 19, 2021.
- The workplan will be presented to the Engineers Canada Board for feedback at their October meeting.

Next steps:

- The workplan will be updated based on feedback provided by regulators and submitted to the Engineers Canada Board for final approval in December.

### **3172.2 SEPTEMBER 2021 WORKSHOP**

P. Cyrus, member of the P&P, provided an introduction to the CEAB workshop.

The CEAB Working Group on Student Learning Experiences in the Age of COVID and the Task Force on Virtual Visits noted challenges with the application of the Accreditation Unit (AU) as a method to quantify curriculum content inputs in the changing landscape of undergraduate engineering education. As a result, the Policies and Procedures (P&P) Committee performed a meta-analysis of existing CEAB investigations and consultations on the Accreditation Unit (AU).

The P&P's first report on the issue, *Accreditation Input Analysis*, will serve as the basis for the September 19, 2021 CEAB workshop "Methodologies for quantifying curriculum content inputs and the changing landscape of undergraduate engineering education."

### **3172.3 COMMENTS FROM OBSERVERS**

P. Lafleur invited the meeting observers to provide feedback on the meeting.

Observers provided the following comments/recommendations:

- HEIs asked that the Accreditation Board share some of the ideas on accreditation units recommendations that comes from the September 19, 2021 workshop before launching a consultation with stakeholders.

### **3173 OTHER BUSINESS**

No other business was added to the agenda.

### **3174 FUTURE MEETINGS**

Proposed future dates and locations for the Accreditation Board meetings were presented.

2022 meetings:

- Winter meeting and workshop: February 5 and 6 in Ottawa, ON.
- Spring meeting: June 3, 4 and 5 in Ottawa, ON (note 2.5-3 days in duration)
- Fall meeting and workshop: September 17 and 18 in Vancouver, BC

2023 meetings (tentative dates, to be confirmed February 2022):

- Winter meeting and workshop: February 4 and 5 in Ottawa, ON
- Spring meeting: June 2, 3 and 4 in Ottawa, ON (note 2.5-3 days in duration)
- Fall meeting and workshop: September 15 and 16 or September 17 and 18 in a location to be determined

### **3175 SUMMARY OF ACTION ITEMS**

M. Warken listed the summary of action items and are included in these minutes as appendix "A".

### **3176 MEETING EVALUATION BY ACCREDITATION BOARD MEMBERS**

#### **3176.1 MEETING EVALUATIONS REPORT**

Members were reminded to use the link to the electronic survey provided in the agenda to submit their evaluation.

### **3177 ADJOURNMENT**

The 171<sup>st</sup> meeting of the Canadian Engineering Accreditation Board adjourned at 15:00 on Sunday, September 19, 2021.



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Pierre G. Lafleur, ing. FIC  
Chair



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Mya Warken  
Secretary

APPENDIX “A”

Minute number / meeting agenda number and subject title	Action item	Notes
3150.2 / 1.2 – Declaration of conflicts of interest	<ul style="list-style-type: none"> <li>• Policies and Procedures Committee to consider creating a CEAB addendum to the Engineers Canada’s Declaration of Conflicts of Interest policy to cover the CEAB’s specific situation.</li> </ul>	In Progress
3151.2 / 2.2 – Follow up on action items from the minutes	<ul style="list-style-type: none"> <li>• Secretariat to send the link to the collaboration space’s “Resources” folder.</li> </ul>	Completed
3153.2 / 4.2 – Programs under development	<ul style="list-style-type: none"> <li>• Secretariat to contact Humber College to advise them of criterion 3.6.2 which states: An accredited program must have the word “engineering” in its title.</li> </ul>	In Progress
3153.4 / 4.4 – Anticipated visits	<ul style="list-style-type: none"> <li>• The Policies and Procedures Committee to discuss the possibility of virtual visits when conducting single program visits.</li> </ul>	For discussion summer 2022
3155.4 / 6.4 – Nominating Committee report	<ul style="list-style-type: none"> <li>• The secretariat to distribute the CEAB appointment letters during the week of June 7, 2021.</li> </ul>	Completed