

Louisiana Community and Technical College System Glossary of Common Definitions

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Louisiana Community and Technical College
Board of Supervisors

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AACC - American Association of Community Colleges. The American Association of Community Colleges is the primary advocacy group for the nation's community colleges. Having marked its 100th Anniversary in 2110, the AACC is the national voice for community colleges.

AACCT - American Association of Community College Trustees. The Association of Community Colleges Trustees exists to develop effective lay governing board leadership to strengthen the capacity of community colleges to achieve their missions on behalf of their communities.

AACRAO- American Association of Collegiate Registrars and Admissions Officers. The American Association of Collegiate Registrars and Admissions Officers is a non-profit, voluntary higher education association representing student admissions and registrars of over 2,300 institutions.

AASCU – American Association of State Colleges and Universities. The American Association of State Colleges and Universities is a Washington D.C.-based Higher education association of more than 430 public colleges, universities, and Systems across the Unites States, in Puerto Rico, Guam and the Virgin Islands.

AAUP – American Association of University Professors. The American Association of University Professors is a faculty-based organization whose purpose is to advanced academic freedom and shared governance, to define fundamental professional values and standards for higher education and to ensure high education's contribution to the common good.

AAC&U – Association of American Colleges and Universities. The Association of American Colleges and Universities is the leading higher education association concerned with the quality, vitality and public standing of general education. Its membership is drawn approximately equally from research, masters, and liberal arts colleges/ universities. Twelve percent of the members are two-year colleges.

Ability to Benefit - a term introduced by the 1980 Omnibus Budget Act that requires that students attending postsecondary institutions receiving Title IV financial aid take a standardized test that demonstrates their ability to benefit from a postsecondary educational experience. It also follows that students not receiving financial aid may not be held to institutional entrance requirements any less stringent than those receiving such financial aid.

Abroad - any geographic location outside of the aggregate United States, which includes the 50 States, the District of Columbia, and the outlying areas. (IPEDS)

Academic Infrastructure - refers to the instructional organization of an institution. The highest ranking instructional officer is typically the Vice-President or Vice-Chancellor of Academic Affairs/ Instruction or Provost of the institution. The institution is then organized by colleges (if a university) or divisions (if a two-year college) by body of instruction (i.e. Arts and Sciences, Allied Health, Technology, etc.) with academic deans as the highest ranking officer of these units. Larger colleges and/or divisions are further subdivided into academic/ instructional departments. Each is led by a Departmental Chair (ex. English, mathematics, nursing, etc.)

Academic Program - instructional program leading toward an associates, bachelors, masters, doctorate, or first-professional degree or resulting in credits that can be applied to one of these degrees. (IPEDS)

Academic Skills-knowledge and skills associated with the academic disciplines (Ex. English, mathematics, sciences, etc.). (National Skills Standards Board 2000)

Academic Standing - the disposition of a student based upon grade point average. Categories of academic standing typically include: Good Academic Standing, Academic Probation, Academic Suspension, and/or Academic Warning.

Academic Year - the period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan. (IPEDS)

Accelerated Placement-an agreement whereby credit earned at one institution would allow for waiver of certain course prerequisite or co-requisite requirements would be waived by the receiving institution under certain circumstances.

Access-ready availability. In e-learning the technology choices available by which users can connect to the public data network at the level they demand or need (i.e. dialup, cable, ISDN, wireless, etc.).

Accountability - being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to the citizenry to justify the raising of public resources and the purposes for which they are used. Governmental accountability is based on the belief that the citizenry has a "right to know", a right to receive only declared facts that may lead to public debate by the citizens and their elected representatives. (SGAC 1)

Accreditation (Institutional) - institutional accreditation is a recognized approval given by one of the U.S. Department of Education's recognized six regional accreditors (i.e. Middle States, New England, North Central, Northwest, Southern, and Western Regional) or by the a national accrediting body (ex. Council of Occupational Education [COE], Distance Education Training Council [DETC] as recognized by the U.S. Secretary of Education, USDE Title IV Office under the 1992 Higher Education Act.

Accreditation (Programmatic) – the approval given by recognized, professional accrediting entities in a given field (ex. National League of Nurses for the Registered Nursing programs, National Association of Industrial Technology for many technology programs).

Accrediting Agencies - agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings. These may be institutional or programmatic/ they may be regional (SACS-COC) or national (COE) in scope. (IPEDS)

Accrediting Agencies (National)-nationally accrediting bodies recognized by the U.S. Department of Education include the Council on Occupation, the Accrediting Council for Independent Colleges and Schools, the Distance Education and Training Council, Etc. (See <http://www.caahep.org/links/linksaac.htm> for a complete listing.

Accrediting Agencies (Regional) –refers to the six regional institutional accreditation agencies. Regional accreditation is normally required for transfer to a receiving university or to a regionally accredited two-year post secondary institutions. These are listed under the Southern Association of Colleges and Schools later in this document. (See: <http://www.caahep.org/links/linksaac.htm>.)

ACCUPLACER-a College Board published placement test that is available 24/7 online via the Internet.

Accrual Basis of Accounting - a method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of the cash flows.

ACT – American College Testing service.

ACT ID-an identification number assigned by ACT for student test taking purposes and institutional reporting scores.

ACTE (formerly AVA)— The Association for Career and Technical Education is the largest national education association dedicated to the advancement of education that prepares youth and adults for careers. Its mission is to provide educational leadership in developing a competitive workforce. (ACTE)

Activity - a specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible (e.g. policing is an activity within the public safety function).

Adjunct Faculty - non-tenure track faculty serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis. *Includes* both faculty who are hired to teach an academic degree-credit course and those hired to teach a remedial, developmental, or ESL course; whether the latter three categories earn college credit is immaterial. *Excludes* regular part-time faculty (who, unlike adjuncts are not paid on a course-by-course basis), graduate assistants, full-time professional staff of the institution who may teach full-time professional staff of the institution who may teach individual courses (e.g. a dean or academic advisor), and appointees who teach non-credit courses exclusively. (IPEDS)

Adjusted Grade Point Average - a grade point average that has been modified in some manner. (Ex. an institution may or may not honor a repeat/delete policy; another may have an institutional stand-alone GPA in addition to the Cumulative GPA).

Administration - the support and process side of an institution or organization (ex. Finance, Human Resources Department, etc.).

Administrative Infrastructure - Refers to the management structure (generally non-academic/ instructional) within an institution. This generally includes Auditing and Finance, Computing Services, Facilities, etc.

Administrative Lattice - a term that refers to the growth/expansion occurring among the administrative ranks (i.e. academic and administrative management) of an institution. (ex. [1]Expanding from three deans who report to a vice-chancellor to three assistant deans who report to each of the three deans who, in turn, report to a vice-chancellor would *increase* the administrative lattice. [2] Streamlining from twenty department heads who report to five deans to ten department heads who report to three deans would *reduce* administrative lattice.). (Middaugh: National Study on Faculty Workload and Productivity)

Administrative Unit -an administrative entity within a multi-campus environment. This may also apply to the parent or lead campus in a system with one or more branch campuses. (IPEDS)

Admission-the process by which a student seeks initial entry into a college or program.

Admission Requirements-those benchmarks that must be attained, or documents mandated, for entry into a college, course, major field of study, or class.

Admission Status/ Categories-students may apply for admission and be accepted under varying status / categories. These include, but are not limited to:

Adult Students-Non-Matriculating Admission-student who is over 24 years of age and not planning to pursue a degree or other credential.

Concurrent Admission-student enrolled in a secondary school and in a postsecondary institution OR in two postsecondary institutions simultaneously. Students are generally required to notify both institutions of their concurrent admission enrollment intents. (Check also either Dual Enrollment OR Cross Enrollment for these students.)

Cross Enrollment Admission-a form of concurrent enrollment whereby students may be enrolled at one postsecondary institution but also taking classes at another postsecondary institution

Dual Enrollment Admission-a form of concurrent enrollment whereby students may be enrolled in high school but enrolled, simultaneously, in the postsecondary institution.

Early Admissions-admissions whereby a student is enrolled in high school but whose academic preparation (or skilled giftedness) demonstrates the ability to be accepted for Regular, Matriculating Student Status and able to begin postsecondary work prior to completing all of the requirements for a high school diploma (i.e. comparable to a high school junior capable of achieving Regular Admissions to an Honors Program.)

First Time Freshman Admission-student who has attained admission and earned less than 24 credit hours within the two semesters (summer attaches to fall semester count) following initial registration.

GED Admission-admissions whereby a student who is being admitted on the basis of the attainment of the GED in lieu of a regular high school diploma.

Dual High School Admission-see the broad category Concurrent Admission and subset category Dual Enrollment Admission.

Home School Admission-admissions whereby a student seeking admission after completing a State-approved Home School program of study equivalent to a secondary educational experience.

Honors Admission-admissions whereby a student who has completed a college preparatory curriculum in high school and meets the college's criteria for entry into the college's Honor Program.

International Student Admission-a student who is a resident of a foreign country or who has graduated from a secondary institution within a foreign country. [Note: Specialized agencies will evaluation transcripts not available in English.] All admitted international students must have sufficient knowledge of the English language to benefit from a program of study or who can achieve such readiness through work with an English as a Second Language (ESL) supplementary course of study as measured by the Test of English as a Foreign Language (TOEFL).

Non-High School Graduate/ Non-GED Admission-these are students, normally over 19 years of age, possessing neither a regular high school diploma nor a GED but who show that he/she could benefit from postsecondary education as measured by the college's Ability to Benefit testing program.

Non-Matriculating Regular Admission-a student, usually 18 to 24, who satisfies all of the requirements for regular admission but who is not seeking a full credential (i.e. certificate, diploma, or degree).

Non-Regionally Accredited Postsecondary Institution Admissions Seeking Transfer-student seeking transfer from a postsecondary institution that is not regionally accredited (ex. SACS-COC;

Out-of-State-Student Admission-any student who cannot fulfill the requirements for residency as outlined in a system or college / university policy.

Provisional Admission-any student who presents a portion, but not all, of the documentation required for full admission to the college. The provisional states must be removed, and all documents received, before establish date.

Readmit Student Admission-any student who attended the institution for which application is being made during a previous, but not immediately previous, term.

Regular Admission (Matriculating)-any student who meets all requirements for admissions and who is seeking to complete a credential (ex. certificate, diploma, degree) from the institution.

Summer-Only Admission- student sometimes referred to as a Guest Students whose intention is only to take classes during the Summer Session of the institution.

Transfer Admission-student seeking to make application to the college who has attended another postsecondary institution.

Unapproved high School Graduation Admission-any student who is seeking admission but who has graduated from a high school neither accredited by a regional accreditor (SACS) nor approved by the Louisiana State Department of Education.

Admissions Test Scores –any scores on standardized admissions tests designed for/ required for admissions or special admissions tests.(IPEDS)

Adult Basic Education/ GED Preparation-basic adult literacy and course work leading to the acquisition of that instruction identified as below that of “preparation for college level work” and is classified as “non-credit” courses designed primarily for student 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a program leading to a high school degree nor are they any academic, occupational, or vocational program. (IPEDS) All coursework identified as below that of “preparation for college level work” is classified as “non-credit.”

Adult Basic Literacy-Level I - functional skills associated with reading, writing, and mathematics (0-4 grade level equivalencies). (Source: Georgia) As defined by the Educational Testing Service for the National Adult Literacy Surveys: Level I Prose Literacy Skills require that the reader be able to read relatively short text to locate a single piece of information which is identical to or synonymous with the information given in the question. Level I Document Literacy Skills require that the reader either locate a piece of information based upon a literal match or enter information from personal knowledge onto a document. Level I Quantitative Literacy Skills require that readers perform single, relatively simple arithmetic operations such as addition. (ETS)

Adult General Literacy-Level II - functional skills such in the areas of reading, writing, and mathematics (5-8 grade level equivalencies). (Source: Georgia.) As defined by the Educational Testing Service for the National Adult Literacy Surveys: Level II Prose Literacy Skills require that the reader be able to locate a single piece of information in a text with several plausible, but incorrect, pieces of information present and that the reader integrate two or more pieces of information (compare and contrast). Level II Document Literacy Skills require that the reader match a single piece of information with several distractors present. Level II Quantitative Literacy Skills require that readers perform a single operation using numbers that are stated or easily located in the materials. (ETS)

Adult Specialized Literacy-Level III - functional skills in the areas of reading, writing and mathematics (9-12 grade level equivalencies). (Source: Georgia.) As defined by the Educational Testing Service for the National Adult Literacy Surveys: Level III Prose Literacy Skills require that the reader make literal or synonymous matches between the text and information given in the task and to integrate information from a lengthy text that contains no organizational aids such as headings. Readers must be able to generate responses based upon information in that text. Level III Document Literacy Skills require that the reader integrate multiple pieces of information from one or more documents and to read tables or graphs that contain information that is irrelevant to the task. Level III Quantitative Literacy Skills require that the reader be able to solve mathematical problems involving two or more numbers found in a written mathematical problem.(ETS)

Adult Basic Literacy-Level IV - (Grade equivalencies 12 and above.) as defined by the Educational Testing Service for the National Adult Literacy Surveys: Level IV Prose Literacy Skills require that a reader perform multiple-feature matches and to integrate or synthesize information from lengthy, complex passages. Level IV Document Literacy Skills require that a reader perform multiple-feature matches, cycle through documents, and integrate information; provide numerous responses with a designation as to how many responses are needed. Conditional information is also present in the document tasks and must be taken into account by the reader. Level IV Quantitative Literacy requires that a reader perform two or more sequential operations or a single operation in which the quantities are found in different types of displays or drawn from prior knowledge. (ETS)

Adult Basic Literacy-Level V - (Post-secondary equivalency) as defined by the Educational Testing Service for the National Adult Literacy Surveys: Level V Prose Literacy Skills require that a reader search for information in dense text which contains a number of plausible distractors and that the reader make high-level inferences or use special background knowledge and contrast complex information. Level V Document Literacy Skills require that a reader perform multiple operations sequentially, distinguish the features of the problem from text, or rely on background knowledge to determine the quantities or operations needed. (ETS)

Advanced Placement-(tests) -refers to a College Board testing product, that, once successfully passed, results in high school students receiving college credits without actually completing the college / university course. Some colleges/ universities/ departments give self-developed advanced placement tests in lieu of introductory courses.

Adult Students-Matriculating-student who is over 24 years of age and planning to pursue a degree or other credential.

Adult Students-Non-Matriculating Admission-any student who is over 24 years of age and not planning to pursue a degree or other credential.

Advisor – one who gives counsel. In postsecondary institutions, faculty members or professional staff and/or academic counselors serve as advisors to assigned students and typically provide course, career, and scheduling counsel.

Advisee – one who receives counsel. In postsecondary institutions students are often referred to as “advisees.”

Aggregate Costs - sum of variable and fixed costs to include the total operating and nonoperating costs of an enterprise. (NACUBO)

ALT-an acronym referring to Advanced Learning Technologies.

Alumnus/Alumni –term referring to any person, or persons, who has/have graduated from a program within the college and/or the college.

Alumni Director-a college/ university administrator charged with coordinating alumni activities between the institution and the alumni. (HED)

American Disabilities Act-the ADA prohibits discrimination of the basis of disability in employment, state and local governments, public accommodations, commercial facilities, transportation, and telecommunications. To be protected by the ADA one must have a qualified disability. This is Defined as an individual with a physical or mental impairment that substantially limits one or more major life activities or a person who is perceived by others as having such an impairment.

American Indian or Alaskan Native - a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. (IPEDS)

Ancillary Funds or Auxiliary Funds - funds derived from non-instructional operations that are self-supporting and operated like a business such a bookstores, cafeterias, etc., where the intent to fully recover costs of providing goods and services to the general public through used charges. Auxiliaries provide goods and services to faculty, staff, and students. (LCTCS Finance Section)

Annualized - the conversion of funds appropriated or allocated for a portion of the year into an annual amount. (LCTCS Finance Section)

Applicant - a student who has simply filed an application for entrance into a program or an institution.

Application - a form that must be submitted by all new students, and returning students who have not been in the college for at least a fall or spring semester.

Application Fee - the dollars charged by an institution for processing a student's application for admission 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. (IPEDS)

Applied Associate of Science-the Associate of Applied Science is an applied/ academic degree program (60- 72 semesters with a limited general education core [15 hours]) primarily designed to prepare students for immediate employment or career entry. AAS degrees can be formed by combining a Technical Diploma program with 15 hours of require general education or can be a distinct curriculum unrelated to any preexisting program of technical studies. All general education coursework must meet SACS-COC requirements. If technical course work required of the degree is intended to transfer to a four-year institution, this coursework must been appropriate SACS-COC requirements. AAS degrees are limited to technical college, community college, and two-year transfer institutions [Note: Approval authority for implementation of an AAS degree shall reside with the Board of Regents]

Applied Associate of Technology-the Associate of Applied Technology is/ was an applied degree program primarily designed to prepare students for immediate employment or career entry as offered, in Louisiana, by the Louisiana Technical College. All AAT degrees are scheduled for non-recognition, according to Board of Regents actions, by 2005 with the implementation of the *Board of Regents Master Plan for Higher Education*.

Applied General Education-those English, mathematics, sciences, and humanities courses that are taught in a contextual delivery rather than a theoretical/ purely academic/ universally-transferable delivery (Ex. Applied English Composition, Applied Mathematics, etc.).

Application Process – the approved procedure that is set up by a postsecondary institution that applicants are required to follow in order to be considered for admissions to the respective institution.

Apprenticeship - the Louisiana Apprenticeship Law authorizes the establishment of an apprenticeship training program for a trade that provides at least two thousand hours of on-the-job training coupled with a course of related and supplemental instruction that consists of a minimum of 144 hours per year. (Statute)

Articulation –a process that will allow courses, or blocks of courses, to substitute/ transfer *in total* for other courses or blocks of courses within programs within a given sequence of courses. The term can also mean “synonymous with” or “comparable to” (when referring to course content)

It is a term that is widely used (i.e. in music [articulation marks], in zoology [articulated skeleton—referring to bone sequence], in speech [to orally convey an idea or concept well].

In education [used, since the 1960s to refer to a number of scenarios including, but not limited to course substitution, dual enrollment, etc.] and often misunderstood. In most postsecondary uses, the term refers to courses (or blocks of courses within programs) (Ex. The Louisiana Board of Regents General Education Articulation Matrix provides an example of various English, mathematics, science, etc. courses which are considered “comparable enough” to one another to be accepted in substitution of course work offered by other institutions of Postsecondary Education in Louisiana.)

Course comparability can be guided by comparisons of basic course syllabi and by checking the course content/ programmatic classification as described within the taxonomy provided by the *Classification of Instructional Programs 2000* (USDE:OERI).

In postsecondary education the term can refer to either horizontal or vertical articulation but should not be confused with Spiraled Curriculum. (See Horizontal Articulation, Vertical Articulation, Dual Enrollment , Statewide Articulation, and Spiral Curriculum.).

Articulation (Atypical)- See entry for Atypical Transfer/ Articulation.

Assessment – a term meaning to “sit beside” and lead to insight and improvement. (AAC&U)

Assessment: a non-judgmental analysis that includes several common types to include:

Direct Assessment of Learning – gathers evidence, based on student performance, which demonstrates the learning itself. Can be value added, related to standards, qualitative or quantitative, embedded or not, using local or external criteria. Examples: most classroom testing for grades is direct assessment (in this instance within the confines of a course), as is the evaluation of a research paper in terms of the discriminating use of sources. The latter example could assess learning accomplished within a single course or, if part of a senior requirement, could also assess cumulative learning.

Embedded – a means of gathering information about student learning that is built into and a natural part of the teaching-learning process. Embedded Assessments often use, for assessment purposes, classroom assignments that are evaluated to assign students a grade. Can assess individual student performance or aggregate the information to provide information about the course or program; can be formative or summative, quantitative or qualitative. Example: as part of a course, expecting each senior to complete a research paper that is graded for content and style, but is also assessed for advanced ability to locate and evaluate Web-based information (as part of a college-wide outcome to demonstrate information literacy).

External – use of criteria (rubric) or an instrument developed by an individual or organization outside of the organizational structure of the one being assessed. Usually summative, quantitative, and often high-stakes (see High Stakes Assessment). Example: GRE exams.

For Accountability – assessment of some unit (could be a department, program or entire institution) to satisfy stakeholders external to the unit itself. Results are often compared across units. It is always summative. Example: to retain state approval, the achievement of a 90 percent pass rate or better on teacher certification tests by graduates of a school of education.

For Improvement – assessment that feeds directly, and often immediately, back into revising the course, program or institution to improve results (i.e. student learning). It can be formative or summative (see “Formative assessment” for an example).

Formative – the gathering of information about student learning. During the progression of a course or program it is usually repeatedly--to improve the learning of those students. Example: reading the first lab reports of a class to assess whether some or all students in the group need a lesson on how to make them succinct and informative.

“High Stakes” – the decision to use the results of assessment to set a hurdle that needs to be cleared for completing a program of study, receiving certification, or moving to the next level. Most often the assessment so used is externally developed, based on set standards, carried out in a secure testing situation, and administered at a single point in time. Examples: at the secondary school level, statewide exams required for graduation; in postgraduate education, the bar exam.

Indirect Assessment of Learning – gathers reflection about the learning or secondary evidence of its existence. Example: a student survey about whether a course or program helped develop a greater sensitivity to issues of diversity.

