



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

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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!
  - ◆ <http://nces.ed.gov/pubs2010/2010831rev.pdf>
- ◆ 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 policies/practices
- ◆ Highlight items that need legal counsel

## Third Step – Get University Cooperation

- ◆ Distribute checklist to each department
- ◆ Conduct meetings to discuss to 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

## 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

## Fourth Step – Consumer Information Page

- ◆ 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



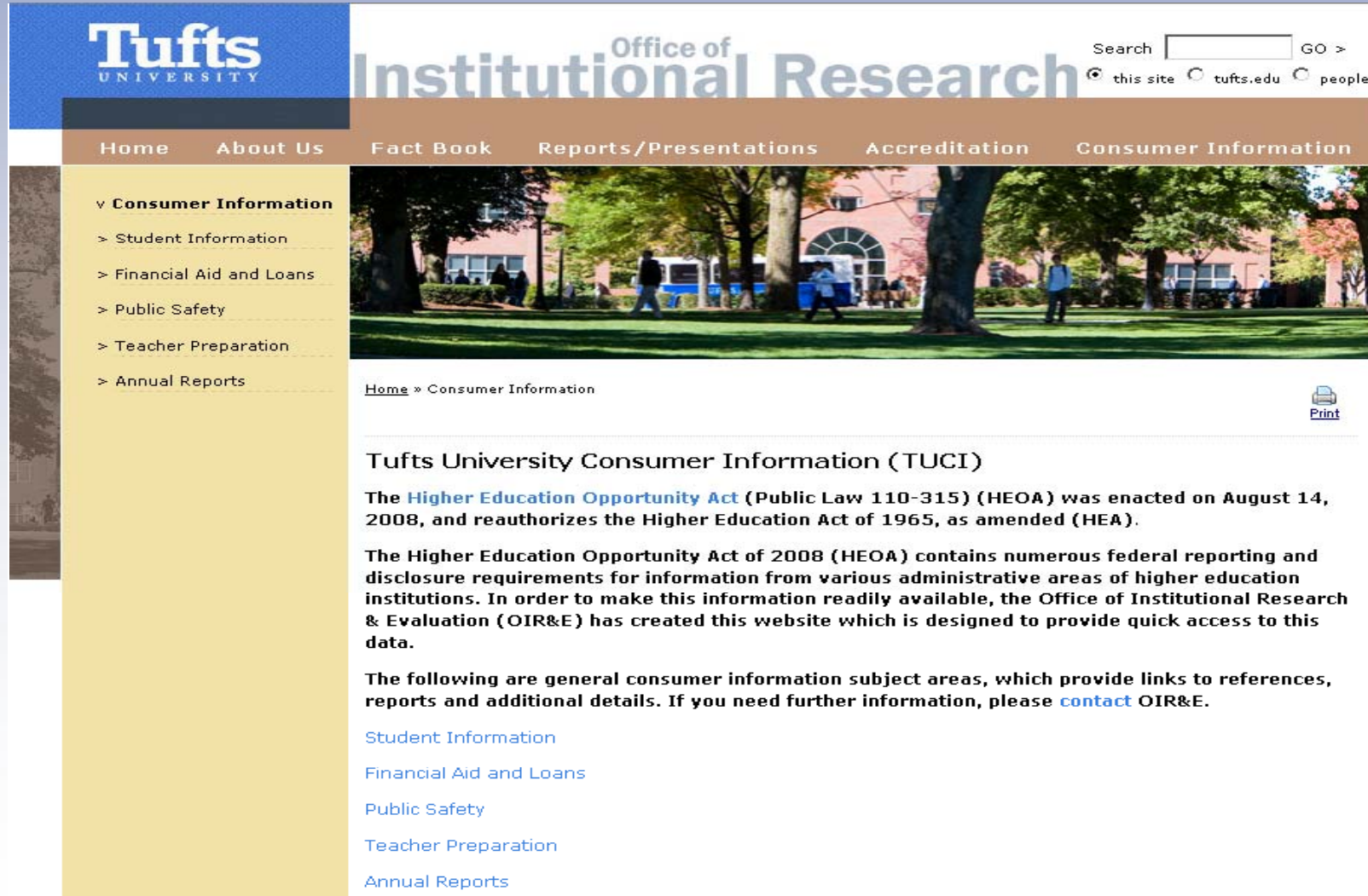
## 5 Suggestions

- ◆ 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

# Screen Shot of Consumer Information home page



The screenshot shows the Tufts University Office of Institutional Research website. The header includes the Tufts University logo, the text "Office of Institutional Research", and a search bar with options for "this site", "tufts.edu", and "people". A navigation menu contains links for Home, About Us, Fact Book, Reports/Presentations, Accreditation, and Consumer Information. A left sidebar lists sub-topics under "Consumer Information": Student Information, Financial Aid and Loans, Public Safety, Teacher Preparation, and Annual Reports. The main content area features a photograph of a campus scene, a breadcrumb trail "Home » Consumer Information", and a "Print" icon. The main heading is "Tufts University Consumer Information (TUCI)". The text explains that the Higher Education Opportunity Act (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965. It states that the Office of Institutional Research & Evaluation (OIR&E) created this website to provide quick access to consumer information. A list of subject areas is provided with links: Student Information, Financial Aid and Loans, Public Safety, Teacher Preparation, and Annual Reports.

