Texas Higher Education Coordinating Board
Apply Texas Advisory Committee
September 30, 2019
1200 East Anderson Lane
Austin, Texas

MINUTES

The Texas Higher Education Coordinating Board (THECB) Apply Texas Advisory Committee (ATAC) convened at 9:07 a.m. on September 30, 2019, with the following committee members present: Paula Arredondo, Mordecai Brownlee, Kevin Davis, Rosie Dickinson, Sheila Gray *(for Jamie Hansard)*, Rebecca Griffith, Leah Hickman, Rebecca Lothringer, Dara Newton, Indra Peláez, TaNeal Richardson, Madelyne Tolliver, Michelle Walker, and Miguel Wasielewski.

ATAC Members Participating Via Remote Access: Sarah Haque *(Student Representative)*, Monique Murphy *(ApplyTX Tech Team)*, and Angie Taylor.

Members Absent: Jamie Hansard *(represented by Sheila Gray)*, Michelle Hill, and Kristi Urban.

ApplyTexas Technical Team Members: Graham Chapman and David Muck.

Community Stakeholder(s): Rissa McGuire *(CPUPC)*.

THECB Staff: Claudette Jenks, Lisa Paiz, and Diana Foose.

AGENDA ITEM	ACTION
A. Welcome and Introductions	Dr. Rebecca Lothringer called the meeting to order at 9:07 a.m.
B. Selection of 2-Year Institution Co-Chair for 2019-20 and 2020-2021 Academic Years	Committee voted Dr. Mordecai Brownlee as 2-year Co-Chair.
C. Review and Adoption of Minutes from the April 15, 2019 Meeting	Committee reviewed meeting notes. On motion by Dr. Mordecai Brownlee, seconded by Kevin Davis, the Committee approved this item.
D. Discussion of the July 17, 2019 SPEEDE/EDI/ApplyTexas Workshop	Dr. Rebecca Lothringer provided an update on the ApplyTexas Workshop. Discussed feedback for improvements. Committee suggested date and agenda released earlier to coordinate attendance, review room assignments and adjust according to attendance, consider moving back to June, and may consider another location.
E. Update from Strategic Planning Committee	Dr. Miguel Wasielewski provided an update for Strategic Planning subcommittee. Subcommittee is analyzing usability of the ApplyTX application, including mobility friendly platform, readability,

	time to completion, and translated site. Subcommittee is working with ApplyTX staff to determine other capabilities available under the new mainframe (AWS) that will address some recommendations. No meeting was held during summer. Will re-invite all to attend separate meeting. Next steps: • Getting feedback from community through surveys to determine need. • THECB will assist with survey approvals and what data may be accessible for analysis. • Zach Taylor still serving in analysis.
F. Discussion of Procedures for Proposing and Adopting Changes to ApplyTexas	Kevin Davis suggested including a change form request external to the Administrative Suite so it is accessible to all stakeholders and not require a login. ApplyTX staff will add form to ApplyTX landing page.
G. Review of Proposed Changes to ApplyTexas Applications or Procedures Carried Forward from 2019-2020	David Muck reviewed pending items from last application cycle for committee to consider for the upcoming application cycle. See attached Tech Team update.
H. Discussion and Consideration of Proposed Changes to ApplyTexas Forms or Procedures	Committee discussed need to receive notifications of changes before change happens. Committee discussed and considered proposed changes. See attachment.
I. Discussion of Potential Agenda Items and Next Meeting Date(s)	Items for next agenda: • Proposed changes • Dual credit wording • Strategic Planning Subcommittee Update • Skip Logic of Residency Questions Subcommittee • ApplyTexas Workshop Proposed meeting dates for the year: • November 18, 2019 • February 24, 2020 • April 20, 2020 Coordinating Board staff will confirm.
J. Adjournment	On motion by Rebecca Griffith, seconded by Dr. Mordecai Brownlee, the Committee approved this item. Meeting adjourned at 2:46 p.m.

Item H: Discussion and Consideration of Proposed Changes to ApplyTexas Forms or Procedures

1. Committee discussed a request regarding three questions related to establishing domicile.
   Suggested a subcommittee be formed to review the skip logic. Subcommittee: Paula Arredondo-

Chair, Matt Chastine, Rosie Dickinson, Shelia Gray, Rebecca Griffith, Indra Peláez, Madelyne Tolliver, and Michelle Walker. Subcommittee will discuss and provide update at next meeting.

2. Committee discussed a request to remove "college level correspondence study" or move to Dual Credit.

   On motion by Paula Arredondo, seconded by Dr. Mordecai Brownlee, the Committee approved this item.

3. Committee discussed a request from Tarleton State University to modify language regarding students sending official transcripts from all previous institutions.

   Proposed change: *It is your responsibility to submit official transcripts to each university applied from each institution attended.*

   On motion by Michelle Walker, seconded by Madelyne Tolliver, the Committee approved this item.

