

MEETING OF THE CANADIAN ENGINEERING ACCREDITATION BOARD
Abridged minutes of the 179th meeting

3282 DATE AND PLACE

The 179th meeting of the Canadian Engineering Accreditation Board took place on September 15 and 16, 2023 in a hybrid format via Zoom and in person at the Delta Hotels by Marriott Edmonton Centre, located at 1022 102 Street Northwest, Edmonton, Alberta.

3283 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, P.Eng., FEC

Members: E. (Ernest) Barber, P.Eng.
S. (Suzelle) Barrington, FIC, ing.
P. (Pierre) Bourque, ing., FIC
E. (Emily) Cheung, FEC, P.Eng.
W. (Waguih) ElMaraghy, FEC, P.Eng.
J. (Jason) Foster, LLFM
R. (Ray) Gosine, FEC, P.Eng.
S. (Sudhir) Jha, P.Eng., FEC
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.
M. (Michael) Roach, P.Eng.
A. (Allen) Stewart, FEC, 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)

H. (Heather) Appleby (Professional Engineers and Geoscientists of Newfoundland and Labrador)
A. (Amanda) Aschaber (Seneca College)
K (Kadiata) Ba (Université du Québec à Chicoutimi)
A. (Amit) Banerjee (Association of Professional Engineers and Geoscientists of Alberta)
C. (Catherine) Betancourt-Lee (Canadian Federation of Engineering Students)
F. (Frank) Collins (Canadian Engineering Qualifications Board)
K. (Kevin) Deluzio, P.Eng. (Queen's University)
K. (Kathy) Dumanski (Seneca College)

M. (Mauricio) Dziedzic, P.Eng. (University of Northern British Columbia)
M. (Megan) Falle (Engineers Canada)
I. (Ivan) Fair (University of Alberta)
B. (Benjamin) Gobeil-Jobin, ing. (Université du Québec à Chicoutimi)
N. (Nancy) Hill (Engineers Canada President)
R. (Ryan) Huckle (Conestoga College)
L. (Lillanne) Jackson (University of Victoria)
T. (Tim) Kirkby (Engineers Canada Board Director)
C. (Christine) Lee (Engineers and Geoscientist British Columbia)
G. (Gerard) McDonald (Engineers Canada)
R. (Ryan) Melsom (Engineers Canada)
P. (Pierre) Mertiny (University of Alberta)
S. (Stephanie) Price (Engineers Canada)
A. (Adam) Rodrigues (Engineers Canada)
M. (Marlo) Rose (Engineers Canada Board Director)
C. (Caroline) St-Denis (École de technologie supérieure)
F. (Frank) Van Breugel (York University)
I. (Isabelle) Villemure (École de technologie supérieure)
M. (Mary) Wells (University of Waterloo and Engineering Deans Canada)
V. (Viviane) Yargeau (McGill University)
C. (Christopher) Yip (University of Toronto and Engineering Deans Canada's
Dean's Liaison Committee)

3284 OPENING OF THE MEETING

3284.1 CALL TO ORDER AND APPROVAL OF AGENDA

The Chair called the meeting to order.

The following motion was carried:

MOTION:

***“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.

3284.2 WELCOME, INTRODUCTIONS, AND HOUSEKEEPING

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

3284.3 DIVERSITY MOMENT

P. Cyrus began the meeting with a diversity moment, which gives participants pause to self-reflect on a social issue that is going on around them and, in this case, the National Day for Truth and Reconciliation.

3284.4 DECLARATION OF CONFLICTS OF INTEREST

P. Cyrus invited CEAB members to declare any conflicts of interest with meeting agenda items.

E. Cheung and M. Mandal declared a conflict of interest with the deliberations related to the University Alberta.

3285 MINUTES AND ACTION ITEMS

3285.1 Approval of the minutes from the June 1, 2, and 3, 2023 Accreditation Board meeting

No changes were reported at the meeting.

