

CANADIAN ENGINEERING ACCREDITATION BOARD
Abridges inutes of the 172nd virtual meeting

CONFIDENTIAL

3178 DATE AND PLACE

The 172nd meeting of the Canadian Engineering Accreditation Board took place via Zoom on February 5 & 6, 2022.

3179 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.
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

Regrets: A.M. (Anne-Marie) Laroche, ing.

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

V. (Vicki) Charman (Engineers Geoscientists British Columbia)
K. (Kelly) Crocker (Ontario Tech University)
M. (Mourad) Debbabi (Concordia University)
K. (Kevin) Deluzio, P.Eng. (Engineering Deans Canada)
C. (Chris) Donaldson (York University)
M. (Min) Dong, P.Eng. (Ontario Tech University)

B.R. (Braulio Rubén) Dueñas Vásquez, P.Eng. (Instituto de Calidad y Acreditación de Programas de Computación, Ingeniería y Tecnología (ICACIT) - Peru)

K. (Kathy) Dumanski (Seneca College)

M. (Mauricio) Dziedzic (University of Northern British Columbia)

M.I. (Marie-Isabelle) Farinas, ing. (Université du Québec à Chicoutimi)

F. (Frank) George, P.Eng. (Canadian Engineering Qualifications Board)

B. (Benjamin) Gobeil-Jobin, ing. (Université du Québec à Chicoutimi)

R. (Ryan) Huckle (Conestoga College)

K. (Kate) MacLachlan, P.Geo. (Association of Professional Engineers and Geoscientists Saskatchewan)

Y. (Yasar) Kocafe, ing. (Université du Québec à Chicoutimi)

S. (Suzanne) Kresta, FEC, P.Eng. (University of Saskatchewan)

C.M. (Che Maznah) Mat Isa (Universiti Teknologi MARA (UiTM) - Malaysia)

S. (Shanleigh) Mckeown, (Canadian Federation of Engineering Students)

R. (Ryan) Melsom (Canadian Engineering Qualifications Board)

A. (Aparna) Mohan (Canadian Federation of Engineering Students)

C. (Christine) Moresoli, ing. (University of Waterloo)

V. (Vida) Movahedi, P.Eng. (Seneca College)

G. (Griffin) Murdoch (Canadian Federation of Engineering Students)

J. (John) Newhook, P.Eng. (Dalhousie University)

J. (Jim) Nicell, P.Eng. (McGill University)

J. (James) Olson, P.Eng. (University of British Columbia)

J. (Jason) Ong, (Engineers Geoscientists British Columbia)

C. (Cassie) Pitchord (Canadian Federation of Engineering Students)

S. (Stephanie) Price, P.Eng. (Engineers Canada)

D. (Dragan) Racic (Tesla University)

D. (Delee) Silvius (Association of Professional Engineers and Geoscientists Saskatchewan)

K. (Kate) Sisk, FEC (Engineers Geoscientists New Brunswick)

S. (Sietske) Speerstra (University of Alberta)

C. (Caroline) St-Denis (École de technologie supérieure)

T. (Tian) Tang (University of Alberta)

T. (Tony) Thoma, P.Eng. (Conestoga College)

3180 OPENING OF THE MEETING

3180.2 DIVERSITY MOMENT

P. Lafleur began the meeting with a *diversity moment*, which gives participants pause to self-reflect on a social issue that is going on around them, in this case Black History Month 2022.

3180.4 DECLARATION OF CONFLICTS OF INTEREST

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

3180.3 CALL TO ORDER AND APPROVAL OF AGENDA

The Chair called the meeting to order and added to the agenda as section 13.4 – Decision related to Tesla University’s request for substantial equivalency evaluation.

The following motion was carried unanimously:

MOTION:

"That the agenda be approved as amended and that the Chair be authorized to revise the order of business as necessary to accommodate the needs of the meeting."

Moved by P. Klink, seconded by R. Subramanian

Carried

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

3181 MINUTES AND ACTION ITEMS

3181.1 Approval of the minutes

No changes were reported at the meeting.

MOTION

"That the minutes of the September 18, 2021 Accreditation Board meeting be approved as distributed."