4. Committee discussed a request from University of Texas at Arlington to modify instructional text when students are prompted to list their full legal name.
   Proposed change: *List your full legal name as stated on one of the following: driver's license, passport, birth certificate or other state identification. Please do not include diacritical marks such as accents (') or tildes ( ). Do not use nicknames or abbreviations or commas because this information will be used for official record if you enroll.*

   On motion by Rebecca Griffith, seconded by Rosie Dickenson, the Committee approved this item.

5. Committee discussed a request from the Texas Higher Education Coordinating Board, as mandated by Senate Bill 25, to add consent language to include the ability for an applicant to indicate their consent for an institution of higher education to share their application for admission with another institution if the applicant is denied admission to a particular degree program in which they applied. Implementation is required with the 2019-2020 academic year.
   Proposed addition: *Should you be denied admission to a particular degree program to which you applied, do you allow the institution to share your application for admission with other institutions that offer the degree program? Y/N*

   Committee discussed possible implications of implementation including data transfer between institutions, fees, supplemental documentation (transcripts), knowledge and timing of acceptance to particular institution's programs, FERPA, receiving college deadlines, and information systems not ready to accept data. The addition will need to be added to the 2019-2020 cycle on US Freshman and US Transfer applications. The question will not be required or marked optional. The Committee will work with TACRAO on implementation.

   On motion by Mordecai Brownlee, seconded by Rebecca Griffith, the Committee approved this item.

6. Committee discussed a request from Angelo State University to add an audit that requires applicants that have indicated they have college credit hours to enter the name of the previous/current institution (US Freshman). Discussed adding a statement asking if college credit

is dual credit or early college high school credit. If early college credit is not marked, student may not be able to advise appropriately. Recommendation for information to be known earlier in the process so it is captured.

Proposed language: *Are you a freshman with college credit hours? If indicate college credit, pop up question: Are any of these college credit hours you've indicated from dual credit or early college high school? Y/N* (Will be a required question if they indicated college credit.)

Item tabled until next meeting. Dara Newton will work on draft language and bring back to the committee.

7. Committee discussed a request from Tyler Junior College to make available the same application types for two-year institutions that are currently available to four-year institutions.

   Item tabled. David Muck will follow-up to get more information about this request.

8. Committee discussed installing College Board integration to allow applicants to have test scores sent to institutions from within ApplyTX. Fees would need to be collected to send these scores. Committee discussed costs to students and possible waivers. Committee agreed to wait until move to AWS. David Muck will follow-up with the College Board for more information regarding costs and waivers for students.

9. Committee discussed allowing the selection of more than one major for graduate applications. Allow functionality similar to undergraduate applications to be able to select first choice school major and second school major.

   Item tabled. Committee will discuss at TACRAO where there is graduate representation to gather more interest.

10. Work continues with AWS for counselor suite, administrative suite and applicant site and will be on AWS for next cycle.

11. Committee discussed House Bill 2140, which requires the development of the Texas Application for State Financial Aid (TASFA) in the ApplyTexas system. Claudette Jenks shared information regarding this legislation. A separate committee will be convened, may include representatives from the ATAC.

Tech Team Update 9/30/19

Graham Chapman – Executive Director, Academic Information Systems, University of Texas at Austin

David Muck – Principal Software Developer/Analyst, AIS, University of Texas at Austin

Current cycle updates and proposals (David Muck):

- Additional daily application deliveries – We have a number of institutions participating in additional deliveries times of 7 am and 12 pm (in addition to the normal 6 pm application delivery). Please reach out to us if you are interested in either of these additional delivery times.
- We have reintroduced the audit requiring that ApplyTexas accounts have verified email addresses associated with them. We have changed the placement of the audit to the application submission page.
- As part of the email verification effort, our help desk has been reaching out to school districts that block emails from Applytexas. We have had great success in working with districts to allow delivery of our verification, password reset, and submission confirmation emails to students.
- Requiring email verification has helped our ongoing effort to reduce the number of fake applications that are completed and sent to some of our institutions. The results are encouraging so far.
- We have added additional schools to the COMMIT! data feed to Dallas County Promise, bringing the total number of high schools to 57 across 11 school districts.
- We made a change preventing applicants from entering high school codes on the application manually. This has encouraged them to use our school search to promote better data matching with the high school counselor reporting suite. So far, we are seeing a decrease in the number of applications that have selected "School not found" (from 7.76% to 1.17% of Two-Year applications; from 3.9% to 1.57% of US Freshman applications).
- We would like to encourage more high schools to participate in the transcript request service that we continue to maintain in collaboration with the Texas Education Agency.
- There is a request to our administrative help box asking that we require applicants to answer three questions related to establishing domicile in Texas.
- There is a proposal to reword the question asking applicants to enter previous and current college information.
- There is a request to modify the instruction text on entering first, middle, and last name information to encourage applicants to make sure entered information matches government-issued identification.
- There is a proposal to modify the language regarding sending official transcripts from all previous institutions.
- Final update: Tim Brace has officially retired. ☺

