

Technology Committee Annual Report 2018

October 15, 2018

Committee Members:

Melissa Hyatt, Texas State University, Chair
Justin Schilke, Rice University
Richard Jimmerson, University of Texas at Arlington
Dottie Phillips, Dallas County Community College District
Jean McArthur, University of Texas at Austin
Mike Torres, El Paso Community College

The committee worked again with the ApplyTexas Committee in our joint summer workshop venture. We held a one-day workshop during the same week and location as the TACRAO summer meeting.

The workshop was well attended and up from the previous year. In setting up the agenda, we attempted to address what the attendees had requested they wanted through a survey that was conducted the year before. The agenda is posted on the TACRAO website. There were definite challenges in trying to get an agenda drafted to post on the website and we hope to make changes so it is available earlier.

Timing for the workshop worked well and may have been a contributing factor to why there was an increase in attendance. However, there are some concerns regarding it being after the July 1st go live date for Apply Texas.

Guidelines were developed and helped a great deal. This will allow the chair to pass information to the next person and keep continuity and facilitate information flow. There were some revisions made based on things we learned.

Reviews on the meeting space were good and we feel the location works with the changes we made. Overall, we feel it was a success and look to make it even better for next summer.

I appreciate the input, assistance, and support of the committee during planning and on the day of the workshop. I especially want to thank and recognize Justin Schilke who stepped up and handled registration overall as well as the activities the day of the event since I was not able to be there. His assistance was invaluable and absolutely stellar.

I also want to thank and recognize Jean McArthur who volunteered to do both SPEEDE presentations, even though it had been some time since she was involved with it. She took time to research and talk with people to get an understanding to be able to present the material.

The workshop was held on Wednesday, July 18, 2018.

Cost: \$100 per attendee

Time: 7:30am (breakfast) – 3:30pm

Attendees: 172

Because the workshop ended at 3:30pm, we eliminated the afternoon break, which gave us a cost savings of \$15 per person. Below is the income and expenses for the workshop.

Income: \$18,533.33

Expense: \$14,947.88

*There was a PayPal issue of \$95.00 from the previous year figured in this expense.

Expense Breakdown:

Refunds - 5 - \$500.00

Doubletree - \$14,352.88

End Balance: \$3585.45

Recommendations:

- At TACROA meeting in November, have the Technology and Apply Texas Committees meet as one group during the committee lunch so we can establish relationships and start working on the workshop.
- The Apply Texas Committee would like to see the workshop moved to June since July 1st is the go-live date for the Apply Texas application. However, the attendee's survey results support keeping the workshop adjacent to the University and Community College summer meetings to assist with travel time and cost for members. Therefore, the committee's recommendation is to move all three meeting to June if possible.
- Promote Guidebook starting in April and constant reminders throughout event to get evaluations done.
- Add to the registration process questions on if they are attending for Apply Texas, SPEEDE, or both as well as any special dietary requests.

Respectfully submitted,

Melissa Hyatt

Chair, TACRAO Technology Committee

Associate University Registrar

Texas State Univeristy