

TEXAS HIGHER EDUCATION COORDINATING BOARD
ApplyTexas Advisory Committee
September 17 2018
1200 East Anderson Lane, Room 1.170
Austin, Texas

MEETING NOTES

The Texas Higher Education Coordinating Board ApplyTexas Advisory Committee (ATAC) convened at 9:06 a.m. on September 17, 2018, with the following committee members present: Mordecai Brownlee, Kevin Davis, Dana Fields, Dan Garcia, Jamie Hansard, Rebecca Lothringer, TaNeal Richardson, Madelyne Tolliver, Kristi Urban, Jennifer Waits, Miguel Wasielewski

Participating Via Remote Access: Chryssa Delgado, Rosie Dickenson, Deborah Gilchrist, Michelle Hill, Angie Taylor

Member(s) Absent: Sarah Haque, Carey Rose, Michelle Walker

The University of Texas at Austin ApplyTX Staff: Tim Brace, Rebecca Kindschi, Monique Murphy, David Muck

Texas Higher Education Staff: Diana Foose, Claudette Jenks, Raul Jaimes

AGENDA ITEM	ACTION
A. Welcome and Introductions	Dana Fields called the meeting to order at 9:07 a.m. Committee Members introduced
B. Selection of 4-Year Institution Co-Chair for 2018-19 and 2019-20 Academic Years	Miguel Wasielewski and Rebecca Lothringer volunteered. Committee voted Rebecca Lothringer for 4-year Co-Chair. On motion by Jennifer Waits, seconded by Kristi Urban, the Committee approved this item.
C. Review and Adoption of Minutes for the April 23, 2018 Meeting	On motion by Rebecca Lothringer, seconded by Jennifer Waits and Kristi Urban, the Committee approved this item.
D. Discussion of the July 18, 2018 SPEEDE/EDI/ApplyTexas Workshop	Dana Fields provided a brief report on the event on SPEEDE/EDI/ApplyTexas Workshop on July 18, 2018.
E. Discussion of a Strategic Plan for Next Five Years	Tim Brace recommended discussion for strategic plan. Committee discussed need for more communication about meeting opportunities and how to make requests to committee. Committee and THECB staff will work on a communication plan by creating a listserv or use existing listserv; increase usage of Administrative Suite for announcements and updates to ApplyTX; and develop webinars on how to address issues.

	<p>Miguel Wasielewski recommended creating a sub-committee to engage in 5-year strategic plan that would comprehensively assess the structure, utility, technology, and usability of the ApplyTX application. Miguel Wasielewski will coordinate the committee and seek representation from the ATAC and other users. Miguel Wasielewski will meet with THECB staff to discuss procedures and outcomes. The subcommittee will meet and report at next meeting.</p>
F. Discussion of Procedures for Proposing and Adopting Changes to ApplyTexas	<p>Claudette Jenks reviewed process of adopting changes to ApplyTX for new members.</p> <p>Break at 10:30 a.m. reconvened at 10:43 a.m.</p>
G. Review of Proposed Changes to ApplyTexas Applications or Procedures Carried Forward from 2018-19	<p>Tim Brace provided an overview of the history of ApplyTX and provided application submissions/total application counts over the last application cycle. Tim Brace provided an update on the mainframe move to Amazon Web Services (AWS). Requests for changes are still being accepted during this transition.</p> <p>Claudette Jenks reviewed the process on how the committee reviews and prioritizes the changes for consideration received from UT ApplyTX Administrative Suite and via emails to THECB staff and ATAC members.</p> <p>Tim Brace reviewed items that were completed from past requests (see attached) and reviewed those recommendations that were on the list from last year.</p>

<p>H. Discussion and Consideration of Proposed Changes to ApplyTexas Forms or Procedures</p>	<p>Committee discussed proposed change request from Tarrant County College District on skip logic pertaining to non-immigrant visa type. Confusing language, unable to identify international students. Tim Brace will review and follow-up with Jennifer Waits on skip logic.</p> <p>Committee discussed timeline and process for recommending changes to essay prompts for the 2020-2021 application cycle. Miguel Wasielewski and Michelle Walker will bring suggestions for essay prompts to review with the committee at the next meeting.</p> <p>Committee discussed proposed change request from Galveston College for multiple daily application deliveries. Leadership wants more real time information. Tim Brace will work with team on potential options and follow up with Mordecai Brownlee on community college needs.</p> <p>Committee discussed proposed change request by Kevin Davis to add a function to copy a single major within Administrative Suite from one term to the next.</p>
<p>I. Discussion of Potential Agenda Items and Next Meeting Date</p>	<p>Potential new essay prompts, Counselor Suite, Subcommittee update.</p> <p>Next meeting date November 13, 2018.</p>
<p>J. Adjournment</p>	<p>Committee adjourned at 1:46 p.m.</p>

**Proposed Changes to ApplyTexas Applications or Procedures
Carried Forward from 2018-19**

- Responsive design (will come with move to AWS)
- More flexible delivery options
- More frequent deliver
- Pull system
- Non-EDI format delivery
- CSV? XML?
- Phone number verification (vendor)
- Custom question repository
- Email verification (vendor)
- Custom essay
- Adding more dynamic questions to app pages
- Self-reported grades module
- College Board integration
- Decision tree for app types
- Opt out of directory information on certification page (THECB request)
- Question for DACA students
- App type specific last update information
- Dual credit students – how to answer questions on college credit
- Expelled/dismissed/suspended, etc
- Opt out of fee waiver option by school
- Customize the order that deadlines appear for applicants
- App type specific fee waiver message
- Make test score page optional