

## Glossary

<i>Glossary of Terms</i>	
<b>Term</b>	<b>Definition</b>
<b>AA/AS Degree</b>	The certification of graduation issued by the college for students <b>completing 60</b> units, with a minimum grade point average of 2.0 in all courses, including general education requirements and a major field of study.
<b>Academic Year</b>	Nine (9) month period from mid-August to mid-May.
<b>Accounting Method</b>	Method used to calculate funding for class sections where: WK = weekly census; WI = weekly independent study & work experience; DC = daily census; DI = daily independent study & work experiences; PA = positive attendance; and EX = Exempt.
<b>Accreditation</b>	According to the Accrediting Commission for Community and Junior Colleges (ACCJC), accreditation is defined as "... status granted to an educational institution or program that has been found to meet or exceed stated criteria of educational quality." The purpose of accreditation is two-fold, (a) "... to assure quality of an institution or program and (b) "... to assist in the improvement of the institution or program."
<b>Active Enrollment</b>	Count of enrolled students as of date when warehoused data were refreshed. After the end of a term it should represent the "End of Term Enrollment."
<b>ADA</b>	<u>A</u> verage <u>D</u> aily <u>A</u> ttendance. State accounting system replaced with <u>W</u> eekly <u>S</u> tudent <u>C</u> ontact <u>H</u> ours (WSCH), <u>D</u> aily <u>S</u> tudent <u>C</u> ontact <u>H</u> ours (DSCH), and <u>P</u> ositive <u>A</u> ttendance (PA). However, ADA is still used by K-12.
<b>Admit Goal</b>	Educational goal that a student indicates on the application for admission. The other goal in the database is the Matriculation Goal that the student indicates when he/she completes an educational plan.
<b>Applicant</b>	An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the <u>application fee</u> , if any) and who has been notified of one of the following actions: admission, non-admission, placement on waiting list, or application withdrawn by applicant or institution.
<b>Application Fee</b>	That amount of money that an institution charges for processing a student's application for admittance to the institution. This amount is not creditable toward tuition or required fees, nor is it refundable if the student is not admitted to the institution.

<b>Avocational Programs</b>	A non-vocational or non-professional instructional program in a category of personal or leisure interest whose expressed intent is not to produce postsecondary credits, nor to lead to a formal award or an academic degree, nor result in occupationally specific skills.
<b>Basic Skills ( see also Remedial Course)</b>	Basic skills and pre-collegiate basic skills courses are credit courses, not degree applicable as identified by MIS data elements CB04 and CB08. Non-degree applicable courses, including basic skills courses, are identified in the college catalog by course numbers in the 900 series. Such remedial courses include preparatory classes in English, Math, and Reading. Basic skills is identified in the DATATEL system as follows: P = pre-collegiate basic skills, B = basic skills, and NBS = not basic skills.
<b>Beginning Enrollment</b>	Count of enrolled students on section start date.
<b>CalWORKs</b>	The students (ages 5-17) whose families receive payments from CalWORKs (California Work Opportunity and Responsibility to Kids). This program replaced Aid to Families with Dependent Children (AFDC) in 1997 in response to federal welfare reform. The CalWORKs Office on the community college campus administers the Welfare to Work Program.
<b>Categorical Programs:</b>	Those academic programs that are supported grants – restricted funds for specific purposes (DSP&S, EOP, STAR, etc.).
<b>Census Day (Date)</b>	The official day for student headcount based on attendance, usually a Monday after the third full week of instruction. The date determined by NCES for measuring some aspect of institutional activity
<b>Census Day Enrollment</b>	Count of students enrolled as of census date. Enrollment on warehouse date used as estimator until census date reached.
<b>Certificate</b>	The certification awarded by a college in occupational/career/skills programs to verify completion of the requirements for the program as specified in the college catalog.
<b>Certificated Employee</b>	Faculty member or administrative position that requires an employee to possess educational certificates to qualify for employment.
<b>CIP Code</b>	Classification of Instructional Programs code for course (used in IPEDS reporting). It is a six digit code that identifies instructional program specialties.
<b>Classified Employee</b>	A non-certified regular employee, i.e. clerical, technical, or maintenance workers. Classified positions do not require completion of a graduate degree.
<b>Clock Hours</b>	Actual hours paid to faculty across all instructional methods.

