Professional Engineers
Ontario

Minutes

ACADEMIC REQUIREMENTS COMMITTEE (ARC)
Friday, May 17, 2019

PRESENT

Members		**Staff**
Ramesh Subramanian, Chair	Ian Marsland	Moody Farag
Leila Notash	Judith Dimitriu	Pauline Lebel
Barna Szabados	Seimer Tsang	Faris Georgis
Remon Pop-Iliev	Meilan Liu	Anna Carinci Lio
Magdi Mohareb	Waguih ElMaraghy,	Esther Kim
Joe Lostracco	Vice-Chair	Irene Zdan
Jüri Silmberg	Shamim Sheikh	Josephine Khan
Bob Dony	Allen Stewart	
Roydon Fraser	Medhat Shehata	

Regrets		**Guests**
Gosha Zywno	John Yeow	David Kiguel, ERC Chair
Ross Judd	Amin Rizkalla	Changiz Sadr, ERC Vice-Chair
Amir Fam	Sanjeev Bhole	
Michael Hulley	Stelian George-Cosh	
George Nakhla		

1. **Call to Order and Chair's Remarks**

   The meeting was called to order by Chair Ramesh Subramanian at 10:30 AM.

2. **Approval of the Agenda**

   MOTION

   It was moved by Waguih ElMaraghy and seconded by Leila Notash that the agenda be approved as distributed.

   CARRIED

3. <u>**Approval of the Minutes of April 12, 2019**</u>

Under Item 9.1, page 7, 1st bullet, 2nd line - Licensing Committee Update, Leila Notash asked to remove the word 'Chair' before Waguih ElMaraghy.

Under Item 10 - Licensing Committee Update, Leila Notash wanted the second point to include that the information would be compiled by staff and analyzed by Leila Notash.

MOTION

It was **moved by** Barna Szabados and **seconded by** Jüri Silmberg that the minutes of the April 12, 2019 be approved as revised.

<u>**CARRIED**</u>

4. <u>**Matters Arising from the Minutes**</u>

There were no issues to report.

5. <u>**Chair's Report**</u>

Chair Ramesh Subramanian reported the following:

- Recently attended the Annual General Meeting (AGM) where the council elections voted 61 to 39 in favour to retain EIT as "Engineer in Training" versus "Engineering Intern."

- He posed a question to the ARC members – what defines an EIT?

    o LIC Chair Barna Szabados stated that once a Non-CEAB applicant has been assigned an examination program that they are granted EIT status.

    o Roydon Fraser was not aware what being an EIT entails but understood that applicant's looking to become an EIT was an easy process. He discussed this matter and process with Leila Notash.

    o ERC Chair David Kiguel suggested that council could consider that EIT members be represented in council and elect their own representative.

    o Leila Notash in favour of EIT members allowed to vote in PEO Council Elections if the EIT members have met the academics and passed the PPE.

    o Leila Notash proposed providing those applicants that have met the academics and passed the PPE the designation of 'certified engineer'. She stated that this certificate could bring the entrepreneurs under the PEO umbrella while practicing engineering related work with no PEng supervision. The certificate will also be an indication of the applicants' familiarity with the engineering ethics and law, and their commitment to the profession (as it was suggested by the ARC in 2018 with regards to objectives 6 and 8 of the PEO 2018-2020 PEO Strategic Plan). It will also empower the applicants and facilitate a sense of moving ahead as the applicants fulfil each requirement. Furthermore, it could alleviate some of the

concerns regarding the required one-year Canadian engineering experience for the International Engineering graduates (and EITs with no PEngs in their work place). She requested feedback from the ARC members. Chair Ramesh Subramanian will send email to ARC for feedback.

- Leila Notash observed that all recipients of the Order of Honour were males. She had inquired why there were no females represented and was told there were not that many nominations for female volunteers. Chair Ramesh Subramanian stated there needed to be more female applicants and that there needed to be more encouragement for females to apply and/or be nominated – perhaps at the Chapter level even though not all volunteers participate at the Chapter level.

6. Staff Report

Moody Farag, Manager, Admissions reported the following:

- Claire Riley is no longer with PEO and decided to pursue other opportunities, he indicated the position is now vacant and until it is filled, we will keep the meeting minutes at a very high level (like brief notes) of course all motions will be captured. He introduced Josephine Khan, Admission Representative, who will be helping in talking notes of the meeting and drafting the minutes.

