

**Race/Ethnicity Implementation Working Group
Update on Student Race/Ethnicity Data Collection and Reporting
March 2009**

Background:

In October 2007, the U.S. Department of Education posted to the Federal Register the "Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education." (See the Federal Register, Volume 72, Number 202, pp. 59266-59279: <http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf>). The guidance issued by the Department covered two separate issues: (1) the format to be used for the collection of Race/Ethnicity (R/E) data by institutions and (2) the format for reporting of aggregate data to the Department. The guidelines included three major changes for DOE reporting:

- A two-question (with Hispanic/Latino origin collected as a separate item) format must be used to collect R/E information.
- All Hispanic/Latinos (regardless of race) must be reported in a separate category.
- Institutions may report individuals who specify multiple races in a "Two or More Races" category.

Institutions are permitted to collect additional R/E categories (e.g. Cuban, Puerto Rican, Hmong, Laotian, etc.) and are encouraged (but not required) to re-survey students and staff using the new format. Institutions will continue to report "non-resident aliens" in a separate category and are allowed to report students in an "Unknown" category. The new Federal requirements permit collecting and reporting using the new format in 2008-09 and 2009-10. The Federal guidelines require collection and reporting in the new format beginning in 2010-11.

In 2007, the UW System changed student application forms to allow applicants to select multiple race/ethnicities. As a result, the major change needed to implement the new Federal guidelines is to move from a one-question format to the two-question format.

UW System implemented multiple race/ethnicity reporting for enrolled students beginning in Summer/Fall 2008 and is implementing the new Federal reporting guidelines in the optional year, 2008-09.

Implementation Working Group Progress to Date:

In fall 2008, staff from the Admissions and Registrars Offices, along with CDR Liaisons and Institutional Researchers, were invited to join a race/ethnicity implementation working group to deal with details related to implementation of the new Federal guidelines as they apply to student data collection and reporting. (See Appendix A for a list of the working group members.) The following is a summary of the group's work to date.

1. Two-Question Format

A model for the race/ethnicity question for use on student applications has been finalized. The group was challenged by the specificity of the Federal guidelines, but agrees on the model shown below. This new format will be used on the UW System electronic application (EApp) and paper applications for admission released September 1, 2009 for applicants for fall 2010 and beyond.

7. Race/Ethnicity: Please answer both a and b.		
a. Ethnicity: Are you of Hispanic or Latino origin? <input type="checkbox"/> Yes <input type="checkbox"/> No		
(If yes, choose one or more from the list below.)		
<input type="checkbox"/> Cuban	<input type="checkbox"/> Puerto Rican	
<input type="checkbox"/> Mexican, Mexican American, or Chicano	<input type="checkbox"/> Other Hispanic or Latino	
b. Race: Choose one or more from the list below.		
<input type="checkbox"/> African American or Black	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> American Indian or Alaskan Native (please specify tribal affiliation)	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Other Asian
_____	<input type="checkbox"/> Hmong	<input type="checkbox"/> White
	<input type="checkbox"/> Laotian	

2. Processing Rules

Based on the Federal guidelines, a set of processing rules was developed for use in programming the EApp and for loading data from a student application into campus databases. (See Appendix C.)

3. Reminder and Information Text

On the EApp, applicants will receive the following reminder if the race/ethnicity information is initially left blank.

You have not responded to the racial/ethnic heritage question. You are strongly encouraged to do so. Your response will be treated as confidential and may assist in identifying services and opportunities such as advising, mentoring, or financial aid.

The reminder page will allow the applicant to “choose not to respond” to the race/ethnicity questions. The following information will also be available to applicants regarding race/ethnicity data collection and reporting:

The U.S. Department of Education requires the University to report the number of students in various racial/ethnic categories. Race/ethnicity information will be treated as confidential and will not appear on grade reports, class lists, or transcripts. Individual student racial/ethnic information will be released only with the student’s consent or as otherwise required or permitted by law.

4. EPCS and the Primary Race/Ethnicity Flag

EPCS, the “common systems” program that UW campuses use to load application data into the PeopleSoft student information system, will continue to set the Primary Race/Ethnicity Flag. This allows campuses to use a defined hierarchy to designate a single race/ethnicity as primary. Some UW institutions use the student’s “Primary Race” in their reporting, in particular, for “single race/ethnicity reporting” over time.

5. Overwriting Previous Race/Ethnic Data

Campuses will have the option to overwrite previous race/ethnic data with new data from the application. However, Laura Dunek, from the UW System Office of the General Counsel, has stipulated that the prior data be preserved in an audit trail for a designated time period. An option is available in PeopleSoft where an Oracle table will hold the changes. However, the current audit trail option is a customization, which would require campus resources to install and maintain.

6. Single and Multiple Race/Ethnicity Reporting

The group reviewed examples reporting UW System headcount enrollment using new race/ethnicity groups (including Hawaiian/Pacific Islander and Two or More Races). (See Appendix B for an example.) Additional reports may be shared as they are developed.

7. Timeline:

- The group finalized application-related issues on March 17. This provides time for the changes to be implemented on the various applications and in the application data load programs in the next few months.
- EApp, EPCS, and campus testing will occur in summer 2009.
- Applicants will begin using the revised application on September 1.

Areas for Continued Discussion:

1. Resurveying

If UW institutions opt to resurvey current students, the same two-question format and language as is used on the application should be used. The recommended timeframe for resurveying is during the 2009-10 academic year so that both new and continuing students in the 2010-11 academic year will have had a chance to use the same race/ethnicity identification format.

