This email is being redistributed on behalf of Mary E. Smith, Ph.D., Interim Assistant Commissioner for College Readiness and Success, Texas Higher Education Coordinating Board, to avoid any possibility of confusion. The nominations being sought are for the Apply Texas Advisory Committee.

MEMORANDUM

TO: Presidents and Chancellors of Public Universities, Community, State and Technical Colleges

FROM: Mary E. Smith, Ph.D., Interim Assistant Commissioner Mary E. Smith

DATE: March 31, 2015

RE: Nominations for Apply Texas Advisory Committee

The Texas Higher Education Coordinating Board (Board) is seeking nominations from your institution of an individual to serve on our Apply Texas Advisory Committee.

In 1997, Texas Education Code Section 51.672, was passed by the Texas Legislature, calling for the Board, by rule and with the assistance of an advisory committee composed of representatives of general academic teaching institutions, to create and distribute common application forms for freshmen and transfer students applying for admission to general academic teaching institutions. Since that time, the common application project has expanded to include an admissions application for community and technical colleges, application forms for graduate students, and a Counselor Suite through which high school counselors can determine their students' status in applying for admission and federal financial aid. The Apply Texas Advisory Committee is instrumental in reviewing Apply Texas operations for ways to improve their clarity, efficiency and effectiveness.

For more information, go to:
http://www.thecb.state.tx.us/index.cfm?objectid=C86EFAD2-0662-B551-D09F2BB018A29667

Nominations are open to public universities, and community, state, and technical colleges. The committee meets at least two times per year. At the end of this fiscal year, the committee will have 10 vacancies.

If you would like to nominate an admissions administrator to serve on the committee, please use the attached form to provide information about the nominee and attach a short vita or résumé that shows the reasons the nominee is particularly well-suited for service on the committee. Please send the form and vita/résumé to applytexasapplication@thecb.state.tx.us no later than **April 16, 2015** for your nomination to be considered.

Board staff will review all the nominees and consider diversity of representation in institutional type, region of the state, gender, and ethnicity. Board staff will notify all those selected to serve on an advisory committee by email and provide them with information about their committee and their term of service.

We look forward to receiving your nominations and proceeding with this important work.

Attachment