Moved by T. Zrymiak, seconded by J. Lee

Carried

3181.2 Follow up on action items from the minutes of the September 18, 2021 Accreditation Board meeting

M. Warken reported that the four action items from the September 18, 2021 meeting were completed.

3182 REPORTS TO THE BOARD

3182.1 ENGINEERING DEANS CANADA (EDC)

J. Olson, Chair, Deans' Liaison Committee, began his presentation by noting that the Deans' Liaison Committee is responsible for moderating the relationship between Engineering Deans Canada and the Canadian Engineering Accreditation Board regarding accreditation of undergraduate engineering programs in Canada. He reiterated EDC's concern that the current accreditation process entails onerous workloads for higher education institutions and accreditation teams.

On the COVID-19 pandemic, J. Olson noted:

- The current academic term has demonstrated the need for flexibility and resilience;
- Hybrid and blended teaching are the norm with a mix of virtualized and in-person laboratories and projects while remote learning is continuing for some institutions;
- Business continuity, reduction of class density, reduced transit, student anxiety are all issues facing institutions;

- There will be a need to build capacity to pivot to online deliver in future programming;
- New ways of teaching and learning have emerged, and students demand it; and
- Accreditation needs to recognize and respond to changing delivery methods.

The following points were raised in subsequent discussion:

- Members acknowledged the importance of the EDC and CEAB's commitment for dialogue and exchange of ideas.
- It was suggested that further input from EDC in terms of possible solution scenarios would be beneficial in resolving some of the issues noted by EDC.

3182.2 UPDATE ON THE QUALIFICATION BOARD'S ACTIVITIES

F. George presented an update on the CEQB's activities. The CEQB has spent the past several months conducting national workshops/gatherings, regulator consultations, and document revisions in support of its key 2021 work plan items. Notably, in December, the Engineers Canada Board approved a proposal to add an additional mid-level staff person to the Qualifications team. This will result the addition of three items to the CEQB's 2022 Work plan: A new public guideline on fitness to practice, a revised Guideline on the code of ethics, and a revised Guideline on conflict of interest. Work on these items is expected to be underway by Q3 of 2022. Additional key activities were summarized.

The following points were raised in subsequent discussion:

- Members asked that the CEQB's response to feedback received from APEGA on the work of the Alternative methods of assessment for non-CEAB graduates be shared. R. Melsom noted that CEQB incorporated some of APEGA's recommendations and that the CEAB would have an opportunity to see the changes through a future consultation process.

3182.3 UPDATE ON ACTIVITIES FROM THE CANADIAN FEDERATION OF ENGINEERING STUDENTS (CFES)

A. Mohan, Vice-President Advocacy and S. McKeown, President, CFES provided a presentation on national student advocacy at the CFES.

In subsequent discussions it was noted:

- That there were no Quebec appointed ambassadors to the CFES. It was confirmed that the Quebec region would be appointing an ambassador in March of 2022.

3182.4 ENGINEERS CANADA MEETINGS UPDATE

T. Joseph provided an update on the October 1 and December 13, 2021 Engineers Canada Board meetings.

3182.5 ACCREDITATION IMPROVEMENT PROGRAM UPDATE

M. Warlen provided an update on the Accreditation Improvement Program (AIP).

3182.6 2022-2024 ENGINEERS CANADA STRATEGIC PLAN

S. Price provided a status update on the 2022-2024 Engineers Canada Strategic Plan.

The following points were raised in subsequent discussion:

- CFES representatives noted that there was no student representation on the task force and is there any intention to do so in the future.
 - S. Price responded that it is because the students are included on the consultation and that would be how the student's voice would be heard.

ACTION ITEM:

- T. Joseph and D. Spracklin-Reid to update the CEAB on the Accreditation Risk as per Engineers Canada's corporate risk profile. Add to the June meeting agenda.

3183 ACCREDITATION ACTIVITIES

3183.1 REMINDER: MEMBER ASSIGNMENTS FOR THE JUNE 2022 ACCREDITATION BOARD MEETING

P. Lafleur presented the members' assignments for the June 2022 meeting for information.

3183.2 PRELIMINARY CHAIR VISIT ASSIGNMENTS FOR THE 2022/2023 CYCLE

P. Lafleur presented the proposed chair visit assignments for the 2022/2023 cycle.

3183.3 ANTICIPATED ACCREDITATION VISITS 2023-2027

M. Warken presented the 2023-2027 anticipated accreditation visits forecast for information and workload planning purposes.

ACTION ITEM:

- Secretariat to reconsider the format of the anticipated visits document to account for any current or upcoming reviews of new programs seeking that might seek accreditation.