MOTION

*"**THAT** the minutes of the June 1, 2 and 3, 2023 Accreditation Board meeting be approved as distributed."*

Carried

3286 REPORTS TO THE BOARD

3286.1 ENGINEERS CANADA BOARD

E. Barber and S. Jha provided an update on the April 5, 2023, May 23 to 27, 2023 and June 18 to 20, 2023 meetings.

3286.2 Regulator Perspectives

A. Banerjee provided a regulator's perspective in engineering regulation relevant to the work of the CEAB. Discussions ensued around the status of engineers in training (or equivalent) programs across the country, pending legislation changes in multiple jurisdictions, and member disappointment that they were not consulted in the CEO Group's decision not to appoint General Visitors starting with the 2023/2024 visit cycle.

3286.3 CANADIAN ENGINEERING QUALIFICATIONS BOARD

F. Collins presented an update on the CEQB's activities. Members remarked on the significant breadth of the CEQB's work and assigned mandate.

3286.4 TANDEM UPDATE

M. Warlen provided an update about the transition to Tandem, Engineers Canada's web-based data management system for accreditation, for the 2024/2025 accreditation visit cycle including:

- User testing
- Data migration activities
- Volunteer database
- Training approach
- Implementation strategy and milestones

3286.4 CANADIAN FEDERATION OF ENGINEERING STUDENTS

C. Betancourt Lee presented the Canadian Federation of Engineering Students (CFES) update. The presentation focused on recent CFES activities.

3286.5 ENGINEERING DEANS CANADA

C. Yip, interim Chair of the Dean's Liaison Committee, discussed the implementation of the *Temporary Exemption for Students Going on International Exchange*. While institutions require lead time to adjust their policies and processes to be compliant with the policy, the policy has been well-received by members of EDC with several noting that the policy will result in more students pursuing an international exchange experience.

3287 ACCREDITATION ACTIVITIES

3287.1 STATUS OF 2023/2024 VISITS

P. Cyrus provided a brief update on the 2023/2024 visit cycle. It was noted that the CEAB visitor database could be built-up by approaching faculty at institutions hosting visits in the future.

For the 2023/2024 visit cycle, the regulators have informed the CEAB Secretariat that they would not be appointing general visitors for the upcoming visits. The letter from the CEO Group to the CEAB communicating their decision and the CEAB Chair's response to said letter was provided to all members. A discussion ensued as summarised below:

- Members expressed concern that the CEAB was not consulted in advance of the CEO Group making their decision to no longer appoint General Visitors.
- The General Visitor has specific duties assigned to them through the role description, for example confirmation of licensure status of faculty members, and not having a regulator-appointed General Visitor leaves a gap on the visiting team. This has immediate implications for the 2023/2024 visit cycle including revisions to visit schedules and assignments for the visiting team members. The P&P Committee should consider the longer-term implications of the decision on visit processes and policies.
- Members observed that the role of the CEO Group in the governance of Engineers Canada is unclear.
- Members agreed that in the absence of the regulators appointing General Visitors, the visit team chair can consider the composition of their visiting teams to determine if there is a gap. This should be a collaborative effort between other members of the visiting team and the Secretariat.
- General Visitors have traditionally brought an industry perspective to the review team and concern was expressed if this perspective was missing moving forward.
- There is a need to explore how the CEAB can maintain an effective collaborative relationship with the regulators.

ACTION: P. Cyrus to write to the CEO Group and the Engineers Canada Board summarizing CEAB member feedback on the decision.

3287.2 PRELIMINARY ASSIGNMENTS

P. Cyrus presented the preliminary members' assignments for 2024 decisions and the 2024/2025 visit cycle for workload planning purposes.

ACTION: Members to email M. Warken and P. Klink with any concerns or conflicts with the assignments.

3287.3 ANTICIPATED ACCREDITATION VISITS 2024-2028

M. Warken presented the schedule of anticipated visits for the time period 2024-2028.

3287.4 PROGRAMS UNDER DEVELOPMENT

M. Warken provided the slate of known programs under development for future workload planning and program support purposes.

ACTION: Meeting participants to email M. Warken with any corrections or updates to the report.

