CANADIAN PESC USERS GROUP MEETING MINUTES

ESTABLISH A CANADIAN HIGH SCHOOL TRANSCRIPT EXCHANGE NETWORK

Moderator – Bill McKee, OCAS

In attendance – 21 members
Susan Stein    Apply Alberta, Operations Director
Kelly McMullen    Apply Alberta, Business Analyst
Randy Bruce    BC Campus,    Director - student & data exchange services
Jam Hamidi    BCcampus    Sr Technical Analyst
Al Dunthorne    Brandon University, Man    Director IT Services
Peter Seto    Mount Royal University    Director
Jennifer Leigh    University of Toronto    Assistant University Registrar
Pascal Robichaud    University of Moncton, Registrar
Maria Murray    Memorial University of Newfoundland    Admissions Manager
Jennifer Porter    Memorial University of Newfoundland    Enrolment Services Manager
Dave Mathews    Ellucian, Lean Agile Project Manager, Canadian Solution Centre
Bill McKee    OCAS    Director of Corporate Services
Barry Billing    OCAS    Senior Business Analyst
Vincent Aumont    UBC    Enterprise Architect
Doug Holmes    OUAC Programmer Analyst, ARUCC Representative
Brian Patton    OUAC Manager of Application Systems
Trudy Sykes    OUAC Director of Operations
Leisa Wellsman    OUAC Manager of Applicant Services
Dorothy Chapman    University of Waterloo, Systems Manager for Admissions
Objective – Discuss the formation of a national high transcript exchange network amongst postsecondary institutions in Canada and the creation of a draft charter.

1. **Introductions 8:30 – 9:10am**
   Representation from:
   - Ontario (OCAS, OUAC, University of Waterloo, University of Toronto),
   - Alberta (Mount Royal University, Apply Alberta),
   - New Brunswick (University of Moncton),
   - Newfoundland (Memorial University),
   - Quebec (McGill),
   - British Columbia (BC Campus, UBC),
   - Manitoba (Brandon University)
   - Saskatchewan (University of Regina)

2. **Review of Agenda 9:10 – 10:15am**
   Introduction of the project charter template.  
   Approval of name: Canadian High School Transcript Exchange Network 
   Discussion of primary providers
   Objective statement was discussed and wording changed to reflect the members’ impression on what is the goal. 
   Discussion concerning the Business justifications with various members providing clearer statements to the requirements. 

3. **Break 10:15 – 10:45am**

4. **Continuation of Discussion of Charter 10:45 – 12:00**
   Discussion on “In Scope” vs. “not in scope”
Canadian PESC Workgroup Meeting – Oct. 19, 2012 Vancouver, B.C.

Moderator – Bill McKee, OCAS

In attendance – 18 members

1. **Meeting commenced at 8:30am**
   
   Discussion Topic – Frequency of weekly vs. bi – weekly teleconference calls
   
   **Result**: The decision was bi weekly starting at 12:00 EST on Thursdays.
   
   **Objective**: Continue the project charter discussion on October 25th at 12:00 EST.

2. **Discussion Topic - 8:45 am**
   
   Where transcripts requests originate from - student vs. ministry released. Basically who initiates the transcript request?

3. **Review of assumptions and constraints in the project charter – 9:00 am**

   OUAC questioned the wording around a Canadian network. Is it more of a frame work or are we creating a network between provinces. Recommendation is that we utilize PESC initiatives where possible.

   Discussion on fee collection was debated and will need to be captured in some capacity during the project.

   Lots of consideration around how to interpret French information when exchanging with Quebec. There is agreement that a French Implementation guide is required for the PESC XML standards.

   It is assumed that the tag names would still remain in English but PESC is currently reviewing how exchanges in non-English communities would occur.

   **Note**: Version 0.3 is the current working draft copy of the charter completed at the meeting, this is attached to the minutes.

4. **Meeting ended at 10:15am**

5. **Action Items:**
Demonstrate the following BC Campus and OCAS student experience when ordering transcripts in a future meeting