3183.4 PROGRAMS UNDER DEVELOPMENT

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

3184 REPORTS FROM CEAB SUB-COMMITTEES AND WORKING GROUPS

3184.1 EXECUTIVE COMMITTEE REPORT

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

Next steps:

- The Executive Committee will continue to report on its activities to the CEAB at each meeting.
- Copies of presentations made at meetings and conferences of other organizations will be uploaded to the "Resources" folder in the CEAB collaboration space for all members to access at their leisure.

3184.2 POLICIES AND PROCEDURES COMMITTEE REPORT

P. Klink provided an update on the 2021 P&P Workplan.

3184.2.1 2022 P&P Workplan

P. Klink, chair of the P&P, provided an update on the 2022 P&P Workplan including:

The 2022 workplan includes the following items (with expected work windows noted in brackets):

- On-going collaboration with the DLC to address the EDC's concerns related to accreditation (Q1 through Q4)
- Follow-up to the recommendations of the Accountability in Accreditation's 2021 report (Q1 through Q4). The focus is on documenting CEAB and visiting team processes (Q1 through Q3)
 - Development of role descriptions for visiting team members (Q1 through Q2)
 - Review and updating of CEAB process documents (decision scripts, role descriptions for lead reviewers/presenters/editors, flow-charts for decision-making; Q3 through Q4)
- Preparation of documents for Tandem (Q1 through Q3 with launch in Q4)
- Implementation planning and roll out for the updated definition of engineering design and the new requirements for visits material, both to be implemented in the 2022 Accreditation Criteria and Procedures Report (Q1 through Q3)
- Addressing EDC's concerns about international student exchanges and CEAB accreditation requirements (in collaboration with the Executive Committee (timeline TBD))
- Revising the General Visitor Report template to better meet regulator needs (Q1 or Q2)
- Close-out on the Engineers Canada's Washington Accord monitoring visit: reviewing recommendations and planning for necessary adjustments as a result (Q3 through Q4)
- On-going discussions around an alternative input measurement system to replace the AUs (Q1 through Q4)
- Development of a policy on the cyclical review of accreditation criteria (Q3)
- Review of the Guide to Outcomes-based Accreditation (Q3)

MOTION:

*"**THAT** the 2022 Policies and Procedures Committee workplan be approved."*

Moved by E. Cheung, seconded by W. ElMaraghy

Carried

Next steps:

- The P&P will work through its 2022 workplan, providing updates to the CEAB at future meetings.

ACTION ITEM:

- CEAB members interested in contributing to the P&P Working Group on Training Documentation and Resources: AB and Visiting Team Processes to email P. Klink.

3184.3 ACCOUNTABILITY IN ACCREDITATION COMMITTEE UPDATE

R. Gosine, chair, provided an update on the Committee's work.

3184.4 NOMINATING COMMITTEE REPORT

T. Joseph, chair of the CEAB Nominating sub-committee provided an update on the Committee's work.

In subsequent discussion, it was noted:

- Members questioned the need for a French language requirement for the member-at-large position as a French language requirement was required in the Atlantic region representation call for expression of interest.
- Members discussed the noted change of the British Columbia/Yukon Territory regional representation. The member presently representing the BC/YT region was not advised that the region was now split.

3184.5 CEAB TASK FORCE TO RESPOND TO THE ENGINEERS CANADA "30 BY 30" INITIATIVE

J. Pieper, chair of the working group noted that due to competing Secretariat work priorities, the consultation on this work has been delayed until later in Q2, 2022.

Next steps

- Once CEAB Secretariat resources are available, the following will occur as part of the consultation:
 - Kick off webinars will be scheduled. The English session will be delivered by Working Group chair J. Pieper, and the French session will be delivered by Working Group member A.-M. Laroche.
 - Notices about the consultation period will appear on the Engineers Canada website, and in Engineers Canada's regular newsletters, *Engineering Matters* and *Accreditation Matters*.
 - Upon request, members of the Working Group will attend meetings with stakeholder groups to present the recommendations and collect feedback.
 - Following the consultation period, feedback will be organized by the CEAB Secretariat and provided to the Working Group for consideration over the summer of 2022.
- The Working Group's final report will be presented to the CEAB.

3184.6 CEAB TASK FORCE TO REVIEW THE P&P COMMITTEE TERMS OF REFERENCE

P. Lafleur, Chair of the Working Group to Review the Policy and Procedures (P&P) Committee Terms of Reference provided an update on the group's work and presented the Working Group's final recommendations to the CEAB for approval.

During the discussion on the revisions to the P&P Terms of Reference the following points were raised:

With regards to editorial changes:

- The description of experience requirements in Composition 6.b does not match the description in the voting matrix.
- The term "Vice Chair" includes a hyphen in this document that is not used elsewhere in CEAB materials.

