

MEETING OF THE CANADIAN ENGINEERING ACCREDITATION BOARD
Abridged minutes of the 183rd meeting

3348 DATE AND PLACE

The 183rd meeting of the Canadian Engineering Accreditation Board took place on September 13 and 14, 2024 in a hybrid format via Zoom and in person at the Delta Hotels by Marriott Hotel Beauséjour, located at 1750 Main Street, Moncton, NB.

3349 ATTENDANCE

The following were in attendance:

Chair: J. (Jeff) Pieper, FEC, P.Eng.
Vice-Chair: R. (Ray) Gosine, FEC, P.Eng.
Past-Chair: P. (Pemberton) Cyrus, FEC, P.Eng.

Members: P. (Pierre) Bourque, ing., FIC
A. (Adel) Dahmane, ing.
A. (Ann) English, P.Eng.
M. (Morteza) Esfehiani, P.Eng.
M.I. (Marie-Isabelle) Farinas, ing.
J. (Jason) Foster, LLFM
D. (Diane) Kennedy, P.Eng., FEC
N. (Nicholas) Krouglicof, FEC, P.Eng.
J. (James) Lee, FEC, P.Eng.
M. (Mrinal) Mandal, P.Eng.
C. (Christine) Moresoli, ing.
J. (Julius) Pataky, P. Eng.
M. (Michael) Roach, P.Eng.
R. (Ramesh) Subramanian, FEC, P.Eng.
A. (Aparna) Verma, P.Eng.
T. (Tara) Zrymiak, FEC, P.Eng.

Secretariat: E. (Elise) Guest
J. (Johanne) Lamarche, FEC (Hon.)
R. (Roselyne) Lampron
A. (Adam) Rodrigues
M. (Mya) Warken

Regrets: L. (Lisa) Doig, P.Eng.
A. (Allen) Stewart, FEC, P.Eng.

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

A. (Ali) Akgunduz (Concordia University)
K (Kadiata) Ba (Université du Québec à Chicoutimi)

A. (Annette) Bergeron

M. (Megan) Falle (Engineers Canada)
A. (Andrea) Frisque (British Columbia Institute of Technology)
F. (Fritri) Gagne (University of Manitoba)
S. (Stephen) Geddes (University of Victoria)
B. (Benjamin) Gobeil-Jobin (Université du Québec à Chicoutimi)
T. (Trina) Hubley (Engineers Canada)
R. (Ryan) Huckle (Conestoga College)
L. (Lillanne) Jackson (University of Victoria)
A. (Aleksandr) Kim (Canadian Federation of Engineering Students)
T. (Tim) Kirkby (Engineers Canada Board)
J. (Jim) Landrigan (Engineers PEI)
K. (Kate) MacLachan (National Admissions Officials Group)
R. (Ryan) Melsom (Engineers Canada)
J. (John) Newhook (Dalhousie University - Dean's Liaison Committee)
P. (Philip) Rizcallah (Engineers Canada)
M. (Marlo) Rose (Engineers Canada Board)
H. (Heidi) Theelen (Engineers Canada)
J. (John) Van der Put (Engineers Canada)

3350 OPENING OF THE MEETING

3350.1 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.

3350.2 WELCOME, INTRODUCTIONS, AND HOUSEKEEPING

J. Pieper welcomed all participants, facilitated introductions, and reviewed housekeeping notes.

3350.3 DIVERSITY MOMENT

J. Pieper 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.

3350.4 DECLARATION OF CONFLICTS OF INTEREST

J. Pieper invited CEAB members to declare any conflicts of interest with meeting agenda items.

3351 MINUTES - ABRIDGED

3352 REPORTS TO THE BOARD

3352.1 ENGINEERS CANADA BOARD

J. Pieper provided an update on the June 17, 2024, and October 10, 2024 meetings.

3352.2 Regulator Perspectives

K. MacLachlan and M. Falle provided a regulator's perspective on engineering regulation relevant to the work of the CEAB. They noted that discussions at a recent National Admissions Officials Group (NAOG) meeting included:

- Challenges and new happenings at each regulator
- International Engineering Alliance (IEA) meeting updates and regulator practices related to acceptance of international mobility agreements
- Updates from Engineers Canada on the Futures of Engineering Accreditation (FEA) and Strengthening Collaboration and Harmonization initiatives
- Title of "Member in Training (MIT)" and potential changes to title offerings across the country
- Updates to National Reference Points with updated admissions practices

3352.3 CANADIAN ENGINEERING QUALIFICATIONS BOARD

R. Melsom presented an update on the CEQB's activities.

3352.4 TANDEM UPDATE

M. Warlen provided a status update about the transition to Tandem, Engineers Canada's web-based data management system for accreditation, for the 2024/2025 accreditation visit cycle. In the update, it was noted that:

- Suggestions for improvement to the system are being captured by Engineers Canada staff, including those made by Accreditation Board members during training sessions.
- The Engineers Canada staff accreditation visit coordinator assigned to their visit should be the first point-of-contact for questions regarding Tandem. Staff have developed an escalation process for support requiring further technical knowledge of the system.

