Texas Common Course Numbering System

# The Texas Common Course Numbering System
## 2022-2023 Committee Report

**Committee Members:**

| Name | Title and College | Special Associations and Committee Designations |
|---|---|---|
| Dr. Kerry Schindler | VP Instruction, Hill College | TCCIA Representative; Committee Member |
| Isaiah Vance | Assistant Vice Chancellor for Advising, TAMU System | Committee Member |
| Hector Cerda | Coor. Enrollment Services, South Texas College | Committee Member |
| Shelly Bowman | Assistant Registrar | Chair Elect |
| Kim Herman | Director of Transfer Admission, Southern Methodist University | Committee Member |
| John Spencer | District Registrar & Director Acad. Support Services, TCCCD | Database Manager and Committee Member |
| Kristin McDonald-Willey | Director of Admissions and Registrar, AC | Committee Chair |
| Kate Richardson | Registrar, NCTC | Committee Member |
| Dr. Ashley Spicer-Runnels | Asst. VP Academic Affairs, TAMU-San Antonio | TCCAO Representative, Committee Member |
| James Goeman | THECB ACGM Contact | THECB Rep.; Committee Member |
| Committee Support:<br>• Karen Weisbrodt, UT Austin: UT Austin Technical Contact<br>• Melissa Hyatt, Associate University Registrar Texas State University: VP-IT TACRAO | | |

**Committee Meeting Summary:**

| Committee Meeting Summary (Meetings Including 3 or More Members) | | |
|---|---|---|
| **Meeting/Event** | **Summary of Topics Covered** | **Tasks, Accomplishments, and Issues** |
| 11/18/22 | All members welcomed to committee and provided overview. | |
| 12/2/22; 12/7/22; 12/9/22; 1/23/23 | 4 onboarding meeting options held between chair and committee to ensure all volunteers understood the following:<br>1) The purpose of the TCCNS and committee.<br>2) The previous 2021-2022 committee work and proposed work for 2022-2023.<br>3) How each committee member's strengths will determine the annual assignment.<br>All members attended one of the 4 meetings. | • Committee members assigned to breakout groups based on interests and strengths.<br>• We approved the 22-23 Committee Tasks and Timelines. |
| 1/8/23 | Sub-group progress updates provided to full group via email. | |
| 2/28/23 | Created wish list which included tasks such as that people can reset their own password and make other updates themselves.<br><br>(Melissa Hyatt, John Spencer, and Kristin Were Present representing the TCCNS) | From the technical team, two issues were discussed:<br>1) UT Austin does not have many hours allocated throughout the year toward site improvement. It may take a while to work on requested updates.<br>2) UT Austin's current team would need to fully learn site functionality (e.g. core curriculum) prior to being able to assist with any updates. |
| 3/8/23 | Sub-group progress updates provided to full group via email. | |
| 03/09/23 | History, purpose, scope, and plans for the TCCNS - Paige Bussell (4-year), John Spencer (technical), & Kristin McDonald-Willey (2-year) | Transfer Tea AACRAO Podcast with Loida Gonzales |
| 4/13/23 | Sub-group progress updates provided to full group via email. | |
| 05/05/23 | • Progress update discussion via email.<br>• Group worked on edits for external communications. | |
| 07/24/23 | • Discussed Map My Path challenges. Sara Wika with THECB notified the TCCNS the THECB is using the TCCNS data as a Map My Path resource.<br>• Updated our progress/timelines chart and discussed sub-group challenges. | • THECB confirmed that the TCCNS is not redundant to Map My Path.<br>• Despite challenges with the data extraction/interpretation, the THECB is using the TCCNS data. |

| Committee Meeting Summary (Meetings Effecting 3+ Members) Continued | | |
|---|---|---|
| **Meeting/Event** | **Summary of Topics Covered** | **Tasks, Accomplishments, and Issues** |
| 9/25/23 | Meeting with group who will present at 23 fall TACRAO to make first round of presentation updates (John Spencer, Isaiah Vance, Hector Cerda, and Kristin McDonald-Willey). | |
| Periodically Via Email | The other sub-groups worked via email or in small Web-based groups of 2-3 on their breakout assignments throughout the year. | See Updated Task Chart |

