APPENDIX B

STEP Monitoring System Crosswalk

DATA ELEMENTS OF THE SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS TALENT EXPANSION PROGRAM MONITORING SYSTEM (STEP)

New Items	Common Collection Categories Questions	Staff and Project Participant Characteristics [i]	Project Implementation Characteristics [ii]	Project Outputs [iii]
	1. Your Contact Information			
	Principal Investigator (PI)			
	First Name	X		
	Middle Initial	X		
	Last Name	X		
	Title (Miss/Ms./Mr./Dr./Prof./etc.)	X		
	Institution Address 1	X		
	Institution Address 2	X		
	City	X		
	State	X		
	ZIP Code	X		
	Phone Number and Extension	X		
	Fax Number	X		
	E-mail Address	X		
	STEP Project Web Site Address	X		
	Person Completing the Survey			
	First Name	X		
	Middle Initial	X		
	Last Name	X		
	Title (Miss/Ms./Mr./Dr./Prof./etc.)	X		
	Phone Number and Extension	X		
	Fax Number	X		
	E-mail Address	X		
X	**Additional Contacts**			
X	First Name	X		
X	Last Name	X		
X	E-mail Address	X		
	2. Institution Definitions			
	What cutoff date does your institution use to determine total undergraduate enrollment? (month/day/year)	X		
	Why is this date used?	X		
	Have the criteria for setting this date changed since last year? (Yes/No)	X		
	Total undergraduate enrollment (according to the cutoff date indicated in your answer above)	X		
	How does your institution define a full-time equivalent (FTE) undergraduate student?	X		
	Has this definition changed since last year? (Yes/No)	X		

New Items	Common Collection Categories / Questions	Staff and Project Participant Characteristics	Project Implementation Characteristics	Project Outputs
X	How does your institution calculate undergraduate FTE enrollment	X		
X	Has this formula changed since last year? (Yes/No)	X		
	Total undergraduate FTE enrollment according to the cutoff date indicated above	X		
	What are your institution's requirements for selecting a major? [4-year institutions]/What are your institution's requirements for considering a student a STEM major (or your institution's equivalent classification)? [2-year institutions]	X		
	Have these criteria changed since last year? (Yes/No)	X		
	3. Student Demographics			
	STEM Disciplines offered at [INSERT INSTITUTION NAME] Please indicate the STEM disciplines in which [INSERT INSTITUTION NAME] offers majors/degrees. [If you are unable to classify our data by these disciplines, try the alternative list of categories. (2-year institutions only)] A list of STEM discipline classifications is available in the online crosswalk. **Standard List** Agricultural Science Biological Sciences Chemistry Computer Science Engineering Environmental Science Geosciences Mathematics Physics/Astronomy Psychology **Alternative List** [2-year institutions only] Engineering Mathematics Science		X	

New Items	Questions	Staff and Project Participant Characteristics	Project Implementation Characteristics	Project Outputs

	Majors
	Please enter the number of students who have completed the requirement necessary to be officially recognized by your institution as majors in [INSERT DISCIPLINE] (or your institution's equivalent classification) (2-year institutions only) as of the cutoff date indicated in your answer to question 2.1.
	
	Not Hispanic or Latino
	Race
	     American Indian or Alaska Native
	     Asian
	     Black or African American
	     Native Hawaiian or Other Pacific Islander
	     White
	     More Than One Race Reported (Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.)
	     More Than One Race Reported (Asian & White) (Count students reporting both Asian and White, but no other race.)
	     Race Not Reported or Unknown
	     Auto-Total Not Hispanic or Latino (read-only)
	
	Hispanic or Latino
	Race
	     American Indian or Alaska Native
	     Asian
	     Black or African American
	     Native Hawaiian or Other Pacific Islander
	     White
	     More Than One Race Reported (Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.)
	     More Than One Race Reported (Asian & White) (Count students reporting both Asian and White, but no other race.)
	     Race Not Reported or Unknown
	     Auto-Total Hispanic or Latino (read-only)
	
	Neither Ethnicity nor Race Reported
	Auto-Total [INSERT DISCIPLINE] Majors (read-only)
	
	Male
	Female
	Gender Not Reported
	Auto-Total (Read-Only)
				X

New Items	Common Collection Categories Questions	Staff and Project Participant Characteristics	Project Implementation Characteristics	Project Outputs

	Degrees Granted
	Please enter the number of students granted associate's degrees (2-year institutions)/bachelor's degrees (4-year institutions) in [INSERT DISCIPLINE] by ethnicity, race, and gender during the reporting period July 1, 20XX – June 30, 20XX.
	
