

**Apply Texas Advisory Committee Meeting Notes  
September 22, 2016**

Members Present

Margaret Dechant, Co-Chair—Texas A&M University-Corpus Christi  
Melinda Carroll, Co-Chair—North Central Texas College  
Candace Appleton-Kuntz—Texas Christian University  
Drew Canham—McLennan Community College  
Nick Cioci—Lamar Institute of Technology  
Todd Fields—Collin County Community College District  
Melissa Gallien—Lamar University  
Christine Gann—Sam Houston State University  
Sheila Grey for Jamie Hansard—Texas Tech University  
Matthew Hebbard—South Texas College  
Lisa Hernandez—Angelo State University  
Rebecca Lothringer—University of North Texas  
Vanessa Maldonado (for Whitney Carter)—Texas State Technical College  
Pooja Mallipaddi—The University of Texas at Arlington (Student member of Committee)  
Michelle Walker—Texas A&M University  
Michael Washington—The University of Texas at Austin

Members Attending the Meeting via Telephone

Connie Garrick—Lone Star College System

Members not present:

Joy Frazier—The University of Texas at Arlington  
Nidia Arellano Hassan—Tyler Junior College  
Nicole Mancone—Tarrant County College  
Mary Beth Marks—Sul Ross State University  
John Slaughter—Ranger College  
Scott Smiley—The University of Texas of the Permian Basin

Ex-Officio Members Present:

Tim Brace—Apply Texas Technical Team

CB and Apply Texas Staff present:

David Muck—Apply Texas Technical Team  
Jane Caldwell—Coordinating Board  
Kammi Contreras—Coordinating Board  
Diana Foose—Coordinating Board

## **Welcome and Introductions**

Co-Chair Margaret Dechant called the ApplyTexas Advisory Committee (ATAC) meeting to order and welcomed everyone. She then asked members to identify themselves and the institution they represent.

## **Selection of New Co-Chair to represent 4-year Institutions**

Four members of the committee had been nominated for the position of 4-year institution co-chair. Members submitted ballots at the meeting, and Rebecca Lothringer was elected new Co-Chair for 4-year institutions.

## **Review and Adoption of Minutes**

Melinda Carroll then presented the minutes from the May 4, 2016 meeting. Two small changes were made. A motion for adoption of the amended minutes was made by Michelle Walker, was seconded by Melissa Gallien, and was passed by the committee.

## **Report on June 16, 2016 SPEEDE/EDI/Apply Texas Workshop**

Ms. Walker presented her report on the June workshop. A copy of the report is provided as Appendix A to these minutes. 179 persons attended the meeting, which was held at the J.J. Pickle Center in Austin. Revenues successfully covered costs for the program. The consensus of the members was that the meeting was a great success. A few suggestions were made for the next meeting:

- Assign one committee member to confirm participation for each scheduled session and provide time and meeting locations to presenters
- Advise people, as they register, that if they choose not to purchase the conference lunch we recommend they stay on site and have lunch at the Pickle Center cafeteria. If the meeting is running ahead of schedule, the afternoon session start times might be moved up to enable people to get out of Austin ahead of traffic, and those eating offsite might not get the message.
- Have a committee member present at each session, in case the presenter does not come.
- Add more substance for IT attendees. Talk with Sean Cargo about how this might be done.
- Find a way to make it easier for participants to find the meeting location for the "Birds of a Feather" sessions.

## **Discussion on Procedures for Proposing and Adopting Changes to ApplyTexas**

Jerel Booker, Assistant Commissioner for College Readiness and Success at the Texas Higher Education Coordinating Board (THECB), was the presenter.

Mr. Booker discussed the process for committee decisions regarding ApplyTexas system changes. The ATAC is a statutory committee created to provide the THECB advice and recommendations. At the same time, the THECB is responsible for the actions and decisions regarding functions of the ApplyTexas System. For transparency and success, we need the following:

- Based on committee requests and help desk concerns, CB staff will review and evaluate proposed changes before any of them are implemented. Review considerations include cost, legal ramifications, administrative rules, and the Texas code.
- Clear records on committee votes for changes to forms or procedures.

- ApplyTexas is unique in that institutions pay for the system, but the THECB is the steward of the funds.
- The CB will also consider:
  - Type of schools impacted by the change (2 yr. or 4 yr.)
  - Type of application(s) impacted by the change
  - Why the change is proposed
  - The consequences if the change is not made
  - Number of incidents reported
  - Timelines
  - Reasonableness
- Suggestions can be submitted by anyone at any time, and can be submitted to members of ATAC, the THECB, or the ApplyTexas helpdesk.
- ATAC members interact with students and are in a good position to identify what is needed.

