

# APPLY TEXAS ADVISORY COMMITTEE ANNUAL REPORT

COMMITTEE ABOLISHMENT DATE: 10/31/2021

**Committee Purpose:**

The purpose of the Apply Texas Advisory Committee (ATAC) is to discuss and vote on changes that may be needed to the applications for the upcoming application cycle. The committee also addresses additional initiatives to strengthen student participation and access into higher education.

**Report Period:**

September 2019 – August 2020

**University Co-Chair:**

Rebecca Lothringer, Associate Vice President for Enrollment, The University of Texas at Arlington

**Community, State, and Technical College Co-Chair:**

Mordecai Brownlee, Vice President for Student Success, St. Phillip's College

**Committee Members:**

List of 2019-2020 academic year Committee Members is attached.

**Committee Meeting Dates:**

September 30, 2019

February 24, 2020

December 16, 2019

**Annual Costs Expended:**

Committee costs for FY2020 were *estimated* at \$13,284 for the fiscal year. The estimate includes the following:

Travel and lodging: \$8,184

Staff time (3): \$5,100

**Time Commitments:**

Committee members spent approximately 5-7 days on committee work for the three meetings; staff members averaged approximately 10-12 days to prepare, attend, and develop minutes for each of the meetings.

**Current Recommendations to the Board:**

There are no recommendations at this time.

**Summary of Tasks Completed:**Membership and Oversight

Mordecai Brownlee, Vice President for Student Success, St. Phillip's College was elected by the membership during the September ATAC meeting to serve as 2-year institution co-chair of the committee.

Training

The ATAC annually sponsors an ApplyTexas workshop in conjunction with the TACRAO SPEEDE Committee. The purpose of the workshop is to share information on upcoming changes to the application, legislative updates, and user training for the ApplyTexas Application. Admissions and technical staff from colleges and universities across the state attend the workshop. Due to the COVID pandemic, this training was cancelled.

In lieu of an in-person training, with the assistance of ATAC and TACRAO, the ApplyTX team hosted a virtual workshop on June 17, 2020, to introduce the brand-new platform, Amazon Web Services (AWS). The event was to demonstrate the upcoming improvements to the ApplyTexas via two virtual workshops designed for ApplyTX Application administrators and for functional users.

Updates

This year, the committee discussed recommendations, voted on, and submitted priorities to the Technical Team for implementation. The ApplyTexas Functional Changes implemented for the 2021-2022 Application Cycle are attached.

All of the changes were made to improve the accuracy and flow of data from applicants to their desired institutions. These changes helped students avoid errors that may delay their admission. The following changes have the broadest impact and perhaps best reflect the importance of the committee's work:

- Development continues with moving the Counselor Reporting Suite, Administrative site, and Applicant site to Amazon Web Services.
- Additional daily application deliveries – a number of institutions participating in additional deliveries times of 7 am and 12 pm (in addition to the normal 6 pm application delivery). Helped with December 1 delivery time.
- Change to Educational Background module for US freshman applications, if the applicant indicates they have previous college credit hours, they will be asked, "Are your college credit hours earned (or being earned) through dual credit, concurrent enrollment, or an early college high school?" The possible answers are: Yes, all or some of my college credit hours have been earned through classwork or No, my hours have been earned through testing.
- Change to Residency module, questions related to Texas residency have now been made required.
- Auto-populated parent address 2 with the same address as parent address 1 and/or the applicant's address.
- Reworded the question asking applicants to enter previous and current college information.
- Modified the instruction text on entering first, middle, and last name information to encourage applicants to make sure entered information matches government-issued identification.
- Modified the language regarding sending official transcripts from all previous institutions.
- In response to Senate Bill 25, the requirement which includes an opt-in allowing applicants to indicate their desire to have their application forwarded to other institutions offering the same program/major was added to the application. ApplyTX began transmitting this data on October 28, 2019. QnE for applications was also modified to display this data.

Minutes for the 2019-2020 academic year are attached.