	Not Hispanic or Latino
	Race
	     American Indian or Alaska Native
	     Asian
	     Black or African American
	     Native Hawaiian or Other Pacific Islander
	     White
	     More Than One Race Reported (Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.)
	     More Than One Race Reported (Asian & White) (Count students reporting both Asian and White, but no other race.)
	     Race Not Reported or Unknown
	     Auto-Total Not Hispanic or Latino (read-only)
	
	Hispanic or Latino
	Race
	     American Indian or Alaska Native
	     Asian
	     Black or African American
	     Native Hawaiian or Other Pacific Islander
	     White
	     More Than One Race Reported (Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.)
	     More Than One Race Reported (Asian & White) (Count students reporting both Asian and White, but no other race.)
	     Race Not Reported or Unknown
	     Auto-Total Hispanic or Latino (read-only)
	
	Neither Ethnicity nor Race Reported
	Auto-Total Associate's (2-year institutions)/Bachelor's (4-year institutions) degrees granted in [INSERT DISCIPLINE] (read-only)
	
	Male
	Female
	Gender Not Reported
	Auto-Total (Read-Only)
				X

New Items	Common Collection Categories / Questions	Staff and Project Participant Characteristics	Project Implementation Characteristics	Project Outputs

	Transfers to 4-Year Institutions [2-year institutions only]
	Please enter the number of [INSERT DISCIPLINES] majors transferring to 4-year institutions during the reporting period July 1, 20XX – June 30, 20XX by ethnicity, race, and gender.
	
	Not Hispanic or Latino
	Race
	  American Indian or Alaska Native
	  Asian
	  Black or African American
	  Native Hawaiian or Other Pacific Islander
	  White
	  More Than One Race Reported (Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.)
	  More Than One Race Reported (Asian & White) (Count students reporting both Asian and White, but no other race.)
	  Race Not Reported or Unknown
	  Auto-Total Not Hispanic or Latino (read-only)
	
	Hispanic or Latino
	Race
	  American Indian or Alaska Native
	  Asian
	  Black or African American
	  Native Hawaiian or Other Pacific Islander
	  White
	  More Than One Race Reported (Count students reporting two or more race categories where at least one of the reported categories is: American Indian or Alaska Native, Black or African American, or Native Hawaiian or Other Pacific Islander.)
	  More Than One Race Reported (Asian & White) (Count students reporting both Asian and White, but no other race.)
	  Race Not Reported or Unknown
	  Auto-Total Hispanic or Latino (read-only)
	
	Neither Ethnicity nor Race Reported
	Auto-Total Associate's (2-year institutions)/Bachelor's (4-year institutions) degrees granted in [INSERT DISCIPLINE] (read-only)
	
	Male
	Female
	Gender Not Reported
	Auto-Total (Read-Only)
				X

New Items	Common Collection Categories Questions	Staff and Project Participant Characteristics	Project Implementation Characteristics	Project Outputs
	4. Strategies and Activities			
	Title of strategy/activity		X	
	Status (Planned/Implemented/Discontinued)		X	

X	Which of the following best describes the strategy/activity? (check all that apply):
	    Precollege Development
	    Undergraduate Student Academic Development
	    Undergraduate Student Professional Development
	    Faculty Development
	    Curriculum Development
	    Linkages with Community Colleges
	    Other (please specify):
			X	

X	Were any of the following student groups specifically targeted by this strategy/activity? (check any that apply):
	    Underrepresented Minority Students
	    Female Students
	    At-Risk Students (please define)
			X	

	Brief description of strategy/activity		X	
	Number of undergraduate students participating in this strategy/activity		X	X
	Number of high school students (juniors and seniors only) participating in this strategy/activity		X	X
	Indications that this strategy/activity will increase the number of STEM graduates (or STEM majors transferring to 4-year institutions [2-year institutions only])			X
	Describe any challenges in implementing this strategy/activity		X	
	5. Challenges			
	Title of challenge		X	
	Brief description of challenge		X	

	6. Other Influences	8		
	Description of influences		X	
	7. Student Participation			
	Since some of your strategies/activities will service the same students multiple times, please estimate 　How many distinct undergraduate students participated in the strategies/activities carried out under your STEP grant between July 1, 20XX – June 30, 20XX. 　How many distinct high school students participated in the strategies/activities carried out under your STEP grant between July 1, 20XX – June 30, 20XX.		X	X
	How many distinct undergraduate students received funding of any type under your STEP grant between July 1, 20XX – June 30, 20XX?		X	X
	For what types of efforts were undergraduate students funded between July 1, 20XX – June 30 20XX (e.g., being paid to be a tutor, being paid to be a mentor, being paid to be an intern, receiving a scholarship or stipend, being paid to assist with STEP strategies/activities)?		X	X