

# 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:



The image shows a screenshot of a form titled "Gender: ?". The form is divided into two sections. The first section is titled "For state and federal reporting, please provide:" and contains two radio button options: "Female" and "Male". The "Male" option is selected. The second section is titled "Gender Identity:" and contains six radio button options: "Woman", "Man", "Trans or Transgender", "A gender identity not listed here", "Prefer not to answer", and "Clear Selection". The "Prefer not to answer" option is selected.

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 students 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:

SCC_BIO_DEMO.GBL (Component)						
Definition		Structure				
	Page Name	Item Name	Hidden	Item Label	Folder Tab Label	Allow Deferred Processing
1	SCC_BIO_DEMO	SCC_BIO_DEMO_PER	<input type="checkbox"/>	&Biographical Detail		<input checked="" type="checkbox"/>
2	UW_GENDER_ID	UW_GENDER_IDENTI	<input type="checkbox"/>	Gender Identity		<input checked="" type="checkbox"/>
3	SCC_BIO_DEMO	SCC_BIO_DEMO_ADD	<input type="checkbox"/>	&Addresses		<input checked="" type="checkbox"/>
4	SCC_BIO_DEMO	SCC_BIO_DEMO_REG	<input type="checkbox"/>	&Regional		<input checked="" type="checkbox"/>
5	SCC_BIO_DEMO	SCC_BIO_DEMO_VISA	<input checked="" type="checkbox"/>	Visa Permit Data		<input checked="" type="checkbox"/>
6	SCC_HE_PERSON	SCC_HE_PERSON	<input type="checkbox"/>	&HESA Student Da		<input checked="" type="checkbox"/>
7	SCC_HE_PERSON	SCC_HE_PERSON_RE	<input type="checkbox"/>	&HESA Restricted		<input checked="" type="checkbox"/>

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

Favorites | Main Menu > Campus Community > Personal Information > Add/Update a Person

Biographical Details | **Gender Identity** | Addresses | Regional

I.M. Abogusnumber-One 11130240

Gender Identity Personalize | Find | First 1 of 1 Last

	*Effective Date	*Gender Identity		
1	06/29/2016	Trans or Transgender		

Example of Permission List after UW\_GENDER\_IDENTITY has been added to the SCC\_BIO\_DEMO component:

Favorites | Main Menu > PeopleTools > Security > Permissions & Roles > Permission Lists

General | **Pages** | PeopleTools | Process | Sign-on Times | Component Interfaces

Permission List: UW\_GENDER\_IDENTITY

Description: Gender Identity

[Mobile Page Permissions](#)

Menus			Personalize   Find   View All   First 1-2 of 2 Last
Menu Name	Menu Label	Edit Components	
UW_GENDER_IDENTITY	UW Gender Identity	<a href="#">Edit Components</a>	
CC_BIO_DEMO_DATA	Bio/Demographic Data	<a href="#">Edit Components</a>	

- 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.

The screenshot displays a student self-service portal with the following sections:

- Academics:** Includes a search bar, navigation links (Search, Plan, Enroll, My Academics, Schedule Planner), a dropdown menu for "other academic...", and a "Fall 2016 Schedule" table.
 

Class	Schedule
CHM 271-03 LEC (5039)	We 11:00AM - 11:55AM Centennial 2102
CHM 303-01 LEC (1347)	MoWeFr 1:10PM - 2:05PM Cowley 140
EDS 203-03 LEC (3382)	TuTh 9:25AM - 10:50AM Morris 370
EDS 206-03 LEC (4532)	TuTh 12:40PM - 2:05PM Morris 165
MTH 310-03 LEC (3781)	MoTuWeTh 3:20PM - 4:15PM Centennial 3302
MUS 105-04 LEC (2364)	Mo 9:55AM - 10:50AM Centennial 1404
MUS 105-10D DIS (3028)	Fr 12:05PM - 1:00PM Room: TBA
- Finances:** Includes "My Account" (Account Inquiry, My Student Loans), "Financial Aid" (View Financial Aid, Accept/Decline Awards, Report Other Financial Aid), a dropdown for "other financial...", and links for "Student Choice Refund", "Make a Deposit/Payment", "View My Bill", and "Grant Access to View/Pay Bill".
- Personal Information:** Includes "Demographic Data" (Emergency Contact, Names, User Preferences), a dropdown for "other personal...", and "Contact Information" (Home Address, Local Address, Home Phone, UW-L E-mail).
- Right Sidebar:** Contains sections for "Holds" (No Holds), "To Do List" (No To Do's), "Enrollment Dates" (Enrollment Appointment for 2016 Fall Regular Academic Session on July 11, 2016), "Advisor" (Program Advisor Janet Kirsch, 608/785-8655), "Financial Resources" (Tuition Billing Information, Tuition Fee and Refund Info, 1098T Tax Forms), "Enrollment Resources" (Enrollment Verification, Official Transcript, WINGS Student Center Help), and "Other Resources" (WI Voter Verification, Search for Scholarships).
- Navigation:** Includes "Favorites", "Main Menu", "Self Service", "Campus Personal Information", "Demographic Information", a "go to ..." dropdown, and a breadcrumb trail: "Personal Information" > "Security" > "addresses" > "names" > "phone numbers" > "email addresses" > "emergency contacts" > "gender identity" > "demographic information".

## 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.