**Tufts**  
UNIVERSITY


Office of  
**Institutional Research**

Search  GO >  
 this site  tufts.edu  people

Home About Us Fact Book Reports/Presentations Accreditation Consumer Information

▼ **Consumer Information**

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

[Home](#) » Consumer Information 

## 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 Section of TUCI

- ▼ Consumer Information
- > **Student Information**
- > Financial Aid and Loans
- > Public Safety
- > Teacher Preparation
- > Annual Reports



[Home](#) » [Consumer Information](#) » Student Information



## 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](#)



# Retention Rates Chart from Student Information

137RetentionRates.pdf (application/pdf Object) - Mozilla Firefox

http://institutionalresearch.tufts.edu/downloads/137RetentionRates.pdf

Tufts UNIVERSITY

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**

Year Reported	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Retention Rate	95%	95%	96%	95%	96%	96%	95%	95%	96%	96%	95%

\*Information from [Tufts University Fact Book](#)

- > Home
- > About Us
- > Fact Book
  - > Fast Facts
  - > Senior Survey Results
- > Reports/Presentations
- > Accreditation
- > Consumer Information
  - > Student Information
  - > Financial Aid and Loans
  - > Public Safety
  - > Teacher Preparation
  - > Annual Reports



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## TUCI - Public Safety

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### Campus Safety Report

- [Campus Safety Report](#)

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### 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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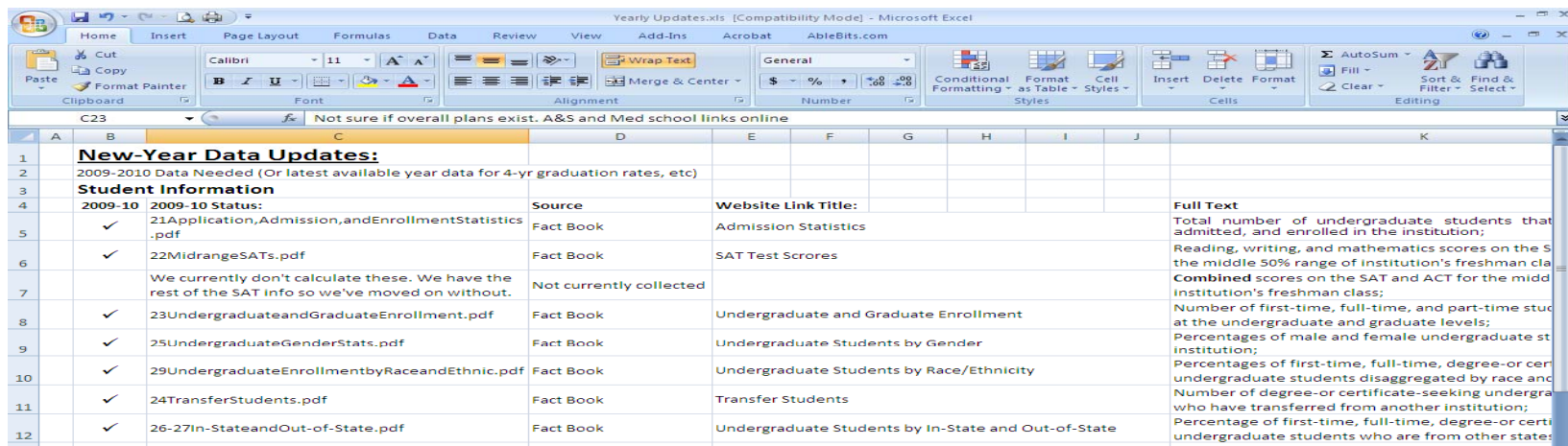
# Public Safety Hate Crime Reporting