Jerel stated that any new applications will be on hold until after the legislative session. The THECB has proposed changes to the ApplyTexas enabling legislation. These proposed changes will be discussed later in today's meeting.

### **Use of Freshman and 2-Year Applications for Admission for Student to Dual Credit Courses**

Matt Hebbard led the discussion on this topic. His institution, South Texas College (STC), had more than 14,000 students enrolled in dual credit courses last year. STC uses the ApplyTexas 2-year app for admitting these students.

Matt's observations:

- The residency section of ApplyTexas application is a problem because:
  - Students are not HS graduates, so they cannot qualify through the 36-month approach; they have to qualify through parents' domicile
  - The college waives tuition and fees for most, but not all programs; but residency has to be collected for THECB reporting
  - Undocumented students are not Texas residents until after high school graduation
- Core questions are required to determine residency
- An institution must report the residency of a student enrolled in dual credit courses in order to receive formula funding for the student's hours.

Michelle asked if STC makes residency determinations based on the student being a resident or nonresident or based on in- or out-of-district status. Matt's response was that the classifications were as called for in CBM reports – resident, nonresident, international.

Melinda Carroll (North Central Texas College (NCTC)) indicated a dual credit application would help. The current application forces students to respond to more questions than necessary. Todd Fields (Collin County Community College) agreed with Melinda, and said the use of custom questions could not address the residency issue.

The continuing discussion centered around the issue of what the ideal application for students enrolling in dual credit courses include.

- Could a unique residency module be created for the 2-year and US Freshman applications for students who identify themselves as enrolling in dual credit courses?
- State waiver programs enable colleges to lower tuition and fee rates for all. Can the agreement between the IHE and school districts declare all students enrolling in dual credit courses to be residents?
- Do you have to ask all the core questions in order to determine residency for students enrolling in dual credit courses?

Leah Hernandez (Angelo State University) pointed out that the population of students enrolling in dual credit courses is increasing at 4-year institutions. She would be interested in a new application for them. The state is pushing for dual credit; her institution has been approached by a school district about starting a dual credit program.

### Sidebar suggestion Made RE ApplyTexas Residency Questions

Michelle asked about the "Previous Enrollment" and "Residency Information" questions in the residency section of ApplyTexas applications. (The following questions are taken from the 2017-2018 US Freshman application.)

**RESIDENCY INFORMATION** (Please answer all questions. Use N/A if the question does not apply to you.)

30. Previous Enrollment:

- (a) During the 12-month period before you intend to begin classes, did you attend or are you attending a **public** college or university in Texas in a fall or spring term (excluding summer)?  
 \_\_\_\_\_ Yes [If yes, complete (b) through (e).]  
 \_\_\_\_\_ No (If no, skip to question 32.)

- (b) What Texas public college or university did you last attend? (Give full name, not just initials.) (Residency status is not affected by attending a private college or university.)  
 \_\_\_\_\_

- (c) In which semester were you last enrolled (excluding summer)? \_\_\_ Fall 2016 \_\_\_  
 \_\_\_ Spring 2017 \_\_\_

- (d) During your last semester at a Texas public college or university, did you pay resident (in-state) or nonresident (out-of-state) tuition? \_\_\_ Resident (in-state) \_\_\_ Nonresident (out-of-state) \_\_\_  
 Unknown

- (e) If you paid in-state tuition at your last institution, was it because you were classified as a Texas resident or because you were a nonresident who received a waiver?  
 \_\_\_ Resident \_\_\_ Nonresident with a waiver \_\_\_ Unknown

31. Residency Information:

- (a) Of what state are you a resident?  
 \_\_\_\_\_

- (b) Did you live or will you have lived in Texas for at least 36 consecutive months before graduating from a public or private Texas high school or completing a GED? (To answer

“Yes,” you must either graduate from a Texas public or private high school, earn or plan to earn a GED, or plan to complete a home-school program. All others must answer “No.”)  
\_\_\_\_\_ Yes \_\_\_\_\_ No

(c) When you begin the semester for which you are applying, will you have lived in Texas for the previous 12 consecutive months? \_\_\_\_\_ Yes \_\_\_\_\_ No

These questions collect data used to determine whether the student is a “continuing resident” and thus eligible for classification as a resident without completing other residency questions. Michelle indicated her institution (Texas A&M University) has found many students err in the way they answer these questions and the university therefore requires students to also complete the questions regarding eligibility for residency based on residing in Texas the 36 months prior to graduation from high school. Answers to the second set of questions help them determine whether the student correctly completed the earlier questions. Two suggestions were made:

- “Clean up” these questions for students enrolling in dual credit courses. What would this entail?
- Consider requiring all students to answer the questions dealing with “previous enrollment” and the 36-month approach to residency.

