



Minutes

ACADEMIC REQUIREMENTS COMMITTEE (ARC)

Friday, September 28, 2018

PRESENT:

Members:

Leila Notash, Chair	Allen Stewart
Ramesh Subramanian, Vice-Chair	Jüri Silmberg
Bob Dony	Ian Marsland
Roydon Fraser	Waguhi ElMaraghy
Ross Judd	Judith Dimitriu
Seimer Tsang	Amir Fam
Remon Pop-Iliev	Barna Szabados
Amin Rizkalla	Meilan Liu
	Medhat Shehata

Staff:

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

Regrets:

Gosha Zywno	George Nakhla
Stelian George -Cosh	Joe Lostracco
Shamim Sheikh	John Yeow
Michael Hulley	Magdi Mohareb
Sanjeev Bhole	

Guests:

David Kiguel, ERC Chair
Changiz Sadr, ERC Vice Chair

1. Call to Order and Chair's Remarks

The meeting was called to order by the Chair, Leila Notash, at 10:35 AM. She welcomed everyone to the first meeting of the fall term.

2. Approval of the Agenda

There were two items added to the agenda:

- Item 7.4 – Professional Practice Examination (PPE) August 2018 statistic results
- Item 8.5 – Election of the ARC Vice-Chair

MOTION

It was **moved** by Ramesh Subramanian and **seconded by** Amir Fam that the agenda be approved as amended by unanimous consent.

CARRIED

3. **Approval of the Minutes of the August 24, 2018 Meeting**

The Chair requested the correction of a typo on page 2, Item 5.1, bullet 1: one M should be noted to imply a million (dollars) as opposed to two M's.

MOTION

It was **moved by** Waguih ElMaraghy and **seconded by** Jüri Silmberg that the minutes of the August 24, 2018 meeting be approved as amended by unanimous consent.

CARRIED

4. **Matters Arising from the Minutes**

The following updates on matters arising from the minutes were reported.

Under Item 6.1 – PEO Response to the Office of the Fairness Commissioner (OFC) Letter dated March 15, 2018:

Moody Farag reported that PEO did not receive a response from the OFC in reference to PEO's August 2, 2018 letter.

On September 12, 2018, the OFC held a meeting with members of the 36 regulated professions in Ontario. Bernard Ennis, Director, Policy & Professional Affairs, Tribunals and Regulatory Affairs attended on behalf of Johnny Zuccon. The Commissioner identified 5 areas of concern that the OFC will be focusing on.

He read the following extract from a copy of the Commissioner's discourse during the meeting.

The OFC noted that many regulators are not meeting standards for registration processes. The OFC will no longer make recommendations for improvement but, instead, the OFC will be issuing compliance orders. The Commissioner said that the previous OFC's audit of the statutes to see if they were consistent with good standards of the registration process was inadequate. The OFC plans to replace the assessment process with compliance audits and, to this end, they will be developing standards and certifying auditors to carry out audits at the regulators. The Commissioner stated that the OFC has identified 5 major points of concern it will be focusing on in the future.

1. The use of third-party assessment organizations like the World Education Services (WES);
2. Canadian experience requirements;
3. French language services provided by regulators;
4. Anti-bias surveys; and
5. Diversity of councils and committees.

Under Item 6.2 – on the Canadian Engineering Qualifications Board (CEQB) Activities

- In the CEQB meeting of September 13, 2018, the CEQB agreed to split the Biochemical/Biomedical syllabus into two separate syllabi, as requested by the ARC. They have not yet approved these separate syllabi.
- The CEQB has approved the Mining and Mineral Engineering syllabus and the Geomatics Engineering syllabus.
- The CEQB agreed to develop a new syllabus for the Aeronautical and Aerospace Engineering in their 2019 plans.

Under Item 6.4 – PEO Representative Vacancy on the Canadian Engineering Accreditation Board (CEAB)

- Moody Farag was pleased to announce that Ramesh Subramanian was approved by Council as the new ARC Representative on the CEAB, starting February 1, 2019.
- On behalf of the ARC, the Chair proposed to write a letter to PEO's Acting HR Director asking for clarification as to the criteria, process and procedure in choosing candidates/volunteers for committees, task forces and/or board representatives. As well, the ARC members inquired as to why there was no acknowledgement of the receipt of applications when sending it via the PEO volunteers email address.

