Date: May 23, 2013
Time: 12:00 pm to 1:00 pm EST
Location: Conference call & webinar

Participants:
Barry Billing          OCAS
Dorothy Chapman        U of Waterloo
Peter Dueck            Royal Roads
Doug Holmes            OUAC
Susan Husum            University of Regina
Josie Lalonde          U of Toronto (OURA)
Dave Mathews           Ellucian
Kelly McMullen         Apply Alberta
Mary Medaglia          OCAS
Brian Patton           OUAC
Pascal Robichaud       Universite de Moncton
Natasha Sawh           CMEC (Council of Ministers of Education)
Susan Stein            Apply Alberta
Trudy Sykes            OUAC
Cathy Van Soest        BC Campus
Leisa Wellsman         OUAC

1. Welcome & Introductions
2. Approve Minutes
   a. April 25, 2013 – Deferred until next meeting since they were sent out just prior to the meeting.
   b. May 2 & 3, 2013 - No changes or comments; approved as presented.
1. Business Arising
   1.1. Canadian Transcript Exchange Initiative:
      1.1.1. Update on Support
         1.1.1.1. Letters of Support (Council of NBCAT) - Pascal Robichaud
         The letter of support received is from the Deputy Minister of Education in NB. This is the green light to create a central repository of transcripts in New Brunswick and support for the Transcript Exchange Network. They will be moving into planning and policy creation phases in New Brunswick.
         Josie hasn’t heard anything further from OURA regarding a letter of support; it needs to be discussed at their next executive meeting.
         1.1.1.2. CMEC
         Leisa welcomed Natasha Sawh from CMEC to the User Group. Natasha thanked the group for the invitation to participate; she noted that she had attended ARUCC and commented that this seems like a great initiative. It was asked if CMEC will be a conduit to the provincial ministries of education or other kinds of support. Natasha will know better how CMEC can support as she participates in the group.
      1.1.2. Update Funding Support discussions
         It is hoped that bringing CMEC into the group might lead to support for conference or travel expenses in the future. It depends on the discussion about the suggestions moving forward from the Summit.
         Dorothy noted that the Council of Ministers of Education, ARUUC, ONCAT and MPs may be helpful for funding. They have funded document creation in the past and may help the User Group move forward.
         ACTION: Leisa will circulate the email Dorothy sent regarding pan-Canadian protocols and statements on transfer and possible funding.
      1.1.3. Discussion and update on the outcomes from May 2 & 3, 2013
         1.1.3.1. Feedback from other members not present at the May 1-3 PESC Sumit
         It was recommended that the existing application centres in Canada (Apply Alberta, BC Campus, OCAS, OUAC) were the best positioned to create a pilot. Other provinces can follow in the future and it would likely be easier for others to join once some groundwork is in place.
         Concern was expressed about the challenge of using the application centres as models -- would it make it more difficult for individual institutions to join later since they are modeled differently? Trudy responded that using the PESC standards should allow any institution to join later. PESC’s CDS (Common Data Services) framework allows agencies to participate regardless of type of agency (i.e., institution, application centre, school board, vendor). As the model is developed, there are numerous ways that any institution from any province can get involved; it doesn’t preclude any type of institution participating. Vendors like Parchment, ScriptSave etc. have indicated an interest in working in Canada and with the User Group.
         The application centres are likely in a better position to move the project forward, and the decisions that need to be made during the pilot would allow those that
are unable to participate immediately to have a template to use when they are ready. Further, ongoing participation in the group discussions will ensure that those who are not ready to start right away have a voice in the decisions being made/model being developed.

Pascal is focusing on getting high school transcripts working in NB, and going pan-Canadian would be a subsequent phase. It is likely that NB institutions will want to exchange for at least a within the province before connecting to a pan-Canadian network, so no earlier than 2016. As policy issues are worked out, Pascal will update the User Group.

Barry and Kelly exchanged test high school transcripts and overall there are only two or three areas where different values are used for the same tags between Ontario and Alberta transcripts. The information about the differences and commonalities between the provinces would be documented and shared with all provinces prior to go-live.

Susan H. has identified a representative from the SK Ministry of Education to join the User Group. Susan can see SK moving from EDI to the PESC standard first and then eventually getting involved in pan-Canadian trading.

Doug commented on Algoma University joining the OUAC hub using PESC XML, with the OUAC doing the crosswalk work to EDI in order to bridge all trading partners. Also, OUAC will be looking into exchanging postsecondary transcripts with BC; there will be a conference call next week to discuss it further.

The largest issue will be having the application centres dedicate resources to the work. Process flow documentation will be provided by all the application centres to compare between themselves.

**Action Forward:** Susan will send the contact for the SK Ministry of Education to Bill and Leisa.

There were no concerns with the recommendation and action items as they were laid out.

It was noted that Quebec participation is lacking. OUAC has a relationship with CREPUQ, and would like as many bilingual participants from the User Group to participate in a future meeting with CREPUQ. Pascal volunteered to participate in the meeting.

1.1.3.1.1. **Identify additional actions or changes.**
There were no additional actions or changes.

1.2. **Updates**
1.2.1. **Status of CANHEIT Conference proposal**
Brian has prepared a draft presentation. It and Michael Sessa’s presentation are posted on SugarSync. The CANHEIT organizers asked Brian to invigilate the two presentations.

1.2.2. **Feedback on draft survey posted to SugarSync**
The draft survey idea had actually changed into a spreadsheet which will need to be put together and posted to SugarSync.

**ACTION:** Cathy has some comments from colleagues which she will post in SugarSync.

1.2.3. Update on participation in PCCAT Conference, June 16-18, Edmonton
Susan S. will stop by the PCCAT conference and provide handouts about the exchange network and the Canadian User Group. Susan has uploaded a preliminary draft of a handout on Sugar Sync for comments from other group members.

1.2.4. Update on participation in WARUCC Conference, June 24-27, Winnipeg
Susan H. will attend the WARUCC Conference and would also like to distribute the handout at the conference. It was suggested that Jennifer Kim at PESC be approached to send PESC flyers for the User Group to take to the various June conferences. The PESC handouts are available on the PESC website as PDFs and can be printed from there.

**ACTION:** User Group members to make comments and provide information for the conference handout located in SugarSync.

**ACTION:** Leisa will contact Jen Kim to have PESC handouts sent to Susan (30), Susan (30) and Brian (100) for the conferences.

**ACTION:** Brian will have the card used at CANHEIT last year revamped so that we collect contact information from interested people and follow up with them after the conference.

2. New Business
   2.1. Member Updates/Questions
       The dates for the Fall Data Summit are Oct 1-3, in Palm Beach, Florida. Members are encouraged to note the dates and attend, in person or by phone, to facilitate discussions. It would be great to have participation from provinces other than BC, Ontario and Alberta.

3. Adjournment

4. Bring Forward items for future meetings
   4.1. Bilingual support (TAB)
   4.2. Obtain vendor statements regarding level of support. 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. (Michael Sessa)
   4.3. Premier Partner Membership