



Minutes

ACADEMIC REQUIREMENTS COMMITTEE (ARC)

Friday, November 8th, 2019

PRESENT

Members

Bhole, Sanjeev
Dimitriu, Judith
ElMaraghy, Waguih (Vice Chair)
Fam, Amir
George-Cosh, Stelian
Hulley, Michael
Judd, Ross
Nakhla, George
Notash, Leila
Pop-Iliev, Remon
Silmsberg, Juri
Stewart, Allen
Szabados, Barna
Zywno, Gosha

Guests

Kiguel, David
(ERC Chair)
Changiz Sadr
(ERC Vice Chair)

Staff

Carinci Lio, Anna
Farag, Moody
Georgis, Faris
Khan, Josephine
Kim, Esther
Millstein, Sylvia
Zdan, Irene

Regrets

Subramanian, Ramesh
(Chair, attended lunch)
Dony, Bob
Fraser, Roydon
Liu, Meilan
Lostracco, Joe
Marsland, Ian

Shehata, Medhat
Mohareb, Magdi
Rizkalla, Amin
Sheikh, Shamim
Tsang, Seimer
Yeow, John

Lebel, Pauline

1. Call to Order and Chair's Remarks

Due to an unforeseen circumstance, the Chair was unable to attend the meeting. He asked the Vice Chair, Waguih ElMaraghy or Leila Notash if they could Chair the meeting.

The Vice Chair agreed. The meeting was called to order at 10.31 a.m.

2. Approval of the Agenda

MOTION

It was **moved by** Leila Notash and **seconded by** Remon Pop-Iliev that the agenda be approved as amended.

Item 7.4: New Item "PPE"

Item 10.1: New Item "Volunteer Training"

Item 10.2: Moved from 10.1 "Election of Chair and Vice Chair"

CARRIED

3. Approval of the Minutes of October 18, 2019

MOTION

It was **moved by** Leila Notash and **seconded by** Remon Pop-Iliev that the minutes of the October 18, 2019 be approved as amended.

Item 8.2: 4th Paragraph – Change word to “Myanmar” from “Miramar”

Item 8.3: 2nd Paragraph – Should be “Introductory, Developing and Advanced principles”

Item 8.3: 3rd Paragraph – Should be “Civil Engineering, Environmental and Structural,”

Item 8.3: 3rd Paragraph – Add the word “Syllabi” after the word “Structural”

Item 8.3: 3rd Paragraph – Remove the word “idea” and replace it with “proposal”

Item 11: Last Bullet – Add the words “long as” after “permitted as”

Members List: Move “Changiz Sadr” from “Members” to “Guests” and add “(ERC Vice Chair)”

CARRIED

4. Matters Arising from the Minutes

Moody Farag noted that at the last meeting, the ARC members asked if Jordan Max could attend this meeting regarding amendments to the policy of The Elimination of Bias. The Chair had suggested the ARC members forward questions to Moody Farag by October 30, to determine if Jordan Max should attend. Moody Farag did not receive any questions or comments from ARC members. Jordan Max noted that if there were no other questions then there was not much more he could add.

The Vice Chair suggested that Moody Farag invite Jordan Max to a future meeting and noted that if you have questions and/or comments to put them in writing and forward them to Moody Farag.

5. Chair’s Report

As the Chair was not present, there were no issues to report.

6. Staff Report

Moody Farag reported that there is an upcoming Council meeting and that Councillors who are also members of the ARC may provide an update at the next meeting on important issues related to ARC.

The Vice Chair asked Moody Farag to report on the Engineering Report Guide and changes that need to be reflected on the Red Book. Moody Farag noted that the Red Book states that applicants can submit an engineering report only after they complete their last examination. However, upon reviewing the legislation, PEO’s inhouse legal counsel advised that this may contradict the Regulations; it allows applicants to submit an engineering report any time and must be completed within two years from the date of the last exam.

Moody Farag also briefed the committee on issues related to the engineering experience start clock, he said that based on inhouse legal counsel advise and staff meetings, it was determined that engineering experience for applicants who were awarded a bachelor degree in engineering starts from the date they were awarded the degree, all other applicants’ should have experience start the date they meet PEO’s academic requirements. Current applicants who may be negatively affected will be grandfathered The Vice Chair noted that the next step is to update the Redbook when it is revised next time.

Motion 1:

Moved by Barna Szadados and **seconded** by Leila Notash

That, ARC supports the CEO/Registrar’s decision that the Engineering Report can be submitted not necessarily after the last examination has been completed.

