



Minutes

ACADEMIC REQUIREMENTS COMMITTEE

Meeting of Friday, June 15, 2018

PRESENT:

Members:

Leila Notash, Chair	Allen Stewart
Ramesh Subramanian, Vice-Chair	Barna Szabados
Sanjeev Bhole	John Yeow
Bob Dony	Juri Silmberg
Michael Hulley	Joe Lostracco
Ross Judd	Ian Marsland
Roydon Fraser	Waguih ElMaraghy
Amin Rizkalla	

Staff:

Anna Carinci Lio
Moody Farag
Esther Kim
Faris Georgis
Pauline Lebel
Irene Zdan
Claire Riley
Lucy Capriotti

Regrets:

Meilan Liu
Gosha Zywno
Judith Dimitriu
Seimer Tsang
Remon Pop-Iliev
Stelian George -Cosh
Shamim Sheikh
George Nakhla
Amir Fam
Magdi Mohareb
Medhat Shehata

Guest:

David Kiguel, ERC Chair

1. Call to Order and Chair's Remarks

The meeting was called to order by the Chair, Leila Notash, at approximately 10:33 AM. The Chair welcomed Lucy Capriotti from Finance and Claire Riley, the new temporary administrative assistant, Licensing and Registration to the meeting. Claire Riley will take minutes at the next ARC meeting on July 20, 2018.

2. Approval of the Agenda

The Chair requested the following changes to the agenda:

1. Item 6 – Staff’s Report on OFC Issues – was changed to Staff Report without the inclusion of any OFC issues. To be reported by Moody Farag.
2. Other Business – File Number: 100525543 was added. To be discussed by Roydon Fraser.

MOTION:

It was **moved** by Waguih EIMaraghy and **seconded** by Juri Silmberg that the agenda be approved as amended.

CARRIED

3. Approval of the Minutes of the May 11, 2018 Meeting

MOTION:

It was **moved** by Juri Silmberg and **seconded** by Sanjeev Bhole that the minutes of the May 11, 2018 meeting be approved as amended.

CARRIED

4. Matter(s) Arising from the Minutes

The following changes are to be made to the May 11, 2018 Minutes:

1. Correction under Regrets: Amin Rizkalla, Joe Lostracco and Juri Silmberg to be added to Members Present.
2. Correction under Staff: Moody Farag to be moved to Regrets.
3. Item 8.2: Add “This is related to accreditation.” as the second sentence.
4. Item 8.7, Subitem 5: Remove question mark (?).

5. Chair’s Report

The Chair presented a draft response to the PEO 2018-2020 Strategic Plan memorandum from the president and president-elect, dated January 17, 2018, requesting ARC input on Strategic Objective 6: Augment the applicant and licence holder experience and Strategic Objective 8: Creating a seamless transition from student member, to EIT, to licence holder. These two objectives also relate to both ERC and LIC.

The Chair’s draft response, which was revised following the April 13, 2018 ARC meeting, included feedback received from Roydon Fraser and Waguih EIMaraghy.

In summary, to achieve the strategic objectives, the ARC agreed to proposing the following:

- EIT Designate and Certificate;
- Improved Access with Adequate Technology;
- Financial Credit Program;
- Student Membership Program and;
- Up-to-date Principles for Qualifications and Practice.

6. **Staff's Report**

Moody Farag reported on the following items:

- Marsha Serrette, Admin Assistant to the Deputy Registrar, left PEO for another employment opportunity closer to her home.
- On an interim basis, Claire Riley joined PEO to provide administrative support to the Licensing and Registration Dept.
- Moody was appointed Acting Deputy Registrar until Michael Price returns.
- Mark Rosen was recruited as an additional PPE examiner.
- Moody attended the CEAB meetings on June 2 and 3. Approximately 35 Ontario programs were reviewed, including two new programs.
- The next Council meeting is scheduled for June 21, 2018. The lawyer Richard Steineke will brief Council on how to respond to the OFC issues related to PEO as these are of a legal nature.
- A letter from Finance was presented, outlining an alternative, simple way to expedite volunteer expense reimbursements using an app called Certify, a web-based tool that allows users to take pictures of receipts and submit expenses within minutes via the software's mobile app. Members interested in using the new app were asked to contact Finance for the initial set-up. However, it was made clear that hard-copy expense reports are still accepted.

7. **Endorsements**

No issues to report.

7.1 **Reading Assignment of Technical Reports/Synopses**

There were four synopses presented to ARC for consideration:

- Flying Cut-Off Saw for Tube Mill: Submitted by applicant with File Number: 100217548. Reviewed, approved and to be examined by Waguih ElMaraghy.