Individual – uses the individual student, and his/her learning, as the level of analysis. Can be quantitative or qualitative, formative or summative, standards-based or value added, and used for improvement. Would need to be aggregated if used for accountability purposes. Examples: improvement in student knowledge of a subject during a single course; improved ability of a student to build cogent arguments over the course of an undergraduate career.

Institutional – uses the institution as the level of analysis. Can be quantitative or qualitative, formative or summative, standards-based or value added, and used for improvement or for accountability. Ideally institution-wide goals and objectives would serve as a basis for the assessment. Example: how well students across the institution can work in multi-cultural teams as sophomores and seniors.

Local – means and methods that are developed by an institution’s faculty based on their teaching approaches, students, and learning goals. Can fall into any of the definitions here except “external assessment,” for which it is an antonym. Example: one college’s use of nursing students’ writing about the “universal precautions” at multiple points in their undergraduate program as an assessment of the development of writing competence.

Performance-utilizes testing and requires that the candidate perform the skills being tested or Create an original answer or solution to a problem orally or in writing. Types of performance-based assessment include:

Project-hands-on type of assessment in which a student performs a real-life replication of a project that might be found/ required in a workplace. A faculty member or judge observes the student’s progress with predetermined assessment criteria in mind (ex. create an information packet for senior citizens regarding health care costs, options, and insurance overages and services for home health care.)

Portfolio-student documents the attainment of skills for each assessment standards that have been established. The Louisiana redesigned teacher preparation is entirely based upon an electronic portfolio known as PASS-PORT. (ex. portfolios contain proof of a students completion of each level of specific assessment standards).

Competitions - settings that students to demonstrate their skills in a realistic situation. (ex. SKILLS-USA Champion program uses industry standards for designing contests and evaluating student performance in order to keep instructional programs current and drive student achievement upward.).

Program – uses the department or program as the level of analysis. Can be quantitative or qualitative, formative or summative, standards-based or value added, and used for improvement for accountability. Ideally program goals and objectives would serve as a basis for the assessment. Example: how sophisticated a close reading of texts senior English majors can accomplish (if used to determine value added, would be compared to the ability of newly declared majors).

Qualitative – collects data that does not lend itself to quantitative methods but rather to more subjective and interpretive criteria (see the first example under “Standards”).

Quantitative – collects data that can be analyzed using operational definitions and empirical data (see “For Accountability” for an example)

Summative – term referring to the gathering of information at the conclusion of a course, program, or undergraduate career to improve learning or to meet accountability demands. When used for improvement, impacts the next cohort of students taking the course or program. Examples: examining student final exams in a course to see if certain specific areas of the curriculum were understood less well than others; analyzing senior projects for the ability to integrate across disciplines.

Asian or Pacific Islander - a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, and Philippine Islands, American Samoa, India, and Vietnam. (IPEDS)

Assistant to the President-the Assistant to the President is the Senior Staff Assistant to the Chief Executive Officer.

ASSET – Acronym for an American College Testing service (ACT) testing and advising program for placing students into the appropriate postsecondary college-level and/or developmental course(s). ASSET is the paper-and-pencil format of COMPASS.

Associate (A) - an academic degree program (60-72 hours) with a significant general education core (27 hours), designed to prepare students for immediate employment or career entry, but which also may serve as preparation for transfer to a related baccalaureate program. The use of this particular degree designation should be limited to cases wherein other associate degree designations (AAS, AA, or AS) have been determined to be inappropriate. Non-designated Associate degrees are limited to community colleges and two-year transfer institutions. Final approval authority resides with the Board of Regents. (Board of Regents Degree Definitions)
Must meet SACS-COC requirements.

Associate of Applied Science (AAS) - an applied/ academic degree program (60-72 hours) with a limited general education components core (15 hours), primarily designed to prepare students for immediate employment or career entry. AAS degrees can be formed by combining a TD program with 15 hours of required general education or can be a distinct curriculum unrelated to any preexisting program of technical studies. All general education coursework must meet SACS/COC requirements. If technical coursework required of the degree is intended to transfer to a four-year institution, this coursework must meet appropriate SACS/COC requirements. AAS degrees are limited to technical colleges, community colleges, and two-year transfer institutions. The final approval authority resides with the Board of Regents. (Board of Regents Degree Definitions)

Associate of Arts- an academic degree (60-72 hours) with a significant general education core (24 hours), designed primarily to serve as preparatory education for transfer to a related baccalaureate program. All coursework must meet SACS/COC requirements. AA degrees are limited to community colleges and two-year transfer institutions. The final approval authority resides with the Board of Regents. (Board of Regents Degree Definitions) Must meet SACS-COC requirements.

Associate's Degree - an award that normally requires at least 2 but less than 4 years of full-time equivalent college work. (IPEDS)

Associate of Science - an academic degree program (60-72 hours) with a significant general education core (27 hours), designed primarily to serve as preparatory education for transfer to a related baccalaureate program. All coursework must meet SACS/COC requirements. AS degrees are limited, by the Board of Regents, to community and two-year transfer institutions. Final approval authority resides with the Board of Regents. The Board of Regents Degree Definitions requires that the AS meet SACS-COC Requirements.

Assurances – A listing of a variety of requirements, found in different federal laws, regulations, and executive orders, that applicants agree in writing to observe as a condition of receiving federal assistance

Asynchronous – Communication characterized by time-independence, i.e., the sender and receiver do not communicate at the same time (e.g., e-mail).

Athletically-Related Student Aid - any scholarship, grant, or other form of financial assistance offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution.

A-Typical Course Transfer-terms used in opposition to describe broad types of credit-bearing student transfers between and among institutions. Transfer of student credit by non-traditional means. A-typical course transfer to include:

Accelerated Placement-an agreement whereby credit earned at one institution would Allow for waiver of certain course prerequisite or co-requisite requirements would be

waived by the receiving institution under certain circumstances.

Advanced Placement is usually available to student with above average scores on the ACT test or through the successful completion of official Advanced Placement Courses.

Correspondence Courses not offered by the college (must be approved in advance).

Credit by Examination-an agreement whereby a student may be given a course competency test for prior knowledge. Based upon an appropriate test score, the student may be awarded credit for specified course work or full course credit. CAEL and NOCTI (National Occupational Competency Testing Institute) tests are the most common types of such testing sources.

Escrow Credit-credit that is earned, recognized for credit and “banked,” at the Home College.

Life Experience Assessment Program Credit-provides students with an opportunity to present a portfolio of work samples and creative works which represent the knowledge and skills that they have already acquired in relationship to specific college courses.

Military Training Credit following American Council on Education (ACE) guidelines. Credit may be given for military experience. ACE provides guidelines for this credit award.

Audio Course-course in which instruction makes substantial use of audio technologies (e.g. radio [non-interactive], audiotape [non-interactive], telephone [interactive], audio teleconferencing [interactive]).

Audit Committee - a group of individuals, selected by the government body, having specific responsibility for addressing all issues related to the independent audit of the financial statements.

Audit (Degree)-an analysis of a student’s earned credit hours and balance of courses and credits Still required for degree completion.

Audit (Enrollment) – an analysis of student standing within the application, enrollment, drop/add, and course completion process. Also, an outside review of enrollment numbers, at any point within the process, that provides third-party assurance of their accuracy.

Audit (Enrollment Status)-an analysis of the student admission and enrollment status often compared to, or contrasted with registration and fee documentation (ex. when there are fewer students who can actually be accounted for than are reflected on the enrollment status documents, this is sometimes referred to as the “ghosting” of students.).

Audit (Financial) - an outside review of financial statements that provides third-party assurance of their accuracy.

Audit (Programmatic) –generally a classroom-level review of curriculum and instructional practices that provides a third-party assurance of the program’s internal validity and reliability and overall quality.

Audit Scope - in the context of a financial statement audit, the coverage provided by the independent auditor’s opinion on the financial statements.

Auditor - an individual who fulfills a social need by providing an opinion concerning the fairness of the financial statement prepared by the institution’s management. Such an opinion provides credibility to financial statements. Financial statement users place a responsibility on auditors for detecting errors and fraud and perceive of their opinions that they provide as a type of financial statement guarantee. (NACUBO)

Auxiliary Training Site – as defined for COE-accredited institutions, an instructional site where short-term training is provided. Students may not participate in Title IV student financial aid programs. Supervision must be provided by the chief administrative officer of the institution. Does not require COE approval. (COE)

AVA – American Vocational Association (see ACTE).

Average Costs - total costs divided by a number of input or output for the period. For example, it could be the operating cost of a specific department divided by FTE enrollment. (NACUBO)

Avocational Programs - instructional programs in personal interest and leisure categories 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

BA-7 - a term associated with budget adjustments. The BA-7 is simply a governmental form for budget revisions to increase budgetary authority for an institution or system. There are two types of BA-7s: internal and external. An internal BA-7 increases spending authority according to legislative action or intent (e.g. tuition rate increases) and must be approved by the Board. External BA-7s increase spending authority for other reasons (e.g. tuition increases due to unanticipated enrollment increases) and must be approved by the Joint Legislative Budget Committee. (LCTCS Finance Section with modifications)

B2B-(Business-to-Business) the exchange of products, services or information between two or more businesses using networked technologies.

B2C-(Business-to-Consumer)-the exchange of products, services or information between businesses and consumers over the Internet.

Bachelors' Degree - an award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but NOT more than 5 years of full-time equivalent college-level work. This includes ALL bachelors' degrees conferred in a 5-year COOPERATIVE (WORK-STUDY PLAN) PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelors' degrees in which the normal 4 years of work are completed in 3 years. (IPEDS)

Bandwidth-term referring to the amount of data that can be transmitted in a given amount of time over a particular connection.

Banked Credit –(Escrow Credit) credits earned (typically by high school students taking college-level courses) which are held “in abeyance” until a student has completed other requirements (i.e. high school graduation) and has become a full-fledged student of the college planning to award the credits.

Base Budget - an estimate of funding required to continue existing programs at current levels of service. (LCTCS Finance Section)

Basic Education-coursework normally associated with Adult Basic Education, Adult Literacy, and GED preparation offered on a non-credit basis in a college/ postsecondary setting.

Basic Skills-a term referring to instructional work preceding Developmental Education which Most often refers to Adult Basic Literacy and GED preparation instruction.

BESE-the (Louisiana) Board of Elementary and Secondary Education.

Black, Non-Hispanic - a person having origins in any of the black racial groups of Africa (except those of Hispanic origin). (IPEDS)

Board of Regents-name of the official Louisiana coordinating board for Postsecondary Education.

Books and Supplies-a collective term referring to those course-related textbooks and supplies that represent the average costs of books and supplies for a typical student for an entire academic year (or program). (IPEDS)

Branch Campus – as defined for COE-accredited institutions, a subordinate facility to a main campus that operates under the supervision of a full-time, on-site, local administrator who reports to the chief administrative officer at the main campus. (COE)

Branch Institution - a campus or site of an education institution that is not temporary, is located in a community beyond a reasonable commuting distance from the parent institution and that offers organized PROGRAMS of study, not just courses.

Brand – A product or entity that has a reputation and a loyal following (e.g. Nike’s “swish”).

Brick and Mortar-a collective term given to traditional business (usually retail) with actual buildings, manufacturing plants, customer service centers, or distribution facilities. (Source: *NetLingo Online Business Terms, 2002*)

Broadband-refers to high speed data transmission over which a single medium can carry several channels at once. DSL and cable modem service are broadband services.

Browser-an Internet Browser (Web Browser) interprets HTML (Hyper Text Markup Language), the programming language of the Internet, into the words and graphics that are seen when viewing a web page. (Learthat.com, January 21, 3004)

Budgetary Guidelines - recommendation on budgeting issued by the National Advisory Council on State and Local Budgeting (NACSLB). The NACSLB’s budgetary guidelines are chiefly of interest to accountants because of the emphasis they place on performance measurement in the context of the budgetary process.

Budgetary Reporting-a term that refers to the requirement of present budget-to-actual comparisons in connection with general purpose external financial reporting. Budgetary reporting is required in connection with the basic financial statements for both the general fund and individual major special revenue funds with legally adopted annual budgets. Budgetary reporting also is required within the comprehensive annual financial report to demonstrate compliance at the legal level of control for all governmental funds with legally adopted annual budgets.

Budget Revision - the reallocation or transfer of funds between areas, budget units, activities, accounts, positions within accounts, or maintenance and operations categories, during the fiscal year due to under- or over-estimation of actual expenditures, realignment of priorities, or unexpected funding emergencies. See BA-7. (LCTCS Finance Section)

C

Cable Modem- a device that enables a personal computer to be connected to a local cable T line and receive and send data.

CAEL-Council for Adult and Experiential Learning is a non-profit organization that provides learning services for the public sector, employers and universities. It assists with Prior Learning Assessments.

Calendar Year-refers to the 365 days falling between January 1 and December 31 of any twelve-month cycle.

Campus - the grounds of a college or school, between the buildings or within the main enclosure. There are several different types of campus definitions as specified by accreditors. These include:

Main Campus-the primary grounds of a college or school as administered by a single administrative structure and accredited as the institution's primary unit.

Branch Campus-a branch campus is a location, with a smaller administration that is subordinate to the institution's primary administration, but which exists outside the geographic proximity of the main campus and is accredited under the auspices of the college as a whole.

The Council on Occupational Education further defines subunits to include:

Extension-an extension of a main campus is a subordinate facility, not a main campus, and is located within a fifty-mile radius of the main campus. Direct supervision is provided from the main campuses and the staff is limited to instructors and support staff. (COE for LTC)

Extension Classroom-is an area owned, leased, or rented to provide classroom or laboratory instruction as part of the total program of the main or branch campus. An Extension Classroom must offer less than 50 percent of a program. (COE for LTC)

Instructional Service Center-is a temporary or permanent location that serves employers and the public for the delivery of program or portions of program to meet a critical or sustained need. Appropriate student services must be available on-site. All instructional service center offerings must be approved by the commission. A site visit may be required before approval. (COE for LTC)

Auxiliary Training Site-an instructional site where short-term training is provided. These students do not participate in Title IV student financial aid programs. (COE for LTC)

Campus Activities Board (CAB) - an institutional organization that offers a leadership roll in the planning, development, and sponsorship of various student activities on campus (ex. visiting lecturers, musical performances, etc.).

Capital Outlay - Expenditures [that result in acquisitions of, additions to, replacement of, or major repairs to fixed assets] that benefit future fiscal periods.

Capital Outlay Budget - a financial plan for funding new construction, major renovations, and acquisition of physical property for an institution, including buildings, land, major equipment, and other items of significant value which have a useful life of at least several years. (LCTCS Finance Section)

Capstone Course – a culminating course, or project(s) within identified courses, within a discipline in which there is a requirement that students assimilate their previous learning in courses within the discipline in order to integrate this knowledge in the production or creation of a new work or enterprise. (For example, in a Process Technology (PTEC) curriculum, after four semester hours of preparatory work in Plant Laboratory functions, a student would engage in a Capstone Course which would require the assimilation of all previous PTEC learning content in order to integrate this knowledge in all of the working processes of the industrial plant floor.)

Carnegie Classification and Code - a classification system created by the Carnegie Foundation. This classification, which dates back to 1970, currently includes 3,600 colleges and universities in the United States that are degree-granting and accredited by an agency recognized by the Secretary of the U.S. Department of Education. According to the 2000 classification, there are 10 categories that are based on the highest level of offering, the number of degrees conferred by discipline, and the amount of federal support for research received by the institution.

Carry Forward - funds that remain from the prior fiscal years, brought forward, and budgeted to be expended in the current fiscal year. (LCTCS Finance Section)

CASAS - the CASAS quality assessment and Accountability Systems are used in adult education and training system. The system has been approved and validated by the U.S. Department of Education for use in adult literacy. The CASAS system is designed to support programs to establish measurable goals, document learner outcomes and report program impact to stakeholders. CASAS is designed to meet the requirements of national initiatives such as WIA and welfare reform. It includes over 140 standardized assessment instruments that can be customized to measure specific competencies. The assessment instruments measure functional reading, mathematics, listening, speaking and higher order thinking skills in work and everyday adult life contexts. Scores are scaled to grade levels. It contains a list of more than 300 competencies that are correlated to Secretary's Commission on Achieving Necessary Skills(SCANS) competencies. More information can be found at <http://www.casas.org>.

Catalog (or Catalogue) - lists and advertises only Degree Titles of academic programs approved by the Board of Regents. Separate curricula may be given only for approved degree titles; Majors, Minors, Concentrations, etc. not listed in the Board of Regents' Inventory may be described in the text or footnotes but shall not be listed or designated as separate curricula. These limitations shall also apply to any official advertisements for academic programs. (Source: Board of Regents.) The term refers to official guide to all college policies, procedures, and curricula. Each student follows the curriculum guide in the catalog issued to him/ her at the beginning of his/ her college course registration. It is a contract with the student that is valid for up to ten years. Note: For consistency and clarity, the terms "emphasis", "track", "specialization" or a word other than those listed in the official Board of Regents sub-units of a Major may not be used on diplomas, transcripts, or in catalogs. (Source: Board of Regents)

Census Date - the 14th day of class of a semester (or 7th day of a summer term) is designed as the official census reporting date for Louisiana institutions of Postsecondary Education.

Certificate - a formal award certifying the satisfactory completion of a postsecondary education program. (IPEDS). The legal authorities to award certificates, as defined in Louisiana Statute, are the Louisiana Higher Education Management Boards (See Louisiana Board of Regents Degree and Credentials definitions.).

Certificate of Applied Science (CAS) - an applied program (30-42 hours) with a limited general education component (9 hours). CAS degrees are formed by combining a CTS with general education requirements. All required general education coursework must meet SACS/COC requirements. CAS degrees are strictly limited to technical and community colleges. The final approval authority resides with the Board of Regents. (Board of Regents Degree Definitions)

Certificate of Technical Studies (CTS)-refers to an applied technical program (21-33 hours). CTS programs may be formed by combining multiple TCAs to provide a student with a broad technical competency. CTS programs are strictly limited to technical and community colleges. The approval authority resides with the LCTCS Board of Supervisors but the actions must be reported immediately to the Board of Regents. All other Regents requirements governing academic programs apply to the CTS. (Board of Regents Definitions)

Certification – (1) in postsecondary education is a designation by an organization that an educational program, course of study, or individual has obtained a prescribed level of competency in a particular area of specialty. (2) in business and industry is a recognized local, regional or national standard. Refers to a process that has been established by business and industry for an individual, program, or procedure to measure achievement using some type of instrument (e.g. a test or other measurement tool).

CFDA Number – identifying number for a federal assistance program, composed of a unique two-digit prefix to identify the federal agency ('84' for the Department of Education), followed by a period and a unique three-digit code for each authorized program.

CHEA - Council for Higher Education Accreditation. This organization works with the accrediting agencies in the U.S by promulgating standards for accrediting agencies; it also coordinates accrediting activity in higher education.

Chief Academic Officer-The Chief Academic Officer directs the academic program of the institution. Duties typically include academic planning, teaching, research, extensions and coordination of interdepartmental affairs.

Chief Administrator - the principal administrative official, or chief executive officer, responsible for the direction of all affairs and operations of a postsecondary education institution or that component of an organization that conducts postsecondary education and may report to a governing board.(HED)

Chief Business Officer-the Chief Business Officer directs business and financial affairs including accounting, purchasing, physical plant and property management, personnel services, food services, auxiliary enterprises and related business matters.(HED)

Chief of Administration-the Chief of Administration is responsible for administrative functions that are generally non-academic and non-financial.(HED)

Chief Executive Officer (President/ Chancellor)- the Chief Executive Officer (President/ Chancellor) of a Higher Education institution directs all affairs and operations of the college/ university. The Chief Executive Officer (President/ Chancellor) of a Higher Education System directs all affairs and operations that are a part of that system. (HED)

Chief Planning Officer-directs the long-range planning and the allocation of the institution's resources. (HED)

Chief of Research and Development (not fundraising)-initiates and directs research in using the facilities and personnel in new areas of academic and scientific exploration. (HED)

CIO-Chief Information Officer or the highest ranking IT/MIS officer on a campus, or in a system, normally with advanced degrees in Computer Engineering, and answering to the Chief Executive Officer.

CIP (Classification of Instructional Programs) - a National Center for Education Statistics (NCES) publication (CIP 2000) that provides a numerical classification and standard terminology secondary and postsecondary instructional programs. (IPEDS)

CIP Code - (Classification of Instructional Programs) a six-digit code in the form xx.xxxx that identifies instructional program specialties within educational disciplines. (IPEDS)

Class-a group of students within an instructional course; a segment of a course often broken into a one-hour (50 minute) block. (Also see Course.)

Classification (Student) - distinguishes number of hours successfully earned by a student: (ex. Freshman, Sophomore standing, etc.).

Clock Hours- at term as defined for COE-accredited institutions, a period of 60 minutes with a minimum of 50 minutes of instruction. (COE) Also, see Contact Hours. (IPEDS)

Code of Federal Regulations (CFR) – compilation of all final regulations issued by federal agencies and published annually by the National Archives and Records Administration; divided into numbered "Titles"; Title 34 contains the regulations of the Department of Education.

COE – on a university campus, this abbreviation is sometimes used to designate College of Education. Within the two-year postsecondary community the abbreviation is more typically used to designate the Council for Occupational Education; recognized by the U.S. Secretary of Education as a reliable authority on the quality of education offered by the institutions it has accredited. Its current scope of recognition is as a national accrediting agency for the accreditation of non-degree-granting and applied associate degree-granting postsecondary occupational education institutions.

