

Date: August 30, 2010

Code: HR 2010-11

To: CSU Presidents

From: Gail E. Brooks
Vice Chancellor
Human Resources



Subject: IPEDS¹ 2010 Human Resources Survey

Overview

Audience: Human Resources Directors, Directors of Equal Employment Opportunity, Directors of Institutional Research, and others with responsibility for campus IPEDS HR reporting

Action Item: Identification of parties responsible for testing new IPEDS HR reporting process and individuals with overall campus responsibility for IPEDS HR reporting

Affected Employee Group(s)/Unit(s) : All employees

Summary

Significant changes have occurred to IPEDS HR reporting requirements in 2010. In order to comply with new federal regulations, campuses will report new race and ethnicity categories for all employees. Campuses will be responsible for testing the modifications to CMS baseline in September and for finalizing all data to be reported prior to October 31, 2010.

Beginning with the 2010/2011 reporting cycle, the CSU is required to use new race and ethnicity categories for reporting purposes. These changes were described in a previous Technical Letter (HR/Personnel Records 2010/11, available at <http://www.calstate.edu/HRAAdm/pdf2010/TL-PR2010-01.pdf>.) All CSU employees are being provided with the opportunity to report their race and ethnicity using the new categories; campuses are expected to complete the re-survey process by September 30, 2010. The data reported in the IPEDS HR survey will be based on "snapshot" data of employees on each campus as of close of business on October 31, 2010, and will include updated information on race and ethnicity.

The annual Integrated Postsecondary Education Data System ("IPEDS") Human Resources Survey will open December 8, 2010. The Human Resources survey reports data on salaries, benefits, and demographics for all CSU faculty, staff, and administrators. The CSU is required to submit a response for each campus.

¹ IPEDS is the Integrated Postsecondary Education Data System, the core postsecondary education data collection program for the National Center for Education Statistics (NCES). A variety of data are collected from all primary providers of postsecondary education in the country and these data are made available on the NCES Web site to students, researchers and others.

Distribution:

CSU Chancellor
CSU Office of Analytic Studies
Vice Presidents (all campus vice presidents)
Associate Vice Presidents/Deans of Faculty

Directors of Equal Employment Opportunity
Directors of Human Resources
Directors of Institutional Research

These changes in reporting requirements have necessitated a change to the process used for preparing campus responses to the IPEDS HR survey. In the past, the Chancellor's Office has compiled files for each campus to review using the Campus Information Retrieval System (CIRS). In 2010-11, the source data for the IPEDS HR survey will be the campus CMS HR database (Oracle/PeopleSoft). The new process will allow each campus to create an extract that will be automatically transmitted to the Chancellor's Office. The Chancellor's Office will use these extracts to prepare and submit the individual campus survey responses. Four campuses are now pilot testing this new process: Chico, Pomona, San Luis Obispo and Stanislaus. All campuses will be asked to test the process in September. We anticipate that some data cleanup in the fields used by Oracle/PeopleSoft for IPEDS HR reporting may be required; any such cleanup must be completed prior to October 31, 2010, at which point campus data must be finalized.

At this time, we are requesting that each campus identify an individual who will be responsible for testing the new process in Oracle/PeopleSoft. Please provide the name and contact information for that person to Tammy Hines (562-951-4418; tammy.hines@calstate.edu) on or before September 3, 2010.

A technical letter will follow that will communicate process details, including data fields used for IPEDS HR reporting, to the Directors of Equal Employment Opportunity, Directors of Human Resources, and Directors of Institutional Research. My office will assume that the Director of Equal Employment Opportunity or its equivalent at your campus has primary responsibility for reviewing IPEDS HR data unless you advise us differently.

The IPEDS HR survey and instructions are available at the following web site maintained by NCES. Note that campuses do **not** need to complete the survey located on this web site.

<https://surveys.nces.ed.gov/ipeds/visresults.aspx>

Questions regarding modifications to CMS Baseline may be addressed to Tammy Hines. Other questions regarding the IPEDS HR reporting effort should be addressed to Qinzhu Zhang, Senior Research & Systems Analyst, at qzhang@calstate.edu.

GB/mm