Minutes of the Meeting
February 20, 2007
3:00 –  4:00 EDT

On the call:
Coley, Joyce            Law School Admission Council
Lawton, Kirke           AAMC
Mills, Steve            California School Information Systems
Morris, Michael         ACT, Inc.
Parrish, Lisa A.        SunGard Higher Education
Rothenberger, Jeanenne  Purdue University
Smith-Larson, Clare      Iowa State University
Stewart, John T. (“Tom”) AACRAO SPEEDE

Agenda:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Lead</th>
<th>Time</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>Agenda Review</td>
<td>Morris</td>
<td>5 min</td>
<td>Done</td>
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<tr>
<td>Minutes Review</td>
<td>Morris</td>
<td>5 min</td>
<td>Done</td>
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<tr>
<td>Academic Record</td>
<td>All</td>
<td>20 min</td>
<td>Discussed and decision made</td>
</tr>
<tr>
<td>Issues List</td>
<td>All</td>
<td>20 min</td>
<td>Reviewed Action Items</td>
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<tr>
<td>Summarize new Action Items</td>
<td>All</td>
<td>5 min</td>
<td>Not completed</td>
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Meeting Summary:

We discussed how much of the Academic Record information we should include in the ETSR standard. The general consensus was that we should try to use the entire schema but exclude elements from the Implementation Guide labeled “Not Recommended” and provide a reference to other implementation guides that cover that structure. This will keep the Implementation Guide focused on those elements that will normally used.

New Issues:
None

New Action Items:
Michael will investigate and propose a method for indicating that various grades, courses and other academic history data are self reported.

Decisions:

The consensus was that we should use the entire AcademicRecord complex type as included in the Academic Record Sector Library but include only recommended and optional elements in the ETSR Implementation Guide.

The meeting was adjourned: at 4:02 EST.

Upcoming Meeting Times:
February 27
March 6, 13, 20, 27

Respectfully Submitted,

Michael D. Morris