



Minutes

EXPERIENCE REQUIREMENTS COMMITTEE

Meeting of October 23, 2015

PRESENT:

Members:

Santosh Gupta, Chair
David Kiguel, Vice-Chair
George Apostol
Soharab Bhuiyan
Peter Jarrett
Zoran Mrdja
Frank Sigouin-Allan
Venkat Raman
Mohamed Boutazakhti
George Chelvanayagam
Saverio Pota
Andrew Poray
Jian Guo Wang

David Kahn
Jim McConnach
Duncan Blanchford
Branslav Gojkovic
Cam Mirza
Bill Jackson
Tibor Palinko
Ravi Gupta
Daniel Ospina
John Smith
Saleh Tadros
Galal Abdelmisseh
Michael Maldjenovic

Staff:

Michael Price, Deputy Registrar
Pauline Lebel
Lawrence Fogwill
Jasmina Kovacevic
Muna Labib
Sami Lamrad
Mark Hekingil
Daniel Mandefro
Nancy Matar
Ann Pierre
Marsha Serrette

Absent:

Maged Ibrahim
Moody Farag

Guests: Leanne Worsfold

1. Call to Order and Chair's Remarks

The meeting was called to order at approximately 1:30 pm by the Chair S. Gupta

2. Approval of the Agenda

Lawrence Fogwill requested to move item 9 to after Deputy Registrar's report item 5.

MOTION:

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

CARRIED

3. Approval of the Minutes of the April 17, 2015 Meeting

MOTION:

It was **moved** by Duncan Blanchford and **seconded** by Andrew Poray that the April 17, 2015, minutes be approved.

CARRIED

Approval of the Minutes of the August 21 2015 Meeting

It was **moved** by Andrew Poray and **seconded** by George Apostol that the August 21, 2015 minutes be approved

CARRIED

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

Committee went through the 7 items in the action list. Item 5 action changed to Action by: Pauline Lebel. All other items are in progress or completed.

5. Chair's Report

Santosh Gupta reported on the following items:

- The subcommittee met on October 18, 2015. Items discussed were the first draft of terms of reference for the subcommittee. The final draft of the terms of reference will come to the committee for approval at the December meeting.
- On September 30th the chair sent a letter to the Finance Committee; re: updating audio visual recording systems in rooms on the 7th floor. Interview room recordings need to be in good working order as the importance of these recordings are significant to the work of the ERC. The letter requested that the technology be updated and cost can be covered from the capital budget. Finance committee has not sent a formal response. They will be meeting on October 26, 2015.
- Bill Jackson and the ARC chair Barna Szabados, are discussing possible improvements of the interview process for applicants who are assigned a large number of exams. They will come up with a recommendation to bring to this committee.
- S. Gupta and B. Szabados will be speaking at the East Toronto chapter on November 3, 2015 on how the two committees assess the academics and experience of applicants.
- Membership of APEGBC rejected the recommendations that have been made to them regarding mandatory continuing proficiency development by their association.
- The following motions were passed by Council:
 - Engineering Dimensions will be mailed to all members unless they request the digital copy only.
 - Council affirms its intent to ask membership to ratify in a referendum to participate in a continuing professional practice quality assurance program. Recommendation of task force would be sent to the membership for their approval
 - Council received and accepted the justification of one year Canadian experience requirement from the Licensing Committee

Three new members have joined the ERC, one member has a doctorate in nuclear engineering and physics, the other has a specialty in electrical instrumentation and control and one other member his specialty is in chemical.

Santosh thanked the committee for their continued support in his leadership.

5. Deputy Registrar's Report

The Deputy Registrar reported that:

- Engineers Canada Education Credential Assessment project is still on hold but this status should change since the federal election is now completed.
- APEGBC pilot project on the Canadian Environment Experience is in progress. It should be completed a year from now. PEO will review the recommendations that come out of it.

9. Limited Licence Update

Lawrence Fogwill gave an update on the new limited licence program.

- The first interviews of applicants are scheduled to happen in the next 2-4 weeks
- There is an issue with the old Limited Licence Ratification process, in order to smooth out some of the friction points

MOTION:

It was **moved** by, Peter Jarrett **seconded** by Ravi Gupta to establish a task force of three ERC members to review the limited licence ratification process and recommend efficiencies.

CARRIED

10. Interview Review Process

Leanne Worsfold, with icomp consulting is doing an external review of PEO's interview practices as requested by the Fairness Commissioner. She gave an update on the steps they are taking and their preliminary findings now that they are at the midpoint of the project. The aim of the project is to ensure that PEO policies are fair and equitable to internationally trained engineers.

Preliminary Suggestions:

- Clearly document everyone understanding the purpose of the interview
- Explain and publicize what knowledge and skills are being assessed
- Outline clear expectations, list the criteria. e.g. creation of a checklist
- Communicate what the expectations are on their project. e.g. post assessment policies on the website
- Communicating what the gaps are in knowledge skills and judgement post interview.
- Sufficient opportunity on time commitment of the interview process
- Project based assessments should have a sample of more than one project. If you have clear criteria of what you are looking for you should have minimum 2 projects to compare.
- Keep a non biased opinion, no perceived notion e.g. school, country, etc.
- Reports should communicate applicants strengths and weaknesses

Observations:

- Assessors are not all on the same page, applicants not being assessed at the same depth
- There are inconsistencies around understanding of the purpose of the written materials with assessors and applicants
- Questioned the structure of information gathering. Questions based on behaviours not quizzing

Preliminary Recommendations

- Give stronger guidelines with the opening and closing how much detail is being told to the applicant
- Invest in training of assessors
- Define what is the minimum
- Make time for two projects
- Increase time of the interview to two hours
- Assessors need time to write reports between interviews allot time for breaks between assessment
- Same structure for staff referral and confirmatory
- Payment for interviews increases and strengthens the legitimacy of this process
- Stipend for the assessor's time therefore they would attend training sessions etc.
- Create tracking mechanism to monitor process time. e.g. how many people applied, how many passed, how many required upgrading, what were the gaps.

During and after the power point presentation by Ms. Wolsford the committee members discussed her observations and findings to date. After considerable discussion, S. Gupta requested for those who would like to further discourse with Leanne to forward their questions to Pauline.

12. Engineers Canada Engineering Qualifications Board (CEQB)

B. Jackson informed the committee of the changes to the current syllabus status of civil engineering. The syllabus for Civil engineering has changed and was formally released on September 18, 2015. Four others are under review Mechanical, Electrical, Naval Architecture and Chemical. The syllabi are posted on the discussion forum. Daniel Mandefro will send out instructions to the committee on how to access the forum.

13. ERC Procedures Manual Update.

Galal Abdelmessih reported that the draft manual is now complete however there were some final revisions to part A. After the next task force meeting the draft revision will be shared to all ERC members.

14. Other Business – None

15. Adjournment 4:28 PM