

# ***Glossary***

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## Glossary

**4TH CLASS DAY DATA (SECOND 5½ WEEK SESSION)** – total enrollments as of the 4<sup>th</sup> day of class of the second 5 1/2 week session.

**12TH CLASS DAY DATA** - total enrollments as of the 12th class day of the 16-week semester.

**ACADEMIC SUPPORT** - includes expenses incurred to provide support services for the institution's primary missions: instruction, research, and public service. It includes the following activities: the retention, preservation, and display of educational materials, such as libraries, museums, and galleries; the provision of services that directly assist the academic functions of the institution, such as demonstration schools associated with a department, school, or college of education; media such as audio-visual services and information technology; academic administration (including academic deans but not department chairpersons) and personnel providing administrative support and management direction to the primary missions; separately budgeted support for course and curriculum development. For institutions that currently charge some of the expenses—for example, computing support—directly to the various operating units of the institution, this category does not reflect such expenses.

**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** - taxing jurisdictions that contribute funding for the College through property taxes.

**ADJUNCT FACULTY** – non-staffing table personnel including part-time instructors who are employed on a term basis.

**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** - exempt staffing table personnel including Executive Vice Presidents, Vice Presidents, Associate Vice Presidents, Provosts, Deans, and some Directors.

**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 amount of space, within the interior walls of a room, that can be used for programs. Major room use categories are: classrooms, laboratories, offices, study areas, special use space, general use areas, support rooms, health care, residential, and unclassified space.

**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 ARTS IN TEACHING (AAT)** - degree awarded to students who successfully complete the prescribed courses for one of three degrees leading to teaching certification.

**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.

**AUXILIARY** - exists to furnish goods or services to students, faculty, staff, other institutional departments, or incidentally to the general public, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. The distinguishing characteristic of an auxiliary enterprise is that it is managed to operate as a self-supporting activity. Over time, the revenues will equal or exceed the expenses, although in any individual year there may be a deficit or a surplus. Examples are residence halls, food services, intercollegiate athletics (only if essentially self-supporting), college stores, faculty clubs, parking, and faculty housing. Student health services, when operated as an auxiliary enterprise, also are included. Hospitals, although they may serve students, faculty, or staff, are classified separately because of their financial significance. The auxiliary enterprise category includes all expenses relating to the operation of auxiliary enterprises, including expenses for operation and maintenance of plant, depreciation (if allocated to functional expense categories) and administration. Also included are other direct and indirect costs, whether charged directly as expenses or allocated as a proportionate share of costs of other departments or units. To ensure that data regarding individual auxiliary enterprises are complete and adequate for management decisions, cost data should be prepared using full costing methods. Full costing means that the costs attributed to each enterprise includes a portion of indirect costs related to that enterprise, as well as the costs directly attributable to its operation.

**BUILDING GROSS SQUARE FOOTAGE** - the sum of all square feet of floor areas within the outside faces of a building's exterior walls.

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

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

**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** - non-exempt staffing table personnel including Administrative Assistants, Building Attendants, Clerks, Library Assistants, Technical Staff Assistants, some Technicians, etc.

**COLLEGE CONNECTION** - a program offered to high school students to provide awareness of the benefits of going to college while providing academic and other support services they need to enter college. All ACC academic and other support services are provided at the high school.

**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 laboratory time.

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

**CORE CURRICULUM** - 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.

**DEPRECIATION** - should be calculated in accordance with the institution's capitalization and depreciation policies. Depreciation expense is considered both a functional and natural expense category. In addition, when functional expenses are reported in the SRECNA, depreciation expense can be allocated to other functions such as instruction, research and student services, or allocated only to plant operation and maintenance expenses, or reported separately. When depreciation expense is reported as a functional expense, depreciation for all activities (educational and general, auxiliary enterprises, and hospitals) may be combined and reported as one amount in the SRECNA. Alternatively, it may be segregated between these activities if the SRECNA has separate columns or other means to delineate expenses between these activities. The allocation methodology may be either a simple or complex one such as a multiple allocation approach. Generally, depreciation expense for buildings may be allocated based on the usage of the buildings. This is accomplished by a periodic inventory of the usage of the space in each building. Depreciation expense on equipment may be allocated to other functions based upon the location of the equipment and the use of that space. This is also accomplished through a periodic inventory of the equipment.

**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 courses students have registered for.

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

**FIELD OF STUDY CURRICULUM** - 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** - an accounting period for 12 months that begins on September 1 and continues through August 31 of the following year.

**FULL-TIME FACULTY** - staffing table personnel with faculty status including counselors, librarians, and teaching faculty.

