

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 2003 began August 26, 2002 and ended August 12, 2003.

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

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

**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, pent-houses, 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** - includes staffing table employees who are not exempt from receiving overtime pay and are paid on a bi-weekly basis.

## **ACC 2003-2004 FACT BOOK**

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**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.

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

**CORE CURRICULUM** - a set of general education courses consisting of 42 hours in English, communications, mathematics, natural science, humanities, visual and performing arts, government, history, and an additional social and behavioral science.

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

**CREDIT TEACHING FACULTY** - includes only instructors teaching credit courses. This excludes librarians and counselors who hold faculty status but are not teaching, and instructors in non-credit (continuing education) courses.

**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.

**EDUCATION & GENERAL (E&G)** - academic expenditure category referring to expenditures for things like classrooms, libraries, and administration.

**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).

**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** - a student who is entering ACC for the first time but is known to have previously attended another postsecondary institution at the undergraduate level.

**FISCAL YEAR** - begins September 1 and continues through August 31 of the following year. For example, fiscal year 2004 began September 1, 2003 and will end August 31, 2004.

**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.

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

**GED** - General Education Development; test for students whose high school education was interrupted.

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

**HEADCOUNT** - the number of students enrolled in one or more courses. This number may be duplicated or unduplicated (See: *Course Enrollment*).

**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. These students are also referred to as dual enrollment students.

**INSTRUCTIONAL TECHNOLOGY** - includes media and open access computer centers.

**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.

**SERVICE AREA** - ACC's service area encompasses the following eight counties: Blanco, Bastrop, Caldwell, Hays, Gillespie, Gonzales (includes only the part of the Nixon-Smilely 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).

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

**TEA** - Texas Education Agency; 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, web-based courses (PCM), 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** - temporary faculty teaching for a full-time faculty member on sabbatical or leave without pay.

**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.

**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.

### Note 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 March 31, 2004.

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.