

Pan-Canadian Consortium on Admissions & Transfer

Research Subcommittee Meeting (via teleconference)

May 25, 2011

Draft Minutes

In attendance: Noel Baldwin, Maureen Callahan, Devron Gaber (Chair), Jean Karlinski, Lisa O'Connell, and Kate Ross

Regrets: Henry Decock, Elinor Delgatty, Eric Dohei, and Ursula McCloy

1. Welcome, Introductions, and Call to Order

The meeting was called to order at 9:05 Pacific Time. Kate Ross was introduced as a new member representing the Association of Registrars of the Universities and Colleges of Canada (ARUCC).

2. Approval of agenda

The agenda was approved as presented.

3. Approval of previous minutes

The previous minutes were approved with the correction of a minor typographical error (the approved minutes will be posted to the PCCAT website at www.pccat.ca/).

4. Review of research position job description

The research position job description was amended as follows:

- Amend qualifications to reflect background working “with” registrar, admissions, or institutional research offices, rather than “in” one.
- Amend timelines for the project to begin in July 2011 and end by February 29, 2012.
- Amend maximum remuneration to \$40,000, with actual translation costs, if any, to be in addition to this amount.

ACTIONS: CMEC will put the content of the Call for Expressions of Interest into CMEC's Call for Proposals template. This will be circulated to Subcommittee members by May 27th with any feedback required by June 1st.

5. Review of final list of interested candidates

A total of eight prospective candidates/organizations were identified from which to solicit proposals.

6. Timelines

a. Candidate responses to RFP

The Call for Proposals will be sent out by CMEC by June 3rd with proposals submitted by June 17th.

b. Selection of successful candidate

Candidate proposals will be circulated to the entire Subcommittee, unless the number of proposals received is large, in which case, a small selection committee may be designated to review proposals and recommend the successful candidate(s) to the subcommittee for its approval. The goal is to complete the selection process by the end of June.

c. Survey to Registrars

Given busy periods, the goal is to get the survey out to registrars in early October.

7. Next Steps

Next steps are outlined in the Actions under Item 4, in the Timelines above in Item 6, and in Item 8 below.

8. Next Meeting

The next meeting will occur over lunch on Tuesday, June 21st at the PCCAT meeting in Montreal with those subcommittee members present. A late June teleconference date will be secured to finalize the successful research contractor.

9. Adjournment

The meeting was adjourned at 9:55 a.m. Pacific Time.