Texas Association of Collegiate Registrars and Admissions Officers

TACRAO 101

Welcome Event for New Attendees

November 3, 2019
Galveston, Texas
WELCOME TO YOUR FIRST TACRAO CONFERENCE

And what a conference we have planned for you!! Whether you are a new TACRAO member, a new professional, or a seasoned professional attending the Annual Conference for the first time, you will find great sessions, fun activities, opportunities for networking, and more!

To help get you acquainted and involved, TACRAO has a newcomer event each year. As a newcomer, you will be provided opportunities to learn about TACRAO and our regional and national organizations. Additionally, you will meet “veteran” TACRAOans throughout the conference. We hope that you will take advantage of these opportunities and really make the most of your first TACRAO experience.

There are several activities planned for you. Take note of these events in Guidebook.

Scheduled Events

Sunday, November 3, 2019
5:30 PM – 6:00 PM, Galveston Island Convention Center, Galleon II/III
Welcome Event for New Attendees
Don’t miss this one-time opportunity to come and learn about the TACRAO organization, the annual conference, and how to make the most out of being a member of this wonderful organization…AND meet the TACRAO Executive Committee members.

Scavenger Hunt
This is a fun activity just for newcomers. The form will be handed out at the Welcome Event for New Attendees session at 5:30 p.m. The winners receive a free conference registration to next year’s conference. You have until Wednesday morning to complete this project.

Sunday, November 3, 2019
6:00 PM - 7:00 PM, Galveston Island Convention Center, Exhibit Hall B
Membership & Exhibitor Mixer
This is an informal opportunity for you to meet other newcomers and “veteran” TACRAO members. Take this time to make new contacts and grow your professional network. Make your first contacts with TACRAO Exhibitors and begin completing your exhibitor bingo.

7:00 PM – 9:30 PM, Galveston Island Convention Center, Grand Ballroom ABC
President’s Dinner and Opening Reception
The LAC-2019 Co-Chairs and the President of TACRAO have a special treat for all membership with our guest speaker, Jean Kwok.

Monday, November 4, 2019
11:30 AM – 1:15 PM, Galveston Island Convention Center, Grand Ballroom ABC
Recognition and Awards Luncheon
TACRAO recognizes members who have contributed to the organization over the past year. Be sure and join us to thank those members who have volunteered their time for TACRAO this past year. It also gives you a chance to explore areas in which you might like to become involved.

3:50 PM – 5:00 PM, Galveston Island Convention Center, Galleon I & II
Town Hall Meeting (all members)
This is a meeting where the Executive Committee officers present to the membership information about any proposed constitution and bylaws changes for discussion prior to voting. This is also, where the membership can bring up topics of concern to the organization and its member institutions. Discussion can be lively, but this is YOUR organization at work and giving feedback to its leaders. Topics can also include...
recent legislative changes affecting member institutions. Attend, listen learn, and let your voice be heard.

5:00 PM – 8:30 PM, Shopping & Dinner on your Own @ The Strand Historical District – Galveston
(Bus transportation to The Strand Historical District provided)
Dinner on your Own - Make plans to go out with a group.

9:30 PM – 11:00 PM, San Luis Hospitality Parlor
Hospitality Suite

Tuesday, November 5, 2019
3:35 PM – 4:20 PM, Galveston Island Convention Center, Harbor, Clipper, Galleon 1, Galleon 2, Galleon 3, Yacht
Regional Meetings
The geographic regions’ organizations meet to discuss any upcoming regional meetings or workshops, and issues pertaining to their area of the state. Come listen, learn, and become an active participant in your region of the state.

4:30 PM – 5:30 PM, Galveston Island Convention Center, Exhibit Hall A
Battle of the Regions
TACRAO Texas showdown - support your region! TACRAO is such a large organization in such a large state that we also have regional organizations geographically. These regions battle one another in good-natured fun to see who will take home the traveling trophy each year.

6:30 PM – 10:00 PM, Galveston Island Convention Center, Grand Ballroom ABC
Tuesday Night Big Event – Back To The Future!
Get your leg warmers & stone washed jeans ready! The Tuesday night Big Event will feature entertainment from The Spazmatics – a high-energy cover band singing some of your favorite 80s hits! Come join the fun & dance the night away with TACRAO colleagues!

9:30 PM – 11:00 PM, San Luis Hospitality Parlor
Hospitality Suite

Wednesday, November 6, 2019
10:10 AM – 12:00 PM, Galveston Island Convention Center, Grand Ballroom ABC
Brunch and Business Meeting
This is when the association meets together to discuss important business and vote on any current Constitution and Bylaw changes. This is also when the Scavenger Hunt drawing for the free conference registration will take place. The President presiding over the current conference gives a farewell speech and passes the gavel to the new President. Conference wrap up is given and the newly elected officers take office. The Local Arrangements group for next year’s TACRAO conference in San Antonio will make a presentation inviting us to Conference 2020.
Purpose and Objectives of TACRAO

The purpose of the association is to contribute to the advancement of higher education in its fullest and broadest implications, and to advance professionally the offices of admissions, institutional research, records, registration, enrollment management and closely related functions among institutions of higher learning.

