



# **RACE/ETHNICITY RE-SURVEY FOR STAFF**

**Elizabeth A. Clune, M.Ed.**  
Assistant Director of Institutional Research

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# WHY ARE WE TALKING ABOUT THIS?

- The Census
- Reporting requirements
  - Internal request
    - Ex. faculty submission of grants
    - Describing our community
  - External request
    - College guides
    - SMCM submits information to state and federal agencies on students, faculty, and staff
    - Institutional non-compliance = Big fines!



# HOW WILL THIS BE DIFFERENT?

## Old Categories

White

Black or African American

Hispanic

Asian

American Indian/  
Alaskan  
Native

Unknown

## New Categories

1. Are you Hispanic/Latino?

Yes

No

2. What is your race?

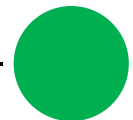
White

Black or African American

American Indian/  
Alaskan  
Native

Asian

Native Hawaiian or Other  
Pacific Islander (new)



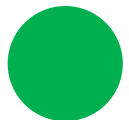
# PROCESS

## Office Other than Physical Plant

- Complete online on the Portal by July 1<sup>st</sup>

## Physical Plant

- Individual meetings will be held by Mac by department (grounds, housekeeping, trades)
- Survey will be on paper



# Where is the web form located?

The screenshot shows the SMCM website interface. At the top, there is a navigation bar with several menu items: Home, Working at SMCM, Groups and Events, SMCM Facts and Data, Middle States PRR, Grants-Sponsored Research, and President-Elect Urgo. Below this is a secondary navigation bar with Help and My Pages. A breadcrumb trail indicates the current location: You are here: Working at SMCM > Employee Resources. On the left side, there is a sidebar titled 'Working at SMCM' with a sub-section 'Employee Resources' containing a list of links: Working at SMCM Tab Changes, Benefits, One Card Account Management, Announcements, Calendar, Task Manager, and Administrative Tasks. The main content area is titled 'Working at SMCM' and features a sub-section 'Working at SMCM Tab Changes' with a search icon and a help icon. The text in this section reads: 'Staff and Faculty, We have made a few changes to the "Working at SMCM" tab. We have created a Resource Page accessible to the **left of the page.** **What Moved:** Bookmarks, How-to and Help Guides, Federal Work Study Information Guide.' To the right of the main content, there is a 'Printer Friendly' link with a printer icon. Below that is a section titled 'SMCM Race and Ethnicity Re-survey' with a search icon and a help icon, containing a link to 'Update My Demographic and Cell Phone Information'. Underneath is an 'Announcements' section with a search icon and a help icon, stating 'You have no incoming announcements.' and a link to 'Show All Announcements'. At the bottom right of the main content area is a 'Calendar' section with a search icon and a help icon. Two arrows are present: one pointing to the 'Working at SMCM' menu item in the top navigation bar, and another pointing to the 'Update My Demographic and Cell Phone Information' link in the right-hand sidebar.

Home Working at SMCM Groups and Events SMCM Facts and Data Middle States PRR Grants-Sponsored Research President-Elect Urgo

Help My Pages

You are here: Working at SMCM > Employee Resources

**Working at SMCM**

Employee Resources

- Working at SMCM Tab Changes
- Benefits
- One Card Account Management
- Announcements
- Calendar
- Task Manager
- Administrative Tasks

**Working at SMCM**

**Working at SMCM Tab Changes**

Staff and Faculty,

We have made a few changes to the "Working at SMCM" tab. We have created a Resource Page accessible to the **left of the page.**

**What Moved:** Bookmarks, How-to and Help Guides, Federal Work Study Information Guide.

Printer Friendly

**SMCM Race and Ethnicity Re-survey**

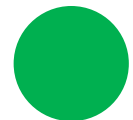
[Update My Demographic and Cell Phone Information](#)

**Announcements**

You have no incoming announcements.

[Show All Announcements](#)

**Calendar**



# What does it look like?

## Working at SMCM

 [Printer Friendly](#)

### SMCM Race and Ethnicity Re-survey

#### Race and Ethnicity

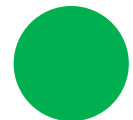
Colleges and universities are asked by many, including federal and state government and national surveys, to describe the racial and ethnic backgrounds of our students and employees. The current ethnic and racial data on file has been pre-populated into the questions. Please update this data if it is incorrect or you wish to change your identity. Please note that the categories of Asian and Native Hawaiian or Other Pacific Islander are now broken down into two categories and those individuals should now declare themselves in the proper category. Individuals who are Hispanic or Latino should now complete the question on race even though it does not have a pre-filled identity.

Additional information on the race and ethnicity re-survey can be [obtained here](#).

You should answer all questions.

#### **Are you of Hispanic or Latino origin?**

Yes  No [Clear](#)



## What is your race?

Select one or more of the following categories.

White

*A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.*

Black or African American

*A person having origins in any of the black racial groups of Africa.*

Asian

*A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.*

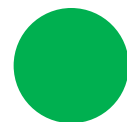
American Indian or Alaska Native

*A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.*

Native Hawaiian or Other Pacific Islander

*A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.*

By submitting this web form without answering the above questions, you will be considered as having no race or ethnicity declaration.



# CELL PHONE INFORMATION

## Cell Phone Information

Because individuals communicate predominantly with cell phones, SMCM now asks students, faculty, and staff to provide their cell phone numbers in the same way that you provide an emergency contact and a home address. This number may be used in similar manner as a land-based phone number.

**What is your cell phone number?**

(ex. 555-555-1234)

**Cell Phone Carrier?**

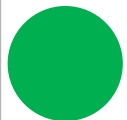
Select a carrier



SMCM is also implementing a notification system that would allow the College to notify you via SMS text messaging in the case of an emergency. We will be able to use your cell phone number through SMS text messaging as one of the ways to communicate with you in a critical moment. We take this communication method very seriously and will not use SMS text messaging for non-emergency purposes.

Allow SMCM to notify me via text message in an emergency situation. By giving us your cell phone and carrier information you are automatically signed up. Please uncheck the box to **unsubscribe** from the emergency text message notification system.

Submit



# WHERE DO I GO FOR ADDITIONAL QUESTIONS?

## ○ Elizabeth Clune

- Contact information

- x 4274

- [eaclune@smcm.edu](mailto:eaclune@smcm.edu)

- Glendening Hall 146 (downstairs business office suite by cashier)

- Institutional Research web site:

- <http://www.smcm.edu/institutionalresearch/raceethnicity.html>

- Power Point slides

- FAQs

