CANADIAN PESC USERS GROUP MEETING MINUTES

Date: June 20, 2013
Time: 12:00 pm to 1:00 pm ET

Attendees:
Barry Billing  OCAS
Peter Dueck  Royal Roads University
Doug Holmes  OUAC
Susan Husum  University of Regina
Josie Lalonde  University of Toronto/OURA
Jennifer Leigh  University of Toronto
Dave Mathews  Ellucian
Bill McKee  OCAS
Kelly McMullen  Apply Alberta
Mary Medaglia  OCAS
Brian Patton  OUAC
Sherry Pfeffer  SRB Education Solutions Inc.
Debi Sandul  University of Lethbridge
Trudy Sykes  OUAC
Leisa Wellsman  OUAC

Regrets:
Dorothy Chapman
Cathy Van Soest

1. Welcome and Introductions
2. Approve Minutes
   a. June 6, 2013 - There were no additions or corrections; 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)
Last week we received a letter of support from U of Toronto. It was noted that the OURA executive meeting will be June 21st and we are hopeful the letter of support will be an agenda item.

1.1.1.2. Funding support
Trudy and Leisa suggested that it would be important to discern what members would want funding support for (travel, resources, etc.) for the potential application. The project charter, letters of support and a proposal will be necessary in asking for support. Costing and time constraints would be useful to include in a request for funding. Both BC and Alberta have concerns about funding for the next steps. It may be too early to determine costs because not enough work has been defined at this point. Bill noted that OCAS can provide estimates for work. The work is currently being done on free time between projects, and additional help from resources would be useful to advance the project. It should be considered whether each of the participants requires additional resources, or if there should be one centralized project resource.

1.1.2. Updates: In Progress action items from May 2 & 3, 2013 PESC Summit
1.1.2.1. High school transcript schema review
This item was deferred to the next user group meeting since Kelly was unable to complete her piece due to conflicting priorities.
Action forward: Kelly and Barry will have a draft document available on SugarSync for review by members at least a week before the next meeting.

1.1.2.2. OUAC/BC transcript exchange for current transcripts
OUAC and BC are currently writing a charter to outline the scope of their planned transcript exchange project. A conference call will occur in early August to assess OUAC’s progress in preparing for PESC XML exchange. The process will be gradual: only the two BC universities currently sending EDI transcripts to the OUAC will be received in PESC XML in the first phase. A future phase will expand trading to additional partners.

1.1.2.3. CRALO rep to ARUCC Transcript Guide Committee
Janeen was not on the call.
Action forward: Leisa will follow up with her offline to get the information.

1.1.3. Outstanding action items from May 2 & 3, 2013 PESC Summit
1.1.3.1. AB, BC, OCAS test exchanges using web services
For OCAS, mid-August is the earliest possible time to perform a test exchange. Kelly is free again after July and said that August seems reasonable to her. She asked if the CDS exchange will be used. Leisa noted that it’s not likely ready yet and no firm decisions have been made moving forward. OUAC is not at the yet at the point of using web services.
Action forward: OCAS and AB will prepare for a mid-August test exchange and report their results at the next meeting.

1.1.3.2. Statistics on applicant transfers into each province; existing exchange details (who, what, how)
The application centres agreed to prepare a detailed description of their existing exchange systems. It was suggested that also having a visual representation in the form of a flowchart would be useful (showing, for example, transcript request trigger, payment methods as applicable, security, transactions used, etc.).

As for statistics, the group felt that the information was needed for all provinces. It was asked if Statistics Canada might already collect this information. Brian will contact StatsCan and report back; if the information isn’t available it won’t be a deal-breaker. The timeframe could be defined as undergraduate applicants registered as of Sept 2012 academic year (i.e., numbers of interprovincial applications that are happening in order to assist in quantifying the need for a cross-Canada electronic transcript system). These aren’t transfers per se, but actually out-of-province applicants. It would be beneficial to know the stats over a few years to show the trends

**Action forward:** Although Alberta will have to check to see if they can report it, the application centres agreed to prepare documents outlining their existing exchange processes by mid-August.

**Action forward:** Brian and Leisa will further define the statistics we’d like to ask for, contact StatsCan, and report back at the next meeting.

1.1.3.3. **AB, BC, OCAS, OUAC sharing transcript exchange workflows**

See previous item.