**ATAC Members**

Paula Arredondo  
Executive Registrar  
Texas State Technical College  
[mparredondo@tstc.edu](mailto:mparredondo@tstc.edu)  
Term Ends: May 31, 2021

Kevin Davis  
Associate Director of Admissions  
Stephen F. Austin State University  
[daviskl2@sfasu.edu](mailto:daviskl2@sfasu.edu)  
Term Ends: May 31, 2021

Rebecca Griffith  
District Director of Admissions and Records  
Tarrant County College District  
[rebecca.griffith@tccd.edu](mailto:rebecca.griffith@tccd.edu)  
Term Ends: May 31, 2020

Leah Hickman  
Associate Director of Admissions  
Midwestern State University  
[leah.hickman@msutexas.edu](mailto:leah.hickman@msutexas.edu)  
Term Ends: May 31, 2021

Dara Newton  
Associate Vice President for Strategic Enrollment  
The University of Texas Rio Grande Valley  
[dara.newton@utrgv.edu](mailto:dara.newton@utrgv.edu)  
Term Ends: May 31, 2021

TaNeal Richardson  
District Registrar  
Howard College  
[trichardson@howardcollege.edu](mailto:trichardson@howardcollege.edu)  
Term Ends: May 31, 2020

Madelyne Tolliver  
Registrar, Admissions and Records  
Victoria College  
[madelyne.tolliver@victoriacollege.edu](mailto:madelyne.tolliver@victoriacollege.edu)  
Term Ends: May 31, 2020

**Mordecai Brownlee, Co-Chair**  
Vice President for Student Success  
St. Philip's College  
[mbrownlee3@alamo.edu](mailto:mbrownlee3@alamo.edu)  
Term Ends: May 31, 2021

Rosie Dickinson  
Director of Admissions  
Texas A&M International University  
[rosie@tamiu.edu](mailto:rosie@tamiu.edu)  
Term Ends: May 31, 2020

Jamie Hansard  
Interim Senior Associate Vice President  
of Enrollment Management  
Texas Tech University  
[jamie.hansard@ttu.edu](mailto:jamie.hansard@ttu.edu)  
Term Ends: May 31, 2020

**Rebecca Lothringer, Co-Chair**  
Associate Vice President for Enrollment  
The University of Texas at Arlington  
[rebecca.lothringer@uta.edu](mailto:rebecca.lothringer@uta.edu)  
Term Ends: May 31, 2020

Indra Pelaez  
Associate Vice Chancellor, Enrollment Management  
Houston Community College  
[indra.pelaez@hccs.edu](mailto:indra.pelaez@hccs.edu)  
Term Ends: May 31, 2021

Angie Taylor  
Director of Admissions  
Sam Houston State University  
[ataylor@shsu.edu](mailto:ataylor@shsu.edu)  
Term Ends: May 31, 2021

Kristi Urban  
Director, Admissions and Records  
Blinn College  
[kristi.urban@blinn.edu](mailto:kristi.urban@blinn.edu)  
Term Ends: May 31, 2020

Michelle Walker  
Director of Admissions Operations  
Texas A&M University  
[mbwalker@tamu.edu](mailto:mbwalker@tamu.edu)  
Term Ends: May 31, 2020

Miguel Wasielewski  
Executive Director of Admissions  
The University of Texas at Austin  
[miguelw@austin.utexas.edu](mailto:miguelw@austin.utexas.edu)  
Term Ends: May 31, 2021

***Student Representative***

Sarah Haque  
The University of Texas at Austin  
[sarahhaque@utexas.edu](mailto:sarahhaque@utexas.edu)  
Term Ends: May 31, 2020

***ApplyTexas Technical Team – The University of Texas at Austin***

Lorraine Avalino  
[lorraine.avelino@austin.utexas.edu](mailto:lorraine.avelino@austin.utexas.edu)

Graham Chapman  
[gchapman@austin.utexas.edu](mailto:gchapman@austin.utexas.edu)

Rebecca Kindschi  
[rkindschi@austin.utexas.edu](mailto:rkindschi@austin.utexas.edu)