Cohort - a specific group (of students) established for tracking purposes. [For the GRS IPEDS survey, the initial cohort is defined as all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during either (1) the fall term of a given year, or (2) between September 1 and August 31 of the same academic year.] (IPEDS)

Collaborative Learning-term referring to the practice or exercise in which learners work in groups on the same task simultaneously. The students think together about demands and tackle complexities. Collaboration is seen as the act of shared creation and/or discovery.

College - a postsecondary, credential granting institution. Colleges are generally subdivided into academic divisions. LCTCS colleges include: Baton Rouge Community College, Bossier Parish Community College, Delgado Community College, Elaine P. Nunez Community College, Louisiana Delta Community College, Louisiana Technical College, River Parishes Community College, and South Louisiana Community College.

College Board (The)-a national non-profit membership association whose mission is to Prepare, inspire, and connect students to college and opportunity.

College Board ID - an identification number assigned by the College Board for student test taking purposes and institutional reporting scores.

College Work Study Program (CWS)-a term referencing Higher Education Act of 1965, as amended, Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al; 42 USC 2751-2756b. Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program provides grants to institution for partial reimbursement of wages paid to students.

Commission on Occupational Education (COE) - a national institutional accrediting agency for the accreditation of non-degree granting and applied associate degree-granting postsecondary occupational educational institutions.

Committed Costs-refers to costs that stem from contractual obligations. (NACUBO)

Common Costs - joint costs associated with a joint project when an expenditure results in two or more outcomes. (ex. a faculty member who teaches courses in two different departments). (NACUBO)

Compressed Video-Compressed digital video (CDV) transmits live video and audio simultaneously over special telephone lines called ISDN (Integrated Services Digital Network) or over the Internet. A computer compresses the television signal allowing it to be transmitted via telephone lines or a dedicated data (TCP/IP) infrastructure. Communication between sites is two-way and interactive. No special production studios, equipment or satellites are required.

Community College - a two-year institution of Postsecondary Education that typically offers General Education course work, associate degree transfer courses and continuing education courses. Larger and more mature community colleges generally also offer technical courses and business/industry-based certifications. The degrees offered are normally of four designations: Associate of Applied Science, Associate of Science, and the Associate of Arts but may also include other specialized and transferable Associate degrees.

Community Services Officer-a college/ university administrator who directs the educational (usually non-credit), cultural and recreational services to the community. (HED)

COMPASS –acronym for an American College Testing services (ACT) comprehensive computerized adaptive placement and diagnostic assessment system that places students into appropriate courses—supporting student success through course placement, advising, and retention services. (ACT, Inc. website. <http://www.act.org/compass/index.html>)

Competencies - the specialized knowledge, skills, and attitudes required for successful performance in a specific occupation. Source: COE.

Completer –a term carrying different definitions stemming from different reporting agencies. Louisiana Board of Regents definition: A student who receives a degree, diploma, certificate, or other formal award. In order to be considered a completer, the degree/award must actually be conferred and reported to the Louisiana Board of Regents; (Source: IPEDS). A student who has demonstrated the competencies required for a program and has been awarded the appropriate certificate or diploma or degree completion in keeping with the LA Board of Regents reporting practices; (Source: LDOL Scorecard.) A student who has demonstrated the competencies required for a program and has been awarded the appropriate credential or has acquired sufficient competencies through a program to become employed in the field of education/training pursued or a related field as evidenced by such employment; (Source: COE)

Compressed Video – Compressed digital video (CDV) transmits live video and audio simultaneously over special telephone lines called ISDN (Integrated Services Digital Network). A computer compresses the television signal allowing it to be transmitted via telephone lines. Communication between sites is two-way and interactive. No special production studios, equipment or satellites are required.

Concentration - is an alternative track of courses within a Major or Option, accounting for at least 30% of the Major requirements. Concentrations may be instituted by the affected system and institution without prior approval by the Board of Regents. (Source: Board of Regents).

Concurrent Enrollment-term used to describe students enrolled in two institutional settings simultaneously (ex. high school and college, college and university, etc.). As it applies to secondary schools in most states, this term is used to describe high school students enrolled in college courses for credit while continuing to be enrolled as high school students and being counted in Average Daily Attendance or Average Daily Membership at the high school (Andrews). (Louisiana does not fund k-12 on either ADM or ADA as do most states.) Concurrently Enrolled students involve those college courses where only college credit is obtained and such credit is not used for high school credit. Students are generally required to notify both institutions of their concurrent admission enrollment intents. They may be Dually Enrolled or Cross Enrolled.

Contact Hour - a unit of measure that represents an hour of scheduled instruction given to students; also referred to as clock hour. (IPEDS) A typical syllabus or catalog entry will contain such information to include (i.e. 50 minutes): 3/0/3 45 Contact Hours. This is to be interpreted as:
Lecture: 3 hours credit/ Laboratory 0 hours credit/ 3 total hours of transcript credit: equating to 45 Contact Hours of instruction. Contact hours largely apply to lecture settings. Laboratory ratios for seat time and credit varies. (See Laboratory/Shop Ratios.)

Content development – The development of material associated with a course. The format of content may include text, audio, video, or multimedia. The types of content may include reading, exercises, simulations, self-tests, etc.

Contextual General Education-another term for Applied General Education. (See Applied General Education and General Education.)

Continuing Professional Education - programs and courses designed specifically for individuals who have completed a professional degree (such as law, medicine, dentistry or social work) to obtain additional training in their particular field of study.

Continuing Education Unit (CEU) - one continuing education unit is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. (IPEDS) It is considered “non-credit” coursework. (Ex. Accountants are required to return to school to earn CEUs.)

Continuous Admissions - an admissions policy that complements and/or allows enrollment into program that is run on a ‘continuous basis.’

Continuous Basis (Calendar System)-a calendar system classification that is used by institutions that enroll students at any time during the academic year. For example, a welding program might allow students to enroll and begin studies at various times with no requirements that classes begin on a certain date. (IPEDS)

Continuing Student-students enrolled in a particular academic term that were also enrolled in the previous academic regular term within the academic calendar.

Contract Administrator-conducts administrative activities in connection with contracts and grants. (HED)

Contracted Services - services obtained through contracts with outside agencies that would normally be provided by paid employees. (IPEDS)

Controller's Office - the college's office in which students pay tuition and fees and may cash small checks.

Contract- an agreement between two or more parties, especially one that is written and enforceable by law

Cooperative (Work-Study Plan) Program-a program that provides for alternate class attendance and employment in business, industry, or government. (IPEDS)

Co-requisite - a class/course that is required to be taken simultaneously with another class/ course. For example, a laboratory class may be required to be taken within the same semester as the related lecture class (ex. Biology lecture for 3 hours and Biology lab for 1 hour).

Core Course Work-in Louisiana core course work consists of a body of high school courses, referred to by the Louisiana Board of Regents, in relationship to those high school courses required for TOPS scholarship consideration.

Core Indicators of Performance (Perkins) - each eligible agency shall identify, in the State Plan, core indicators of performance that include, at a minimum, measure of each of the following [Section 113.(b)(2)(A)]: i. Student attainment of challenging State-established academic, and vocational and technical, skill proficiencies; ii. Student attainment of a secondary school diploma or its recognized equivalent, a proficiency credential in conjunction with a secondary school diploma, or a postsecondary degree or credential; iii. Placement in, retention in, and completion of, postsecondary education or advanced training, placement in military service, or placement or retention in employment; and iv. Student participation in and completion of vocational and technical education programs that lead to nontraditional training and employment. Source: Perkins Act of 1988.

Core Standards - the broadest requirements that are common to an entire industry sector. For example, core standards would specify the skills common to the transportation industry as a whole.

Correspondence Courses- method of instruction with students receiving structured units of information and accompanying material completely through the mail. (IPEDS)

Costs - are classified as either unexpired or expired and may be “period” or “product.” Unexpired costs are assets and apply to the production of future revenue (ex. prepaid expenses, investments).
(NACUBO)

Cost Reimbursement Basis - term used in connection with internal service funds. The setting of charges so that costs are systematically recovered on a break-even basis over time.

Council on Occupational Education (COE) – formerly the fourth commission of the Southern Association of Colleges and Schools (SACS), COEI, the national accrediting agency for postsecondary vocational-technical-occupational institutions and programs as recognized by the United State Department of Education’s Title IV Office under the 1992 Higher Education Act..

Counseling – refers to several types of professional individuals. *Academic Advising (or Academic Counseling)* refers to the advising of students regarding the required and/or recommended classes to meet the requirements of a program or course of study; to give guidance and recommendations to others, to analyze needs and make decisions for proper end results. *Career Counselors* normally provide testing and feedback to students seeking occupational interests and pathways to achieve appropriate occupational training. Other counselors may provide *Personal Counseling, Disabilities Counseling and Referral,*, etc. While counseling for students is critical to student success, the ratio of counselors (of any type) is often 250 (students): 1(counselor).

Counseling Service - activities designed to assist students in making plans and decisions related to their education, career, or personal development.

Course – A compilation of learning material, exercises, interaction, and assessments that enable the learner to attain stated learning objectives associated with a particular field of study. Credit courses must meet additional criteria associated with academic calendars and schedules.
(See Course/ Class.)

Course (or College Credit Class) - defined body of information, and or competencies, in a curriculum. (Task Force); an organized body of instruction that carries credit hours associated with minimum length. For one semester hour of credit, a course must meet a minimum of 750 minutes (or 15 contact hours) and span no less than a work week. For two semester hours of credit, a class should meet a minimum of 1,500 minutes (or 30 contact hours) and span no less than two workweeks. A three semester hours course should meet a minimum of 2,250 minutes (or 45 contact hours) and span no less than three work weeks. Laboratory/ shop seat time and credit hour vary by discipline, college, and accreditor.

Course Alignment-the process whereby course syllabi and outcomes are placed side-by-side and analyzed in accordance to content, requisites, prerequisites, and /or co-requisites. (See course comparability.). For example: English 101 may align horizontally with English 1010 from another college whereas English 101 and 102 align both horizontally with English 1010 and English 1011 from another college.

Course Comparability-the process whereby course syllabi and outcomes are placed side-by-side and analyzed in accordance to content for the comparison of their content and the approximate likeness of that content and course outcomes.

Course Load - the number of credit hours being attempted in a given semester or summer term.

Course Management System (CMS) – course management systems are software solutions that provide an integrated environment for course development and delivery. CMS's are often designed for ease-of use for faculty who are developing material as well as for students who interact with the courses. (Blackboard, WebCT, and e-College are vendors that all provide course management systems.)

Credential-refers to those awards (i.e. certificates, diplomas, degrees) recognized by the U.S. Department of Education through its approved accrediting bodies and data-gathering divisions.

Credit - recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate or other formal award. (IPEDS) For example, if a student successfully completes a course worth 3 semester hours, the student receives three hours of credit.

Credit Course - a course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. (IPEDS) In Louisiana these degrees, diplomas, certificates and other formal awards must be within approved programs as identified by the Board of Regents Curriculum Inventory (Inventory of Degree and Certificate Program – CRIN) or the LCTCS official inventory of Technical Competency Areas. Time of day has no bearing on the status of a course as Credit or Non-Credit. Funds that allow institutions to offer credit hour coursework are derived from student tuition, fees, and those revenues derived from the State General Funds as allocated based upon Full Time Equivalency counts. Only students enrolled in documentable credit hour courses should be included in student credit course headcount and FTE formula counts.

Credit by Examination-the process by which a student may take a nationally-recognized examination, within a given field, for course credit consideration. The Council on Adult and Experiential Learning (CAEL) and the National Occupational Competency Testing Institute (NOCTI) provide some of the nation's largest resources of this type.

Credit Hour - a unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. (IPEDS). (See Contact Hour.).

Credit Hours - hours earned toward a concentration, certificate, certification, or degree. Must specify as to whether referring to Clock Hour, Semester Hour, Quarter Hour, etc. Developmental Education, for example, may be required but does not yield credit hours (toward graduation).

Cross Enrollment-a form of Concurrent Enrollment that refers to arrangements whereby a student can be enrolled at one postsecondary institution but can also be taking classes at another postsecondary institution.

Cumulative Grade Point Average - the grade point average of all course work pursued to date certain (ex. all coursework pursued, for which final grades have been averaged, on any given Date, and not limited simply those grades issued by the college currently being attended).

CUPA – the College and University Professional Association.

Current Funds Expenditures and Transfer - the costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition costs of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating departments for such purposes. (IPEDS)

Current Funds Revenues - this includes (1) all unrestricted gifts, grants, and other resources earned during the reporting period and (2) restricted resources to the extent that such funds were expended for current operating purposes. Current fund revenues do not include restricted current funds received but not expended because these revenues have not been earned. (IPEDS)

Curricula-plural form of curriculum.

Curriculum - the set of courses which, when completed successfully, will fulfill the credentialing (Ex. certificate, diploma, degree) for a particular major. Curriculum is a description of the required and elective courses for a Degree Program. (Source: Board of Regents).

Curriculum Inventory – the official inventory of programs approved by the Louisiana Board of Regents for each institution, as documented by official minutes of the Board of Regents. A specific procedure for review and approval (including the prior programmatic approval of the institution's management board) must be followed prior to seeking Board of Regents program approval.

Customized/ Special Training courses-courses/ training specifically designed to meet the special needs of business/ industry. If the existing "credit course" curriculum does

not meet the special needs of business/ industry training, the instruction should be considered “customized” and categorized as “non-credit.”

D

Data-numerical representations of information.

Day Care Service - a student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in postsecondary education programs.

Day Classes-those instructional classes scheduled to begin during the early morning hours and conclude before 6:00 p.m. Time of day has no bearing on the credit or non-credit bearing status of a class.

Dean or Director-serves as the principal administrator for the institutional programs as indicated:

<i>Agriculture</i>	<i>Fine Arts</i>	<i>Pharmacy</i>	<i>Cooperative</i>
<i>Architecture</i>	<i>Graduate Programs</i>	<i>Physical Education</i>	<i>Educations</i>
<i>Arts and Sciences</i>	<i>Home Economics</i>	<i>Public Health</i>	<i>Humanities</i>
<i>Business</i>	<i>Journalism/Communications</i>	<i>Social Work</i>	<i>Government/</i>
<i>Continuing Education</i>	<i>Law</i>	<i>Special Session</i>	<i>Public Affairs</i>
<i>Dentistry</i>	<i>Library Services</i>	<i>Theology</i>	<i>Mathematics/</i>
<i>Education</i>	<i>Medicine</i>	<i>Veterinary Medicine</i>	<i>Sciences</i>
<i>Engineering</i>	<i>Music</i>	<i>Vocational Education</i>	<i>Political Science/</i>
<i>Evening Division</i>	<i>Natural Resources</i>	<i>Allied Health Sciences</i>	<i>International</i>
<i>Extension</i>	<i>Nursing</i>	<i>Computer Science</i>	<i>Affairs</i>
	<i>Social and Behavioral Sciences</i>		
	<i>Summer School/ Session (HED).</i>		

Dean of Men-directs student life activities solely concerned with male students. (HED)

Dean of Women-directs student life activities solely concerned with female students. (HED)

Dean’s List - an academic honor that lists all students who, over the course of the previous semester have maintained a notably high grade point average (ex. 3.5, 3.75, etc.).

Degree - the title of the award conferred on students by a college, university, or professional school upon completion of a unified program of study (e.g. Associate of Science). (Source: Board of Regents) An award conferred by a college, university, or other postsecondary education in official recognition for the successful completion of a program of studies. (IPEDS)

Degree Audit-an analysis of a student’s earned credit hours and balance of courses and credits still required for degree completion.

Degree Designation - for each authorized program at public institutions of higher education as listed in the Board of Regents' Inventory of Degree and Certificate Programs under the category "Degree Level".

The category "Degree Level" shall be changed in the Inventory to "Degree Designation." Some professional programs require the name of the general subject area as part of the Degree Designation.

A composite list of approved professional "Degree Designations" is attached to the Board of Regents policy for this term. (Source: Board of Regents). These include the following:

TCA-Technical Competency Area-an applied course, or series of courses (1-12 semester hours). A TCA provides a student with a specific technical competency. TCAs are strictly limited to technical and community colleges. Approval authority for implementation of a TCA

shall reside with the appropriate management board or their designated staff. (Ex. Automotive Ignition Systems).

CTS-Certificate of Technical Studies is an applied, technical program (21-33 semester hours). CTS programs are formed by combining multiple TCAs to provide a student with a broad technical competency. CTS programs are strictly limited to technical and community colleges. Approval authority for implementation of a CTS program shall reside with the appropriate management board; however, the establishment of such programs must be immediately reported to the Board of Regents. All other Regents requirements governing academic programs shall apply. (Ex. CTS in Automotive Engine Technology [TCAs – Ignition System, Brake Systems, Transmission Systems, Electrical Systems, etc.]

CAS-Certificate of Applied Science is an applied degree program (30-42 semester hours) with a limited general education component (9hours). CAS degrees are formed by combining CTS with general education requirements. All required general education coursework must meet SACS-CoC requirements. CAS degrees are strictly limited to technical and community colleges. Approval authority for implementation of a CAS degree shall reside with the Board of Regents. (Ex. CAS in Automotive Engine Technology with general education component).

TD-Technical Diploma is an applied, technical degree program (45 –60 semester hours). TD Programs are formed by combining multiple CTSs and/or TCAs. TD programs are strictly limited to technical and community colleges. Approval authority for implementation of a TD program shall reside with the appropriate management board; however, the establishment of such programs must be immediately reported to the Board of Regents. All other Regents requirements governing academic programs shall apply. (Ex. TD in Automotive Technology [CTS in Automotive Engine Technology plus TCAs in Automotive Body Repair, Automotive Detailing, etc.]

AAS-Associate of Applied Science is an applied/ academic degree program (60-72 semester hours with a limited general education core (15 hours)) primarily designed to prepare students for immediate employment or career entry. AAS degrees can be formed by combining a TD program with 15 hours of required general education or can be a distinct curriculum unrelated to any preexisting program of technical studies. All general education coursework must meet SACS-CoC requirements. If technical coursework required of the degree is intended for transfer to a four-year institution, this coursework must meet appropriate SACS/CoC requirements. AAS degrees are limited to technical college, community college, and two-year transfer institutions. [Note: approval authority for implementation of an AAS degree shall reside with the Board of Regents.]

AA-Associate of Arts is an academic degree program (60-72 semester hours) with a Significant general education core (24 hours) designed primarily to serve as preparatory education for transfer to a related baccalaureate program. All coursework must meet SACS-CoC requirements. AA degrees are limited to community colleges and two-year Transfer institutions. Approval authority for implementation of an AA degree shall reside with the Board of Regents. (Ex. AA in English).

AS-Associate of Science is an academic degree program (60 to 72 semester hours) with a significant general education core (27 hours) designed primarily to serve as preparatory education for transfer to a related baccalaureate program. All coursework must meet SACS-CoC requirements. AS degrees are limited to community colleges and two-year transfer Institutions. Approval authority for implementation of an AS degree shall reside with the Board of Regents. (Ex. AS in Mathematics).

A-Associate is an academic degree program (60-72 semester hours) with a significant general education core (27 hours) designed to prepare students for immediate employment or career entry but which also may serve as preparatory education for transfer to a related baccalaureate program. The use of this particular degree designation should be limited to cases wherein other associate degree designations (AAS, AA, or AS) have been determined to be inappropriate. All coursework must meet SACS-CoC requirements. Non-designated Associate degrees are limited to community colleges and two-year transfer institutions. Approval authority for implementation of a non-designated Associate degree shall reside with the Board of Regents. (Ex. Associate of General Studies).

BAS-Bachelor of Applied Science is an applied/academic degree program (a minimum of 120 hours) with a limited general education core (33 hours) designed to prepare students for technical employment and generally not intended as preparation for further graduate study. The BAS routinely combines technical/ general education gained in an AAS program with additional university requirements. All coursework completed via the AAS program must meet SACS-CoC requirements for transferability. The BAS degree is limited to four-year institutions. Approval authority for implementation of a BAS degree shall reside with the Board of Regents. (Ex. BAS in Industrial Technology).

BA-Bachelor of Arts is an academic degree program (a minimum of 120 hours) with a significant general education core (38 hours). The BA degree emphasizes breadth and depth of study in a recognized academic discipline, may serve as a career entry degree, and should prepare a student for further graduate study. The BA degree is limited to four-year institutions. Approval authority for implementation of a BA degree shall reside with the Board of Regents. (Ex. BA in English).

BS-Bachelor of Science is an academic degree program (a minimum of 120 hours) with a significant general education core (39 hours). The BS degree emphasizes breadth and depth of study in a recognized academic discipline, may serve as a career entry degree, and should Prepare a student for further graduate study. The BS degree is limited to four-year institutions. Approval authority for implementation of a BS degree shall reside with the Board o Regetns. (Ex. BS in Mathematics).

B-Bachelor is an academic degree program (a minimum of 120 hours) with a significant general education core (39 hours) designed primarily as a first professional degree but which also may serve as preparatory education for transfer to a related graduate program. The use of this particular degree designation should be limited to cases wherein other baccalaureate degree designations (BAS, BA or BS) have been determined to be inappropriate. Non-designated Baccalaureate degrees are limited to four-year institutions. Approval authority for implementation of a non-designated Baccalaureate degree shall reside with the Board of Regents. (Ex. Bachelor of General Studies). (Academic Affairs Policy 2.15x-Louisiana Board of Regents).

