

## 10. Glossary

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## Glossary

**ACADEMIC YEAR** - runs from the first day of the fall semester through the last day of the summer session of the following year. For example, academic year 2000 began August 25, 1999 and ended August 22, 2000.

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

**ADJUNCT FACULTY** - include those instructors in college credit and certificate programs who are appointed on a course-by-course basis.

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

**ASSOCIATE OF ARTS (A.A.)** - 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 U.S. history, 8 hours of a single foreign language, and the prescribed courses listed in one of the areas of concentration.

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

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

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

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

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

**CONTACT HOUR** - an instructional unit of time in which a student has contact with an instructor; includes both lecture and laboratory time.

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

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

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

**DUPLICATED ENROLLMENT** - occurs when a person is counted more than one time. For example, 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** - students enrolled only in courses that begin after 5:30 P.M.

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

**FISCAL YEAR** - runs from September 1 through August 31 of the following year. For example, fiscal year 2000 began September 1, 1999 and ended August 31, 2000.

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

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

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

**GRANT POSITIONS** - include college employees whose salaries are funded by government or private agency grants and contracts.

**HEADCOUNT ENROLLMENT** - the total number of persons enrolled. This number may be duplicated or unduplicated (See: *Duplicated Enrollment*).

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

**PROFESSIONAL/TECHNICAL PERSONNEL** - include staffing table employees that are exempt from over-time pay and are paid on a monthly basis.

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

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

**TELECOMMUNICATED INSTRUCTION** - includes distance education courses delivered to individuals and informal groups by synchronous or asynchronous methods. Instruction formats include Instructional Television (ITV), Personal Computer with Modem (PCM), Print-Based using a textbook (PRN), Directed Learning (DIR), and Interactive Video Class (IVC).

**TEXAS HIGHER EDUCATION COORDINATING BOARD (THECB)** - 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.

### Note to the Fact Book

Reports in this Fact Book are based upon the best data available at the time the report was produced.

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.