PESC Canadian User Group Meeting Minutes
Feb 14th, 2013 12pm - 1pm

Members Present:
Bill McKee OCAS
Dave Mathews Ellucian
Kelly McMullen Apply Alberta
Susan Stein Apply Alberta
Leisa Wellsman OUAC
Brian Patton OUAC
Trudy Sykes OUAC
Jam Hamidi BC Campus
Janeen Hoover Conestoga
Susan Sask
Vincent Aumont U BC
Dorothy Chapman U of Waterloo
Peter Dueck Royal Roads

1. Welcome & introductions
2. Approve Minutes
a. January 31, 2013 – There were no changes, the meeting minutes were considered approved.

1. Business Arising:
1.1. Follow-up on action items from January 31st, 2013
Vincent asked if there had been any follow up on the contact from CMEC? Peter responded that he should have the name of a contact by the end of this week.

1.2. Canadian Transcript Exchange Initiative:
1.2.1. Update on survey results & Letters of Support Trudy Sykes (5 min)
Trudy reported that there were no more additional responses received; there are only 8 responses so far. The lack of responses indicates that more time is needed. The final date to receive responses has been pushed to February 28th. Bill will keep the group posted on any responses received. Both Ellucian and U of T had a few questions, which Bill addressed. BC Campus director had a question about whether it is necessary to send the letter although they are currently a big supporter of the Canadian PESC User Group and it may be nice to have the support from the BC Ministry of Education as well. PCCAT is meeting in three weeks; U BC will be meeting with them and can present information about the Transcript Exchange Network. There is an individual, Rob Flemming from PCCAT, is aware of the funding proposal.
**Action:** Bill will send Vincent the information for Rob Flemming.

**Action Forward:** Bill will send the Letter of Support to the BC Ministry of Education on behalf of the Canadian PESC User Group.

**1.2.2. Update on Communication Plan** Leisa Wellsman (5 min)
Leisa reported that there were two changes suggested from feedback but they haven’t been made pending more discussion. It was asked that the group provide further feedback to Leisa no later than Feb 28th. New Brunswick is taking the charter to the Association of Registrars. Pascal indicated he has trouble attending the meetings since he is teaching a course which runs at the same time on Thursdays.

**1.2.3. Update Funding Support discussions with ARUCC and PCCAT (Pan-Canadian Consortium on Admissions and Transfer)** Debi Sandul (5 min)
The first draft for the funding submission will be discussed today at 1pm on the teleconference. There is an additional meeting by March 7th. We hope to have a proposed funding application with proposed funding bodies in the near future.

**1.3. Proposed Agenda May 1-3 2013 San Diego** Bill McKee (10 min)
The proposed program agenda was posted on Sugar Sync. It included starting a detailed work-plan for the proposed charter, which are determined by some of the upcoming events, such as possible funding. It will be a good opportunity to get organized on the components. Bill McKee, Barry Billing and several representatives from OUAC will be attending. Jam may attend, depending on workload. Being the height of admission season, it’s busy for some. Susan and/or Kelly will likely attend. It would be a good opportunity to keep the project moving forward. Kelly will likely have a decision made by the end of February. Kelly will let the group know ASAP.

**Action Forward:** User Group members should encourage participation in the Spring Data Summit. If we are successful with the funding application the travel costs may be offset. Webinar and conference call can be used to facilitate attendance. Confirm participation by Feb 28th.

**1.4. Canadian Nominee to PESC Board of Directors** Bill McKee (5 min)
Bill forwarded the requirements of the PESC board member expectations and responsibilities. The vote is by nomination and the vote takes place at the meeting and a physical presence at the Summit is necessary. It would be helpful to have Canadian representation on the Board. Bill is considered being nominated. Barry Billings is also interested in being nominated. Once a Canadian representative is finalized then the partnership with ARUCC can be formalized

**Action Forward:** Bill will send out the deadline to submit nominations to the board.

**1.5. Draft Terms of Reference for Canadian PESC Users Group** – Trudy Sykes (5 min)
Trudy provided a top level Terms of Reference. The document explains PESC and the Canadian User Group roles. There were no comments or changes at the time. The document can track changes in SugarSync or E-mail Trudy any feedback.

**Action Forward:** Feedback to be provided to Trudy prior to the next meeting. Once finalized, it will be sent to Michael at PESC for his approval on wording.

**2. New Business**

**2.1. Committee member updates/Questions** (5 min)
The letters of support should be addressed to Bill McKee as the Chair of PESC Canadian Users Group. We also give supporters the option to indicate whether they’re more interested in High School or Post-Secondary transcripts.

**2.2. Demo of OCAS Electronic Transcript Management System (eTMS)** – Ben Harper (15 min)
Ben Harper gave a demonstration of OCAS‘ eTMS.

**3. Adjournment**