CANADIAN PESC USERS GROUP MEETING AGENDA

Meeting Minutes

Date: February 28, 2013
12:00 pm to 1:00 pm EST
Location: Conference call & webinar

Members Present:
- Trudy Sykes, OUAC
- Brian Patton, OUAC
- Leisa Wellsman, OUAC
- Doug Holmes, OUAC
- Dorothy Chapman, University of Waterloo
- Kelly McMullen
- Jam Hamidi, BC Campus
- Josie Lalonde, Ontario University Registrar’s Association (OURA)
- Susan Stein

1. Welcome & introductions
2. Approve Minutes
   a. February 14, 2013
      Josie pointed out that although she does work for U of T, she represents OURA on the PESC User Group. The meeting minutes were considered approved.

1. Business Arising:
   1.1. Canadian Transcript Exchange Initiative:
      1.1.1. Update on survey results & Letters of Support
      Bill has been receiving updates from supporting organizations that are working through their internal stakeholders to create a Letter of Support. Bill has yet to receive any letters of support as of yet, although many are on their way. Ellucian is drafting a letter of support. OUAC will be providing a letter as well, same for OCAS. It needs to be discussed whether OURA needs to provide a letter, it was asked whether other
provincial Registrar groups are providing support. Bill reported that the Registrar’s body from New Brunswick is creating a letter of support.

**Action Forward:** Josie will follow up with finding a Letter of Support from OURA. Leisa Wellsman will give Maria a call in Newfoundland since we haven’t received much support from them.

### 1.1.1.1. CMEC follow-up

Bill met with Dallas Morrow from CMEC, she’s a senior policy analyst with the education department in Manitoba. She suggested another contact in CMEC, the Director General, Andrew Parkins. They discussed the synergy between the information systems and reporting at the national level with Stats Canada. It sounds promising, but Bill will have to speak with Andrew. Dallas was interested in the Common Data initiative. That may be of value for national reporting. A Letter of Support from Stats Canada may be useful as well.

**Action Forward:** Bill will follow up with Andrew Parkins. Brian will follow up with the representative from Stats Canada to have her participate on the PESC User Group and to provide a Letter of Support.

### 1.1.1.2. Request to BC ministry education for letter of support

Jam is still in process of finding a suitable contact for Bill at the BC Ministry of Education.

**Action Forward:** Jam Hamidi will provide Bill with contact information with the BC Ministry so he contact them regarding Letters of Support.

### 1.1.2. Update on Communication Plan

Leisa reported that Susan Stein is the only one who offered to contact ACAT. The surveys and letters of intent to the communications plan. The Communication Plan will become a part of the Charter. Leisa hasn’t heard much feedback from members.

**Action Forward:** Present the Communication Plan for approval at the next meeting. Bill will look it over to answer a few questions prior to that.

### 1.1.3. Update Funding Support discussions with ARUCC and PCCAT (Pan-Canadian Consortium on Admissions and Transfer)

Trudy and Bill participated on a call with ARUCC and PCCAT after last meeting, the project being put forward is geared more towards creating standards by working with specific registrar’s provinces based on their standards. The PCCAT component was looking to develop nomenclature across the nation to translate items between provinces. The User Group contribution was confusing since we would already be using PESC standards. The project would be addressing a different audience than the PESC User Group intends for the Transcript Exchange Network. The User Group decided not to partner on the plan with them. There is an ARUCC executive meeting and they are being asked if there is an application of funding submitted by the User Group, would ARUCC be one of the names on the funding application. The other option would be one of the member organizations can take the contract management responsibilities. It would make most sense to have ARUCC do it; hopefully their executive board approves this.

### 1.2. PESC May 1-3 Data Summit agenda/planned attendee’s May 1-3 2013 San Diego

The agenda fine-tuning will occur once we know who will be attending. Bill McKee, Barry Billing and Janeen Hoover representing the College system, CRALO and Advisory committee, will be attending. Kelly is also registered to attend. Leisa, Brian, Doug and Trudy will be attending from OUAC. Josie and Trudy will speak offline about Josie attending. Jam indicated
he will probably be attending as well. Provincial representation would be important for moving forward.

**Action forward:** Bill will send out an E-mail to the ListServ to drum up some participation in person or to see if anyone can participate via teleconference in the Data Summit.

1.3. **Canadian Nominee to PESC Board of Directors**  
Historically you must be present at the meeting to be nominated. Bill has put his name forward to the Board to be a director. OCAS’ CEO supports Bill in this endeavor. The group was supportive as well.

1.4. **Approval of our Terms of Reference for Canadian PESC Users Group**  
The draft Terms of Reference has been amended with some feedback. Trudy suggested that there was no mention of the chairmanship. Trudy wondered if a Co-chair/Vice Chair role from a vendor was necessary. Bill responded that the Vice Chair item later in the agenda. Trudy stated that some of wording was changed, and further changes will be made when a Vice Chair is added.

**Action Forward:** Bill suggested that the wording should be consistent with the wording in the Memorandum of Understanding with ARUCC. When the MOU is signed by ARUCC, we will incorporate the wording in the document, send it out for review, and approve it the next meeting.

1.5. **Status of CANHEIT Conference proposal**  
Brian stated that there has been no feedback from CANHEIT yet, the presenters should be announced today. If the 4 presentations are approved, we will have to find a second vendor for the presentation. A presenter from Western Canada is still needed. Both Jam and Susan had declined. It was asked if anyone from Apply Alberta was attending. Kelly responded that she would have to check with Susan. Brian will send out an E-mail when he hears back from CANHEIT.

2. **New Business**  
2.1. **Committee member updates/Questions**  
There were no committee member updates.

2.2. **Vice Chair Nominee for Canadian PESC Users Group**  
Trudy nominated Leisa for the Vice Chair position. Bill will put out a call for nominees, then it can be confirmed next meeting.

2.3. **MOU between ARUCC and PESC update**  
The MOU is proposed to the ARUCC executives today, Michael from PESC has already signed it. If it is signed, a press release will go out today. If signed, this will cement the relationship between ARUCC, PESC and OCAS. This is a major milestone for the User Group.

3. **Adjournment**

4. **Bring Forward items for future meetings:**
   4.1. Bilingual support (TAB)
   4.2. Obtain vendor statements regarding level of support. Michael to follow up with vendors on obtaining a list of which vendor components and which PESC standards are supported on those components. See if larger vendors will go for PESC Seal of Approval process. (Michael Sessa)
   4.3. How do we formalize the relationship with ARUCC and PESC?
   4.4. Premier Partner Membership