Texas Common Course Numbering System (TCCNS)
Standing Committee of the Texas Association of College Registrars and Admissions Officers (TACRAO)

Purpose

To oversee the maintenance, enhancement, and promotion of the Texas Common Course Numbering System (TCCNS) Database and matrix website. The TCCNS Database is a freely accessible online database of TCCNS courses offered at Texas institutions of higher education. The interactive database allows students, parents, high school counselors, higher education academic advisors and enrollment management officers to compare institutional courses offered at the freshman and sophomore level and consistent with the Texas Higher Education Coordinating Board's *Lower-Division Academic Course Guide Manual* (ACGM). This service has helped thousands of students to understand how their courses may transfer between colleges and universities. In addition, the committee maintains a listing of institutional contacts, initiates billing of participating institutions to cover costs associated with maintaining the database, and plans for promotion and enhancements to the database.

Structure

- Five TACRAO members (serving staggered three-year terms; two from a public university, two from a community college district, and one from a private institution of higher education). Replacements are appointed by the TACRAO President-Elect as these terms near completion
- One member chosen by the Texas Community College Instructional Administrators (TCCIA)
- One member chosen by the Texas Council of Chief Academic Officers (TCCAO)
- One member chosen by the Independent Colleges and Universities of Texas (ICUT)
- One representative from the Texas Higher Education Coordinating Board (serves in an ex-officio/non-voting capacity)
- One coordinator of the TCCNS database and website, selected by the committee, and serving as a non-voting member of the committee
- If TACRAO adds a VP for Technology to its structure, this person will participate on this committee as ex-officio with no voting privileges.

Responsibilities

Chair

- Call meetings of the committee as needed, but not less than once per year, using web conferencing services as much as possible
- Conduct meetings using rules of parliamentary procedures of the latest version of Roberts Rules of Order – including establishing that a majority of committee members are participating/voting in the meeting.
- Solicit agenda items from membership and prepare agenda. Provide agenda to members of the committee 10 days prior to the meeting.
- Work with TACRAO Secretary on issuing invoices for the institutional TCCNS Database fee, annually. Funds collected as TCCNS Database Fees from participating institutions will be deposited by the TACRAO Treasurer into the TACRAO checking account and tracked a with a unique budget code, to be expended for purposes the TCCNS committee has approved. Initiate requests to the TACRAO Executive Committee for the payment of coordinator's stipend by the TACRAO treasurer (quarterly).
- Initiate requests to the TACRAO's Executive Committee for payment of contracted services for technical hosting support upon review of invoices by the coordinator and approval of the committee at large
- Initiate request to the TACRAO's Executive Committee to approve and issue any other payments such as reimbursement to TCCNS Database Standing Committee members or coordinator travel to attend any face-to-face committee meetings or any travel approved and deemed to be promotional for the TCCNS Database.
- Present the TCCNS Database Standing Committee annual report as approved by the committee to the TACRAO Executive Committee at the TEC meeting immediately preceding the TACRAO Annual Meeting.

Members

- Serve a term of three years.
- Participate in decisions regarding TCCNS; If a member does not participate in meetings or respond to inquiries for input following meetings, the chair may solicit a replacement appointment from the appropriate organization.
- Approve contract for technical hosting support services
- Review and approve financial reports of expenditures and income
- Bring matters of concern to the chair so that meetings can be called and/or votes can be taken on issues
- Bring suggestions for improved performance and for widening knowledge and use of the database to the committee

THECB Representative

- Reviews and approves any new requests by institutions to support the database and have institutional courses included in the database.
- Informs the committee of changes to the ACGM including the addition, deletion, and/or deactivation of courses in the TCCNS.
- Provides updates about other THECB initiatives and legislation that may affect the TCCNS.
- Provides THECB clarification of TCCNS implementation at institutions and reporting requirements consistent with state statute and administrative rules.

Coordinator

- Maintains the database and website in consultation with database technical hosting service.
- Seeks guidance from committee for resolution of database maintenance and development issues.
- Reviews and forwards database technical hosting service and/or development invoices to the chair
- Alerts the committee when technical hosting services contract is in need of change or renewal
- Acts as recording secretary at committee meetings and prepares minutes.

TACRAO Oversight

The TCCNS Database Standing Committee will operate as any other standing committee of TACRAO, with its chair appointed by the TACRAO President-Elect. The TACRAO Executive Committee will review and approve TCCNS financial transactions at its quarterly meetings, or by email approval if there is an urgent need between TEC meetings. The TCCNS Database Standing Committee chair will provide an explanation of expenses to the TACRAO Treasurer and the TACRAO Treasurer will provide a financial statement of the TCCNS Database funds to the TCCNS Database Standing Committee. The TCCNS Database Standing Committee will review available funds and fee collections from participating institutions to determine a fee amount appropriate and adequate to cover expenses. The TCCNS Database Standing Committee will submit an annual report to the TACRAO Executive Committee including activities of the committee and the TCCNS Database website, and plans for continuing operations and enhancements of the TCCNS Database.