



Accreditation Information Session

College of Engineering
August 20, 2019

Outcomes

- By the end of this information session, participants will be familiar with:
 - a) CEAB accreditation criteria
 - b) Accreditation visit timelines
 - c) Roles and responsibilities of program accreditation leads, project manager, college faculty
 - d) Document submission requirements (2019-20)
 - e) Document submission process

Accreditation

- Engineers Canada is a national body that is responsible for accrediting undergraduate engineering programs in Canada.

- Maintaining accreditation status requires:
 - a) Ongoing monitoring and compliance with CEAB Criteria and Procedures.
 - b) Graduate Attribute Assessment
 - c) Continuous Improvement
 - d) Curriculum Content and Quality
 - e) Student Policies
 - f) Regular Visits (every six years)



Accreditation Visit 2020

Sept – Dec
2019

- Project communications
- Draft questionnaire, appendices
- Collect first-term course material boxes (in SharePoint)

Jan – Apr
2020

- Project communications, start coordinating event logistics
- Draft exhibits, update questionnaire and appendices
- Collect second-term course material boxes (in SharePoint)

May – June
2020

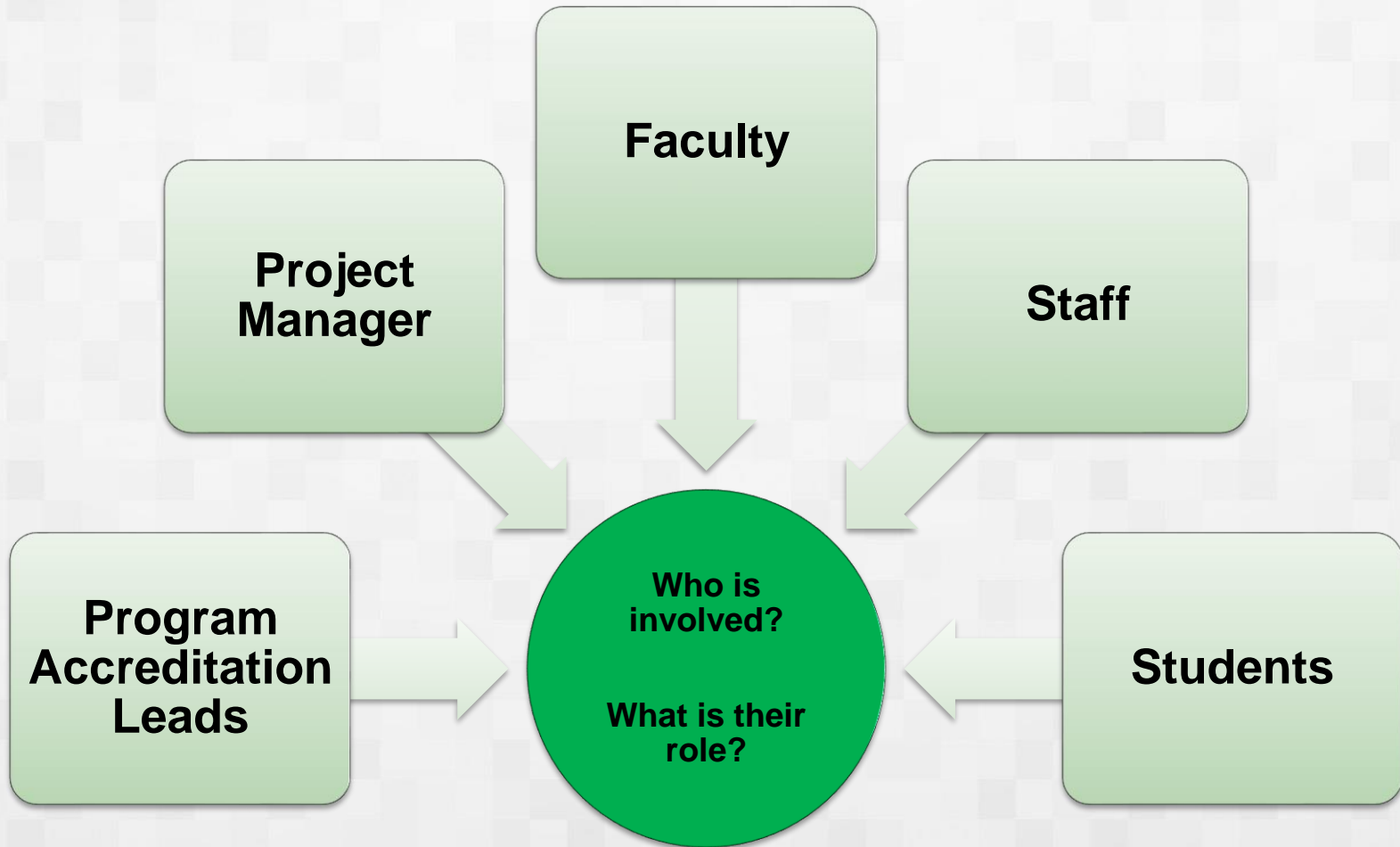
- Download select files (CIS, ASIS, AU), validate data, generate tables.
- Finalize questionnaire, exhibits, appendices.
- Lock course material boxes, submit documentation to the CEAB.

