



ACCREDITATION VISIT 2020 BRIEFING NOTE

Background

The College of Engineering offers eight undergraduate programs which are fully accredited by the [Canadian Engineering Accreditation Board \(CEAB\)](#), a standing committee of Engineers Canada. The accreditation status of each undergraduate program expires in June 2021. As a result, the College of Engineering will be hosting an accreditation visit in October 2020.

A significant amount of data must be compiled during the 2019-20 academic year to prepare for the visit. All faculty and instructional staff who teach core or elective undergraduate course in the Bachelor of Science in Engineering program during the 2019-20 academic year must submit specific documentation related to their course. This includes courses offered by non-engineering colleges. A [list of required courses and instructors](#) can be viewed online. This briefing note summarizes documentation requirements, submission processes, and deadlines for submission.

Required Documentation

The following documentation must be completed and/or submitted electronically by every faculty and instructional staff member who teach a core or elective course in the Bachelor of Science in Engineering degree program during the 2019-20 academic year. Documentation must be submitted no later than the final day of class during the term in which the course was offered.

- a) Documents to be filled out (through the Course Material Box Submission Site):
 - a. Academic Staff Information Sheet
 - b. Course Information Sheet
 - c. Accreditation Unit Calculation Sheet

- b) Documents to be submitted:
 - a. Course Outline: a copy of your official course outline (or syllabus) in 2019-20.
 - b. Lecture Notes: a copy of any notes, such as PowerPoint slides, that are used to deliver your class.
 - c. Assignments: a copy of any mandatory assignments in your course.
 - d. Quizzes: a copy of all mandatory quizzes in your course.
 - e. Midterm: a copy of your midterm exam (answer key not required)
 - f. Final Exam: a copy of your final exam (answer key not required)
 - g. Lab Instruction Sheets: a copy of any lab instruction or safety sheets, if relevant to your course.
 - h. Other: any other materials that are provided to students in your class.
 - i. Sample Student Assessments: for select courses. Instructors will be contacted directly.

Course Material Box Submission Site

All required documentation must be submitted electronically through a [College of Engineering SharePoint Site](#). This site contains detailed instructions and virtual “course material boxes” for every core and elective course in the Bachelor of Science in Engineering degree program during the 2019-20 academic year.



Please visit: <https://share.usask.ca/go/ceab/ceab2020/SitePages/Home.aspx> to access the Course Material Box site. You will be required to enter your NSID and associated password to access the site.

Confidentiality, Privacy, and Security

The College of Engineering is committed to ensuring the confidentiality, privacy, and security of all materials submitted through its Course Material Box Submission Site. Materials collected through this site will be used solely to prepare accreditation visit documentation and support the accreditation visit in October 2020.

Access to the site is granted to select faculty and staff at the University of Saskatchewan during the 2019-20 academic year. Members of the accreditation visiting team will be granted read-only access to the files between July and October 2020. Access to the Course Material Box Submission Site requires a pre-approved NSID and its associated password.

Contact

Further information on the College of Engineering Accreditation Visit can be viewed online in the following location: <https://engineering.usask.ca/about/accreditation.php>.

Comments, questions, or concerns regarding the accreditation visit, its activities, or the Course Material Box Submission site can be directed to:

Accreditation

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Required Documentation

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