



Attachment I Employment and Earnings Survey (EES) Technical Review Panel

Gerri Anderson
Special Assistant to the President for External
Affairs
Aims Community College
5401 West 20th Street
Greeley, CO 80632
Phone: (303)503-4074
Email: geri.anderson@aims.edu

Angela Bell
Senior Executive Director of Research and Policy
Analysis
University System of Georgia
270 Washington Street SW
Atlanta, GA 30334
Phone: (404)962-3069
Email: angela.bell@usg.edu

Jennifer Blum
Senior Vice Present, External Relations & Public
Policy
Laureate Education, Incorporated
1500 K Street NW, Suite 250
Washington, DC 20005
Phone: (202)393-1303
Email: jennifer.blum@laureate.net

Kathy Booth
Senior Research Associate
WestEd
300 Lakeside Drive, 25th Floor
Oakland, CA 94612
Phone: (510)302-4208
Email: kbooth@wested.org

Patrick Crane
Project Manager
West Virginia Community & Technical College
System
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301
Phone: (304)558-0087
Email: crane@wvctcs.org

Mark DeFusco
Senior Research Associate
University of Southern California
Rossier School of Education
Waite Phillips Hall WPH 701B
Los Angeles, CA 90089-4037
Phone: (213)740-7218
Email: mbd_001@usc.edu

Christine Fuglestad
Director of Government Affairs
Capella University
225 South 6th Street, 9th Floor
5019 Wentworth Avenue
Minneapolis, MN 55419
Phone: (612)977-4524
Email: christine.fuglestad@capella.edu

Alfred Gottschalck
Chief, Labor Force Statistics Branch
US Census Bureau
4600 Silver Hill Road
Washington, DC 20233
Phone: (301)763-5883
Email: alfred.o.gottschalck@census.gov

KC Greaney
Director, Office of Institutional Research
Santa Rosa Junior College
680 Sonoma Mountain Parkway
Richard Call Bldg., Annex
Petaluma, CA 94954
Phone: (707)778-4188
Email: kgreaney@santarosa.edu

Stephen Haworth
Senior Manager, Reporting & Policy Research
Devry Education Group
3005 Highland Parkway
Downers Grove, IL 60515
Phone: (630)353-1434
Email: shaworth@devrygroup.com

G. Scott Jenkins
Vice Provost for Academic Affairs and
Undergraduate Programs
North Carolina A&T State University
1601 East Market Street
Dowdy Building 318
Greensboro, NC 27411
Phone: (336)285-3039
Email: gsjenkin@ncat.edu

Anthony Jones
Graduate Faculty
Appalachian State University
151 College Street, Suite 217-B
Boone, NC 28608
Phone: (828)262-2287
Email: jonesap1@appstate.edu

John Kolotos
Policy Analyst
U.S. Department of Education
1990 K Street NW
Washington, DC 20202
Phone: (202)502-7762
Email: john.kolotos@ed.gov

Tod Massa
Director, Policy Research and Data Warehousing
State Council of Higher Education for Virginia
101 North 14th Street
Richmond, VA 23219
Phone: (804)225-3147
Email: todmassa@schev.edu

Heather McKay
Director, Education and Employment Research
Center
Rutgers University
94 Rockafeller Road
Piscataway, NJ 08854-8054
Phone: (848)445-4735
Email: hmckay@rci.rutgers.edu

Charles Nelson
Assistant Division Chief, Economic
Characteristics
Census Bureau
4600 Silver Hill Road
Washington, DC 20233
Phone: (301)763-3183
Email: charles.t.nelson@census.gov

Kent Phillippe (unable to attend)
Associate Vice President, Research & Student
Success
American Association of Community Colleges
One Dupont Circle NW
Suite 410
Washington, DC 20036
Phone: (202)416-4505
Email: kphillippe@aacc.nche.edu

Anne Polivka
Supervisory Research Economist, Employment
Research Chief
Bureau of Labor Statistics
2 Massachusetts Avenue NE, Suite 4945
Washington, DC 20212
Phone: (202)691-7395
Email: polivka.anne@bls.gov

Casey Sacks
Manager
Colorado Community College System
9101 East Lowry Boulevard
Denver, CO 80230
Phone: (720)858-2841
Email: casey.sacks@cccs.edu

Rajat Shah
Senior Vice President, Student Financial
Services
Lincoln Technical Institute
200 Executive Drive, Suite 340
West Orange, NJ 7052
Phone: (973)766-9099
Email: rshah@lincolnedu.com

Christine Tracy
Director of Research
Association for Private Sector Colleges and
Universities
1100 Connecticut Avenue NW
Suite 900
Washington, DC 20036
Phone: (202)336-6804
Email: chris.tracy@apscu.org

Christina Whitfield
Vice Chancellor
Kentucky Community & Technical College
System
300 North Main Street
Versailles, KY 40383
Phone: (859)256-3184
Email: christina.whitfield@kctcs.edu

