

TEXAS HIGHER EDUCATION COORDINATING BOARD
ApplyTexas Advisory Committee
1200 East Anderson Lane, Room 1. 170
Austin, Texas
February 28, 2018, 9:00 a.m.

Meeting Notes

The Texas Higher Education Coordinating Board ApplyTexas Advisory Committee (ATAC) convened at 9:07 a.m. on February 28, 2018, with the following committee members present: Kevin Davis, Dana Fields, Todd Fields, Deborah Gilchrist, Rebecca Lothringer, Kerri Mikulik, Jennifer Waits, Michelle Walker, and Miguel Wasielewski

Participating Via Remote Access: Jennifer Beal, Chryssa Delgado, Pooja Mallipaddi, Carey Rose, Scott Smiley, and Angie Taylor

Member(s) absent: Larry Barroso, Vanessa Maldonado

Texas Higher Education staff: Claudette Jenks, Diana Foose

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

AGENDA ITEM	ACTION
A. Welcome and Introductions	Rebecca Lothringer called the meeting to order.
B. Review and Adoption of Minutes for the October 27, 2017 Meeting	Committee reviewed meeting notes. Debbie Gilchrist asked for clarification regarding item in notes. Revision to meeting notes: Kevin Davis asked to have gender moved from page 2 to page 1 on Q and E software. On motion by Michelle Walker, seconded by Kerri Mikulik, the Committee approved this item.
C. Discussion/Update from Apply Texas Technical Team	Tim Brace reported updates and progress on changes requested by the committee (See addendum). The committee reviewed existing items, other items for consideration, and determined priorities for the ApplyTX technical team to implement in the next application cycle (2018-2019).
D. Lunch	Adjourned for lunch, reconvened at 12:00 p.m.

<p>E. Discussion and Consideration of Proposed Changes to Apply Texas Forms or Procedures</p> <p>a. Revisit question regarding foster care</p>	<p>a. Committee discussed language to be placed in the application regarding foster care.</p> <p>Tim Brace recommended when student selects yes, then they will be sent to second part of the question. Information would be collected by this question for the THECB and for designated foster care campus liaisons to connect with students. Jerel Booker said the agency provides a resource guide for liaisons which will be updated. Question will be required and included on the application 2018-19 application cycle. Tim Brace will send this to the EDI and to research. Student information systems will need to be set up to capture the information. Jennifer Waits and Jerel Booker recommended adding a link to Coordinating Board website with information regarding foster care resources.</p> <p>First question will be Yes/No. If yes, second question reads, would you like to receive information on possible eligibility for financial and other assistance for students who were placed in foster care, if admitted?</p> <p>IT and admission staff at institutions will need the information as soon as possible to ensure this can be completed by July 1. Committee recommends notifying all parties of this change.</p>
<p>b. Other change requests for consideration</p>	<p>b. Other Change Requests for consideration</p> <p><u>Request to add ASL to language drop down menu on biographical page.</u> Rebecca Lothringer said ASL is considered as a second language. Recommendation to add on biographical page, In addition to English, what other language do you speak fluently? Change for 2018-19 application cycle.</p> <p>On motion by Kevin Davis, seconded by Todd Fields, the Committee approved this item.</p> <p><u>Request to have a hard copy of the 2-year application accessible.</u> Todd Fields will send to Claudette Jenks, a copy of 2-year application to be posted to College for All Texans website. Propose to use ApplyTX staff resources to develop 2-year application. Both 2-year and 4-year applications will be posted to College for All Texans</p>

website no later than September 1 for next application cycle.

On motion by Jennifer Waits, seconded by Michelle Walker, the Committee approved this item.

Request from McClennan Community College to make change to criteria search feature. UT ApplyTX team will review and determine an improvement. This item is tabled for next cycle.

Request for essay prompt change. Essay prompts will stay the same for 2018-19 application cycle to stay on schedule for review. Essays prompts will be reviewed for 2019-2020 application cycle.

Request from committee member, Keri Mikulik to include error message to notify students they are completing the wrong application type. Several students fill out graduate application but then apply as freshman application causing duplication. ApplyTX team will review options, Keri Mikulik will provide language for message. This item was tabled.

Jennifer Waits and Kevin Davis agreed there are problems with students filling out the dual credit application and would like recommendations for improvement. Committee discussed audit options. Debbie Gilchrist recommended language to say-are you applying to take college courses while still in high school? Yes/No

Proposal to reword the question to state – Are you applying to take college courses while still in high school? Yes/No

On motion by Debbie Gilchrist, seconded by Todd Fields, the committee approved this item.

Angie Taylor asked where change request form is located. The request link will be posted to landing page in the administrative site.

F. Discussion of potential agenda items and next meeting date

Items for next meeting to include an update from Tech Team, Other items for consideration, and ApplyTX summer meeting.

Next meeting will be April 23, 2018.

