

# HISTORICAL COMMITTEE REPORT

*for the*

## Texas Association of Collegiate Registrars and Admissions Officers

### TACRAO



#### 2023-2024 Historical Committee:

- Kat Livingston, *Chair*
- Melinda Carroll, *Committee Member*
- Clara Giroux, *Committee Member*

#### Goals:

1. Find a solution for archiving historical TACRAO materials and memorabilia into a searchable electronic archival system.
2. Schedule demo with Soutron Global.
3. Present proposed solution(s) and associated costs to TEC.

#### Accomplishments:

Date	Accomplishments
10/31/23	TACRAO Lunch & Planning Meeting
2/15/24	Committee Meeting: <ul style="list-style-type: none"><li>• Discussed purpose of committee, goals, and timelines.</li><li>• Created a Teams site for committee documents, resources, and communications.</li><li>• Discussed action items:</li></ul>

	<ul style="list-style-type: none"> <li>○ Request demo from Soutron Global.</li> <li>○ Document any recommended changes.</li> <li>○ Committee chair will schedule next meeting following the Soutron Global demo.</li> </ul>
3/1/24	Conducted initial meeting with Soutron Global & Historical Committee.
3/22/24	<p>Committee Meeting:</p> <ul style="list-style-type: none"> <li>● Discussed initial demo, action items, and provided positive feedback.</li> </ul>
4/3/24	<p>Conducted follow-up meeting and initial introductions with new Soutron Global account representative. Discussed action items:</p> <ul style="list-style-type: none"> <li>● Send TACRAO sample documents to new Soutron Global account representative.</li> <li>● Request follow-up demo with TACRAO sample documents implemented into Soutron Global demo site.</li> <li>● Document any recommended changes.</li> </ul>
6/4/24	Committee provided Soutron with TACRAO sample documents and content outline.
6/20/24	Followed up with Soutron to confirm receipt of TACRAO records and discuss any questions regarding the files we provided.
7/17/24	Soutron provided the committee with a brief status update and confirmation of receipt of TACRAO records.
7/29/24	Historical committee followed up with Soutron to request to schedule demo of TACRAO records in Soutron demo system.
9/19/24	Soutron implementation team loaded TACRAO data into the Soutron demo system for review.
9/23/24	Scheduled demo with Soutron to review TACRAO records within Soutron demo system.
9/27/24	<p>Conducted demo with Soutron and the committee to review TACRAO records within the Soutron demo system.</p> <ul style="list-style-type: none"> <li>● Discussed questions, next steps, and provided positive feedback.</li> </ul>

10/10/24	Soutron Global provided the committee with a link to view the TACRAO demo site within the Soutron system.
10/14/24	Committee chair sent a follow-up requesting a pricing proposal from Soutron.

**Committee Recommendation:** The Historical Committee recommends Soutron Global as a solution for archiving historical TACRAO materials and memorabilia into a searchable electronic archival system.

**Action Items:**

1. Request TEC review of TACRAO demo site in Soutron system:  
<https://www.loom.com/share/091e8464672b4144817833e545dce758?sid=1f310930-7676-4879-9758-e2412c915bc4>
2. Document any recommended changes.
3. Submit pricing proposal to TEC once received.