Paul Umbach
Professor, Higher Education and Educational
Evaluation and Policy Analysis
Department of Leadership, Policy, and Adult and
Higher Education
North Carolina State University
300 Poe Hall, Box 7801
Raleigh, NC 27695
Phone: (919)515-9366
Email: paul_umbach@ncsu.edu

National Center for Education Statistics

Sharon Boivin
Mathematical Statistician
U.S. Department of Education, NCES
1990 K Street NW, Room 9052
Washington, DC 20006
Phone: (202)502-7627
Email: sharon.boivin@ed.gov

Chris Chapman
Acting Associate Commissioner, Sample Surveys
U.S. Department of Education, NCES
1990 K Street NW, Room 9042
Washington, DC 20006
Phone: (202)502-7414
Email: chris.chapman@ed.gov

Tracy Hunt-White
Education Statistician
U.S. Department of Education, NCES
1990 K Street NW, Room 9018
Washington, DC 20006
Phone: (202)502-7438
Email: tracy.hunt-white@ed.gov

Marilyn Seastrom
Chief Statistician
U.S. Department of Education, NCES
1990 K Street NW, Room 9040
Washington, DC 20006
Phone: (202)502-7303
Email: marilyn.seastrom@ed.gov

Sean Simone
Statistician
U.S. Department of Education, NCES
1990 K Street NW, Room 8125
Washington, DC 20006
Phone: (202)502-7367
Email: sean.simone@ed.gov

RTI International

Jeff Franklin
Senior Survey Methodologist
RTI International
3040 East Cornwallis Road
P.O. Box 12194
Research Triangle Park, NC 27709
Phone: (919)485-2614
Email: jwf@rti.org

Alan Karr
Director, Center of Excellence for Complex Data
Analysis
RTI International
3040 East Cornwallis Road
P.O. Box 12194
Research Triangle Park, NC 27709
Phone: (919)316-3423
Email: karr@rti.org

T. Austin Lacy
Education Research Analyst
RTI International
3040 East Cornwallis Road
P.O. Box 12194
Research Triangle Park, NC 27709
Phone: (919)990-8386
Email: tlacy@rti.org

John Riccobono
Vice President, Education & Workforce
Development
RTI International
3040 East Cornwallis Road
P.O. Box 12194
Research Triangle Park, NC 27709
Phone: (919)541-7006
Email: jar@rti.org

Peter Siegel
Senior Statistician
RTI International
3040 East Cornwallis Road
P.O. Box 12194
Research Triangle Park, NC 27709
Phone: (919)541-6348
Email: siegel@rti.org

Erin Velez
Education Research Analyst
RTI International
701 13th Street NW
Suite 750
Washington, DC 20005
Phone: (202)974-7879
Email: evelez@rti.org

Jennifer Wine
Senior Director, Program in Education Survey
Design
RTI International
3040 East Cornwallis Road
P.O. Box 12194
Research Triangle Park, NC 27709
Phone: (919)541-6870
Email: jennifer@rti.org

Attachment II
Recruitment Materials

Identification of Participants

Advertisements will be targeted toward individuals qualified for this particular study, describing briefly the purpose of the cognitive interviews and the opportunity for respondents to contribute to the development of the Employment and Earnings survey. The advertisements will identify the requirement that participants be recent graduates (up to 4 years following completion of the credential) of eligible gainful employment programs, as well as the time commitment of the interview and the incentive amount for participation. Sample advertisements are presented below.

Sample Facebook Post

RTI International, a non-profit research firm, is looking for recent graduates of vocational and technical certificate, diploma, and associate's degree programs to help test a new survey on employment and earnings after college.

Who: Those who earned a vocational or technical associate's degree, certificate, or diploma after January 2011.

When: Appointment times are available morning, afternoon and evening.

Where: Interviews will be conducted at RTI's office in [RTP/DC/Chicago].

The interview session will take approximately 40 minutes, and eligible participants will receive \$40 to thank them for their time and participation.

If you are interested in participating, please contact XXX at XXX.

Please feel free to share this opportunity with anyone who may be interested.

Sample Craigslist Ad

Title:

EARNED AN ASSOCIATE'S DEGREE OR CERTIFICATE AFTER JANUARY 2011? RECEIVE \$40 FOR A SURVEY

Ad text:

IF YOU...

Earned a vocational or technical associate's degree, certificate, or diploma after January 2011...

WE NEED YOU TO...

Answer a few questions about your employment and earnings since completing your program.

You may be eligible to help us pretest a survey and RECEIVE \$40 for your time!

National Center for Education Statistics

To find out if you're ELIGIBLE:

Email us: XXX@rti.org

Call us: XXX

Our appointment schedule is flexible, with weekend and evening sessions. The private interview will be conducted at our [RTP/DC/Chicago] office and will take approximately 40 minutes. The purpose of the interview is to help test and refine survey questions.

RTI International is conducting this survey for the National Center for Education Statistics part of the U.S. Department of Education.

[RTI is a non-profit research firm located in Research Triangle Park near Cornwallis Road and Davis Drive, with easy access to and from I-40.]

