Minutes

EXPERIENCE REQUIREMENTS COMMITTEE

Meeting April 22, 2016

PRESENT:

Members:		**Staff:**
Santosh Gupta, Chair	Mohinder Grover	Michael Price, Deputy Registrar
David Kiguel, Vice-Chair	Andrew Cornel	Pauline Lebel
Changiz Sadr	Andrew Poray	Jasmina Kovacevic
Daniel Ospina	Duncan Blachford	Moody Farag
Jim McConnach	Tibor Palinko	Muna Labib
Branislav Gojkovic	Cam Mirza	Sami Lamrad
Bosko Madic	Leroy Lees	Mark Hekimgil
Peter Jarett	George Apostol	Daniel Mandefro
George Chelavanayagam	John Smith	Nancy Matar
Ravi Gupta	Bill Jackson	Ann Pierre
David Kahn	Savio Desouza	Marsha Serrette
Christian Bellini		

Regrets:		**Guests:**
Tahir Shafiq	Betty Anne Butcher	Peter DeVita
Rishi Kumar	Barry Hitchcock	George Comrie
Eugene Puritch	Duncan Sidey	
Mihir Thakkar	Venkat Raman	
Jeremy Carkner	Sat Sharma	
Charles de la Riviere	Eugene Puritch	
Torben Jensen		

1. Call to Order and Chair's Remarks

   The meeting was called to order at approximately 1:30 pm by the Chair S. Gupta. The chair introduced two guests to the meeting, George Comrie incoming president and former PEO president Peter DeVita.

2. Approval of the Agenda

   The Chair Santosh Gupta added to the agenda under other business, Limited Licence Ratification.

   MOTION:

   It was **moved** by George Apostol and **seconded** by Changiz Sadr that the agenda be approved, as amended.

   CARRIED

3.   Approval of the Minutes of the February 26, 2016 Meeting

     MOTION:

     It was **moved** by Andrew Poray and **seconded** by Changiz Sadr that the February 26, 2016, minutes be approved.

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CARRIED

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4.   Matter(s) and Action Items Arising from the Minutes and the Experience Requirements Committee Motions and Actions List

     The creation of SharePoint accounts for all members. This is an ongoing item awaiting availability of IT services.

5.   Chair's Report

     Santosh Gupta reported on the following items:

- The Senior Management Team hosted an orientation session for council members on March 30, 2016. New councillors were in attendance and also the incoming president.

- Engineers Canada has changed the names of the CEAB and CEQB without consulting constituent associations. The executive committee of PEO has requested that Engineers Canada retain the well established names of the two boards and any such changes in the future should be ratified by the constituent associations.

- The ERC Subcommittee met on March 31, 2016. The main discussion focused on the recommendations of the consultant's work. This is item 10 on the agenda.

- Two additional members were added to the ERC Sub-Committee. Dalila Giusti is a practitioner in the area of acoustics and Michael Mladjenovic is a systems engineer. The Chair also thanked all other members who expressed interest to join the Sub-Committee.

- ERC manual part A&B updates will be discussed under agenda item 14.

- The Licensing Committee has referred three items to the ARC and the ERC: stale dating of CEAB degrees, PPE writing time and review of outstanding changes to Ontario Regulation 941. The first two are in ARC domain. The LIC would like feedback from the committees. The Sub-Committee will bring their feedback for ERC endorsement in due course.

- The PEO AGM will take place next week. The Chair and other members of the ERC plan to participate in the Volunteer Leadership conference on April 29, 2016.

- The proposal for LET/LEL holders to sit on Interview Panels will be discussed after the Deputy Registrar's report. The chair would like deliberation on this item on a priority basis.

- The work of the Communications Infrastructure Engineering (CIE) taskforce will be discussed by guests, Peter Devita and George Comrie.

- The CP^2 taskforce will be discussed under item 13.