- The introductory sentence in the Composition section should note there are eight voting members, rather than six as stated in the circulated draft.
- It was suggested that Composition 2 be updated to note that the CEAB members are voting members of the P&P (for consistency with the other representative groups in the document), and that they are the individuals elected to the Committee.

With regards to the diversity criteria:

- A member suggested weighting the various diversity characteristics to ensure the P&P is representative of the CEAB rather than the Canadian population; if the CEAB is not representative of the Canadian population, certain individuals may be called on to serve more frequently than others to ensure the diversity criteria are being addressed.
- The diversity criteria are not presented as the only factors which AB members can use to decide on how they rank candidates in the election. Rather, the information is presented for the information for the AB consideration, but members can use whatever criteria they feel is most important when deciding on their rankings.
- One member expressed concern that the CEAB Secretariat would be assigning gender to candidates in preparing the election ballot, but it was noted that the Secretariat would be compiling information provided by candidates who would be asked to self-identify.
- A member expressed concerns that the diversity elements in the matrix suggest that diversity is the primary criteria for P&P membership when, given the importance and complexity of the Committee's role in the CEAB system, soft-skills and experience are vital.
- A member raised the issue that ensuring statistical diversity is not a best practice in advancing EDI issues.

With regards to voting members:

- It was noted that the inclusion of the CEO Group observers as voting members of the P&P was an error, and they will be observers. S. Price noted that the Engineers Canada Board appointees are full voting members of the CEAB so that right extends to the CEAB's subcommittees, but the CEO Group's observers are not voting members of the CEAB.

With regards to the election process:

- P. Lafleur noted that Process to Elect Members 3.1 should not include the sentence "Any candidate deemed unacceptable can be ranked '10.'" Several members felt that instruction to the electorate should be retained.
- Several members indicated they were uncomfortable with the use of the voting matrix.
- Members discussed the inclusion of candidates in an election that did not meet set requirements. Some members felt those candidates should be excluded from the ballot, while the intent of the Working Group was to present all candidates to the CEAB for their consideration.
 - A member suggested choosing different language as 'requirements' implies a binary yes/no standard.
- A member suggested decoupling the diversity criteria from the matrix.
- Rather than rely on a matrix, a member suggested having an election process that included candidate statements to the CEAB in advance of the election, similar to the CEAB Vice Chair election process.
- A member expressed concern that the proposed 'ranked ballot' system is not a true ranked ballot election system.

- A member asked that further clarity around what constitutes a spoiled ballot (i.e. if candidates are tied) and the ballot counting process be included.

With regards to the authority and responsibilities of the Committee:

- One member noted that there is no clear description of a robust line of communication between the P&P and CEAB. It was suggested that the Terms be updated to note that the P&P reports to the CEAB at every CEAB meeting.
 - A member suggested amending Purpose/Products 5 to read: “**Provide regular reports** Communicate updates to the CEAB on their workplan **and other activities.**”
- A member noted that there is a lack of clarity around which group the P&P would be accountable to: the CEAB or the CEAB Executive Committee.

Given the substantial nature of the feedback, the following motion was passed:

“That a decision be tabled on the current motion until the Working Group can review and revise the proposed terms of reference.”

Moved by W. ElMaraghy, seconded by J. Lee

Carried

Next steps:

The Working Group will reconvene to review the feedback received from the CEAB, and the CEAB will hold an *ad hoc* meeting in the coming months to vote on the issue.

3185 INTERNATIONAL RELATIONS

3185.1 INTERNATIONAL ENGINEERING ALLIANCE MEETING

P. Lafleur provides an update on recent activities related to the International Engineering alliance (IEA).

ACTION ITEM:

- M. Warken to follow-up with the International Engineering Alliance (IEA) Secretariat on available training materials IPEA and APEC reviews. Subsequent follow-up with A. Stewart required.

3186 NEW BUSINESS

3186.1 ENGINEERS CANADA VOLUNTEER MANAGEMENT INITIATIVE

This agenda topic was deferred to a future CEAB meeting.

3186.2 TESLA UNIVERSITY – REQUEST FOR SUBSTANTIAL EQUIVALENCY EVALUATION

Tesla University (located in Aruba) has expressed their desire to initiate the CEAB Substantial Equivalency evaluation process for two programs:

- Electrical Engineering (4-year Bachelor of Science Degree)
- Green Power Engineering (4-year Bachelor of Science Degree)

Following the September CEAB discussions, the CEAB Chair sent a letter to the institution inviting a presentation on the questions posed by CEAB members as

well as a high-level overview of the two programs seeking substantial equivalency, the vision for engineering programs in the future, and the current enrolment numbers for each program.

