2025-2026
Enrollment Reporting Committee Report
October 21, 2026

Committee Members:

- Chair, Cathy Littleton, Texas A&M University
- Chair-Elect, Cyndi Klausmeyer, Blinn College
- Alicia Bradley, Rice University
- Mike Brown, The University of Texas at Dallas
- Michael Engles, The University of Texas Medical Branch at Galveston
- Brandi Havens, Clarendon College
- Amanda Pearson, Austin Community College
- Andi Repp, Parker University
- Edrel Stoneham, The University of Texas Permian Basin
- VP for Technology (Ex-officio), Jodie Rexroat, The University of Texas at Arlington

The TACRAO Enrollment Reporting Committee is tasked with developing and maintaining a resource of Best Practices documents, 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 over the 2025-2026 academic year.

Committee Meetings:

The committee had a standing monthly meeting scheduled throughout the year. The committee met on:

- December 10
- January 14 (cancelled)
- February 11
- March 11
- April 8
- May 13
- June 10
- July 8
- August 12
- September 9
- October 11

Webinar Hosted:

The committee hosted a webinar on February 25, 2026. Approximately 146 individuals registered and 86 were present. Topics included:

- An update on the Enrollment Reporting Committee's activities and accomplishments
- A brief discussion of the newly introduced financial aid loan proration law and its effects on enrollment reporting
- Records retention best practices according to Texas State University
- An overview of how Texas State University handles NSC Warning Code Series 1800

- Committee member responses to questions submitted prior to the webinar by TACRAO enrollment reporting community members

Sessions Presented:

A session was presented at the 2025 TACRAO Annual Conference on November 11. The session, "Enrollment Reporting Committee: News You Can Use," was presented by the Chair with assistance from several of the committee members. Several topics were covered, including:

- Establishment, makeup, and charge of the committee
- Progress made by the committee
- Topics suggested by the enrollment reporting community
    - NSC Warning Code Series1800
    - NSC Error Code 292
    - Working with your Financial Aid Office

A session was also presented at the 2026 SACRAO Annual Conference in February. The session, "Let's Talk About Enrollment Reporting!" was presented by the Chair with several TACRAO Enrollment Reporting Committee members present. The presentation took attendees through the journey that started with a few Texas institutions reaching out to each other with questions and concerns about enrollment reporting to where the committee was at the time of the SACRAO Conference presentation. Several SACRAO member institutions had questions and expressed an interest in what we are doing.

Best Practices Documents:

One of the main goals of the committee is to develop, update, and maintain a website on the TACRAO Member website that provides information that can be referenced and utilized by TACRAO enrollment reporting community members. To that end, the following have been added to or updated on the website:

- Additional "Helpful Links"
- "Current Membership" updated with current committee members and their contact information
- A "Fundamentals" document added to "Common Practices"

Work has continued on the remaining documents, with several that we anticipate having live before the 2026 TACRAO Annual Conference in November. They include:

- Self-Audit
- State Audits
- Staffing Considerations

The remaining documents will be added during the coming year. They are:

- NSLDS – Decoding the Documentation
- NSLDS and NSC Tips and Tricks

The "Frequently Asked Questions (FAQ)" document will be uploaded soon, with a goal to be live by the 2026 TACRAO Annual Conference.

Challenges and Opportunities:

The biggest challenge for this committee, in my opinion, has been staying on a solid path to completing the documents we identified as important for the website. Committee members having time to draft documents and the committee as a whole editing the documents together has been a challenge. It goes without saying that every TACRAO committee probably struggles with having the time to complete their tasks. After all, everyone has their paid jobs they must keep up with. The struggle has continued longer than desirable because the documents we have committed ourselves to providing have not yet been completed. Once they are all completed, the ongoing responsibility, aside from presenting webinars and conference sessions, will be maintaining the website. While this will also be a challenge, the initial heavy lift will be completed.

New members with fresh eyes and new ideas have created opportunities for new collaborations that have resulted in significant progress and an improved method of keeping up with the committee's progress. This is a strong committee that I believe will continue to provide useful resources to those in the TACRAO enrollment reporting community into the future. There is still much to be done, but much has been accomplished through community interaction and networking that will reap benefits for those who choose to engage.

Respectfully Submitted,

Cathy Littleton, Chair