| 22-23 Year Task Updates | | |
|---|---|---|
| **Original TASK** | **Assignments** | **End-of-Year Status (Complete?)** |
| Reach Out to TCCNS 2022-2023 Schools Missing Data | Kerry Schindler, Isaiah Vance, and Kristin McDonald-Willey | **Yes** – All contacts were notified multiple times via email or phone with a request to make updates. For a small number of schools, the data did need to eventually be rolled by the TCCNS chair so we could move forward with our counselor communication plan, but the number was much smaller than the previous year so improvement has occurred. |
| **Counselor Communication** (1st Communication Set to Go Out in Spring) Develop Communications Use TACRAO recruiting list (if in usable format) to email. | Kerry Schindler Kim Herman | **Yes** - Communication was created and list of counselors was generated from the day/night recruitment spreadsheets (military, college, and other entities were filtered out).<br><br>600+ Emails sent in 2023 fall term. |
| **Add Other Entities to Comm Plan?** Are there external groups we should communicate to and if so, what/when? Examples: TCCIA, TCCIO, Advising | Ashley Spicer-Runnels Kim Herman | **Yes** – Communication was created and a list of contacts was generated from the various entities' web sites.<br>• *TACUSPA* – Sent to Email on Site<br>• *TACC* – Sent to form on their site<br>• *TCCSAO* – Sent to 46 Officers<br>• *TEXAAN* – Sent to Email on Site<br>• *TACAC* – Sent to Email on Site<br>• *TACFEP* – Sent to Email on Site<br>• *TASSCUBO* – Sent to Email on Site<br>• *TCCAO* – Sent to 88 Officers<br>• *NTXSS* – Sent to Christine Hubbard with Dallas College Caveat<br>• *TGCCCC* – Sent to Form on Site<br>• *TC3* – Sent to Form on Site<br>• *TCC* – Sent to Email on Site<br>• *TCCIA* – Sent to 5 Officers<br>• *TACC-CIO* – Sent to Email on Site |
| **ACGM Updates** Notification of ACGM updates | 1st Half of Year: Marissa Garza | **Yes** – No ACGM manual updates posted for 23-24.<br>(Note: We were recently notified that James Goeman is the new contact) |
| **Improve TACRAO Communications** (Web, TACRAO, & Email) | Hector Cerda/Kristin McDonald-Willley | **Yes** - Communications were created for various tracks (schools with bounce backs where we needed to cold email, schools without bounce backs who were not responsive, etc.) Emails were sent out TACRAO body, to TACRAO listserv, to database contacts, and to school contacts. |
| **Check Data Integrity of the TCCNS Site** Look for errors in data | Shelly Bowman Paige Bussell | **Partial** – The application form for new members disappeared. In reviewing the form, some of the aspects no longer matched our new voting criteria and the form was revised. UT Austin reposted the form. However, we were unable to make all desired updates and do not have access to make many updates ourselves (e.g. modifying text that appears on a page is a UT Austin update). |

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| 22-23 Year Task Updates Continued | | |
|---|---|---|
| **Original TASK** | **Assignments** | **End-of-Year Status (Complete?)** |
| **Improve Functionality of Site**<br>\*#1 Priority: Ability to PW Reset<br>\*#2 Priority: Can still roll over when catalog live<br>**Other High Priorities:**<br>\*Core Course Viewable to External Users<br>\*Ability to Add Messages to School Pages (e.g. no gen. Edu, but can add info so does not just look like blank page.)<br>\*Reporting (non-Admin see non response schools or contacts via export)<br>\*Analytics: Tracking of When Last Logged in and Traffic to Site, What Schools looked up the most, etc.<br>\*Option for Admin to add user | John Spencer Melissa Hyatt Karen Weisbrodt and UT Austin IT Team | **Needs Work** – Melissa Hyatt made many improvements on the TCCNS side of the house, but we still have many site-related goals.<br><br>**TACRAO TEC/The TCCNS Updates**<br><ul><li>**Email Address:** An email address specific to the TCCNS was created and 3 committee members have login rights. We can now see that 50+ people have emailed the TCCNS inbox since 08/10/23 and most of the problems are related to password resets or rollover. **Issue:** The only issue is that bulk emails (such as the counselor emails) may flag a sender as spam and remove their access rights.</li><li>**SharePoint:** Melissa set up a SharePoint folder for the TCCNS and documents from the current Google drive can eventually be copied into this SharePoint folder as a back-up resource.</li><li>**More Administrator Rights:** Melissa Hyatt and Kristin McDonald-Willey trained with John Spencer and documented many processes.</li></ul>**UT Austin Related Technical Goals**<br><ul><li>It took a few months, but we were able to post the updated application form. It's still a goal to move this form to a digital version that is compatible with a variety of browsers/computers.</li><li>The desire for password resets and core display were discussed, but the progress has not started thus far. All site functionality items need follow up and prioritization.</li></ul> |

**Future Items for Consideration:**
- **Technical Focus Needed:** For the 23-24 year, priority needs to be given to (at least) semi-regular meetings and/or progress update emails with the UT technical team. Finding the time everyone can meet outside the scope of their day jobs and outside the scope of the necessary work related to updating contacts and ensuring inventories are updated can prove challenging.
- **Retirements:** We have retirements on the horizon so a new committee chair elect needs to be appointed. We also need to plan for a sustainable model that accounts for other upcoming retirements.
- **Chair Suggestion Related to Committee Makeup:** Per UT Austin the contract does not stipulate many hours each year that can be used for programming improvements. As a result, it's my suggestion that if more automation cannot quickly occur, that the point system and committee makeup be re-evaluated. As long as the system is highly manual and not automated, a large majority of time will be spent on emails and trainings. For instance, due to the new TCCNS inbox, we know we responded to over 50 emails over a 1-month timespan. However, when you add in emails sent to personal inboxes, the number is probably closer to 70. To reset a password involves finding and removing a user entirely from the TCCNS system, resetting the user back up in the system, reconnecting the user to the desired institution, and then emailing the user their new login and password information. In some instances, we reset a single individual user's email account 2 or 3 times which would mean around 20 minutes was spent on one user on one issue. The work is important, but it's time intensive. It might make sense to consider having multiple committee members with technical interest, aptitude, and time who could divide and conquer tasks such as customer needs for database updates, working with UT Austin for technical improvements, working to update "How To" manuals, etc. In theory, all job duty divisions could be made at the committee level, but finding volunteers who have an interest in the technical aspects of the committee and the time to allocate toward these tasks can prove challenging.