

UW M/D Precollege Database:  
Record of Changes to Data Collection Tools  
Last Updated January 24, 2006

Purpose of this document

Changes made to tools used to collect data for the UW M/D Precollege Database may not always be major or obvious changes. Therefore, the purpose of this document is to record changes to M/D Precollege Data base data collection tools, including:

- M/D Precollege Data Templates
- Instructional View of Templates
- Data Element Dictionaries
- Letter to Parents
  - Spanish, Hmong, and English languages
- UW M/D Precollege Common Registration Form

All changes made to the above mentioned data collection tools will be recorded in this document.

Each of these data collection tools are available on the UW M/D Precollege Database website: <http://www.uwsa.edu/opar/precollege.htm>.

Format of this document

- Date of changes will be noted by the date and new version number coinciding with the date, followed by notes of the changes.
- Each change will be separately detailed (i.e. Change 1, Change 2), including the specific document(s), data element type(s), data element(s), and change(s) made.

Change date: January 5, 2006

New version: v01052006

Total Changes: 2

1) Change 1

- a) Document(s) changed
  - i) Data Element Dictionary
  - ii) Instructional View of Template
- b) Data element type(s) involved
  - i) program data
- c) Specific data element(s) affected
  - i) commuter\_residential
- d) Detail of change(s) made
  - i) added definitions of commuter and residential as follows:
    - (1) R = residential when program includes accommodating participants overnight on the UW Campus for the duration of the program.
    - (2) C = commuter when program does not include accommodating participants overnight on the UW Campus for the duration of the program.

- 2) Change 2
  - a) Document(s) changed
    - i) MD Precollege Data Templates
    - ii) Instructional View of Template
  - b) Data element type(s) involved
    - i) none – READ ME worksheet
  - c) Specific data element(s) affected
    - i) none – see below
  - d) Detail of change(s) made
    - i) added language specifying the following:
      - (1) use one spreadsheet for your entire student data submission per student per semester
        - (a) this should contain one row of data per student per program
      - (2) use one spreadsheet for your entire program data submission per semester
        - (a) this should contain one row of data per program

Change date: January 24, 2006

New version: v01242006

Total Changes: 4

- 1) Change 1
  - a) Document(s) changed
    - i) Data Element Dictionary
    - ii) Instructional View of Template
  - b) Data element type(s) involved
    - i) student data
  - c) Specific data element(s) affected
    - i) race1, race2, race3
  - d) Detail of change(s) made
    - i) added coding for “Asian Indian” and “Native Hawaiian” races as follows:
      - (1) 407 = Asian Indian
      - (2) 408 = Native Hawaiian
    - ii) previously these races were offered as options on the M/D Targeted Precollege Common Registration form, however no coding was provided to enter these under data elements race1, race2, and race3.
- 2) Change 2
  - a) Document(s) changed
    - i) Data Element Dictionary
    - ii) Instructional View of Template
  - b) Data element type(s) involved
    - i) student data
  - c) Specific data element(s) affected
    - i) gear\_up
  - d) Detail of change(s) made
    - i) added text to clarify use of this data element as follows::

- (1) Indicates if participant fees for this student were paid using GEAR-UP dollars
- 3) Change 3
  - a) Document(s) changed
    - i) Data Element Dictionary
    - ii) Instructional View of Template
  - b) Data element type(s) involved
    - i) program data
  - c) Specific data element(s) affected
    - i) gear\_up
  - d) Detail of change(s) made
    - i) added text to clarify use of this data element as follows::
      - (1) Indicates if this entire program is a GEAR-UP program.
        - (a) If this entire program is NOT a GEAR-UP program then this data element should be "0".
        - (2) If this entire program IS a GEAR-UP program then this data element should be "1".
- 4) Change 4
  - a) Document(s) changed
    - i) Data Element Dictionary
    - ii) Instructional View of Template
  - b) Data element type(s) involved
    - i) program data
  - c) Specific data element(s) affected
    - i) trio
  - d) Detail of change(s) made
    - i) added text to clarify use of this data element as follows::
      - (1) Indicates if this entire program is a TRIO program.
        - (a) If this entire program is NOT a TRIO program then this data element should be "0"
        - (2) If this entire program IS a TRIO program then this data element should be "1"