### **Discussion of the Use of the 2-Year Application for International Students**

Todd Fields (Collin County College) initiated this discussion. His institution enrolled approximately 900 international students last year. They use their own in-house application and the ApplyTexas 2-year institution application. He said he would be interested in seeing if the 4-year institution international application could be modified for use by 2-year institutions.

Melinda indicated NCTC uses follow-up questions to collect the additional information it needs. She pointed out that it would be an advantage for students who later transfer to other public institutions if 2-year institutions had a fully-functioning ApplyTexas application for international students. Familiarity with the ApplyTexas system can make transfers easier.

Additional questions/instructions for the 2-year application were suggested:

- If you are here on a visa, what type is it? Application should have a full list of visas that allow or do not allow the student to domicile
- If the student’s visa is expired, he/she is to provide proof of previous status

Connie Garrick (Lone Star College) uses customized questions to collect additional information especially for students who want to attain an F-1 visa.

Two solutions were identified:

- Add an international student module to the current 2-year application; or
- Make the 4-year international application useable by 2-year institutions.

Next steps:

- Christine Gann (Sam Houston State University) volunteered to ask institutions to send her copies of applications so she can make a list of data elements they collect.
- Todd and Melinda agreed to contact 2-year institutions to find out what they believe they need. Todd also said he would look at Banner and identify the relevant data elements it collects.

### **Discussion of Proposed Amendments to the ApplyTexas Legislation and Rider**

Jane Caldwell provided the members a brief description of the changes that have been drafted for the ApplyTexas Legislation and Rider. The changes are designed to amend Texas Education Code Section 51.761 to (1) include a definition for private or independent institutions, (2) simplify language to use "public or private or independent institutions of higher education" rather than listing sectors; and (3) broaden the wording to apply to the creation of all admissions applications, not just freshman and transfer. Changes proposed for the Rider would allow the use of funds collected from participating institutions for the purpose of the electronic common application form and related activities designed to encourage student enrollment in college. Members were reassured that the committee would continue to have its current role in providing advice on the use of all funds.

Appendices B and C are copies of the proposed language changes to the statute and rider. Members of the committee are invited/encouraged to assist in the wordsmithing of these proposals, but input must be received by Jerel or Jane no later than by the end of October.

### **Review of Proposed Changes to ApplyTexas Applications or Procedures**

Tim Brace (ApplyTexas Team Manager) led this discussion. The following is a list of the items discussed, and key points of discussion.

1. Show all custom questions at once instead of one at a time. This suggestion was first raised by members of the secondary school counselor panel that met with the committee in May. This change should give applicants a better sense of how close they are to completing the application. The technical team is still assessing the implications of this change.
2. Move demographic questions to later in the application. This suggestion was first raised by members of the secondary school counselor panel that met with the committee in May. It would apply to all applications. This would let students build their confidence about completing the application before they reach the race/ethnicity question which confuses some students.
3. Remove question in scholarship application about parental income. Is the question necessary? Do students know the answer to this question?
  - a. Michelle said this information helps TAMU identify possible recipients of their scholarships.
  - b. Could it be collected through a custom question by schools who want it?
  - c. This is an optional question in the Biographical section of the application, but required in the scholarship form. Could it be made optional in the scholarship section, with a note indicating failure to provide the answer could cause you to not be considered for certain scholarships?
4. In residency questions, add "n/a" to parent visa question (currently some applicants choose "none of the above" which has a different meaning than "n/a" (not applicable)). N/A indicates the question of visa type does not apply; "none of the above" implies a visa is involved, but it is not listed. The discussion included a recommendation to take

more steps to keep applicants from seeing questions they do not need to answer – only show those that are necessary, based on previous information provided.

