Meeting Minutes
Susan Stein          Apply Alberta
Debi Sandal         University of Lethbridge
Susan Husum         University of Regina
Brian Patton        OUAC
Doug Holmes         OUAC
Leisa Wellsman      OUAC
Trudy Sykes         OUAC
Vincent Aumont      University of BC
Kelly McMullen      Apply Alberta
Peter               Royal Roads University
Dorothy Chapman     University of Waterloo
Josie Lalonde       University of Toronto

Date: January 10, 2013
12:00 pm to 1:00 pm EST
Location: Conference call & webinar

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

Participant Code 3697666

1. Welcome & introductions
2. Approve Minutes
   a. December 6, 2012 – There were no changes or corrections, the minutes were considered approved.

   Action Forward: ERUG not ARUUC make that correction in section 1.1.1 of last meeting.

   Action Forward: Ask Jennifer Kim to post the list the membership of the PESC Canadian User Group.

1. Business Arising:
1.1. Canadian Transcript Exchange Initiative:

1.1.1. Review survey results

Total of 6 responses from Ontario and Alberta. Bill was hoping for more input. The organizations that didn’t participate indicated that they couldn’t commit to becoming early adopters since the senior executive support is required. The draft project charter is with the registrars, and so would require their support as well. The deadline to receive survey results is extended until mid-February. The February PESC meeting is Feb 14th, the deadline will be extended until February 13th so the results can be discussed at the meeting. OCAS will have better information after the ASAC meets January 22nd. A maybe option should be added to the survey as well. ARUUC has received the deliverables, and are open to receiving the charter when it’s completed. The next ARUUC meeting, the executive committee can determine approval via E-mail regardless of their next meeting. Doug will provide them with the latest version of the draft charter. Peter was going to establish a contact with CMEC just before Christmas. There has been no response, he will follow up with them.

1.1.2. Communication Plan

There has been no movement on this item thus far. OUAC volunteered to do some work on the plan. Organizations that support, CUCCIO should be added as a stakeholder. There may be similar organizations in each province that should be reached out to. Bill has presented the initiative to the ASAC, and will present the initiative to them at the next meeting. OUAC has taken it to their advisory board.

1.1.3. Funding Support (HRDC funding)

This would have to be determined once support has been committed. Would ARUUC or another similar organization be willing to stand behind the user group. Debi received an E-mail from Joanne from PCCAT (Pan Canadian Consortium for Admission Transfer) for assistance. PCCAT is linked with ARUUC. The funding support is dependent on confirmed support. Funding is needed for some consultation costs and travel costs. The charter must be approved to solidify the ask for funding. Some funding would come from the respective institutions in kind.

1.1.4. Actions Plan Forward

Action forward: Think of further ideas on funding should be forwarded to Bill. Research in Information Program, HRDC was originally a source of funding for the National Transcript Guide.

Action Forward: More follow up with the survey responses to communicate that the survey will remain open to allow responses.

Action forward: Bill to reach out to PCCAT and see if there are any synergies. The objectives between the PESC Canadian Transcript Exchange Network and PCCAT. Cathie will be bringing it forward to PCCAT on the group’s behalf.

1.2. Submission CANHEIT Conference presentation

Brian sent an E-mail to Bill and Trudy to recycle parts of the ARUUC presentation from last year. It was suggested to include the address by Michael to speak about PESC, Exceptional Ideas for a Changing World, Vendors Perspective, Technical Session. Bill suggested we focused on the Vendors Perspective and IT Technical Session, and focus on the Transcript Network. The emphasis should be on education, and less sessions would be best. It would be important to keep focus.

Action Forward: To approach Dave Mathews or a rep from People Soft to represent the Vendor’s Perspective. Follow up with CANHEIT about the presentations. Michael’s session (1st), the vendors session (3rd), the transcript exchange (2nd) in one session should be the focus. It must be submitted by the end of January.
2. **New Business**
   
   2.1. **Discussion TEXAS server and possible option of having vendor develop in Canada for Canadian market**
   
   The hub doesn’t have to be a storage place, it just needs to push. The storage hub is a harder sell. BC Campus has built one for U BC. For the provinces that don’t have hubs, do they want to purchase their own? What keeps them from using the other provinces’ hubs? These are questions that are important to the structure of the project. Do we want the data sent into the US despite the Patriot Act issues? It is perhaps a little early to be asking these questions. Doug stated that NCSH hasn’t taken over the TEXAS server yet, they are doing a one year feasibility study. There is another hub being built. It’s a little too early to be asking TEXAS, Doug can report on how the discussions are going and progress of the project.

   2.2. **Committee member updates/Questions**
   
   There were no additional updates. May Data Summit – That should be included in the Communication Plan. Do we want to have a Canadian on the Board of Directors. The spring meeting is when the board election occurs.

   **Action Forward:** Include this on the next meeting agenda.

3. **Adjournment** The next meeting will be January 31st, the meeting for Jan 17th will be cancelled.

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