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Board of Regents

University System of Ohio

HEI Data Bulletin No. 5

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Issue: Modifications to SE, AM, and FD files

Files Affected: Student Entrance (SE), All Employee (AM) & Faculty Demographics (FD)

Changes have been made to the race and ethnicity data elements collected in HEI student and personnel data files. These have been made in response to changes in the reporting requirements in the federal IPEDS surveys. We have taken this opportunity to make additional changes to the files at this time. This Bulletin summarizes the changes made to the Student Entrance (SE), All Employees (AM), and Faculty Demographics (FD) and details the implementation schedule for submission of files in the new formats.

I. Summary of Additions to Files (For complete information on the new file specifications, refer to the file submission documents on the HEI website related to each file)

A. Faculty Demographics (FD) file

1. Race/Ethnicity
Race/ethnicity fields have been added in order to be consistent with new IPEDS reporting requirements.
2. Country of Origin (reported for all Nonresident Aliens)
3. Academic Area (reported for all full-time faculty)
Classification of Instructional Program (CIP) code for the faculty members' primary academic department. This field is optional, but universities are strongly encouraged to populate it for benchmarking purposes in faculty salary reporting.

B. All Employee (AM) File

1. Race/Ethnicity
Race/ethnicity fields have been added in order to be consistent with new IPEDS reporting requirements.
2. Country of Origin (reported for all Nonresident Aliens)

C. Student Entrance (SE) File

1. Race/Ethnicity
Race/ethnicity fields have been added in order to be consistent with new IPEDS reporting requirements.
2. Country of Origin (reported for all Nonresident Aliens)
3. High School of Graduation (reported for students with UND and HGH admission areas)

Collection of this data element in the SE will allow the discontinuation of the High School Graduation (HG) file. Please note, however, that one more HG file, containing data for the 2008-2009 year, will still be submitted in fall 2009.

4. Year of High School Graduation (reported for students with UND and HGH admission areas)
5. Date of Birth
The full birth date will now be collected, in (MMDDYYYY) format, instead of just the birth year.

II. Submission Timetable

Files containing data for the 2009-2010 academic year and forward, beginning with Summer 2009, will be submitted in the new formats.

A. Faculty Demographics (FD) file

1. The next FD file submitted to HEI will contain data for faculty and instructors who were employed during the 2008-2009 year. This file, which has a submission window of October 1, 2009 to February 3, 2010, will be submitted in the current format.
2. The following FD file, containing data for faculty and instructors who were employed during the 2009-2010 year, will be submitted in the new format.

B. All Employee (AM) file

1. The next AM file submitted to HEI will contain data for individuals employed at public higher education institutions as of November 1, 2009. This file, which has a submission window of December 1, 2009 to February 3, 2010, will be submitted in the new format.

C. Student Entrance (SE) file

1. The SE file will be submitted in the new format starting with the summer 2009 submission and all subsequent submissions.

III. Additional Information on Race/Ethnicity and Country of Origin Fields

A. Country of Origin

The Country of Origin field in all files will be populated with codes values used in reporting to SEVIS (Student and Exchange Visitor Information System). The country reported should be the same as the country of origin reported on the individual's passport. The valid list of codes for files containing 2009-2010 data can be obtained from the following link:

<http://regents.ohio.gov/hei/datasubdoc/vertables/countrycodes.txt> .

These are the **Federal Information Processing Standards** 10-4 (FIPS 10-4) country codes as of July 31, 2009, from the National Geospatial-Intelligence Agency. This country code list will be updated on May 1st of each subsequent year.

B. Race/Ethnicity

In the new reporting of race and ethnicity data, multiple race and ethnicity fields will be used. These fields will mirror the changes made to college admissions and employment

applications, in which there is a separate question for Hispanic origin and the option of checking multiple race categories. A crosswalk has been developed which allows the current race/ethnicity codes to be translated into the new race/ethnicity codes. The race/ethnicity crosswalk can be found in Exhibit A at the end of this Bulletin.

The new IPEDS race/ethnicity reporting categories include:

Nonresident Alien
Hispanic/Latino
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White
Two or more races
Unknown

The new race/ethnicity fields will be used in reporting following these guidelines:

1. IF Nonresident Alien = Y, THEN report as Nonresident Alien.
2. IF Nonresident Alien = N and Hispanic/Latino = Y, THEN report as Hispanic/Latino.
3. If Nonresident Alien = N and Hispanic/Latino = N and only one race = Y, THEN report as that single race.
4. If Nonresident Alien = N and Hispanic/Latino = N and more than one race = Y, THEN report as "Two or more races."
5. If Nonresident Alien = N and Hispanic/Latino = N and Race Unknown = Y, THEN report as "Unknown Race."