July –
September
2020

- Finalize event logistics.
- Brief faculty, staff on accreditation visit.

Accreditation Visit – October 2020

Accreditation Visit 2020



Accreditation Visit 2020

▪ Program Accreditation Lead

- a) Write the questionnaire, exhibits, and appendices
- b) Review all data submitted through the course material box site (after organized by Project Manager)
- a) Ensure department faculty are aware of document requirements, process, and timelines
- b) Represent the program during the accreditation visit

Accreditation Visit 2020

▪ **Project Manager**

- a) Write select parts of the questionnaire, exhibits, and appendices
- b) Monitor the course material box site, ensure document submission from faculty across campus
- c) Manage project communications and logistics
- d) Support faculty with course material box site submissions (troubleshooting, clarifying requirements, etc.)

Accreditation Visit 2020

▪ Faculty

- a) Submit required documentation through their Course Material Box (SharePoint Site)
- b) Complete required forms in their Course Material Box (SharePoint site)
- c) Select faculty will participate in the accreditation visit

Course Material Boxes

To Submit

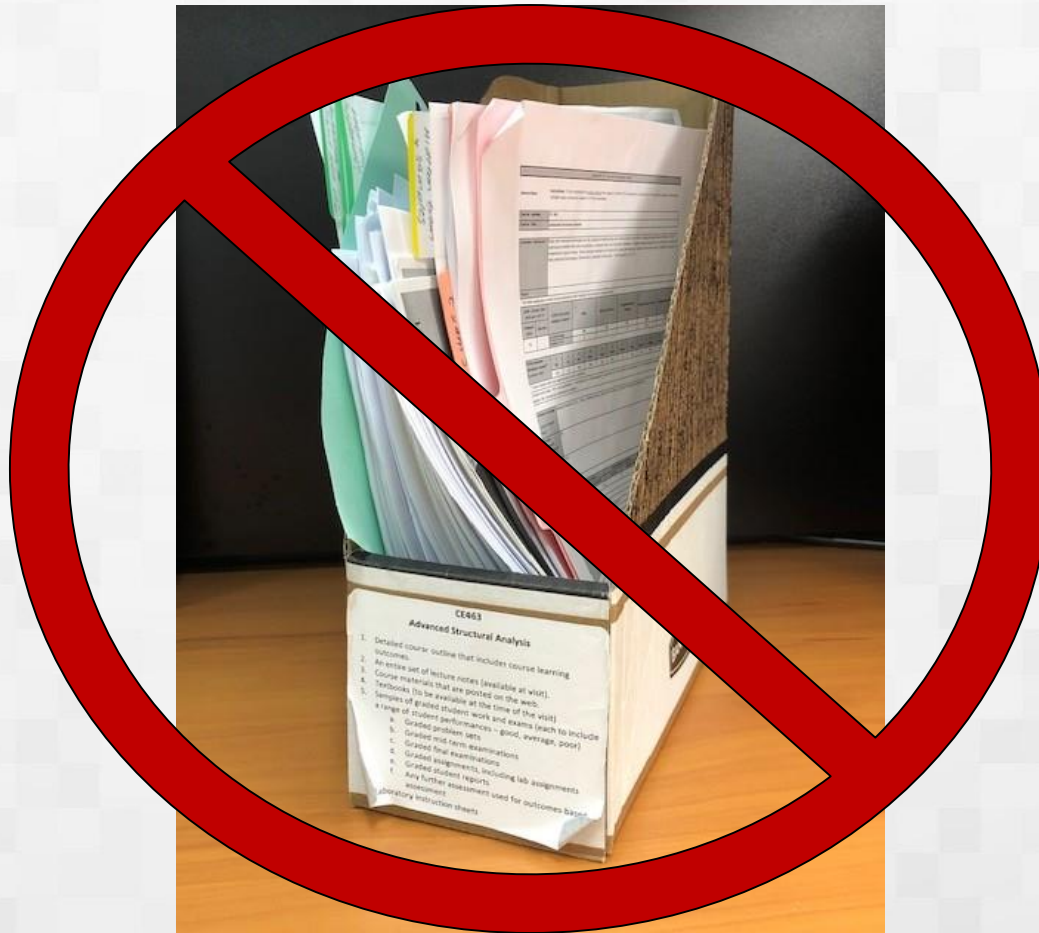
- Course Outline: a copy of your official course outline (or syllabus) in 2019-20.
- Lecture Notes: a copy of any notes, such as PowerPoint slides, that are used to deliver your class.
- Assignments: a copy of any mandatory assignments in your course.
- Quizzes: a copy of all mandatory quizzes in your course.
- Midterm: a copy of your midterm exam (answer key not required)
- Final Exam: a copy of your final exam (answer key not required)
- Lab Instruction Sheets: a copy of any lab instruction or safety sheets, if relevant to your course.
- Other: any other materials that are provided to students in your class.