7. Endorsements

7.1 Reading Assignment of Technical Reports/Synopses

There were 2 synopses: 1 in Civil Engineering and 1 in Manufacturing Engineering.

1. A synopsis in Civil Engineering titled: Detailed Design and Life Cycle Cost Analysis of a Regional Arterial Roadway Pavement Structure: submitted by applicant with File Number 100202064. The report will be reviewed by Medhat Shehata.

2. A synopsis in Manufacturing Engineering titled: Lean Six Sigma Tools for Improving Manufacturing Processes at Christie Digital Systems Canada: submitted by applicant with File Number 100519951. The report will be reviewed by Vice Chair Waguih ElMaraghy.

7.2 Issues Arising from ARC/ Registrar Recommendations

There were no issues to report.

7.3 Issues Arising from ERC Recommendations for Applicants Referred by ARC

There were no issues to report.

8. Procedural and Related Matters

8.1 **Licensing Committee (LIC) Update**

LIC Chair Barna Szabados reported the following:
- A new policy on eliminating bias in the registration process was endorsed by Council.
- There has been updates regarding the aspect of 'good character.' It has never been defined and the committee has attempted to narrow down what it means. Document produced and circulated which looked at the attributes which define what PEO means by good character – tied into ethics. Document included with minutes package.
- Currently looking to define the following: whistle blowing, mental and physical fitness to practice.

8.2 Canadian Engineering Accreditation Board (CEAB) Update

ARC Chair Ramesh Subramanian reported the following:

- The next CEAB meeting will be held on June 1 and 2, 2019 in Ottawa. Decisions will be made based on the results of the university accreditation visits during the 2018 and 2019 cycle. For the 2019-2020 cycle – 6 Ontario universities are going through CEAB visits: Lakehead, Carleton, Waterloo, York, UOIT and Laurentian.

- The CEAB are looking for volunteers – general visitors for Ontario visits. If you know of someone who is not a faculty member and would be a good general visitor, please encourage them to apply to PEO as soon as possible.

8.3 Canadian Engineering Qualifications Board (CEQB) Update

Roydon Fraser reported that the guidelines we use with syllabi is being looked at and gaining interest across Canada.

8.4 ARC Distance Education (DE) Subcommittee Update

DE Subcommittee Chair Waguih ElMaraghy reminded ARC members of previous meeting and the revised policy and asked the committee what information do we need to know about the applicants? He suggested to add a question on page 3 of 4 - #13. Are any of the academics earned overseas or online elements? But it was decided that it is premature to change at this time and it will not be appropriate to that section.

8.5 **FTC: File No. 100082844**

Moody Farag referenced Section 10 Page 3 of the Red Book – 'Failed to Confirm'. Item 8.b states: 'candidates who failed a technical exam and complementary exam – staff is to advise applicant they have failed to confirm'. However, in the PEO Technical Examination Program sheet that is sent to applicants it says 'if an applicant fails two technical exams in a CEP, he/she may be assigned a failed to confirm examination program. This may consist of additional exams in the basic studies, discipline specific and complementary study examination; it distinguishes between technical exam and complementary examination as two separate categories of exams. In another document, also provided to applicants, it also says, 'a failed to confirm examination program for CEP applicants consists of additional technical/ complementary.'

The issue we have on hand, is that an applicant failed a technical exam and a complementary exam, according to the Redbook, he must be assigned a FTC. But the applicant argued that according to the documents provided by PEO, he did not fail two technical exams and therefore, he did not FTC.

The problem is caused by the inconsistency between the documents provided to the applicants and the Redbook. To correct the issue, it is suggested that documents provided to the applicants be revised by removing the word "technical" and the sentence then would be an applicant who fails two exams will be deemed as FTC. The ARC agreed to this solution.

What do we do with this applicant?

The options that we have, with the ARC permission - we allow the applicant to continue and have the applicant address the failure. If the applicant then fails any other exam, he will then be failed to confirm. If he didn't, then he can continue or go for a Registration Hearing and let the Registration committee decide.

Judith Dimitriu suggested that the applicant should not be deemed 'failed to confirm' and allow applicant to continue examination program. The ARC agreed.

9. **New Procedural Matters for Discussion**

No new matters discussed.

