UW System Gender Question Implementation Suggestions

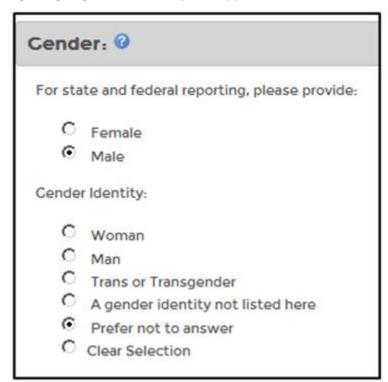
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Background Information

Providing students with the option to self-identify gender supports the University's priorities of creating an inclusive and welcoming campus environment across the UW system. Including these questions on the application will signal to prospective students that UW is an inclusive environment and that the gender diversity is part of it. As with all other demographic questions on the admission application, providing gender identity data will be voluntary, optional, and as required by law, not impact admission decisions.

Beginning August 1, the UW System application will ask the following two part question:



In order to prepare for this question and data collection and use, we are providing this implementation suggestion guide. We recommend meeting with key decision makers at your campus that may include offices including: admissions, registration and records, financial aid, LGBTQ resource centers, institutional research, academic and student affairs, and housing. Please feel free to use this guide to begin those conversations.

Questions to Consider about Gender Identity Data (from a poll from CIO list serve)

- 1. Will you store information regarding gender identity in your CS database?
- 2. What populations of individuals may track their gender identity in your CS database?
 - a. Prospects? Applicants? Students? Alumni? Instructors/Advisors? Employees? Others
- 3. What methods are you using to capture this information?
 - a. Individuals with self-service access may update their information?
 - b. Information is only uploaded via the UW System eApp process?
 - c. Anyone with Add/Update Person can modify this information for anyone in the system?
- 4. Who maintains the information for these individuals?
 - a. Individual?
 - b. Functional Users/Employees?
 - c. External System? Describe:
- 5. Do you restrict who has access to the information?
 - a. If yes, describe the types of people with the ability to view, add, update, or delete this information.
- 6. Do you send this information to other systems or do you receive this information from other systems?
 - a. If yes, please describe the import/export systems.
- 7. Do you have data governance rules regarding how the data may be used?
 - a. If yes, please explain.

Our recommendation to the above questions would include collecting this data for <u>students</u> through the electronic application, potentially self-service (requiring a customization), and users that have update access to race/ethnicity. We also recommend restricting access or providing data under the same data governance rules that guides race/ethnicity. This information should be treated like directory information and no one should have outside access to this information.

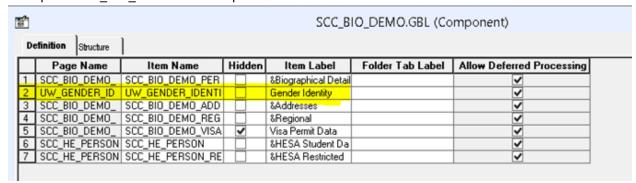
Technical Components

In order to collect and store the Gender Identity question in PeopleSoft, you will need to do the following:

- Download the projects and installation instructions from the MILER Common Objects file library (http://comsys.uwsa.edu/p/do/sd/sid=3619&type=0). UW_GENDER_ID_20160415 replaces the 20160323 version. This provides you with the ability to load the data from the eapp. The install guide provides helpful information on installing this project.
- Then expose and maintain data on the table. We recommend option 2 Maintain Data through a Page in an Existing Component, specifically consider adding to the SCC_BIO_DEMO (Add/Update a Person) component. You can add page UW_GENDER_IDENTITY to any Component that brings EMPLID into the buffer as a key at Level 0 (zero). Primary reasons for this option include: it's convenient for users since they are already on that component for related bio demo components; adding it as a separate tab

allows better control of the security, in case not everyone with access to SCC_BIO_DEMO should have update to Gender ID. Also, ensure to add the additional page(s) to the UW_GENDER_IDENTITY permission list to ensure the tab is exposed to the authorized personnel.