<b>Cohort</b>	Group who share an important date, e.g., date of birth, date of entry into college, date of acceptance into a program, etc. A specific group of students established for tracking purposes.
<b>College Master Plan</b>	A comprehensive planning document that encompasses all the functions of the college or district. Given the complexities of most communities, the master planning process is not a step-by-step linear process but a dynamic process consisting of a mix of methods. Information and ideas are exchanged at every level, combined and recombined, until a particular approach emerges as a choice. That approach is developed, often leading to new ideas and combinations, until a feasible plan is constructed and accepted.
<b>Collegis</b>	The company that supports the DATATEL data management system.
<b>Contact Hours</b>	A unit of measurement that represents one hour of instruction given to students. (Also referred to as clock hours).
<b>Contract Hours</b>	Maximum number of hours a section could meet based on number of units for that section across all instructional methods
<b>Course</b>	A series of lectures or other material dealing with a subject.
<b>Course Code</b>	Unique value used to identify a section in the database.
<b>Course Completion Rate</b>	The percentage of students completing a section with a grade of A, B, C, P, or CR.
<b>CSU</b>	California State University.
<b>Department</b>	Group of courses and faculty based on disciplines.
<b>Distance Education (Also See Distributed Education)</b>	Instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.
<b>District Office (See Organizational Chart)</b>	The administrative non-instructional facility located separate from the Valley and Crafton campuses at xxx Del Rosa. The administrative staff stationed at the district office serves both campuses.
<b>Distributed Education</b>	Method of instruction with students receiving less than 50% of instruction in face to face lecture style classrooms. Information is transferred over computer, television, or mail.
<b>Division</b>	Division (SBVC) or department from which a section is offered. Valley College has eight Divisions.

<b>Education Code</b>	The body of law that regulates education in California. Additional regulations affecting education are contained in the California Administrative Code, Titles 8 and 8, the Government Code, and general statutes.
<b>Educational (Master) Plan</b>	That part of the master-plan that defines the learning outcomes the college and seeks to achieve together with the existing and projected curricular offerings intended to accomplish those outcomes.
<b>EIS (Executive Information System)</b>	A pivot table presentation of data queried from the Datatel database. It was designed to be used by administrators, planners, and researchers.
<b>End of Term Enrollment</b>	An enrollment count that captures all credit bearing activity including enrollments processed after the census date.
<b>Enrollment Fee</b>	The amount charged to students for instructional services.
<b>Estimated Contact Hours</b>	Indicates whether student contact hours for state reporting are estimated or not. Most sections are estimated until their census date is reached. Positive attendance courses are estimated until student hours are posted.
<b>Ethnic Diversity Index</b>	The Ethnic Diversity Index (EDI) measures how much variety, or diversity, a school or district has among the seven ethnic categories of students reported to the CDE. Numbers close to 100 indicate a fairly even distribution, while numbers closer to 0 mean that students are predominantly from a single ethnic group.
<b>Faculty</b>	Job classification for staff whose primary duties involve teaching.
<b>Faculty Count</b>	Count of faculty assigned to section.
<b>Fall Cohort</b>	The group of students entering in the fall term established for tracking purposes. For the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year.
<b>Financial Aid</b>	Grants, loans, assistantships, scholarships, fellowships, tuition waivers, tuition discounts, veteran's benefits, employer aid (tuition reimbursement) and other monies (other than from relatives/friends) provided to students to meet expenses. This includes Title IV subsidized and unsubsidized loans made directly to students.
<b>Fiscal year</b>	July 1 <sup>st</sup> to June 30 <sup>th</sup> of the following year.
<b>Freshman</b>	First year college students. Any enrolled undergraduate student with fewer than 30 units completed.
<b>FTEF</b>	Full-time Equivalent Faculty and refers to the load factor associated with each section assignment.

<b>FT/PT Ratio</b>	Full-time/part-time ratio compares the number of full-time FTEF to the number of part-time FTEF. Statewide goals are 75% full time, 25% part time with the decade. AB1725 requires progress toward reaching the goal of 75% full-time faculty FTEF.
<b>FTES</b>	<p>Full-Time Student Equivalency. The unit of measure based on attendance patterns used to state apportionment funds. FTES for most classes use the following formula:</p> $\frac{\text{Number of students} \times \text{number of hours per week} \times 16.5 \text{ weeks}}{525}$ <p>“Positive Attendance” sections, and courses with labs, are calculated differently.</p> <p>Totaling all undergraduate credit hours awarded over a defined period and dividing that number by 15 is sometimes used to derive a rough estimate of FTES.</p>
<b>FTFTF</b>	<u>F</u> irst- <u>T</u> ime, <u>F</u> ull- <u>T</u> ime <u>F</u> reshman. An entering freshman who has never previously attended college and has a credit load of 12 or more credits at the end of drop/add.
<b>Full-Time Student</b>	A student attribute determined by credit load. For undergraduate students, full-time is defined as >11 credits. For graduate students, full-time is defined as >8 credits.
<b>Full-Year Cohort</b>	The group of students entering at any time during the 12-month period September 1 through August 31 that is established for tacking and reporting Graduation Rate (GRS) data for institutions that primarily offer occupational programs of varying lengths. Students must be full time and first time to be considered the cohort.
<b>GED</b>	Test of General Educational Development which provides students to earn high school equivalency credential.
<b>Graduation Rates (GRS)</b>	The rate required for disclosure and/or reporting purposes under Student Right-to-Know. This rate is calculated as the total number of completers within 150% of normal time divided by the revised cohort minus any allowable exclusions.
<b>Headcount-Duplicated (See also Seat Count).</b>	A count of students whereby a student may be counted more than once. (For example, an enrollment count that summarizes activity over multiple terms).

