Canadian PESC Users Group Meeting 2012-11-08

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
Dorothy Chapman    University of Waterloo, Systems Manager for Admissions
Jam Hamidi          BC Campus, Member of PESC Tap Committee
Barry Billing      OCAS Senior Business Systems Analyst
Maria Murray       Memorial University
Pascal Robichaud   Registraire, University of Moncton
Janine Hoover      Conestoga College
Susan Stein        Apply Alberta
Peter              Royal Roads University

**Business Rising**

1. **Approval of Last meeting minutes**

There were no issues or corrections. The minutes are considered approved.

2. **Confirmation of the agenda**

There were no additional items added to the agenda.

*Action Forward:* Maria is not receiving E-mail from PESC, Bill will follow up with Jennifer Kim to ensure Maria is added to the PESC list.

3. **Canadian Transcript Exchange Network**
The first 3 items on the charter were essentially completed from the last meeting. During this meeting, we will begin at the Critical Success Factors & Trade Off model. The goal of this meeting is to complete the charter by next meeting. This will require volunteers to work on it between the meetings. We will need to divide and conquer to have draft charter completed by Dec 8th. Maria from Memorial agrees that it is achievable, there will just need to be work beyond this meeting. Doug and Dorothy offered to assist offline. By the end of the meeting we will sort out a plan of attack.

It was suggested that a communication plan should be developed to gain support from potential stakeholders. **Action Forward:** Maria volunteered to assist with creating the communication plan.

The charter was updated and can be found in SugarSync as version 0.5

**Action Forward:** Doug will take the charter deliverables to ARUCC to prepare them for the request for support in the future.

**Action Forward:** Peter will get a contact within CMEC to share the high level scope and objectives to ask if they would potentially support the initiative. If so, they could be listed as a key stakeholder and will pass their contact information onto Maria Murray.

**Action Forward:** It was asked that the group members to think of upcoming events involving key stakeholders to include as milestones for sharing the initiative.

**Action Forward:** Bill and Susan will work together offline to complete the charter before the next meeting.

**New Business**

4. **Updates**

Doug provided an article to Pascal for the ARUCC newsletter informing them about the PESC summit.

Jam commented on the NIM task group, and stated that the impact of the upgrade would be more of a change to the governance body of the current schema and all changes would be minimal. Kelly commented that she was informed that the new version will not be backwards compatible, and so will likely have an impact on this initiative. **Action Forward:** Jam to provide an overview of NIM changes at the next meeting.