Dragan Racic, Chairman of the Board & Director, Tesla University VBA Aruba provided a presentation and responded to the CEAB's questions regarding their request for a substantial equivalency evaluation including:

- Provided the curriculum content for the institution's two bachelor's programs in Electrical Engineering and Green Power Engineering.
- Introduced Tesla University's Dean of Engineering, Emily Cheung.
- The implementation of their Desire to Learn – Learning Management Software.
- An explanation of the engineering regulatory framework in Aruba.
- Tesla University's short-term and long-term intentions for substantial equivalency.
- Confirmed that Tesla University does not intend to seek accreditation for professional purposes within Aruba's jurisdiction.

In subsequent discussion, the following items were discussed:

- How many students enrolled in the program and when will be the first cohort of graduates?
 - Two students currently taking the course after re-opening after COVID-19; expected number of enrollments is currently 12 with first graduate cohort in 2025
- The associate dean does the day-to-day management of the program as the Dean of Engineering is not there on a full-time basis.
- Delivery of the courses are presently offered virtually and in-person (for labs for example).
- The course is currently offered to locals, but Tesla University is working with their partner in Canada to offer part of the programs in Canada and then finish in Aruba.
- Tesla University is a private enterprise and not established by any government.
- Aruba does not currently have any accreditation body for higher education learning.

3186.3 2021/2022 VIRTUAL VISITS CHECK-IN

P. Lafleur shared overall themes and observations on the 2021/2022 virtual visit experience to-date.

Next steps:

- Additional drop-in meetings are scheduled for February 23 and March 11, 2022. Members who do not have the session(s) in their calendars, but would like to attend, are encouraged to contact E. Guest for the meeting information.
- The data collected throughout the virtual drop-in sessions will inform the next version of the *Guide for the virtual evaluation of an engineering program* in the event this guide is needed for future cycles.

3186.4 FORMAT OF 2022/2023 VISITS

The Executive Committee recommended that the CEAB continue to monitor the pandemic situation and related restrictions, and defer the decision related to the 2022/2023 visit cycle until the June 2022 meeting. This recommendation was based on an evaluation of other options, and the risks and benefits of the

proposal. It is the opinion of the Executive Committee that this recommendation balances the need for all parties to prepare for the upcoming cycle with the fluid nature of the ongoing pandemic, while also recognizing that in-person visits are preferred.

In the meantime, the following actions were recommended:

- The *Guide for the virtual evaluation of an engineering program* be updated with lessons learned from the 2021/2022 visit cycle in the event the *Guide* is needed to support the 2022/2023 visit cycle.
- As a risk mitigation strategy, programs hosting visits in the 2022/2023 visit cycle prepare to make the following 'on-site materials' (per the 2022/2023 Questionnaire) available to the visiting team electronically eight weeks prior to the visit date:
 - A. Course Materials (including A1 and A2)
 - B. Graduate Attribute and Continual Improvement onsite documentation
 - D. Safety Manuals and Procedures
- Recruitment of visiting team members moves forward with clear communication to potential volunteers that the visit may occur in-person or virtually, and the final modality will not be known until June.
- Should the situation warrant it, a CEAB meeting could be called between February and June to discuss the format of the 2022/2023 visit cycle.

Following discussion, the following motions were passed unanimously:

“THAT the CEAB Secretariat will be directed to communicate with all HEIs that the CEAB is currently planning for all visits during the 2022/2023 visit cycle to be conducted in-person; however, visits may be required to transition to a virtual modality due to health directives.”

“THAT the CEAB Secretariat will be directed to communicate with programs hosting visits in the 2022/2023 visit cycle to make the following 'on-site materials' (per the 2022/2023 Questionnaire) available to the visiting team electronically four to six weeks prior to the visit date, the final date to be decided on by the visit chair in consultation with the HEI:

- A. Course Materials (including A1 and A2)
- B. Graduate Attribute and Continual Improvement onsite documentation
- D. Safety Manuals and Procedures”

“**THAT** the P&P update the *Guide for the virtual evaluation of an engineering program* with lessons learned from the 2021/2022 visit cycle.”

ACTION ITEM:

- Secretariat to communicate decisions related to the 2022/2023 visit format per CEAB direction.

