

117th MEETING OF THE CANADIAN ENGINEERING QUALIFICATIONS BOARD
SATURDAY, JANUARY 29, 2022
10:00 a.m. – 1:00 p.m. EST

Held virtually

AGENDA

	Agenda item	Scheduled time	Presenter
1	Opening of the meeting	10:00 a.m.	Frank George
1.1	Call to order and introduction of attendees	10:05 a.m.	Frank George
1.2	Approval of the agenda <i>Motion: That the agenda for the 117th meeting of the Qualifications Board be approved as distributed.</i>		Frank George
1.3	Declaration of conflict of interest (attachment 1.3)		Frank George
2	Approval of minutes of the previous meeting (attachment 2) <i>Motion: That the minutes from the 116th meeting of the Qualifications Board held on September 19, 2021, be approved as distributed.</i>	10:30 a.m.	Frank George
3	Review of action items from last meeting		Ryan Melsom
4	Succession planning	10:35 a.m.	Frank George
4.1	<i>Motion: That Kamran Behdinan be appointed as chair of the Syllabus Committee, with thanks to Amy Hsiao for her outstanding service.</i>		
4.2	<i>Motion: That Anil Gupta be appointed as chair of the Continuing Competence Committee, with thanks to Ian Sloman for his outstanding service.</i>		
5	Committee and task force reports		Frank George
5.1	Practice Committee (attachments 5.1.1a, 5.1.1b)	10:45 a.m.	Sam Inchasi
5.1.1	<i>Motion: That the draft General direction for a guideline for engineers and engineering firms on Indigenous consultation and engagement be approved for regulator consultation.</i>		

5.2	Syllabus Committee (attachments 5.2.1a, 5.2.1b, 5.2.2a, 5.2.2b)	11:00 a.m.	Kamran Behdinan (TBC)
5.2.1	<i>Motion: That the revised Materials engineering syllabus (formerly Metallurgical engineering syllabus) be approved for publication.</i>		Kamran Behdinan (TBC)
5.2.2	<i>Motion: That the new Aerospace/Aeronautical engineering syllabus be approved for publication.</i>		Kamran Behdinan (TBC)
5.3	Task Force on Alternative Methods of Academic Assessment for Non-CEAB Applicants (attachments 5.3.1a and 5.3.1b)	11:20 a.m.	Amy Hsiao
5.3.1	<i>Motion: That the General direction for a Feasibility study on alternative methods of academic assessment for non-CEAB applicants be approved.</i>		Amy Hsiao
5.4	Task Force on Workplace Gender Equity (attachments 5.4.1a and 5.4.1b)	11:40 a.m.	Margaret Anne Hodges
5.4.1	<i>Motion: That the draft Guideline for engineers and engineering firms on workplace equity for women be approved for regulator consultation.</i>		Margaret Anne Hodges
5.5	Executive Committee	12:00 p.m.	Frank George
BREAK (12:10 p.m. – 12:20 p.m.)			
6	Other Qualifications Board business		Frank George
6.1	Adding objectives and intent to CEQB work items	12:20 p.m.	Roydon Fraser
6.1.1	<i>Motion: That sections to describe "Intent" and "Objectives" be added to the CEQB work plan proposal template.</i>		
6.2	Amendments to the 2022 CEQB work plan	12:35 p.m.	Frank George
6.3	2023 work plan item proposals	12:45 p.m.	Ryan Melsom
7	Items added to the agenda		
8	Future meetings CEQB Spring meeting: April 9-10, 2022 (Ottawa) CEQB Teleconference call: July 2022 (Date to be determined by Doodle poll) CEQB Fall meeting: September 19-20, 2022 (Vancouver) CEQB Teleconference call: January 2023 (Date to be determined by Doodle poll)	12:50 p.m.	Frank George
9	Review of action items of 117th Qualifications Board meeting	12:55 p.m.	Ryan Melsom
10	Conclusion	1:00 p.m.	Frank George

MINUTES OF THE 117TH MEETING
1. Opening of the meeting

The Chair welcomed everyone to the meeting.

