



Financial Aid Advisory Committee (FAAC) Nomination and Membership Process

FAAC Authority and Purpose [\(TAC, 1.149\)](#)

Authority: Statutory authority for this subchapter is provided in the Texas Education Code, §61.0776, and the Texas Government Code, Chapter 2110, §2110.0012.

Purposes: (1) The Financial Aid Advisory Committee is created to provide the Board with advice and recommendations regarding the development, implementation, and evaluation of state financial aid programs for college students. In this capacity, it is also to assist staff in the development of training materials for use by the Center for Financial Aid Information and others in informing students, parents, secondary education counselors, college personnel, members of appropriate community-based organizations, and others about financial aid opportunities for Texas students, including eligibility requirements and procedures for applying for financial aid.

(2) In addition, the committee shall provide insight on state financial aid program policies and procedures (e.g. eligibility, allocations, disbursement processes, etc.); review the collection, use, and reporting of data; and identify areas of research for consideration.

Nomination Timeline

- New member nomination process launch → early April
- New member nominations deadline → late May
- Slate of nominees finalized → August
- Slate of nominees reviewed at the FAAC meeting → September
- Slate of nominees presented at the CAPPs meeting → September
 - Slate notified of their tentative approval
- Slate of nominees presented for approval at the THECB Board meeting → October
 - Slate notified of their full approval
- First meeting for new members → December

Committee Membership Breakdown [\(TAC, 1.151\)](#)

Membership on the committee will include:

- (1) At least two representatives from the following sectors of higher education: four-year public universities, two-year colleges, and private institutions; and at least one representative from a health-related institution;
 - Nomination materials are sent via GovDelivery to the Presidents and Chancellors of all Texas Independent Higher Education institutions, with a cc to Financial Aid Directors, and a TASFAA listserv notice to let everyone know the process has started.

- (2) At least one student representative from a health-related institution or the four-year college sector; and at least one student representative from the two-year college sector, who serve as non-voting members;
 - Nomination process is coordinated through the Commissioner's Office every other year.
- (3) Two representatives of school districts; and
 - Nomination materials are distributed via email directly to the Texas Association of Secondary School Principals and the Texas Association of School Administrators.
- (4) One representative from the Texas Association of Student Financial Aid Administrators (TASFAA), named by the TASFAA Board, who serves as a non-voting member.
 - Nomination materials are distributed directly to the President of TASFAA.

Membership Overview

- Membership consist of financial aid practitioners, public school counselors, and other persons employed in the non-profit sector in roles with responsibility for advising students regarding financial aid.
- Interested persons and legislative and governmental relations staff must be regularly advised of committee meetings.
- The number of committee members cannot exceed twenty-four (24).
- Members serve a three-year term
 - Terms for persons who serve as chair of the committee will include the year as chair and the subsequent year as immediate-past chair regardless of the number of years previously on the committee; and
 - The terms of persons who serve as vice chair will include the year as vice chair, the subsequent year as chair, and a following year as immediate-past chair of the committee.
 - Student members serve two-year terms.
 - The TASFAA representative serves a one-year term.

Note: Persons who have previously served on the committee are eligible to serve again.

- Members of the committee select the:
 - Presiding Officer** - Responsible for conducting meetings and conveying committee recommendations to the Board.
 - Vice Chair** - Succeeds the presiding officer at the end of the presiding officer's year of service.
- The transition of leadership to the new presiding officer will occur at the end of the first committee meeting of each state fiscal year. The new presiding officer's term will begin with the second committee meeting of each year, as will each year of committee members' terms. If the chair steps down with more than half his or her term remaining, the vice chair will become chair with the option to complete the previous chair's term and his or her own term or choose to only complete the previous chair's term. If the vice chair's decision is to only complete the previous chair's term, the committee shall immediately elect a new vice chair. If less than half the chair's term remains when the chair steps down, the vice chair will complete both terms.

**TEXAS HIGHER EDUCATION
COORDINATING BOARD**
Agency Operations and Communications

P.O. Box 12788 Austin, Texas 78711



June XX, 2018

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First name Last name
Position Title
Institution Name
Institution Street Address
City, State, zip

Dear Title Last name:

It is my pleasure to notify you that your nomination for the Financial Aid Advisory Committee (FAAC) has been selected for consideration by the Texas Higher Education Coordinating Board. The proposed slate of nominees will be presented to the Board's Committee on Affordability, Accountability, and Planning at its September 19, 2018, quarterly meeting. These appointments will then need approval of the full Board at their October 25, 2018, quarterly meeting.

I am writing you now to confirm your interest in serving on the FAAC. If approved by the Board, your first FAAC meeting will be on December 6, 2018, during which the dates of the 2019 FAAC meetings will be approved. These quarterly meetings typically occur the first Thursday of December, March, June, and September. The term of your appointment is for three years, beginning with the December meeting and ending November 30, 2021.

Information regarding the advisory committee can be found on the web at:
<http://www.theccb.state.tx.us/FAAC>.

Committee members are expected to attend meetings in person at the Coordinating Board headquarters in Austin. Materials will be provided prior to each meeting for advance review. If you are unable to attend a meeting, you will need to notify the FAAC Chair and myself as soon as possible. (Teleconferencing options are available to help with unexpected conflicts.) Please be aware that [TAC 1.6\(h\)](#) indicates that any member who misses three consecutive meetings, or more than half of the meetings in a one-year period, automatically vacates his/her position.

As a committee member, you'll not only represent your sector of higher education (public 4-year, public 2-year, private, health-related, or school districts), but also the higher education needs of students across the state. Your fellow committee members will rely on you to reach out to your colleagues during your term to better inform our discussions.

Although the Coordinating Board is unable to fund travel or other expenses that might be incurred in connection to your service on the FAAC, we are very appreciative of everyone's participation and are hopeful that each member's institution will be able to provide this financial support.

Please send me an e-mail (charles.puls@theccb.state.tx.us) by July XX letting me know whether or not you are able to accept this nomination. Thank you for considering this opportunity, and I am hopeful that you will serve as a member of the Financial Aid Advisory Committee. If you have any questions about the committee and its work, please don't hesitate to contact me at 512-427-6365.

Sincerely

Charles W. Puls, Ed.D

cc: Nominator, Title
Institution