Under Item 6.5 – Meeting with Ordre des ingénieurs du Québec (OIQ)

- The Junior Engineer Program is a key step on the road to becoming a professional engineer with OIQ; to qualify, an applicant must meet the academic requirements for licensure. To be licensed, an applicant must work as a junior engineer under the immediate supervision and direction of a P.Eng. for a training period that can last up to 36 months. The program must have been perceived by the government as an unnecessary barrier for licensure.
- A member asked whether this would affect PEO in terms of transfers. The Manager, Registration responded and said that, based on the transfers he has seen in the past 2 years, the only reason someone is not be accepted for transfer from another province would be a matter of character or legal issues.
- The PEO Experience Requirement Committee (ERC) does not think PEO's 4-year work experience requirement is a valid measurement. The ERC is already working on a competency-based measurement. Instead of an applicant proving they have a certain number of years of experience, s/he will have to prove that they have accomplished experience based on competencies. Both the Licensing Committee and the ERC are moving toward a future change regarding the experience requirement.

Under Item 6.6 – The Institute for Canadian Citizenship (ICC)

- Moody Farag provided the Committee with the 20 recommendations presented in the ICC engineers report: *Closed Shops: Making Canada's engineering profession more inclusive of international engineers*. Five recommendations for improving the immigration process; 5 for improving the employment process; and 10 recommendations for improving the licensure process.

- Members had a lengthy discussion based on what they see as considerable areas of concerns about the report's recommendations and also expressed issues with the research and claims stated in the report.

Under Item 8.5 – ARC Distance Education (DE) Subcommittee – the Motion

- Barna Szabados asked to reference the rescinded ARC motion in the minutes for clarification. It was agreed that staff would add the motion and its reference to the minutes.

Under Item 8.7 – Experience Requirements Committee (ERC) Report

- a) The ERC Sub-Committee had the opportunity to further review the list of Key Competencies & Generic Indicators that Engineers & Geoscientists British Columbia (EGBC) currently uses. The general view of the Sub-Committee is that the list is exorbitant. It may be fine for being mostly tailored for self-assessment that applicants do because the online system requires applicants to self-assess on a scale of 1-5 on each specific item. In the view of the Sub-Committee, an applicant is either competent, or not, and there are no grades in between.
- b) The ERC has been working on a list of competencies and indicators better suited for PEO's standards and will implement them in December 2018, first through training of ERC members. These competencies will be verified in the ERC interviews.
- c) The EGBC approach gives more responsibility to the applicant and provides a good way to communicate. This approach may be a consideration for PEO to assess distance education applicants.
- d) Roydon Fraser made the following commentary: The Canadian experience was missing from the list of the EGBC competencies, and internally as well, other than there is a time requirement. An assessor wants to know how an applicant *applies* their ethics; not whether they know it, or whether they have the knowledge of technical standards. It is how they *apply* what they know.

He further commented that if PEO takes what it does at the ARC and translated it to the ERC, there would be multiple paths to attain licensure. There are 3 basic paths to approach experience requirement that the ERC should look at.

1. Time – because an applicant has not demonstrated anything negative. The current path, which is time-based, shows no evidence that it fails; it's one with several areas of competencies or experience and can easily be modified.
2. Competencies with ethics built in – what EGBC is doing. From the perspective of the applicant, they can clearly see where they are in the process, how much was accomplished, how close they are to completion. It is purely a checklist with verification, validation.
3. A challenge for credit, along the interview idea, whereby the applicants are assessed by people who know them well, e.g., a PhD exam. If someone knows the area well and has the experience, why wait for 4 years? If there's an intensive exercise of knowing what an applicant is doing, there is no need to extend time.

In addition, he is bringing a motion to Council in November 2018 regarding the experience requirement:

A motion to start the process to go back to the 2-year experience requirement as there have been no benefits seen by PEO since it moved to 4 years experience. He invited members to share any input, feedback or concerns with him. The ERC Chair remarked that he did not have an issue with 2 or 4 years experience; the quality of the experience is what matters.