	<p>Michelle Walker request for next application cycle, to create a module for student to include high school course work and grades similar to Common Application and Coalition Application. Miguel Wasielewski supports requests. Michelle Walker will submit change request form for consideration.</p>
<p>G. Adjournment</p>	<p>Committee adjourned at 12:34 p.m.</p>

ApplyTexas Technical Team Report Updates for ATAC Meeting – February 28, 2018

Items done

- Partial data saves on XCurric page (counselor request, more than once). *Added save buttons on the page that stay on the page and don't hit audits.* **THIS IS DONE AND IN PRODUCTION FOR CURRENT CYCLE.** Item #7
- Remove outdated info from the scholarship app (national achievement competition) (TAMU). **THIS IS DONE FOR NEXT CYCLE.** Item #11

Items to be done

- Add School District code (HS graduating from) to the EDI, for two year schools to use. We talked about this last year, but the request came in after we went live with the new cycle. **WE WILL DO THIS.** *It will help with tuition decisions, and with dual credit students. TEA code.* Item# 6
- Add a Preferred Name field. One field only, on application (not profile). All apps, Bio page. Not required. Approved by committee. **WE WILL DO THIS** *New Request* Item# 1
- Add a question that will help institutions identify students who are foster care youth that they the students may be advised of available aid and services. There is strong support of this in the Legislature. Jane agreed to work with Department of Family and Protective Services and the Supreme Court of Texas Children's Commission to develop the appropriate wording. Add to US Freshman and 2-year app at first; add to other apps as soon as possible. Difficulty: Medium. Committee agreed to make this a priority item. **WILL INSTALL PER INSTRUCTIONS FROM CB.** Item #4
- Acknowledgment for releasing information. Approved by committee. **WE CAN DO THIS, NEED GUIDANCE FROM CB.** Item# 14

Items on hold or won't be done this cycle

- App type specific last update info (Tx State via request form). *Current system does not know one page from another, the last update is the last update for all pages, regardless of app type. This would not be a trivial change.* **NOT APPROVED BY ATAC.** Item #8
- Clarify how students enrolling in dual credit or early college programs are to answer questions about college credit. Project Type: Small. The handling of dual credit residency questions is on hold until the CB legal office and/or Legislature has had an opportunity to meet and provide guidance. (Anticipated during the 85th Legislative Session, spring 2017.) **CONTINUE TO TABLE PER CB.** Item #1
- Ask whether the applicant has ever been expelled, dismissed, suspended, etc., and provide space for explanation. This question addresses issues about student conduct as opposed to academic restrictions. Conclusion was that it is best to have the school collect this information via a custom question, rather than forcing each school to choose yes/no to collect the information. **CONTINUING TO LEAVE AS CUSTOM QUESTION.** Item #3
- Expand the list of data elements in the download. Add transfer credit hours, parent education information, HS graduation date, high schools and colleges attended and dates to/from for all applications submitted at a given time. Committee agreed to make this a priority item. Item# 5
 - *These can be added at any time (don't need to be available by July 1st). The team would like to delay this implementation until the new ATAC reinforces or reverses this request. However, adding this data would reduce the number of apps that could be returned at one time. Would move from 30 returned to 10 returned. We could also install a complete download of one app at a time; this all depends on how our users use the data.* **ON HOLD.**

Other items

- Require phone # on emergency contact info (TAMU). Allow all 0. Currently we require either phone, email, or address. If we require phone but allow for all 0, do we need to require something else? If we don't, we will have no info at all. We could put in a checkbox for "no phone" and then require something else, or instruct them to put in all 0 if no phone. Discuss in Feb ATAC meeting. Item# 13
- Don't require the "title" field on supplemental parental info (TAMU). We can do this easily. We will look at the titles to see whether we cover all the possibilities. Discussion supported leaving this. We will revisit in Feb meeting. Removing is not difficult if the ATAC wants it. Item #12
- Option to opt out of fee waiver by school (customized). Team would like to know how many schools want this; we can "hard code" a few schools in, which is easier than making it an option for everyone. Our suggestion: let schools who want to only allow credit cards to contact ApplyTexas and we'll customize for them. NOTE: allowing only credit cards could have a negative impact on applicants' ability to finish and submit applications. Item #15
- Customize the order in which the deadlines appear for the applicants. This would not be a trivial change. Currently, regular deadline appears first, and optional deadlines appear in that order (1,2,3). The request was for these to appear in date order. Some changes would be easier than others. Further discussion is needed if the ATAC wants us to proceed with this. Item #10
- App type specific fee waiver message (Tx State via request form). Currently fee waiver message is not app specific. Not trivial change to make it app specific. Could be handled in custom questions. We should follow up with the requestor, but this would not be a small change. Item #9
- Make test scores page optional for schools that do not require that information for their admissions decisions. Project Type: Medium.
Consider making test page optional for the colleges. Supported by committee members.
Pending due to other priorities, team would prefer to not install it this cycle. Not trivial. Item# 2