Minutes of the Meeting
October 31, 2006
3:00 – 4:00 EDT

On the call:

Clements, Barbara  National Transcript Center
Montoya, Monica  College Board
Morris, Michael  ACT, Inc.
Parrish, Lisa A.  SunGard Higher Education
Rothenberger, Jeanenne  Purdue University
Smith-Larson, Clare  Iowa State University, AACRAO SPEEDE
Stewart, John T. (“Tom”)  AACRAO SPEEDE

Minutes:

No changes were made to minutes from last meeting.

Summary from Workgroup:

A handout of the presentation from the workgroup meeting in San Diego was presented. Protocols were suggested, and some changes in methodology resulted from the meeting. Discussion was opened on the how to use the test, subtest names and group codes in the process. It was decide that the version would be recommended and repeatable. Bruce Merton began to gather the information for subtests at the meeting and recommended we look for duplication to develop a centralized list as a potential methodology.

Review of Core Main Elements:

Discussion was opened on the impact of the changes to the code on SPEEDE. It was recommended that we follow the XML context for naming and ignore other requirements until the methodology and code are developed.

In order to progress on the version, a hierarchy would need to be supplied for each of the tests. This was not resolved pending the status of Melanie Hirst’s work or methodology.

In the mean time, it was determined that the version could be alpha or numeric (date), based on the requirements for test delivery, requiring more optional fields.

It was determined that the following would apply:
Score Value: Required
Test Version: Recommended, min length: 1, max length: 10

Next Steps:

1. Identify the different data elements that need to be received.

   a. Melanie will review and research Appendix C test types and subtests and collect the information, including that provided by ACT and College Board. E-mail submissions to mhirst@lsac.org.
b. Through the rest of the test structure, we will need to verify that the structure will work for the test delivery

c. We need volunteers to assign test codes and subtest codes.

d. Deliver information from Bruce.

e. Need a list of data items from XML transcript.

Adjourned: 4:00 EDT.

**Upcoming Meeting Times:**
Every other week on Tuesdays, 3:00 ET. Meeting schedule through December:

- November 14
- November 28
- December 12