Minutes of the Meeting
October 30, 2007
3:05 EDT

On the call:
Coley, Joyce  LSAC
Grubbs, Julia  University System of Georgia
Hirst, Melanie  LSAC
Ferdinand, Susannah  ACT
Mills, Steve  CSIS
Morris, Michael  ACT
Parish, Lisa  SunGard Higher Education
Ruskin, Carol  Oracle
Skrobella, David  College Board
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>
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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>No minutes from last meeting</td>
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<tr>
<td>Tests/Subtest/TestScores</td>
<td>Morris</td>
<td>30 min</td>
<td>Determined changes to structure</td>
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<tr>
<td>Subtest Codes</td>
<td>Smith-Larson</td>
<td>15 min</td>
<td>List in process</td>
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<tr>
<td>Review of Action Items</td>
<td>Morris</td>
<td>5 min</td>
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Minutes: Morris

Meeting Summary:
The Workgroup discussed the structure needed to support the transition of the transcript standards to the new Tests element. We also reviewed the status of the subtest list.

Decisions:
- The Tests element will be named EducationTests to promote transition of the transcript standards.
- We will meet next week to discuss the subtest codes.

Actions:
- Michael will send out the implementation guide to the team by 10/31.
- All workgroup members will review the guide and use MS Word Comments to signify changes or errors. All corrections should be delivered to Susannah Ferdinand before 11/13.

The meeting was adjourned: at 3:55 ET

Upcoming Meeting Times:
Nov 6, 13

Respectfully Submitted,

Michael D. Morris