**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)** - a 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** - personnel 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** - students who live within ACC's tax-paying districts and pay taxes in support of the college and receive lower in-district tuition rates. Students who live or own property within the City of Austin or the Austin, Del Valle, Leander, Manor, or Round Rock Independent School Districts, as well as portions of Eanes and Pflugerville Independent School Districts are considered in-district students.

**INSTITUTIONAL SUPPORT** - includes expenses for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations, including the investment office; administrative information technology (when not accounted for in other categories); space management; employee personnel and records; logistical activities that provide procurement, storerooms, printing; transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fund raising. Appropriate allocations of institutional support should be made to auxiliary enterprises, hospitals, and any other activities not directly related to the primary programs— instruction, research, or public service—or their related support categories.

**INSTRUCTION** - includes expenses for all activities that are part of an institution's instruction program. Expenses for credit and noncredit courses; academic, vocational, and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions should be included. Expenses for departmental research and public service that are not separately budgeted should be included in this classification. This category excludes expenses for those academic personnel whose primary activity is administration—for example, academic deans.

**ISD** - Independent School District.

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

**OUT-OF-DISTRICT** - students who live outside ACC's in-district taxing boundaries as identified in the in-district definition. Higher out-of-district tuition rates are charged to out-of-district students.

**PARTICIPANT** - an individual who attends an initial orientation of the Adult Basic Education, GED, or English-as-a-Second Language program; or a high school student that attends College Connection events.

**PARTICIPANT YEAR** - senior year the student took part in College Connection activities.

**PLANT OPERATIONS** - includes all expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant. They include expenses normally incurred for such items as janitorial and utility services; repairs and ordinary or normal alterations of buildings, furniture, and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; earthquake and disaster preparedness; safety; hazardous waste disposal; property, liability, and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving. It does not include interest expense on capital-related debt. This category may be allocated to the other functional categories based on an acceptable allocation methodology such as square footage of buildings.

**PROFESSIONAL/TECHNICAL PERSONNEL** - exempt staffing table personnel including includes Analysts, some Coordinators, Managers, some Specialists, Staff Interpreters, and Supervisors.

**PUBLIC SERVICE** - includes expenses for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. These activities include community service programs (excluding instructional activities) and cooperative extension services. Included in this category are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services to particular sectors of the community.

**REPORTING DATES** – Fall/Spring: 12th Class Day  
Summer: 4th Class Day of the 2nd 5½ week session

**SCHOLARSHIPS** - generally, public institutions report tuition discounts and allowances and scholarships as reductions of tuition and fees revenues. Institutional resources provided in excess of amounts owed by the students, and refunded to students, should be recorded as expenses. NACUBO Advisory Report 2000-5 sets forth and illustrates the appropriate accounting and reporting of various types of tuition discounts and scholarships. The scholarships and fellowships category includes expenses for scholarships and fellowships—from restricted or unrestricted funds—in the form of grants to students, resulting from selection by the institution or from an entitlement program. The category also includes trainee stipends, prizes, and awards. Trainee stipends awarded to individuals who are not enrolled in formal course work should be charged to instruction, research, or public service. Recipients of grants are not required to perform service to the institution as consideration for the grant, nor are they expected to repay the amount of the grant to the funding source. When services are required in exchange for financial assistance, as in the College Work-Study program, charges should be classified as expenses of the department or organizational unit to which the service is rendered. Aid to students in the form of tuition or fee remissions also should be included in this category. However, remission of tuition or fees granted because of faculty or staff status, or family relationship of students to faculty or staff, should be recorded as staff benefits expenses in the appropriate functional expense category.

**SEMESTER CREDIT HOURS (SCH)** – transcript value of a course based on the number of hours it meets per week. For example, PSYC-2301 meets for three hours a week and is worth three semester credit hours.

**SERVICE AREA** – the territory in which the College provides services.

**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** - personnel in an annually budgeted position including full-time faculty, Non-Exempt (Classified), and Exempt (Professional-Technical) employees that are eligible for benefits. Hourly and adjunct faculty are not included as staffing table employees.

**STUDENT, FULL-TIME** - a student who is enrolled in 12 or more semester credit hours in the fall or spring semesters. This is based on the financial aid definition of full time as 75% of a normal full-time load. The normal full-time load would be 15 semester credit hours per semester over two years to complete an associate degree requiring a minimum of 60 semester credit hours.

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

**STUDENT SERVICES** - includes expenses incurred for offices of admissions and the registrar and activities with the primary purpose of contributing to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. It includes expenses for student activities, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics (if the program is not operated as an auxiliary enterprise), counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an auxiliary enterprise).

**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 (using recorded video programs shown on cable TV and on cassette), Personal Computer with Modem (using Internet and email), print-based courses (using a textbook), directed studies, and live televised classes (to individual students 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.

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

### 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 June 9, 2009.