CANADIAN PESC USERS GROUP MEETING AGENDA

Meeting Minutes

Date: September 27, 2012
1:00 pm to 2:00 pm EST
Location: Conference call

Conference Call Details
1-877-314-1234 or 1-416-204-9641
Participant Code 3697666

Committee Attendees:

Doug Holmes  OUAC Programmer Analyst, ARUCC Representative
Dave Matthews  Ellucian, Director Canadian Solution Centre
Bill McKee  OCAS Director of Corporate Services
Kelly McMullen  Apply Alberta, Business Analyst
Brian Patton  OUAC Manager of Application Systems
Robb Sparks  Ellucian, VP, Product Management and Strategy, Global Markets
Trudy Sykes  OUAC Director of Operations
Leisa Wellsman  OUAC Manager of Applicant Services
Dorothy Chapman  University of Waterloo, Systems Manager for Admissions
Jennifer Kim  PESC, Director of Membership Services
Jam Hamidi  BC Campus, Member of PESC Tap Committee
Barry Billing  OCAS Senior Business Systems Analyst

Guest:
Mary Medaglia  OCAS, Administrative Assistant

1. Welcome & introductions
2. Approve Minutes - August 30, 2012

It was resolved that the last meeting minutes be approved.

1. Business Arising:

1.1. Vancouver Summit October 17-19 2012

1.1.1. Keynote

There is an issue getting a keynote speaker confirmed for the Summit. Randy Bruce is meeting with CIO of Ministry of Education in BC to confirm if he will be the keynote speaker. Bill asked if there is a Plan B. Jenn responded that Michael needs to know what’s happening before executing a Plan B. Jam is not confident that a keynote speaker will be confirmed from the Ministry. There were no other suggestions at the time.

1.1.2. Canadian High School Transcript Exchange Network initiative Planning

1.1.2.1. Review draft Agenda attached

The draft agenda was received by all. There are 3 sessions confirmed on the PESC website. The dates and times are matching with the website according to Bill. As far as Jenn knows the agenda hasn’t changed. Jenn asked if anyone needs anything regarding the summit or if there were any questions. Trudy asked if there be a teleconference line available for those unable to attend in person. Jenn will check to see if there is room in the budget to include a line for the conference call. Trudy commented that she had been asked by a university unable to attend in person. Bill suggested that it would be wise to find a way to make it work. He offered that the OCAS Webinar system could be used.

Dave Matthews asked whether someone from Oracle will be speaking during the Wednesday general session. This item was an action left with Michael, and as far as we know there has been no confirmed participation. Decision Academic has indicated that they are not able to participate. Committee members asked whether the general session should be dropped. Bill suggested that rather than dropping the session the group can consider cutting the length of the session. Jenn explained that it’s a rapid fire session, there are no scheduled times per say, however there are usually 20 minutes per presenter. There are three different discussion sessions scheduled for the PESC Canadian User Panel and they are casual. Jenn stated that Michael needs to know the group’s decision regarding the session because there needs to be enough content to make the session interesting. Committee members asked whether Decision Academic is participating in the Summit at all. It was explained that Decision Academic is no longer a member of PESC, therefore they aren’t attending the conference. Jenn declined to explain why they were no longer members of PESC. Committee members asked whether it is worthwhile to approach Oracle staff attending the conference to participate in the Vendor Perspectives discussion. The group could reach out and ask if there’s anything that can be arranged. Jenn mentioned that Andy, the VP at Oracle, is a board member of PESC and a good candidate to ask. Canadian Users Group will attempt to have someone participate from Oracle. The committee agreed to continue with the session with Dave as the speaker and see if Oracle would like to join the table. Jenn can be reached via E-mail if anyone needs anything. It was asked how many registrants are currently registered. Jenn responded that currently there are 67 registrants and that typically there are 90-100 participate in the conference. Canadian registrants are trickling. Jenn suggested that 75-80 participants in the end is a possibility. The Canadian universities attendance is being
tracked. Some regular attendees were unable to come this year since travelling to Canada is considered international travel.

It was asked if a list of challenges should be compiled before the sessions. Bill explained that he has scheduled a session called Dependencies, Risks and Roadblocks to address the challenges. It would be wise to give thought to these before the session to facilitate the discussion. The group worked through the agenda as presented to comment or add information as needed.

The group discussed the session topics in length and the Summit session agenda was revised. The revised version is 2.10, which is attached with the minutes.

Actions Forward:
1. Trudy to follow up with Oracle about the vendor presentation.
2. Bill will provide a draft for the general session.
3. Barry and Doug to connect offline to discuss the trends in XML applications vs EDI to present during Business Justification.
4. Bill would like to receive any additional thoughts or ideas no later than Friday Oct 12, 2012.

1.2. Online collaborative workspace
A proposal was put together and it was decided that SugarSync will be used. The group was asked for a list of all names of the user group to add everyone to the workspace. Everyone will be able to add documents to the system. SugarSync is relatively easy to use and no orientation should be required. A brief online video can be distributed for anyone requiring assistance. Jenn offered to send the listserv to Brian Patton. Bill will start by uploading historical documents. The space will be used from this point forward. There should be a discussion regarding the initial administration and maintenance.

2. New Business
2.1. Committee member updates/Questions
3. Adjournment
4. Bring Forward items for future meetings:
   4.1. Bilingual support (TAB)
   4.2. Draft Terms of Reference (Bill McKee)
   4.3. 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)
   4.4. How do we formalize the relationship with ARUCC and PESC?
   4.5. Premier Partner Membership