Barry McClendon  
[bmclendon@austin.utexas.edu](mailto:bmclendon@austin.utexas.edu)

David Muck, Manager  
[dmuck@austin.utexas.edu](mailto:dmuck@austin.utexas.edu)

Monique Murphy  
[momurphy@austin.utexas.edu](mailto:momurphy@austin.utexas.edu)

***THECB Staff – Division For College Readiness and Success***

Jerel Booker  
Assistant Commissioner  
[jerel.booker@thecb.state.tx.us](mailto:jerel.booker@thecb.state.tx.us)

Diana Foose  
Administrative Assistant  
[diana.foose@thecb.state.tx.us](mailto:diana.foose@thecb.state.tx.us)

Claudette Jenks  
Assistant Director, College Access  
[claudette.jenks@thecb.state.tx.us](mailto:claudette.jenks@thecb.state.tx.us)

Lisa Paiz  
Program Specialist, College Access  
[lisa.paiz@thecb.state.tx.us](mailto:lisa.paiz@thecb.state.tx.us)

## **ApplyTexas Functional Changes for the 2021-2022 Application Cycle**

**Posted:** May 15, 2020

**Modified:** June 29, 2020

### **Changes to the ApplyTexas application in general**

- No changes this cycle.

### **Changes to the ApplyTexas Login Process**

- No changes this cycle.

### **Changes to the ApplyTexas Profile Page**

- No changes this cycle.

### **Changes to the copy feature**

- No changes this cycle.

### **Changes to the My Applications section in My Account**

- No changes this cycle.

### **Changes to Shared Application Modules**

This section describes changes made to individual modules for the 2021-2022 application cycle. Please note that many modules are shared among several application types.

#### **Biographical Information module**

(Included in all application types)

- All applications: If an applicant enters a preferred name that is the same as their first name, the preferred name will not be sent in the EDI.

#### **Biographical Information (continued) module**

- No changes this cycle.

### Educational Background module (Included in all application types)

- US freshman applications: If the applicant indicates they have previous college credit hours, they will be asked, “Are your college credit hours earned (or being earned) through dual credit, concurrent enrollment, or an early college high school?” The possible answers are:
  - Yes, all or some of my college credit hours have been earned through classwork
  - No, my hours have been earned through testing

### Educational Information module

- No changes this cycle.

### Test Scores module

- No changes this cycle.

### Residency module

- Questions related to Texas residency have now been made 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.
    - Have ownership interest and manage a business in Texas.

### Preliminary Visa Information module

- No changes this cycle.

### Extracurricular and Volunteer Activities module

- No changes this cycle.

#### Employment Information module

- No changes this cycle.

#### Custom Questions module

- No changes this cycle.

#### Scholarships module

- No changes this cycle.

#### Essays module

- No changes this cycle.

#### Certification and Payment Information module

- No changes this cycle.

#### Application Submitted page and email

- No changes this cycle.

### **Changes to the ApplyTexas Administrative Site**

#### Executive menu

- No changes this cycle.

#### Application Searches and Application View

- No changes this cycle.

## Selecting optional modules

This is not a change, just a reminder, to check your settings for the inclusion of optional modules in your applications for 2021-2022 application semesters. Please see the document "Module Chart for 2021-2022 ApplyTexas Applications" for a complete list.

- ApplyTexas administrators are able to select optional modules for the International Freshman, International Transfer, US Graduate, and International Graduate applications. **This should be done for each semester** before the application semester is signed off on and approved. To select the optional modules, administrators should go to Executive Menu > View and Change Fees, Deadlines, Essay Requirements and Display Messages and select the desired semester. At the top of the display for the International Freshman, International Transfer, US Graduate, and International Graduate applications, administrators will see a red star with a link reading, "NEW: Choose optional modules for [app type] application." Administrators should click on the link to go to a page where they can select the optional modules they wish to include in the application type for that semester.

## Changes to the High School Counselors' Suite

- No changes this cycle.

## Changes to ApplyTexas EDI Transmission

- The EDI changes will be referenced in a separate document on the ApplyTexas administrative website.

