CANADIAN PESC USERS GROUP MEETING AGENDA

Date: June 6, 2013
Time: 12:00 pm to 1:00 pm EST

Teleconference
Phone: 1-877-314-1234 or 1-416-204-9641
Participant Code: 3697666

Webinar
Go to: http://primus.conferencingportal.com/Microsites/Primus/WebConferencing/participant.htm
Participant Code: 3697666

Attendees:
Barry Billing          OCAS
Dorothy Chapman       University of Waterloo
Jam Hamidi            BC Campus
Doug Holmes           OUAC
Janeen Hoover         Conestoga College
Susan Husum           University of Regina
Josie Lalonde         University of Toronto (OURA)
Shelley Lowes         SK Ministry of Ed
Dave Mathews          Ellucian
Kelly McMullen        Apply Alberta
Mary Medaglia         OCAS
Brian Patton          OUAC
Sherry Pfeffer        SRB Education Solutions
Debi Sandul           U of Lethbridge
Bonnie Stecyk         SK Ministry of Ed
Susan Stein           Apply Alberta
Trudy Sykes           OUAC
Laurie Taylor         Maplewood Computing
Leisa Wellsman        OUAC
Regrets:
Jennifer Leigh
Bill McKee
Cathy Van Soest

1. Welcome and Introductions
   Leisa welcomed new members to the User Group:
   a. Shelley Lowes, Assistant Registrar, SK Ministry of Ed
   b. Sherry Pfeffer, Manager, Student Products Development, SRB Education Solutions
   Guest:
   c. Bonnie Stecyk, Business Systems Analyst, SK Ministry of Ed

2. Approve Minutes
   a. April 25, 2013 (deferred from May 23 meeting) - There were no comments or concerns. The minutes were considered approved.
   b. May 23, 2013 - There were no additions or changes, the minutes were considered approved.

1. Business Arising
   1.1. Canadian Transcript Exchange Initiative
      1.1.1. Update on Support
         1.1.1.1. Letters of Support (UofT, OURA, other)
            To recap, we’ve received letters of support from OCAS, OUAC, Ellucian and NBCAT. The U of T letter could be available as soon as next week. We are still waiting for a letter from OURA. OURA’s executive meeting may not have occurred yet this month, which is when it’ll be discussed. Josie will follow up to determine the OURA meeting date. In Alberta, a letter is still in process.
            Action forward: Josie will determine the OURA representative on ARUUC.

         1.1.1.2. Funding support
            There was no update on the funding support. Trudy commented that she had spoken with Natalie from CMEC who was very impressed and pleased with the User Group. CMEC recently experienced the loss of a colleague, and so Natalie is unable to participate this meeting. We do expect her to join us in the future and potentially provide information on possible funding.

      1.1.2. Action items from May 2 & 3, 2013 PESC Meeting notes
            OCAS and Apply Alberta have not moved any further. Kelly needs to make some changes or modifications, which she will have done for the next meeting. OUAC had a conversation with BC Campus about exchanging BC transcripts. A charter will be put together for the test project which could start as early as next fall.
            PESC Terms to cross-reference to EDI: Required, Optional, Recommended and Not Recommended. It will be emailed out to the list. Barry mentioned that perhaps Kelly and Barry need to meet briefly weekly to move this forward.
1.2. Updates

1.2.1. Feedback on educational handout for use at conferences

The handout is available in SugarSync for use at WARUUC and PCCAT. Dorothy and Leisa provided revisions on the handout. Trudy voiced a concern that the organization is now known as P20W, rather than PESC. Trudy hasn’t seen a new logo yet, but we will update the handout if necessary. Contact information will be added on the bottom and a revision date should be included on the handout. Leisa volunteered to be the contact person for the handout. The document will be available in SugarSync to print for each event. Others can include their own contact information if they prefer. The group agreed that the handout looked good.

**Action forward**: Leisa will clean up the document and post it to SugarSync.

1.2.2. SIS Questionnaire/Spreadsheet

Cathy has some comments from her colleagues that will be sent to Leisa in order for the group to move forward on this item.

