
Minutes

ACADEMIC REQUIREMENTS COMMITTEE

Meeting of Friday, May 26, 2017

PRESENT:

Members:

Leila Notash, Chair
Ramesh Subramanian,
Vice Chair
Sanjeev Bhole
Waguhi ElMaraghy
Amir Fam
Ross Judd

Meilan Liu
Joe Lostracco
Ian Marsland
George Nakhla
Amin Rizkalla
Juri Silmberg
Medhat Shehata
Barna Szabados
Seimer Tsang

Staff:

Michael Price, Deputy Registrar
Anna Carinci-Lio
Moody Farag
Faris Georgis
Esther Kim
Pauline Lebel
Marsha Serrette
Irene Zdan

Regrets:

Bob Dony
Roydon Fraser
Stelian George-Cosh
Remon Pop-Iliev
Magdi Mohareb
Shamim Sheikh
Jacqueline Stagner
Allen Stewart
John Yeow
Gosha Zywno

Guests:

Santosh Gupta, ERC Chair
David Kiguel, ERC Vice Chair

1. Call to Order and Chair's Remarks

The meeting was called to order by the Chair, Leila Notash at approximately 10:30 AM.

2. Approval of the Agenda

Leila Notash suggested the following item be added to the agenda. Item 8.5 Kabul University will replace CEQB update.

MOTION:

It was **moved** by Waguih ElMaraghy and **seconded** by Amin Rizkalla that the agenda be approved.

CARRIED

3. Approval of the Minutes of the April 28, 2017 Meeting

MOTION:

It was **moved** by Barna Szabados and **seconded** by Waguih ElMaraghy that the minutes of the April 28, 2017 meeting be approved.

CARRIED

4. Matter(s) Arising from the Minutes

No matters arising from the minutes.

5. Chair's Report

Leila Notash reported that she is attending a meeting at McMaster University on Monday May 29, 2017 with PEO and CODE (Council of Ontario Deans of Engineering). Members of the ARC who are also attending are Bob Dony, Waguih ElMaraghy, Roydon Fraser, Ross Judd, Ian Marsland, and Barna Szabados.

6. Deputy Registrar's Report

Michael Price reported on the following:

- The follow up meeting with the Ontario Fairness Commission is scheduled for June 6, 2017.
- There is a human rights tribunal hearing scheduled for October 23, 2017. There is an applicant in the discipline of Civil Engineering, Andre Chirkov. He was assessed at first to complete 11 exams, which he appealed and it was then reduced to 5. He then submitted a second appeal and it was reduced to 4. An ARC member in the discipline of Civil may need to attend the hearing.
- National Admission Officials AGM will be held in Halifax, NS June 7-8, 2017.

- PEO CODE workshop initiated by President, Bob Dony, will be held at McMaster University on May 29, 2017. Michael Price will do a presentation of the PEO licensing process and the CEAB accreditation process.

7. Endorsements

7.1 Reading Assignment of Technical Reports/Synopses

No issues to report

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

8.1 Licensing Committee Update

Barna Szabados reported that at the last LIC meeting the committee reviewed the history of the appeals process including rationale of different proposals around admission appeals.

At the AGM, there was a motion that applicants who have refugee status should be eligible for the Financial Credit Program. The LIC had a lengthy discussion about the viability of the FCP.

A possible solution for the appeals process that the LIC discussed was anyone who applies to PEO applies as an EIT first. The LIC will have further discussions about EIT requirements.

The process is in place for an informal appeals process but it is not documented clearly. Barna suggested that the ARC subcommittee needs to create a clear document and flow chart to formally describe exactly what is done.

8.2 EChat Forum Items

Limited Licence, Faris submitted the revisions of the document Other Licensing Types, which was prepared by the ARC Limited Licence Sub-Committee. He shared with the committee the changes as suggested based on Michael Price, David Kiguel and Seimer Tsang feedback. The committee reviewed the

document and suggested additional edits. The suggested revisions will be made to the document and will be updated into the Redbook.

Motion: It was moved by Barna Szabados and seconded by Seimer Tsang to approve revised version 4 to Section 16 of the Redbook.

8.3 CEAB Update

No items to report

8.5 Kabul University

There is an applicant who applied for licensure from Kabul University in Civil engineering. This applicant first applied in 2010 and was assigned a phase one exams. He did not attempt any exams and the file was closed in June 2015. He has recently reapplied and there are concerns with the authenticity of his documents. It should also be noted that between 1992 and 2002 post-secondary institutions in Afghanistan were not operating due to the war.

It was moved by George Nakhla and seconded by Barna Szabados that the applicant be assigned a specific examination program with no referral to ERC.

CARRIED

8.4 PEO Exam Syllabi Update

Moody Farag reported that the CEQB has revised the syllabi for Computer Engineering, Industrial Engineering, and Engineering Physics. The new revisions were sent out to ARC subcommittees to review.

Computer Engineering; It was moved by Barna Szabados and seconded by Sanjeev Bhole to accept the boardsheet for Computer Engineering.

CARRIED

Industrial Engineering; It was moved by Waguih ElMaraghy and seconded by Sanjeev Bhole to accept the boardsheet for Industrial Engineering.

CARRIED

Engineering Physics; It was moved by Juri Silmberg and seconded by Ross Judd to accept the boardsheet for Engineering physics

CARRIED

8.6 Discussion on Depth and Breadth

Deferred to next meeting

8.7 ERC Report

David Kiguel reported on the following items:

- The ERC is forming a new working group to keep the manual up to date. The terms of reference for the working group was approved. The first task of the working group would be to add the limited licence process and criteria to the manual.
- The next ERC subcommittee meeting is scheduled for June 20, 2017.
- The next ERC Business meeting is scheduled for June 26, 2017.

8.8 OFC – Conflict of Interest / Bias Policy

The committee reviewed the two-page document ARC Policy on Conflict of Interest or Commitment and discussed revisions to the document.

- It was suggested that the document is missing what to do when you realize there is a conflict of interest.
- It needs to clearly state in the document that ARC members will recuse themselves from a conflict
- Staff will avoid putting an ARC member who is a supervisor of an applicant to assess their application.

Waguhi EIMaraghy will make the suggested changes to the document and the revised document will be distributed at the next meeting.

8.9 Quality of Engineering Reports

Ross Judd shared with the committee his concerns regarding the quality of the engineering reports that are coming through to the ARC for review. Waguhi EIMaraghy suggested that PEO should describe exactly what is required, e.g., font size, content, format, drawings etc. The same type of instruction when you submit a publication for a journal. ARC would prepare a detailed document of what is expected in an engineering report. It was suggested that Ross Judd, Waguhi EIMaraghy, Barna Szabados, Seimer Tsang and Leila Notash would work on creating a detailed document for applicants.

9. New Procedural Matter(s) for Discussion

No items for discussion

10. Other Business

No items for discussion

11. Adjournment

The meeting was adjourned at 1:00 PM.

Next Meeting: June 16, 2017