LOCATION OF OCCURRENCE	On Campus (Incl. Residential)			On Campus Residential			Off Campus Property			Campus Totals			Public Property					
	Reported to UPD	Reported to Local PD	Reported to Non-Police	SUB-TOTAL	Reported to UPD	Reported to Local PD	Reported to Non-Police	SUB-TOTAL	Reported to UPD	Reported to Local PD	Reported to Non-Police	SUB-TOTAL	TOTAL 2005	TOTAL 2007	TOTAL 2008	Boston 2006	Boston 2007	Boston 2008
<b>BOSTON CAMPUS 2008</b>																		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	43	22	22
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	48	22	31	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	11	13	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	
Burglary (Total)	25	0	0	25	0	0	0	0	0	0	0	0	6	9	25	17	0*	12
Sex Offenses, Forcible (Total)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	6	2	
Sex Offenses, Non-Forcible (Total)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	
Liquor Law: Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Violations & Disciplinary Referrals	1	0	0	0	0	0	0	0	0	0	0	0	1	0	N/A	N/A	N/A	
Drug Law: Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	142	114	198	
Violations & Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	
Illegal Weapons Possession: Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	2	0	
Violations & Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	
Hate Crimes by Prejudice	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	1	
• Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
• Simple assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
• Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
• Destruction, damage, or vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

\* 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



	A	B	C	D	E	F	G	H	I	J	K
1			<b>New-Year Data Updates:</b>								
2			2009-2010 Data Needed (Or latest available year data for 4-yr graduation rates, etc)								
3			<b>Student Information</b>								
4			<b>2009-10 2009-10 Status:</b>	<b>Source</b>		<b>Website Link Title:</b>					<b>Full Text</b>
5		✓	21Application,Admission,andEnrollmentStatistics.pdf	Fact Book		Admission Statistics					Total number of undergraduate students that admitted, and enrolled in the institution;
6		✓	22MidrangeSATs.pdf	Fact Book		SAT Test Scores					Reading, writing, and mathematics scores on the SAT the middle 50% range of institution's freshman class
7			We currently don't calculate these. We have the rest of the SAT info so we've moved on without.	Not currently collected							<b>Combined</b> scores on the SAT and ACT for the middle institution's freshman class;
8		✓	23UndergraduateandGraduateEnrollment.pdf	Fact Book		Undergraduate and Graduate Enrollment					Number of first-time, full-time, and part-time students at the undergraduate and graduate levels;
9		✓	25UndergraduateGenderStats.pdf	Fact Book		Undergraduate Students by Gender					Percentages of male and female undergraduate students at institution;
10		✓	29UndergraduateEnrollmentbyRaceandEthnicity.pdf	Fact Book		Undergraduate Students by Race/Ethnicity					Percentages of first-time, full-time, degree-or certificate-seeking undergraduate students disaggregated by race and ethnicity;
11		✓	24TransferStudents.pdf	Fact Book		Transfer Students					Number of degree-or certificate-seeking undergraduate students who have transferred from another institution;
12		✓	26-27In-StateandOut-of-State.pdf	Fact Book		Undergraduate Students by In-State and Out-of-State					Percentage of first-time, full-time, degree-or certificate-seeking undergraduate students who are from other states;



## 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

## Reflections (cont'd)

- ◆ 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>