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Engineering Articulation Committee Terms of Reference

Accreditation Issues

The engineering degree programs at the University of Alberta and the University of Calgary are accredited by the Canadian Engineering Accreditation Board (CEAB) at regular intervals (at least every six years). Accreditation is extremely important to both universities because in the absence of accreditation graduates of the engineering degree programs would be required to write technical examinations in order to obtain registration in Alberta or in other provincial/territorial jurisdictions within Canada. In instances where another institution offers part of an engineering degree program, for example the first year, the CEAB makes the accredited university responsible for the content and quality of such a transfer program because it is part of the university's degree and any accreditation review. In light of these considerations, the Faculty of Engineering at the University of Alberta and the Schulich School of Engineering at the University of Calgary and the Alberta transfer institutions which offer a first year transfer program have held an annual articulation meeting for the last 15 to 20 years.

Committee Composition: Representatives of the University of Alberta, the University of Calgary and the seven Alberta institutions offering an official first year engineering transfer program – Grande Prairie Regional College, Keyano College, Grant MacEwan University, Red Deer College, Mount Royal University, Medicine Hat College and University of Lethbridge

Committee Objectives:

To provide the universities with the opportunity to give the institutions offering transfer programs notice of planned changes to the first year curriculum and admission processes/criteria which apply to students from their program.

To discuss common problems/issues relating to courses and course content in the programs offered at the transfer institutions.

Membership

Each institution has one official representative but articulation committee meetings are open to other individuals from the various institutions who are involved with instructing in the transfer programs or administering these.

Meeting Frequency/Location

Normally there is one meeting held each year in early to mid-December. As the last item of business at this meeting, the date and location of the next year's meeting will be determined. Updated December 12, 2011

Meeting Chair/Host Institution

The meeting Chair will be the official representative from the host institution. The host institution will be responsible for incidental meeting costs such as food. All other costs associated with individuals attending the meeting will be their responsibility.

Alberta Council on Admissions and Transfer

Council will consider recommendations and address issues identified by the Articulation Committee and communicate and provide direction where specific ministry requests are concerned.

The Secretariat will relay issues which require Council's attention, maintain committee records (meeting minutes/membership), and communicate Council decisions related to recommendations or issues identified by the Committee.

Meeting Agenda and Minutes

In early November, the Chair or delegate will notify interested parties of the time, date and location of the meeting, distribute a copy of the standard agenda for these meetings, and ask people to confirm their attendance. Additions to the agenda will be solicited by the Chair at the beginning of the meeting. The Chair will identify a person to take minutes at the meeting and distribute these to the meeting attendees.