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

On the call:
Grubbs, Julia University System of Georgia
Lawton, Kirke AAMC
Morris, Michael ACT, Inc.
Ruskin, Carol Oracle
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>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda Review</td>
<td>Morris</td>
<td>5 min</td>
<td>Change agenda if needed</td>
</tr>
<tr>
<td>Minutes Review</td>
<td>Morris</td>
<td>5 min</td>
<td>Obtain agreement on Minutes</td>
</tr>
<tr>
<td>Action Item Status</td>
<td>All</td>
<td>5 min</td>
<td>Update Progress on action items</td>
</tr>
<tr>
<td>Review Issues</td>
<td>All</td>
<td>40 min</td>
<td>We need to decide on the open issues</td>
</tr>
<tr>
<td>Summarize new Action Items</td>
<td>All</td>
<td>5 min</td>
<td>Review Action items and due dates</td>
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Minutes: Morris

Meeting Summary:
We reviewed the outstanding issues and made decisions on most of them.

New Issues:
? None

New Action Items:
? Michael will invite Bruce Marton to a Workgroup meeting to discuss the rules for singular and plural tag names for complex elements.

Decisions:
? Each State test will have its own code. The State tests will start with the two character postal state identifier and will be followed by numbers (3 or 4 digits, tbd). Test Codes and Test Names will not be made into enumerations but be published and made available to all recipients.
? State licensure tests would use the same coding scheme as other state tests
? The implementation guide will include only one description for major complex types that appear in multiple locations. If recommendations for the sub-elements are different, these will be documented in the description of the structure.
? Once the test score reporting schema is completed, we will address the structure for test metadata and determine a home so that organizations can easily access this test metadata.
? If a subtest name changes between versions of a test, the name will be that used originally for that version of the test. As a result, no subtest name enumeration values will be deleted from the list.
? The definition of a test version is that the metadata has changed from a previous version. Thus, the change of a subtest name, the addition or deletion of a subtest, the creation of a new aggregate score, or a scoring change would all require a test version change.

The meeting was adjourned: at 3:58 EDT.

Upcoming Meeting Times:
March 27
April 3, 10, 17, 24

Respectfully Submitted,

Michael D. Morris