



# MINUTES

## EDUCATION COMMITTEE (EDU)

Wednesday, September 21<sup>st</sup>, 2016, 7:00 – 9:00 pm

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Chair: Samer Inchasi, P.Eng.  
Vice-Chair: Michael Arthur, P.Eng.  
Attendees: Radomir Grigorov, P.Eng.  
Priscilla Williams, EIT (meeting evaluator)  
Gordon Griffith, P.Eng.  
Karen Cain, P.Eng.  
Staff Advisors: Jeannette Chau, P.Eng.  
Tracey Caruana, P.Eng.  
Regrets: Hao Li  
Ravi Peri, P.Eng.

### 1.0 Call to Order

Samer Inchasi called the meeting to order at approximately 7:05 pm.  
Michael Arthur was confirmed as the meeting evaluator for the meeting.

### 1.2 Approval of Agenda

Karen Cain moved to approve the Agenda. Gordon Griffith seconded the motion. All present approved.

### 1.3 Approval of Minutes of the 27 June 2016 meeting

Priscilla Williams moved to approve the Minutes of the 27 June 2016 meeting. Michael Arthur seconded the motion. All present approved.

### 2.0 Action Register review

Jeannette Chau 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 was not in attendance and will provide an update at the next meeting.

**Action: Ravi Peri to give an update on the EIR program at the next meeting.**

### 3.2 Engineering Innovations Forum (EIF) update

Radomir Grigorov gave an update on the recent EIF meetings he has attended. Radomir has confirmed that the topic for next year will be 'Self-driving cars – Transformers of the future'.

EIF is expecting a large group to attend, however the venue is confirmed at the Royal Botanical Gardens which does not have enough room. They will be looking at possibly renting another room to fit an additional 150 people. There will be a charge of \$15, including food. EIF is also considering live streaming the event for \$5. The video would be available after. A suggestion was made that we link the video on the EDU website. The EIF is more organized in terms of logistics however they will still need to find speakers (for example, a speaker from Google?).

Cars may be advertised if attendees bring one (for example, Tesla).

### 3.3 PEO-OSPE Math paper

The document is almost complete. There is a discussion regarding adding physics to the paper, however it may be too late. The sub-committee will need to discuss this with OSPE. The EDU committee agrees that the areas of math and physics go together (problems can start with math, then physics, which in turn will add to problems in engineering). However, this is a different subject and the paper should focus on math. Sam Inchasi suggested that if physics is going to be added, it should be mentioned at the end.

Sam Inchasi will set up a meeting with the PEO-OSPE math position paper sub-committee, including OSPE staff. Radomir Grigorov has circulated a draft of the position paper. All EDU committee members are asked to provide their comments. The paper should be completed within the next week and discussed on a teleconference on October 6<sup>th</sup>. Edits will be provided by PEO and OSPE.

**Action: Sam Inchasi to set up a teleconference meeting with OSPE and the PEO-OSPE math position paper sub-committee for October 6<sup>th</sup> to get feedback from OSPE.**

**Action: All EDU committee members are to review the draft math position paper and provide feedback and comments to Radomir Grigorov.**

**Action: Sub-committee to discuss with OSPE the possibility of adding physics to the paper.**

**Action: Tracey Caruana to reach out to OSPE staff advisor for their contribution and pass on contacts to Sam and Radomir.**

**Action: Radomir to open Google Docs to OSPE contacts.**

### 3.5 EDU outreach material - Postcards update

Michael Arthur has not followed up on this due to summer break. He is still waiting for materials. Michael previously reached out to Sheridan students who might be able to help produce the EDU postcards, however this has not proceeded. The semester has just started therefore Michael will follow up within the next week. If this fails, the committee will need to decide the next avenue. This

can be discussed at the EDU conference. The EDU committee will look into new people to take over this portfolio.

### **3.6 Engineering Change Lab**

The theme of the Change Lab for this year was reviewed. The EDU committee approved \$800 for Erica Lee Garcia to attend the Engineering Change Lab. For the future, the EDU will begin to review the labs on a case by case basis and the attendance should be pre-approved before purchasing a ticket. In addition, they will need to receive feedback from the conference as well as a report. The benefit of the change lab is to give exposure to the EIR program. The EIR budget has remained the same for 2017.

Priscilla Williams motioned to approve attendance to the Engineering Change Lab. Gordon Griffith seconded the motion. All present approved the \$800 funding for the Engineering Change Lab.

**Action: Sam Inchasi will discuss with Ravi Peri before proceeding with future funding.**

### **4.0 Approval of the EDU 2017 Work Plan and HR Plan**

Sam Inchasi reviewed the work plan and HR plan. There is currently a 3 year term. The plan leaves room for additional volunteers. No additional discussion.

Radomir Grigorov moved to approve the work plan and HR plan. Karen Cain seconded the motion. All present approved.

**Action: Sam Inchasi to draft changes and send to Tracey Caruana.**

### **5.0 HR Status**

There are two positions currently vacant on the EDU committee. In addition, a council position is open. Sam Inchasi decided that we will interview six candidates and narrow it down to four. The four selected can join in the next teleconference or face-to-face meeting, and from there they will be shortlisted to two candidates. Sam and Tracey will be present for the interviews.

**Action: Sam Inchasi to email names of shortlisted candidates to Tracey Caruana.**

### **6.0 Chapter Liaison Report / Chapter Funding Request**

There is one chapter funding request from the Sudbury chapter which is to purchase 40 clickers for an upcoming event. There is a maximum of \$1000 per chapter. Sam agrees to the funding of \$1000.

The committee discussed possibly using phones in place of clickers for the future.

Gordon Griffith motioned to provide the maximum funding of \$1000 according to the guidelines.

Michael Arthur seconded the motion. All present approved.

### **7.0 Other business**

#### **7.1 2017 Budget requirements**

Tracey Caruana advised the committee of budget cuts for 2017. Tracey will see how much is left in each area at the end of the year so that the committee will know what to focus on next year. The province wide challenge is something that the committee may need to budget for.

**Action: Tracey Caruana to check on inventory of red booklets, etc.**

**Action: Tracey Caruana to advise Sam Inchasi of budget cuts.**

### **7.2 Expense claims**

**Action: All EDU members are reminded to submit any outstanding expense claims**

### **7.3 Round Table**

No additional comments made.

### **8.0 Meeting evaluation**

Michael Arthur provided an evaluation of the meeting to the EDU Committee.

### **9.0 Next meeting and Adjournment**

Sam Inchasi moved to adjourn the meeting at approximately 8:55 pm. Priscilla Williams seconded the motion. The next EDU Committee meeting date is to be determined. The next Math Paper sub-committee teleconference meeting will be October 6<sup>th</sup> at 7 pm.

**Action: Sam Inchasi and Tracey Caruana to decide on the next meeting date and if it should be face-to-face to accommodate for the new members or teleconference.**