

# Pan-Canadian Consortium on Admissions & Transfer

## Research Subcommittee Meeting (via teleconference)

May 2, 2011

### Minutes

**In attendance:** Noel Baldwin, Maureen Callahan, Henry Decock, Devron Gaber (Chair), Jean Karlinski, Ursula McCloy, and Lisa O'Connell

**Regrets:** Elinor Delgatty, Eric Dohei

#### 1. Welcome and Call to Order

The meeting was called to order by Devron Gaber, Chair, at 11:05 a.m. Pacific Time and a round of introductions followed. Noel Baldwin from the Council of Ministers of Education (CMEC) was welcomed as a new member.

#### 2. Approval of agenda

The agenda was approved as presented.

#### 3. Approval of previous minutes and business arising

The minutes of the January 28, 2011 meeting were approved as presented. The following activities which occurred since the January meeting were reported on.

- Research project funding has been secured as follows: CMEC: \$25,000; CUCC: \$10,000; HEQCO: \$10,000; and ARUCC: \$5,000, totalling \$50,000.
- The funding bodies have agreed to CMEC's offer to undertake the administrative tasks associated with the project, including holding the joint funds for project disbursement.
- Committee membership has been expanded to include a representative from CMEC and the Association of Registrars of the Universities and Colleges Canada (ARUCC) - yet to be named.

#### 4. CMEC request for possible expansion of PCCAT project

The recommendations within CMEC's letter supporting the funding of the project were reviewed. The discussion resulted in the following:

- Report data to be presented to show all provinces and territories and possibly at the institutional level.

**ACTION:** Make it clear in the introduction to the survey that results may be reported at the institutional level. Institutions will be asked to state if they have any concerns about being identified in the report.

- Getting robust or consistent data on the aboriginal heritage of students across institutions and jurisdictions is unlikely due to a lack of such data in some provinces and the poor quality of data in other jurisdictions.
- Data elements in the survey to be limited to those agreed to earlier and to be asked of all Canadian public universities. We will ask a question regarding the collection and availability of additional data of interest (e.g., program at previous institution, whether a credential was completed at the previous institution, amount of credit presented and awarded, etc., and what would be required to improve/enable collection of such data in future. The contractor is to make recommendations in the report on how to improve data collection for future possible expanded research related to credit transfer across jurisdictions.
- To be made clear to the contractor that the report should not present the data collected as a performance indicator or measure of provincial and territorial post-secondary education systems. Subcommittee members will be vetting the draft and final research report to ensure this direction is followed.
- The contractor to be directed to provide a broader context for the research findings through a brief literature review of student mobility research in Canada. Examples of a broader context include that the data presented reflect only a portion of post-secondary transfer across jurisdictions (into universities but not colleges and institutes) and that post-secondary transfer is but one part of the overall mobility picture across jurisdictions (which also includes direct entry student mobility, etc.).

## 5. Review of the survey instrument and data definitions

It was acknowledged that the research instrument and data definitions will need to be modified slightly for the intra-Ontario component of the research.

## 6. Discussion of incorporating the intra-Ontario transfer portion of the project

It is expected that the intra-Ontario data will be contained in a separate section of the national report and will be based on the same data elements as for inter-jurisdictional reporting.

**ACTION:** Maureen to consult with the Ontario Ministry regarding the level of reporting to be included in the intra-Ontario component of the report. The Ontario co-funders to finalize this for communication with the contractor.

## 7. Process for hiring a contractor and potential candidates

### ACTIONS:

- The criteria for selecting a contractor to be prepared by Devron Gaber and forwarded to subcommittee members as soon as possible. Devron to also prepare the project background and key deliverables to be incorporated into a contract.
- Subcommittee members to forward names of prospective contractors to Noel by Friday, May 6.

- A CMEC directed RFP process to be targeted at potential candidates will be used for selecting a candidate.

## 8. Project timelines

The ideal project timelines are as follows: select a contractor by the end of May, send out the survey in June, institutions to complete the survey by the end of July, and the final report including translation to be completed by Christmas 2011.

**ACTION:** Devron to consult with ARUCC regarding timing of the survey to universities.

## 9. Reporting at June 2011 PCCAT national meeting

**ACTION:** Devron to report out on progress made on the research project at the PCCAT meeting in June. Devron to forward his draft report to Subcommittee members for their input beforehand.

**ACTION:** To hold a face-to-face meeting of the Research Subcommittee at the PCCAT national meeting with those present (Maureen Callahan, Ursula McCloy, Henry Decock, Devron, and Jean Karlinski, and a CMEC representative in lieu of Noel). Jean to inform members of the timing and location of such a meeting.

## 10. Any other business

No other business was brought forward.

## 11. Next meeting date

**ACTION:** Jean to set a tentative meeting date for late May to finalize the contractor (otherwise, urgent business will be dealt with via email).

## 12. Adjournment

The meeting was adjourned at 12:50 p.m. Pacific Time.