3352.4 CANADIAN FEDERATION OF ENGINEERING STUDENTS

A. Kim presented the Canadian Federation of Engineering Students (CFES) update. The presentation focused on recent CFES activities. In discussions it was noted:

- Some members privy to the new Iron Ring ceremony noted that changes made in response to feedback from interest holders is positive.
- Members encouraged the CFES to:
 - reflect on what elements of experiential learning they wish to advocate for as they develop the position on Experiential Learning in Engineering Education.
 - promote international exchange experiences as a way to enrich undergraduate engineering education.

3352.5 ENGINEERING DEANS CANADA

J. Newhook referred members to the written DLC report to the CEAB included in the pre-circulated agenda package. He then spoke to the DLC's preliminary survey on International Student Exchanges which asked all institutions with accredited undergraduate engineering programs about trends in the number of students participating in international exchanges and the impact of the *Temporary exemption for students going on international exchange* on their offerings.

Members appreciated the report and requested that EDC continue to collect and report on these data at each September meeting of the CEAB. J. Newhook also noted that the efforts to measure the impact of the *Temporary Exemption* would be discussed at the next DLC/Policies and Procedures Committee joint meeting.

3353 ACCREDITATION ACTIVITIES

3353.1 STATUS OF 2024/2025 VISITS

J. Pieper provided a brief update on the 2024/2025 visit cycle.

The following suggestions were provided to help control and manage conversations in the evening meetings of visiting teams:

- Visiting Team Chairs could assign one person at the evening meetings to input the findings in Tandem's issue tracker.
- Program Visitors should update their issue tracker in Tandem throughout the visit so that it can be discussed at the evening meetings.

3353.2 PRELIMINARY ASSIGNMENTS

J. Pieper presented the preliminary members' assignments for the 2025/2026 visit cycle for workload planning purposes.

3353.3 ANTICIPATED ACCREDITATION VISITS 2025-2029

E. Guest presented the schedule of anticipated visits for the time period 2025-2029.

3353.4 PROGRAMS UNDER DEVELOPMENT

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

Meeting participants were asked to advise the Secretariat via email if updates to the list are required.

3354 REPORTS FROM CEAB SUB-COMMITTEES AND WORKING GROUPS

3354.1 EXECUTIVE COMMITTEE REPORT

J. Pieper referred members to the Executive Committee's written report. No further discussion ensued.

3354.1.1 2025-2026 CEAB VOLUNTEER RECRUITMENT AND SUCCESSION PLAN

J. Pieper 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 2025/2026 CEAB volunteer recruitment and succession plan would be presented to the Engineers Canada Board for approval at their October 2024 meeting.

3354.1.2 2025 WORKPLAN

J. Pieper noted that the CEAB's 2025 work plan has been drafted for feedback from CEAB members and the Engineers Canada Board.

In subsequent discussions, the CEAB agreed to amend the draft workplan as presented by removing the word 'policies' from the workplan item to develop more robust policies and procedures related to 'focused visits'. This is a more accurate portrayal of the work that the CEAB should undertake to more clearly define the procedures for undertaking a focused visit.

- Removing the word "policies" from the following item in the workplan:
 - Develop more robust **policies and** procedures related to 'focused visits.'

After discussion, the following motion was moved and seconded:

MOTION

***"THAT** the amended DRAFT 2025 CEAB workplan be presented to the Engineers Canada Board for feedback at their October 2024 meeting."*

Carried.

3355.2 POLICIES AND PROCEDURES SUBCOMMITTEE REPORT

R. Gosine referred members to the Committee report included in the pre-circulated agenda package. No further discussion ensued.

3355.2.1 2025/2026 VISIT CYCLE DOCUMENTATION

- R. Gosine referred members to the briefing note and associated attachments.
- In discussion, it was suggested that the approach of revising and publishing the Accreditation Criteria and Procedures book on an annual basis be re-considered in an effort to identify efficiencies. It was noted that some content does change on an annual basis (for example, the list of accredited programs, names of CEAB members, among others) and consideration should be given as to the purpose of the book.

