The Texas Common Course Numbering System
2023-2024 Committee Report

Committee Members:

Name	Title and College	Special Associations and Committee Designations
Shelly Bowman	Assistant Registrar, Texas Tech University	Committee Member
Kim Herman	Director of Transfer Admission, Southern Methodist University	Committee Member
Melissa Hyatt	Associate Registrar, Texas State University	TCCNS Ex Officio; TACRAO VP-IT
Kristin McDonald-Willey	Director of Admissions and Registrar, Amarillo College	Committee Chair
Andrew Ruiz	Registrar, South Plains College	Committee Member
Isaiah Vance	Assistant Vice Chancellor for Advising, Texas A&M System	Chair Elect
Dr. Kerry Schindler	Vice President of Instruction, Hill College	Committee Member; TCCIA Representative
Dr. Ashley Spicer-Runnels	Assistant Vice Chancellor for Academic and Health Affairs, Texas State University System	Committee Member; TCCAO Representative
Amanda Austin	THECB Program Manager; Lower-Division Academic Course Guide Manual (ACGM) Contact	Committee Member

Committee Support:
- Paley Wu, the TCCNS site programmer, Joined in for some summer and fall 2024 meetings.
- Jodie Rexroat, Future TACRAO VP-IT, Joined in for some fall 2024 meetings.

Committee Meeting Summary

Meeting Dates From 2023 TACRAO – 2024 TACRAO Leadership Hand Off

Meeting Date	Meeting Topics
10/31/23	TCCNS Committee Meeting • Lunch and Planning Meeting at TACRAO
12/5/23	TCCNS Committee Meeting • Onboarding and goal setting.
2/15/24	TCCNS Committee Meeting • Personal assignment progress and discussion on assignments.
4/16/24	TCCNS Committee Meeting • Discussion about new server and site changes. • Committee task completion progress updates.
6/14/24	TCCNS Committee Meeting • TACRAO TEC Fee Proposal • 24-25 Communication Plan Approval • Discussion of TCCNS, TEC, and Programmer Role
9/13/24	TCCNS Committee Meeting • ACGM PHED and EDUC update discussions • Past-year reflections and future goals

Additional Meetings and Prep Work: Partial group committee member meetings occurred between two or more of the following people at various points throughout the 23-24 year: TCCNS chair, TCCNS co-chair, TACRAO VP-IT, the TCCNS programmer(s), the TACRAO president, and the future TACRAO VP-IT. Meetings occurred on the following dates: 1/19/24, 2/12/24, 2/16/24, 4/4/24, 4/23/24, 6/10/24, 7/2/24, 8/15/24, 8/23/24, and 10/15/24. Many discussions also occurred through email.

ACGM Meeting attended by Kristin, Isaiah, and Amanda on 3/25/24 and 10/21/24. Kristin and Isaiah provided the TCCNS update.

2024-2025 TCCNS Site Update (As of 10/25/24)

84% of the schools have updated their 2024-2025 Data

- o   56% Rolled/Updated by the 8/15/24 deadline
- o   28% Rolled their Data, but After the 8/15/24 deadline
- o   16% Have Not Rolled Their Data

Note: It does currently appear via the TCCNS drop down that more schools are missing data than really are missing data and this will be something the committee will look at with the new programmer (e.g. branch schools that are no longer active appear as of 10/25/24 and need to be hidden).

New "Roll" Related Goal: Have all data rolled (that should be rolled) by the 2024 TACRAO conference. The VP-IT has given the TCCNS Chair the TACRAO primary contacts and if those contacts differ from the TCCNS administrator contacts, we are contacting them. When it does not differ, we are reaching out to all TCCNS administrator contacts one more time.

Committee 23-24 Achievements

- **Server:** New server/back-up server was set up with increased functionality (e.g. password reset, ability for institutions to update their own administrators, increased site comparison functionality, unique URLs for each page, etc.)
- **Contract:** New contract developed that addresses the TCCNS' relationship between TACRAO, programmer, and end users.
- **ACGM Connection:** Increased relationship with ACGM. Amanda involved TCCNS with ACGM meetings and updates.
- **Additions to Inventory:** 4 new PHED course updates were added to the TCCNS site this year.
- **Web page:** Web page developed that summarizes the increased functionality and ACGM updates that were sent out the TCCNS administrators 2024-2025 Updates to TCCNS and ACGM
- **Feedback on New Site Design:** We did not conduct a formal survey, but we received many positive unsolicited feedback praises from our institutional site administrators.
- **TCCNS Email:** Almost all site administrators are now sending email inquiries to the tccns@tacrao.org email address listed on the site and this is due primarily to increased visibility on the site footer and other pages.
- **Committee Goals:** The committee achieve all of its goals (reaching out to schools via communication plan, reaching out to schools with missing data, improving ACGM update communication and functionality of site, etc.). The only goals not met were improving our communication to high school counselors and other entities (i.e. more eye-catching communications they can share); this goal was put on pause while we worked to transition the site.

Committee 24-25 Plans and Goals

- **Plausibility and Future Site Enhancement Discussion:** On 10/31/24, Melissa, Isaiah, Paley, and Jodie plan to meet to discuss additional ways to improve the site for our end users and to get an idea of what is and is not possible to ease the TCCNS Chair's manual workload and the potential costs involved with additional upgrades.
- **Chair Transition:** Kristin and Isaiah plan to meet on 11/19/24 (post TACRAO) to discuss the hand off. At that point, Isaiah will begin his work with 24-25 committee work and goal planning.

Date Report Developed: 10/25/24
Submitted By: Kristin McDonald-Willey, The 2023-2024 TCCNS Committee Chair