Degree Program - any grouping of Regents'-approved courses and requirements (e.g. minimum GPA required, comprehensive examinations, English and Math proficiency) which, when satisfactorily completed by a student will entitle him or her to a degree from a public institution of higher education. (Source: Board of Regents)

Degree-Seeking Student - a student enrolled in courses for credit who is recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs (IPEDS)

Degree of Subject Area - is the primary disciplines, which constitutes the focus of a Degree Program. It is listed in the Board of Regents' Inventory under the category "Degree Description/Option". The category "Degree Description/ Option" shall be changed in the Inventory to "Degree Subject Area". When a student satisfactorily completes a Degree Program, he/she will be entitled to a degree in the appropriate subject areas (e.g. Biology). (Source: Board of Regents).

Degree Title - is the complete label of a Degree Program, consisting of a Degree Designation (e.g. Associate of Science) and the Degree Subject Area (e.g. Biology). It is listed in the Regents' Inventory under the categories "Degree Level" and "Degree Description/Option" (e.g. A.S. in Biology). (Source: Board of Regents).

Delivering College-for the purposes of e-learning, the college at which the faculty member Delivering the course is employed. The college from which the course originates.

Delivery modes – Options for delivering instruction (e.g., lecture, text, video, Internet).

Department - an academic subunit of a college (within a university) or a division (within a two-year college).

Department Head/ Chair – designation for the academic administrator responsible for all faculty, students and classes within the department.

Depreciation - the wasting away of a fixed capital asset based on its historical acquisition cost. Since it is a non-cash expenditure, it does not provide the necessary resources to replace the asset. (NACUBO)

Designated Funds - unrestricted funds that may be used only for those purposes designated by the institution's governing board. (LCTCS Finance Section)

Development Officer-organizes and directs programs connected with the fund raising activities of the institution. (HED)

Developmental Courses – those courses designed by colleges and/or universities that are designed to prepare student to succeed academically in their first, -credit college-level courses. (Source: Louisiana Department of Education, First-Time Freshmen Report). Placement in these courses is usually determined placement test scores. (ex. English 101 may require the earning of “C” or better in English 90 and 91). Remedial and Adult Basic Education courses are considered as courses that would be (non-credit) precursors to Developmental Courses.

Developmental Course Participation Report – a report collected annually by the Board of Regent that includes the number of “First-Time Freshmen” (students) enrolled developmental courses.

Developmental Education Courses - courses in mathematics, English, reading, and study skills designed specifically to prepare students for their first for-credit, college or university level course work related to these fields. These courses carry no credit toward graduation and, until more recently, did not transfer between/ among institutions. More recently the Board of Regents and the Louisiana Association of Developmental Education have worked on a matrix that does allow for transfer between institutions with comparable Developmental coursework. These courses *do not include* Adult Basic Education (ABE) or GED preparation. See Remedial. (IPEDS)

Differs by Program (Calendar System) - a calendar system classification that is used by institutions that have occupational/ vocational programs of varying lengths. These schools may enroll students at specific times depending on the program desired. (IPEDS)

Diploma - a formal document certifying the successful completion of a prescribed program of studies. (IPEDS)

Diplomas - shall list and advertise the appropriate Degree Designation only and may indicate superior academic achievement for outstanding grade point average and/or completion of an approved honors curriculum. Diplomas shall not include the name of the Degree Subject Area, the Major, the Minor, and Option, the Concentration, or any other descriptive terms, except when such terms are included in the approved Degree Designation (See attachment to Board of Regents Definitions and Policies on Regents website.). (Source: Board of Regents).

Direct Assessment of Learning-an form of assessment in which the assessor gathers evidence, Based upon student performance, which demonstrates the learning itself. (See Assessment.)

Director of Academic Computing-the designation for the college/ university official responsible for operation and coordination of the institution's various academic computer facilities and laboratories. (HED)

Director of Administrative Computing-the designation for the college/ university official responsible for the operation and coordination of the institution's various academic computer facilities and laboratories. (HED)

Director of Admissions-the director of admissions is responsible for the recruitment, selection, and/ or admission of students. (HED)

Director of Affirmative Action/Equal Opportunity-the designation for the college/ university responsible for the institution's program relating to affirmative action and equal opportunity. (HED)

Director of Annual (Planned) Giving-administers the office charged with overseeing the annual giving (donations) from all supporters of the institution. (HED)

Director of Athletics-the designation for the college/ university official assigned to manage intramural and intercollegiate programs including employment, scheduling, promotion, maintenance and related functions. (HED)

Director of the Bookstore-responsible for the operation of the bookstore including purchasing, advertising, sales, employment, inventory and related functions. (HED)

Director of Branch Campus-The Director of Branch Campus is the official who is in charge of a branch campus. (HED)

Director of Campus Ministry (Chaplain)-plans, directs the pastoral ministry and religious activities. (HED)

Director of Computer Center-directs the institution's major data processing facilities and services.(HED)

Director of Computing and Information Management –the designation for the college/ university official assigned to coordinates computing systems and the flow of information to and from computing operations. (HED)

Director of Educational Media-the designation for the college/ university official responsible for the audio-visual services and multi-media learning devices of the institution. (HED)

Director of Enrollment Management-plans, develops, and implements strategies to sustain enrollment. Supervises administration of all admissions and financial aid operations. (HED)

Director of Facilities/ Physical Plant-is responsible for the construction, rehabilitation and maintenance of buildings and grounds. (HED)

Director of International Students-directs student life activities solely concerned with foreign students. (HED)

Director of Government Relations-the designation for the college/ university official assigned to administrative responsibility for the institution's relations with local, state, and federal government. (HED)

Director of Health Services-Directs the operation of clinics, medical staff and other programs which provide institutional health services. (HED)

Director of Legal Services (General Counsel)-salaried staff person responsible for advising on legal rights, obligations, and related matters. (HED)

Director of Security/ Safety-the college/ university staff person responsible for the management of the campus police and responsible for security programs, training, traffic and parking regulations. (HED)

Director of Student Life-the college/ university staff person responsible for the direction of student life programs including counseling and testing, housing, placement, student union, relationships with student organizations and related functions. (HED)

Director of Information-the college/ university staff person responsible for providing institutional information to students, faculty, staff and the public. (HED)

Director of Institutional Research-the college/ university staff person responsible for conducting research and studies on the institution including design of studies, data collection, analysis and reporting. (HED)

Director of Personnel (Chief)-the college/ university staff person responsible for establishing and directing personnel policies including government related requirements.(HED)

Director of Personnel Services-the college/ university staff person responsible for administering the institution's personnel policies and programs for staff or faculty and staff. (HED)

Director of Student Counseling-the college/ university staff person responsible for directing the office of non-academic counseling and testing for students, including referral to outside agencies. (HED)

Director of Student Financial Aid-the college/ university staff person responsible for directing the office that administers of all forms of student aid. (HED)

Director of Student Placement-the college/ university staff person responsible for directing the operation of the student placement office to provide career counseling and job placement services to students and alumni. (HED)

Director of Student Services-the college/ university staff person responsible for assisting the Chief Student Life Officer in the non-academic student life activities. (HED)

Direct Costs - costs that can be specifically identified with an activity such as instruction in an academic department, etc. (NACUBO)

Discretionary Costs - costs derived from managerial decisions or changes in fiscal policy. These costs need not be related to any particular activity or function and tend not to be recurring items. (NACUBO)

Displaced Homemaker (Perkins) - an individual who (A) (i) has worked primarily without remuneration to care for a home and family and for that reason has diminished marketable skills; (ii) has been dependent on the income of another family member but is no longer supported by that income; or (iii) is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the day on which the parent applies for assistance under this title; or (B) is employed or underemployed and is experiencing difficulty in obtaining or upgrading employment [sec.3(7)].

Distance Education – an educational process and system whereby all (or a significant proportion) of the teaching is conducted by someone (or something) removed in space and time from the learner. (Source: *Portfolio Definitions*. Retrieved from United Nations, Educational, Scientific and Cultural Organizations website, January 24, 2003)

Distance Learning – a system and a process that connects learner to distributed learning resources. Distance learning can take a variety of forms, all distance learning, however, is characterized by (a) separation/distance of place and/or time between instructor and learner, amongst learners, and/or between learners and learning resources; and (b) interaction between the learner and instructor, among learners and/or between learners and learning resources conducted through one or more media. (Source: *Portfolio Definitions*. Retrieved from United Nations, Educational, Scientific, and Cultural Organization website, January 24, 2003.)

An instructional delivery system that connects learners (regardless of their location) with educational resources. Because distance learning normally occurs in a different place from teaching, it requires special techniques of course design, instructional design, and communication. Distance learning uses technology to make possible new approaches to the teaching/learning process, rather than simply the addition of technology to instruction.

Distributed Computing-an industry-standard software technology for setting-up and managing computing and data exchange in a system of networked computers.

Division(s) –a term that refers to a designated academic subunit of a college.

Doctoral Degree - the highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical (Juris Doctorate) Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering. (IPEDS)

Domain Name - in electronic learning, the unique names that identifies an Internet site and its address.

Donated (Contributed) Services - services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which there is no charge to the campus but that would otherwise be provided by employees paid by the campus. (IPEDS)

Download – the transmission of a file from one computer system to another, generally to a smaller computer system or to copy data (usually an entire file) from a main source (such as a web page) to a peripheral device. The term is often used to describe the process of copying a file from an online service or the Internet to one's own computer. The opposite of download is upload, which means to copy a file from your own computer to another computer (Source Retrieved from www.webopedia.com, January 28, 2003).

Drop-Add - the periods of time, during a semester or summer term, when students may officially change their schedules by dropping and/or adding courses without penalty. Classes dropped outside of the Drop-Add period(s) carry various institutional penalties. Some institutions allow for faculty to complete administrative "drop" for students under limited circumstances.

DSL-(Digital Subscriber Line) – a technology which enables the ordinary copper component of telephone lines to carry data at rates much higher than ISDN.

Dual Enrollment-a form of Concurrent Enrollment in which a student who is enrolled in high school is also enrolled, simultaneously, in a postsecondary institution.

Drop Out - a student who left the institution and did not return. (IPEDS)

Dual Credit – credit earned by a student from two educational institutions. Credits awarded in this manner must be specified under a prior agreement between the institutions.

Dual Credit Students-normally secondary school students enrolled in a college credit class who receive both college credit and credit toward meeting secondary school requirements for graduation. Some courses are used to replace required courses for high school graduation and other are used as electives toward the same graduation.

Dual Enrollment-student who is enrolled in high school but who is also enrolled, simultaneously, in a postsecondary institution.

DUNS Number - the Data Universal Numbering System code. This is a 9-digit number assigned by the Dun and Bradstreet Information Corporation to any entity providing products, good, and services. (IPEDS)

E

Early Admissions -student is enrolled in high school but whose academic preparation (or skill giftedness) demonstrates the ability to be accepted as a Regular, Matriculating student in status and sometimes able to begin postsecondary work prior to completing all of the requirements for a high school diploma. In competitive-admission institutions Early Admissions usually indicates a notice of admission during a period of Early Admissions as established prior to the published date for the students' notification of regular admission.

e-Commerce-commercial and noncommercial transactions facilitated through the use networked technologies.

EDI-electronic data interchange or the transfer of data between companies using computer networks such as the Internet.

e-Education – as defined, for the purposes of accreditation, a formal educational process in which the majority of the instruction occurs when student and instructor are taught, in whole or in part, through some form of electronic means. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, audio, video, or computer technologies. (COE).

e-learning – A subset of distance learning that utilizes the electrical transmissions as a primary delivery tool for the support of instruction or the quantifiable result of student understanding of content received via electronic means – either in the traditional classroom or a location remote from the content expert.

E & G - a common measure of institutional efficiency that deals with educational and general expenditures (Educational and General Expenditures). Administration and Support includes academic support (such as libraries), student services (counseling and placement centers, and institutional support (general administrative offices) Instruction includes the institution's basic classroom, laboratory, and shop instruction. [Note: The U.S. average expenditure for Administration and Support is 31.5% and the SREB average is 30.1%. The U.S. average expenditure for Instruction is 43.9% and the SREB average is 45.0%.]; the expression of an institution's financial measures when calculating Educational (instructional)expenditures as measured against General Expenditures of the institution. Sometimes expressed as the institutional EE&G. Average E&G measures are regularly calculated at the Southern Regional and national levels for various types of institutions.

Early Registration –sometime referred to as pre-registration. Refers to an opportunity for students to register for the next (upcoming) semester’s classes during the preceding semester. Students who participate in early registration usually have a better chance of obtaining the classes that they want at the times that they prefer.

Electronic Learning (e-learning)—a set of electronic applications and processes (such as Web-based learning computer-based learning, virtual classrooms, and digital collaboration). It includes the delivery of content via the internet, intranet/extranet. (LAN/WAN), audio-and-video-tape, satellite broadcast, interactive TV and CD-ROM. (Source: LSU website, *PM-15 Copyright Guidelines Regarding Electronic Learning*, March 25, 2002)

Electronic Mail (e-mail)—the exchange of computer-stored messages by telecommunication. These messages are generally encoded in American Standard Code for Information Interchange (ASCII) text but may also be non-text, such as graphics. These messages may be exchanged between Internet users or in public or private networks.

Economically Disadvantaged (Perkins) - individuals from economically disadvantaged families, including foster children [sec. (3)(23)]. Reference poverty rates as determined at the Federal level.

EDGAR (Education Department General Administrative Regulations) – administrative Regulations governing the Department’s discretionary grant and cooperative agreement programs found in Parts 74, 75, 76, 77, 79, 80, 81, 82, 85, and 86 of Title 34 of the CFR (defined previously); a document issued by the Department that contains a reprint of these regulations.

Education - implies the development of judgment and critical thinking skills. Generally implies the development of judgment and critical faculties such as might be applied to an operation.

Effectiveness-term used in connection with the evaluation of internal controls and performance measurement. The degree to which an entity, program, or procedure is successful at achieving its goals and objectives.

Efficiency Ratios- term used in connection with the evaluation of internal controls and performance measurement. The degree to which an entity, program, or procedure is successful at achieving its goals and objectives with the least use of scarce resources. Efficiency necessarily presupposes effectiveness. Relates to the concern that institutions utilize their resources to carry out program activities. Efficiency ratios compare the level of program costs, institutional support, and other expenses to the total revenue. The ratios can be misleading if not analyzed in the context of the institution being evaluated. (NACUBO)

Electives - has to do with students choosing courses from a group of selected courses. Each program/ curriculum requires a certain number of courses that are required and another group from which the student may decide which ones he/she *will elect* to take.

Eligibility Requirements - term used in connection with government-mandated and voluntary non-exchange transactions. Conditions established by the provider or resources stipulating matters such as the qualifying characteristics of recipients, time requirements, allowable costs, and other contingencies. (SGAS 33)

Embedded Assessment-a form of assessment as a means of gathering information about student Learning that is built into a natural part of the teaching-learning process. (See Assessment/Embedded.)

Employability Skills-skills used to perform effectively across a broad range of occupations (ex. teamwork, decision-making, problem-solving, etc.). (National Skills Standards Board 2000)

Employee Fringe Benefits-cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/ dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options. (IPEDS)

Employer Satisfaction - extent or the degree to which the employee fulfills the needs of the employer as measured by the employer's responses to an Employer Satisfaction Survey.

Employment Identification Number - the 9-digit number that the Internal Revenue Service (IRS) assigns to each entity for tax purposes. (IPEDS)

Employment Services for Current Students - activities intended to assist students in obtaining part-time employment as a means for defraying part of the cost of their education.

Encumbrance - a control account used to record the estimated amount of purchase order, contracts, or salary commitments. It is a debit entry. (NACUBO).

Encumbrances - commitments related to unperformed (executory) contracts for goods or services (NCGA Statement 1).

Enrollee - a person who is admitted to the institution and pursues a program for a minimum time period as specified by institutional policy. (For purposes of measuring outcomes, an institution does not have to report a student as an enrollee if the refund is 100% of any tuition and fees that the student may have paid.) Source: COE.

Enrollment - measurement of the student body that can be expressed in headcount or through the development of Full-Time Equivalencies (FTE). (See FTE.)

Enrollment Management – refers to the systematic planning, monitoring, and continuous improvement practices as applied to all student enrollment operations; strategies and programs that provide opportunities and services to enhance recruitment, retention and graduation rates for all students planning to attend a postsecondary institution.

Four stages in the evolution of enrollment management at any given institution include:

- A nominal level is when enrollment management is simply a new label for a mostly traditional, business-as-usual approach to college recruitment and admissions.
- A structural level characterizes institutions that have reorganized themselves to achieve greater integration, efficiency, and effectiveness among the various offices directly responsible for enrollment outcomes.
- A tactical level is achieved when the focus shifts from internal coordination and integration to a more forward-thinking, outward-looking effort, linking enrollment management more directly to revenue goals and academic program planning.
- Finally, enrollment management is a strategic endeavor only when an institution embraces it as a comprehensive planning process and fuses it with the development and positioning of the institution and its academic programs.

Equipment - fixed assets other than land and buildings.

Escrow Credit-(Banked Credit)-credits earned (typically by high school students taking college-level courses) which are held “in abeyance: until a student has completed other requirements (i.e. high school graduation) and has become a full-fledged student of the college planning to award the credits.

Ethnicity (and Race) - definitions are based upon the “Standards for Maintaining, Collecting, and Presenting Federal Data on Race and Ethnicity” promulgated by the Office of Management and Budget on October 30, 1997 (*Federal Register*, 62 FR 58781-8790). These definitions are established for statistical reporting by all Federal agencies. (See source document for details.)

Evaluation - process or method whereby quality, productivity, significance, or worth is established. To assign a value, usually with consequences (from the “outside” with episodic visits). (AAC&U)

Evening Classes-Classes scheduled to begin at 6:00 p.m. or running various hours into the night. Time of class delivery has no bearing on the credit or non-credit bearing status

Executive Vice-President-the Executive Vice-President is responsible for all, or most, functions and operations of an institution/ system under the direction of the Chief Academic Officer.

Expenditures - the act or process of expending. Decreases in the net financial resources under the current financial resources measurement focus not properly classified as *other financing uses*.

Expenditure Categories - a classification of goods and services for the purposes of budgeting.

Extended Classroom – as defined for COE-accredited institutions, an area owned, leased, or rented to provide classroom or laboratory instruction as a part of the total program of the main or branch campus. The extended classroom must be supervised by the chief administrative officer of the main or branch campus. If the extended classroom offers 50% or more of a program, and the program is eligible for participation in Title IV student financial aid programs, the institution must submit an application and receive approval for a new branch, extension, or instructional service center. (COE)

Extension Campus – as defined for COE-accredited institutions, a subordinate facility to a main campus located within a fifty-mile radius of the main campus. Supervision and control are provided from the main campus, and the staff is limited primarily to instructors and support staff. (COE)

Extension Centers - See Off-Campus Centers. (IPEDS)

Extension Class-classes should be referred to as Day/ Evening and Credit/ Non-Credit-bearing and not referred to by the term “extension.”

Extension Division - a unit of the institution that provides institutional services including the planning, organization and delivery of extended campus offerings. To carry out these activities, it generally maintains its own enrollment, personnel, and financial records separated from those of the main institution (although an institution may include these records in its own institutional data base). It does not grant either degree-credit or degrees, but these may be awarded by the institution for instruction provided through the extension division. (IPEDS)

External Assessment-a form of assessment using criteria (rubric) or an instrument developed by an individual or organization outside of the organizational structure of the one being assessed. (See Assessment/ External.)

Externship - provides students with an opportunity to explore a specific career path, gain marketable job experience, and make professional connections. An externship may last anywhere from one week to one semester and students generally earn college credit for their participation. This term is usually associated with medical or legal studies.

Exiters - all individuals who leave an institution within a given academic year. This is the sum of all the completers and non-completers. (Source: LDOL Scorecard.)

F

Facilities Inventory and Space Utilization System – an inventory of buildings, rooms, square footage, etc., collected by the Board of Regents for each institution. Space utilization pertains to facility use per classroom / laboratory based upon the number of students scheduled for day and evening classes.

Faculty - the instructional staff of an institution.

Faculty support services - services, ranging from technical support to training, that support faculty (particularly in e-learning efforts).

Faculty resources materials and supports that help faculty convert course content (particularly applied to an e-learning format).

Fall Term - that part of the academic year that begins between late August and November 1.

Family Literacy - an inter-generational approach to literacy. Source: Georgia.

FAQ-Frequently Asked Questions that are logically grouped together in one area.

FASFA-Free Application for Student Financial Aid is a Federal form. For all students filing for financial aid, a completed form must be sent for analysis of income vs tuition (etc.) in order to determine eligibility for Title IV and other forms of Student Financial Aid. Application can also be made online.

Federal Unit ID - a Federal Unit ID number is a 6-digit identification number assigned to institutions that are in the Postsecondary Education Participants System (PEPS). This system is maintained by the Office of Postsecondary Education (OPE) that tracks the eligibility status of postsecondary institutions.

Fees - those fixed amounts charged to students for items not covered by tuition that are required of such a large proportion of all students that the student who does NOT pay is an exception. (IPEDS)

FICE Code - FICE code is a 6-digit code maintained for historical purposes. This identifier was originally created by the Federal Interagency Committee on Education (FICE) to distinguish postsecondary schools that qualified as institutions of Higher Education from other postsecondary institutions.

File Transfer Protocol (FTP) – a standard Internet protocol that allows the movement of files from a distant computer to a local computer using network like the Internet. (Source: *Guide # 13 Glossary of Distance Education Terminology*, Engineering Outreach, College of Engineering, University of Idaho, 2002)

Financial Accountability - a term used in connection with the definition of the financial reporting entity. The level of accountability that exists if a primary government appoints a voting majority of an organization's government board and is either able to impose its will on the organization or there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable for governmental organizations with a separately elected government board, a governing board appointed by another government, or a jointly appointed board that is fiscally dependent on the primary government (SGAS 14).