3288 REPORTS FROM CEAB SUB-COMMITTEES AND WORKING GROUPS

3288.1 EXECUTIVE COMMITTEE REPORT

P. Cyrus referred members to the Executive Committee's written report and noted the following:

- No presentations have been delivered since the Committee last reported in June.
- Each CEAB member has been invited to a 1:1 meeting with the Chair to reflect the direction of the CEAB.
- The CEAB continues to be represented at CEQB meetings for the next two years by Al Stewart.
- The Executive Committee will oversee the P&P Committee election and appoint new members to the Accountability in Accreditation Committee.
- As a result of PEO's decision to participate in Engineers Canada Home and Auto insurance program, Engineers Canada has made adjustments to its operational budget to promote the longevity of strategic and special projects. The direct impact on the CEAB is the reduction of in-person meetings from three to two. Therefore, the February and April CEAB meetings will be held virtually, and the June and September meetings will remain in-person.

The budget has been adjusted to reflect the virtual meetings of the Executive and Accountability in Accreditation Committees and to reflect the regulators' decision not to appoint General Visitors.

In-person meetings across the organization have been adjusted, including those of the Engineers Canada Board, regulator officials groups, and other in-person initiatives.

3288.1.1 2024-2025 CEAB VOLUNTEER RECRUITMENT AND SUCCESSION PLAN

P. Cyrus noted that, in collaboration with the Secretariat, the Executive Committee has reviewed the slate of CEAB members and their associated terms against the new term limits and the procedures outlined in [Board policy 6.9](#). The 2025/2025 CEAB volunteer recruitment and succession plan would be presented to the Engineers Canada Board for approval at their October 2023 meeting.

3288.1.2 2024 WORKPLAN

P. Cyrus noted that the 2024 work plan has been drafted for feedback from CEAB members and the Engineers Canada Board. The annual workplan is informed by:

- Ongoing operational work (accreditation visits)
- Feedback from EDC, CFES, and other stakeholders

- Results from the annual [Accountability in Accreditation](#) report
- Changes to the engineering educational and/or accreditation environment
- Direction from the Engineers Canada Board and the Strategic Plan

It was also noted that the CEAB major policy work is paused while the Strategic Priority to *Investigate and Validate the Scope and Purpose of Accreditation* is underway. A project to identify gaps in the *Interpretive statement on curriculum content for options and dual discipline programs* and determine how to apply to modern engineering program naming will continue.

- Work focussing on improving documentation and quality within CEAB continues, with a focus on training.
- The CEAB Chair noted that any comments/additions to the workplan should be directed to the CEAB secretariat.

In subsequent discussions, the CEAB agreed to amend the draft workplan as presented by including:

- Study the impact of the CEO Group’s decision to no longer appoint General Visitors on visit operations, including ways to maintain a strong relationship with the regulators;
- Review the CEAB’s Conflict of Interest policy for visits and make recommendations for improvement; and
- Monitor implementation of the Temporary Exemption for Students Going on International Exchange.

After discussion, the following motion was carried:

MOTION

“THAT the amended DRAFT 2024 CEAB workplan be presented to the Engineers Canada Board for feedback at their October 5, 2023 meeting.”

Carried.

ACTION: M. Warken and P. Cyrus to amend and submit the workplan to the Engineers Canada Board.

3288.2 POLICIES AND PROCEDURES COMMITTEE REPORT

J. Pieper provided the following updates for members’ information:

- The Committee met in April with the EDC’s Deans’ Liaison Committee (DLC). They jointly participated in a workshop on “Co-creation process” facilitated by Suzanne Kresta and discussed the coming changes to the PEO’s license application process and engineering intern (EIT) program (started in May 2023).
- The Committee approved the wrap-up report on alternative curriculum content measurement. Members agreed to put the work on hold until the outcomes of the Strategic Priority to Investigate and Validate the Purpose and Scope of Accreditation are known. The final report documents the work to date to ensure continuity in the future, post-strategic priority. See agenda item 5.2.2.
- The Committee approved a revised version of the Exit Statement and is proposing to the CEAB that it be adopted for use. See agenda item 5.2.3.
- The Committee approved three revised sample visit schedules that better meet the needs of the stakeholders. The final versions of these schedules are available on the “Accreditation resources” page of the Engineers Canada website. See agenda item 5.2.4.