ACTION ITEMS: The Secretariat will provide a paper copy of the 2024 CEAB Accreditation Criteria and Procedures book at the June 2025 CEAB meeting.

The Secretariat to review the process of updating and publishing the CEAB Accreditation Criteria and Procedures book on a yearly basis.

3355.2.2 REVISED EXAMPLE INTERVIEW QUESTIONS FOR ACCREDITATION VISITS

R. Gosine presented the example interview questions for accreditation visits. It was noted that the document should be copy edited before being posted to the website.

ACTION ITEM: The Secretariat to copy edit and post the example interview questions to the Engineers Canada website.

3356 ACCOUNTABILITY IN ACCREDITATION COMMITTEE

P. Bourque presented the 2024 Accountability in Accreditation Report.

In subsequent discussions it was noted that the report should be augmented by including the strengths of the accreditation system as illustrated by the data. It would be valuable to highlight that interest holders have confidence in the system and communicate that the CEAB has been effective in performing its work and mandate.

The following motion was moved and seconded:

“THAT the CEAB implement the 2024 Accountability in Accreditation Report as presented.”

Carried.

ACTION ITEM: The Accountability in Accreditation Committee to include a summary of the strengths of the accreditation system and publish it as an addendum to the report.

3357 NOMINATING SUB-COMMITTEE REPORT

J. Pieper provided referred member to the Committee’s written report. No further discussion ensued.

3358 ACCREDITATION DECISIONS - ABRIDGED

3359 INTERNATIONAL RELATIONS

3359.1 INTERNATIONAL ENGINEERING ALLIANCE UPDATE

P. Cyrus provided an update on recent activities related to the International Engineering Alliance (IEA). No further discussion ensued.

3360 OTHER BUSINESS

No other business items were noted.

3361 FUTURE MEETINGS

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

2025 meetings:

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

2026 meetings (Tentative):

- Winter virtual meeting: February 7 and 8
- April virtual meeting: April 11 (approximately 4 hours in duration)
- Spring meeting: May 29, 30 & 31 in Ottawa, ON
- Fall meeting and workshop: 11 and 12 or 13 and 14 (Location TBD)

3362 MEETING EVALUATION BY ACCREDITATION BOARD MEMBERS

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

3363 COMMENTS FROM OBSERVERS

J. Pieper invited the meeting observers to provide feedback on the meeting.

3364 CEAB WORKSHOP

Members participated in a “How to chair a visit” workshop to prepare for the 2024/2025 visit cycle.

This workshop was designed for all CEAB members. The desired outcomes were for the participants to:

- Be familiar with the new list of Request Visit Materials and how it was received after its first cycle in use.
- Be aware of the importance of maintaining and, where possible, increasing transparency in the accreditation process.
- Be aware of the new *Example interview questions for accreditation visits* document and feel comfortable using it as a tool.
- Be familiar with Tandem.
- Share experiences and learn from others.

3365 FUTURES OF ENGINEERING ACCREDITATION UPDATE - ABRIDGED

3366 IN-CAMERA SESSION - ABRIDGED

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

Moved and seconded.

Carried.

3367 ADJOURNMENT

The 183rd meeting of the Canadian Engineering Accreditation Board adjourned at 16:30 on Saturday, September 14, 2024.

J. Pieper, P.Eng., FEC
Chair

Mya Warken
Secretary

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APPENDIX “A”

Minute number / meeting agenda number and subject title	Action item	Status
3355.2.1 / 5.2.1 - 2025/2026 VISIT CYCLE DOCUMENTATION	<p>The Secretariat will provide a paper copy of the 2024 CEAB Accreditation Criteria and Procedures book at the June 2025 CEAB meeting.</p> <p>The Secretariat to review the process of updating and publishing the CEAB Accreditation Criteria and Procedures book on a yearly basis.</p>	
3355.2.2 / 5.2.2 - REVISED EXAMPLE INTERVIEW QUESTIONS FOR ACCREDITATION VISITS	The Secretariat to copy edit and post the example interview questions to the Engineers Canada website.	
3356 / 5.3 – ACCOUNTABILITY IN ACCREDITATION	The Accountability in Accreditation Committee to include a summary of the strengths of the accreditation system and publish it as an addendum to the report.	

DRAFT