



Minutes

ACADEMIC REQUIREMENTS COMMITTEE (ARC)

Friday, September 13th, 2019

PRESENT

Members

EIMaraghy, Waguih (Vice Chair)
Fam, Amir
Hulley, Michael
Judd, Ross
Marsland, Ian
Nakhla, George
Notash, Leila
Pop-Iliev, Remon
Rizkalla, Amin
Shehata, Medhat
Silmsberg, Juri
Subramanian, Ramesh (Chair)
Szabados, Barna
Tsang, Seimer
Zywno, Gosha

Guests

Kiguel, David
(ERC Chair)

Staff

Carinci Lio , Anna
Ennis, Bernie
Farag, Moody
Georgis, Faris
Kim, Esther
Zdan, Irene

Regrets

Bhole, Sanjeev
Dimitriu, Judith
Dony, Bob
Fraser, Roydon
George-Cosh, Stelian
Lebel, Pauline
Liu, Meilan

Lostracco, Joe
Mohareb, Magdi
Scott, Tracey
Sheikh, Shamim
Stewart, Allen
Yeow, John

1 Call to Order and Chair's Remarks

The meeting was called to order by Chair Ramesh Subramanian at 10.32 am

2 Approval of the Agenda

MOTION

It was **moved by** Leila Notash and **seconded** Waguih EIMaraghy that the agenda be approved as distributed.

CARRIED

3 Approval of the Minutes of August 16, 2019

- Page 5, 4th paragraph - Remove the word numerical.
- Typos will be given to Tracey Scott for amendment.
- Last names of the members to be added to the document.

MOTION

It was **moved by** Leila Notash and **seconded by** Waguih EIMaraghy that the minutes of the August 16, 2019 be amended.

CARRIED

4 Matters Arising from the Minutes

There were no matters arising.

5 Chair's Report

Ramesh Subramanian advised there are no updates, however congratulated Michael Hulley on his promotion to Full Professor of Civil Engineering at RMC.

6 Staff Report

Moody Farag reminded the ARC of the Council meeting next week which will address the high-level action plan.

7 Endorsements

7.1 Reading Assignment of Technical Reports/Synopses

There were 3 Synopses:

7.1.1 A synopsis in Manufacturing Engineering titled: "2020 Production Plan: R&D Systems Incorporated" Submitted by File no. 100527956. The report will be reviewed by Waguih EIMaraghy.

7.1.2 A synopsis in Electrical Engineering titled: "Short-Circuit Analysis and Ground Grid Design" Submitted by File no. 100233661. The report will be reviewed by Barna Szabados.

7.1.3 A synopsis in Manufacturing Engineering titled: Robust Circuit Board Tester Design that Reduces Assembly Line Fallout". Submitted by File no. 100523487. The report will be reviewed by Waguih EIMaraghy.

7.2 Issues Arising from ARC/ Registrar Recommendations

There were no issues to report.

7.3 Issues Arising from ERC Recommendations for Applicants Referred by ARC

There were no issues to report There were no issues raised

8 Procedural and Related Matters

8.1 Licensing Committee (LIC) Update

Barna Szabados updated the committee on the LIC meeting which was held on Sept 12th.

The major item for discussion was the issue of one-year Canadian experience under the supervision of a P.Eng.

There are currently 6 classes of people who do not have a P. Eng supervisor reviewing their work and experience, which is a huge hurdle for these applicants.

The LIC will be proposing to Council a working group that assess an applicant's workplace experience if there is no P.Eng. supervisor present. This will aid and be an alternative for PEO's one-year experience requirement.

The assessment would be reported to the Committee and Council to discuss the outcome and if the supervision requirement will be waived for the applicant.

8.2 Canadian Engineering Accreditation Board (CEAB) Update

No Activities to report.

8.3 Canadian Engineering Qualifications Board (CEQB) Update

No Activities to report.

8.4 ARC Distance Education (DE) Subcommittee Update

No Activities to report.

9. New Procedural Matters for Discussion

9.1 Policy on Eliminating Bias

Bernie Ennis, the director of Policy and Professional Affairs, addressed the committee regarding the Policy on Eliminating Bias.

The document was created by an external law firm who based their opinion on similar policies provided from the OFC.

Page 3 of the document provides examples that show Conflict of Interest and Bias. The policy was approved by Council, and the committees are required to comply with it effective immediately.

Q: How restrictive is the policy? Anytime there are facts that could lead someone to perceive a bias or that might suggest that a member has an interest in the outcome, the member should declare they have a bias or conflict.

After a conflict of Interest is declared by a person, the committee decides on whether an action needs to be taken.

Q: Why does the person has to leave the room? According to the external lawyer, this is standard practice for Conflict of Interest situations since it eliminates the risk of a future argument against any decisions made by the committee. It is a legal requirement for corporate board members.

Even if a person is still in the room and refrains from voting or taking part in the discussion, they can still influence others by looks and gestures.

Q: Is there an opportunity for the committee to change the document?

Yes. Though the policy has been approved by council and must be followed by the committees, suggestions for amendments can be made. If reasonable, these will be forwarded to the lawyer for consideration.

Q: Why is the text different from other policies that you have seen?

All committees and organisations have different issues, so policies may be different in specifics.

Q: Why is the person required to leave the room, which is open to the public?

The policy is intended to prevent that person from influencing other members. It might not be as critical here, but we need to ensure the person is not influencing the outcome of the decision. The person cannot take part of any discussion in which they are conflicted.

When you declared a bias, you must explain the nature of the bias to the committee, and for clarification, just knowing the person is not necessarily a sign of bias or conflict of interest.

We need to err on the side of caution as it is better to declare and move on, instead of fighting when it could be questioned later. Disclosure is the most important thing.

Q: You mentioned there were 14 examples on the list and Council decided to include only Four; Was the “unconscious bias” one of the excluded ones? I don't believe there was anything on unconscious bias in the 14 examples.

If any members have issues with the policy, you will need to provide a written statement to Council. However, in the meantime, the policy is in effect and it needs to be followed.

Action: Could we invite Jordan Max to an ARC meeting?

9.2 Ryerson Bridging Program (IEEQB)

Moody Farag advised the committee that Ryerson University submitted a request to approve revised Ryerson courses that are equivalent to PEO exams related to Geomatics Engineering and Water Resources Engineering. The courses will be offered to PEO applicants that enrol in the Internationally Educated Engineers Qualification Bridging (IEEQB) program.

The Courses were reviewed by the Civil Engineering ARC members and following an extensive discussion it was determined that Ryerson Courses provided sufficient coverage to PEO's confirmatory examination program in Geometric Engineering and Water Resource.

MOTION

It was **moved by** Waguih ElMaraghy and **seconded by** Leila Notash that the ARC approves Ryerson University proposal of PEO Exam/Ryerson Course equivalent in Geomatics Engineering and Water Resources. **Carried**

10. Other Business

There was no new business.

11. Experience Requirements Committee (ERC) Update

David Kiguel provided a verbal report on the ERC meeting of August 23rd, 2019 as follows:

- Johnny Zuccon was a guest at the last meeting, where he provided a snapshot of the External Regulatory Review process and the High-level action plan. Johnny answered many questions from members and the ERC are looking forward to the decisions of Council.
- Eliminating Bias policy- The committee acknowledged that council approved the policy and are currently incorporating it in the ERC manual.
- Conflict of Interest Policy- There is an amendment for the committee to take into consideration that ERC members have been conducting private session to individuals regarding the application process.

12. Adjournment

The meeting adjourned at 1:15 PM

The next ARC meeting is scheduled for **October 18, 2019**