To Complete

- Course Information Sheet
- Academic Staff Information Sheet
- AU Calculation Sheet

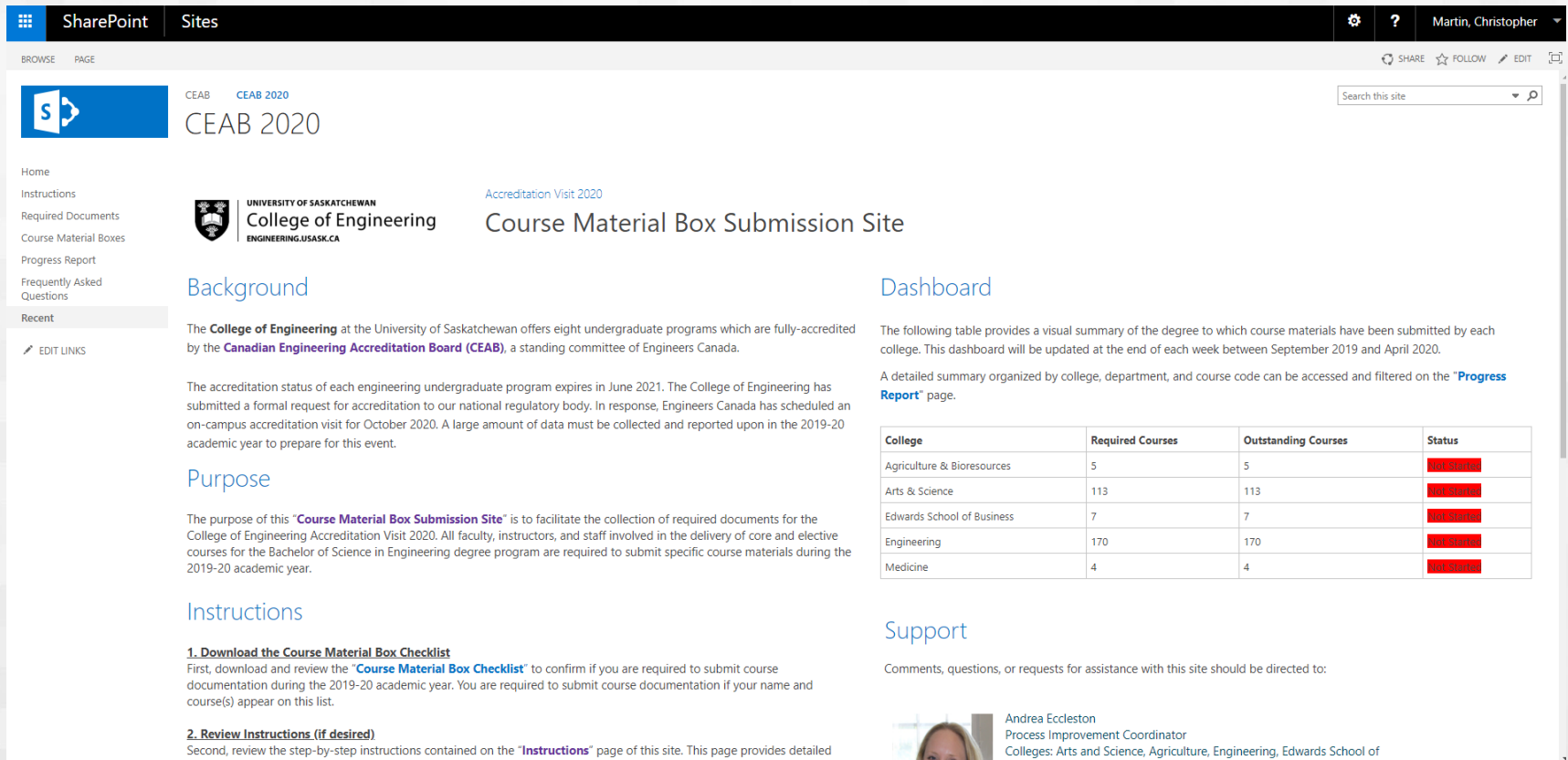
Select faculty must also upload samples of graded student work.