- The Committee approved a revised approach to comments in the visiting team report to provide better guidelines and reduce misinterpretation risks. The revised approach is presented to the CEAB for approval. See agenda item 5.2.5.
- The Committee made several updates to the tracking of issues sheet. These updates were primarily for accuracy and clarity, and to facilitate the use of this tool for the report-writing process.
- The visiting team report template was also updated to ensure alignment with the tracking of issues sheet.
- The *P&P Working Group to review the Interpretative statement on curriculum content for options and dual discipline programs* met for the first time on August 31st.

3288.2.1 2024/2025 VISIT CYCLE DOCUMENTATION

J. Pieper provided an update on the publication of the 2023 CEAB Accreditation Criteria and Procedures book and the visit cycle documentation which will be effective as of the 2024/2025 accreditation visits.

Members discussed the Accreditation Visiting Team Role Descriptions, highlighting that the Vice-Chair would be assigned by the Executive Committee. In subsequent discussions it was suggested that:

- The following statement in the preamble for the Visiting Team Role Descriptions document should be removed if there will not be any consultation: “The Vice Chair (VC) is assigned by the CEAB Executive Committee, from among the current CEAB Board members or, in exceptional circumstances, from recent CEAB Board members.”
- The responsibility of the visiting team chair to identify a potential Vice-Chair should be removed.

ACTION: The Secretariat to update the Visiting Team Role Descriptions as agreed.

Members discussed the impact that the CEO Group’s decision not to appoint General Visitors has on visiting teams. In summary:

- The Visiting Team Chair may build their team based on the needs of the visit, including fulfilling a role similar to that of the General Visitor.
- Rather than removing reference to the General Visitor and the appointment process, add a note to the Role Descriptions document noting that regulators declined to appoint General Visitors for the 23/24 cycle and that the Visiting Team Chair may identify a visiting team member to fulfill the role of the General Visitor, as needed. This same statement should be applied to the visit schedule template, the visiting team report template, and the tracking of issues template.

After discussion, the following motion was moved and seconded

MOTION:

“THAT the Visiting Team Chair may identify a visiting team member to fulfill the role of the General Visitor for their visit in the 23/24 accreditation visit cycle in consultation with the CEAB Secretariat.”

Carried.

ACTION: The Secretariat to update the role descriptions document and the visit schedule, visit report, and tracking of issues templates noting that regulators declined to appoint General Visitors for the 23/24 cycle and that the Visiting Team Chair may identify a visiting team member to fulfill the role of the General Visitor, as needed.

3288.2.2 WRAP-UP REPORT ON ALTERNATIVE CURRICULUM CONTENT MEASUREMENT

P. Cyrus presented the final version of the wrap-up report on alternative curriculum content measurement to the CEAB.

The final report approved by the P&P Committee members in May 2023, summarized the work on developing learning units. There were ten root causes identified as sources of problems within the input measurement system and eight additional concerns identified in CEAB and P&P/DLC workshops.

The P&P Committee members agreed to put the work on the proposed learning unit system on hold until the outcomes of the Strategic Priority to Investigate and Validate the Purpose and Scope of Accreditation are known. The final report documents the work to date to ensure continuity in the future, post-strategic priority.

3288.2.3 REVISED EXIT STATEMENT

A. Stewart and J. Pieper presented a revised Exit Statement for the CEAB member's approval. The revisions considered feedback from CEAB members, the Secretariat, and the DLC.

The following are revised elements of the proposed version of the Exit Statement:

- The title of the document has been updated from "Exit Meeting Statement" to "Exit Statement".
- An example of appropriate words of thanks to the HEI/programs for hosting the visit has been added.
- In the opening, "visiting your program(s)" has been added.
- An introduction paragraph has been added, stating that no questions nor clarifications will be taken.
- The word "key" has been removed from the sentence "While an attempt will be made in this meeting to identify all of the key issues arising from the visit, the Accreditation Board reserves the right [...]".
- The section "Remaining potential issues" has been removed.
- The feedback starts with "Comment on all outstanding asterisks [...]".
- The section about strengths is not limited to two.
- All "Suggestions for improvement" sections have been removed to avoid misinterpretation regarding issues observed during the visit.