1.2.3. Shared institutional data table

Barry and Bill had discussed creating a common institution list for all members to use and to facilitate the exchange of documents. OCAS and OUAC lists don’t match currently; Alberta has put a lot of effort into capturing their institution information. Barry recommended that the creation of a master list and a point-person overseeing it would be ideal. OCAS would be willing to provide some financial assistance to maintain and create this document. Barry asked Kelly what they used to create their database. She explained that the Stats Can codes don’t work well for internationals. Kelly indicated that wasn’t done so much for the high schools because they have a 4-digit high school code that is important only in Alberta. OCAS currently has 6-digit codes for Ontario high schools. Barry and Kelly will compare the codes for the various names. In Saskatchewan there is a 7-digit code for all schools. OUAC’s table is 20 years old; there are 120,000 institution codes in there. There is a lot of historical data included in the table. They have used StatsCan and Ontario Ministry of Education codes for high schools. Having a standardized table would be important for exchange across Canada and potentially internationally. WES or ICAS likely have their own table for internationals that could be useful. This will be an item forward. We’d like someone to work on creating this standardized table.

OUAC can put up a layout of the codes to show how it is listed in their table, rather than the entire table. If the Canadian codes can be filtered out of the table, it would be helpful. The SPEEDE group started a project similar to this (a crosswalk), but it has not been maintained. There should be a federated model where PESC designs the way the data should appear and then each country uploads their own codes. It was suggested that the members of PESC should be responsible for creating their own code, uploading and maintaining it in the database to facilitate exchange.

Jam noted that there is an accrediting group interested in creating a similar idea in the US called EdUnify. It’s very scalable to our project. Separate institutions should be responsible for their own crosswalk. It is agreed that the data table should start with Canada then move on to international institutions later.

1.2.4. Update on contact with StatsCan
Brian talked to StatsCan representatives that were interested in the group. They are interested in changing their standards for collecting data and may move to PESC standards. They are interested in collecting additional data as well. Trudy and Bill will discuss establishing an interface with StatsCan. Trudy commented that the information for StatsCan will have to be worked through the various ministries and that the User Group cannot provide the personal data that they would like. This is not a policy setting group. The User Group agreed with Trudy.

1.2.5. PESC Brochures for upcoming conferences
Jennifer Kim will provide PESC brochures to Susan H., Susan S. and Leisa for upcoming conferences. They haven’t received them yet, but they are in the mail. Brian created the response cards for CANHEIT. They are uploaded in SugarSync for others to view and to be used at future events. We will determine if they are useful at CANHEIT next week. The CANHEIT logo can be removed and other conference logos put in its place.

1.2.6. Posting past conference presentations to SugarSync
Just a reminder that any past presentations given on the PESC User Group should be posted online to add to the educational information repository.

1.2.7. High school vendor participation in User Group
Reaching out to the high school vendors’ has seen two new vendor participants to the User Group. Discovery Software is considering participating as well in the future.

2. New Business
2.1. Member Updates/Questions
Jam reported that the PESC CDS meetings have great participation and it is hopeful that the project will continue to move forward. It was asked if there was a proof of concept yet. Jam responded that they are currently only in the specification phase. They are looking for vendors to do the work once the specifications are determined.

Trudy and Bill need an additional presenter at CANHEIT, preferably from another province. Clark cannot participate since he’s attending his daughter’s convocation. Pascal reconfirmed that he cannot participate. The concern is that if Bill and Trudy are the only presenters, it appears interest is only from Ontario. However, no one else is able to participate on such short notice. Dorothy suggested mentioning the other provinces whenever possible during the presentation to ensure it is regarded as trans-national.

Leisa asked whether the vendor participants had any questions or concerns. There were no questions or concerns at this point.

2.1.1. Change in User Group Chair Roles
Now that Bill is on the PESC Board, Bill will become the Vice-Chair and Leisa will be the Chair.
The communications plan has been updated and will be posted to SugarSync. From the point of SugarSync administration, we will likely change the process to approve of additions to SugarSync.

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