A Summer Project – The Development of a Disclosure and Reporting Information Page

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Office of Institutional Research & Evaluation (OIR&E)

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Our Summer Project

- Respond to the Higher Education Opportunity Act of 2008 (HEOA) by August 2009
- Inform administrative offices of new mandates
- Assist with interpretation of the law and identify challenges
- Develop an easily accessible “portal” webpage for disclosure and reporting
- Create system for continuous updates
First Step – GET HELP!

- Review ALL current information on HEOA
  - NPEC document – GREAT START!
- Brought Research Assistant onboard
  - Research other institutions’ consumer information pages
  - Categorize requirements and create checklist by category
  - Identify point of contact for each requirement
Second Step – Internal Investigations

- Important to review all pre-existing information
- Find what we have
  - Many reports and data already exist
  - Research currently disclosed consumer information for modification
- Get what we need
- Initiate discussions on new polices/practices
- Highlight items that need legal counsel
Third Step – Get University Cooperation

- Distribute checklist to each department
- Conduct meetings to discuss new requirements
  - Explain what is needed and impending challenges
  - Identify unit or office responsible
  - Suggest techniques for disclosure and reporting
  - Discuss deadlines – vary for certain areas
- Establish process for constant contact and timeline for compliance

Office of Institutional Research, June 10
Cast of Characters

- Bookstore
- Department of Education & NCES
- Disability Services
- Financial Aid
- Foreign Affairs
- Human Resources
- Office of Public Safety
- Undergraduate Education/Student Services
- University Counsel
- Web Communications
Newly Required Policies and Processes

- Important task of informing departments of newly required university policies
- Identify unit responsible for oversight
- Contact and include University Counsel
- New Policies/Practices for Tufts
  - Collecting data for extended list of criminal offenses and hate crimes
  - Missing Students Policy
  - Textbooks
Learn how to create and maintain an online consumer information page

- Acquire support of web communications department
- Learn new software – HTML, DreamWeaver, ThinWire

Develop sitemap of disclosure page considering suggested format and set-up

Include ideas from other effective sites
5 Suggestions

1. Focus on compliance & communication
2. Develop a single web page
3. Adopt a “3-click” approach
4. Use consumer-friendly labels & language
5. Use a common set of content titles
Disclosure Requirements

- Non-Loan Related
  - General Institutional Information
  - Teacher Preparation Program Report
  - Health & Safety
  - Student Enrollment and Outcomes
  - Textbooks
  - Intercollegiate Athletics
  - Voter Registration

- Requirements related to Loans
  - Title IV, HEA Loan Programs, & Private Loans
  - Code of Conduct
Tufts University Consumer Information (TUCI)

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (HEA).

The Higher Education Opportunity Act of 2008 (HEOA) contains numerous federal reporting and disclosure requirements for information from various administrative areas of higher education institutions. In order to make this information readily available, the Office of Institutional Research & Evaluation (OIR&E) has created this website which is designed to provide quick access to this data.

The following are general consumer information subject areas, which provide links to references, reports and additional details. If you need further information, please contact OIR&E.

Student Information
Financial Aid and Loans
Public Safety
Teacher Preparation
Annual Reports
Student Information

- Institution's Mission
- Student Information
  - Student Profile Data
  - Completion and Graduation Data
  - Retention Rate
- Academic Program
- Accreditation
- Credit Transfer
- Withdrawal and Refund Policies
- Student Postgraduate Plans
Higher Education Act: Federal Disclosure/Reporting Requirement

Retention rate of certificate or degree seeking first-time, full-time undergraduate students at the institution

**FRESHMAN TO SOPHOMORE RETENTION RATE**

<table>
<thead>
<tr>
<th>Year Reported</th>
<th>1999</th>
<th>2000</th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
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<tr>
<td>Retention Rate</td>
<td>95%</td>
<td>95%</td>
<td>96%</td>
<td>95%</td>
<td>96%</td>
<td>95%</td>
<td>95%</td>
<td>96%</td>
<td>96%</td>
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*Information from Tufts University Fact Book*
HEOA and Public Safety

TUCI - Public Safety

Campus Safety Report

- Campus Safety Report

Criminal Offenses

- Law Enforcement Authority
- Crime Reporting Policy, Pg. 5
- New Hate Crime Categories
  - Larceny-Theft, Pg. 6-9
  - Simple assault, Pg. 6-9
  - Intimidation, Pg. 6-9
  - Destruction, damage or vandalism of property, Pg. 6-9

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# Public Safety Hate Crime Reporting

**Location of Occurrence**

<table>
<thead>
<tr>
<th>Location</th>
<th>Reported to UPD</th>
<th>Reported to Local PD</th>
<th>Report to Non-PD</th>
<th>Total</th>
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<td><strong>Boston Campus 2008</strong></td>
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<td>Aggravated Assault</td>
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<td>Motor Vehicle Theft</td>
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<td>Illegal Weapons Possession: Arrests</td>
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<tr>
<td>- Intimidation</td>
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<tr>
<td>- Destruction, damage, or vandalism of property</td>
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*The 2007 statistics for this category reflect clarification of reporting guidelines as provided by the Department of Education.*
Fifth Step – Create System for Updates

- Use checklist to keep track of needed information
- Develop timeline for updates – ex. Quarterly review of sources for up-to-date data/information
Reflections

- Important Practices
  - Always keep an HEOA notebook
  - Continuously examine other consumer information pages and resources (i.e., NPEC)
  - Constant contact with university administration
  - Frequently review TUCI for access issues and info updates
  - Stay in contact with University Counsel for matters regarding new policies
Limitations

- Connecting with the appropriate contact for information and data updates
- Outdated and updated departmental websites and links
- Deadline uncertainty
- Educating others at the University on importance of compliance by deadline
Questions?

Suggestions?

Please visit our website:  
http://institutionalresearch.tufts.edu