CARRIED

Motion 2:

Moved by Leila Notash and **seconded** by Barna Szabados

That, ARC supports the CEO/Registrar’s decision that the experience Start Clock for applicants with a Bachelor of Engineering is the graduation date; The experience start date for applicants who do not hold a Bachelor of Engineering is the date they meet PEO’s academic requirements for licensure.

CARRIED

7. Endorsements

7.1 Reading Assignment of Technical Reports/Synopses

Remon Pop-Iliev approved the following Engineering Report Synopsis: “Redesign and Fabrication of process operations Dryer equipment Shelf Cladding to prevent deformation”.

Waguhi ElMaraghy will review the following Engineering Report Synopsis: “Automotive Packaging Supply and the Elimination of Cardboard Packaging”.

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.

7.4 PPE

August 2019 PPE - Anna Carinci Lio reported on the last summary of the PPE that took place on August 10, 2019. Ninety-four percent wrote and 77% passed and three of the seven 3rd time failures that wrote at this sitting failed for a fourth time that are now closed, but can re-apply again in future, if/when they want to pursue licensure with PEO.

8. Procedural and Related Matters

8.1 LIC Update

There were no updates to report.

8.2 CEAB Update

There were no updates to report.

8.3 CEQB Update

There were no updates to report.

8.4 Distance Education (DE) Subcommittee Update

There were no updates to report.

8.5 Engineering Report Documents

The Vice-Chair discussed the following two documents that were provided to the ARC members:

- Engineering Report Guide (15 pages)
- Engineering Report Appraisal (1 sheet)

Moody Farag asked the ARC members to approve the above documents. The Vice Chair summarized, that the Guide was put into one document and he requested that it should be posted on PEO's website.

Motion:

It was approved by Ross Judd and seconded by Leila Notash to approve The Engineering Report Guide, subject to editorial changes.

Barna Szabados suggested that the Page 3, first paragraph, line 4, should say, "followed by a preliminary Table of Contents".

Leila Notash suggested that the cover page of the Engineering Report Guide remove the last two items (Section 4 and Section 6 of the Appendix).

Remon Pop-Iliev noted that No. 4 of the cover sheet "Preparing an Engineering Report" does not sound correct. The Vice Chair suggested that it just be called "Engineering Report".

CARRIED

9. NEW PROCEDURAL MATTERS FOR DISCUSSION

No issues to report.

10. Other Business

10.1 Volunteer Training

Juri Silmberg noted that he is very concerned about the mandatory volunteer training reminder that has to be completed by December 31, 2019.

The Vice Chair noted that once the volunteer training is completed, ARC members should save the completed sheet for reference.

10.2. Election of the Chair and Vice Chair

Vice Chair Waguih ElMaraghy declared conflict and left the room.

Moody Farag has assumed the position of Chair.

Moody Farag forwarded an e-mail earlier in the week asking the ARC members if they would like to be nominated, or to nominate themselves to be the Chair or Vice Chair of the ARC, he made the following remarks:

- Council has asked ARC and all Committee to elect a Chair and Vice Chair every year.
- There is no reason that the Chair and the Vice Chair may not continue for a second term.
- The ARC Chair and Vice Chair have been on the Committee for one-term or one year, and they have not indicated that they are not willing to continue.

Moody Farag asked the ARC members if anyone would like to nominate them selves to become the Chair of ARC or if anyone would like to nominate any member to be the Chair. Judith Dimitriu nominated Ramesh Subramanian for a second term as Chair. There were no objections.

Moody Farag asked the ARC members if anyone would like to become the Vice Chair of the ARC or anyone would like to nominate someone to become the Vice Chair, or anyone would like to be nominated to become the Vice Chair.

Judith Dimitriu nominated Waguih ElMaraghy for a second term as Vice Chair. There were no objections.

Both were acclaimed as Chair and Vice Chair for a second term.

11. ERC Report

The Chair of the ERC, David Kiguel reported at its last business meeting on October 25, 2019, the ERC approved an addition to the Conflict of Interest policy regarding ERC members conducting private sessions with applicants with respect to licensure materials and ERC incorporated the Conflict of Interest into the Manual.

The next meeting is on December 20, 2019.

Traditionally the next ERC is a full-day with training, followed by a festive lunch and then the business meeting will commence in the afternoon. If any of the ARC members would like to attend the ERC festive lunch, they are welcome to do so.

12. Adjournment

The meeting adjourned at 12:20 p.m.

The next ARC meeting is scheduled for **December 6, 2019**

The Vice Chair reported that Amin Rizkalla's mother passed away and a card will be forwarded to him on behalf of ARC.