<b>Headcount-Unduplicated</b>	A count of students whereby a student is counted only once. (For example, an enrollment count that sums the number of distinct individuals enrolled over a specific time period).
<b>Hispanic-Serving Institution (HIS)</b>	The Higher Education Act, 20 USCA Section 1101a defines a Hispanic-serving institution as an institution of higher education that (a) is an eligible institution; (b) at the time of application, has an enrollment of undergraduate full-time equivalent students that is at least 25 percent Hispanic students; and (c) provides assurances that not less than 50 percent of the institution's Hispanic students are low-income individuals. Note: low income is defined as 150% of the poverty level as determined by the Bureau of the Census at <a href="http://www.census.gov/hhes/poverty.povdef.html">http://www.census.gov/hhes/poverty.povdef.html</a> .
<b>Hourly Instructor</b>	Faculty load hours less than 60% of the full-time faculty load. (See also Part-time Faculty.)
<b>Integrated Postsecondary Education Data System (IPEDS)</b>	The Integrated Postsecondary Education Data System (IPEDS) conducted by the National Center for Educational Statistics (NCES). IPEDS began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a program participation agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); Completions (C); Employees by assigned positions (EAP); Fall Staff (S); Salaries (SA); Enrollment (EF); Graduation Rates (GRS); Finance (F); and Student Financial Aid (SFA). Failure to meet reporting deadlines can result in severe fines and penalties.
<b>Initial Cohort</b>	A specific group of individuals established for tracking purposes. For the Graduation Rates components of IPEDS, the initial cohort is defined as all students who enter an institution as full-time, first-time, first-time degree/certificate seeking students during either (1) the fall term of a given academic year, or (2) between September 1 <sup>st</sup> and August 31 <sup>st</sup> of the following year.
<b>In-State Student</b>	A student who is a legal resident of the state in which he/she attends school.
<b>Instructional Method</b>	The delivery of course material through one of the following methods: Lecture, demonstration, group work, distributed education (TV & Internet), etc.
<b>Junior</b>	Third year student--Any enrolled undergraduate student with more than 60 but fewer than 120 semester units completed.
<b>Location</b>	Location of section (campus or off-campus site).
<b>Matriculation Goal</b>	Goal stated on a Student's Education Plan.

<b>Maximum Enrollment</b>	Maximum number of students ever enrolled in section, excluding those who dropped before section start date
<b>Meeting Pattern</b>	Count of all section meeting patterns
<b>Middle College High School</b>	A program that allows students to combine their high school work with college. Students attend class on SBVC campus with the possibility of earning high school diploma and AA degrees concurrently.
<b>Minimum Enrollment</b>	Minimum number of enrolled students section need to remain active (n = 20 if course has a prerequisite; n = 15, if course does not have prerequisite)
<b>MIS</b>	Management Information System – Data presentation protocol used by the State Chancellor’s office.
<b>Mission Statement</b>	<b>See page 2 of this document.</b>
<b>NCES</b>	The <u>N</u> ational <u>C</u> enter for <u>E</u> ducational <u>S</u> tatistics.
<b>Noncredit Courses</b>	A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award.
<b>Non-Resident</b>	Student who maintains a primary residence outside the state of California
<b>Occupational Program</b>	A program of study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation.
<b>Out-Of-State Student</b>	A student who is not a legal resident of the state in which he/she attends school.
<b>P-16 Database (Cal-pass)</b>	Data sharing consortium that includes school districts and colleges that allow research to conduct longitudinal research on student performance.
<b>PA</b>	<u>P</u> ositive <u>A</u> ttendance
<b>Partnership for Excellence (PFE)</b>	A state program where the State of California is partners with the California community colleges to expand the contribution of the colleges to the social and economic success of California. There are five performance goals for PFE: (a) Transfer, (b) Degrees and Certificates, (c) Successful course completions, (d) Workforce Development, and (e) Basic skills improvement. ...
<b>Part-Time Faculty</b>	A faculty member with faculty load hours that are less than 60% of the full-time faculty load. (See also FTEF for faculty load.)
<b>Part-Time Student</b>	A student attribute determined by credit load. For undergraduate students, part-time is defined as less than 12 credits.
<b>Persistence Rate</b>	Percentage of students who continue enrollment from one term to another by successfully completing two consecutive semesters. Persistence is often confused with retention, which refers to maintaining enrollment within the term.