5. Parental education level questions: second parent can be “unknown or not applicable” for relationship if “unknown or not applicable” was the answer for his/her education level. A question was raised about whether this information was collected elsewhere in the forms. If so, the answers should just be pre-populated.
6. Update “father/mother” to “parent 1/parent 2” in scholarship application. A question was again raised about whether this could be pre-populated from another question.
7. Address deliverability. Research is underway into ways to determine deliverability of address information provided by students. Most common problem is failure to give apartment number. Christine asked if there will be a way to override this question if the address is not deliverable, rather than have this issue block the student’s ability to complete the form. She also asked how often the information would be updated. Tim indicated further investigation is needed into cost and answers to these other questions.
8. Add text to translate legalese on some items. Especially relevant to international students. Concerns were expressed about making the applications longer, with more to be read by the students. Tim said he would bring further information to the committee at a later meeting.
9. Add CEEB codes for colleges to the EDI files. Adding it could be made an option per institution. Questions were raised as to the need for this, since all colleges can be identified by FICE code.
10. Add word count to custom questions and scholarship short answers. The general flavor of comments from the committee was positive for this.
11. Deadlines for essays. Students do not now have to submit essays along with their applications for admission. Should common deadlines be set for all institutions? Candace Appleton-Kuntz (Texas Christian University) said their students sometimes draft essays in year one that they might submit in year two, and said this “role-over” provision worked well for them.

### **The meeting was halted for a 30-minute lunch break.**

1. Open later in the morning. The ApplyTexas application cycle currently opens at 12:01 am, August 1. The recommendation is to move the opening time on this date to 8:00 am so that the system will have full technical support. Many students try to submit applications at the opening time.
2. Open the application cycle earlier [than August 1] next year. This topic generated a lively discussion. Among the issues raised are:
  - a. This would indicate the SPEEDE meeting, where participating colleges receive guidance on changes in the ApplyTexas system, would also have to be held earlier.

- i. The Texas Association of College Registrar and Admissions Officers (TACRAO) is in the process of contracting to have the meeting be held between the 2- and 4-year summer meetings (held in July). It may be too late to change this contract.
  - ii. SPEEDE meeting timing is critical
  - iii. Need to contact TACRAO Executive Committee
  - iv. The move to an earlier date is especially an IT issue.
- b. Why open earlier just because FAFSA is opening earlier?
  - i. Does an earlier opening date serve the students or hurt them?
  - ii. High school transcripts won't be available earlier.
  - iii. Students would be applying per the usual schedule.
  - iv. You can submit the FAFSA even if you haven't been accepted for admission.
- c. Need to poll the institutions and base the decision on outcome
- d. Mike Washington indicated UT-Austin has not made a decision about earlier admissions, but will most likely try to keep in sync with the competitor schools
- e. No college would be required to open earlier just because the ApplyTexas system allows it.
  - i. Several members said that if the system is opened earlier, their presidents will require them to open earlier.
  - ii. Tim reported that 45-50 institutions open this year on the first date – August 1.
- f. Leah stated having applications open for two fall terms at the same time will be very confusing for students and colleges.
- g. Will college student systems be able to accommodate a change in schedule? How much lead-time do they need?

A list of the proposed changes, in the order in which they were addressed, is provided as Appendix D.

### **Identification of Workgroups, their Charges and Selection of their Chairs**

The decision was made that the establishment of workgroups at this time was premature as the schedule and topics of discussion are being identified. This discussion was postponed to the future meeting.

### **Next Meeting**

The committee agreed to have its next meeting on Friday, October 21, 2016, beginning at 9:00 am.

### **Adjourn**

After concluding the current meeting's work was complete, the Co-Chairs asked for a motion to adjourn. The motion was voiced by Nick Cioci and seconded by Candace.

## **Appendix A**

### **ApplyTexas-SPEEDE Summer Meeting Report June 16, 2016 Commons Learning Center – JJ Pickle Center**

The ApplyTexas-SPEEDE Summer meeting was planned jointly by the TACRAO Technology Committee, Richard Jimmerson, chair, and the ApplyTexas Summer Meeting Committee. The committee met via teleconference as needed and opened the registration on April 11. The committee met weekly beginning early May to finalize the agenda and ensure that the program expenses were covered.

The combined ApplyTexas – SPEEDE meeting hosted 179 participants, offering updates on the 2016-17 application changes, the upcoming Legislative season and proposed residency changes. Concurrent sessions were also offered to provide both technical and functional information with respect to both application processing and transcript processing. During lunch, Student Information System users groups met informally to share ideas and/or concerns for the upcoming season.

We did have one session that did not meet due to a miscommunication between the presenters and the committee, the High School Counselor Panel Discussion. To avoid such confusion in the future, it is recommended that one committee member be assigned to confirm participation for all scheduled sessions and provide time and meeting location to presenters.

The total cost of the meeting was \$11,596.16. The total revenue collected was \$13,425.00, netting \$1828.84.

Final Agenda attached. The invoice has been provided to the TACRAO Treasurer.

