

Pan-Canadian Consortium on Admissions & Transfer

Research Subcommittee Meeting (via teleconference)

November 30, 2010

Minutes

Attendees: Maureen Callahan, Elinor Delgatty, Eric Dohei, Devron Gaber (Chair), Jean Karlinski, Ursula McCloy
Regrets: Henry Decock, Lisa O’Connell, Donna Sutton

1. Welcome and Call to Order

The meeting was called to order by Devron Gaber, Chair, at 9:40 a.m. As no successful contact has been made with Donna Sutton since the June PCCAT meeting, it is assumed that she does not intend to participate on the subcommittee.

2. Approval of agenda

The agenda was approved with the addition of Item 4. d. Inclusion of Quebec institutions.

3. Approval of previous minutes

The previous minutes were approved as circulated.

ACTION: To submit the approved September 16, 2010 minutes to ACAT for posting on the PCCAT website.

4. Finalizing current research project based on consultation with registrars, etc.

a. Data elements

i. Type of program at previous institution

ACTION: Based on the informal survey of registrars across the country to ascertain if the original list of data elements contained in the minutes of the previous meeting were generally available, it was agreed to delete the “type of program at previous institution transferred from” as few institutions are able to report this.

- ##### ii. Potential addition of transfer into graduate programs at receiving universities
- HEQCO is interested in knowing if college graduates are being admitted into graduate programs across the country; therefore, the potential inclusion of admission to graduate programs at receiving universities was discussed. Comparing student mobility between undergraduate (UG) programs with mobility between UG and graduate programs could also be of interest to other members. If admission to graduate programs were to be included, a separate

question than the one posed about the number of first time UG students enrolled with previous out-of-province credit would need to be added. The same data elements would be sought for those admitted as UG and as graduate students. Discussion ensued about where at universities data on graduate student admissions is housed and whether or not it could be centrally collected with or without data on undergraduate admissions. Questions also arose about how to define graduate programs and which programs should be included.

ACTION: Subcommittee members are to consult with universities in their jurisdictions (and to report back to the group via email by December 17) to ascertain how accessible data on graduate admissions is and how best to approach data collection for these admissions from out-of-province (Ursula to consult in Ontario). It was generally felt that if the data could be collected easily, then it would be beneficial to request this data in the survey research.

b. Data definitions

i. Transfer students

The issue had been raised that universities in some jurisdictions report out only on those out-of-province transfer students who have been awarded credit. It is not intended to limit the research to these students; therefore, the definition of a transfer student will be amended with the addition of “whether or not they were awarded credit at the receiving institution” (see attached revised data definitions). A notation should be added to the research report identifying the universities that undercount transfer students in this way.

ii. Type of institution

Based on discussions with the incoming PCCAT Co-Chair and McGill Registrar, it was felt that CEGEP should be added to the list of non-university institution types.

iii. Sending institution

To address instances where a transfer student has attended more than one previous institution, the following sentence will be added to the definition of sending institution: “If more than one out-of-province institution was attended, then it is the last institution attended”.

iv. Age

It was felt that age of transfer student should be added to the definitions.

ACTION: BCCAT to consult Nick Heath's initial PCCAT research report to determine how age was defined. This consultation found that age was calculated at the time of first enrolment at the receiving university, using the student's date of birth.

v. *Graduate student and graduate program*

ACTION: A graduate student and graduate program will be defined if these elements are eventually added to the research, in which case the definition of undergraduate student will be amended accordingly.

ACTION: The data elements and data definitions are to be revised taking the above into account.

c. Inclusion of intra-provincial data for Ontario?

Maureen reported that her initial canvassing of registrars suggested that the data elements put forward would be available for Ontario intra-provincial transfer and that some CUCC funds may be possible if this data was included in the study and other funders are found. HEQCO would also likely be able to provide partial funding under the same conditions. It was agreed to include Ontario intra-provincial transfer data in the study if HEQCO and CUCC funds are forthcoming.

d. Inclusion of Quebec institutions

In recent communication, the incoming PCCAT Eastern Co-Chair from Quebec recommended the inclusion of both Anglophone and Francophone Quebec universities in the research and stated that this would require the report to be translated into French. It was also acknowledged that there are Canadian Francophone universities in other provinces that may wish to contribute data to the study. Based on the above, the cost of translation and possibly a bilingual contractor should be factored into the plan.

5. Report back on potential funding sources for research project

- a. *CMEC* – Devron reported that the draft funding proposal was forwarded to CMEC to get feedback on structure but has not been formally submitted pending finalization of some of the data elements and possible co-funders.

- b. *ACCC* – Devron reported that ACCC's transfer subcommittee was informed about the research project at a meeting in September and that it is his understanding that a letter of response is being forwarded by ACCC to PCCAT's Co-Chairs.

ACTION: BCCAT to follow up with the PCCAT Eastern Co-Chair Karen Maki to ascertain if she has received a formal letter of response from ACCC.

- c. *ARUCC* - Devron reported that ARUCC had been contacted through the incoming PCCAT Eastern Co-Chair and that organization may be willing to provide some funding for the project but would need a formal proposal including amount of funding requested and potential co-funders.

ACTION: BCCAT will forward formal proposals to CMEC and ARUCC within approximately two weeks.

- d. *AUCC*
Ursula reported that no contact has been made with AUCC as of yet.

ACTION: Ursula will send an email to AUCC to try to gauge their interest in the project and being a potential funding source. This will be done after Devron provides her with ACCC's formal response to our request.

- e. *HEQCO*
HEQCO may consider funding an amount under \$10,000 if Ontario intra-provincial data is included in the research.

- f. *CUCC*
CUCC may be able to provide \$5,000 - \$7,000 if Ontario intra-provincial data is included in the research.

6. Next Steps

Next steps are outlined in the above action items. We will wait for a response from CMEC and ARUCC before soliciting funding from other organizations.

7. Any other business

There was no other business.

8. Next meeting date

ACTION: Jean will canvass members as to a late January 2011 meeting date.

9. Adjournment

The meeting was adjourned at 11:10 a.m.