

## Standard Ten: Public Disclosure

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### **Description**

The Urban College of Boston provides public information that is accurate, comprehensive and concise through a variety of publications. These publications include: *UCB Viewbook and Catalog*, UCB Website, *Connections*, brochures and semester course schedules, UCB By-Laws, *Student Handbook*, *Faculty Handbook* and *Staff Handbook*.

The *Urban College Viewbook and Catalog* is reviewed, updated and printed annually. While it provides the mission statement, it also provides comprehensive information for prospective new students, as well as current students, all information needed to understand the institution's admission and transfer requirements and processes; tuition cost, fees and refund policies; academic policies, which include graduation requirements, procedures and standards; course descriptions as well as pre-requisites; student services offerings; and academic calendar. Included is list of full- and part-time faculty – along with their terminal degree and granting institution; administrative officers, staff and office locations; Board of Trustee members and a statement concerning the College's accreditation status.

The *Urban College of Boston Viewbook and Catalog* also provides all information concerning policies and procedures: (See Exhibit 11.01: *Urban College of Boston Policies and Procedures*.)

- Policy on Nondiscrimination and Affirmative Action
- The Family Educational Rights and Privacy Act (FERPA)
- The Jeanne Cleary Disclosures of Campus Security Policy and Campus Crime Statistics Act
- Hazing (Massachusetts General Laws, Chapter 269, Sections 17, 18 and 19)
- Drug-Free Schools and Communities Act Amendments of 1989
- Voter Registration Act (Massachusetts General Laws, Chapter 51, Section 42E)
- Massachusetts Clean Indoor Air (Massachusetts General Laws, Chapter 270, Section 22)
- Student Absences Due to Religious Beliefs (Massachusetts General Laws, Chapter 151C, Section 2A)

The Urban College of Boston's website ([www.urbancollege.edu](http://www.urbancollege.edu)) provides all comprehensive information regarding the College.

The *Student Handbook*, *Faculty Handbook* and *Staff Handbook* are printed yearly and provide comprehensive information regarding UCB policies, procedures, requirements, facilities and other pertinent data. These handbooks are updated annually.

Urban College brochures are designed to provide prospective students with information involving each of the programs of study (Early Childhood Education, General Studies and Human Services Administration). These brochures, updated fall 2005, are updated as needed, based on changes in the Urban College curriculum.

The Urban College newsletter, *Connections*, is printed two to three times per year. This publication, created for both external and internal readers, provides the reader with updates and developments of interest for the Urban College community. This newsletter can also be found on the College website.

Budgets and audited financial statements are available in the Office of the Dean of Administration.

## **Appraisal**

In accordance with the mission, the Urban College of Boston provides information regarding the College in a clear, concise, up-to-date manner. Its publications, both web-based and print, have been straightforward, cost-effective and appropriate for the current needs of the College.

### ***Institutional Effectiveness***

As mentioned, Urban College recruited and hired a new Director of Institutional Advancement in late 2005. The College anticipates robust development of new public relations materials and more efficient public disclosure.

Results for the public disclosure standard of the *Community Survey* showed that 84 percent of total respondents felt that *UCB's current catalog and website accurately describe the College's mission, programs and student expectations*; 86 percent felt that *UCB publishes the goals and objectives for each degree program*, and 81 percent reported that *UCB's policies and procedures are adequately communicated to all students*. When listed with the other standards, public disclosure was described as *great strength* of Urban College by 68 percent of the total sample, which is the third lowest rank of the eleven standards; although a high 11 percent did not answer that question.

All publications, both web-based and print and their periodic assessment are the responsibility of the Director of Institutional Advancement. The entire college community contributes to the organization, design and content of the publications and most are reviewed annually.

## **Projection**

- The College will continue to maintain and update its efforts to keep internal and external constituencies fully and honestly informed of information regarding the college.
- The College will review and update all publications (both web-based and print) as needed to insure accuracy.

- The UCB website and catalog has all degree programs and certificates listed, along with course requirements and pre-requisites, if applicable. As new programs are added and/or as courses change, the College will update the website and catalog.
- The College will continue to seek venues for all disclosure appropriate to an institution of higher learning.
- The College will produce a comprehensive *Student Handbook* that will include policies for student conduct.
- The College will publish the educational outcomes and objectives for each program of study.