6.   Deputy Registrar's Report

Michael Price, Deputy Registrar reported on the following items:

- Year end statistics for 2015. PEO received 5014 new applications. Council instituted the financial credit program in 2007 to CEAB grads and new immigrants within six months of landing. Almost half (48%) of the applications that came through last year came through the financial assistance program.

- 64% of those who applied were graduates from CEAB programs.

- There were 2449 individuals who were licensed in 2015. The second highest number to be licensed in PEO's history.

- The ARC reviewed 2506 applications and the ERC conducted 1055 Interviews.

      One additional item was added to the strategic plan by Council, CIE Item no. 7 on the ERC agenda. (

- Ontario Fairness Commission. There was a regulators meeting to discuss the 2017 assessment process. The 2017 assessment will be a full assessment. PEO last assessment was in 2014

- The LIC is currently reviewing the amount of time an application for Licensure can remain open. Currently in the regulations there are two deadlines
    1) An applicant who is assigned exams must complete the exam program within 8 years. He /She must write the first exam within two years of academic assessment and must write at least one exam per year.
    2) An applicant has to pass the PPE within 2 years after they have met the academic requirements.

- The LIC believes a third item should be put in the regulations. How long someone has to meet the experience requirements? There should be a specific section in the regulations that addresses this and it would require a regulation change.

7.   LET/LEL holders in Interview Panels

Peter Devita, Chair of the Emerging Disciplines Task Force, addressed the committee on the history of the emerging disciplines taskforce that started 20 years ago. PEO needs to be proactive with new disciplines as Science and Technology developments have the potential for more disciplines. CIE (Communications Infrastructure Engineering) is an emerging discipline. PEO will do outreach to employers and there will be new and on-going communications to recruit applicants. Challenge: how do we get the people into PEO and how do we establish restrictive practices? The only way that PEO is going to have persistent motivation and force behind creating restricted practice is to have a committee with the members of that practice. There were only 5 disciplines of engineering in 1922 we now have over 30 disciplines. The next step is to create a committee of these people and they will advise us of what we need to do.

President Elect, George Comrie addressed the committee on how PEO would capture people who work in the CIE/cyber security field. Furthermore, he stated that one of the problems going forward is that many of the people in this field do not have an engineering educational background.

After extensive discussion the ERC concluded that LEL/LET holder should not be part of ERC interviewing panels Furthermore the current regulations do not allow a limited licence holder, since they are not a Memberof PEO; to be members of the ERC and thus sit on a panel. Changing this condition would require a regulation amendment.

10. Consultant's Recommendations and Next Steps

Pauline Lebel reported on the next steps of the consultant's report. There were 10 main recommendations. The subcommittee reviewed each recommendation and decided which items to undertake.

1. Clearly defined interview process and the training that goes along with it. The ERCSC agreed to work towards defining the purposes and process for the various interview types and provide training to members of the ERC.

2. Implementing a process to review and validate the draft competencies. The consultant facilitated a two day working session on what competencies we were looking for from applicants. The sub-committee agreed that developing competencies and indicators would assist the panel members in determining if an applicant met the criteria for licensure.

3. Develop, validate and implement semi structured interview questions. The sub-committee agreed that the development of high level interview questions would help in making the interviews more consistent. This will allow for direction of further questioning and probing questions to proceed. Training will also be provided on how to develop probing questions.

4. Inter-rater and assessment reliability. The subcommittee has deferred this item. It will be reviewed at a later date once a system is in place that can provide reliability and consistency.

5. Report Template and Scoring sheets will be modified to make it easier for the panel to use and report on.

6. Implement mandatory training for interviewers. The subcommittee agreed that ongoing training is required and should be implemented.

7. Create an oversight Committee that is separate from the pool of interviewers. The subcommittee was in agreement that this already exists with respect to ARC referrals as there is a group within the ARC that reviews ERC decisions. No further action is required on the recommendation.