1.1. Call to order and introduction of attendees

Canadian Engineering Qualifications Board Members	Frank George, P.Eng., MBA, FEC, FGC (Hon.)	Chair
	Margaret Anne Hodges, FEC, FGC (Hon.), P.Eng., PMP	Vice-Chair
	Mahmoud Mahmoud, PhD, FEC, P.Eng.	Past Chair
	Frank Collins, FEC, P.Eng.	Atlantic Provinces Representative
	Amy Hsiao, PhD, MBA, P.Eng.	Atlantic Provinces Representative
	Karen Savage, FEC, P.Eng.	British Columbia, Yukon Representative
	Marcie Cochrane, P.Eng., MBA	Member-at-Large Representative
	Qing Zhao, PhD, P.Eng.	Member-at-Large Representative
	Kamran Behdinin, PhD, P.Eng., FAAAS, FASME, FCAE, FEIC	Member-at-Large Representative
	Samer Inchasi, P.Eng., PMP	Member-at-Large Representative
	Roydon Fraser, PhD, FEC, P.Eng.	Ontario Representative
	Nadia Lehoux, ing., PhD	Québec Representative
	Ian Sloman, MEng, P.Eng.	Saskatchewan, Manitoba Representative
Engineers Canada Board Appointee	Chris Zinck, FEC, P.Eng.	
	Sudhir Jha, M.Eng., FEC, P.Eng.	
Engineers Canada Staff	Stephanie Price, P.Eng., CAE	Executive Vice President, Regulatory Affairs
	Ryan Melsom, PhD	Manager, Qualifications and CEQB Secretary
	Isabelle Flamand	Coordinator, Qualifications

Regrets

Anil Gupta, P.Eng., FEC, FGC (Hon.)	Alberta, Northwest Territories and Nunavut Representative
-------------------------------------	---

1.2 Approval of the agenda

A member requested that item 5.2.2 be discussed before item 5.2.1.

Motion: That the agenda of the 117th Meeting of the Qualifications Board be approved as distributed was moved by Ian Sloman, and seconded by Sudhir Jha. None were opposed. The agenda was approved.

1.3 Conflict of interest

CEQB members have an ongoing obligation to conduct themselves in an ethical, professional, and lawful manner, and to identify and disclose actual, reasonably perceived, and potential conflicts of interest. These obligations are set out in case law and are also codified in statute, under the *Canada Not-for-profit Corporations Act* (“CNCA”). Members that cannot act in the best interests of Engineers Canada or are conflicted should recuse themselves from the relevant part of the meeting, and they shall not vote on the decision at hand. Members must support the legitimacy and authority of CEQB decisions, regardless of their personal position on the issue, and shall not publicly discuss the varying opinions of individual members.

2. Minutes

Motion: That the minutes from the 116th meeting of the Qualifications Board held on September 19th, 2021, be approved as distributed was moved by Karen Savage, and seconded by Kamran Behdinan. None were opposed. The minutes were approved.

3. Review of action items from last meeting

	Action item	Assigned to	Status
116.1	Include a note discussing the number of exams and precedents around this when the syllabi are distributed for regulator consultation	Secretariat	Completed
116.2	Change the title of the Guideline on Workplace Gender Equity to the Guideline on workplace equity for women	Secretariat	Completed
116.3	Send the CEQB Executive Committee Terms of reference to the Engineers Canada Board for approval	Secretariat	Completed
116.4	Include the review of the CEQB Executive Terms of reference on a two-year schedule	Secretariat	Completed
116.5	Add the norms discussion to an upcoming agenda (way to solicit participation from quieter group members)	Secretariat	Pending
116.6	Defer the discussion of objectives and intent to January meeting	Secretariat	Completed
116.7	Bring forward the issue regarding the CEQB’s lack of resources at Engineers Canada Board meeting in October	Secretariat	Completed

4. Succession planning

4.1 Chair appointment

Motion: That Kamran Behdinan be appointed as chair of the Syllabus Committee, with thanks to Amy Hsiao for her outstanding service was moved by Mahmoud Mahmoud, and seconded by Margaret Anne Hodges. The motion carried.