<b>Program</b>	A combination of courses and related activities organized for the attainment of an educational objective.
<b>Remedial Course</b>	Coursework designed to assist students who below grade level. At Valley College, remedial courses are identified with a 900 course number.
<b>Reporting Year</b>	The 12 month year that corresponds to a fiscal year, July 1 to July 30. The reporting year assigned to a section is based on its ending date. For example, sections ending between 07/01/2000 and 06/30/2001 are assigned Reporting Year 2001.
<b>Retention</b>	The percentage of students counted at census who remain in a section to the end of the term.
<b>SAM Code</b>	Student Accountability Model priority code for vocational/occupational courses, where A = apprenticeship; B = advanced occupational; C = clearly occupational; D = possibly occupational; and E = non-occupational.
<b>SBCCD</b>	San Bernardino Community College District.
<b>SBVC</b>	San Bernardino Valley College.
<b>Seat Count</b>	The total enrollment in all sections on a given day of the term. (Also referred to as duplicated headcount).
<b>Section Capacity</b>	Maximum capacity of course (may be limited by contract).
<b>Section Key</b>	Unique section identification number.
<b>Section Status</b>	Status of section as of warehouse date (where A = active, C = cancelled, P = pending).
<b>Sophomore</b>	Second year students--Any enrolled undergraduate student with more than 24 but fewer than 49 completed credits.
<b>State Supported</b>	Those academic programs that are supported by state appropriated funds.
<b>Student Educational Plan</b>	Formal plan established by a student that indicates the student's educational goals and the courses required to reach those goals.
<b>Student Fees</b>	Fixed charges to students for items not covered by tuition and required of such a large proportion of the student population that the student who does not pay is an exception.
<b>Subcohort</b>	A predefined subset of the initial cohort or the revised cohort established for tracking purpose on the Graduation Rates (GRS) component of IPEDS. (e.g., athletic subcohort.)
<b>Subject</b>	Course offerings within a department.
<b>Synonym</b>	DATATEL name for the section reference number used in class schedule.
<b>Term</b>	Term during which section offered, where FA = Fall, SM = Summer, and SP = Spring.

<b>TOP Code</b>	Taxonomy of Programs (TOP) code indicates the subject matter of a course.
<b>Total Credit Students</b>	Count of all the students who had a Headcount Status (STD7) of A, B, C, D or E at sometime during the academic year.
<b>Total Transfer Directed</b>	Students who enrolled in and earned a grade of "A", "B", "C" or "CR" in a transferable Mathematics course and a transferable English course sometime between the Summer term of 1997 and the Spring term
<b>Total Transfer Prepared</b>	All students who had earned 56+ transferable units with a minimum G.P.A of 2.00 as of the Spring term.
<b>Tops Code</b>	Taxonomy of Programs code for course (used for State Management Information System (MIS) reporting).
<b>Transfer Directed Rate</b>	Calculation = (Total Transfer Directed / Total Credit Students).
<b>(Transfer) Model Transfer Ready</b>	Students who were Transfer Directed and had earned 56+ transferable units with a minimum 2.00 G.P.A. as of the Spring term.
<b>(Transfer) Model Ready Rate</b>	Calculation = (Model Transfer Ready / Total Transfer Directed)
<b>Types of Credit</b>	Type of credit for section, where DEGRE = degree applicable, NCRDT = noncredit, and NTDEG = not degree applicable
<b>UC</b>	University of California--The top tier of the California Higher Education System. Admission is limited to students in the top 12.5% of the California high school classes.
<b>Units</b>	Term used to measuring course credit – other systems use “course hours.”
<b>Warehouse Date</b>	Date that data is stored in the primary data tables of the Collegis’ DATATEL database.
<b>WSCH</b>	Weekly Student Contact Hours = the number of students in a class at census multiplied by the hours of student instruction conducted in that class in a week during a fall or spring term.
<b>WSCH/FTEF</b>	Weekly Student Contact Hours/Full-time Equivalent Faculty is the productivity measure used for instruction, where 525 is the norm for California community colleges.