

# Terms of reference — Policies and Procedures (P&P) Committee of the Accreditation Board (AB)

## 1 Role

- 1.1 Assist the AB Executive Committee with the continuing review, updating and development of AB policies and procedures and documentation thereof.
- 1.2 Actively communicate with the Engineering Deans Canada through the Deans Liaison Committee.

## 2 Expected Outcomes

Criteria, policies and procedures for evaluating university engineering programs for accreditation or substantial equivalency purposes are continuously reviewed by the P&P Committee for the consideration of the AB. Proposals for changes to criteria may be developed by the P&P Committee and recommended by the AB for approval by the Engineers Canada Board of Directors.

## 3 Status and Authority

- 3.1 The P&P Committee has the status and authority of a standing committee of the AB. As such, it is responsible to, and financed by, the AB.
- 3.2 The P&P Committee has responsibility for the functions delegated to it by the AB Executive Committee. Functions may include development of policy options and proposals for criteria changes for consideration by the AB.
- 3.3 The P&P Committee reports the results of its delegated functions to the AB Executive Committee through the P&P Committee chair, while remaining accountable to the Accreditation Board secretariat for financial and human resources.

## 4 Organization

- 4.1 The P&P Committee will be composed of three members of the AB, one of whom will be the incoming AB Vice Chair, who will act as the Chair of the Committee. In addition, the current AB Chair and immediate Past-Chair will be ex-officio members of the Committee. The membership will be established annually by the AB Executive Committee at the spring AB meeting. Except for the Committee Chair, Committee members will normally serve for a two-year term, but to provide continuity of membership only one member will be replaced each year. On some occasions, it may be advisable to extend the term of membership on the Committee to complete the consideration of a complex issue. Such extensions will be established on a case-by-case basis considering other CEAB workloads and the wishes of the Committee members.
- 4.2 The P&P Committee may establish task groups to assist it in its work. The membership and scope of work of each task group are established by the Committee in consultation with the Executive Committee. One of the roles of the executive committee is to establish task groups and their membership. Task groups report to the Committee. Task groups will normally have about 3 members, at least one of whom is a member of the P&P Committee; the majority of the remaining members will be drawn from the AB but representatives from other stakeholders may be invited to join a task group. Task groups are disbanded at the pleasure of the P&P Committee.
- 4.3 The P&P Committee may hold meetings at any time. Such meetings will occur at the call of the Committee chair. If convenient such meetings may occur in conjunction with a AB meeting.