



Office of the President

# Memorandum

**Date:** August 3, 2015

cc: Cabinet  
Jonna J. Lewis  
(all w/ attachments)

**To:** Dr. Rebecca Gutierrez Keeton  
Acting Vice President for Student Affairs

**From:**   
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Soraya M. Coley, Ph.D.  
President

**Subject:** Delegation of Authority – EXECUTIVE ORDER NO. 318  
The Collection and Reporting of Data on Student Ethnicity

Pursuant to Executive Order No. 318, I am delegating to the Vice President for Student Affairs, the authority to implement and exercise the provision of said Executive Order, subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802  
(213) 590-5512

Date: January 10, 1980

To: Presidents

From: Harry Harmon  
Executive Vice Chancellor

Subject: Executive Order No. 318; The Collection and Reporting of  
Data on Student Ethnicity (Ref. IR 72-14, SA 78-41, SA 79-41)

I am transmitting five (5) copies of Executive Order No. 318. The Executive Order establishes policy for the collection and reporting of data on student ethnicity which should achieve more accurate accounting of student ethnicity.

Federal and state reporting requirements on the ethnic origin of students have not changed significantly since 1972 when campuses were asked to comply with formal reporting requirements based on a voluntary student response (IR 72-14). Aside from changes in the coding structure of the Ethnic Data (ERSS) effective fall 1978, the system's requirements have not changed.

It has become increasingly clear in the past two years that the ethnic data currently being collected are incomplete. The no-response rate is high, too high, for the system as a whole, although some individual campuses report excellent results.

A thorough analysis was made of campus responses to the survey of current campus practice in the collection of ethnic data (SA 78-41), and a proposed Executive Order drafted and circulated to the campuses for comment (SA 79-41). Campus

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**Distribution:** ATTENTION: DEANS/DIRECTORS, ADMISSIONS AND RECORDS  
REGISTRARS  
DIRECTORS, INSTITUTIONAL RESEARCH  
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VICE PRESIDENTS, ACADEMIC AFFAIRS

Deans of Students  
Chancellor's Office Staff  
Legislative Analyst

reactions have been reviewed and certain modifications made in the Executive Order, which is now forwarded to you for implementation. The effective date is Fall 1980.

It is your responsibility as President to comply with Executive Order No. 318 and to maintain a campus repository and index of all Executive Orders.

Questions regarding any aspect of this Executive Order may be referred to the Division of Student Affairs.

HH:mw

Attachment


THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802

Executive Order No.: 318  
Title: The Collection and Reporting of Data on Student Ethnicity  
Effective Date: Fall Term 1980  
Supersedes: IR 72-14

Effective with registration for the fall term 1980, the following procedures will be used by campuses in the collection and reporting of data on student ethnicity. This action is taken pursuant to Chapter III, Section 2, of the Standing Orders of the Board of Trustees.

- A. Each campus will report for each term of the college year through the Enrollment Reporting System (ERSS) the ethnicity of its enrolled students, using the full range of ethnic codes listed in the Data Element Dictionary (ERS Manual page 72), including D (Decline to state) and 9 (No response – persons not surveyed).
- B. Each campus will survey new students each term. Continuing students for whom no ethnic identification is on file will be surveyed annually. Campuses may elect to survey the entire student body.
- C. It is recommended that each campus use an ethnic survey instrument which requests only ethnic data. Campuses that find it difficult to isolate the request for ethnic data may combine the request with no more than one other request for data.
- D. Each campus will include on the survey instrument a brief statement of the purpose of the survey similar to the following:  

“Periodic surveys of student enrollment by ethnic origin are required in order to comply with state and federal reporting requirements and to assist in campus planning. Please identify (on the list below) the ethnic group which best characterizes your cultural orientation. Your cooperation will be greatly appreciated.”
- E. Each campus’ ethnic survey instrument will give students the opportunity to select any ethnic code including D (Decline to state) but excepting 9 (No response) which should be reserved for office use.

  
Glenn S. Dumke, Chancellor

Date: January 10, 1980