

## GLOSSARY



**ADMINISTRATIVE PERSONNEL** includes staffing table employees that can not receive overtime, are paid on a monthly basis, and are considered upper-management.

**ADJUNCT FACULTY** includes those instructors in college credit and certificate programs, who are appointed on a course-by-course basis, for a term not to exceed one semester per contract period.

**ALTERNATIVE CREDIT** courses are non-college credit courses (Continuing Education and Professional Development and Training) awarded with a certificate.

**ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)** is awarded to students who complete a two-year program of technical-vocational work.

**ASSOCIATE OF ARTS DEGREE (AA)** is awarded to students who complete a two-year program to transfer to a Bachelor of Arts degree.

**ASSOCIATE OF SCIENCE (AS)** is awarded to students who complete a two-year program to transfer to a Bachelor of Science degree.

**CERTIFICATE PROGRAMS** are awarded to students who complete a specified course or program of less than two years.

**CERTIFIED DATA** is verified by ACC as an accurate reflection of student, course and/or faculty information and is reported to the Texas Higher Education Coordinating Board.

**CLASSIFIED PERSONNEL** includes staffing table employees that can receive overtime and are paid on a bi-weekly basis.

**COLLEGE CREDIT COURSES** are courses for which college credits can be earned that apply toward a community college degree and that may be transferred to other institutions of higher education. All college credit courses are approved by the Texas Higher Education Coordinating Board.

**CONTACT HOURS** is an instructional hour in which a student has contact with an instructor; this includes both lecture and laboratory hours.

**CBM REPORTS** are Coordinating Board Management reports that are mandatorily submitted to the Texas Higher Education Coordinating Board in order to get state reimbursement for ACC.

**DAY AND EVENING STUDENTS** are students enrolled in courses that begin both before and after 5:30 p.m.

**DAY ONLY STUDENTS** are students enrolled in courses that begin before 5:30 p.m.

**DUPLICATED ENROLLMENT** occurs when a person is counted more than one time; for instance, a student who attends several courses at one campus and one or more courses at a second campus is counted twice, once at each campus.

**EVENING ONLY STUDENTS** are those students enrolled only in courses that begin after 5:30 p.m.

**FULL-TIME EQUIVALENT** is total semester semester hours divided by 12, which is considered to be a full-time course load.

**FULL-TIME FACULTY** includes instructors in college credit and certificate programs as well as counselors and librarians who are employed by the college and are included in the staffing table.

A **FULL-TIME STUDENT** is a college credit student who is enrolled in 12 or more semester credit hours in the fall or spring semesters.

**GRANT POSITION** includes college employees whose salaries are funded by government or private agency grants and contracts.

**HEADCOUNT ENROLLMENT** is the total number of persons enrolled.

**LEARNING RESOURCE SERVICES** (LRS) comprises three divisions: Learning Resource Centers (libraries), Media Services, and Computer Based Instruction. The LRS operates Learning Resource Centers at all campuses and many evening site operations.

**PART-TIME STUDENT** is a student who is enrolled for less than 12 semester credit hours in a fall or spring semester.

**PROFESSIONAL/TECHNICAL PERSONNEL** includes staffing table employees that can not receive overtime and are paid on a monthly basis.

**STAFFING TABLE** includes non-grant employees who are eligible for benefits and accrue leave.

**THECB**, Texas Higher Education Coordinating Board, is a statutory 18-member board appointed by the Governor. It is responsible for statewide planning and policy-making to assure quality and efficiency in Texas higher education. The Board's primary areas of responsibility are financial planning, senior colleges and universities, community colleges and continuing education, health affairs, student services, and campus planning.

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