

Summary

US Department of Ed. Guidance on Collecting, Maintaining, and Reporting Data on Race & Ethnicity

Under Department of Education's new guidelines, institutions will be required to:

1. use a two-question format when collecting race/ethnic data,
2. allow students and employees to **select one or more** of five races,
3. maintain detailed information on student and employee responses for at least three years (or until completion of any legal action involving these records),
4. collect data from students and employees who enter the institution from fall 2010 and later using the two-question format
5. begin IPEDS reporting using the new race/ethnicity categories for Fall Enrollment and Human Resources in the 2010-2011 collection year and all relevant components in the 2011-2012 collection year.

Method of Collection

The first question asks whether the respondent is Hispanic or Latino or is Not Hispanic or Latino. (*Hispanic or Latino is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race*)

The second question asks the respondent to select **one or more races** from the following five racial groups:

American Indian or Alaska Native (*A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment*)

Asian (*A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam*)

Black or African American (*A person having origins in any of the black racial groups of Africa*)

Native Hawaiian or Other Pacific Islander (*A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands*)

White (*A person having origins in any of the original peoples of Europe, the Middle East or North Africa*)

Important notes:

- Ethnicity question must come first
- Race selection question must read "one or more" instead of "all that apply"

Sample format:

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests,, we ask you to answer the following two questions:

Do you consider yourself to be Hispanic/Latino?

_ Yes

_ No

In addition, select one or more of the following racial categories to describe yourself:

_ American Indian or Alaska Native

_ Asian

_ Black or African American

_ Native Hawaiian or Pacific Islander

_ White

Collection – Level of efforts

The Dept. of Ed. states that institutions are encouraged, **but not required**, to resurvey students and employees who identified their race/ethnicity using the earlier standards. However, the Dept of Ed. expects that institutions will provide the opportunity for individuals to re-identify themselves under the new standards. In addition, institutions should include instructions that encourage individuals to answer both the ethnicity question and the race question.

Important notes:

- **For postsecondary institutions, presenting the data collection form to students and staff is sufficient to ensure that individuals have had an opportunity to respond.**

Data Collection

- **Identify all places where Race/Ethnicity information is entered into individuals' records**
 - Admissions
 - Academic Departments
 - Registration (credit/non-credit; all levels)
 - Human Resources
 - File uploads from outside sources – identify all sources

- Identify all paper/electronic forms that need to be revised
- Target populations for capturing Race/Ethnicity information

➤ New students }
 ➤ New faculty/staff } Application/New Hire Forms

➤ Current faculty/staff }
 ➤ Returning students/Continuing Students }
 ➤ Prior GRS entering cohorts } Mapping or Re-Surveying?

Collection/Reporting

Comparison of Collection and Reporting Categories of Race/Ethnicity

Collection of Categories (6)

- Hispanic or Latino
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

THECB Reporting Categories (8)

- Hispanic or Latino
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- International
- Unknown/Not Reported

IPEDS Reporting Categories (9)

- Hispanic or Latino
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White
- Nonresident Alien
- Race and ethnicity unknown
- Two or more races

Important notes:

- Individuals may NOT be given the following options when collecting R/E:
 Refusal
 None of the above
 Other
- “Unknown” category should not appear on the individuals data collection forms, but rather on the aggregate data reporting forms.

- Respondents will not be given the choice of selecting a “Two or more races” category. This is only for reporting purposes.
- “Nonresident alien” is a REPORTING category only. It is not a race or ethnicity, and **is not permissible to be used as a collection category.**

Retention of Data:

Institutions are required to keep the detailed information on student and employee responses for at least three years (or, if needed for litigation, a claim or an audit, until the completion of the action), including racial identification for individuals choosing Hispanic/Latino and multiple race responses. This information may be requested for an Office for Civil Rights (OCR) investigation or compliance review or other legal action.

Implications for Institutions:

- Admissions, registration and employment forms (both hardcopy and on-line) may have to be changed to conform to the new standards.
- Adopting the new standards will result in new data, and possibly in a different **structure** for institutional databases to support multiple race/ethnic categories for each individual. Such a structure may require considerable programming changes in campus-based systems and state-level systems.
- Institutions should keep the "old" field for race/ethnicity, especially for the IPEDS Graduation Rate Survey (GRS) cohorts.
- The IPEDS GRS presents a particular challenge in implementing the new standards because it tracks entering cohorts of students during a period of up to six years (or up to 7.5 years for five-year programs) and is based on the initial fall enrollment racial/ethnic data for each cohort. Students who graduated or withdrew since the initial data were collected cannot be resurveyed.

Decision Making

- Decide whether to *map** from existing to new. (not doing so means all continuing students and employees will be “Unknown” unless re-survey)
- Decide whether to *re-survey* (not re-surveying means under-reporting of Hawaiian/Pacific Islander, & multiple races)
- **Decide logistics of re-surveying**
 - Special one-time survey
 - As part of the registration process?
 - As part of an alumni survey? (Graduates)
 - As part of time-sheet/productivity reporting? (Employees)

**Mapping is the process of converting the old categories to the new categories so that all individuals can be reported using only the new categories.*