

2024-2025 TACRAO Enrollment Reporting Committee Report

Committee Members:

- Cathy Littleton, Chair, Texas A&M University
- Sofia Almeda, University of Texas Rio Grande Valley
- Alicia Bradley, Rice University
- Mike Brown, University of Texas – Dallas
- Nickolaus Cioci, Texas Southern University
- Michael Engles, University of Texas Medical Branch – Galveston
- Becki Griffith, Tarrant County College
- Cyndi Klausmeyer, Blinn College
- Casey Martinez, Texas State University

The TACRAO Enrollment Reporting Committee is tasked with developing and maintaining a Best Practices document, a Frequently Asked Questions (FAQs) document, and with conducting online webinars and sessions at conferences. To that end, the committee has accomplished the following related activities.

- **Best Practices Document**

The “Best Practices Document” is a website maintained on the TACRAO Member website. After discussion and brainstorming, the committee determined the following topics should be included on the website:

- Consortium agreement reporting
- Fundamentals
- NSLDS – decoding the documentation
- NSLDS and NSC Tips and Tricks
- Records retention policy
- Self-audit
- Staffing considerations
- State audits

The website went live in early July 2025. A landing page was developed, giving background information about why the committee was formed, what the purpose of the committee is, and inviting TACRAO members to provide feedback, suggestions, and content to be included. A disclaimer stating that the committee members are NOT experts was included.

A list of helpful resources is included, with links to those resources. Resources include information from Federal Student Aid, the National Student Loan Data System, the National Student Clearinghouse, and the Texas State Auditor’s Office.

A list of the names of current committee members, along with their email addresses, institutions, and institution student information systems is included. TACRAO members are encouraged to reach out to any committee member if they have questions, concerns, or feedback.

On the Common Practice Documents section, two documents have been completed and posted: Consortium Agreement Reporting and Record Retention Policy. The Self-Audit document is in the final stages of editing and will be posted very soon. The State Audits document is close behind.

- **Frequently Asked Questions (FAQs)**

The Frequently Asked Questions section has not been developed yet, so this will be the focus of the upcoming year for the Enrollment Reporting Committee. A webinar hosted earlier this fall generated ideas for inclusion in the FAQs section.

- **Webinars and Conference Sessions**

- November 11, 2024 – TACRAO Annual Conference
 - TACRAO Enrollment Reporting Ad-Hoc Committee: Update
 - Enrollment Reporting Roundtable
- February 26, 2025 – Enrollment Reporting Virtual Roundtable
- September 24, 2025 – Enrollment Reporting Webinar

- **Recommendations**

- Consider creating a Chair-Elect position. This will make the transition from one Chair to the next smoother, ensuring progress, continuity of efforts.
- Consider creating a formal TEC Liaison or Ex-Officio Member position. Having a direct connection with the TEC has been helpful for guidance and as a sounding board.

Respectfully submitted,

Cathy Littleton, Chair