- Reduce Laser Welding Cycle Time on Ford P2491: Submitted by applicant with File Number: 100192649. Reviewed, approved and to be examined by Waguih EIMaraghy.
- Optimization of Automated GMAW Welding Travel Speeds for Galvanized Steels: Submitted by applicant with File Number: 100204140. Reviewed by Waguih EIMaraghy, but was not approved.
- Automated Home Heating System Heating Rooms Independent of One Another: Submitted by applicant with File Number: 100174865. Reviewed, approved and to be examined by Barna Szabados.

7.2 Issues Arising from ARC/Deputy Registrar Recommendations

No issues to report.

7.3 Issues Arising from ERC Recommendations for Applicants Referred by ARC

No issues to report.

7.4 Results of the April 7, 2018 PPE

Anna Carinci Lio provided information on the statistic of the April 7, 2018 PPE results.

8. Procedural and Related Matters

8.1 Licensing Committee Update

Barna Szabados presented and discussed the LIC proposal for the PEO 2018-2020 Strategic Plan. He provided a draft Briefing Note prepared for Council on Appeals of Academic Assessments and sought feedback from the ARC.

Roydon Fraser suggested a list of items that could be added to the submission:

- Communication: We have to find out what the problem is. Why don't people understand the guidelines written, etc.
- Environmental scans into the entrepreneur problem
- Perceptions of emissions
- Difficulty meeting the P.Eng.

8.2 Canadian Engineering Accreditation Board (CEAB) Update

Bob Dony reported on the CEAB June meeting. He informed the Committee that 64 programs from 13 institutions from across Canada were reviewed, which is the highest numbers of programs in the last few years. Out of those programs, 47 got a 6V, 10 programs got a 3R, 4 new programs got the maximum of 3V and 3 other programs were in a different category. Luigi Benedicini will be the new Chair of the CEAB, effective July 1, 2018. He is the new Dean of Computer Science at UNB. The new Vice Chair will be Bob Dony, effective July 1, 2018. This is Bob Dony's last report as the Ontario representative on the CEAB. The CEAB will notify PEO as to the vacancy PEO will have to fill.

8.3 Canadian Engineering Qualifications Board (CEQB) Update

Roydon Fraser talked about items he put on the QB agenda as possible work items and provided six of the eight items. Three items are to be chosen as the top priority. The items proposed are: entrepreneurship, globalization and whistle blowing, natural science, privacy and security, and artificial intelligence.

8.4 Engineers Canada AU Taskforce Feedback

Bob Dony informed the committee that a preliminary report on the feedback from stakeholders is now available and the Taskforce will be meeting over the summer to discuss it so as to determine the next steps.

8.5 Distance Education (DE) Sub-Committee

Deferred to next meeting.

8.6 Aeronautical Engineering/Aerospace Engineering Boardsheet

The Chair asked if the ARC wants to form a subcommittee to develop an Aeronautical/Aerospace Engineering board sheet. She also asked who wanted to volunteer to be on the subcommittee. Moody Farag suggested extending a request to the CEQB to work on this. The Chair stated that an official request should be made by PEO.

8.7 Experience Requirements Committee (ERC) Report

ERC Chair David Kiguel reported on the following items:

- The ERC met on June 8, 2018 and the ERC Subcommittee met on May 23, 2018. At the June meeting two items were approved by the ERC:

1. The strategic plan response to a president's letter. (Leila Notash has the last draft of this letter.)

2. The ERC approved the “Interview Instructions to applicants invited for confirmatory interviews” document. This is the 4th of the series of interview instructions documents previously approved and already in practice.

- Interview Instructions to applicants invited for an experience assessment interview;
 - Interview Instructions to applicants invited for confirmatory interviews;
 - Interview Instructions to applicants invited for limited licenses; and
 - Interview Instructions to applicants invited for reinstatements.
- The ERC Subcommittee is working on developing an appeal process for applicants who want to appeal their ERC interview results.
 - The ERC Subcommittee is developing a process for reviewing interview video recordings on a random basis. The objective of this is to detect or address any problems related to the conduct of panel members during the interview.
 - The complaint that was filed by an applicant against 2 ERC members, as a result of failing the interview, has been resolved favourably to the members. There is no further information as to what stage this was adjudicated, it has been resolved positively.
 - A seminar on licensure requirements was presented to the East Toronto Chapter and was well received. David Kiguel, Pauline Lebel and other staff members are available to deliver similar presentations as required and suggested Chapter officers should be informed that such seminars could be arranged.

9. New Procedural Matters

No items to report.

10. Other Business

Roydon Fraser discussed File Number: 100525543. The applicant was awarded a bachelor’s degree and a doctorate degree in Physics. The applicant took many courses and scored very good marks, but there are gaps in basic studies. Roydon suggested either to assign two basic studies exams, plus three other exams from sections A and B, or to assign four exams that include one basic study and one section B exam. After a long and extensive discussion, it was agreed to assign the applicant the following examination program: two out of three exams from section A; two exams from section B, except B2; and one exam from complementary studies.

11. Adjournment

Meeting adjourned: 1:00 PM Next Meeting: **July 20, 2018**