Members Present:

Brian Patton          OUAC
Leisa Wellsman       OUAC
Doug Holmes          OUAC
Trudy Sykes          OUAC
Jam Hamidi           BC Campus
Debi Sandul          University of Regina
Dave Mathews         Elucian
Dorothy Chapman      University of Waterloo
Janeen Hoover        Conestoga College
Barry Billing        OCAS
Bill McKee           OCAS
Susan Stein          Apply Alberta
Vincent Aumont       University of British Columbia
Jennifer Leigh       University of Toronto
Josie Lalonde        University of Toronto

1. Welcome & introductions
2. Approve Minutes
   a. January 10, 2013: There was one correction: change the wording at the beginning of section 3.1. With this change, the minutes were considered approved.

1. Business Arising:
   1.1. Follow-up on action items from January 10th, 2013
   1.2. Canadian Transcript Exchange Initiative:
      1.2.1. Update on survey results
      Trudy Sykes reported that there were 8 responses thus far and reminded the group that the survey will be kept open until Feb 13th. Bill noted that a letter could be drafted to explain the charter. The group agreed that they would like a letter to accompany the charter and to follow up with the support question. Bill will create a letter today to add more clarity to the request. It was asked whether the letter needs to come from PESC or ARUUC. Bill responded that there could be 2 letters, 1 for support of the initiative and another for support for funding.

      1.2.2. Draft Communication Plan v.01 review
      Leisa Wellsman reported that there is a list of the relevant conferences in SugarSync, including items in progress such as ARUCC and PCCAT. She included federal bodies and organizations in other provinces as a part of the communication plan. The User Group needs to decide if they are appropriate bodies and when to reach out. Bill asked the group to
review the communication plan with special focus on the members’ geographic area to participate in the events suggested. Leisa would like there to be a discussion at the next meeting after everyone has reviewed the plan. She also noted that it is important to contact people sooner than later. Trudy suggests that the group needs to follow up with members from the East that haven’t been participating in the last few calls. It is important to get their participation in the Exchange Network. It is possible the timing isn’t working well for them.

**Action Forward:** A phone campaign to ensure they are still interested in participation.

For the communication plan, should the Charter be included as an item for college/university visits agendas with OUAC and OCAS? Leisa said it will be included in the communication plan.

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

Debi reported that there is a meeting today at 1pm to speak to ARUCC and PCCAT regarding PESC joining the funding proposal. They are currently applying to update the transfer guide under the umbrella of ARUCC. PESC would like to add a PESC compliance component to that guide as well. It was asked whether organizations in the User Group would specifically looking for funding support for the network, like travel expenses. Numbers for travel expenses would need to be confirmed based on the number of participants in the network.

### 1.3. Submission CANHEIT Conference presentation

Brian Patton provided a PowerPoint with a couple links for the proposed sessions. Brian presented a quick overview of the sessions. The ideal audience to support the initiative will be present, including senior IT from the college/university system. It is a good opportunity to build awareness of project. The proposed sessions are: Why Canadian Higher Education Sector Should Get Involved (Michael), The Canadian Transcript Exchange Network – the vision and charter review (2 sessions – Bill, Trudy, Pascal), and A Vendors Perspective. The Vendors’ Perspective is a duplicate of what was presented at ARUCC by Dave, the group is hopeful that Oracle will participate as well. It was asked whether a US vendor should be considered as a backup. The group will approach Oracle first, then decide.

Brian explained that the program sessions at the conference will be crowdvoted and evaluated by a Program Committee. There needs to be a presenter from Western Canada to participate in the Transcript Exchange network to express support for the program. Jam will look into being able to participate but can not commit at this time. The presentations Brian prepared will be on SugarSync. Susan indicated that she may be able to provide an Oracle contact. She’s had some conversations with one of their Vice Presidents, Larry Borgeoni. It was mentioned that Kay Harris is another contact.

### 2. New Business

#### 2.1. Plan for Spring Data Summit May 1-3, 2013 San Diego

It was asked whether anyone from the Canadian User group was planning to participate. Bill explained that OCAS will send someone. OUAC will be sending 1 or more participants to the Summit. An agenda and some suggestions for discussion for the meeting during the Summit would be helpful to create excitement for the meeting. It will be a good venue to drum up support for the Exchange Charter and have discussion on items in the charter than need to be discussed. The Friday morning is slotted for the Canadian User Group.

**Action Forward:** Bill will draft an agenda for the meeting using the Charter. Depending on the agenda, additional time slots may be needed.

#### 2.2. Canadian Nominee to PESC Board of Directors

The Board is currently 100% US represented with a heavy vendor representation. Some nominees should be put forward. It was explained that to be nominated, the nominees have to be present at the meeting at the Summit. The Canadian User Group should attempt to have Canadian representation on the board.

**Action Forward:** Bill will get information from Michael about the time commitment for Board members.

#### 2.3. Committee member updates/Questions

Doug has an update about the ARUUC Board of Directors, ACRO has representation on the Board. He is a current SPEEDY committee member and former chair. He favours transcript exchange, and would be likely to support the initiative.

The Transcript Exchange Network Terms of Reference has taken a back seat to the Charter, however it will likely be needed for the funding application. The Group will also need to solidify the relationship with ARUCC.

**Action Forward:** Trudy will work on the first draft of the Terms of Reference.
Barry Billing wondered whether we should bring in representation from National Student Clearing House on the agenda in San Diego. Brian suggested that for the last Summit, there was a phone campaign to encourage participation, it should probably be done again. Once the agenda is confirmed, the group should begin calling around.

Hans of the ARUCC executive committee stated that on Feb 28th they will vote on whether they’ll be added to the Charter as a supporter. The executive is very supportive in general, but the vote is necessary.

3. Adjournment