Minutes of the Meeting
April 8, 2008
3:05 EDT

On the call:
Do, Ahn Tuan SFSU
Coley, Joyce LSAC
Susannah Ferdinand ACT
Hirst, Melanie LSAC
Morris, Michael ACT
Parish, Lisa SunGuard Higher Education
Ruskin, Carol Oracle
Smith-Larson, Clare Iowa State University
Stewart, 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>1 min</td>
<td>Done</td>
</tr>
<tr>
<td>Minutes Review</td>
<td>Morris</td>
<td>1 min</td>
<td>Done</td>
</tr>
<tr>
<td>Test and Subtest Names</td>
<td>Stewart</td>
<td>10 min</td>
<td>Reviewed status</td>
</tr>
<tr>
<td>Mapping of Tests</td>
<td>All</td>
<td>45 min</td>
<td>Reviewed missing elements on GRE</td>
</tr>
<tr>
<td>Review of Action Items</td>
<td>Morris</td>
<td>3 min</td>
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</tbody>
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Minutes: Morris

Meeting Summary:
Tom discussed progress on the list of tests and subtests. Carol Ruskin outlined the GRE elements that could not be mapped to current ETSR and the team determined solutions for those elements.

Decisions:
? We will continue the mapping discussion for next week.

Actions:

New Actions
? Change the Major Element to a complex element including a free form name and a CIP Code (Morris)
? Have schema files placed up on the ETSR PESC page (Morris)
? Update Implementation Guide with new elements in schema

Actions Remaining
? Each member will send Tom a list of tests and subtests that they know are actively being transmitted to schools
? Tom continue working on the test and subtest list for tests that have a high probability of using the standard.
? David Skrobela will determine how he wants the Advanced Placement Test to be treated. Should each be treated as a test with subtests (e.g., AP: German Language has Listening, Reading, Writing and Speaking as possible subtests) ?
? Each member will continue to map tests to the ETSR to discover if there is any data that needs additions element

<table>
<thead>
<tr>
<th>Person</th>
<th>Test to Map</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuan Do</td>
<td>CLEP</td>
</tr>
<tr>
<td>Joyce Coley/Melanie Hirst</td>
<td>LSAT (done)</td>
</tr>
<tr>
<td>Julia Grubbs</td>
<td>Regents Database Fields to standard</td>
</tr>
<tr>
<td>Steve Mills</td>
<td>Already mapped California Test report to ETSR</td>
</tr>
</tbody>
</table>
Michael Morris  The ACT (done)  
Lisa Parrish  GMAT (done)  
Carol Ruskin  GRE (done)  
David Skrobela  SAT  
Clare Smith-Larson  ITED  
Tom Stewart  Test and Subtest Lists  

The meeting was adjourned at 3:58 PM.

**Upcoming Meeting Dates:**

April 15, 22, 29

Respectfully Submitted,

Michael D. Morris