Continuing Business:

- Site licensing and Unit Orders – no changes recommended.
- Course Placement System (CPS)
  - Fall 2002 – Spring 2005 entering student files received from ACT. OAVPAA matching with transcripts and will submit to ACT in required format for processing and analysis.

New Business:

- Implementation for Spring 2006 (Chancellors Decision April 6, 2005 email). The Coordinators discussed the following issues related to Test Center procedures:
  - Requested a group discussion(review of the COMPASS programming required to comply with the placement cutoff scores at the next meeting
  - Agreed that a Test Coordinator Procedures manual be developed. Hawai‘i CC/Kapi‘olani CC will lead the work group.
  - Confirmed October 1, 2005, crossover date to comply with Chancellors decision (April 6, 2005 email). Discussed:
    - Posting notification procedures to websites and intra-campus communications of changes and procedures
    - Discussion of advising/communicating placement changes to students
      - Grand fathering?
    - Archiving requirements and procedures – Discussion on compliance with Deans of Instruction/Deans of Student Services memo dated November 5, 2003 (attached). APAPA will follow up with Banner Team.

- Policies, Procedures, and Implementation Considerations for Spring 2006 Testing (see attached email from Louise Pagotto)
  - Discussion on proctoring fees for non-UHCC students. Vice President memo dated January 2, 2002 attached
  - Discussion on establishing a policy for re-testing fee
  - Test Coordinators require a two-week period to transition to Spring 2006 procedures.
 o Requested a common downtime two-week period be coordinated for all campuses prior to October 1, 2005 implementation.

- ACT COMPASS/ESL Program Entering Student Descriptive Reports
  o Distributed to KAP, LEE. Mailed to HAW, HON, KAU, MAU, WIN

- Archive ACT COMPASS/ESL Master Student Record (MSR) files
  o Discussion on time period campuses need to retain MSR on server. No system policy for deleting/archiving – campus choice.

- Next meeting **September 9, 2005 on site – location to be determined**

**Attachments:**

- Agenda June 17, 2005
- Pagotto on behalf of DOI memo dated November 29, 2003, subj: COMPASS-related policies agreed to 9/18/03
- Pagotto on behalf DOI/DOSS memo dated November 5, 2003, subj: System-wide COMPASS scores
- Vice President for Planning and Policy memo January 2002
- Pagotto on behalf of DOI email June 10, 2005