5. **Chair's Report**

The Chair reported on the following item:

On September 22, 2018, as the Vice-Chair of the Kingston Chapter, she attended the Eastern Region Congress. One of the issues that has been addressed periodically is whether ERC interviews could be conducted at the eastern regional office. She explained to attendees that members of the ARC and ERC require up to 10 years experience to assess files independently, without any discussions with Committee members. The interviews/assessments cannot be conducted by Chapter members only as it is a process that cannot easily be implemented unless one is a member of either the ARC or ERC.

The Chair asked members to consider whether a regional office was even required before any consideration be given to chapters conducting interviews.

The Northern Region office has been instrumental in supporting applicants as the region is so far from the PEO office. There is also discussion as to where to have the Eastern Region office: Kingston, London or Ottawa. Is there a need for this office? Can matters be addressed by or deferred to other chapter offices or committees? The Chair invited members to provide feedback on this issue that has been discussed extensively in the Eastern Region.

6. **Acting Deputy Registrar's Report**

Moody Farag reported on the September 2018 Council meeting:

a) Council met on September 20-21, 2018 and the main focus of the meeting was the 2019 draft budget and Council is considering a number of options to increase revenue and to decrease expenditure for the 2019 budget. This may include:

- increasing fees which have not been changed in the past 10 years;
- to charge a fee for ERC academic interviews; [*Members discussed the matter saying that charging for interviews is potentially waiving costed exams through an interview. So effectively, it is an examination, part of the exam process. It could also be an incentive for applicants to better prepare for the interview.*]
- to suspend some of the PEO programs that are not related to regulatory functions.

b) Council approved the following:

- The McMaster University's Non-CEAB B.Tech programs: Automotive & Vehicle Engineering Technology; Civil engineering Infrastructure Technology; and Power & Energy Technology. The university was officially informed of on September 27, 2018.
 - The list of 2017 academic programs that were reviewed, revised and accredited by the CEAB.
 - An external review of PEO's regulatory performance. Harry Cayton, an international consultant to the Professional Standards Authority, will be contracted to conduct the performance review which may start in January 2019.
 - Funds for the next upgrade of the PEO licensing database Aptify. This update does not include any online capabilities.
- c) At its meeting of March 2017, Council approved the following amendments to Regulation 941 as submitted by PEO's Licensing Committee (LIC):
- to include accredited engineering programs from community colleges as opposed to only accredited university programs;
 - to replace the term "thesis" with "engineering report;"
 - to restrict when applicants may write the Professional Practice Examination (PPE) to only *after* the academic requirements have been met.
 - to allow PEO more administrative flexibility to offer technical exams at any time throughout the year without the restriction of only defining the academic between September and June.
 - to allow PEO to close application files after 8 years of not meeting non-academic licensure requirements. PEO currently has thousands of open applications and this amendment will give the Registrar the authority to close these applications after 8 years. A motion was passed at the September 27, 2018 LIC meeting recommending that the LIC advise the Legislative Counsel of the Ministry of the Attorney General that the LIC wishes the regulation to take effect immediately and that there is not need for grandfathering of the provision. Applicants must be informed before closing their applications.
 - PEO was approached by the drafters of the Attorney General's office to inform PEO that work was started on the changes. In the interim, they raised the question as to when PEO would like the changes to take effect. This was discussed at the September 27, 2018 LIC meeting and they passed a motion that all new policies are to be effective upon proclamation. The LIC also requested that PEO inform the drafters of the intent of the new policies.
- d) Council deferred the discussion of the 2018-2020 Strategic Plan as they made room for a thorough discussion of the draft 2019 budget.

In reference to the Acting Deputy Registrar's Report, the Chair remarked:

- With regard to PEO's response to the OFC addressing committee membership, one of the areas of attention she would like the new Registrar to be proactive on is in expanding on the equity and diversity module for committee volunteers as a condition of appointment.

