Minutes of the Meeting
November 20, 2007
3:05 EST

On the call:
Coley, Joyce LSAC
Grubbs, Julia University System of Georgia
Ferdinand, Susannah ACT
Hirst, Melanie LSAC
Morris, Michael ACT
Parish, Lisa SunGard Higher Education
Ruskin, Carole Oracle
Skrobela, 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>
</tr>
</thead>
<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>Implementation Guide changes</td>
<td>Ferdinand</td>
<td>15 min</td>
<td>Discussed and agreed</td>
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<tr>
<td>Subtest Codes</td>
<td>Smith-Larson</td>
<td>25 min</td>
<td>Discussed and created action items</td>
</tr>
<tr>
<td>Next Steps</td>
<td>Morris</td>
<td>0 min</td>
<td>Delayed to next meeting</td>
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<tr>
<td>Review of Action Items</td>
<td>Morris</td>
<td>0 min</td>
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Minutes: Morris

Meeting Summary:
The workgroup discussed the separation of the implementation guide into two parts and discussed the suitability to the subtest codes.

Decisions:
- The workgroup agreed to keeping the implementation guide in two parts – Test Score Reporting and Academic Record.

Actions:
- Tom will resort the subtest list and provide a recommendation on how to approach subtest codes.
- David will identify the Advanced Placement tests that need to be put into the Tests List.
- Michael and Susannah will continue updating the implementation guide.

The meeting was adjourned at 3:55 EST.

Upcoming Meeting Times:
December 4, 11

Respectfully Submitted,

Michael D. Morris