8. Review a common number of projects for all interviews to ensure a fair and consistent process. The subcommittee will look into this further as to how they could proceed with this request and the time that would be required to do this effectively.

9. Revise candidate report to include identified gaps, rationale for determination, and suggested action to meet gaps. This had to do with the template for the interview reports and looking at more of the recommendations with respect to staff referral interviews.

10. Update candidate materials to include: (a) revised criteria and weighting of each category/unit and (b) expectation of preparation, scope and timing of the project presentation. The subcommittee concluded that item (a) is not necessary as all 5 areas in ERC interview criteria needs to be demonstrated. The sub-committee agreed in principle with item (b).

Motion:
It was moved by Cam Mirza and seconded by Changiz Sadr, that the ERC supports the subcommittee's plan of action in respect to the recommendations of the consultant's report.

CARRIED

12. ERC Chat Topics

Bill Jackson proposed a strategy for the discussion forum. There have been a number of people participating in the discussion forum but the discussion does not come to any conclusion. He suggested a strategy to get the flow of information through, which may also create more interest in the discussion forum. Bill Jackson proposed to the committee that the discussion items be sent on to

the subcommittee after a two-month interval, and the subcommittee will decide if the discussion is worthwhile to proceed with. He proposed the question to the committee, as to whether they felt it was worthwhile to continue using the forum. It was decided that a report on the discussion forum subjects would be added to the agenda as a standing item. Bill Jackson will send out the discussion forum information to the committee two weeks before the business meeting.

13. CP^2 Taskforce Update

Changiz Sadr reported on the new CP^2 taskforce. It was established to continue the work of the previous taskforce on CPD. The committee has met twice and is reviewing the differences in CPD requirements from different organizations. The CP^2 committee responsibility was to come up with a solution and report to Council by November 2016. What was discussed by the taskforce was that the council motion of a required implementation approval by the PEO membership does not have a timeline attached. The referendum may be postponed to the following year's election (2017/2018) as the committee wants to come up with a proper solution.   This will be an item on the agenda for the next meeting.

11. Reinstatement Interviews for non-payment of dues

Duncan Blatchford moved that in cases of reinstatement where a licence has been cancelled for non-payment of dues that PEO staff be empowered to waive the ERC interview where the member has not ceased his/her engineering career and there is no evidence that the member would not know the standards and regulations for their field of work. This item will be deferred to the next meeting for Lawrence Fogwill to advise.

15. Other Business: Limited Licence Ratification

Peter Jarrett reported on the working group that was set up to look at the ratification process. The panel ratifies all the decisions by interview panels for confirmatory exam, staff referral and limited licence applications. Currently the ratification panel is made up of a few volunteers and they do not cover all the disciplines. There has been a problem with the way the panel addresses the original interviewers when they disagree with the ratification. The manner of which ratification group members have indicated that they disagreed with the interviewing panel has caused concern. The working group is looking at a way that it could be done harmoniously. The working group has made 3 recommendations:

1. The concept of Limited Licence needs reviewing. What is a limited licence? How limited is limited?   It is a problem that has to be solved.

2. When setting up limited scope of practice, the terminology used should fall within the CEQB syllabi for the subject of the limitation.

3. The ratification group should be organised to include in the group the expertise in the main areas of the majority of the applicants that are reviewed. The suggestion is that the panel could be split in two. One panel would look at the staff referral and confirmatory exams, while the second panel would deal with Limited Licences.

David Kiguel suggested that this issue should go to the ERC subcommittee for further review of the terms of reference and rules that the ratification group should follow. This topic will continue on the chat forum and it will be a topic of discussion at the next meeting.

14. ERC Procedures Manual Update

Ravi Gupta reported on the manual, requesting the committee to please review and make comments on the next revision.

16. Adjournment

> It was moved by George Apostol and seconded by Mohinder Grover that the meeting be adjourned at 4:42pm.

Next Meeting: Wednesday, June 15, 2016 at 1:30pm