Financial Audits - audits designed to provide independent assurance of the fair presentation of financial information.

Financial Statement - the financial accounting information of an institution. Its primary characteristics should be understandability, decision usefulness, relevance, reliability, comparability, and consistency. (NACUBO)

Finding - term used in connection with public sector auditing (financial, programmatic, etc.). Published communication of an internal control weakness or instance of noncompliance in connection with an audit conducted in accordance with GAGAS.

First-Professional Degree - an award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; (3) a total of at least 6 academic years of college work to complete the degree program, including prior college work plus the length of the professional program itself. First-professional degrees may be awarded in the following 10 fields:

Chiropractic (D.C., D.C.M.)

Dentistry (D.D.S., D.M.D.)

Medicine (M.D.)

Optometry (O.D.)

Osteopathic Medicine (D.O.)

Pharmacy (Pharm.D.)

Podiatry (D.P.M., D.P., Pod.D.)

Veterinary Medicine (D.V.M.)

Law (L.L.B., J.D.)

Theology (M. Div., M.H.L., B.D., or Ordination)

(Source: IPEDS)

First-Professional Degree Certificate (Post-Degree) - an award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or sub-specialty. (IPEDS)

First-Time First-Year Student – a term that refers to a student attending any institution, for the first time, at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school). (IPEDS) For community and technical colleges this includes students that enter the institution with less than 12 semester credit hours earned at another higher education institution.

First-Time Freshman - a term that refers to a student who graduated from a Louisiana high school during a specific school year and who was enrolled full-time in a Louisiana higher education institution in the Fall semester immediately following his/her high school graduation. Only an in-state college student who began the Fall semester with fewer than 12 [semester] hours credit previously attempted (excluding advanced placement credits and correspondence study) is considered as a First-Time Freshman in the First-Time Freshmen Report published by the Louisiana State Department of Education. (Source: Louisiana Department of Education)

First-Year Student - a student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours in a degree program. (IPEDS)

Fiscal Year - in Louisiana refers to the period from July 1 to June 30 of each calendar year.

Fixed Costs - those costs that remain the same regardless of any changeable element such as activity, size or volume. An example would be the utility costs to heat or cool a room regardless of whether a class is taught or the room remains idle. (NACUBO)

Formula (Funding)-a calculation, developed by the Board of Regents, designed to determine State General Fund dollar support for the state's colleges and universities. (See Board of Regents documents for the formula specifics.)

Formative Assessment- a non-judgmental analysis that gathers information about student learning designed to improve the learning. (See Assessment/ Formative)

Formative Evaluation - determination (judgment) of work or quality during the formulation of the event(s) being evaluated.

Formula Grants - government-mandated or voluntary nonexchange transactions involving the provision of resources based upon established criteria (e.g. number of full-time equivalent students) other than the incurrence of qualifying expenditures.

Foundation – an entity created with a goal of providing non-appropriated funds (i.e.) usually private donations) for the perpetual support of an institution; an endowment.

Four-One-Four Plan - the 4-1-4 calendar consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 1 course taken for 4 months. There may be an additional summer session. (IPEDS)

Freshman - a first year undergraduate student. (IPEDS) The Freshman category generally implies a student who has earned less than 30 semester hours of credit.

Full Cost - a combination of all of the activity's costs including variable and fixed operating costs. (NACUBO)

Full-Time Equivalent (FTE) – FTE is a general term meaning “Full Time Equivalent” (ex. student, faculty, etc.) The abbreviation simply stands for Full Time Equivalent A subset definition refers to an arbitrary calculation of 30 semester credit hours or 900 clock hours per Fiscal Year.. FTE is a summary calculation that describes the enrollment level at an institution if all students attended on a full-time basis. A single FTE can represent several part-time students. Standard practice for calculating undergraduate FTEs is to divide an annual number of undergraduate semester credit hours earned at each institution by 30 and the annual number of graduate scholastic credit hours at each institution by 24. (Public Affairs Research)

Full-Time Student - any undergraduate student taking 12 or graduate student with 9 or more semester hours during the Fall and/ or Spring semesters and 6 or more hours during the Summer Term. Full-time students qualify for an array of student services.

Full-Time Student Undergraduate - a student enrolled for 12 or more semester credits or 24 or more contact hours a week each term. (IPEDS)

Full-Time Staff –a term that refers to persons on the payroll of the institution (or reporting unit) and classified by the institution as full time. Includes faculty on sabbatical leave and persons who are on leave but remain on the payroll. (IPEDS)

Fund Balance - the amount of money remaining in a fund at the end of a fiscal year when revenues and expenditures have been accounted for. This represents amounts that are available to finance the upcoming year’s operations. (LCTCS Finance Section)

Funded Mandate - also known as a government-mandated non-exchange transaction. A situation where a government at one level provides resources to a government at another level and requires the recipient to use the resources for a specific purpose (example: federal programs that state governments are mandated to perform. [SGAS 33].

Full-Time (Faculty) - persons on the payroll of the institution (or reporting unit) and classified by the institution as full-time. This includes faculty on sabbatical leave and persons who are on leave but remain on the payroll. (IPEDS)

Full-Time (Student) - for the purposes of Undergraduate students, a student enrolled for 12 or more semester credits or 24 or more contact hours a week each semester. (IPEDS).

G

Gateway Course – a final, or culminating, course in a sequence of courses. For example, if Developmental Mathematics is presented, sequentially, as MATH 0090, 0091, and 0092, the MATH 0092 course would be considered the Gateway Course.

GBPS (Gigabits Per Second)-a measurement of the rate of speed at which data are transferred (e.g. 1 Gbps equals 1 billion bits per second.)

GED - normally refers to the Tests of General Educational Development, which provide an opportunity to earn a high school credential. The GED program, sponsored by the American Council on Education, enables individuals to demonstrate that they have acquired a level of learning comparable to that of high school graduates. (IPEDS) In Louisiana the GED is a credential equivalent to a high school diploma as administered by the Louisiana State Department of Education.

General Education - a core of course work (25%-40%) essential to a broadly-based college degree to include, but not be limited to: English, mathematics, natural sciences, humanities/fine arts, social/behavioral sciences, and computer literacy. General education is at the heart of any degree program. (Regent & AAC&U). In reference to transferability, there are two primary groups of courses offered by LCTCS institutions. Applied General Education (i.e. See Applied General Education) normally does not carry transferability to an academic postsecondary institution (Ex. English for Business Studies, Mathematics for Construction Trades). Transferable General Education courses are normally taught as broad-based, arts and humanities courses designed for transferability to a postsecondary institution (i.e. liberal scientific, or technical).

General Education Framework – the organizational pattern around which an institution’s General Education is organized (Ex. spine, distributed, alternate core, etc.)

General Revenues - all revenues that are *not* required to be reported as program revenues. All taxes, even those that are levied for a specific purpose, are general revenues and should be reported by type of tax - for example, sales tax, property tax, etc. All other non-tax revenues (including interest, grants, and contributions) that do not meet the criteria to be reported as program revenues should also be reported as general revenues (SGAS 34).

Good Academic Standing – students who complete a semester/quarter and who are not on academic probation. (Source: Louisiana Department of Education, First-Time Freshmen Report); students who have a cumulative grade point average that is at or above the institution’s established scale of 2.0. (LCTCS)

Governance – How an organization is managed, what the reporting structure looks like, and who has authority over what people and processes. The purpose of governance is to ensure the common good. [Alternative: An organization’s decision-making structure and processes.]

Governmental Accounting Standards Board (GASB 35) – refers to the *Basic Financial Statements B and Management’s Discussion and Analysis for Public Colleges and Universities*. (NACUBO)

Grade Point Average (GPA) - a grade point average is computed by dividing the total number of quality points earned by the number of semester hours attempted. These are normally calculated at the rate of 4 quality points for an A, 3 quality points for a B, 2 quality points for a C, 1 quality point for a D, and 0 quality points for an F. Hence, if a student earned

A for 1 3-semester credit course: $1 \times 4 \times 3 = 12$

C for 2 3-semester credit courses: $2 \times 3 \times 3 = 12$

B for 1 1-semester credit course: $1 \times 1 \times 3 = 3$

Total Semester Credit Hours = 10 (3+3+3+1)

Total Quality Points = 27 (12+12+3)

27 divided by 10 = 2.70 GPA

Graduate - program completer who has applied for graduation and has received a formal certificate, diploma, or degree.

Graphical User Interface (GUI)-(pronounced GOO-ee) – a program interface that takes advantage of the computer’s graphics capabilities to make the program easier to use. Well-designed graphical user interfaces can free the user from learning complex Command languages. Two popular GUI interfaces are Microsoft Windows and Apple Macintosh. (Source: Retrieved from www.webopedia.com January 28 2003.).

GRS-national Graduation Rate Study of the U.S. Department of Education based upon 150% of “catalog time.”

Guest Student – a student taking a course at a college other than their regular college. The Home College is that institution at which the student is pursuing a basic credential (i.e. degree) and from which he/she expects to graduate. Typically students who return home for the summer can attend a local college as a guest student.

GUI (Graphical User Interface) – (pronounced GOO-ee). Refers to a program interface that takes advantage of the computer’s graphics capabilities to make the program easier to use. Well-designed graphical user interfaces can free the user from learning complex command languages. Two popular GUI interfaces are Microsoft Windows and Apple Macintosh. (source: Retrieved from [www. Webopedia.com](http://www.Webopedia.com), January 28, 2003).

H

Head Librarian-the Head Librarian directs the activities of all institutional libraries.

Headcount – the number of students enrolled in a course or class within a Louisiana Board of Regents approved program at an institution or campus during a specified term. (See FTE).

Headcount-Duplicated – the number of students enrolled in courses within a Louisiana Board of Regents approved program of an institution in a specified term (e.g. semester or academic year). One student participating in two such courses at the institution (ex. Fall and Spring semesters) would count as two students in a duplicated headcount.

Headcount-Official – Students enrolled in courses within a Louisiana Board of Regents approved program. Students enrolled in courses outside of the approved Board of Regents program inventory are not included in an official headcount.

Headcount-Unduplicated - the unique number of students enrolled in a class or course within a Louisiana Board of Regents approved program of an institution or campus in a specified term (e.g. semester or academic year). One student participating in two such courses at the institution would count as only one student in an unduplicated headcount. Students enrolled in courses outside of the approved Board of Regents inventory are not included in an official headcount.

Hearing Impaired - any person whose hearing loss is sufficiently severe to adversely affect their educational performance. (IPEDS)

HEP-the Higher Education Directory

High-Stakes Assessment/ Evaluation- an assessment of evaluation tied to a decision to the Results to set of hurdle that needs to be cleared before moving to a higher level.

High School Diploma or Recognized Equivalent - a document certifying the successful completion of a prescribed secondary school program of studies or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or another state specified examination. (IPEDS)

Hispanic - a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. (IPEDS)

Historical Costs - the monetary value of economic resources acquired by cash disbursements or incurred liabilities. (NACUBO)

Home College-the college to which a student is admitted and from which the student will receive credit upon successful completion of a program of study. The Home College must have program approval in order to serve as the Home College for a given credential or degree.

Home Institution – as applied to Guest Students, the college in which the student is pursuing a long term educational plan. The Home Institution is the college from which the student is seeking a formal credential (See Guest Student).

Home School-refers to students who have completed their elementary and/ or secondary educational experiences in a State-approved Home School program of study equivalent to a similar traditional educational experience outside of the home.

Home Study - method of instruction designed for student who lives at a distance from the teaching institution. Instructional materials are provided to the student through various media with structured units of information, assigned exercises for practice, and examinations to measure achievement, which in turn are submitted to the teaching institution for evaluation, grade assignment, and the awarding of credit. (IPEDS)

Honors Program - a program designed for gifted students involving more challenging course work, seminars with guest lecturers, and interdisciplinary courses. Students in Honors Programs are often able to pursue and receive an Honors credential at graduation provided they have met all institutional requirements for this special honor.

Horizontal Transfer/Articulation-“Horizontal transfer” references situations in which courses of comparable content and level of difficulty are analyzed and accepted in substitution for courses that may bear comparable content but that may bear differentiated names or course numberings in the same sequence. (Example: College Mathematics 101 from Institution A covers 15 topics under a request to transfer, in substitution at Institution B. That course as Institution B’s College Algebra 1010 covering the same 13-15 topics.)
NOTE: prior to the popularization of the term “articulation,” the common term of reference was “transfer” as it relates to course acceptance from one institution to another “in substitution.”

Hours - each course is assigned a certain number of hours of credit toward program completion. Most classes are 3 hours. Laboratory courses are usually 1 hour. A few courses are as many as five hours. A minimum number of hours would be 12 per semester or 6 per summer term would equate to a “full-time load.”(This was established by the National Collegiate Athletic Association [NCAA] several years ago.) Students are generally unable to schedule more than 18 semester hours per semester, or 9 per summer term, without special permission.

Hours Attempted - the total number of hours taken. This figure includes those hours passed as well as those hours failed.

Hours Earned - the number of semester hours complete with a passing grade.

HTML-Hyper Text Markup Language or the language of the Webdesigner.

Hypertext – the organization of information units into connected associations also referred to as a link.

Implementation Guides - guidance on the proposed implementation of authoritative accounting and financial reporting standards issued by the entity responsible for the overall administration of a program and the costs associated with the program.

Implementation Rate-refers to the portion of full funding that is actually allocated. If the funding formula suggests that an institution should receive \$ 1 million for a particular

year, but that institution only receives \$ 750,000, the implementation rate for that institution is 75%. Implementation rates can be used to describe funding levels on an institutional and system-wide basis.

Imputed (or Opportunity) Costs - those costs that are foregone when a decision is implemented that prohibits something from occurring. (For example, the interest income that is foregone when resources are expended.) Imputed costs are very much a part of the *buy* versus *build* decision-making. (NACUBO)

Incumbent Worker training courses-courses normally offered in a customize format and supported totally by the Louisiana Incumbent Worker Program of the Louisiana Department of Labor. If this training is not a part of the “credit course” curriculum, and is totally supported through Incumbent Worker funds, the course(s) should be reported/ categorized as “non-credit.”

Independent Auditor’s Report - the official, written communication of the results of an audit.

Indirect Assessment (of Learning)a method of assessment which emphasizes the gather of Reflections about the learning. (See Assessment/ Indirect Assessment.)

Indirect Costs (or Administrative Costs) - also known as overhead, burden or prorated costs. These are costs that can be charged to specific activity, as they are necessary for the activity to be achieved. For example, indirect costs are those administrative and non-operating costs incurred to fulfill a project. (NACUBO) They are sometime allowable and sometimes not allowable. Institutions are assigned an approved indirect cost values based upon indirect cost pools, that can be charged when allowable, by the Indirect Cost Office of the U.S. Department of Education.

Individual Assessment-uses the individual student, and his/ her learning as the level of analysis. (See Assessment/ Individual)

Individual with a Disability (Perkins) - refers to an individual with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101)[sec.3 (14)]. See source document.

Individual with Limited English Proficiency (Perkins) - refers to a Secondary school student, an adult, or an out-of-school youth who has limited ability in speaking, reading, writing, or understanding the English language, and (A) whose native language is a language other than English; or (B) who lives in a family or community environment in which a language other than English is the dominant language [sec.3 (13)].

Individual with Other Barriers to Educational Achievement (Perkins) - is defined by each State as a part of the Perkins III State Plan [sec.3. (23)].

Industry Standards - common task and nomenclature within a specific industry, which are standardized by the industry on an ongoing review basis. (Ex. The automotive industry standards would be NATEF (shop)/ASE (faculty)).

In-State Student - a student who is a legal resident of the state in which he/she attends school. (IPEDS)

Institutional Accreditation – (See Accreditation)

Institutional Assessment-uses the institution as the level of analysis. (See Assessment/
Institutional.)

Institutional Research – primary mission is the collection of data (from both internal and external sources), and the analysis, distribution, and presentation of this information for use in planning, decision-making, and policy formulation at the postsecondary institution. Also provides support and expertise for the evaluation and assessment activities throughout the institution. (Source: various organizational websites) LAIR-Louisiana Association of Institutional Research; SAIR-Southern Association of Institutional Research.

Instructional Design – systematic development of instructional specifications using learning and instructional theory to ensure the quality of instruction or the science of instruction.

Instructional Equipment-generally refers to nonexpendable, tangible personal property with a useful lifespan of over one year, a value of over \$ 1000 (or equals the lesser of the capitalization level established by the governmental unit for financial statement purposes \$ 5000 at the Federal level/ Federal Register, Vol. 60, No. 95 of 5/17/95), and that would be considered repairable. Other state regulations applicable to the State Property tagging of equipment must be considered when utilizing the category “Equipment.”

Instructional Materials-generally refers to non-consumable educational products with a value under \$ 1000 (ex. textbooks, software, etc.).

Instructional Service Center– the Louisiana Board of Regents defines an Instructional/Learning/Service Center as a site, overseen by a director, which coordinates the delivery of course work offerings by a number of colleges and or universities (Ex. Jefferson and Rapides Learning Centers). As it relates to COE-accredited institutions, a temporary or permanent location the serves employers and the public for the delivery of programs or portions of programs that meet a training need. An Instructional Service Center must be under the direct control of the main campus and located within the geographic service area designated by the governing board of the institution. Appropriate student service must be available on site, and the full range of services will be made accessible to students at the main campus. Students may participate in Title IV student financial aid programs. Instructional Service Centers are distinguished from branch or extension campuses by a requirement that they be a joint venture between the institution and an employer or another educational agency. (COE)

Instructional Supplies-generally refers to consumable materials used in the educational process (ex. paper, pens, etc.).

Institutional System - two or more institutions of Higher Education under the control or supervision of a single administrative body. (IPEDS)

Instruction - the act of instructing, teaching, or imparting knowledge or information.

Instructional Activity - the provision of coursework to students that can be measured in various terms. (IPEDS)

Instructional Design-systematic development of instructional specification using learning and instructional theory to ensure the quality of instruction or the science of instruction.

Intellectual Property - is defined as inventions, discoveries, know-how, show-how, processes, unique materials, copyrightable works, original data, and other creative or artistic works that have value. Intellectual property includes that which is protectable by statute or legislation, such as patents, copyrights, trademarks, service marks, trade secrets, mask works, and plant variety protection certificates. It also includes the physical embodiments of intellectual effort, for example, models, machines, devices, designs, apparatus, instrumentation, circuits, computer programs and visualizations, biological materials, chemical, other compositions of matter, plants, and records of research. (University of Louisiana System *Intellectual Property and Shareware Royalties* Board Rules.)

Instructional Strategy/ Delivery-the methodology by which instruction is delivered (ex. Lecture, tutoring, coaching, independent study, guided practice, problem solving, etc.).

Interactive Television-(ITV or closed circuit) courses delivered point-to-point through two-way Compressed video. ITV is synchronous with student and teacher separated by only Space unless the broadcast is taped for rebroadcast.

Interagency Transfer (IAT) - funds transferred from one state agency to another. (LCTCS Financial Section with modifications)

Interdisciplinary - an instructional program that crosses over two or more areas of study. An interdisciplinary course, for example, might include instruction in study habits, reading skills, and the utilization of campus services or instruction in time management, test taking, communication, study techniques, and library use.

Internal Auditing - an appraisal of the diverse operations and controls within a government entity to determine whether acceptable policies and procedures are followed, established standards are met, resources are used efficiently and economically, and the organization's objectives are being achieved. The term covers all forms of appraisal of activities undertaken by auditors working for and within an organization.

Internal Control Framework - an integrated set of policies and procedures designed to assist management to achieve its goals and objectives. To be truly comprehensive, a government's internal control framework must (1) provide a favorable control environment, (b) provide for the continuing assessment of risk, (c) provide for the design, implementation, and maintenance of effective control-related policies and procedures, (d) provide for the effective communication of information, and (e) provide for the ongoing monitoring of the effectiveness of control-related policies and procedures as well as the resolution of potential problems identified by controls (Ex. administrative, financial, instructional, etc. frameworks).

Internal Financial Reporting - financial reporting specifically designed to meet the needs of management.

International Student-student who is resident of a foreign country or who graduated from a secondary institution in a foreign country. (See Admission States/ Categories.)

Internship – course of study relating to a field of study where the student gains supervised practical experience usually outside of the classroom setting.

Intra-murals - athletic teams and competition for students not participating in inter-collegiate sports programs.

IPEDS-Integrated Postsecondary Education Data System. IPEDS has been established as the core Postsecondary data collection for the National Center of Education Statistics within the U.S.Department of Education.

ISDN – Integrated Services Digital Network is a set of standards used for digital transmission over ordinary telephone copper wire that allows the user to see highly graphic Web pages arriving very quickly.

ISP-integrated service digital network or a service that allows for the higher data transmission speeds and is capable of handling at least two services over one line simultaneously.

IT-information technology or the broad subject concerned with all forms of technology used to manage and process information electronically.

J

JTPA-the abbreviation for the Job Training Partnership Act, a federal program offering grants to public and private agencies for job training. Legislation effective Federal Fiscal Year 1994. Former Private Industry Councils (PICs) have been replaced by the Workforce Investment Act (WIA) Boards.