2. Future Changes to the Race/Ethnicity Data in PeopleSoft Student Information System

The group will share information about potential changes as it is finalized and determine if and how it may affect current UW System data collection and recording.

**Appendix A
Working Group Members**

UW Colleges	Cherie Hatlem, Dale Redmond
UW-Eau Claire	Andy Nelson, Connie Russell
UW-Green Bay	Debbie Furlong, Pam Harvey-Jacobs
UW-La Crosse	Kathy Kiefer
UW-Madison	Clare Huhn, Marilyn McIntyre
UW-Milwaukee	Beth Warner, Gesele Durham
UW-Oshkosh	Mike Watson, Rick Hillman
UW-Parkside	Rhonda Kimmel, Matt Jensen
UW-Platteville	Ellen Lindner, Sneha Reddy
UW-River Falls	Mark Meydam, Rich Kathan
UW-Stevens Point	Dan Kellogg
UW-Stout	Julie Pichler
UW-Superior	Tonya Roth, Irina Bezroukova
UW-Whitewater	Steve McKellips, Chunju Chen
UW-Extension	Laura Kite, Denny Roark
MILER	Kathy Caya, Sharon Hirschfeld, Greg Delfeld
UWSA	Gail Bergman, Kevin Welch, Dave Hill

Appendix B

UW System Total Headcount Enrollment – Fall 2008

	Fall 2007		Fall 2008 (Current OPAR Method)	
	African American/Black	5,114	2.9%	5,211
Hispanic/Latino	4,248	2.4%	4,263	2.4%
American Indian	1,327	0.8%	1,294	0.7%
Southeast Asian	2,573	1.5%	2,751	1.6%
Other Asian	3,647	2.1%	3,449	2.0%
Hawaiian/Pacific Islander			83	0.0%
Two or More Races			970	0.6%
Students of Color Subtotal	16,909	9.8%	18,021	10.3%
White	146,855	84.7%	146,979	84.0%
Unknown	4,118	2.4%	4,138	2.4%
International	5,511	3.2%	5,918	3.4%
Total	173,393	100.0%	175,056	100.0%

**UW System Total Headcount Enrollment – Fall 2008
(Using New Federal Method)**

	Fall 2007		Fall 2008 (New Federal Method)	
	African American/Black	5,114	2.9%	5,211
Hispanic/Latino	4,248	2.4%	4,614	2.6%
American Indian	1,327	0.8%	1,294	0.7%
Asian	6,220	3.6%	6,200	3.5%
Hawaiian/Pacific Islander			83	0.0%
Two or More Races			619	0.4%
Students of Color Subtotal	16,909	9.8%	18,021	10.3%
White	146,855	84.7%	146,979	84.0%
Unknown	4,118	2.4%	4,138	2.4%
International	5,511	3.2%	5,918	3.4%
Total	173,393	100.0%	175,056	100.0%

Appendix C
Race/Ethnicity Implementation Working Group
Processing Rules for Responses to the Race/Ethnicity Questions on the UW System Application

Action	Part A1: Are you of Hispanic or Latino Origin? Yes or No	PartA2: Ethnicity Selection	Part B: Race Selection	Reminder:	Resulting Race/Ethnicity:	Example:
Action 1	Yes	Ethnicity Selected	Race Selected		Hispanic/Latino ethnicity(s) and specified race(s)	Cuban, White
Action 2	Yes	Ethnicity Selected	Race Not Selected		Hispanic/Latino ethnicity(s)	Puerto Rican
Action 3	Yes	Ethnicity Not Selected	Race Selected		Other Hispanic/Latino and specified race(s) *	Other Hispanic/Latino, African American/Black
Action 4	Yes	Ethnicity Not Selected	Race Not Selected		Other Hispanic/Latino *	Other Hispanic/Latino
Action 5	No	Ethnicity Selected	Race Selected		Hispanic/Latino ethnicity(s) and specified race(s) **	Puerto Rican, White
Action 6	No	Ethnicity Selected	Race Not Selected		Hispanic/Latino ethnicity(s) **	Puerto Rican
Action 7	No	Ethnicity Not Selected	Race Selected		Specified race(s)	American Indian
Action 8	No	Ethnicity Not Selected	Race Not Selected	On EApp, will get a reminder with Choose Not to Respond Option	On Eapp, either results of Actions 1-7, 9-11 or NonSpecified/Unknown. On paper app, NonSpecified/Unknown	NonSpecified
Action 9	Blank	Ethnicity Selected	Race Selected		Hispanic/Latino ethnicity(s) and specified race(s) **	Cuban, White
Action 10	Blank	Ethnicity Selected	Race Not Selected		Hispanic/Latino ethnicity(s) **	Puerto Rican
Action 11	Blank	Ethnicity Not Selected	Race Selected		Specified race(s) ***	Hmong, Other Asian
Action 12	Blank	Ethnicity Not Selected	Race Not Selected	On EApp, will get a reminder with Choose Not to Respond Option	On Eapp, either results of Actions 1-7, 9-11 or NonSpecified/Unknown. On paper app, NonSpecified/Unknown.	NonSpecified

Notes:

- * Based on the applicant's Yes answer, EPCS will load the Ethnicity as Other Hispanic/Latino.
- ** Based on the applicant's selection of an Ethnicity, Hispanic/Latino origin will be assumed.
- *** Based on the absence of an Ethnicity selection, non-Hispanic/Latino origin will be assumed.

*** Based on the absence of an Ethnicity selection, non-Hispanic/Latino origin will be assumed.