1. Approval of minutes of 24 September 2003 meeting

2. Approval of minutes of 29 October 03 meeting

3. Agenda – additions, changes, approval

4. Old Business
   a. Status of portfolios received, those still due – Christina
   b. Admissions assessment: Tim Zauche agree to work with John Simonson to come up with a detailed plan for data acquisition
   c. New webpage – feedback
   d. semester goals, what we need to accomplish
      i. finalize post-review letters to faculty
      ii. identify programs up for review next year, get letters drafted and sent
      iii. proposals to UUCC: separation of ES from GS, critical thinking and information literacy standards need to be merged somehow (Sept 24 agenda)

5. New Business
   a. Discuss UWP adoption of ACT writing test
      Email from Dave Van Buren, 4 Nov03:
      We've talked about the ACT Writing sample before, and I know Angela will be discussing it with Admission directors very soon as the Academic Standards Committee also considers this matter. Carol Sue would like your thoughts and recommendations regarding whether we should require the ACT Writing sample. This is a major topic at the next Provosts' meeting so she would like your input by November 12th.

      I have attached a letter from Larry Rubin at UW System. UW-Madison has decided to require the writing test. One item we are still unclear on is whether the ACT writing test could be used to replace the UW English Placement test. Of course, that depends on the sort of information provided through the ACT writing test.
         - See attached document
         - Additional document will be provided at the meeting

   b. Subcommittees meet, evaluation of math portfolios
Last spring we began a discussion of a couple of issues that we decided to revisit this fall. Let me summarize where I think we are and what action, if any, we need to take.

**Placement Testing**

The discussion of placement testing centered around two issues. The first was whether UW institutions planned to continue using the regional placement tests or adopt some other placement alternative such as the ACT Assessment. The second issue involved cost and, specifically, whether institutions that decided not to use the tests should be required to pay their share of the systemwide consortium costs. We conducted a survey to help answer the first question, and asked the Testing Office to run some simulations to help address the cost issues.

The results of the survey indicated that every UW institution (except UW-Extension) planned to use one or more of the tests for the foreseeable future. Most institutions will continue to use all of the tests. The cost simulations revealed that if one or two smaller institutions discontinued using the tests and contributing toward the cost, the overall impact on the remaining institutions would not be significant. However, if UW-Madison or Milwaukee dropped out, the cost for the remaining campuses would rise significantly.

Based upon these results, it appears that no adjustments to the status quo are necessary at the present time. We certainly can revisit this issue again if the situation changes. I would be happy to share the complete survey information and cost simulations if any of you are interested.

**ACT Writing Sample**

Beginning in 2004-05, both the SAT and the ACT will include a new writing sample component. This new test component will impact students beginning in Fall, 2006. The SAT will require that students take this portion of the test, but the ACT will make it optional. Our discussion centered around whether UW institutions will require the ACT from its applicants and how this information might be used to add value (e.g. admission, placement). UW-Madison has already decided to require the writing test. We would like to come to a decision soon on whether we will make taking the ACT writing test a systemwide requirement or go on an institution-by-institution basis. I would ask that you consult with your appropriate campus groups and come prepared to discuss this issue at the November Provost meeting. We want to come to a final decision fairly soon so we can provide early notice to the ACT folks, high school counselors and prospective students. Additional information about the ACT Writing Test is available on the ACT website at [www.act.org](http://www.act.org).

Please contact me if you have any questions about either of these issues.

Thanks.

cc. CSAO's
Admission Directors
UW-Testing and Evaluation Services