[RTI's DC office is located on 13th Street, N.W., with easy access to Metro Center.]

[RTI's Chicago office is located on West Monroe St., with easy access to and from I-290 and I-94.]

Attachment III Informed Consent



Consent to Participate in Research

Title of Research: Employment and Earnings Survey – Cognitive Interview

Introduction

You are being asked to participate in a cognitive interview to help improve a survey being constructed by RTI. The survey items will be used by the U.S. Department of Education as part of the National Household Education Study in 2016. Before you decide if you want to take part in this study, please read this Informed Consent form so that you understand what the interview is about and what you will be asked to do. This form also tells you who can participate in the interviews, the risks and benefits of participating, how we will protect your information, and who you can call if you have questions. Please ask the researcher to explain anything you don't understand before you make your decision.

Purpose

The interview is being conducted on behalf of the National Center for Education Statistics, within the U.S. Department of Education, by RTI International, a research organization with headquarters in Research Triangle Park, North Carolina.

Participation will involve answering questions and reviewing a survey for an upcoming study. During the interview, we will ask you to complete a survey questionnaire on paper or on a computer and give us your thoughts on the questions you are being asked. In addition, we will ask you questions as you go in order to measure your understanding and interpretation of the questions in the survey. The information from the interviews will help us finalize development of the questions for the final survey instrument.

Procedures

You are one of 15 individuals participating in these cognitive interviews. The interview will be audio recorded to make sure we don't miss anything that you say and to help us write a report summarizing the results of the interviews. Upon completion of the written report, the recording will be destroyed. Your name or any information that could identify you personally will not be used in the report that we write.

Study Duration

Your participation in the cognitive interview will take about 40 minutes.

Possible Risks or Discomfort

We do not anticipate that any of the discussion topics will make you uncomfortable or upset. However you may refuse to answer any question or take a break at any time.

Your Rights

| Your Benefits |

There are no direct benefits to you from participating in this study.

| Benefits for Other People |

National Center for Education Statistics

We hope that these interviews will help to produce quality questions for the survey being developed on behalf of the U S Department of Education.

Payment for Participation

You will receive \$40 upon completion of the interview.

Confidentiality

RTI International is conducting this study for the National Center for Education Statistics (NCES) of the U.S. Department of Education. This study is authorized by law under the Education Sciences Reform Act (20 U.S.C., Section 9543). Your participation is voluntary. Your responses may only be used for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S. Code, Section 9573).

Future Contacts

We will not contact you in the future.

Your Rights

Your decision to take part in this research study is completely voluntary. You can refuse to answer any question and you can stop participating at any time.

Your Questions

If you have any questions about the study, you may call Dr. Jennifer Wine at RTI International (919-541-6870). If you have any questions about your rights as a study participant, you may call RTI's Office of Research Protection at 1-866-214-2043 (a toll-free number).

YOU WILL BE GIVEN A COPY OF THIS CONSENT FORM TO KEEP.

Your signature below indicates that you have read the information provided above, have received answers to your questions, and have freely decided to participate in this research. By agreeing to participate in this research, you are not giving up any of your legal rights.

Signature of Participant

Date

Printed Name of Participant

I certify that the nature and purpose, the potential benefits, and possible risks associated with participating in this research have been explained to the above-named individual.

Signature of Person Obtaining Consent

Date

Printed Name of Person Obtaining Consent

Attachment IV

Survey Question Justification

Question 1 verifies that the earnings measure reported in the survey is for the individual sampled for the survey.

Question 2 confirms a respondent's completion of a postsecondary occupational program leading to an industry-recognized credential.

Question 3 is included to verify zero or blank responses to the earnings questions (questions 4-6) as correct, if the respondent answers that he or she was not employed during the cohort period. This question's language comes from item Q29a in the March, Annual Social and Economic (ASEC) supplement of the Current Population Survey (CPS).

Questions 4-6 are included to capture respondent earnings. The language for these questions comes from section 4, part F of the most recent Computer-Assisted Telephone Interview (CATI) version of the American Community Survey (ACS). Specifically, the text instructions before question 4 and the wording for question 4 come from items P40a1 and P40a2/P40a2_V. The wording for question 5 comes from item P40b1. The wording for question 6 comes from items P47b and P47b_amount/loss.

For questions 4 and 5, additional prompt text was added to the end of the question, reminding respondents to consider all jobs when answering the question, in order to prevent them from limiting their responses to earnings from their main job (if multiple). Additionally, the term, "overtime pay," was added to the list of additional sources of income to consider in question 5. This term is used in similar questions in the March ASEC supplement of the CPS (questions Q48a3 and Q48aad), and was identified as an important additional type of earnings during the Technical Review Panel which met in December 2014.

Three separate questions (4-6) are asked to measure earnings so as to mirror the way earnings are collected in the CATI version of the ACS survey. Additionally, including a question specifically regarding tip, overtime pay, bonus, and commission earnings is important to ensure these types of income are included in the total earnings measure.