1.1.3.4. **Contact with CREPUQ**

OUAC was the lead on this item. However, OUAC doesn’t really have a direct contact at CREPUQ at this time. Moreover, we are unsure of the decision-making power at CREPUQ, given that several Quebec universities are in the process of withdrawing from the organization. Bill would like the User Group to continue pursuing Quebec participation and suggested that perhaps the registrars at the Quebec universities could be helpful.

**Action forward:** OUAC will continue to attempt to reach out to Quebec through such people as Hans Rouleau, Kathy Massey, Heidi Emami, and Anik Vrancken.

1.1.3.5. **Pilot for high school transcript exchange/postsecondary transcript exchange**

Trudy noted that OUAC resources are allocated at the end of the summer for an OUAC-BC postsecondary transcript exchange. It will depend on what is required and whether the OUAC has the sufficient PESC XML experience to proceed. OCAS could commit resources in the late fall for a high school exchange with Alberta. Completing the gap analysis will give better insight into the work ahead. Currently Apply Alberta is working on a PESC upgrade, and so the gap analysis should be done on the new version. Kelly may do the analysis on both the current and new versions. Kelly should know by the fall as well how things will proceed.

1.1.4. **Outstanding items from Communications Plan**

1.1.4.1. **Contact with Ontario College Council of CIOs**

OCAS has members of the OCCCIOs on its Application Services Advisory Committee, so the information flow is happening as it should.
1.1.4.2. **Contact with Canadian University Council of CIOs**
Brian noted that we’ve attended CANHEIT and a member of the OUAC Board offered to keep the Canadian Association of IT Directors apprised of our work.

1.1.4.3. **Contact with BCCAT**
This item had been assigned to Jam. Since we have contact with ACAT, NBCAT and PCCAT, it may or may not be necessary.

**Action forward:** Leisa will update the Communications Plan and follow up with Jam.

1.1.5. **Directions for shared institutional data table**
Ideally, shared institutional data including metadata and schema would be useful for exchange. OCAS distributes the institutional high school data for all the colleges. Bill will be meeting with WES next week to gather international and Canadian data. There could be a standardized schema for this data, focusing on Canada first, with one institution housing this data and maintaining the master data for all the institutions. Brian questioned whether we should ask StatsCan about this. Bill noted that the group requires current data with an SLA to maintain its currency. It was posited that we could use potential funding to maintain this database. It was agreed that his is a common need across all institutions. It is a big undertaking and needs to start somewhere.

**Action forward:** Bill will draft a position paper on this topic once he meets with WES.

1.2. **Other Updates**

1.2.1. **Report from PESC Board of Directors**
Reviewing strategic plans for PESC was the major business item of the recent orientation/retreat Bill attended. Jeff Alderson has resigned from Connect EDU and therefore from the board. There will be an election by email for a new board member. If there are issues to be raised to the board, Bill would be the best vehicle for that.

2. **New Business**

2.1. **Member Updates/Questions (All – 10 mins)**

2.1.1. **CANHEIT Conference**
Both presentations were completed, but Clark Ferguson was unable to participate in the presentation. They went quite well; however, attendance was sparse. Five people stepped forward and asked for more information about PESC from University of Winnipeg, University of New Brunswick, University of Alberta, Simon Fraser University, and Memorial University. The information cards worked really well and all five people have already been contacted.

**Action forward:** Kelly will follow up with the person from U of Alberta (Rob Lake). Trudy will follow up with the person she spoke with from McGill.

2.1.2. **PCCAT Conference**
Susan Stein was there on Tuesday providing information. Cathy van Soest may also attend.

2.1.3. **Frequency of meetings: suggestion to meet monthly, second Thursday of each month**
The group agreed to a hiatus in July and August to allow members more time to accomplish action items. The next meeting will be Thursday, September 12, before the
Fall PESC Data Summit. At that time we can revisit whether biweekly meetings are required and if a meeting is required the week before the Summit (Palm Beach, Oct 1-3).

2.1.4. PeopleSoft interest in use of PESC application data standards in Ontario
We will defer this item until the next meeting when Dorothy can participate. Trudy reported that the application itself will be updated and asked whether interest in this extended beyond Ontario. Kelly indicated it was of interest. OCAS noted that the Ontario colleges have a user group for the standards; there could be a business case for them to upgrade.

2.1.5. Annual confirmation of membership interest
Confirming membership interest annually was deemed a good idea. If a member becomes aware that someone has dropped out, the member should alert the group.

**Action forward:** Leisa will email contacts to ensure they are still interested in participating in order to keep the membership list current.

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