Graduate Outcomes Survey User's Guide: CHANGE LOG

2021 Changes

- July 2021:
  - Added recommendations for requesting employer contact information and consent from the graduate to contact their employer for the employer satisfaction survey. These recommendations were developed through a Systemwide workgroup.

2020 Changes

- July 2020:
  - Removed historic wording for Q3 present status question and updated record information.
  - Added clarifying information about 'College-level reporting of graduate outcomes data.'

October 2019 Changes

- For surveys conducted in the academic year 2020-21 and onward, we will change the 'present status' question. The survey with this new question wording has been added to the guide on page 6 and the coding for submission files have been added on pages 10-11, with file error information on page 17.

June 2019 Changes

- Added a 'College-level reporting of graduate outcomes data' section that provides guidance on FERPA and identifiable student information.

November + December 2018 Changes

- Added clarifying information about marking students as "not available for employment – student" for students currently in high school or currently enrolled at your college (and meet three criteria)
- Added a 'Best Practices' section to highlight practices from our colleges that may help increase survey response rates (page 4).
- Added Hilary Barker's contact information (page 3).
- Updated links to report and documents.

- Added clarifying information about the use of National Student Clearinghouse data (pages 3-4) and questionable employed-related responses (page 11).

September 2016 Changes

- Added verbiage that once a college submits error free data, the following day the college should look at the portal reports to ensure accuracy.
- Wage calculation – the guide now shows how a wage is taken from hourly up to annual. Each college may decide to submit the hourly, weekly, monthly or annual wage reported on the survey or using the calculations shown, report all salaries in one format, hourly, weekly, monthly or annually.

April 2016 Changes

- Changed language regarding when a college has the option to use "not available for employment – student". The student must still be enrolled in the same college, in a program and taking a credit course.
- Updated wording on page 9 and 16 – previously said "not available for employment – homemaker" language changed to match survey, "not available for employment – family responsibilities".

January 2015 Changes

- Added CNA process note
- Added an explanation of the Follow Up reports available in the portal.
- Changed error 14 – Wage above maximum, error 15 Wage below minimum and error 17 weekly hours to warnings which will allow the records with these warnings to be accepted.
- Removed Grad error 23 – If we give the student to you on the sample as a graduate of a program, this error is not needed.

February 2013 Changes

- Any reference to the "File Transfer Protocol (FTP) over the Internet" has been replaced with availability through the WTCS portal.
- Submissions will be tracked by "Job ID" and will be found in the portal, rather than each college having a folder in Lemon.
- Wage above maximum/wage below minimum will no longer be an error, but will create a warning. As in the past, verify the wages, if they are accurate, the warning will remain, but the file will be accepted.

- The District and State Occupational Titles Report will be combined and available through the portal.
- The college student ID will replace the social security number in the sample and in the follow-up submissions.
- Added wage statement, if yearly wage is more than 5 figures, divide by 12 and enter into monthy field.
- RELATIONSHIP TO OTHER INFORMATION SYSTEMS Client Reporting - Best Graduate Follow-Up program calculation is included.

December 2010 Changes

- The Graduate Follow-Up User's Guide was combined with the ISM. The Graduate web pages were redesigned to reflect this change. From this point forward there will not be two separate Graduate Follow-up documents.
- The Data Elements page in the User's Guide was combined with the Graduate Follow Up Record Layout page from the ISM. The Graduate Follow-Up Record Layout pages now contain all the pertinent information needed.

August 2008 Changes

- A new code 3 has been added to the Jobs Related to Training Code.
  - 3 = Yes, I work as an EMT or Firefighter, but it is NOT my primary occupation
  - Note that the use of code 3 is optional at the discretion of the district. It will not be included in the "generic" survey, but districts can add it to their survey if they want to use it.
- The instructions for coding Weekly Work Hours (Question 6D) have been clarified.

October 2005 Changes Description of Change

- The maximum wage has been raised from $5000 to $6000 per month. The minimum is $660 a month.
- The following new procedure will be used to handle reported wages outside the current minimum and maximum.

NOTE: If there is a valid Wage for an individual that falls outside the standard minimum and maximum range, this record will generate a Wage error message until all other errors have been resolved. Once all other errors are resolved and all Wage errors have been confirmed as valid wages, the college should notify the WTCS Office Follow-Up Coordinator. After ALL districts have completed this process, the WTCS Office will change the wage parameters to accept those records that have been verified by the districts as valid.