

# Pan-Canadian Consortium on Admissions & Transfer

## Research Subcommittee Meeting (via teleconference)

Thursday, September 8, 2011

### Minutes

**In Attendance:** Maureen Callahan, Eric Dohei, Devron Gaber (Chair), Nick Heath (Contractor), Lisa O'Connell, Natalia Ronda, Kate Ross, Kevin Shufflebotham, and Ursula McCloy

**Regrets:** Noel Baldwin, Henry Decock, and Jean Karlinski

#### 1. **Welcome, Introductions, and Call to Order**

The meeting was called to order at 9:30 a.m.

#### 2. **Approval of agenda**

The agenda was approved as presented.

#### 3. **Approval of previous minutes**

The minutes from the August 10, 2011 meeting were approved. Devron will send them to ACAT for posting on the PCCAT site. *(Devron noticed after the meeting that Kevin Shufflebotham's name was missing from the minutes, so he will add that name to the list of attendees.)*

#### 4. **Update on progress made to date**

Since the August 10 meeting, considerable progress has been made:

- The survey and definitions have been revised.
- The list of additional data elements for future surveys has been finalized.
- The list of institutions to receive the survey has been finalized.
- A note has been sent at the end of August in both official languages from Joanne Duklas, President of ARUCC, to ARUCC members (along with the list of institutions to receive the survey), informing registrars of the upcoming survey.

#### 5. **Finalizing survey instrument**

##### a. **Data elements**

Nick had developed two schematics to be sent to institutions as a road map of the data that are expected to be reported in the survey. These schematics proved very useful in helping the subcommittee to finalize data elements, and they should prove useful to institutions. The following changes were made to the survey instrument:

- Add language to data elements 1 and 2 to make it clear that we are asking about students who did or did not receive transfer credit for coursework taken at *the previous post-secondary institution attended*.
- Add a new #3 that asks if any additional transfer credit was granted for any other previous post-secondary level coursework.
- Delete 3c. (province of previous institution) and 3f. (type of previous institution). These will be determined from PSIS institution code (3d.).
- Change “STATSCAN” to “PSIS” in 3d.

**b. Data definitions**

Minor changes will be required in the data definitions to match above decisions on data elements. These include:

- Revise definition of Mobile Student and Transfer Student to reflect reporting of transfer from previous post-secondary institution only.
- Add new definition of transfer credit as being from post-secondary institutions only.
- Add definition of PSIS institution codes. Include URL for PSIS codes in definition and in survey.
- Delete existing #7: Type of Previous Institution.
- To the last line in existing #8: Faculty or Degree Program, add “at your institution.”

**ACTION:** Nick will make the necessary changes to data elements and definitions. He will send revised documents to subcommittee members. He will send documents as soon as possible to CMEC for translation.

A further discussion was held on what documents will actually be sent out with the survey. These include:

- Cover note with explicit instructions
- Survey
- Data definitions
- Schematics of what data are being sought (national and Ontario)
- List of institutions to be surveyed
- List of additional data elements for future surveys (*This item was not discussed at the meeting, but Devron added it to this list after the fact.*)

**c. Any outstanding issues related to intra-Ontario data**

Maureen informed subcommittee members of issues arising from another transfer survey being developed by the Ministry in Ontario to be sent out about the same time as the PCCAT survey. Maureen and Ursula are meeting with Ministry representatives this afternoon with the goal of arriving at a solution that only one survey will go out to the Ontario institutions that are part of the PCCAT project.

Discussions occurred based on the schematic prepared by Nick for Ontario institutions. The decision was made that it's best to send out one survey to all institutions, including Ontario institutions, with two separate schematics and a clear cover note as to what is expected of institutions.

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| <ul style="list-style-type: none"><li>▪ <b>ACTIONS:</b></li><li>▪ Nick will send Maureen updated documents and other relevant documents to assist in the discussions with the Ontario Ministry this afternoon.</li><li>▪ Maureen will send Nick, copying the subcommittee, a list of any additional data elements required in the Ontario intra-provincial survey.</li><li>▪ Nick will determine if Ontario colleges to be surveyed are also ARUCC members.</li><li>▪ Devron will send to members the list of institutions to be surveyed, which was sent out by Joanne Duklas at the end of August.</li></ul> |
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**6. Any questions from Nick of subcommittee members**

Nick asked a few remaining questions which were answered by subcommittee members.

**7. Strategies for improving response rates**

Members felt that a response rate of at least 50% would be desirable. It was agreed that response rates could be possibly improved if organizations within the various jurisdictions encouraged institutions to complete the survey. Such a note should go out 10 to 14 days after the survey is sent out.

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| <ul style="list-style-type: none"><li>▪ <b>ACTIONS:</b></li><li>▪ BCCAT to encourage BC institutions.</li><li>▪ ACAT to encourage Alberta institutions.</li><li>▪ Devron to ask Saskatchewan and Manitoba representatives at the September 22 WestCAT meeting in Winnipeg to encourage their respective institutions.</li><li>▪ CUCC and HEQCO will encourage Ontario institutions working through Colleges Ontario and the Council of Ontario Universities.</li><li>▪ Nick or Devron will contact Kathleen Massey at McGill and ask her to encourage Quebec institutions.</li></ul> |
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- Lisa will work with registrars at Maritime institutions and will assist Nick with contact information for those institutions that will not be reported on through the Maritime Provinces Higher Education Commission.
- Nick will do arm twisting for institutions that have not submitted, particularly large institutions that likely have significant numbers of transfer students.

## **8. Next Steps**

- **FURTHER ACTIONS:**
- The survey and other documents will be completed by Nick as soon as possible and then translated by CMEC.
- Nick will refine ARUCC email list to make certain it is going out to the people and institutions that we want it to go out to. He will send list to Joanne Duklas.
- Devron will contact Joanne Duklas about sending the survey and accompanying documents out to the revised ARUCC list serve at the beginning of the week of October 3 to 7.
- The deadline for the survey to be completed will be about a month later.

## **9. Next Meeting**

Unless there are significant issues that arise during survey implementation that need to be dealt with, the subcommittee may not meet again until December after no further survey responses are being collected.

## **10. Adjournment**

The meeting was adjourned about 11:00 a.m.