## Additional Changes

- We are now offering transmission of applications two additional times a day (at 7:00 AM and noon, in addition to the standard 6:00 PM delivery). Please contact [applytexas\\_adm@austin.utexas.edu](mailto:applytexas_adm@austin.utexas.edu) if you are interested in more information about this.



*This document may be updated to include the following changes:*

- Mandated changes to the application enacted by the Texas Legislature;
- Items approved by the Texas Higher Education Coordinating Board and its ApplyTexas Advisory Committee on which the ApplyTexas technical team is still seeking clarification;
- Last-minute emergency changes requested by the Texas Higher Education Coordinating Board and/or the ApplyTexas committee and agreed to by the ApplyTexas technical team.

*If this document is amended, ApplyTexas administrators will be notified at that time that a new version of this document is available on the ApplyTexas Administrative site.*

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

**MINUTES**

*Approved December 16, 2019 – ATAC Meeting*

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.

<b>AGENDA ITEM</b>	<b>ACTION</b>
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.

	<p>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.</p> <p>No meeting was held during summer. Will re-invite all to attend separate meeting.</p> <p>Next steps:</p> <ul style="list-style-type: none"> <li>• Getting feedback from community through surveys to determine need.</li> <li>• THECB will assist with survey approvals and what data may be accessible for analysis.</li> <li>• Zach Taylor still serving in analysis.</li> </ul>
<p>F. Discussion of Procedures for Proposing and Adopting Changes to ApplyTexas</p>	<p>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.</p> <p>ApplyTX staff will add form to ApplyTX landing page.</p>
<p>G. Review of Proposed Changes to ApplyTexas Applications or Procedures Carried Forward from 2019-2020</p>	<p>David Muck reviewed pending items from last application cycle for committee to consider for the upcoming application cycle. See attached Tech Team update.</p>
<p>H. Discussion and Consideration of Proposed Changes to ApplyTexas Forms or Procedures</p>	<p>Committee discussed need to receive notifications of changes before change happens.</p> <p>Committee discussed and considered proposed changes. See attachment.</p>
<p>I. Discussion of Potential Agenda Items and Next Meeting Date(s)</p>	<p>Items for next agenda:</p> <ul style="list-style-type: none"> <li>• Proposed changes</li> <li>• Dual credit wording</li> <li>• Strategic Planning Subcommittee Update</li> <li>• Skip Logic of Residency Questions Subcommittee</li> <li>• ApplyTexas Workshop</li> </ul> <p>Proposed meeting dates for the year:</p> <ul style="list-style-type: none"> <li>• November 18, 2019</li> <li>• February 24, 2020</li> <li>• April 20, 2020</li> </ul> <p>Coordinating Board staff will confirm.</p>
<p>J. Adjournment</p>	<p>On motion by Rebecca Griffith, seconded by Dr. Mordecai Brownlee, the Committee approved this item.</p> <p>Meeting adjourned at 2:46 p.m.</p>

## 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.

Texas Higher Education Coordinating Board  
**Apply Texas Advisory Committee**  
**December 16, 2019**  
 1200 East Anderson Lane  
 Austin, Texas

**MINUTES**

*Approved February 24, 2020 – ATAC Meeting*

The Texas Higher Education Coordinating Board (THECB) Apply Texas Advisory Committee (ATAC) convened at 9:08 a.m. on December 16, 2019, with the following committee members present: Mordecai Brownlee, Kevin Davis, Jamie Hansard, Rebecca Lothringer, Dara Newton, Indra Peláez, Angie Taylor, Michelle Walker, and Mike Washington (*representing Miguel Wasielewski*).

ATAC Members Participating Via Remote Access: Paula Arredondo, Rosie Dickinson, Rebecca Griffith, Leah Hickman, TaNeal Richardson, and Madelyne Tolliver.

Members Absent: Sarah Haque (*Student Representative*), Michelle Hill, Kristi Urban, and Miguel Wasielewski (*represented by Mike Washington*).

ApplyTexas Technical Team Members: Graham Chapman, Rebecca Kindschi, and David Muck.

