ADMISSIONS WORKGROUP FOR STANDARDIZING RECRUITMENT DATA
MINUTES
Conference Call Meeting
June 21, 2018
Present: See Attached Roster ~25 Participants

Welcome & Introductions
- Michael Sessa opened the conference call meeting by welcoming everyone, everyone introduced themselves.
- The Group reviewed the history of this initiative, progress made, PESC resources available, and confirmed the proposed name change to *Admissions Workgroup for Standardizing Recruitment Data*.

PESC & PESC Process (WG Membership, Co-Chairs, Sponsors)
The Group reviewed PESC's history, mission, membership, footprint and role in this initiative:
- See www.pesc.org for history, mission, membership, PESC Approved Standards, etc.
- PESC Membership (annual dues to PESC) not required for participation in Group (as non-voting).
- PESC Members participating in Group are voting, PESC Members can also Co-Chair.
- Initiative open to sponsorship.
- PESC cannot require usage of PESC Approved Standards, implementation works on a voluntary, consensus-based approach.

Letter of Intent, Development, Public Comment, Approval, Maintenance
Specific topics within the PESC process were highlighted:
- Letter of Intent is baseline document to justify initiative, clarify and articulate business/use case, garner support, demonstrate openness and transparency.
- Anyone interested in signing on to the Letter of Intent?
- Development is conducted at the will of the Chair & Group through meetings, conference calls, events, etc.
- Once development complete and 'candidate' standard proposed, PESC issues 'candidate' standard for 30 day public comment period.
- Public comments received, reviewed by Group, changes made (if any).
- 'Candidate' standard submitted to PESC Change Control Board for Approval and to PESC Members for Approval.
- Once approved, PESC Board ratifies as 'official' standard, ongoing maintenance supported by User Group.

Workplan
Determine how Group will approach efforts and discussions. Michael Hovland provided 4 baseline documents as posted at www.pesc.org:
- DEMOGRAPHIC LIST CROSSWALK
- ENROLLMENT RELATED DATA VARIABLES CROSSWALK
- MASTER OUTPUT FILES
- MATRIX OF MAJORS

Group to conduct review, analysis on each, come to agreement on outputs/outcomes. What exactly is the 'standard'?

Homework
To ease the Group into discussion, proposal to start discussion on dates/date of birth, zip code and ?

Next Meeting
Thursday July 19, 2018