7. Endorsements

7.1 Reading Assignment of Technical Reports/Synopses

- There was one synopsis in Manufacturing Engineering titled: Modern Day Techniques Used in Cementing Optics: submitted by applicant with File Number: 100513283. It was reviewed by Waguih ElMaraghy and rejected.
- There was a second synopsis in Electrical Engineering titled: Designing of a 500-Watt Microcontroller Based Smart Uninterruptible Power Supply: submitted by applicant with File Number: 100218549. It was reviewed by Barna Szabados and rejected.

7.2 Issues Arising from ARC/Deputy Registrar Recommendations

Bob Dony brought to the attention of the Committee that at last month's endorsement activities, he held back the recommendation of File Number 100531963. The applicant holds a B.Sc. degree in Natural Resources engineering and was assessed under Environmental Engineering, and the application was rejected for not meeting the minimum academic requirements to apply. He discussed the file with Roydon Fraser and they both agreed that since the applicant has a B.Sc. degree in an engineering program, the applicant meets the minimum academic requirements to apply. It was discussed, and it was agreed to refer the file back to the Civil Engineering Group to assign the appropriate number of exams.

7.3 Issues Arising from ERC Recommendations for Applicants Referred by ARC

No issues were reported.

7.4 Professional Practice Examination (PPE) August 2018 Results Report

Anna Carinci Lio reported on the additional sitting written at PEO August 11, 2018. The passing rate for the sitting is 78%, which is in keeping with previous PPE results.

It was requested that the next PPE report include percentage rates: percentage of candidates in attendance and the passing rate percentage.

8. Procedural and Related Matters

8.1 Licensing Committee (LIC) Update

The LIC Chair, Barna Szabados, thanked Moody Farag for giving an update on the LIC September 27, 2018 meeting in his Acting Deputy Registrar's Report. The Chair reported that it was a very good meeting but there was quite a bit of housekeeping to do as three months had passed since the last meeting.

LIC member Roydon Fraser's term is up for renewal and he agreed to serve another 2-year term; however, the ARC has to approve.

MOTION

It was **moved by** Bob Dony and **seconded by** Ramesh Subramanian that the ARC approve the appointment of Roydon Fraser to the LIC for another 2-year term.

CARRIED

8.2 **Canadian Engineering Accreditation Board (CEAB) Update**

Bob Dony reported the following:

- a) There was a CEAB meeting on September 16, 2018. There were a number of accreditation decisions, plus, a couple of substantial equivalency decisions with Costa Rica. The CEAB is winding down its involvement with Costa Rica because they are hopefully going to become stand-alone members of the Washington Accord.
- b) The CEAB received a number of reports, one of which was the Engineers Canada (EC) Board's Nomination Task Force Report. Both CEAB and the CEQB have sent responses to the EC Board.
- c) There was a report from the North Coast Distance Education School (NCDES).
- d) There was another report from the Canadian Federation of Engineering Students (CFES). The CFES has some interesting work be conducted regarding students' mental health surveys. The CEAB has introduced some mental health-based questions for students in the package of possible questions; a new visiting Chair presentation; a portion in the questionnaire about asking institutions to report on their academic integrity policies.
- e) The CEAB has removed the interpretive statement on significant program changes because based on feedback from the deans that it was so overly prescriptive that virtually everything the CEAB does on an annual basis at the Curriculum Committee would be a significant change, so we just have a more general case.
- f) The next face-to-face meeting will be in Ottawa on February 2-3, 2018. The CEAB also had a meeting with the Policies and Procedures Committee with the Deans Liaison Council with open discussions of various subjects of accreditation.
- g) The Accreditation Units (AU) Task Force which hopefully is going to get a pilot started. There has been some interesting work on statistical analysis. Some of the preliminary results are very positive based on proper statistical analysis.
- h) There was also a workshop that he and Roydon Fraser attended as well. They were looking at the focus on the graduate attributes continuous improvement process and the interpretation of engineering designs. There was a good discussion amongst all of the participants and one of the better workshops he has participated in because it was a very participant-oriented workshop. It provided excellent feedback and a broad perspective from the various stakeholders (at least half non-CEAB members, e.g. institution members, associate deans) on some of the material and issues the CEAB can move forward on. The workshop materials will be updated and circulated based on feedback.
- i) The CEAB is happy to hear that there is a recommendation for a member from Ontario. The nomination process limits terms to 6 years; however, it has not been passed as policy at this point.

