Meeting Minutes
Date: March 28, 2013
12:00 pm to 1:00 pm EST
Location: Conference call

Attendees
Dorothy Chapman University of Waterloo
Doug Holmes OUAC
Susan Husum University of Regina
Josie Lalonde University of Toronto
Jennifer Leigh University of Toronto
Mary Medaglia OCAS - Scribe
Bill McKee OCAS
Kelly McMullen Apply Alberta
Debi Sandul University of Lethbridge
Susan Stein Apply Alberta
Leisa Wellsman OUAC

1. Welcome & introductions
2. Approve Minutes
   a. March 14, 2013: There were no changes; the minutes were considered approved.

1. Business Arising
   1.1. Canadian Transcript Exchange Initiative
      1.1.1. Update on Support
         There are no new letters at this time.
         1.1.1.1. Letters of Support expected Ontario/National (U of T, OURA, ARUCC)
            Jennifer (U of T) has a letter in process. Josie will follow up again with OURA.
         1.1.1.2. Other status needed: Western (Apply Alberta, U of Regina, BC Min of Education), Quebec, Atlantic
            New Brunswick has drummed up support via email but Bill has not yet received a formal letter of support. Letter from U of Regina is written and Bill should
expect it next week. Leisa emailed our Newfoundland contacts again, but there was no response. Bill suggested that there may a new contact there; he received an email suggesting that there were some changes.

1.1.1.2. CMEC follow-up
Bill has a meeting next week with them.

1.1.2. Update on StatsCan involvement with PESC & Cdn User Group
Original contact is back from maternity leave, but will be going on leave again shortly. Brian has emailed them to arrange a time to fill them in on the initiative and their possible participation with the Canadian PESC User Group.

1.1.3. Update on funding support programs
Mary will find more information on the provincial possible funding programs and post these to SugarSync. Members should bring any thoughts about pursuing these to the next meeting.

1.2. Agenda/attendees for PESC Data Summit, May 1-3, San Diego
Leisa noted that there are 10 confirmed registrants for the conference from Ontario, Alberta, and BC. Bill stated that the teleconference option will be available at the conference for full participation. The schedule times will be posted on the invite to ensure that people can participate. Action Forward: Leisa will follow up with Jennifer Kim regarding teleconference and webinar options.

1.3. PESC Board of Directors Nomination/Voting
OUAC nominated Bill for the PESC Board; each institution member has a vote. Everyone is encouraged to vote for Bill. Voting by proxy is possible for those who are either not planning to attend the May Data Summit (Ellucian) or may not be present at the AGM on the Thursday of the conference.

1.4. Status of CANHEIT Conference proposal / presenters
We have four presenters lined up for the Canadian Initiative session: Brian, Bill, Pascal Robichaud (UNB) and Clark Ferguson (CIO at Lethbridge U). Work is being done on the presentation content. Debi Sandul will prepare some notes for Clark. Michael Sessa will do a PESC session.

1.5. MOU between ARUCC and PESC: Press Release update
ARUCC has forwarded the changes for the MOU. Of note is that each association is committed to registering one of its members at the other Association’s conference without charge. We are waiting for signatures to come back. Michael will put together a press release.

1.6. Subject code length change follow-up
Debi raised the issue with Ellucian and the project manager. The project manager is aware of the subject code length and is working through the process. The Banner schools are the only schools having an issue with it. PeopleSoft allows 12 characters, although it’s still not PESC compliant. Susan has posted a draft survey to the SugarSync site for comments and changes by the group. This will be on the agenda for the next meeting. Susan noted that Saskatchewan has only Banner schools. The vendor wants to charge them for updating the character length. 50% of Ontario colleges are also on a Banner system. There is a common install in Ontario between the colleges. There is a user group chair, which means the schools approach the vendor as one voice rather than as individual institutions. It needs to be made clear that this isn’t a provincial issue, it’s a national issue.

2. New Business
2.1. Participation in PCCAT Conference, June 16-18, Edmonton
It was suggested that it would be beneficial if some of the Western representatives were willing to participate in or attend the conference. **Action Forward:** Leisa will forward to the group the call for proposals email that ARUCC sent out. Susan Stein will follow up with ACAT about possibly participating, but will probably not attend herself.

### 2.2. Committee member updates/questions
- The AACRAO-SPEEDE joint committee will be sending out a survey regarding how North American schools are using PDF transcripts. They will share the results with the User Group.
- Dorothy participated in a conference with Oracle and PeopleSoft. Kay from Oracle is looking for a way to move Oracle and the province to the PESC/XML standard. We should look at what is needed in Ontario, with input from Alberta and BC, to provide a national document.
- Susan Husum noted that WARUCC is meeting June 24 -27th in Winnipeg. She will check if opportunities exist to speak about the Cdn Transcript Exchange Network. With guidance and support, she might feel comfortable doing a presentation. Susan S. suggested that we put together a handout/reference sheet for conferences and make it available on SugarSync. It is hoped someone might volunteer to do this on behalf of the group. **Action Forward:** Leisa will create a folder on SugarSync and email members asking them to post past conference presentations there as both an archive and as reference documentation for future conferences.
- Application centres from around the world will be participating in a conference in Toronto ([http://www.iaao.ca/](http://www.iaao.ca/)) in early June. Bill will be participating, as will OUAC; it should be a good forum to share information about the Canadian PESC User Group and the Transcript Exchange Network.

### 3. Adjournment 12:36

### 4. Bring forward items for future meetings
- **4.1. Bilingual support (TAB)**
- **4.2.** Obtain vendor statements regarding level of support. M. Sessa to follow up with vendors to obtain 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.
- **4.3.** Premier Partner Membership