Minutes of the Meeting
November 28, 2006
3:00 – 4:00 EDT

On the call:

Clements, Barbara  National Transcript Center
Coley, Joyce  Law School Admissions Council
Grubbs, Julia  University System of Georgia
Hirst, Melanie  Law School Admissions Council
Mills, Steve  California Schools Information Services
Montoya, Monica  College Board
Morris, Michael  ACT, Inc.
Parrish, Lisa A.  SunGard Higher Education
Skrobel, David  College Board
Stewart, John T. ("Tom")  AACRAO SPEEDE

Minutes:

Will submit changes to Monica by Thursday.

Review of Test Lists:

Barbara recommended we take a look at the Buros Center for Testing: www.unl.edu/buros for information on additional testing. She will follow up for K-12 testing issues.

Michael then went over ACT Advisory Group Recommendations:

1. Separate the Test and Subtest lists from the implementation guide so that changes would only be made in one place. Put a reference in the Implementation Guide instead of the list.

2. Clearly define the purpose and rules for changing the TestVersion

3. The TestCode should be a numeric or non-self reading code so that names can change without making the code appear dated or wrong. Code and name, use of acronym discouraged, keep numeric code, then name as names for change enumeration vs. separate list. Make enumeration in xml (that may make it a maintenance issue).

4. Change the StudentLevelCode to include Preschool, K-20 and Post graduate codes. Enumeration currently 8—12. The code list is larger already, and we can add more. When the guide was written codes were deleted that were not appropriate to high school. They may be reviewed to add them back.

5. The SubtestCode should be a numeric or non-self reading code so that names can change without making the code appear dated or wrong. The SubtestCode should be associated with the specific test and not part of a general list of Subtests. Concern was that using the same code for same test would give it the feeling of equivalence.

Some on the committee disagree. The subtest is associated with the original test. Code edit check includes the optional codes.

6. Add "cumulative percent" to the list of TestScoreMethods make distinction from percentile rank
Committee also recommended we add the enumeration.

7. Add a TestScore Method enumeration indicating that the score is a locally defined look-up code.

Make it self-referential, stock comments numbered evaluative codes on the particular test for evaluating.

**Next Steps:**

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

   a. Michael will review Melanie’s list
   b. Barbara will check to see lists that may be particular to K-12
   c. Steve will distribute the California list
   d. Michael and David Skrobela will review with respective organizations
   e. Monica will distribute the revised implementation guide to Michael.

Adjourned: 4:00 EDT.

**Upcoming Meeting Times:**
Every other week on Tuesdays, 3:00 ET. Meeting schedule through December:
December 12