Just-in-Time Learning- a term to describe ways of making information available over the Internet to people when they need it and at a level equal to their ability to understand it. (Source: *Portfolio Definitions*. Retrieved from United Nations, Educational, Scientific and Cultural Organization website, January 24, 2003).

K

Kbps (Kilobits Per Second) – the rate of speed at which data is transferred (ex. 1 Kbps equals 1,000 bits per second.)

Keys (Work)-refers to a program developed by ACT to measure “job readiness skills” of students.

Knowledge-a body of comprehension and understanding; to know is to grasp.

L

Laboratory-refers to a hands-on clinical or shop experience in which instruction is delivered. Credits for time spent in laboratory experiences and their ratio to actual credit hours varies by discipline, college and accreditor. Laboratory (or shop) courses and hours should be separated and carried distinctively from lecture course credit hours.

Laboratory/ Shop Credit Ratios-the comparison of actual “seat time” in a laboratory or shop experience to the number of credits earned for that experience. These vary by discipline, college/ university, and accreditors.

LADE-Louisiana Association of Developmental Education

LACRAO-Louisiana Association of Collegiate Registrars and Admissions Officers -

LAN-Local Area Network – a network of interconnected workstations that share the resources of a single processor or server within a relatively small geographic area such as an office.

LaPAS - the Louisiana Performance Accountability System, or LaPAS, is an electronic database that tracks performance standards and actual performance information for Louisiana's state departments and agencies. The departments and agencies submit their quarterly performance progress reports into LaPAS via the Internet. The Office of Planning and Budget (OPB) in the Division of Administration is the official record keeper and repository of performance data and maintains LaPAS. (Source: LaPAS web site.)

LCTCS-refers to the Louisiana Community and Technical College System. The LCTCS is the governing/ management Board for Baton Rouge Community Colleges, Bossier Community College, Delgado Community College, Louisiana Delta Community College, Elaine P. Nunez Community College, River Parishes Community College, South Louisiana Community Colleges, and the Louisiana Technical College.

Learning management systems – Integrated software products that track learner progress, beginning with an inventory of learning preferences and career goals and tracking progress both within and among courses.

Learning Object-a media object intended to be used by itself or with other media object to bring about learning; e-learning module or parts of modules; building block for e-learning.

Learning objective – Discrete modules of instructional material, (e.g., a video clip, an audio segment, or a simulation). Learning objects may provide information or interaction. Multiple learning objects are assembled to create a course. Learning objects may also be used to enrich classroom-learning experiences.

Lecture-courses taught primarily through the traditional sage-on-the-stage delivery method. Lecture style dominated courses should be separated from laboratory/ shop courses by title, number, and credit hour ratios. The credit hour ratios for lecture courses are: 15 contact hours equate to one credit hour, 45 contact hours equate to three credit hours, etc.

Less than 9/10 Month Salary Contract - the contracted teaching period of faculty employed for less than 2 semesters, 3 quarters, 2 trimesters, or 2 4-month sessions. (IPEDS)

9/10 Month Salary Contract - the contracted teaching period of faculty employed for 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or the equivalent. (IPEDS)

11/12 Month Salary Contract - the contracted teaching period of faculty employed for the entire year, usually a period of 11 months. (IPEDS)

Letter of Appointment-a version of a contract for college/ university faculty in the form of a letter that expresses the official appointment of an individual faculty member in terms of teaching discipline. Such letter also includes faculty rank, tenure status, length of term, and salary.

Library - an organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audio materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition that are part of a learning resource center. (IPEDS)

Life Experience Assessment Program Credit-provides students an opportunity to present a portfolio of work samples and creative works which represent the knowledge and skills that they have already acquired in relationship to specific college courses. The Council for Adult and Experiential Learning (CAEL) is a major resource in the decision to award such credit.

Listserv - Listserv is a small program that automatically redistributes e-mail to names on a mailing list. Users can subscribe to a mailing list by sending an e-mail note to a mailing list they learn about; listserv will automatically add the name and distribute future e-mail postings to every subscriber. (Source: SearchVB.com, TechTarget.)

Literacy - narrowly, the ability to read and write. Currently understood to mean sufficient communication and computational skills to function fully in society, including employment and further education. Source: Georgia.

Local Assessment-means and methods that are developed by an institution's faculty based on their teaching approaches, students, and learning goals. (See Assessment/ Local Assessment.)

Local Education Agency (LEA) - a public board of education or other public authority legally constituted within a State for either administrative control of or direction of, or to perform service functions for public elementary or secondary schools in (1) a city, county, township, school district, or other political subdivision of a State, (2) such combination of school districts or counties a State recognizes as an administrative agency for its public elementary or secondary schools, (3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school, and (4) any other public institution or agency that has administrative control and direction of a vocational education program.

Louisiana Higher Public Education Management Boards - the Louisiana Community and Technical College System, Louisiana State University System, Southern University System, and University of Louisiana System Boards. The Louisiana Association of Independent Colleges and Universities' Board governs Louisiana's private colleges and universities.

M

Main Campus -the primary grounds of a college or school as administered by a single administrative structure and accredited as the institution's primary unit.

Major - is that part of a Degree Program that consists of a specified group of courses in a particular discipline(s) or field(s). The name of the Major is usually consistent with the Degree Subject Area. A Major usually consists of 25% or more of total hours required in an undergraduate curriculum. Establishment of a Major requires prior approval by the Board of Regents. (Source: Board of Regents).

Marginal Costs - the changes in total cost resulting from changes in input or output assumptions. (NACUBO)

Marketing – The act or process of selling or purchasing in a market; the process or technique of promoting, selling, and distributing a product or service; an aggregate of functions involved in moving goods from producer to consumer.

Master Course Syllabus (i)-the college repository for all course syllabi as taught by faculty of the institution.

Master's Degree - an award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. (IPEDS)

Matching Requirement - a requirement that a grant recipient contribute resources to a program that fulfills a predetermined percentage of amounts provided by the grantor.

Materiality - the magnitude of an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement. The objective of accountability in governmental financial reporting adds another perspective to materiality. Specifically, accountability requires materiality to be judged not only in a quantitative manner, but also in a qualitative manner. That is, accountability involves such issues as legal and contractual compliance that may not have a "material" effect on the entity's reported operating results and financial position but that would influence or change the judgment of a reasonable person about how the government has conducted its affairs during the period. (SGAS 11).

Matriculation – a term referring to a college/ university student enrolling and proceeding through course work. It refers to a student who is enrolled and committed to an educational goal. Thus, matriculation is a process that requires a commitment on the part of the college as well as the student. (San Diego Community College District)

Mbps (Megabits Per Second) –a measurement of the rate of speed at which data is transferred (e.g. 1 Mbps equals 1 million bits per second).

M-Commerce (Mobile e-Commerce) commercial and noncommercial transactions facilitated through the use of wireless technology.

Meaningful Placement - placement in a field of study that maintains high demand (i.e. when the career opportunities disappear, the curriculum disappears).

Means of Financing (MOF) - the sources of revenue in an operating budget. These include: State General Fund (Direct), Statutory Dedication, Fees, and Self-Generated, Federal, Interagency Transfer, and Interim Emergency Board. (LCTCS Finance Staff)

Military Installations - one or more buildings or sites Federally owned or operated by any branch of the United States Armed Forces..

Military Training Credit-credit given for military training that follows the American Council on

Education (ACE) Guidelines.

Minimum System Requirements—a term referring to minimum system specifications for the use of specific technology, such as software applications. If a computer does not meet the minimum requirements, the technology will not function properly.

Minor - that part of a Degree Program that consists of a specified group of courses in a particular discipline(s) or field(s), consisting usually of 15% or more of total hours required in an undergraduate curriculum. Minors may be instituted by the affected system and institution without prior approval by the Board of Regents. (Source: Board of Regents).

MIS-Management Information Systems usually referring to computing services on a campus.

Modem – (**Modulator-Demodulator**) internal or external hardware device that converts a computer system's data from digital to analog so that the data may be transmitted over telephone lines or cable.

Modified Accrual Basis of Accounting - basis of accounting according to which (a) revenues are recognized in the accounting period in which they become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for un-matured interest on general long-term debt and certain similar accrued obligation, which should be recognized when due (NCGA Statement 1).

Multimedia – The combined used of media, such as movies, music, lighting, CD-ROMs, and the Internet, as for education or entertainment. (Source: Retrieved from www.yahoo.com, Education, Dictionary, January 21, 2003.

N

NACUBO - National Association of College and University Business Officers-an acronym often utilized to indicate the leading professional financial organization and resource for financial policies within the community of colleges and universities in the United States.

National Institutional Accreditation - institutional accreditation normally applies to an entire institution, indicating that each of its parts is contributing to the achievement of an institution's objectives, although not necessarily all on the same level of quality. The various commissions of the regional accrediting associations, for example, perform institutional accreditation, as do some national institutional accrediting agencies.

National Skill Standards Board (NSSB) – see National System of Voluntary Skills Standards/National Skill Standards Board.

National Standards Project - this project is run by the National Center for Education and the Economy (NCEE), a non-profit organization based in Washington D.C. NCEE has developed internationally benchmarked standards and performance assessments in mathematics and English language. Science and applied learning standards are currently available; assessments in these areas are under development. NCEE offers professional development and customized technical assistance for districts and states. NCEE's Workforce Development Program includes a High Skills State Consortium with 10 States (California, Florida, Indiana, Maine, Minnesota, Nevada, New Hampshire, Rhode Island, Washington and Wisconsin). NCEE is involved in the efforts of the National Skills Standards Board. More information can be found at <http://www.ncee.org>.

National System of Voluntary Skill Standards/National Skills Standards Board (NSSB) - to help remedy the patchwork of standards and certification in the workplace, the National Skill Standards Board was established as Title V of the Goals 2000, Education America Act through the National Skill Standards Act of 1994. The Act was intended to support the development of voluntary national system of skill standards, assessment, and certification. Hence, the National Skill Standards Board was established to serve as the organizing for the development of a national system. To date, the organization of skill standards is occurring around families of related jobs in the following sectors:

- Agriculture, Forestry and Fishing
- Business and Administrative Services
- Construction
- Education and Training
- Finance and Insurance
- Health and Human Services
- Manufacturing, Installation and Repair
- Mining
- Public Administration, Legal and Protective Services
- Restaurants, Lodging, Hospitality and Tourism and Amusement and Recreation
- Retail Trade, Wholesale Trade, Real Estate and Personal Services
- Scientific and Technical Services
- Telecommunications, Computers, Arts and Entertainment and Information
- Transportation
- Utilities, Environmental, and Waste Management

Nature of Operations - many financial statement readers look to the institution's financial report to obtain an understanding of the institution's activities and operations. A short list of the more common items included in a typical statement would be:

- Value of endowments
- Value of long-term investments
- New endowments
- Fund-raising activity
- Tuition revenues
- Types and amounts of other revenues
- Types and magnitude of programs

Magnitude of student support
Types of government funding
Level of unrestricted net assets
Level of temporarily restricted net assets
Amount of institutional support (NACUBO)

Needs assessment - the process of determining needs of learners, often based on surveys, demographic information, and labor statistics.

NOCTI-National Occupational Competency Testing Institute is a leading provider of occupational competency assessments and services. NOCTI products and services include job and task analysis, test development, written and performance assessment, scoring services and specialized reporting.

Non-Completer - an individual who, for a variety of reasons, has withdrawn from an institution within a given academic year without obtaining a degree or certificate. (Source: LDOL Scorecard.)

Non-Completers Not Enrolled - a student from a given cohort who has not completed a program and is not enrolled as of October 15 or the institution's official fall reporting date (following the August 31 status date). The student may have left either formally or without notice. (IPEDS)

Non-Completers Still Enrolled - a student from a given cohort who has not completed a program and is still enrolled at the institution as of October 15 or the institution's official fall reporting dates (following the August 31 status date). Also known as "Persisters." (IPEDS)

Non-Credit Course - a course of activity having no credit applicable toward a degree, diploma, certificate or other formal award. (IPEDS) [Ex. Continuing Education Units (CEU's)]
training/ instruction that is not in an approved curriculum, is not governed by the Louisiana Board of Regents Academic Affairs Division, and does not lead to a formal award or degree. Further clarification follows:

Adult Basic Education/ GED Preparation-coursework identified as below that of "preparation for college level work" is classified as "non-credit."

Incumbent Workers-if the existing "credit course" curriculum does not meet the special training needs of business/industry, the instruction should be categorized as "non-credit."

Customized/ Special Training-if the existing "credit course" curriculum does not meet the special training needs of business/industry, the instruction should be categorized as "non-credit."

Occupational Non-Credit-if the existing "credit course" curriculum does not meet the special training needs, the instruction should be categorized as "non-credit."

Continuing Education/ Personal Enrichment/ Leisure Courses-if the instruction is designed to meet the needs of professions requiring Continuing Education Units (CEUs) or to meet specific community, personal needs outside of the "credit

courses” attached to credited credentials, the instruction should be categorized as “non-credit.”

Time-of-day in which instruction is provided has no bearing on the course’s status as Non-Credit. These are normally courses expected to be financially self-supporting and the cost/ charges for enrolling in such a course should be based upon actual cost-recovery.

Non-Degree-Seeking-students enrolled in credit courses that do not wish to obtain a formally recognized (LCTCS/Louisiana Board of Regents) formal award or degree.

Non-High School Graduate/ Non-GED Admission-students, normally over 19 years of age, possession neither a regular high school diploma nor a GED but who show that they could benefit from postsecondary education as measured by the college’s Ability to Benefit testing program.

Non-interactive technologies—technologies that permit communication in only one Direction (ex. broadcast television).

Non-Matriculating Regular Admission- a student, usually 18 to 24, who satisfies all of the requirements for regular admission but who is not seeking a full credential (i.e. certificate, diploma, or degree).

Non-Recurring Funds/Revenue - funds appropriated for one year and usually with a specific purpose and not re-appropriated for the following year. Sometimes referred to as “one-time” money. (LCTCS Finance Section)

Non-Regionally Accredited Postsecondary Institution Admission Seeking Transfer-student seeking transfer from a postsecondary institution that is not regionally accredited (ex. SACS-COC).

Non-Resident-student who does not meet the system and/ or college’ residency requirements as established in policy.

Non-Resident Alien - a person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. (IPEDS)

Non-Traditional Student - refers to students pursuing instruction/ training not formerly available or customary for members of their age (over 25 years of age), gender (females in occupations dominated* by males or males in occupations dominated* by females), or other category. [*Dominated is defined as having fewer than 25% of the total profession represented by the other gender - either male or female.]

Non-Traditional Training and Employment - means occupations or fields of work, including careers in computer science, technology and other emerging high skills occupations, for which individuals from one gender comprise less than 25% of the individuals employed in each such occupation or fields of work. (USDE/OVAE Memorandum # 2003))

Normal Time to Completion - the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters, excluding summer terms) for a bachelor's degree and 2 years (4 semesters, excluding summer terms) for an associate's degree and the various scheduled times for certificate programs.

NSSB – see National Skills Standards Board.

O

Object - a term used in connection with the classification of expenditures. The article purchased or the services obtained, rather than the purposes for which the article or service was purchased or obtained (e.g. *personnel services, contractual services, materials and supplies*).

Objective - a statement that specifies the knowledge, skill, or attitude to be acquired by students through planned instructional activities. Source: COE.

Occupational Education Program - an education program designed to provide a sequence of educational skill development experiences that lead to workplace competencies. An occupational program is a program or study consisting of one or more courses, designed to provide the student with sufficient knowledge and skills to perform in a specific occupation. (IPEDS)

Occupational/Credit Courses/Programs - occupational programs (see Occupational Education Program above) or courses where credit for completion of the instruction/training is recognized by the College as "for credit". Occupational programs are designed primarily to prepare graduates for entry-level employment in positions that require both theoretical knowledge and practical skills. Students that generally enroll do not intend to transfer to a four-year institution. (Source: Bucks County Community College, Pennsylvania)

Occupational Skills-knowledge and skills needed for work-specific tasks (ex. engine repair, sales methods, database programming, etc.) (See Technical Skills). (National Skills Standards Board 2000)

Occupational/Non-Credit Courses/Programs – occupational programs (see Occupational Education Program above) or courses where the completion of instruction/training is recognized by the College as “not for credit” but is often beneficial to the student for upgrading of skills or knowledge. In some professions the completion of non-credit courses (or programs) are either encouraged or required of an employee for the benefit of the employee and/or the company. Many types of certification courses/programs are of the non-credit type. Generally the courses in this category are located in the Continuing Education Department or similar departments. They can be taught in several formats—workshop, seminar, and classes.

Off-Campus Credit Producing Activities – a report collected by the Board of Regents about credit courses offered by institutions outside their parish of domicile.

Off-Campus Facility - a teaching facility located some distance away from the education institution that operates it. (IPEDS)

Office Hours – typically refers to the hours that faculty are committed to maintaining on a routine basis in order to be accessible to students for advising and instructional assistance outside of the classroom instructional hours. Institutions normally establish a required classroom to office hours ratio. (Ex. 1 to 1 or 2 to 1).

Official Fall Reporting Date - the date (in the fall) on which an institution must report fall enrollment to either the state, its board of trustees or governing board, or some other external governing body. (IPEDS)

On-line – implies that a connection to the internet or other network is established, opposite to off-line.

Online Learning – A learning environment that used the Internet as the delivery vehicle, (synonymous with e-learning.)

On-Line Learning-refers to courses delivered by means of the World Wide Web (Internet). It may be a combination of synchronous and asynchronous or only asynchronous. The teacher and student are separated by time and space.

OPEID - the OPEID is used by the Department of Education for federal student financial eligibility purposes. It is an 8-digit number. The first 6 digits of the OPEID identify the main campus. The last 2 digits represent branch campuses of additional locations. For the main campus the last 2 digits will always be “00”.

Open Admission - admission policy whereby the school will accept any student who applies. (IPEDS)

Open Enrollment –an institutional entrance requirement that students need not demonstrate any specific standardized test score (other than Ability to Benefit), grade point average, specific previous course or course sequencing in academic work attempted, or required class rank in order to be considered for admission to the institution. Such admission is typically based upon the demonstration that the student has attained a high school diploma, an equivalency diploma, or has demonstrated the Ability to Benefit from post-secondary education.

Operating Activities - term used in connection with cash flows reporting. Operating activities generally result in providing services and producing and delivering goods, and include all transactions and other events that are not defined as capital and related financing, non-capital financing, or investing activities. (SGAS 9)

Operating Budget - the budget for the normal operating expenditures of an institution within a given fiscal year. (LCTCS Finance Staff)

Operating Revenues and Expenses - term used in connection with the proprietary and fund statement of revenues, expenses, and changes in net assets. The term is not defined as such in the authoritative accounting and financial reporting standards, although financial statement preparers are advised to consider the definition of *operating activities* for cash flows reporting in establishing their own definition. (SGAS 34)

Operational Accountability - government; responsibility to report the extent to which they have met their operating objectives efficiently and effectively, using all resources available for that purpose, and whether they can continue to meet their objectives for the foreseeable future. (SGAS 34)

Operational Plan – an institutional plan for general operations. The successful implementation of such a plan is measured, in part, by performance indicators that form the basis for performance data submitted in the Appropriations bill and the Budget Request. (Source: LCTCS Finance section)

Option - is an alternative track of courses within a Major, accounting for at least 50% of the Major requirements. Establishment of an Option requires prior approval by the Board of Regents. (Source: Board of Regents).

Organizational structure – Outlines and defines the roles, responsibilities, and reporting relationships of an organization. Interactions between different divisions/departments/colleges may be defined, as well.

Orientation (Faculty and Student) - a session or short course (less than 30 hours) taught during an abbreviated period prior to the beginning of an academic/ instructional session (for new faculty members) or registration (for students). The session(s) are designed to help new faculty members and/or students better understand the institution and its internal procedures. Orientation for new faculty members normally takes the form of a one-day meeting. For students, orientation may be a short course that carries one hour of credit.

Original Budget-a term referring to the first complete appropriated budget. An original budget may be adjusted by reserves, transfers, allocations, supplemental appropriation, and other legally authorized legislative and executive changes before the beginning of the fiscal year. The original budget should also include actual appropriation amounts automatically carried-over from prior years by law. For example, a legal provision may require the automatic rolling forward of appropriations to cover prior-year encumbrances. (SGAS 34).

Out-of-State Student – a term referring to a student who is not a legal resident (as defined in system/institutional policy) of the state in which he/she attends school. (IPEDS)

P

Part-time Staff – a term referring to persons on the payroll of the institution (or reporting unit) and classified by the institution as part time. Student in the College Work-Study Program or casual employees (e.g. persons who are hired to help at registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time staff. (IPEDS)

Part-time Student - for undergraduate purposes a student enrolled for either 11 semester credits or less or less than 24 contact hours per week each term or less than 6 semester hours during a summer term. (IPEDS)

Pass-Through Grants - grants and other financial assistance received by a governmental entity to transfer to or spend on behalf of a secondary recipient. (SGAS 24)

Pedagogy—a term referring to the study of methods and activities of teaching or the science of teaching. (Source: *Positive Pedagogy: Successful and Innovative Practices in Higher Education*, 3M Teaching Fellows, September 2001)

Pell Grant Program - (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. (IPEDS)

Performance - refers to the determination of worth or quality and usually associated with individual evaluation or specific funding mechanisms.

Performance Assessment-utilizes testing and requires that the candidate perform the skills Being tested or create an original answer orally or in writing. Types of performance Based assessments include: project, portfolio, competition. (See Assessment/ Performance.)

Performance Auditing - auditing designed to evaluate the effectiveness or efficiency of an organization, program, or activity.

