

Section 11  
***Glossary***

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## Glossary

**ACADEMIC YEAR** - begins the first day of the fall semester and ends the last day of the summer session of the following year. For example, academic year 2005 began August 23, 2004 and ended August 10, 2005.

**ACC TAXING DISTRICT** - includes the Austin, Leander, Manor, and Del Valle Independent School Districts.

**ADJUNCT FACULTY** – non-staffing table employees appointed on a course-by-course basis to teach college credit and certificate program courses.

**ADULT BASIC EDUCATION (ABE)** – courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic.

**ADMINISTRATIVE PERSONNEL** - includes staffing table employees who are exempt from receiving overtime pay, are paid on a monthly basis, and are considered upper-management.

**ANNUAL HEADCOUNT** - the number of students enrolled in one or more courses with each student counted only once for the year.

**ASSIGNABLE SQUARE FOOTAGE** - the sum of all areas within the interior walls of rooms on all floors of a building assigned to, or available for assignment to, an occupant or use. This excludes restrooms, corridors, elevators, stairs, mechanical rooms, and any space within a building not assigned directly to programs.

**ASSOCIATE OF APPLIED SCIENCE (AAS)** - degree awarded to students who successfully complete the prescribed courses in any of the occupational-technical programs.

**ASSOCIATE OF ARTS (AA)** - degree awarded to students who complete at least 60 semester credit hours that include 6 hours of English, 6 hours of American government, 6 hours of US history, 8 hours of a single foreign language, and the prescribed courses listed in one of the areas of concentration.

**ASSOCIATE OF SCIENCE (AS)** - degree awarded to students who complete at least 60 semester credit hours that include 6 hours of English, 6 hours of American government, 6 hours of US history, 6-8 hours of science, and the prescribed courses listed in one of the areas of concentration.

**BUILDING GROSS SQUARE FOOTAGE** - the sum of floor areas of a building included within the exterior walls for all stories or areas that house floor surfaces including attics, basements, sub-basements, penthouses, mechanical rooms, etc.

**CBM REPORTS** - Coordinating Board Management reports that are mandatorily submitted to the Texas Higher Education Coordinating Board and are the basis for state reimbursement.

**CERTIFICATE** - awarded to students who complete one of the approved certificate programs.

**CERTIFIED DATA** - data that are reported to the Texas Higher Education Coordinating Board and verified by ACC as of the term's official reporting date (census date).

**CLASSIFIED PERSONNEL** - staffing table employees who are not exempt from receiving overtime pay and who are paid on a bi-weekly basis.

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

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**COMPLETER** - a student who completes all required assessments and 12 instructional contact hours in the Adult Basic Education (ABE), General Education Development (GED), or English-as-a-Second Language (ESL) program.

**CONTACT HOUR** - represent the number of hours of instruction provided to students in a given course; includes both lecture and/or laboratory time.

**CONTINUING EDUCATION** - Non-credit courses and programs, often in adult workforce or avocational areas.

**CORE CURRICULUM** - a series of basic intellectual competencies. ACC's core consists of 42-hours of general education courses in English, communications, mathematics, natural science, humanities, visual and performing arts, government, history, and an additional social and behavioral science.

**CREDIT TEACHING FACULTY** - faculty who teach college credit courses; includes staffing table full-time and non-staffing table adjunct faculty.

**DAY AND EVENING STUDENTS** - students enrolled both in courses that begin before 5:30 P.M. and those that begin after 5:30 P.M.

**DAY ONLY STUDENTS** - students enrolled only in courses that begin before 5:30 P.M.

**DEGREE** – an award given as official recognition for the successful completion of a program of studies.

**DUPLICATED HEADCOUNT** - occurs when a student is counted more than one time because they are enrolled in more than one course. For example, a student who attends several courses at one location and one or more courses at a second location is counted twice, once at each location.

**ENROLLMENT** - the number of students enrolled in a course.

**EVENING ONLY STUDENTS** - students enrolled only in courses that begin after 5:30 P.M.

**EXTENSION CENTERS** - locations other than campuses that are staffed, have regular posted hours, and offer credit courses on a regular basis (every semester).

**FIELD OF STUDY CURRICULUM** - is intended to facilitate the free transferability of lower-division academic courses among Texas public colleges and universities.

**FINANCIAL AID** – grants, loans, assistantships, scholarships, fellowships, tuition waivers, tuition discounts, veteran's benefits, employer aid (tuition reimbursement) and other monies (other than relatives/friends) provided to students to meet expenses. This includes subsidized and unsubsidized loans made directly to students.

**FIRST-TIME IN COLLEGE STUDENT** - a student who has never attended college or any other postsecondary institution. Students are not reported as first-time-in college until they have completed their high school work.

