

Pan-Canadian Consortium on Admissions & Transfer

Research Subcommittee Teleconference Meeting

Monday, November 30, 2009

DRAFT Summary/Minutes

Attendance: Philip Cameron, Devron Gaber (Chair), Nick Heath (Project Coordinator), David Hinton, Jean Karlinski, Ursula McCloy, Lisa O'Connell, Janice Park

Regrets: Henry Decock, Eric Dohei

1. Call to Order

Devron Gaber called the meeting to order at 10:05 a.m. A round of introductions ensued. It was noted that Lisa O'Connell is replacing Shannon McKenna-Farrell as a representative from MPHEC.

2. Approval of agenda

The agenda was approved as presented.

3. Approval of previous minutes

The previous minutes were approved as presented.

ACTION: To send the approved minutes to SaskCat for posting on the PCCAT website.

4. Business Arising

a. Reference for institutional names/types over time (*Minutes Item 5.b.ii*)

Nick Heath reported that he has not found a source thus far that could provide guidance to participating institutions about classifying sending institutions whose names have changed over time.

ACTION: Nick will inform the Subcommittee if a problem arises relating to coding of sending institutions in the research reports, as members may be able to assist with regard to the timing of institutional name/mandate changes.

b. Inclusion/exclusion of medical school students in UBC report (*Minutes Item 5.b.iv*)

Nick confirmed that medical school students were not included in the UBC report, consistent with the definition of undergraduate student. Nick has some concerns about how Education students are being treated in the research and is pursuing this further.

c. Status of UBC report being used as a template (*Minutes Item 5.b*)

UBC has agreed to make their report available as a template and it has been shared with those preparing the other university reports.

d. Communication with CMEC regarding potential funding (*Minutes Item 7.b*)

Devron referred to his email to CMEC which informed CMEC that the Subcommittee would not be applying on behalf of PCCAT for CMEC funding in the coming year, but may consider doing so in Fall 2010 for 2011.

5. Report from Project Coordinator

a. Status of university reports and likely completion timelines

i. U of Saskatchewan

Nick reported that there has been a personnel change affecting who will be preparing the U of Sask report which will affect the timeline for completion.

ii. U of Alberta

An analyst has been assigned to the project and a query has been sent to ensure the right students are being identified. Nick will be in contact with the analyst later this week.

iii. York University

York is still considering the feasibility or reporting out on the data, particularly in light of seeing the level of detail in the UBC report.

b. Status of inclusion of UNB

David Hinton reported that a staff member's time has been freed up to begin looking at the project. A data extract is being worked on. Once they have a query, they will have to delve into individual records. This initial work will likely occur in December and into early January.

c. Status of inclusion of Dalhousie

Devron had had some contact with a Dalhousie researcher but since there has been no response from the Registrar's office, it was agreed to proceed without Dalhousie.

d. Other issues

Nick expressed the importance of respective Registrars having an opportunity to vet their institution's report to ensure the data has been interpreted properly.

6. Status of agreements/contracts with universities

a. Saskatchewan

Philip reported that the contract with the U of Sask, which had not yet been signed, needs to be revisited with regard to timelines due to the personnel change referred to in Item 5.a.i. above.

b. Alberta

Janice Park confirmed that their conditional grant letter is a contractual agreement.

c. Ontario

No external resources have been provided to York.

7. Next steps

ACTION: Nick will continue his contact with those preparing the university reports with the goal of having the reports completed by mid-February.

8. Next meeting date

ACTION: Nick will email a status update to Subcommittee members by mid-January. The next teleconference meeting will likely occur in late February when Nick is ready to begin working on the summary report.

9. Adjournment

The meeting was adjourned at 10:45 a.m.