



MINUTES

EDUCATION COMMITTEE (EDU)

Thursday, March 2, 7:30 PM – 9:00 pm

Conference bridge: 1 866 512-0904 Access: 2697824#

Chair: Samer Inchasi, P.Eng.
Vice-Chair: John Hazel, P.Eng.
Attendees: Gordon Griffith, P.Eng.
Radomir Grigorov, P.Eng.
Hao Li
Ravi Peri, P.Eng.
Paymon Sani, P.Eng.
Priscilla Williams, EIT
Karen Cain, P.Eng.
Staff Advisors: Tracey Caruana, P.Eng.
Adeilton Ribeiro, P.Eng.
Regrets: Michael Arthur, P.Eng.

1.0 Call to Order

John Hazel called the meeting to order at approximately 7:35 pm.
Ravi Peri was confirmed as the meeting evaluator for the meeting.

2.0 Approval of Agenda

John Hazel suggested adding discussion around the UL Innovative Education Award (ULIEA) to the agenda.

John Hazel moved to approve the Agenda. Ravi Peri seconded the motion. All present approved.

2.1 Approval of Minutes of the 09 February 2017 Meeting

There was brief discussion around the strategic consultation given by Gerard McDonald at the 09 February 2017 meeting and how to achieve an increase in outreach.

Gordon Griffith moved to approve the Minutes of the 09 February 2017 meeting. Radomir Grigorov seconded the motion. All present approved.

2.2 Action Register Review

Tracey Caruana reviewed the action items on the Action Register with the Committee and updated accordingly.



3.0 Sub-committee/Project Updates

3.1 Engineer-in-Residence (EIR)

Ravi Peri provided an update on EIR. The program is running well and the February 2017 progress report was distributed to the committee. The committee has been advised of the current 2017 budget for EIR.

There was discussion regarding the TD Meloche Monnex sponsorship and renewal of the sponsorship. EWB advised that they have spoken with TD and that TD is interested in sponsoring the program again at the same financial level. EWB will be working on a proposal.

Action: EWB to provide the committee with the agreement between EWB and TD, including details of what EWB will be providing in exchange for their sponsorship.

The committee agrees on extending EWB's contract for an additional year. As per the EIR Program Agreement, the agreement is renewable for additional one year periods by mutual consent.

Action: Notification regarding the extension of EWB's contract to be drafted by Tracey Caruana and to be signed by Sam Inchasi and Erica Lee Garcia. Budget to be included in the notification.

The EDU will begin to review the engineering change labs on a case by case basis and the attendance should be pre-approved before purchasing a ticket. Ravi Peri has requested one month's notice and approval before the change lab. In addition, they will need to receive feedback from the conference as well as a report. EWB has been advised of this. The benefit of the change lab is to give exposure to the EIR program.

3.2 Engineering Innovations Forum (EIF) Update

The Engineering Innovations Forum will take place on March 8, 2017 at the Royal Botanical Gardens. Sam Inchasi and Radomir Grigorov will be attending the event. The event is sold out.

The committee plans to hold a meeting with EIF regarding funding at the next face-to-face committee meeting on April 6, 2017.

Action: Sam Inchasi or Radomir Grigorov to invite EIF to future EDU meeting (April 6th face-to-face).

3.3 PEO-OSPE Math paper

The PEO-OSPE Math paper will be further discussed at the next EDU meeting. Sam Inchasi will follow up with OSPE regarding previous email sent. There was discussion around the possibility of



having the Math subject as a topic for the EDU conference, however this has been done in previous conferences.

Action: Sam Inchasi to follow up on the email he sent to OSPE regarding language in the paper.

3.4 EDU Outreach Material

Action: Tracey Caruana to request an order (QTY 2000) of the red engineering booklets: "It's All About You." There are currently approximately 400 units left in stock.

4.0 Chapter Liaison Report

Gordon Griffith reviewed the Special Project Funding Guidelines with the committee. There were no updates to be made to the guidelines, except updating the PEO staff contact.

Action: Gordon Griffith to email the Special Project Funding guidelines to all chapter education coordinators.

Action: Tracey Caruana to have funding guidelines posted on the education outreach website.

5.0 Committee Terms of Reference

There was discussion regarding the Terms of Reference. They were last updated in 2013. Sam Inchasi requested the committee's participation in terms of evaluating priorities and possible improvements.

Radomir Grigorov suggested that outreach material be digital, rather than paper based and that student engagement be increased. John Hazel suggested an increase in public awareness of engineering, events involved with OSPE, and partnerships with other organizations such as EIF.

Action: Sam Inchasi and John Hazel to share the proposal for changes to the Terms of Reference by end of next week, and to incorporate input from the committee.

Action: Samer Inchasi to submit final Terms of Reference before March 31, 2017.

6.0 Education Conference

There was discussion regarding the Education Conference and call for volunteers. Paymon Sani will be chair for the Education Conference sub-committee. A call for volunteers was sent out to the EDU committee and the Chapter Education Coordinators. The kick off meeting is scheduled for March 16, 2017. The conference is scheduled to take place on June 9 -10, 2017.

The committee had suggested setting up a website. Priscilla Williams suggests having a sub-committee if PEO/EDU takes over the website/forum.



Action: Paymon Sani to send Tracey Caruana list of volunteers.

Action: Tracey Caruana to send out meeting invite to the sub-committee.

Action: Tracey Caruana to follow up with IT on EDU conference website suggestion.

Action: Priscilla Williams to send email from last year's sub-committee. Tracey Caruana to send an invite out to them to ask if they would be interested in volunteering again.

Action: Tracey Caruana to ask for contacts of speakers.

7.0 Meeting evaluation

Ravi Peri provided an evaluation of the meeting to the EDU Committee.

8.0 Next meeting and Adjournment

John Hazel moved to adjourn the meeting at approximately 9:12 pm. Paymon Sani seconded the motion. The next EDU Committee meeting date is scheduled for 06 April 2017 at the PEO office.