Attendees: Teresa Parker (NYCCT), Elvis Lockwood (Hostos), Althea Sterling (BC), Winsome Alston (CSI), Dwainette Gordon (York), Denyse Ramkaran (Baruch), Shailesh Thacker (City), Malleidulid Arismendi (JJay), Freda McClean (BMCC), Dereck M. Walcott (BMCC), Gardy Louis (KCC), Oscar Rigamonty (Lehman), Ray Moy (Central), Maketa Barber (BMCC), Scott Dames (Lehman), Nigel La Croix (MEC), Melissa Uber (Central).

Meeting was called to order by Teresa Parker at 10:01am. Introductions were made around the table. The new Testing Director of BMCC Dereck Walcott was formally introduced. The Minutes from the previous meeting were approved and will be corrected as noted.

CATW Exit Forms
- The Exit Forms designated for CUNY Assessment Test in Writing (CATW) December retest are: 54, 55, 56, and 57. Testing should begin with Form 54. Form 54 was extensively used for practice set.
- Forms should not be used exclusively and should be intermixed.
- Colleges with extended window for testing should not use all the forms. For special groups testing at the very end, colleges should if possible hold off from using a particular form or at a bare minimum, spiral all four forms to reduce the likelihood of students testing on a form that they are aware of.
- Marilyn submitted requests for the number of booklets needed for December exit testing from each college. Directors should respond to Marilyn with the numbers.
- Melissa discussed the importance of using the correct forms designated for administering CATW. It is essential to adhere to the CATW chart which documents the forms to be used each month. If the wrong form is being used in any given month, Borough Chiefs should be notified immediately because they are prepared for a specific form each month. Borough Chiefs may not have all the CATW materials they use for practice in the same location as the Grading session and this can pose a problem.
- In situations where students are testing 3 times within a month, testing directors should consult with Central for approval to use a different form not assigned for that specific month.

MAPLETA/ CUNY Elementary Algebra Final Exam (CEAFE)
- Melissa will send a spreadsheet listing the names of staff that are authorized as instructors on MAPLETA.
- The list should be reviewed and names of new staff should be e-mailed to Melissa. All fields should be identified in the body of the e-mail. Names should not be added to the spreadsheet. This becomes difficult to manage.
• A new version of MAPLETA will be rolled out for December 2014. There are no significant changes. Updates were made to the MAPLETA system for efficiency.
• During the CUNY Elementary Algebra Final Exam (CEAFE) testing period, all communications or inquiries regarding MAPLETA should be sent via e-mail to Melissa and Michael Guy. All correspondences should include a phone number where Directors can be reached at all times. E-mail is the most efficient way to contact Melissa during this time.

Tumbleweed
• Tumbleweed is down and is experiencing connectivity issues. Consequently, SKAT receive and unload is not processing any files. Testing can still occur but files will be kept in the queue for SKAT until the problem is resolved. The processing and receiving function is shut down until CIS resolves the issue. Updates will follow.

Scanner Maintenance
• Melissa is working arduously to resolve the issues with Harland Technologies and the maintenance contracts.
• Maintenance contracts were altered by Harland Technologies without appropriate approval. The maintenance on Scantools II software and the stacker was removed from the contracts.
• Maintenance for both Scantools II software and the stacker was reinstated at no cost. Although reinstatement fees were waived an updated invoice will be sent to cover the maintenance cost for the stacker and the software.
• Testing Directors should avoid setting up maintenance through the REMI group which is a middle man. Harland does not have any sub-contractor contract with REMI group. Please note that REMI group will not dispatch a technician to service scanners. Additionally, REMI does not cover software maintenance just the physical hardware.

Future Changes with Harland Technologies
• Harland has assigned an account manager to handle the scanner maintenance account for CUNY.
• Melissa will be listed as the primary contact responsible for authorizing any changes on the scanner maintenance contracts.
• All colleges are required to pay for maintenance on the scanners. Scanners will be removed from campuses refusing to pay maintenance.
• Harland Technologies is aware of CUNY budgeting cycle and will work within our timeline for payment. All requests for onsite maintenance will be approved regardless of whether a bill is owed.
• Harland will notify Melissa when invoices are sent to each campus.

Regents Common Core Assessment
• The state is now administering the new Common Core Regents exam and this will impact the current math cut score for exemption. The math score for proficiency
will be lowered because of the difficulty level of the math Regents Common Core exam. There will be no impact on the writing score.

- Discussions are ongoing with CIS to identify and implement modifications to SKAT to accept the new math cut score.
- Directors will be kept apprized of changes as they become available.

Meeting with Oracle
- Melissa is still in meetings with ORACLE to work on functional design documents in preparation for the full functioning admissions system in CUNYFirst.

University BARFIT Group
- A university BARFIT committee has been established to discuss and identify CF issues. The following individuals were selected to represent senior and community colleges: Antonio Contant, Shaliesh Thacker, and Denyse Ramkaran. The overarching objective for this university BARFIT committee is to discuss the major concerns and issues in the CUNYFirst world.

Areas of Concern/Discussion
- Registration, financial aid, improving communications with stakeholders, addressing issues with students’ e-mail and other unresolved issues.

CUNY Assessment Test in Reading Pilot
- Dr. Moy outlined that pilot testing for reading is halfway through the testing window and materials are being returned to Central.
- Results from the reading test will be scanned. An evaluation will be completed to determine the quality of the items, difficulty level of items and how well items are able to discriminate between the good students and the weaker students and to ensure that scoring between different forms of the tests is equivalent.
- Results will be available for colleges in early January.
- A comparative analysis will be conducted between the COMPASS results and the results from the reading pilot test to determine correlations and the cut scores. Teacher evaluation of students’ performance in the class should correlate with how they perform on the new reading test.
- The target date for the implementation of the actual reading test is Spring 2015.