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

THECB Staff: Claudette Jenks and Diana Foose.

<b>AGENDA ITEM</b>	<b>ACTION</b>
A. Welcome and Introductions	Dr. Rebecca Lothringer called the meeting to order at 9:08 a.m.
B. Review and Adoption of Minutes for the September 30, 2019 Meeting	Committee reviewed meeting minutes. On motion by Michelle Walker, seconded by Angie Taylor, the Committee approved this item.
C. Update on Annual Report to the Board	Rebecca Lothringer and Mordecai Brownlee provided an update on the Annual Report to the Board.
D. Update from Subcommittees a. Strategic Planning b. Logic of Residency Questions	Strategic Planning Update: Mike Washington <ul style="list-style-type: none"> <li>• Developed four online surveys for students, parents, higher education and counselors to determine usability of the ApplyTX application.</li> <li>• Meeting scheduled for December 17, 2019, with Texas Higher Education Coordinating Board Data Committee to receive approval for dissemination of the online surveys.</li> </ul>

	<ul style="list-style-type: none"> <li>• Plan to send out online surveys in January 2020. Results expected to be available in the spring.</li> <li>• Committee requested a review of the surveys prior to dissemination. Subcommittee also provided feedback of the surveys via conference call at a prior meeting. Additional discussion after lunch break.</li> </ul> <p>Logic of Residency Questions Update: Paula Arredondo</p> <ul style="list-style-type: none"> <li>• Working to schedule meeting in January.</li> </ul>
E. Update from ApplyTexas Technical Team	David Muck reviewed Technical Team Update. See attachment.
F. Discussion and Consideration of Proposed Changes to ApplyTexas Forms or Procedures	<p>Committee discussed topics from TACRAO meeting. Discussed wording of how long parent has been married to a Texas resident or lived in Texas lists months then years and students enter backwards, need for dual credit application, and residency changes needed for dual credit application.</p> <p>Committee discussed AWS update. Priority is to move current functionality moved to AWS, plan to change user experience on applicant site, plan to open July 1, 2020, and file format will not change at first. Committee discussed need for a communication plan to inform users of the updates and changes to ApplyTX. Committee created a Communication subcommittee to work on a communication plan. Mordecai Brownlee will chair the Communication subcommittee. Communication subcommittee includes Jamie Hansard, Dara Newton, and Rebecca Lothringer.</p> <p>Committee discussed presentation provided by Zach Taylor at summer SPEEDE/EDI/ApplyTexas Workshop regarding readability and usability of the ApplyTX application. Strategic Planning Subcommittee plans to address issues discussed. Committee requested a presentation at next meeting.</p> <p>Committee discussed Strategic Planning Subcommittee surveys and offered feedback. Communication Subcommittee can assist in developing an introduction to the surveys.</p> <p>Committee discussed SB 25 conversations from the TACRAO Conference. There was consensus that there were many questions and challenges regarding implementation. Committee suggested using College for All Texans website to refer students to options. Other suggestions included a link back to ApplyTX or to institutions to review admission</p>

	requirements. Committee would like to learn more about the intent of the legislation.
G. Discussion of SPEEDE/EDI/ApplyTexas Workshop	Committee discussed ideas for the next ApplyTX workshop. Recommended technical update, strategic planning subcommittee presentation, workgroups for brainstorming. Suggested moving ApplyTX Workshop to June for technical meeting to discuss AWS. Recommended a new location (Pickle Center).
H. Discussion of Potential Agenda Items and Next Meeting Date	<p>Items for Next Agenda:</p> <ul style="list-style-type: none"> <li>• Communication Subcommittee</li> <li>• Strategic Planning Subcommittee: Zachary Taylor presentation</li> </ul> <p>Confirmed Meeting Dates for the Year:</p> <ul style="list-style-type: none"> <li>• February 24, 2020</li> <li>• April 20, 2020</li> </ul>
I. Adjournment	On motion by Angie Taylor, seconded by Jamie Hansard. Meeting adjourned at 2:16 p.m.