In subsequent discussions, it was noted:

- The sentence: "Comment on **all** outstanding asterisks in the tracking of issues sheet, be sure to cite the relevant criteria numbers" should be changed to: "Comment on **all** outstanding asterisks in the tracking of issues sheet, **being** sure to cite the relevant criteria numbers"; in all 3 instances.
- In the Standard Statement, second paragraph, CEAB should be added:
 - Engineering accreditation is a voluntary process involving collaboration between the institution, Engineers Canada, **the CEAB** and the members of the visiting team.
- Visiting Team Chairs may choose to highlight the program strengths identified by the team before stating the potential issue or vice versa.

After discussion, the following motion moved and seconded:

MOTION

“THAT the CEAB approve the revised Exit Statement as amended.”

Carried.

ACTION: The Secretariat to update the Exit Statement as amended and provide to all 2023/2024 visiting team Chairs.

3288.2.4 REVISED SAMPLE VISIT SCHEDULE

A. Stewart and P. Klink presented the revised sample visit schedules to the CEAB for information.

The revised sample visit schedules incorporate the following key changes:

- Increased flexibility to address the varying requirements of large and small visits.
- Clearer definition of visiting team members' roles and responsibilities.
- Revision of the suggested meetings and tours of the facilities.
- Reduction of the amount of time dedicated to reviewing documents.
- Addition of notes regarding meals and meetings coordination taken care of by the CEAB Secretariat.

In subsequent discussions, it was noted:

- The word “Bedtime” could be removed from the sample schedules.
- Teams may choose to hold a 15 minute meeting on Monday morning because there could be some findings that would need to be reported or removed.
- Visiting teams could choose to visit labs on Monday morning rather than in the afternoon.
- Visiting teams could consider including time between meetings to allow for travel, if required.

3288.2.5 REVISED APPROACH TO COMMENTS IN VISITING TEAM REPORT

P. Cyrus presented a revised approach to comments in visiting team report for the CEAB member’s approval. He presented the proposed general principles and instructions on when it is appropriate to write an observation in a visiting team report and when it is not. After discussion, members agreed on the following approach to comments in visiting team reports:

General principles for comments in visiting team reports

1. A ✓ means that there is no observed issue on the criterion or that it is a numerical criterion which has a positive binary result.
2. A * means that the Program Visitor’s Observation field will contain a description of an observed item flagged for CEAB and HEI review that, in the opinion of the visiting team, has the potential to either jeopardize future compliance or currently prevents compliance with the criterion.
3. A comment has multiple audiences and purposes:
 - a. The **Program**; that allows them to understand the issue and questions the visitor had about compliance with a criterion, and allows them to formulate an appropriate response.
 - b. The **Reviewer**; that allows them to understand issues with meeting the criterion, so that they can formulate a motion to the CEAB.

- c. The **Team Chair, Editor and CEAB members**; that allows them to clearly understand the issue.

Instructions

1. When a * is assigned, a detailed comment is required.
 - a. Structure of comments:
 - i. Reference the appropriate criterion language.
 - ii. State the evidence observed.
 - iii. State the way in which the evidence indicates a negative impact on the program.
 - b. Comments should be precise and concise.
2. When a ✓ is assigned, do not comment.

Members were cautioned that observations in the visiting team reports must clearly describe the observed issue and that a concise comment may not be the best approach in some cases.

After discussion, the following motion was moved and seconded.

MOTION

“THAT the CEAB approves the revised approach to comments in visiting team reports as amended.”

Carried.

ACTION: The Secretariat to update the instructions for comments in visiting team reports as amended in the Tracking of Issues, the Visiting Team Report template, and the Visiting Team Chair Presentation template.

