TEXAS HIGHER EDUCATION COORDINATING BOARD
MINUTES
ApplyTexas Advisory Committee
1200 East Anderson Lane, Room 1. 170
Austin, Texas
February 24, 2020, 9:00 a.m.

Minutes

The Texas Higher Education Coordinating Board ApplyTexas Advisory Committee (ATAC) convened at 9:10 a.m. on February 24, 2020 with the following committee members present: Paula Arredondo, Mordecai Brownlee, Jamie Hansard, Leah Hickman, Rebecca Lothringer, Dara Newton, and Miguel Wasielewski.

ATAC Members Participating Via Remote Access: Kevin Davis, Rebecca Griffith, TaNeal Richardson, Angie Taylor, Madelyne Tolliver, Kristi Urban, and Michelle Walker.

Members Absent: Rosie Dickinson, Sarah Haque *(Student Representative),* Michelle Hill, and Indra Peláez.

ApplyTexas Technical Team Members: Graham Chapman, David Muck and Monique Murphy *(via remote access)*.

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

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

AGENDA ITEM	ACTION
A. Welcome and Introductions	Mordecai Brownlee called the meeting to order at 9:10 a.m.
B. Review and Adoption of Minutes for the December 16, 2019 Meeting	Committee reviewed meeting notes. On motion by Jaime Hansard, seconded by Dara Newton, the Committee approved this item.

C. Update from Subcommittees
  a. Strategic Planning
  b. Communications
  c. Logic of Residency Questions
	Strategic Planning Subcommittee:
	Miguel Wasielewski provided update from Strategic Planning subcommittee. Surveys for high school counselor, students/parents/college representatives were reviewed and approved by the THECB Data Planning Committee. Miguel will share with Claudette to send out to committee.
	
	Zachary Taylor provided presentation on the ApplyTexas Exploratory Report.

	Communications Subcommittee:
	Mordecai Brownlee provided update from the Communications subcommittee. Consensus to help build out a template for the email to the constituents about the commitment and purpose to better ApplyTX the introduction of the survey.
	Logic of Residency Questions Subcommittee:
	Paula Arredondo provided update for Logic of Residency Questions. Subcommittee met on February 12 to discuss three questions regarding parent domicile in Texas. Discussed recommendation to require applicants to answer three questions related to establishing domicile in Texas. Recommendation considered during agenda item E.
D. Update from ApplyTexas Technical Team	David Muck reviewed Technical Team update. See attachment. David provided a demonstration of the new ApplyTexas System.
E. 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. For future meetings suggest inviting requesting institution to present new request and improve process to notify requestor about action taken.
F. Discussion of Potential Agenda Items	ApplyTX workshop Subcommittee updates Next meeting date scheduled for April 20, 2020.
G. Adjournment	Meeting adjourned at 11:59 a.m.

Agenda Item D: Tech Team Update 2/24/20

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 (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 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.
- For the incomplete Fall 2020 semester, we are so far down 1% on submitted applications compared to the same time last year. 2 year up 1%, 4 year down 1-2%
- The request to auto-populate parent address 2 with the same address as parent address 1 has been completed.
- The 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]
- Proposed change: "Are your college credit hours earned (or being earned) through dual credit, concurrent enrollment or an early college high school". If yes, the college becomes required, if no, it works as currently set-up. Need more information.
- Installing College Board integration to allow applicants to have test scores sent to institutions from within ApplyTexas – for next cycle
- At the request of the Coordinating Board, tested the integration of a widget (ADVi) into ApplyTexas to provide automated responses to common questions from applicants and counselors. Will add early May.
- 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
- David providing

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

1. Proposal request by Tyler Junior College to make available the same application types for two-year institutions that are currently available to four-year institutions. More information is required. Suggest inviting requestor to present this item. Motion to consider request for next application cycle.
   On the motion by Michelle Walker, seconded by Jaime Hansard, committee approved this item.

2. Proposal to require applicants to answer three questions related to establishing domicile in Texas. Subcommittee request three questions related to Texas residency be required: How long the individual has lived in Texas and their main purpose for being in the state; If they are a member of the U.S. Military, whether Texas is their home of record and which state is listed as their military legal residence on his or her Leave and Earnings Statement; Whether they: hold the title to residential real property in Texas or have ownership interest and manage a business in Texas. Motion to make questions required for July 2020.
   On the motion by Rebecca Griffith, seconded by Paula Arredondo, committee approved this item.

3. Proposal request by Texas A&M University to allow the selection of more than one major for graduate applications. Request was withdrawn from consideration. Motion to remove this item.
   On the motion by Michelle Walker, seconded by Miguel Wasielewski, committee approved this item.

4. Proposal request for different formats for delivery of data to the institution. Committee suggest consideration for further discussion next year after AWS rollout. Motion to table until next Fall.
   On the motion by Rebecca Lothringer, seconded by Jaime Hansard, committee approved this item.

5. Proposal request to make the gender question required instead of optional. State requires this to be reported. Proposal was submitted because of housing assignments. Housing should consider other ways to identify students. Another request should be provided if intended for reporting purposes. Motion to push to housing offices to determine gender.
   On the motion by Miguel Wasielewski, seconded by Jaime Hansard, committee approved this item.

6. Discuss update on the online development of the Texas Application for State Financial Aid in the ApplyTX System.
   Claudette Jenks provided an update on the TASFA committee. Seeking nominations for committee. Committee will be making recommendations on the development of an online state application for financial aid. No action required for this item.

New Request
1. Proposal request to give UT tech team flexibility to make basic changes. Motion to allow for tech team to make changes based on their best practice recommendations.

On the motion by Jaime Hansard, seconded by Rebecca Lothringer, committee approved this item.

2. Proposal request by Texas A&M University-Commerce to set up and install Google Tag Manager and Google Analytics in ApplyTexas to allow tracking of how applicants arrive at ApplyTexas. This is a small/medium request. More institutional request rather than consideration for ApplyTX. Motion for institution to conduct this request.
   On the motion by Jaime Hansard, seconded by Dara Newton, committee did not approve this item.

3. Proposal request by the University of Houston to add a "grade received" field to the Educational Information section to facilitate self-reporting of grades. Motion to table this proposal to next Fall.
   On the motion by Dara Newton, seconded by Paula Arredondo. Committee approved this item.

4. Proposal request 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] Proposed change: "Are your college credit hours earned (or being earned) through dual credit, concurrent enrollment or an early college high school". If yes, the college becomes required, if no, it works as currently set-up. Motion to approve request.
   On the motion by Jaime Hansard, seconded by Miguel Wasielewski, committee approved this item.