3186.5 APPROVED 2022 CEAB WORKPLAN

P. Lafleur provided a status update t on the CEAB's 2022 workplan.

3186.6 FEBRUARY 2022 MEET-AND-GREET

P. Lafleur provided the following plans for the introductory meeting between 2022/2023 team chairs and accreditation officials:

- A 1-hour presentation from the Chair of the CEAB, Pierre G. Lafleur will be delivered via Zoom on a date to be confirmed. The presentation will include a brief overview of the accreditation process, including high-level details about the visit itself. Recent changes to accreditation criteria and documentation will be highlighted. An overview of the CEAB's approach to the visits in the context of the pandemic will also be discussed, including any decisions made at the February 5, 2022 CEAB meeting. All designated officials and CEAB members will be invited to attend the presentation. The presentation will be recorded for future viewing.
- Visiting team chairs and designated officials will then be free to schedule a pre-visit web meeting at a mutually convenient time. Secretariat staff are available to help schedule the meeting as needed.
- While institutions are invited to ask any question of the Team Chair, the secretariat will provide some suggested points of discussion to guide the interactions.

3186.7 SEPTEMBER 2022 WORKSHOP TOPICS

P. Lafleur facilitated a discussion on the potential September 2022 workshop topics.

The CEAB Executive Committee and Secretariat proposed that two workshops be planned for September 2022. CEAB members were in support of the workshop topics which shall be:

1. Equity and inclusion and volunteerism: A workshop for the CEAB and the CEQB
2. How to Chair a visit (either in-person or virtual)

3187 OTHER BUSINESS

Item 3192.4 Tesla University – Request for substantial equivalency evaluation was added to the agenda.

3188 FUTURE MEETINGS

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

2022 meetings:

- 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 Saskatchewan

ACTION ITEM:

- The February 2023 meeting will take place Friday, February 3 and Saturday, February 4, 2023 in Ottawa.

3189 SUMMARY OF ACTION ITEMS

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

3190 MEETING EVALUATION BY ACCREDITATION BOARD MEMBERS

3190.1 MEETING EVALUATIONS REPORT

Members were provided a link to the electronic survey after the meeting to submit their evaluation.

3191 COMMENTS FROM OBSERVERS

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

Observers provided the following comments/recommendations:

- It was suggested that Engineers Canada include the US accreditation system (ABET) in any future workshops on engineering education related to Engineers Canada's strategic priority to *Investigate and validate the scope and purpose of accreditation.*

3192 ACCREDITATION DECISIONS - ABRIDGED

3193 ACCREDITATION INPUT ANALYSIS REPORT

This agenda topic was deferred to a special CEAB meeting to be held in April 2022 due to time constraints.

3194 ADJOURNMENT

The 172nd meeting of the Canadian Engineering Accreditation Board adjourned at 18:30 on Sunday, February 6, 2022.



Pierre G. Lafleur, ing. FIC
Chair



Mya Warken
Secretary

APPENDIX "A"

Minute number / meeting agenda number and subject title	Action item	Notes
3182.6 / 3.6 – 2022-2024 Engineers Canada Strategic Plan	<ul style="list-style-type: none"> T. Joseph and D. Spracklin-Reid to update the CEAB on the Accreditation Risk as per Engineers Canada's corporate risk profile. Add to the June meeting agenda. 	For action June 2022
3183.3 / 4.3 – Anticipated visits 2023 to 2027	<ul style="list-style-type: none"> Secretariat to reconsider the format of the anticipated visits document to account for any current or upcoming reviews of new programs seeking/that might seek accreditation. 	In progress
3184.2.1 / 5.2 – Policies and Procedures Committee report	<ul style="list-style-type: none"> CEAB members interested in contributing to the P&P Working Group on Training Documentation and Resources: AB and Visiting Team Processes to email P. Klink. 	Completed
3185.1 / 6.1 – International Engineering Alliance update	<ul style="list-style-type: none"> M. Warken to follow-up with the International Engineering Alliance (IEA) Secretariat on available training materials IPEA and APEC reviews. Subsequent follow-up with A. Stewart required. 	Completed
3186.4 / 7.4 – Format of 2022/2023 visits	<ul style="list-style-type: none"> Secretariat to communicate decisions related to the 2022/2023 visit format per CEAB direction. 	Completed
3188 / 9 – Future meetings	<ul style="list-style-type: none"> The February 2023 meeting will take place Friday, February 3 and Saturday, February 4, 2023 in Ottawa. 	Completed