3288.3 ACCOUNTABILITY IN ACCREDITATION COMMITTEE

R. Gosine presented 2023 Accountability in Accreditation Report.

- In July and August, the Committee met to discuss the findings of the third data collection cycle of the Accountability in Accreditation process and has made a series of recommendations to the CEAB as a result.
- Notwithstanding the need to collect additional information, and because of the consistent messaging received from stakeholders to date, there are several actions that the AinA Committee feels would be appropriate to take at this time:
 - It is recommended that the CEAB identify the issue of lack of student access to the CEAB accreditation criteria to the CFES and ask them how to improve this measure. (It is noted, however, that the percentage of respondents who indicated they had sufficient access to the CEAB criteria has improved over last year.) (Measure 1.B.1.4)
 - Due to the low rate of participation by HEI post-decision respondents, it is recommended that the CEAB Secretariat explore strategies on how to increase response rates. (Measures 3.B.3.3, 3.B.3.5, 5.B.5.4a, 5.D.5.6, 6.A.6.2, 6.B.6.3a, 6.E.6.8, 6.F.6.9, 7.E.7.10b, and 7.F.7.11)
 - It is recommended that the AinA Committee undertake a meta-analysis of the survey comments in 2024/2025 to better understand the perspectives of stakeholders on the opportunities that students have to provide feedback on the accreditation process. (Measure 3.D.3.6a)
 - It is recommended that training be provided to HEIs to stress the importance of senior administration and external stakeholder involvement in the program(s) and accreditation process. Monitor closely as

engagement of stakeholders is crucial to the CEAB accreditation system. (Measure 3.D.3.7a)

- It is recommended that the CEAB Secretariat review the materials available to HEIs to clearly describe the decision-making process. It is also recommended that the CEAB share the findings of the Accountability in Accreditation 2023 Report with members of the CEAB Training Documentation and Resources Working Group and flag the issue for their consideration. (Measures 5.B.5.4a and 5.B.5.4b)
- It is noted that the General Visitors appear to be lacking knowledge about the various roles of stakeholders in the accreditation system. As such, it is recommended that the P&P develop a "roles and responsibilities" guide that includes briefing notes/flow charts and training material to describe each stakeholders' role in the accreditation process, and that this document be used for all future training considerations. (Measure 5.C.5.5.a)
- It is recommended that the regulators consult with each other to share best practices around the appointment of General Visitors to visiting teams. It is noted that OIQ's process appears to be strong as General Visitors are appointed from among regulator staff. (Measure 5.C.5.5.a)
- It is recommended that the P&P "roles and responsibilities" guide include briefing notes/flow charts and training material to describe each stakeholders' role in the accreditation process. (Measure 5.C.5.5.b)
- Various respondents across the stakeholder groups noted that the CEAB accreditation process did not present an efficient design, where the time (and resources) that were invested in it were worthwhile (i.e. returned value). The AinA Committee will continue monitoring this metric. The CEAB has a number of on-going initiatives that are intended to improve the efficiency of the accreditation system (such as the implementation of a web-based accreditation data management system: Tandem, revised required visit materials, and training and documentation improvements are specific examples), and the Engineers Canada Board has an ongoing initiative under Strategic Priority 1 (to investigate and validate the purpose and scope of accreditation) that may provide further insight and actions with respect to this metric. (From Open Questions 1, 2 and 3.)

The low response rate from some demographics, including the Engineers Canada Board and HEIs post-decision was noted by both the Committee and CEAB members. It was suggested that the visiting team chair could signal that the programs hosting visits will have an opportunity to provide feedback on the system and that the Secretariat increase the number of reminders sent to those being asked to complete the surveys.

After discussion, the following motion was moved and seconded:

“THAT the CEAB implement the 2023 Accountability in Accreditation Report as presented.”

Carried.

ACTION: The Accountability in Accreditation Committee and the Secretariat to consider ways to improve survey response rates.

3288.4 NOMINATING COMMITTEE REPORT

E. Barber, chair of the CEAB Nominating subcommittee provided an update on the Committee's work including:

- At their May 2023 meeting the Engineers Canada Board approved the CEAB appointments for the period of July 1, 2023 to June 30, 2026:
 - Pierre Bourque, member-at-large (second term)
 - Mrinal Mandal, representative for Alberta (second term)
 - Julius Pataky, representative for British Columbia (third term)
 - Tara Zrymiak, representative for Manitoba and Saskatchewan (third term)
 - Jason Foster, member-at-large (new member)
 - Michael Roach, member-at-large (new member)
- The Nominating Subcommittee has overseen the CEAB Vice Chair election process. This was the first time the new ranked ballot/instant runoff election process has been used since its approval in 2022.
- Ray Gosine has been declared elected as CEAB Vice Chair effective July 1, 2024, subject to Engineers Canada Board approval.
- The Nominating Subcommittee will execute the CEAB's 2024-2025 Volunteer and Succession Plan when approved by the Engineers Canada Board.

