

Pan-Canadian Consortium on Admissions & Transfer

Research Subcommittee Teleconference Meeting

September 29, 2009

Summary/Minutes

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

Regrets: Henry Deacock, David Hinton, Shannon McKenna-Farrell

1. Call to Order and Introductions

The meeting was called to order by Devron Gaber, Chair, at 9:45 a.m. Pacific Time. Lisa O'Connell attended for Shannon McKenna-Farrell.

2. Approval of agenda

The agenda was approved as presented.

3. Approval of previous minutes

The minutes from the previous meeting, held face-to-face at the 2009 PCCAT meeting in Fredericton, were approved as presented.

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

4. Update on Funding of Project Coordination

a. Jurisdictional funding from outside BC?

It was reported that no additional jurisdictional funding is available.

5. Report from Project Coordinator, Nick Heath

a. Status of completed university data inventory grids

Nick confirmed that completed inventory grids had been received from the University of Alberta, University of Saskatchewan, University of British Columbia, and York University. The UBC draft report has also been submitted. It was reported that University of New Brunswick (UNB) was involved in a Ministry transfer credit initiative requiring staff that would have been assigned to preparing UNB's report for the PCCAT project.

b. Issues arising from completed inventory grids

- i. Nick noted the importance of compliance by the participating universities with the common definitions established.
- ii. Due to changing institutional mandates/names over time, it was recognized that clear direction for categorizing the type of institution from which transfer

students came was important. It was agreed that type of institution should be based on the status of the institution when the student attended that sending institution as found on the student record.

ACTION: Nick is to investigate if Statistics Canada or another source is available as a reference for institutional names/types over time.

- iii. Nick reported that there may be some difficulty for some universities to identify program type at the previous institution, in which case, only those who can report on it will do so.
- iv. It was not clear whether medical school students were included in the UBC report (all professional and graduate programs requiring an undergraduate degree as a prerequisite are to be excluded). It was felt that the definition of undergraduate student should stand as is.

ACTION: Nick will follow up with UBC regarding inclusion/exclusion of transfer students to medical school, and will also raise this point with the other universities.

The idea of using the draft UBC report as a template for others was discussed.

ACTION: BCCAT will request use of the UBC report as a template for the other universities. If agreed to, Nick will share it with the other universities.

c. Data formats (nature, size, etc. of files)

- i. Nick will be seeking a common way to convert GPAs to a 4 point scale.
- ii. Nick noted that he received the UBC report as a Word document and wondered if university source files might be available for the purpose of writing the summary report.

ACTION: Given the potential privacy concerns associated with being provided with source files which may make individual students identifiable, Nick will raise the issue in his conference call with participating universities, at which any other pertinent issues will be raised.

d. Role of Subcommittee in reviewing individual university reports

ACTION: It was agreed that subcommittee members would be responsible for reviewing their own jurisdictional reports and the summary report.

e. Consideration of scaled down project

ACTION: It was agreed to proceed with the project as envisioned but to begin with just the four universities who have submitted completed inventory grids, in the event that UNB and Dalhousie are unable to participate at this time or in time to have a summary report available for the 2010 PCCAT meeting.

ACTION: Devron and Nick will contact David Hinton regarding the Maritime province universities' abilities to participate in the PCCAT project within a timeline that would allow for completion of the summary report by June 2010.

6. Status of agreements/contracts with universities

a. BC

A contract has been signed and a draft report submitted.

b. Saskatchewan

No contract has been signed yet, but they are ready to move forward now.

c. Alberta

A conditional grant letter has been sent to the University of Alberta and signed documents are expected to be returned soon.

d. Ontario

York University is ready to move forward.

e. Maritimes

See above discussion.

7. Additional out-of-province transfer student numbers across a larger number of universities

a. Update on likelihood of inclusion of Ontario university data

Ursula McCloy reported that there is no ready Ontario data source to pull the necessary data from; therefore, it is extremely unlikely that getting data from a large number of Ontario universities will be feasible.

b. Discussion of next steps, if any

Further to the above, discussion ensued as to whether or not to submit a funding proposal to CMEC in October for a project that would gather data on the number of transfer students to all Canadian universities from out-of-province.

ACTION: It was agreed to complete our original project first and then to consider a proposal for funding to CMEC in Fall 2010, the research project to flow from the findings of the current project. Devron will write CMEC about this decision.

8. Next steps/anticipated timelines

a. Phase 1 – completion of individual university reports

See action items, above.

b. Phase 2 – completion of summary report

ACTION: The anticipated timeline for Nick to submit a draft summary report is mid-April, 2010. (It was felt that if completion of university reports was delayed until mid-February the timeline for the summary report would still be feasible.)

ACTION: Devron will email Subcommittee members about the outcome of the conversation with David Hinton regarding the likelihood of Maritime universities' participation in the project.

9. Next meeting date

The next meeting is expected to occur mid- to late November if needed.

10. Adjournment

The meeting was adjourned at 11:00 a.m. Pacific Time.