Performance Measurement - commonly used term used to reference service efforts and accomplishments reporting.

Perkins Act - refers to the Carl D. Perkins Vocational Applied Technology Education Act Amendments of 1990 (P.L. 101-392), federal legislation providing funds, primarily for improvement of educational programs and assistance for special populations in both secondary and postsecondary vocational programs.

Perkins Loan Program (formerly National Direct Student Loans)- (Higher Education Act of 1965, title IV, Part E, as amended, Public Laws 88-329, 92-318, et al; 20 USC 1087aa-1087hh.) Provides low interest loans to eligible postsecondary students with demonstrated financial need to help meet educational expenses. (IPEDS)

Persisters – students still enrolled. (IPEDS)

Placement - a completer of a program who (1) is employed in the field of education/ training pursued or in a related field or (2) has received the appropriate credential and entered the military or continued his/her education. Source: COE.

Placement Services for Program Completers-a term referring to assistance for student in evaluating their career alternatives as well as in obtaining full-time employment upon leaving the institution. (IPEDS)

Placement Testing - an examination process that determines a student's entry-level into college credit English, mathematics, or reading.

Portal – Single point of entry on the Internet that brings together personalized and customized information from various content providers and resources for an individual user. A portal contains links to pertinent information and operates by bringing information to the user rather than requiring the user to link to multiple sites (URLs).

Post-Baccalaureate - an award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master. (IPEDS)

Post-Master's Certificate - an award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level. (IPEDS)

Post-secondary Award, Certificate, or Diplomas (Less than 1 Academic Year) - requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in an least 30 but less than 60 credit hours, or in an least 900 but less than 1,800 contact hours. (IPEDS)

Post-secondary Award, Certificate, or Diploma (at least 2 but less than 4 Academic Years) - requires completion of an organized program of study at the post-secondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in an least 1,800 but less than 3,600 contact hours. (IPEDS)

Post-secondary Education-a term referring to that provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocation and adult basic education programs. (IPEDS)

Post-secondary Education Institution-a term referring to an institution that has its sole purpose, or one of its primary missions, the provision of post-secondary education. Post-secondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education and excludes avocation and adult basic education programs. (IPEDS)

Postsecondary Participation Rate-refers to the percent of the state's population that is enrolled in some form of higher education for a given year. (See Unduplicated Headcount).

Predominant Calendar System –a term referring to the method by which an institution structures most of its courses for the academic year. (IPEDS)

Preregistration-See Early Registration.

Prerequisite-a term referring to a course that must be successfully completed before a student is eligible to enroll in the next course in a sequence (Ex. English 101 is a prerequisite for English 102).

Privacy Policy-a statement by an organization describing the ways in which it collects, Stores, and uses personal information gathered.

Program - a combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution. (IPEDS)

Program Assessment-use the department or program as the level of analysis. (See Assessment/ Program.)

Program Planning – the process of determining which programs to offer (e.g., criminal justice; electronics) and how to source the human, technical, and financial resources needed.

Program Specialty - a specific instructional program that can only be identified by a 6-digit CIP code. (IPEDS)

Programmatic Accreditor—a term referring to a professional organization that establishes approval criteria for specific programs (Ex. National League for Nursing, National Association of Industrial Education) and that is recognized by the U.S. Secretary of Education.

Project Costs - the estimate or forecast of costs to be incurred in the future under specific economic and program assumptions. They can also be the amount estimated to fulfill an obligation (ex. a contract or grant obligation, construction contract or performance agreement.) (NACUBO)

Provisional Admission-students who presents a portion, but not all, of the documentation Required for aull admission to the college or program. The provisional status must be Removed, and all documents received, before an established date for admission.

Provost - the highest ranking academic officer of an college/ university.

Public Institution - an educational institution whose programs and activities are operated by publicly elected or appointed officials and which is supported primarily by public funds. (IPEDS)

Public Relations Officer-directs public relations office which may include alumni relations, Publication and development. (HED)

Q

Qualitative Assessment-collects data that does not lend itself to quantitative methods but Rather to more subjective and interpretive criteria (See Assessment/ Qualitative.)

Quality assurance – A process for the systematic monitoring and evaluation of the various aspects of a project, service, or facility to ensure that standards of quality are being met.

Quality Points - points assigned to course grades. Quality points are used in computing Grade Point Average (GPA). An A carries 4 quality points, a B carries 3 quality points, a C carries 2 quality points, a D carries 1 quality point, and an F carries 0 quality points.

Quantitative Assessment-a term that refers to the collection information that can be analyzed using operational definitions and empirical data. (See Assessment/ Quantitative.)

Quarter (Term) - typically the term lasts for ten weeks with one additional week for final examinations. Quarter hour credits are usually awarded in multiples of five. Five Quarter Credit Hours = 3 Semester Credit Hours. The multiplier formula for transforming quarter hour credits to semester hour credits is: $QR \times 2/3 = SM$.

R

Race/ Ethnicity - categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definition of anthropological origins. A person may be counted in only one group. The groups often used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are:

American Indian or Alaskan Native
African, African-American, Non-Hispanic
Asian or Pacific Islander: Chinese, Filipino, Hawaiian, Korean, Japanese,
Cambodian, Laotian, Thai, Vietnamese
Indian: Afghanistan, Bangladesh, Indian, Nepal, Pakistan, Sri Lanka
Hispanic, Latino, Puerto Rican
Caucasian, Non-Hispanic: European or North African origin (excluding
Spain and Portugal, Middle Easterner
Combination Ethnic Background: any of two or more
(Source: University of California System)

Rank (Faculty) - levels of instructional distinction usually based upon highest degree earned, number of successful years as a faculty member, faculty evaluations, and other criteria. (Ex. Instructor, Assistant Professor, Associate Professor, Professor, etc.)

Readmitted Students-students enrolled in a particular academic term that were not also enrolled in the previous academic regular term within the academic calendar.

Recommended System Requirements – requirements for a system to function in an optimal manner with the use of specific technology, such as software applications. If a computer does not meet the recommended requirements, the technology may function properly but not optimally.

Recruitment (Student) - methodologies (public relations, marketing, publications, etc.) used to attract students to enroll in a particular program or institution.

Recurring or Continuing Funds - funds in the base budget that are expected to recur in the budget from year to year. (LCTCS Finance Staff)

Regional Accreditor - refers to six agencies that accredit institutions of postsecondary education in the United States. These include:

Middle States Association of Colleges and Schools
New England Association of Schools and Colleges
North Central Association of Schools and Colleges
North West Association of Schools and Colleges
Southern Association of Schools and Colleges
Western Association of Schools and Colleges

Registrar - the institutional official responsible for the overall administration of student admission, registration, transcript generation/ maintenance, scheduling of classes, examinations and classroom facilities, student records and related functions of the campuses. (HED)

Registration Process - the process by which students select, enroll in classes, and pay tuition/ fees affirming intent to attend the institution during the semester/ term of enrollment.

Registered (Student) - a student who has enrolled in classes and has paid the requisite tuition and fees.

Regular Admission-student who meets all requirements for admissions and who is seeking to complete a credential (ex. certificate, diploma, degree) from the institution.

Reimbursement Grant-a term that refers to a grant for which a potential recipient must first incur qualifying expenditures to be eligible. Reimbursement grants are also referred to as *expenditure-driven grants*.

Remedial Courses - instructional courses designed for students deficient in the general competencies necessary for a regular post-secondary curriculum and educational setting. (IPEDS)

Remedial Services - instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. (IPEDS). (See Developmental and Adult Basic Education.)

Repeat/Delete - an institutional policy (used by some, not all institutions) whereby a student may receive a grade of F in a given course, during one semester/ summer term, and later successfully earn a passing grade in the same course. Under Repeat/Delete the F would be deleted and replaced by the most recently earned grade in the course. This application can be made to grades other than those for which the grade of "F" has been earned if a college so chooses.

Replacement Costs - those resources needed to replace fixed or capital assets. These are not to be confused with depreciation. (NACUBO)

Required Courses - courses that must be taken in order to graduate.

Required Fees - fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay is an exception. (IPEDS)

Residence-a term, referencing a person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal resident of a parent or guardian for tuition purposes. (IPEDS)

Resident Alien (and other eligible non-citizens) - a person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card [Form 1-551 or 1-151], a Temporary Resident Card [Form 1-688], or an Arrival-Departure Record [Form 1-94] with a notation that conveys legal immigrant status such a Section 207 Refugee, Section 208, Conditional Entrant Parolee or Cuban-Haitian). (IPEDS)

Resignation (from class or college) - a student who finds it necessary to discontinue his/ her college work at any time other than the end of a semester. Such student completes a Resignation Form and clears all college accounts. A student who simply quits attending classes without officially resigning will be subject to institutional penalties that could include an F for each class not officially dropped prior to cessation of attendance.

Restricted Current Funds - those funds available for financing operations but which are limited by donors or other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. (IPEDS) Permanent Restriction is a donor-imposed restriction that stipulates that resources be maintained permanently but permits the organization to use or expend part or all of the income derived from the donated assets. (NACUBO) Temporary Restriction is a donor-imposed restriction that permits the recipient institution to use or expend the donated assets as specified and is satisfied either by the passage of time or by the actions of the institution. (NACUBO)

Reverse Transfer-refers to an institutional attendance pattern whereby students begin their first college experience in a postsecondary institution that falls into a higher Carnegie or Southern Regional Education Board college/ university (based upon research and entry admission criteria) and, at the some point seeks entry, and attends classes in a postsecondary institution that falls into a less research-oriented, more open-enrollment institution. (Example: A student begins college at a four-year, research-oriented, highly-competitive admissions institution and transfers to a teaching-oriented, open admissions two-year institution.)

Rolling Admission/Curriculum – a enrollment process and curriculum design in which student may enter a course at a non-traditional point between the 14th Class Day (Census Date) and the end of that semester/ term (Ex Welding [All Specialties].)

Royalties – a share in the proceeds paid to someone who develops something for the right to use his/her invention, research, or other intellectual property (Source: American Heritage Dictionary – College Edition); Payment for use of an invention. (Source: Florida State University, Intellectual Property and Technology Transfer Handbook.)

Rubric- term utilized in a number of ways; but, most predominately in instruction it refers to the three or four-letter alpha abbreviations for courses as listed in catalogs, various instructional programs, etc. (e.g. ENG or ENGL for English).

S

Sabbatical (Leave) - this specialized type of leave is awarded for the purpose of supporting and encouraging scholarship on the part of individual faculty members in order to strengthen the academic programs of the institution or for professional development. Applicants usually propose a program of scholarship or professional development and in some detail, plans for advancing their efforts during the leave period. LCTCS Policy: leave granted to full-time faculty for the purpose of professional or cultural improvement, study, and research, the object of which is to enable the faculty to increase their professional efficiency and usefulness to the LCTCS.

Schedule (Faculty) – the schedule maintained by a faculty member including office hours, academic advising hours, counseling, and classroom instructional hours.

SCANS-Secretary's Commission on Achieving Necessary Skills as established by Elizabeth Dole to determine the skills needed by youth to participate in the workforce at the entry levels.

Schedule (Student)—a term referring to the days/hours of a student's classes during the course of a term (i.e. semester, summer session, or intersession).

School - any educational institution.

School-to-Work - a federally funded educational initiative, separate from Tech-Prep, supported through the National School-to-Work Act. The initiative has Sunset and is phasing-out its personnel.

Scorecard –refers to the LDOL Louisiana Occupational Information System (LOIS)/Scorecard. The Scorecard includes information on top occupations, employment projections, wages, employer listings by industry, training providers, and their programs and outcomes. (LOIS website)

Screened Admission - typically refers to admissions criteria that offer some specificity in the requirements a student must meet in order to successfully gain official admission into an institution or program.

Semester - a semester is generally fifteen to sixteen weeks in length; an academic year is comprised of two semesters.

Semester Calendar System-a term referring to a calendar system that consists of 2 semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer term.

Semester Grade Point Average - the grade point average for a student that consists of course work pursued within a certain semester.

Senior Citizen-for the purposes of tuition collection, refers to persons 55 years or older.

Server – a computer that has server software installed to provide a special service function on a network, generally receiving and connecting incoming information traffic. A server fulfills the request of the client machine.

Service center – An entity that provides various types of support to individuals or organizations.

Service Learning-a form of structured community service through which college credit can be earned.

Shared Library - a facility housing an organized collection of printed, microform, and audiovisual materials, and (1) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor. (IPEDS)

Single Audit - an audit performed in accordance with the Single Audit Act of 1984 (as amended), Office of Management, and Budget (OMB) Circular A-133 *Audits of States, Local Governments, and Non-Profit Organizations*. The Single Audit Act allows or requires governments (depending on the federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

Single face to the market – One common look and feel to a product or service, ensuring that users feel a strong sense of recognition and familiarity.

Single Parents –a term used to refer to college/ university students which includes unmarried students with children and single pregnant women. (Source: Carl D. Perkins Vocational and Technical Education Act of 1998, section 3 Definitions (23).

Skills USA-a national student organization formerly Vocational and Industrial Clubs of America (VICA). A national organization for technical education students. Winners of the State Skills USA Olympics compete in the National Skill USA Olympics. Winners of the national competition participates in the International Skills U.S.A. Olympics.

Social Security Number (SSN) - the number assigned each individual by the United States Social Security Administration for the purpose of record keeping. The SSN is often used, by institutions, as the student's identification (I.D.) on all college forms and applications.

Sophomore-a college/ university student classification for any student who has earned at least 30 semester hours of credit but less than 60 hours of credit.

Southern Association of Colleges and Schools/ Commission on Colleges - SACS is one of six regional accreditors for Higher Education institutions in the United States (SACS represents the college and universities within the Southern United States (The member states are Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, and in Latin American for those institutions of higher education that award associate, baccalaureate, master's or doctoral degrees.) The other regional accrediting agencies recognized under Title IV of the 1992 *Higher Education Amendments* include: Middle State Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, and Western Association of Schools. COC is one of SACS three commissions internal to its organization These include the Commission on Colleges, the Commission on High Secondary and Middle Schools and the Commission on Elementary and Middle Schools.

Special Admissions Tests - tests prepared by or for a particular institution, or State (for State institutions) and administered by the institution, for purposes of determining prospective student's skills and competencies. (IPEDS)

Special Populations -a term referring to individuals with disabilities, from economically disadvantaged families (including foster children), preparing for nontraditional training and employment, single parents (including single, pregnant women and displaced homemakers), and individuals with other barriers to education achievement (including individuals with limited English proficiency). (USDE)

Specialized Accreditation - specialized accreditation normally applies to evaluation of programs, departments or schools that usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as college or a school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution that is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies do not accredit professional schools and other specialized or vocation or other postsecondary institutions that are freestanding in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within non-educational settings, such as hospitals. (IPEDS)

Specialty Standards - the standards that address work requirements that are unique to a particular job within an industry, or for a particular sub-industry within an industry sector. In the transportation industry, for example, specialty standards for a specific occupation such as a tractor-trailer driver.

Spending Authority - the legal budget amount that sets expenditure limitations synonymous with budget authority or approved budget. (LCTCS Finance Section)

Spiral Curriculum-forms the theoretical basis for the establishment of the PK-12 curriculum. It is founded upon the strategy of building concepts and learning experiences that are supported by cognitive development which increases over time. For example, early mathematics

experiences begin with materials manipulation in preschool, move to numerical symbols in the early elementary grades, algorithms in middle elementary and early secondary school, and culminate with abstract formulas and applications in high school. Spiral curricula is built upon and assumes a highly sequential order to content learning.

SREB—the Southern Regional Education Board.

Stability - a college or university's accomplishments are defined in terms of its mission or program activities rather than in terms of economic measures. It is, however, impossible to achieve these goals without sufficient resources and financial management. Stakeholders want to know that an institution has sufficient financial strength and stability to continue its activities without significant program, student, or faculty/staff downsizing due to a lack of resources. (NACUBO)

Staff – a term per the Integrated Postsecondary Education Data System (IPEDS) categories of executive, administrative, and managerial staff, as well as other professional staff with administrative responsibility, such as budgetary or supervisory responsibility. The definition excludes non-administrative professional positions as well as technical/paraprofessional, clerical, skilled craft, and service/maintenance positions. The IPED definitions are as follows:

- Executive, Administrative, and Managerial - Persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgement, and to direct the work of others. Included in this category are all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (department heads, or the equivalent) if their principal activity is administrative. (Note: Includes supervisors of professional employees, while supervisors of nonprofessional employees (technical, clerical craft, and service/maintenance force) are to be reported within the specific categories of the personnel they supervise.)
- Other Professionals (Support/Service) – Persons employed for the primary purpose of performing academic support, student services, and institutional support activities, whose assignments would require either college graduation or experience such kind and amount as to provide a comparable background. Includes employees such as librarians, accountants, student personnel workers, counselors, systems analysts, and coaches.

Stafford Loans (Formerly Guaranteed Student Loans)-(Higher Education Act of 1965, Title IV-B, as amended, Public Law 89-329; 20USC 1071.) Provides guaranteed loans for educational expenses from eligible lenders to vocational, undergraduate, graduate and first-professional students at eligible postsecondary institutions. (IPEDS)

Standards – sets a level of accomplishment all students are expected to meet or exceed. Standards do not necessarily imply high quality learning; sometimes the level is a lowest common denominator. Nor do they imply complete standardization in a program; a common minimum level could be achieved by multiple pathways and demonstrated in various ways. Example: carrying on a conversation about daily activities in a foreign language using correct grammar and comprehensible pronunciation; achieving a certain score on a standardized test.

Standard Costs - benchmark or predetermined costs that serve as a guideline, target, or basis of comparison with the actual costs that were incurred. They are based on historical costs, cost studies, or comparative analysis. These costs are useful in determining performance evaluation. (NACUBO)

State Adjusted Levels of Performance for Core Indicators of Performance (Perkins-Section 113. (b)(3)(A). Each eligible agency shall establish in the State Plan submitted under Section 122, levels of performance for each of the core indicators of performance described (See Core Indicators of Performance.) above, for vocational and technical education activities authorized under this title. The levels of performance under this paragraph shall, at a minimum: (i) be expressed in a percentage or numerical form so as to be objective, quantifiable, and measurable; and (ii) require the State to continually make progress toward improving the performance of vocational and technical education students.

State Appropriations - a legislative authorization for an agency to make expenditures and incur obligations for specific purposes from designated resources available or estimated to be available during a specified time period. The operating budget portion must be spent during the fiscal year for which it is appropriated while the capital budget portion may be spent over several years. (LCTCS Finance Section)

State General Fund - state money that is used for general purposes of state government and is not dedicated to a specific agency or program. General funds are derived from taxes, fees, and other general revenues and are appropriated to finance the ordinary operations of governmental units. These funds are included in the Governor's Revenue Estimate and are part of the State's Budget Funds for accounting purposes. (LCTCS Finance Section)

State of Residence - a person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, resident may be the legal residence of a parent or guardian for tuition purposes. (IPEDS)

State Unknown - status used when the reporting institution is unable to determine from existing records the home state or residence of the student. (IPEDS)

Statement of Cash Flows - a financial statement that shows that cash inflows, cash outflows, and net change in cash from the operating, investing, and financing activities of the institution during the fiscal year in a manner that reconciles the beginning and ending cash balances. (NACUBO)

Statewide Articulation- articulation arrangements (Examples: Texas and North Carolina State Departments of Education) whereby high school credit, in a given subject, is universally transferred, in substitution, for certain postsecondary courses at participating colleges.

Statewide Student Profile System (SSPS) – a database of students enrolled on the 14th class day of the Spring and Fall terms collected by the Board of Regents from each institution. Data is used as a Headcount of Degree-Seeking Students for-“credit” student. Used for public relations and benchmarking (e.g. retention, graduation rates) reporting to agencies and the State Legislature.

Status Date - August 31 of the reporting year, at which time institutions determine the status of their cohort. (IPEDS)

Statutory Dedication (Stat Ded) - a fund that is created by state statute as provided by legislation usually dedicated for specific purposes. These funds may include tuition, donations, auxiliaries, miscellaneous sales, industrial providers, and other miscellaneous statutory dedication revenue. (LCTCS Finance Section)

Stop Out - a student who left the institution and who did not return to that institution. (IPEDS) Also refers to a student who is unable to maintain a continuous enrollment but who registers and regularly attends classes in an interrupted or irregular registration pattern due to planned or unplanned personal, financial, or other pressing needs.

Strategic alliance – A relationship between organizations (e.g., college and vendor) that brings unique value to both parties and requires mutual investment by both parties. Strategic alliances allow organizations to create unique capabilities that are otherwise unavailable.

Streaming Video-audio, video, and animation served real-time to the client via the personal Computer.

Student Body - the entire student population of a given institution.

Student Completer System – a database of students who graduate from an institution collected as of the 14th day of the Fall and Spring terms by the Board of Regents. Used in IPED, SREB, Low Completer Review, and Graduation Rate studies.

Student Credit Hour Reporting System— a database consisting of information on course offerings of Louisiana Public Higher Education institutions, including course taxonomy and student enrollment statistics. A record in the system consists of institutional data on enrollment for each course offered for a specific academic term and reporting cycle. Course information includes the course abbreviation, number, section, and CIP code. Student enrollment information includes headcount enrollment, total student credit hours, and student-level specific student credit hour data. For purposes of this reporting, an FTE is considered to be 30 semester hours or 900 clock hours per Academic Year. Board of Regents uses this data to calculate the appropriate funding level for an institution in the Budget Request to the Louisiana Legislature.