Future cycle proposals and updates (Graham Chapman):

- To comply with Senate Bill 25, we may need to add an opt-in to our certifications page allowing applicants to indicate their desire to have their application forwarded to other institutions offering the same program/major. This is a requirement of the legislation should they not be admitted to the program/major to which they are applying.
- A proposal to add an audit that requires applicants that have indicated they have college credit hours to enter the name of the previous/current institution (US Freshman). [Applicants can currently indicate they have college credit hours without entering any previous college information]
- There has been a proposal to make available the same application types for two-year institutions that are currently available to four-year institutions.
- Installing College Board integration to allow applicants to have test scores sent to institutions from within ApplyTexas
- Allowing the selection of more than one major for graduate applications
- Development continues on moving the Counselor Reporting Suite to AWS
- Development continues on moving the Administrative site to AWS
- Development continues on moving the Applicant site to AWS

PROJECT LIST 2020-2021
April 15, 2019

Approved Item description	Priority	Status	Needed in PROD by 7/1?	Actions
More frequent daily app deliveries	HIGH	Successful testing with Galveston College. Ready to open up to others interested, both 2 and 4 year. Email to admins will be sent this week.	NO	Install capability for schools to opt in to 8am and 12 noon deliveries in addition to current 6pm. 6pm delivery for everyone will continue as is. Weekend delivery is separate and can also be multiple or not.
Encourage use of the TEST app site	HIGH	Moving forward. Tentative date 8/1.	NO	Make more prominent.
Add foster care questions (2) to app download in the Admin site	HIGH	DONE and in production	YES	Added to existing app download functionality
Remove computer-based info from TOEFL info (int'l apps)	HIGH	Will be done by 7/1.	YES	Remove section from page.
Audit Preferred Name field	HIGH	Will be done by 7/1.	YES	If Preferred Name field = First Name field, don't send Preferred Name field
Modify MCAT data on grad app	HIGH	Will be done by 7/1.	YES	Based on date taken, applicant will fill out old fields or new fields
Make Test Scores page optional	LOW	Will be done by 7/1.	YES	Add switch to Admin site and reveal this page, or not, based on that
Customize order display for deadlines	HIGH	Will be done by 7/1.	YES	Make deadlines that applicant sees appear in date order. No default, so the applicant has to take action to choose
Directory information acknowledgement modification	HIGH	Will be done by 7/1.	YES	Certification of Information Consent. Add checkbox and keep date info on db
App type Decision tree	HIGH	DONE and in production	NO	Part of online help
Add links to submission web page and email	LOW	Moving forward. Target date 7/1.	NO	Add links to appropriate test scores sites (SAT, ACT, TOEFL, GRE) based on app type; also FAFSA

PROJECT LIST 2020-2021
April 15, 2019

Custom question repository	LOW	Moving forward. Target date 4/30.	NO	Create two downloads (2 yr and 4 yr) listing all custom questions active for Fall 2019. Include institution unless they opt out.
Remove LaunchMyCareerTx website reference from the AT home page.	HIGH	DONE and in production		Per Claudette's request.

Other items to work on

Assess conditional Custom Questions	Prefer not to address until after 7/1; will assess whether this can be part of move to AWS	YES	Show/Hide functionality would be prioritized. Linking to various answers on questions throughout the app would be doable but not a large project.
Assess tracking referrer data	Moving forward. ATAC discussion needed on some details. No target date set.	NO	Assess various ways of delivering this data to institutions
International 2 yr applicants and problem with visa info	Not addressing this at this time, still lacking sufficient data	YES	Need more clarification.
Assess Self-reported module	Probably no time to address until after 7/1. If ATAC wants to move forward, we still need to gather requirements for this	YES	Assess modifying current senior grades report . Consider for next cycle
App type specific fee waiver msg	Not moving forward with this; see note.	YES	
Dual credit students and residency	On hold	NO	Wait for input from THECB
Email deliverability verification	Will not be addressed this cycle	NO	Continue to assess for future use
Delivering in something other than EDI	Assessing; IT and Admins contacted for preferences. No target date set.	NO	Contacted Admins for preferences.
Integration with College Board	Assessing; currently blocked due to requirement to take funds and deliver funds to College Board.	YES	Continue to assess and come back to ATAC in Fall 2019 will updated functionality from College Board (removing the necessity for us to receive funds).

PROJECT LIST 2020-2021
April 15, 2019

Other information

4-year US Freshman apps for Fall 2019 up 1% (total so far ~ 507,000), 2-year apps Fall 2019 up 10% (total so far ~ 234,783)