## **Item E: Update from ApplyTexas Technical Team**

1. Additional daily application deliveries –a number of institutions participating in additional deliveries times of 7 am and 12 pm (in addition to the normal 6 pm application delivery). Helped with December 1 delivery time.
2. As part of the email verification effort, the help desk has been reaching out to school districts that block emails from ApplyTexas. There's been success in working with districts to allow delivery of ApplyTX verification, password reset, and submission confirmation emails to students.
3. 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.
4. Team has strengthened the audits for college code entry to reduce the number of blank college codes entered on our applications. So far, they are seeing a decrease in the number of applications that have selected "School not found" (6.8% to 3.3%) and 'blank' (from 4.2% to 0%).
5. Team would like to encourage more high schools to participate in the transcript request service that they continue to maintain in collaboration with the Texas Education Agency. Need more communication about this effort.
6. Application numbers for the completed fall 2019 semester: there was a 3% increase in submitted applications (1,215,861), which includes a 9% increase in two-year applications (459,825) and a 0.3% decrease in four-year applications.
7. For the incomplete fall 2020 semester, they are up 2% on submitted applications compared to the same time last year.
8. The request to reword the question asking applicants to enter previous and current college information has been done.
9. The 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 has been completed.
10. The request to modify the language regarding sending official transcripts from all previous institutions has been completed.
11. The SB 25 requirement which includes an opt-in allowing applicants to indicate their desire to have their application forwarded to other institutions offering the same program/major has been added to the application. ApplyTX began transmitting this data on Monday, October 28. QnE for applications was also modified to display this data.

## **Item F: Discussion and Consideration of Proposed Changes to ApplyTexas Forms or Procedures**

1. Proposal to auto-populate parent address 2 with the same address as parent address 1 and/or the applicant's address.  
On motion by Kevin Davis, seconded by Rebecca Griffith, the Committee approved this item.
2. Proposal to add functionality to the administrative site allowing administrators to make unavailable entire schools in addition to the current functionality that allows administrators to make specific majors unavailable. Moved to the next application cycle.
3. Proposal to send the same address for parent 2 in the edit that we send with parent 1 if the applicant indicates they live with parent 1 and parent 2. Motion to not move forward due to previous change.  
On motion by Kevin Davis, seconded by Michelle Walker, the Committee did not approve this item.
4. 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. Michelle Walker motioned to move forward with the change.  
On motion by Michelle Walker, seconded by Jamie Hansard, the Committee approved this item.
5. Proposal to make available the same application types for two-year institutions that are currently available to four-year institutions. Big change. Should review for next cycle after AWS transition. Committee recommended move to next application cycle. Tabled until next meeting.
6. Proposal to require applicants to answer three questions related to establishing domicile in Texas. Small change. Tabled until next meeting.
7. Proposal to install College Board integration to allow applicants to have test scores sent to institutions from within ApplyTexas. Discussed to consider after AWS transition. Concerns about students paying out more money for service. Further discussion is needed. Moved to the next application cycle.
8. Proposal allowing the selection of more than one major for graduate applications. Medium change. Recommend for next application cycle. Further discussion is needed. Tabled until next meeting.
9. Development continues on moving the Counselor Reporting Suite, Administrative site, and Applicant site to AWS. Update at next meeting.
10. Proposed request for different formats for delivery of data to the institution. Discussion regarding the availability of an institution receiving more than one delivery type. More discussion needed. Tabled until next meeting.

**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.

<b>AGENDA ITEM</b>	<b>ACTION</b>
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:

	<p>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.</p> <p>Logic of Residency Questions Subcommittee:</p> <p>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.</p>
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	<p>Committee discussed need to receive notifications of changes before change happens.</p> <p>Committee discussed and considered proposed changes. See attachment.</p> <p>For future meetings suggest inviting requesting institution to present new request and improve process to notify requestor about action taken.</p>
F. Discussion of Potential Agenda Items	<p>ApplyTX workshop</p> <p>Subcommittee updates</p> <p>Next meeting date scheduled for April 20, 2020.</p>
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.