**FIRST-TIME TRANSFER STUDENT** - see Transfer Student

**FISCAL YEAR** - begins September 1 and continues through August 31 of the following year. For example, fiscal year 2005 began September 1, 2004 and will end August 31, 2005.

**FULL-TIME FACULTY** – staffing table employees with faculty status including counselors and librarians.

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

**FULL-TIME STUDENT EQUIVALENT (FTSE)** - the total semester credit hours divided by 15, which is considered to be a full-time course load.

**GASB** – see Governmental Accounting Standards Board

**GED GRADUATE** - a student who successfully passed the General Education Development (GED) exam.

**GENERAL EDUCATION DEVELOPMENT (GED)** - test for students whose high school education was interrupted.

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)** – establishes accounting standards for local and state entities including governmental colleges and universities.

**GRANT PERSONNEL** - employees whose salaries are funded by sources other than Austin Community College and who are eligible for benefits and accrue leave.

**HEADCOUNT** - the number of students enrolled in one or more courses. This number may be duplicated or unduplicated.

**HIGH SCHOOL CONCURRENT ENROLLMENT** - the number of students enrolled in high school (as juniors and seniors) and in college. These students receive college credit and may receive high school graduation credit for the classes they take at ACC.

**IN-DISTRICT** – refers to residents who live within ACC's tax-paying districts. If one lives or owns property within Austin, Leander, Manor, or Del Valle Independent School District they are in-district, meaning they pay taxes in support of the College and receive lower in-district tuition rates.

**NON-RESIDENT** – students whose legal residence is not in Texas.

**OUT-OF-DISTRICT** – residents who live outside ACC's in-district taxing boundaries which are defined by the independent school district boundaries of Austin, Del Valle, Leander, and Manor Independent School Districts. If one resides in an out-of-district area, higher out-of-district tuition rates are charged.

**PARTICIPANT** - an individual who attends an initial orientation of the Adult Basic Education, GED, or English-as-a-Second Language program.

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

**PROFESSIONAL/TECHNICAL PERSONNEL** - includes staffing table employees who are exempt from overtime pay and are paid on a monthly basis.

**SEMESTER CREDIT HOURS (SCH)** – defined as one clock hour of class per week. For example, PSYC-2301 meets for three hours a week and is worth three semester credit hours.

**SERVICE AREA** – the legally designated area in which ACC is to offer programs and services, as defined by the State of Texas. ACC's service area includes all or parts of the following eight counties: Blanco, Bastrop, Caldwell, Hays, Gillespie, Gonzales (includes only the part of the Nixon-Smiley Consolidated Independent School District (ISD) located in Gonzales County), Travis (excludes the territory within the Marble Falls ISD), and Williamson (excludes the territory within the Florence, Granger, Hutto, Taylor, and Thrall ISDs).

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**SITE-BASED INSTRUCTION** - includes various credit and non-credit classes and training to businesses, government entities, high schools, correctional institutions, and community groups.

**STAFFING TABLE PERSONNEL** - employees who are eligible for benefits and accrue leave.

**TEXAS EDUCATION AGENCY (TEA)** - evaluates and provides partial funding for the Adult Education Program.

**TELECOMMUNICATED INSTRUCTION** - courses delivered to individuals and groups by synchronous or asynchronous methods. Delivery methods include instructional television (ITV) using recorded video programs shown on cable TV and on cassette, Personal Computer with Modem (PCM) using Internet and email, print-based courses (PRN) using a textbook, directed studies (DIR), interactive video classes (IVC) with groups of students at several sites, and live televised classes (LTV) to individual students at home or work via the Internet or cable television.

**TEMPORARY FULL-TIME FACULTY** – adjunct faculty who teach a full-time load on a temporary basis and receive benefits.

**TEXAS HIGHER EDUCATION COORDINATING BOARD (THECB)** - a statutory 15-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.

**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. The student may transfer with or without credit.

**TUITION** – amount of money charged to students for instructional services.

**UNCERTIFIED DATA** - data that incorporate all active students for the term indicated. For Fact Book purposes, data is gathered at the census date of the second eight-week session and includes students registered for all courses starting from the beginning of the term up to and including the second eight-week session.

**UNDUPLICATED HEADCOUNT** – the sum of students enrolled for credit with each student counted only once during the reporting period.

### Notes to the Fact Book

Reports in this Fact Book are based upon the best data available at the time the report was produced and is current as of January 25, 2005.

During academic year 1999, ACC converted the student data system to a new software system. Therefore, valid comparisons of data prior to academic year 1999 to current data cannot be made due to incompatibilities between the old and new student databases and changes in ACC's academic organization.