9.1 **Revised Engineering Report Grading Sheet**

Vice Chair Waguih ElMaraghy introduced a document "Guidelines for Reviewing Engineering Reports" and briefed the Committee on it. The following motion was introduced:

MOTION

It was **moved b**y Barna Szabados and **seconded by** Vice Chair Waguih ElMaraghy that, as of May 17, 2019, for ARC to approve the new form for Guidelines for Reviewing Engineering Reports.

CARRIED

Vice Chair Waguih ElMaraghy also mentioned the following:

There are three different documents that are provided to applicants in relation to the Engineering Report:

1. One document describes the guidelines – this will have to be updated because we have just approved the form and there is an inconsistency between the breakdown of the assessment and what is in guideline.

2. One document that provides a guideline for the synopsis - this document is already approved

3. Preparation Document which is an appendix to those two documents.

It was suggested to combine all this into one document called "Guidelines for the Preparation of the Engineering Reports" that includes 3 sections. The ARC agreed to the suggestion and Waguih will work on the document.

10. Other Business

10.1   Council Liaison Appointment

- Leila Notash inquired if the council liaison appointment was formed.

- ERC Chair David Kiguel stated Victoria Aleksandrova coordinates the appointment.

- Barna Szabados stated ARC hasn't been notified by council.

- Chair Ramesh Subramanian stated that he will send an email to Viktoria informing her of ARC wishes and that the item should be removed from the next meeting agenda.

10.2   Miscellaneous

- Seimer Tsang inquired whether there was an update about Filipino graduate's performance reviews from previous ARC meeting – all points outlined in Line Item 10.

- Moody Farag stated had no chance to review but would email the results/statistics once available to ARC members.

- Vice Chair Waguih ElMaraghy brought up the topic of – Volunteer Compliance Training

  o Chair Ramesh Subramanian reminded ARC members to complete modules as soon as possible. He inquired who would follow up with members and what were (if any) the consequences of not completing. Moody Farag will follow up.

  o David advised the ERC chair mentioned the council recently approved the new policy on eliminating bias to replace the ARC and ERC respective policies and the council approved policy recommends additional training, although not mandatory that would assist to eliminate bias

  o ERC Chair David Kiguel stated volunteer members not taking and passing these training modules would hold PEO accountable.

  o Medhat Shehata prefers to get an email with the link to the training provided. He inquired Moody Farag to resend.

  o Moody Farag advised he would resend email with the link. If not, Esther Kim will send a reminder email.

11.   Experience Requirements Committee (ERC) Update

ERC Chair David Kiguel provided the following notes:

- The last ERC Business Meeting was April 26, 2019.

- The ERC approved 2 forms as follows:

1. Summary of projects to be discussed during the ERC interview. This form is to be completed and submitted by applicants invited to an interview, two weeks in advance of the date. They will use it to summarize the 1 or 2 projects they plan to discuss, indicating their role as well as, what, how and why they did it. The form is not mandatory but is believed to help applicants in preparing for the interview as well as panel members in organizing and formulating their questions. This form had been in use on a trial basis and the ERC now approved some improvements to it, as proposed by the ERC Sub-Committee.

2. Interview Reporting Form, to be completed by the panel members. The form, to be used for Staff Referrals, introduced the list of competencies and indicators to evaluate it with space to inform whether the applicant has acceptable experience in each of them.

- Pauline reported at the ERC meeting that a Registration Hearing has been scheduled for an applicant who requested a review. The applicant was invited to a confirmatory ERC interview, referred by the ARC and the result was that the ERC recommended that the assigned examination program stands.

- The ERC approved to initiate a Quality Review of interviews on a trial basis. Interview video recordings and results forms will be randomly selected and reviewed by a panel of ERC members and staff. The objective is to ensure that panel members follow the rules in their treatment of applicants and to use the lessons learned in improving the training that ERC members receive.

- In response to a question from Leila, regarding the Briefing Note recommending changes to the Guideline for Experience Requirements, David indicated that since the BN was not included in the March Council meeting agenda and he had not received any information about the reason for its omission, he contacted then President (now Past-President) Dave Brown to inquire about the status of the matter. Dave Brown responded that he would look at it and get back to him.

- Vice-Chair Changiz Sadr added that 3 ERC members received awards during the Order of Honour Gala. They are Bill Jackson (Officer), Gordon Ip (Officer) and Rabiz Foda (Member).

12. **Adjournment**

The meeting adjourned at 12:40 PM

The next ARC meeting is scheduled for **June 14, 2019**