Course Material Boxes



Course Material Boxes (SharePoint)

<https://share.usask.ca/go/ceab/ceab2020>



The screenshot shows a SharePoint site interface. At the top, there's a navigation bar with 'SharePoint' and 'Sites' tabs, and a user profile for 'Martin, Christopher'. Below the navigation bar, the site title 'CEAB 2020' is displayed. A left-hand navigation pane lists various site sections like 'Home', 'Instructions', 'Required Documents', and 'Course Material Boxes'. The main content area is divided into two columns. The left column contains sections for 'Background' and 'Purpose', both with introductory text. The right column contains a 'Dashboard' section with a table summarizing course material submissions by college. Below the table is a 'Support' section with contact information for Andrea Eccleston.

Background

The **College of Engineering** at the University of Saskatchewan 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 engineering undergraduate program expires in June 2021. The College of Engineering has submitted a formal request for accreditation to our national regulatory body. In response, Engineers Canada has scheduled an on-campus accreditation visit for October 2020. A large amount of data must be collected and reported upon in the 2019-20 academic year to prepare for this event.

Purpose

The purpose of this **"Course Material Box Submission Site"** is to facilitate the collection of required documents for the College of Engineering Accreditation Visit 2020. All faculty, instructors, and staff involved in the delivery of core and elective courses for the Bachelor of Science in Engineering degree program are required to submit specific course materials during the 2019-20 academic year.

Instructions

1. Download the Course Material Box Checklist
First, download and review the **"Course Material Box Checklist"** to confirm if you are required to submit course documentation during the 2019-20 academic year. You are required to submit course documentation if your name and course(s) appear on this list.

2. Review Instructions (if desired)
Second, review the step-by-step instructions contained on the **"Instructions"** page of this site. This page provides detailed

Dashboard


The following table provides a visual summary of the degree to which course materials have been submitted by each college. This dashboard will be updated at the end of each week between September 2019 and April 2020.

A detailed summary organized by college, department, and course code can be accessed and filtered on the **"Progress Report"** page.

College	Required Courses	Outstanding Courses	Status
Agriculture & Bioresources	5	5	Not Started
Arts & Science	113	113	Not Started
Edwards School of Business	7	7	Not Started
Engineering	170	170	Not Started
Medicine	4	4	Not Started

Support

Comments, questions, or requests for assistance with this site should be directed to:

 Andrea Eccleston
Process Improvement Coordinator
Colleges: Arts and Science, Agriculture, Engineering, Edwards School of

Course Material Boxes (SharePoint)



CEAB CEAB 2020

GE GE101

Home + New ↑ Upload ↻ Sync ↻ Share More ▾

Instructions
Required Documents
All Documents ... 🔍

Course Material Boxes

<input checked="" type="checkbox"/>		Name	Modified	Modified By	Folder Child Count	Term	First Name	Last Name	Email Address	Department	Course	CISAU
Count= 12												
		To Submit - Assignments	... March 16	<input type="checkbox"/> MacPhedran, Ian	0							
		To Submit - Course Outline	... March 16	<input type="checkbox"/> MacPhedran, Ian	0							
		To Submit - Final Exam	... March 16	<input type="checkbox"/> MacPhedran, Ian	0							
		To Submit - Graded Student Work	... About an hour ago	<input type="checkbox"/> Martin, Christopher	0							
		To Submit - Lab Instruction Sheets	... March 16	<input type="checkbox"/> MacPhedran, Ian	0							
		To Submit - Lecture Notes	... March 16	<input type="checkbox"/> MacPhedran, Ian	0							
		To Submit - Midterm	... March 16	<input type="checkbox"/> MacPhedran, Ian	0							
		To Submit - Other	... March 16	<input type="checkbox"/> MacPhedran, Ian	0							
		To Submit - Quizzes	... March 16	<input type="checkbox"/> MacPhedran, Ian	0							
		To Complete - Academic Staff Information Sheet	... June 20	<input type="checkbox"/> Martin, Christopher	0							
		To Complete - AU Calculation Sheet	... June 20	<input type="checkbox"/> Martin, Christopher	0							
		To Complete - Course Information Sheet	... June 20	<input type="checkbox"/> Martin, Christopher	0							

Drag files here to upload

Course Material Boxes (SharePoint)

- Demonstration

- a) <https://share.usask.ca/go/ceab/ceab2020>

Comments, Questions?

Contact



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