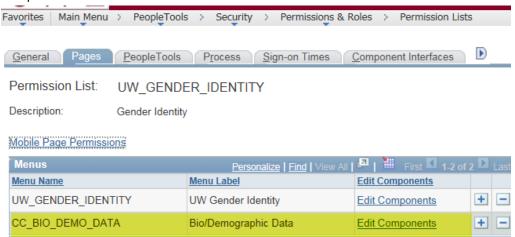
Example of SCC BIO DEMO.GBL Component:



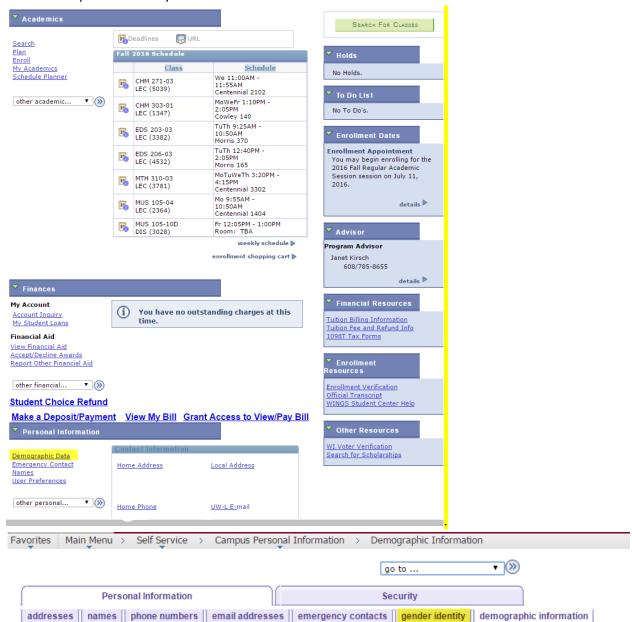
Example of Gender Identity component in Add/Update Person page:



Example of Permission List after UW_GENDER_IDENTITY has been added to the SCC_BIO_DEMO component:



Additionally, you may want the ability to update this field through Self Service, which would be a
customization. The field should only be viewable to the student and not to others through advisor
center. We recommend overriding the data rather than effective dating this element; this decision
would need to be made at the point of customizing self-service. Below are snapshots of placement of a
similar set-up for University of Wisconsin La Crosse.



Updating/Communicating to Continuing Students

As this is a new question, continuing students may not be aware of this change or ability to update their information. You may want to promote this change through various channels on campus, specifically in LGBTQ student services. Once you've addressed the question of how/who can change this data, communicate this to continuing students.

Frequently Asked Questions

How was the gender identity questions developed in a national context and in the UW System?

The Transgender Health Advocacy Coalition in Philadelphia, PA developed the two-step question protocol for gender identity data collection in 1997. The Center of Excellence for Transgender Health and UC San Francisco began advocating the use of the two-step protocol in 2007, and the U.S. Centers for Disease Control and Prevention adopted it in 2011. The two-step method was also cognitively tested by two research teams as part of the Williams Institute's research on best practices to identify transgender people and other gender minorities through population-based surveys.

For more than two years, a System wide committee that includes representation from admissions, registration and records, financial aid, LGBTQ resource centers, institutional research, UW System Academic and Student Affairs, UW System OPAR, UW-Madison DoIT, and UW HELP have been discussing a change to the gender question on the UW System application for admission.

Why is the gender identity measure comprised of two questions?

The two-step question protocol for gender identity data collection first asks the respondent to state their sex as indicated on their birth certificate, followed by a second question querying the respondent's current gender identity. Research has shown that together, these two variables work well in identifying transgender and other gender minority respondents.

How will campuses use responses?

Data collected on gender identity will provide UW campuses with meaningful population data necessary for targeting resources and other student support services (e.g., scholarships and themed housing). These data will also enable campuses to develop curricular and co-curricular offerings that reflect students' diverse perspectives, and that promote a safe and welcoming learning environment for all students.

As a recipient of federal Title IV financial aid funds, UW is required to gather and report demographic data for undergraduate and graduate students, including gender data.

Data collected should be included on the student record, unless the student opts for "only aggregate" reporting. If a student opts for exclusion from their personal record, these data should be maintained in aggregate form at the campus and student classification levels.

Campuses should provide students with an avenue to update or change their gender identity data through online campus student portals or an alternate method determined by the campus.