4.2 Chair appointment

Motion: That Anil Gupta be appointed as chair of the Continuing Competence Committee, with thanks to Ian Sloman for his outstanding service was moved by Sudhir Jha, and seconded by Karen Savage. The motion carried.

5. Committee and task force reports

5.1 Practice Committee (attachments 5.1.1a, 5.1.1b)

Sam Inchasi, chair of the Practice Committee, presented. A contractor worked with the Practice Committee to develop the draft general direction based on three regional gatherings, two national gatherings, and the group's expertise in engineering. The general direction is presented today for regulator consultation approval.

5.1.1. Draft General direction for a guideline for engineers and engineering firms on Indigenous consultation and engagement

Motion: That the draft General direction for a guideline for engineers and engineering firms on Indigenous consultation and engagement be approved for regulator consultation was moved by Amy Hsiao, and seconded by Karen Savage. None were opposed. The motion carried.

5.2 Syllabus Committee (attachments 5.2.1a, 5.2.1b, 5.2.2a, 5.2.2b)

Kamran Behdinan, chair of the Syllabus Committee, presented. Since September, the Materials engineering (previously Metallurgical) was sent for regulator consultation in Fall 2021. The new Aerospace/aeronautical engineering syllabus was also sent for regulator consultation in Fall 2021. The two expert panel revised and finalized the syllabi based on the feedback received, which are now presented for CEQB final approval. An expert panel was formed in Fall 2021 for the review of the 2004 Agricultural/biosystems/bioresource/food engineering syllabus, and it is planned to be presented for regulator consultation approval in April 2022.

The following examination syllabi will be reviewed in 2022: Complimentary studies, Mechanical engineering, Electrical engineering, Mechatronics engineering, and Chemical engineering.

There was discussion around the number of required exams within both the Materials engineering and

Aerospace/Aeronautical engineering syllabi. There was concern that regulators may not use the syllabi as presented due to the number of required exams being too high compared to other syllabi (fairness issue). It was mentioned that the review was evidence based and that the numbers of required exams reflect the interdisciplinary nature of the CEAB accredited programs in Canada within those disciplines. The Syllabus Committee will be meeting to discuss how to address the regulators feedback. It was also requested that lessons learned be developed based on today's discussion (**action item 117.2**).

5.2.1 Materials engineering syllabus (previously Metallurgical engineering syllabus)

Motion: That the revised Materials engineering syllabus (formerly Metallurgical engineering syllabus) be approved for publication was moved by Kamran Behdinin, and seconded by Amy Hsiao. None were opposed. Roydon Fraser abstained. The motion carried.

5.2.2 Aerospace/Aeronautical engineering syllabus

Motion: That the new Aerospace/Aeronautical engineering syllabus be approved for publication was moved by Kamran Behdinin, and seconded by Amy Hsiao. Roydon Fraser, Mahmoud Mahmoud, Frank Collins, and Chris Zinck were opposed. Karen Savage and Sudhir Jha abstained. The motion carried.

5.3 Task Force on Alternative Methods of Academic Assessment for non-CEAB Applicants (attachments 5.3.1a, 5.3.1b)

5.3.1 General direction for a Feasibility study on alternative methods of academic assessment for non-CEAB applicants

Amy Hsiao, chair of the Task Force on Alternative Methods of Academic Assessment for non-CEAB Applicants, presented. A contractor worked with the task force to develop the draft general direction based on the environmental scan, the national workshops, and the group's expertise. The general direction was sent for regulator consultation in Fall 2021. Some regulators expressed concerns about the document's treatment of a national entry-to-practice examination. Revisions to the document reflect an effort to respond to and incorporate this feedback. The revised general direction is presented for CEQB final approval.

CEQB members were reminded that the final product will be a report presenting alternative methods to academic assessment, that there won't be a recommendation or set guidelines, and that this document only reflects a sample of what is currently being done (due to limitations of the environmental scan) and outlines what will be further explored in the feasibility study itself. It was noted that the task force should discuss the future of admissions, especially around the assessment of distance learning and microcredentials, as well as emerging disciplines, and consider exploring this further in the report.