3288.5 CEAB TASK FORCE TO RESPOND TO THE ENGINEERS CANADA “30 BY 30” INITIATIVE CONSULTATION

J. Pieper, chair of the CEAB Task Force provided an update on the CEAB 30 by 30 consultation final report.

The next steps include:

- The Working Group is preparing a consultation report which will also contain updates that will confirm, revise, or remove recommendations from the original report.
- The P&P Committee will discuss the Working Group's recommendations with the EDC's Deans' Liaison Committee (DLC) at their next meeting in November 2023.
- The EDC will be invited to review the Working Group's final recommendations before they are presented to the CEAB to ensure that their concerns are fully understood and addressed where possible, as suggested by the Engineers Canada Board. Other stakeholders may be engaged in this step as necessary.
- The Working Group will present its final report to the CEAB at the February 2024 meeting.
- The intent is that the report goes forward to the Engineers Canada Board for consideration and possible adoption after the pause in CEAB policy is lifted.

No further discussion ensued.

3289 ACCREDITATION DECISIONS - ABRIDGED

3290 INTERNATIONAL RELATIONS - ABRIDGED

3291 OTHER BUSINESS

No other business items were noted.

3292 FUTURE MEETINGS

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

2024 meetings:

- Winter meeting: February 9 and 10 (virtual)
- April virtual meeting: April 13 (approximately 4 hours in duration)
- Spring meeting: May 31, June 1 and 2 (Ottawa, ON) (note date change due to IEA meeting conflict)
- Fall meeting and workshop: September 13 and 14 or 15 and 16 (Tentatively Moncton)

2025 meetings (Tentative):

- Winter meeting: February 1 and 2 (virtual)
- 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 (Tentatively Saskatoon, SK)

3293 MEETING EVALUATION BY ACCREDITATION BOARD MEMBERS

Board members were asked to complete the survey while onsite.

3294 COMMENTS FROM OBSERVERS

P. Cyrus invited the meeting observers to provide feedback on the meeting. Observers thanked the CEAB for inviting observers and for the good work of the Board.

3299 IN-CAMERA SESSION

***“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, the Secretary, the Accreditation Coordinator, and the Assistant Manager, Accreditation.”*

Moved and Seconded.

Carried.

3301 ADJOURNMENT

The 179th meeting of the Canadian Engineering Accreditation Board adjourned at 18:30 on Saturday, September 16, 2023.



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



Mya Warken
Secretary

APPENDIX "A"

Minute number / meeting agenda number and subject title	Action item	Status
3287.1- Status of 2023/2024 visits	P. Cyrus to write to the CEO Group and the Engineers Canada Board summarizing CEAB member feedback on the decision not to appoint General Visitors.	Outstanding
3287.2 - Preliminary assignments	Members to email M. Warken and P. Klink with any concerns or conflicts with the assignments.	Complete
3287.4 - Programs under development	Meeting participants to email M. Warken with any corrections or updates to the report.	Complete
3288.1.2 - 2024 Workplan	M. Warken and P. Cyrus to amend and submit the workplan to the Engineers Canada Board.	Complete
3288.2.1 - 2024/2025 Visit cycle documentation	The Secretariat to update the Visiting Team Role Descriptions as agreed.	Complete
	The Secretariat to update the role descriptions document and the visit schedule, visit report, and tracking of issues templates noting that regulators declined to appoint General Visitors for the 23/24 cycle and that the Visiting Team Chair may identify a visiting team member to fulfill the role of the General Visitor, as needed.	Complete
3288.2.3 - Revised Exit Statement	The Secretariat to update the Exit Statement as amended and provide to all 2023/2024 visiting team Chairs.	Complete
3288.2.5 Revised approach to comments in the visiting team report	The Secretariat to update the instructions for comments in visiting team reports as amended in the Tracking of Issues, the Visiting Team Report template, and the Visiting Team Chair Presentation template.	Complete
3288.3 - Accountability in Accreditation	The Accountability in Accreditation Committee and the Secretariat to consider ways to improve survey response rates.	Ongoing