8.3 Canadian Engineering Qualifications Board (CEQB) Update

Roydon Fraser reported the following:

- a) The CEQB rescinded the model guide on the Concept of Professionalism for Engineers and will be working on a new guide. The current guide was not serving its purpose and needed to be updated.
- b) The CEQB workshop was spent on the topic of the new governance model at EC.
- c) The Aerospace Engineering syllabi requested by the ARC are in process. The splitting of the Biochemical and Biomedical Engineering syllabus is in the process and hopefully it gets to the EC Board. What the ARC has requested has not hit any roadblocks.

8.4 ARC Distance Education (DE) Sub-Committee

Subcommittee Chair Waguih ElMaraghy reported the following:

- a) With the passing of the motion at the August 24, 2018 ARC meeting to rescind the previous motion regarding distance education (see Matters Arising from the Minutes – Under Item 8.5) reduces the pressure on the Sub-Committee in terms of the time to come up with a new procedure.
- b) Not all transcripts indicate distance education and we later found out that they were. There is still the need to put more onus on the applicant to provide more detail along the lines of assessment and competency. The Sub-Committee will continue to work on that.
- c) What the Sub-Committee does will affect all applicants except CEAB. Council will have to approve the new application procedure.
- d) The Chair suggested that there be future guidelines for the members who are going to review the distance education files. Ask candidates to provide more information at the time of applying rather than at the time of assessment. Establish an internal procedure.

8.5 New Election of ARC Vice-Chair

- The Chair noted the ARC was planning the election of the Vice-Chair in November or December 2018 but there is an annual workshop on October 26, 2018 of committee chairs and vice-chairs. Ramesh Subramanian suggested that perhaps another member of the ARC attend the workshop as he will be attending as Councillor.
- Last year the ARC Chair contacted the organizers to ask if another member of the ARC could attend and they did not agree. The Chair will ask again this year if another ARC member can attend as a delegate under the circumstances.
- The Chair requested that the election of the ARC Vice-Chair be added to the October 19, 2018 meeting agenda.

8.6 Experience Requirements Committee (ERC) Report

ERC Chair David Kiguel reported the following:

- a) At its September 2018 meeting, Council appointed the elected Vice-President of PEO, Marisa Sterling, as ERC Council Liaison, starting September 2018 up until the end of her Council term.
- b) The ERC Sub-Committee held a meeting on September 17, 2018. Members completed formalizing an appeals process for applicants who want to appeal the results of their ERC interview. Whether for confirmatory exams, staff referrals, experience assessment, limited licences, etc., there will be an appeal process. The document outlining the process will be presented at the next ERC Business Meeting for approval on October 12, 2018.
- c) Both the ERC and the LIC did some work with respect to the Experience Requirements Guideline document – posted on the PEO website – requiring monitors to spend a 30-hour per month minimum of physical presence at an EIT's workplace. This was considered impractical and an impediment for the licensing of EITs and to get their experience assessed and approved.
- d) Initially, the motion to remove the 30-hour monitor requirement was approved by the ERC and the LIC requirement was approved. Following that, a briefing note was written as an item to be included on the September 2018 Council meeting agenda. However, President Brown removed the item from the agenda citing that the ERC and the LIC did not seek sufficient peer review and directed the committees to pursue further review of the Professional Standards Committee (PSC).
- e) He wrote a letter to the PSC Chair Fanny Wong asking the Committee to review and endorse the initiative of removing the 30-hour requirement and the ERC and the LIC are now awaiting the PSC response. He forwarded the letter to the PSC Chair via the PEO staff members who support the Committee.

9. New Procedural Matter(s) for Discussion

There were no items to discuss.

10. Other Business

Roydon Fraser identified File Number 100530960, a graduate from a prestigious ivy league university – a party to the Washington Accord – and had to assign 6 exams.

11. Adjournment The meeting adjourned at 12:20 PM

The next meeting is schedule for **October 19, 2018**