Motion: That the General direction for a Feasibility study on alternative methods of academic assessment for non-CEAB applicants be approved was moved by Karen Savage, and seconded by Amy Hsiao. None were opposed. The motion carried.

5.4 Task Force on Workplace Gender Equity (attachments 5.4.1a and 5.4.1b)

5.4.1 General direction of the Guideline for engineers and engineering firms on workplace gender equity

Margaret Anne Hodges, chair of the Task Force on Workplace Gender Equity, presented. Since September, the guideline was drafted based on the general direction document. The guideline is now presented for discussion and consultation approval. The change to the document's title reflects a case made at the CEQB's September meeting that the name should be linked more closely to the 30 by 30 initiative under which the work was mandated. The task force will ensure that all EDI definitions are concise before the guideline is finalized.

Motion: That the draft Guideline for engineers and engineering firms on workplace equity for women be approved for regulator consultation was moved by Margaret Anne Hodges, and seconded by Kamran Behdinan. None were opposed. The motion carried.

5. Executive Committee

The chair provided some clarifications on the role of the CEQB Executive Committee, which includes the chair, vice-chair, past chair (voting members), and the Manager, Qualifications and CEQB Secretary (non-voting member).

6. Other Qualifications Board business

6.1 Adding objectives and intent to CEQB work items

A member proposed adding "Intent" and "Objectives" to the CEQB work plan proposal template to record the original intent of the item proposed, and to clarify its objectives. CEQB members were in support of this addition. The template will be updated carefully as to not duplicate any entries.

Motion: That sections to describe "Intent" and "Objectives" be added to the CEQB work plan proposal template was moved by Roydon Fraser, and seconded by Ian Sloman. None were opposed. The motion carried.

6.2 Amendments to the 2022 CEQB work plan

In December 2021, the Engineers Canada Board approved an additional, mid-level staff position to support CEQB's work. This decision was based on the fact that regulators had requested work that CEQB was not resourced to deliver. The CEQB can now add several items to its work plan that received regulator support: New Guideline on fitness to practice (Continuing Competence Committee); Revised Guideline on the code of ethics (Practice Committee); Revised Guideline on conflict of interest (Practice Committee). The work will begin when the new resource is in place (Q3).

6.3 2023 work plan item proposals

CEQB members are welcome, but not required, to propose work plan items for 2023. Non-CEQB stakeholders (e.g., officials) may also submit items. In 2022, the CEQB will have 13 projects underway. The revised template will be available on the CEQB Collaboration Space in February. All work plan item proposals must be submitted to Ryan Melsom, PhD, Manager, Qualifications and CEQB Secretary at Ryan.Melsom@engineerscanada.ca by March 1, 2022.

7. Items added to the agenda

No items were added to the agenda.

8. Future meetings

CEQB Spring meeting: April 9-10, 2022 (Ottawa)

CEQB Teleconference call: July 2022 (Date to be determined by Doodle poll)

CEQB Fall meeting: September 19-20, 2022 (Vancouver)

CEQB Teleconference call: January 2023 (Date to be determined by Doodle poll)

9. Review of action items of 116th Qualifications Board meeting

Action item	Assigned to
117.1 Send the draft General direction for a Guideline for engineers and engineering firms on Indigenous consultation and engagement for consultation	Secretariat
117.2 Develop lessons learned coming out of the syllabus discussion (Syllabus Committee)	Secretariat
117.3 Publish the new Aerospace/Aeronautical engineering syllabus to the Engineers Canada website	Secretariat
117.4 Publish the revised Materials engineering syllabus to the Engineers Canada website	Secretariat
117.5 Send the draft Guideline for engineers and engineering firms on workplace equity for women for consultation	Secretariat
117.6 Add intent and objectives to the work plan item proposal document	Secretariat

10. Conclusion

The meeting concluded.

Prepared by: Isabelle Flamand, Coordinator, Qualifications on behalf of:



Frank George, P.Eng., MBA, FEC, FGC (Hon.)
 Chair, Canadian Engineering Qualifications Board



Ryan Melsom, PhD
 Secretary, Canadian Engineering Qualifications Board