

The California State University
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To: CSU Presidents

From: Jackie R. McClain
Vice Chancellor
Human Resources



Subject: **IPEDS 2001 Fall Staff and Employees by Assigned Position Surveys**

The National Center for Educational Statistics (NCES) is conducting its biannual Fall Staff Survey, which the campuses of the California State University are required to complete. The NCES is also conducting a newly developed survey called Employees by Assigned Positions, which for the most part, relies on information contained in the Fall Staff Survey.

NCES is collecting data for both surveys exclusively through the Internet. Paper submissions are no longer accepted. This change will not alter the way campuses validate their data, but will change the way in which the Chancellor's Office submits the information to NCES. The Chancellor's Office will assist the campuses in preparing data for submission, and will submit the survey responses through the NCES website. Enclosed are copies of the general layout of data for the two reports as provided by NCES. Campuses do not need to complete the enclosed forms.

Another change this year is that a new occupational category appears on both of the surveys. The new category, "Other Administrative," has been created in addition to the previously existing "Executive/Administrative/Managerial" category. Enclosed are definitions of these two categories as provided by NCES. The additional employment category will require significant modifications to the MPP job reporting system that we cannot implement in time for the current report. Therefore, the "Other Administrative" category will be ignored in reporting CSU data this year.

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Distribution: Vice Presidents, Academic Affairs
Vice Presidents, Administration
EEO/Diversity Directors
Directors of Human Resources
Directors of Institutional Research

We are communicating the details of the process for validating campus data to the Directors of Affirmative Action, Directors of Human Resources, and Directors of Institutional Research. My office will assume that the Director of Affirmative Action at your campus has primary responsibility for employee affirmative action data unless you advise us differently.

If you have questions regarding this data collection and reporting effort, they should be addressed to Mr. Kevin Ruminson at (562) 951-4422 or kruminson@calstate.edu. This HR Letter is available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcC/kr

Enclosures: IPEDS Fall Staff Survey 2001 Layout
IPEDS Employees by Assigned Positions Survey Layout
Definitions - "Executive/Administrative/Managerial" & "Other Administrative"