

Terms of reference — Accountability in Accreditation Committee

1 Role

- 1.1 To continually assess the transparency and effectiveness of the accreditation system.
- 1.2 To work collaboratively with accreditation stakeholders to define the process by which this assessment shall be executed on an annual basis; the results of which shall be communicated to all accreditation stakeholders.
- 1.3 To submit an annual workplan to the CEAB and to report on progress against that workplan at each meeting of the CEAB.

2 Expected Outcomes

- The criteria established by the Accreditation Board are data-driven, reflect the requirements of the regulators, and support excellence in engineering education.
- Engineering regulators are provided with annual, data-driven reporting that demonstrates that the accreditation system measures transparency and effectiveness, enabling clarity of conversations around potential improvements and changes.
- Higher education institutions:
 - Understand and recognize that the Accreditation Board is taking them through a structured, rigorous, and fair process.
 - Feel supported in their efforts to incorporate educational innovation into their programs in a timely manner.
 - Report greater knowledge and predictability of accreditation visits and decisions, and satisfaction with the Accreditation Board's collaborative approach to change.

3 Status and Authority

- 3.1 The Accountability in Accreditation Committee ("the Committee") has the status and authority of a standing committee of the CEAB. As such, it is responsible to, and financed by, Engineers Canada.
- 3.2 The Committee has responsibility for the functions delegated to it by the CEAB.
- 3.3 The Committee reports the results of its delegated functions to the CEAB through the Committee chair, while remaining accountable to the CEAB Secretariat for financial and human resources.
- 3.4 The Committee is responsible to achieve the strategic priority 2's annual objectives as described in Engineers Canada's 2019-2021 strategic plan.

4 Organization

- 4.1 The Committee will be chaired by a member of the CEAB appointed by the CEAB Executive Committee.
- 4.2 The Committee will be composed of six members including the Chair:
 - One member of the P&P;
 - One CEAB member from industry;
 - One CEAB member from academia;
 - One member from a regulator member who has knowledge and experience with admissions;
 - One Engineers Canada Board representative on the CEAB.

The membership shall be reviewed on an annual basis. Members will normally serve for a two-year term, but to provide continuity of membership only one member will be replaced each year. On some occasions, it may be advisable to extend the term of membership on the Committee to complete the consideration of a complex issue. Such extensions will be established on a case-by-case basis considering other CEAB workloads and the wishes of the Committee members.

- 4.3 The Committee may call on subject matter experts as required to fulfill their mandate.
- 4.4 The Committee may hold meetings at any time. Such meetings will occur at the call of the Committee chair. If convenient such meetings may occur in conjunction with a P&P and/or CEAB meeting.