Future TACRAO Meetings

(Registration will occur in the Events page of the TACRAO website, www.tacrao.org)

98th Annual Meeting
Galveston, Texas – Convention Center
Nov. 3-6, 2019

99th Annual Meeting
San Antonio, Texas – Hyatt Regency Hill Country Resort & Spa
Nov. 8-11 2020

University Summer Meeting
Doubletree Hotel, Austin, Texas
July 16, 2020

Texas SPEEDE User Group Meeting
Doubletree Hotel, Austin, Texas
July 17, 2020

Community College Summer Meeting
Doubletree Hotel, Austin, Texas
July 16-17, 2020

100th Annual Meeting
Lubbock, Texas - Convention Center
Nov. 7-10, 2021

Other Professional Meetings and Workshops

SACRAO February 2-5, 2020 – Alexandria, VA www.sacrao.org

AACRAO April 5-8, 2020 – New Orleans, LA www.aacrao.org

More Good Stuff on TACRAO Website – use it!

About us – TEC, TACRAO committees, Affiliates, History of TACRAO
Events – Conferences, meetings, College Day/Night Recruiting
Resources -- Constitution & Bylaws, Procedures Manual, Committee Reports
Membership – Login, Directory, Honorary members, and much, much more
News & Announcements – News, Newsletters
EXECUTIVE COMMITTEE

The TACRAO Executive Committee (TEC) includes the President, President-Elect, Vice President for Records and Registration, Vice President for Admissions, Vice President for Technology, Secretary, Treasurer, and Immediate Past-President. The Local Arrangements Chair for the current years and the next year’s Annual Conference serves as ex-officio members. The Committee meets approximately five times a year: just prior to and at the end of each annual conference, in February, May, and August at the next conference site. TEC manages the affairs and conducts all business of the Association, including the Annual Conference and special workshops.

President
- Chair Executive Committee Meetings, the Annual Business Meeting, and the Annual Conference.
- Appoint members of standing, session planning, and special committees.

President-Elect
- Serve as liaison between the Annual Conference Local Arrangements Committee and the Executive Committee.
- Coordinate development of the Annual Conference agenda including program sessions and special workshops.

Past-President
- Chair the New Member Committee and Site Selection Committee.

Vice President for Admissions
- Coordinate activities of the Professional and Graduate Schools, Strategic Enrollment Management, Student Access and Equity, Student Recruitment and School Relations, and Undergraduate Admissions session planning committees.
- Coordinate development of admissions programs for the Annual Conference.

Vice President for Records and Registration
- Coordinate activities of the Certification and Legal Issues, Community and Technical Colleges, Data Collection, Management and Organization, Registration Techniques and Records Management and Technology Session Planning Committees.
- Coordinate development of records and registration and technology programs for the annual conference.

Secretary
- Maintain all official records of TACRAO business including minutes of Executive Committee and Annual Business Meetings.
- Maintain the member activity database.

Treasurer
- Collect and deposit institutional fees and other Association income.
- Make payments for all Association financial obligations.
- Maintain the financial accounts for the Association

Vice President for Information Technology
- Coordinate program activities relative to the professional areas of information technology. Such activities include but not limited to: updates to the TACRAO website; technology related to TACRAO voting; technology needs surrounding assessment projects.
- Assisting with the maintenance of the TACRAO conference registration system and membership database in conjunction with the TACRAO secretary and TEC.

Local Arrangements Chairperson (Ex-Officio)
- Appoint Local Arrangements Committee members to plan and present the Annual Conference.
- Oversee all arrangements for the Annual Conference.
SESSION PLANNING COMMITTEES

Purpose
To submit, plan, and execute program sessions and workshops at the Annual Conference.

Appointments
Session planning committee Chairs and Members are appointed by the Executive Committee at its August meeting and are expected to attend the next two annual conferences. Session planning committees report to the Vice President as follows:

Admissions Session Planning Committees
- Access and Equity
- Admissions
- Community and Technical Colleges and Transfer
- Recruitment and Outreach
- Student Success

Records and Registration and Graduation Session Planning Committees
- Certification and Legal Issues
- Graduation and Commencement
- Management, Organization and Professional Development
- Records and Registration
- Technology and Data Collection

Structure
One Committee Chair
Four or five members.

Term of Office
- One year (beginning at the Annual Conference).
- One member is named as chair for the following year.
- Other members usually rotate off.

Committee Members
- Begin to develop program ideas at the Annual Conference.
- Develop and coordinate sessions for the conference. Secure the topic to be presented and secure the presenters and facilitators for each session.
- Input session information into the TACRAO session database/spreadsheet.
- As a committee, submit 12-15 sessions for review by the TACRAO Executive Committee.
- Follow up on sessions submitted up until the session is presented at the conference.
- Confirm presenters, non-TACRAO presenter’s expenses, facilitators, and audiovisual needs and update this information in the Data Base.

STANDING COMMITTEES

**HOW TO GET INVOLVED IN TACRAO**

The “I’m Available” volunteer form offers the opportunity for members to serve as session facilitator, program participant, moderator, committee member, and/or committee chair. In addition, members are always welcome to submit articles to the Publication Committee for the Newsletter and/or be a member of the Local Arrangements Committee when the annual meeting is in proximity. Once you volunteer, guarantee that you will complete your assignment no matter what!

Copies of this form is on the Get Involved page at the TACRAO website, [www.tacrao.org](http://www.tacrao.org).

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**TACRAO 2019 NEWCOMERS COMMITTEE**

Please contact the Newcomers Committee if you have questions or need additional information.

Thank you for attending this TACRAO Conference.

Joe Papari, Chair & Past President – [japari@smu.edu](mailto:japari@smu.edu)
Michelle Walker, Committee Member – [mbwalker@tamu.edu](mailto:mbwalker@tamu.edu)
Esteban Martin, Committee Member – [esteban.martin@utrgv.edu](mailto:esteban.martin@utrgv.edu)
Joy Frazier, Committee Member - [Joy.Frazier@UTSouthwestern.edu](mailto:Joy.Frazier@UTSouthwestern.edu)