Student Government Association (SGA) - a student organization of duly-elected student representatives that works closely with the college administration, the management board, and the Board of Regents on behalf of the student body.

Student Right to Know Act - also known as the “Student Right-to-Know and Campus Security Act” (P.L. 101-542) which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to disclose completion or graduation rates of certificate- or degree-seeking, full-time students entering an institution to all students and prospective students. Further, Section 104 requires each institution that participates in any Title IV program and is attended by students receiving athletically-related student aid to annually submit a report to the Secretary. This report is to contain, among other things, graduation/ completion rates of students receiving athletically-related student aid by race/ ethnicity and gender and by sport, the average completion or graduation rates for the four most recent years, and job placement in field. These data are also required to be disclosed to potential student athletes (and others) when the institution offers athletically-related student aid. (IPEDS)

Student Satisfaction-a term referring to a measure of the degree to which a student feels that his/her needs are being met.

Student Services—a term also known as ‘Instructional and Support Services’. Institutions provide services for enrolled students which can include but are not limited to: articulation and transfer agreements, cross enrollment with other institutions, cooperative degree programs, apprenticeships, internships, alumni association, bookstore, advising, retention and counseling, testing and assessment, disability services, career development, enrollment, health services, learning resources, student labs and libraries, student organizations, athletics (intercollegiate and intramural), veterans services and programs for international students.

Student Support Services – the services associated with student enrollment, matriculation, and graduation. Services include registration, advising, career counseling, financial aid, etc.

Summative Assessment-the gathering of non-judgmental information at the conclusion of a course, program, etc. to meet accountability demands. (See Assessment/ Summative.)

Summative Evaluation-a term referring to a process designed for the determination of the worth or quality (judgment) of an event at the completion of the event(s) being evaluated.

Summer-Only Admission-students sometimes referred to as a Guest Student whose intention is only to take classes during the Summer Session of the institution.

Summer Session - a summer session is shorter than a regular semester and not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational schools, have year-round classes with no separate summer session. (IPEDS)

Supplemental Educational Opportunity Grants (SEOG) - (Higher Education Act of 1965, as amended, title IV, Part 2, Subpart 2, Public Laws 89-329, 92-318, 94-482, et. al.; 20 USC 1070b-1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The grants are made directly to institutions of higher education, which select students for the awards. (IPEDS)

Supplies - expenditures for articles and commodities that are consumed, to be consumed, or materially altered when used in the operations of an agency. Specific limitations apply in the administration of federally funded programs.

Support Services-a financial term used with specific limitations in the administration of federally funded programs.

Syllabus - an outline or a summary of a text, lecture, or course of study. A syllabus includes the outline, calendar of lectures/activities, course objectives, required and supplemental texts, grading procedure, ADA provisions, etc. (See Appendix A for an acceptable Master Course Syllabus format.)

Syllabi-plural for syllabus. The contract distributed, by a faculty member to students at the beginning of each instructional course, which includes, but is not limited to, the course outline, performance expectations, grading procedures and weights, faculty office hours of availability and contact information. The course syllabus should tie to the college's *Master Course Syllabi* publication.

Synchronous – Communication occurring between parties at the same time (temporally synchronized), although not necessarily in the same place. [Although the communication occurs at the same time, the parties may not be in the same place.]

T

TABE - the Tests of Adult Basic Education (TABE) as produced by CTB/ McGraw-Hill. The test assesses reading mathematics, language and spelling skills that are leveled to represent content that is typically found in educational programs at the specified grade level. The test is also produced in a Spanish version. TABE is available in paper-and-pencil form or computer-based formats. More information may be found at: http://www.ctb.com/products_services/tabe/faq_general.shtml#1.

TANF—an abbreviation for Temporary Assistance to Needy Families.

Technical Competency Area (TCA) – a credential defined, by the Louisiana Board of Regents, as an applied course, or series of courses (1-12 semester hours). A TCA provides a student with a specific technical competency. TCAs are strictly limited to technical and community colleges. Approval authority for implementation of a TCA shall reside with the appropriate management board or their designated staff. (Ex. Automotive Ignition Systems).

Tech-Prep - programs of articulation between secondary and postsecondary vocational-technical educational institutions designed to ease the transition between secondary instruction and advanced technical programs and funded through Carl D. Perkins funds.

Tech Prep Postsecondary Student – students who have participated in the secondary portion of a recognized Tech Prep education plan that consists of a minimum of two (2) years of secondary and two (2) years of postsecondary study; carried out under a written articulation agreement; and leads to a postsecondary certificate, degree, technical diploma, or apprenticeship and has enrolled in the postsecondary portion of that education plan. (Source: Louisiana Perkins Unified Plan)

Tech Prep Program Completer— student has participated in both the secondary and postsecondary portions of the recognized education plan and has received an appropriate postsecondary 2-year certificate, degree, technical diploma, or apprenticeship license. (Source: Louisiana Perkins Unified Plan)

Technical Competency Area (TCA) –a term, defined by the Louisiana Board of Regents as an applied course, or a series of courses, (1-12 hours). A TCA provides a student with a specified technical competency. TCAs are strictly limited to technical and community colleges. The approval authority resides with the LCTCS Board of Supervisors. (Board of Regents Degree Definitions). In addition, the TCA must report an accompanying O-Net (U.S. Department of Labor recognized code)number for the occupations for which the TCA is designed to prepare students.

Technical College - a two-year institution which generally offers technical programs, continuing education programs, technical concentrations, industry-based certifications, Quick Start programs for business and industry needs and is authorized to offer some applied associate degrees. The degree-offering is generally limited to older, more mature technical colleges and is the Applied Associate of Science.

Technical Competency Area (TCA)-an applied course, or series of courses (1-12 semester hours). A TCA provides a student with specific technical competency. TCAs are strictly limited to technical and community colleges. Approval authority for implementation of a TCA shall reside with the appropriate management board or their designated staff (ex. Automotive Ignition Systems). (Board of Regents)

Technical Diploma (TD) - An applied technical degree program (45-60 hours). TD programs are designed to be formed by combining multiple CTSs and/or TCAs. TD programs are strictly limited to technical and community colleges. The approval authority resides with the LCTCS Board of Supervisors but the action must be immediately reported to the Board of Regents. All other Regents requirements governing academic programs shall apply. (Board of Regents Degree Definitions)

Technical Education - the preferred term for what is generally known as vocational-technical education or occupational education. Source: Georgia Technical or occupational education. At the secondary level, it refers to program in the following “career clusters”:

- Agricultural and Natural Resources
- Scientific Research and Technical Services
- Arts, Audio-Video Technology and Communications
- Business Administrative Services
- Financial Services
- Public Administration, Government Services
- Construction
- Education and Training Services
- Human Services
- Health Services
- Hospitality and Tourism
- Information Technology
- Legal and Protective Services
- Logistics, Transportation and Distribution
- Manufacturing
- Retail, Wholesale Sales and Services

Technical Infrastructure – the hardware, software, and other devices that support the use of technology, whether for distance learning or conducting the business of the institution.

Technical Skills-knowledge and skills needed for specific work tasks (ex. engine repair, Sales methods, database programming, etc.) (See Occupational Skills.) (National Skills Standards Board 2000)

Technical Requirements - the minimum requirements for a computer that are provided for the use of specific technology, such as software.

Technical Service Vendors – commercial entities that provide specific technical products, services, or expertise that bring value to another organization.

Technical Standards—term referring to a set of standards that define the accepted type of technology or capability. Standards may be based on a specific product or on functionality (e.g., be capable of running Netscape 5.0).

Telecommunications-a term that refers to all types of data transmission from voice-to-voice.

Telecourses-courses provided through a television production process (ex. Louisiana Public broadcasting, etc.). They may be aired during scheduled broadcast times for live or videotaped replay during more convenient times.

Tenure-a traditional term in Higher Education referencing the status of a personnel position, or a person occupying a position or occupation, with respect to permanence of position. (IPEDS)

Tenure Track - positions that lead to consideration for tenure. (IPEDS)

Termination (program)-refers to the act by which the Board of Regents officially removes a program from its Curriculum Inventory. This removal is considered to be permanent.

Test of English As A Second Language (TOEFL) - standardized test designed to determine an applicant's ability to benefit from instruction in English. (IPEDS)

Timeliness - the principle that financial statements must be issued soon enough after the reported events to affect decisions. (SGAC 1)

TOPS Award – Tuition Opportunity Program for Students (TOPS) awards to dependent students who graduate from a high school in Louisiana (with certain exceptions). A student who is awarded TOPS must meet BESE standards/core curriculum, score an ACT Composite score of 20, and graduate from high school with a 2.5 GPA Additional information can be obtained from the Louisiana Student Financial Assistance Commission, Office of Student Financial Assistance.

TOPS Tech Award – is similar to the TOPS award, however it is designed for Louisiana students who would like to pursue postsecondary education at a Louisiana Technical College campus or in an approved technical program at a two-year college. The core requirements are adjusted to more closely match the technical studies and an ACT Composite score of 17. Additional information can be obtained from the Louisiana Student Financial Assistance Commission, Office of Student Financial Assistance.

Training - denotes instruction designed to teach specific, limited skills, such as operation of a particular kind of equipment. Source: Georgia.

Transfer (Typical and A-Typical)-(See also: A-Typical.) a term referring to the acceptance of

student and student course credit hours from a sending and a receiving institution. Transfer students must meet the transfer requirements (i.e. typically credit hour and grade point average stipulations) of the receiving institution. Course credit hour transfer is a decision that rests with the receiving institution and is typically based upon course alignment/ course comparability, program requirements within the student's major field of study, instructor-of-record's educational background, and the sending institution's accreditation status.

Transfer Admission-student seeking to make application to the college who has attended another postsecondary institution.

Transfer Student - a student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g. undergraduate). The student may transfer with or without credit. (IPEDS)

Transferable General Education-those courses (See General Education) which constitute the broad, academic core of a transferable degree as defined by the eight regional accreditors, recognized by the U.S. Department of Education. The Southern Association of Colleges and Schools' Commission on Colleges defines this core to be:humanities/fine arts, social/hehavioral sciences, and natural sciences/ mathematics. Those courses intended to provide basic preparation for student who will subsequently transfer to another institution **must** be designed to consider the institutions to which these students transfer. (SACS-COC Criteria for Accreditation).

Transmittal Sheet – a document that provides the chain or sequence of signatures required for document approval.

Transcripts - an official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school. (IPEDS) Transcripts may list Degree Titles, Major, Minors, Options, and/or Concentrations. These terms shall not be used to suggest augmentation of a given academic program distinct from the approved Degree Title. (Source: Board of Regents.) Transcripts are normally kept on file in the college's Office of Enrollment Services.

Transfer-Out Student - a student that leaves the reporting institution and enrolls at another institution (Transfer must be documented and transfer must occur within 150% of normal time to completion of the student's program.) (IPEDS)

Transfer-Preparatory Program - a program designed specifically to provide a student with the basic knowledge needed to transfer into a higher level program. For example, this may be the first 2 years of a baccalaureate level program for which the institution does not offer an award. (IPEDS)

Transfer-Ready Student – term referring to a student who has successfully completed a transfer-preparatory program. (For the purposes of the IPEDS report, these students are counted as Completers.) (IPEDS)

Transfer Verification-evidence of transfer as documented by:

- a. A certification letter or documentation from the registrar of the receiving institution that the student is enrolled in the receiving institution.
- b. An electronic certification, such as SPEEDE/ExPRESS or a secure e-mail from the registrar of the receiving institution stating that the student is enrolled at that institution.
- c. Confirmation of enrollment data from a legally-authorized, statewide or regional tracking system (or shared information from those systems) confirming that the student has enrolled in another institution.
- d. Institutional data exchange information confirming that a student has enrolled in another institution.
- e. An equivalent level of documentation.

TRIO – a group of programs, offered by the U.S. Department of Education, that include, but are not limited to, Upward Bound and Talent Search in support of Student Support Services designed particularly for disadvantaged students in their pursuit of postsecondary educational opportunities.

Tuition - amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit. (IPEDS)

Twelve-month period - the 12-month period used by the institution for reporting a full year of activity. This time period should be consistent among all IPEDS

U

Unapproved High School Graduation Admission-student who is seeking admission but who has Graduated from a high school neither accredited by a regional accreditor (SACS) or Approved by the Louisiana State Department of Education.

Undergraduate - a student enrolled in a 4- or 5-year bachelor's degree program in an associate's degree program, or a vocational or technical program below the baccalaureate. (IPEDS)

Underrepresented Students-underrepresented students usually refers to students, in a field of study, demonstrated to be below the representation of other student groups by at least twenty-five percent (25%) of the general population in that field of study (Ex. male student in Nursing, female students in Highway Construction, African-American students in Agricultural programs, etc.).

Unduplicated Count - the sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled. (IPEDS)

Unfunded Mandate - a situation where a governmental entity at one level provides no resources to a governmental entity at another level but requires the recipient to comply with a given order (Ex. expansion of categories of students who fall into “tuition exempt.”)

Unified Plan – a method used for joint planning and coordination of programs across agencies within one state as outlined under *WIA Section 501(c)(3)(A)*. Members of the unified plan include representatives from the Louisiana Community and Technical College System Office, the Louisiana Workforce Commission, the Louisiana Department of Education, the Louisiana Department of Labor, Adult Education and Learning, working under the direction of the Louisiana Workforce Commission.

University - a postsecondary institution of Higher Education and is generally subdivided into academic colleges.

Unrestricted Current Funds - all funds, including institutional funds, received for which no stipulation was made by the donor or other external agency as to the purpose for which the funds should be expended. (IPEDS)

Usage-the extent to which business, government and household users utilize the Internet access and infrastructure available to them.

USDE – United States Department of Education.

USDE/OVAE – the abbreviation for the US Dept. of Education, Office of Vocational and Adult Education.

V

Value Added – the increase in learning that occurs during a course, program, or undergraduate education. Can either focus on the individual student (how much better a student can write, for example, at the end than at the beginning) or on a cohort of students (whether senior papers demonstrate more sophisticated writing skills-in the aggregate-than freshmen papers). Requires a baseline measurement for comparison.

Value Chain of Higher Education – An inter-related set of functions that represent a spectrum of activities that occur within the organization.

Variable Costs - those costs that change as the input or output size of volume changes. (NACUBO)

Vertical Transfer/Articulation- Vertical transfer references such course analysis that seeks to transfer courses from one institution to another in the analysis of coursework that may contain comparable content but that bear differentiated difficulty levels. (Prior to the popularization of the term “articulation” the term-of-choice was “transfer” when referencing the acceptance of courses from institution-to-institution based upon course intent or comparability.)

For example:

- Institution A's College Algebra 101 for 3 semester credit hours may contain the same content as Institution B's Freshman College Mathematics 1010 three semester credit hours course; but, the content may have been more difficult and more in alignment with Institution B's Freshman College Mathematics 1011. In such an instance, transfer credit for Institution A's College Algebra 101 would more likely be granted/approved for Institution B's Freshman College Mathematics 1010 three semester hours of credit only.
- Courses can be transferred downward in numerically assigned difficulty; but, they cannot be transferred upward in numerically assigned difficulty (ex. a 200/2000 level course may be considered in substitution for a 100/1000 level course but it may not be considered for transfer to the 300/3000 level).
- Clusters of courses may be created in order to equate to a receiving institution's course.
- Honors Courses bearing 5 semester hours of credit are normally only accepted in substitution for comparable content and difficulty level for a receiving institution's three standard hours of course credit rather than two comparable courses bearing three semester credit hours each. Any exceptions to this practice are normally based upon ACT scores above an approved threshold.)

Vested Retirement Plan - one in which the full amount of the contribution by the institution and by the state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution. (IPEDS)

Veterans Administration Education Benefits (VA Benefits) - those benefits that are paid for student assistance at approved postsecondary education institutions for three types of beneficiaries: surviving spouse and children, discharged veterans, and active military personnel in special programs.

Video Course-course in which instruction makes substantial use of video technologies.

Video applications include:

Cable- for years this was the most frequently reported application for Distance/e-Learning and involves on-campus, closed-circuit broadcasting and/ or cooperative agreements with local cable companies.

ITFS-a specific form of microwave system designed for the delivery of instruction where transmissions are "line of sight" – i.e. a receiving location must have an unobstructed view of the transmitting antenna or repeater.

Satellite-involves "uplink" (broadcast dish antenna) and multiple "downlinks" (receiving Dish antennae).

Fiber Optics-involves dedicated strands of optical fiber (within a bundle) to provide Interactive audio/video instruction.

Streaming Video

(e.g. could include any of the following:

Non-Interactive	Interactive
Open broadcast television	Microwave (point-to-point or fiber optic)
Cable television (one-way)	Cable television (two-way)
Videotape	Slow scan/ freeze frame (two-way)

Instructional Television Fixed Service (ITFS)	Electronic Blackboard
Satellite television (one-way)	Satellite television (two-way)
Slow-Scan freeze frame television (one way)	Video teleconferencing
Streaming video	

Virtual Private Network-term referring to a private data network using the public telecommunication infrastructure with security procedures than maintain privacy.

Visiting/ Cross-Enrolled Students (also known as Guest Students)-students enrolled in one or more courses at the institution but whose Home Campus is another institution. The Home Institution is the college designated to award the formal credential being sought by the student.

Visually Impaired - any person whose sight loss is sufficiently severe and not correctable, and adversely affects educational performance. (IPEDS)

Vocational Concentrator (Community Colleges/Universities) (Perkins) – a vocational participant (see definition below) with a declared vocation/technical major in a certificate, or associate degree program and who has successfully completed 12 credit hours within the declared major. Such a program must be approved by the LCTCS and Louisiana Board of Regents. (Source: Louisiana Perkins Unified Plan)

Vocational Concentrator (Louisiana Technical College) (Perkins) – a vocational participant (see definition) enrolled in a certificate, diploma, or associate degree vocational/technical program and who has completed the equivalent of 6 credit hours in the designated certificate, diploma, or associate degree program. The program must be approved by the LCTCS and the Louisiana Board of Regents. (Source: Louisiana Perkins Unified Plan)

Vocational Completer (Community Colleges/Universities) (Perkins) – a vocational concentrator (see definition) who has attained the academic and technical knowledge/skill/proficiencies within a program that provides an individual with the academic and technical knowledge/skill/proficiencies – that earns the individual a certificate or degree - that prepares the individual for employment and/or further advances education. (Source: Louisiana Perkins Unified Plan)

Vocational Completer (Louisiana Technical College) (Perkins) – a vocational concentrator (see definition) who received a certificate, diploma, or associate degree in a vocational program of study approved by the LCTCS, Board of Regents, and is listed in Bulletin 1822 (Vocational Technical program and Course Standards). (Source: Louisiana Perkins Unified Plan)

Vocational Education - instruction designed to prepare students for work, either through career exploration or specific occupational study. In many states, the term covers both secondary and postsecondary programs. In Louisiana, vocational is generally used to describe secondary instruction; technical more often describes postsecondary instruction.

Vocational Program/Course – an organized educational activity that offers a course or sequence of courses that provide individuals with the academic and technical knowledge and skills the individuals need to prepare for further education and for careers (other than careers requiring a baccalaureate, masters, or doctoral degree) in current or emerging employment sectors. Includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupations-specific skills, of an individual. All possible careers have been grouped into 16 clusters of occupation types.

Vocational-Technical Enterprise Fund - a fund created by statute in the state treasury attributable to each LTC campus based on the campus' self-generated revenues, including tuition and ancillary (or auxiliary) fund sources (i.e. bookstore, canteens, etc.) The funds may be carried forward each year and expended at the discretion of the director of each campus, subject to the approval of the management board. (LCTCS Finance Section)

Vocational Participant (Perkins) – any student enrolled in a vocational program/course of study. (Source: Louisiana Perkins Unified Plan)

W

WAN-(Wide Area Network)-a geographically dispersed telecommunication network.

Withdrawal (Student-Course)-a action whereby a student formally “drops” a course (or courses) from his/her schedule of classes (or from the college) by using the institution's approved procedures and timetables.

Withdrawal (Vocational Program) - a student who enrolled in an institution but withdrew before acquiring sufficient competencies for employment in the field of education/ training pursued or a related field. (Formerly Non-Completer.) Source: COE.

White, Non-Hispanic - a person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin). (IPEDS)

WIA - abbreviation for the Workforce Investment Act. A federal program that provides job training funds to eligible public and private institutions engaged in job training.

Work-Based Learning Program - an instructional program including general education course work that combines technical instruction and on-the-job training at an employer workplace.

Work Keys – a program developed by ACT to measure “job readiness skills” of students.

Workload (Faculty) – a measurement of the hours spent by faculty members performing their standard duties such as classroom instruction, class preparation, and student advising.

Workplace Literacy - literacy and adult basic education instruction offered at a work site for employees.

World Wide Web (WWW) – a system comprised of all resources, computers, and users that are accessing the Internet using Hypertext Transfer Protocol (HTTP).

X

XDSL-one of many variations of DSL, the most common of which is ADSL, asymmetric digital subscriber line service.

Y

Years-Academic Year (Fall Semester to Fall Semester), Calendar Year (January 1-December 30), Fiscal Year (July 1-June 30).

Z

ZIP Codes-the postal codes indicating neighborhood of student (and other) residency. Some colleges/ universities analyze Developmental Education placement scores of students in order to link with “feeder” high schools for early partnerships designed to reduce the need for student remediation at the postsecondary level.

This is intended to become a living document.

Please, submit any suggestions for the *LCTCS Glossary of Common Terms* to:

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