Respectfully submitted on behalf of the committee,

Michelle Walker

# ANNUAL APPLYTEXAS/SPEEDE WORKSHOP

JUNE 16, 2016

The [Commons Learning Center](#) at the JJ Pickle Campus: Austin, Texas

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7:30 – 8:30 Conference Check-in – *Commons Area Atrium*

7:30 – 8:30 Continental Breakfast and Networking– *Commons Area Atrium*

8:30 – 9:30 Welcome and THECB Legislative Update – *Big Tex Auditorium (1.102)*

- TACRAO Technology Committee Welcome – *Richard Jimmerson*
- THECB Legislative Update - *John Wyatt, Director of External Relations, THECB*

9:40 – 10:30 Concurrent Sessions:

- ApplyTexas 2017 – 2018 Application Update and Advisory Board – *Tim Brace, Sr. IT Manager, UT- Big Tex Auditorium (1.102)*
- Clearinghouse Birds of a Feather – *Richard Jimmerson, UT-Arlington, Lil Tex Auditorium (1.122)*

10:40 - 11:00 Break

11:00 – 11:50 Concurrent Sessions:

- Brownsville ISD success with TReX – *Doug Tolman, PEIMS Specialist, Joe Pedraza, Director PEIMS, Big Tex Auditorium (1.102)*
- Technical Users Forum – *The Apply Texas Technical Staff, Lil Tex Auditorium (1.122)*

The AT technical staff will meet with IT staff from member institutions to recommend technical applications and development for the upcoming iterations of the ApplyTexas Application.

- High School Counselor Panel Discussion – *Austin ISD, Bevo (1.140)*

Hear how Austin ISD college and career counselors use the ApplyTexas Counselor Suite to assist students with their applications.

- ApplyTexas 101 – *Sarah Wehner AT Helpdesk Administrator, Balcones (1.108)*

If you are new to the common application system of Texas, or would simply like a refresher course in functional use of the application administrative suite, please join functional user's forum introducing the ApplyTexas software. Additionally, learn more about the history of the evolution of the ApplyTexas application in Texas.

**12:00 – 1:15**      **Lunch on Site – Commons Area Atrium**

**Birds of a Feather “Discussion Groups” over lunch**

- **Banner**  
Sean Cargo (Texas A&M University) - *Big Tex Auditorium (1.102)*
- **Recruiter**  
TBD – *Bevo (1.140)*
- **PeopleSoft**  
Richard Jimmerson (University of Texas – Arlington) – *Lil Tex Auditorium (1.122)*
- **Jenzabar PX/EX**  
Melinda Carroll (North Central Texas College) – *Balcones (1.108)*
- **Other Systems (Colleague (Ellucian), or ‘home grown’)**  
Tim Brace (University of Texas) - *Commons Area Atrium*

**12:00 – 1:15**      **ApplyTexas Advisory Board: Lunch Planning Meeting – Stadium (1.138)**  
For current members of the ApplyTexas Advisory Committee, 2016-17

**1:30 – 2:20**      **Concurrent Sessions:**

Round table discussion facilitated by ATAC members of topics and issues faced by institutions using the ApplyTexas Application. Provide feedback to the ATAC for the development of a better application for all institutions.

- **Private/Independent Schools and the ApplyTexas Application -**  
*Candace Appleton-Kuntz (TCU) – Bevo (1.140)*
- **2-Year Institutions and the ApplyTexas Application -**  
*Connie Garrick (Lone Star College) - Balcones (1.108)*
- **4-Year Institutions and the ApplyTexas Application –**  
*Melissa Gallien (Lamar University) and Rebecca Lothringer (UNT) - Big Tex Auditorium (1.102)*
- **Graduate and International Applications** *Michelle Walker and Catherine Roueche-Herdman (Texas A&M University) - Stadium (1.138)*

**2:30– 3:15**      **Concurrent Sessions:**

- **Best Practices for Processing Electronic Transcripts –**  
*Joy Frazier and Richard Jimmerson (UT Arlington) Lil Tex Auditorium (1.122)*
- **Apply Texas 201 -**  
*Michelle Walker (Texas A&M University), Stadium (1.138)*

- **Methodology for Estimating Residency and anticipated Residency Changes -**  
*Jane Caldwell, Big Tex Auditorium (1.102)*

**3:15 – 3:45      Wrap-Up and Feedback Session – Big Tex Auditorium (1.102)**

This concluding program provides attendees an opportunity to address the TACRAO Technology Committee and ApplyTexas Advisory Committee and present agenda items for the upcoming planning & development year. All topics are welcome; planning and prioritization will build upon these recommendations from the constituency.

**3:45 – 4:00      Refreshment Break and departure**