

# *CCC Glossary of Terms and Acronyms*

## *2004-2005*

**AACC:** American Association of Community Colleges

**ABE:** Adult Basic Education

**ABOR:** Arizona Board of Regents

**ADA:** Americans with disabilities act

**Academic Program:** An organized sequence or grouping of courses leading to a defined objective such as a certificate, degree, license, and transfer to another institution, job, career, or acquisition of selected knowledge or skills.

**Academic Year:** Thirty-two weeks of instruction from Fall semester through Spring semester.

**Access:** A student's opportunity to enter an institution for instruction and services, enabling students the fullest opportunity to successfully achieve their goals.

**Accreditation:** A signification that an institution has a purpose appropriate to higher education and sufficient resources, programs, and services to accomplish this purpose on a continuing basis. "Accreditation provides assurance to the public, in particular to prospective students, that an institution has been found to meet the accrediting agency's clearly stated requirements and criteria and that there are reasonable grounds for believing that it will continue to meet them," *North Central Association Handbook for Accreditation*.

**Accrual Basis:** A method of accounting in which revenues are recorded when earned and expenditures are recorded when incurred, regardless of when cash is actually received or paid.

**ADA:** American's with Disabilities Act

**Add/Drop:** Officially changing a student's schedule. Advisor approval is required in selected courses and/or due to admission status requirements.

**Adjusted Level of Performance (Perkins III):** A quantifiable and measurable indicator of performance negotiated between the Arizona Department of Education and the federal Office of Vocational and Adult Education.

**Admission:** The formal process of applying to attend college.

**Admission Status:** The category (high school graduate, mature student, special student, etc.) under which the student falls in order to start college.

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**Advisor:** A faculty or staff member assisting a student in class selection, planning a college schedule or choosing a major.

**Advisory Council/Committee:** A group of community and business leaders who advise the College on the community/industry needs of particular programs. This committee may advise on such areas as curriculum, instruction, equipment and supplies, and services to assure that the student's have the appropriate skills and knowledge upon goal completion. The advisory committee may also contain CCC employees.

**AGEC:** See Arizona General Education Curriculum.

**Allocation:** Assigning one or more items of cost or revenue to one or more segments of an organization according to benefits received, responsibilities, or other logical measures of use.

**Andragogy:** Art of adult education.

**Appropriation:** A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes, usually with specific limitations as to amount, purpose, and time limit.

**Approved Vocational Technical Education Program:** (Perkins III): A vocational technical education program that achieves or is making substantial quantifiable gain toward meeting the adjusted levels of performance. Approved or provisionally approved programs qualify for federal vocational funds.

**APS:** One of our conference rooms; Arizona Public Service

**AQIP:** Academic Quality Improvement Program

**Arizona General Education Curriculum (AGEC):** A 35-credit block of coursework that meet the lower division general education requirements at all of the public Arizona state community colleges or universities. There are three AGECE programs - AGECE-A (for transfer to liberal arts, social science and fine arts); AGECE-B (for transfer to Business and Computer Information Systems); AGECE-S (for transfer to natural, physical or life sciences). Students completing the AGECE will be guaranteed admission to the public universities. If students ultimately choose a baccalaureate major, which differs, from the completed AGECE, the student may have additional math and/or science requirements to complete for graduation. The AGECE supersedes the TGECE.

The community colleges will identify the courses that are part of the AGECE and indicate "AGECE Complete" on the transcript. All courses included in the AGECE must be completed with a grade of "C" or better.

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**Arizona General Education Curriculum in Progress:** The community colleges will indicate "AGEC in Progress" on the academic transcript if the courses in which the student is currently enrolled plus the course work already completed will meet the requirements for completing the AGEC.

**A.R.S.:** Arizona Revised Statutes.

**Articulation:** A planned process linking educational institutions and experiences to assist students in making a smooth transition from one level of education to another. Courses designed to provide students a timely and non-duplicative sequence of progressive achievement. May be between high schools and colleges, community colleges, or between community colleges and universities.

**ASAA:** Assessment of Student Academic Achievement; the project budget code assigned to PIE for CCC's assessment activities.

**Assessed Valuation:** An annual determination of the just or fair value of real estate or other property by the County Assessor as a basis for levying taxes.

**Assessment:** The ongoing process of analyzing and evaluating CCC's functions and activities by examination, performance assessments, surveys, focus groups, interviews, follow-up studies or other methods. Information gathered enables the College to understand its effectiveness and improve educational offerings and services. Participation is appreciated and valued by members of the College community.

**Assessment Program Technical Progress Report:** A publication of Principle for Institutional Effectiveness that records assessment activities for the previous academic year.

**ASSIST:** Arizona State System for Information on Student Transfer. A transfer data warehouse for tracking CCC's students after they transfer.

**Associate of Applied Science:** Prepares students for entry-level employment or upgrades skills of students already employed. Requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher. A minimum of 25 of these credit hours must be completed with a grade of "C" or better.

**Associate of Arts:** The Associate of Arts degree includes demonstration of 4<sup>th</sup> semester language proficiency in a language other than English. This requirement applies to the General requirements pathway. Most of the shared majors that articulate with the General Requirements pathway have a graduation requirement of 4<sup>th</sup> semester proficiency.

**Associate of Business:** A degree designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better.

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**Associate of General Studies Degree:** A degree designed for students who wish to broaden their knowledge, but have no university major or vocational goal in mind. Requires a minimum of 60 credit hours with a cumulative CCC grade point average of 2.00 or higher.

**Associate of Science:** A degree designed for students planning to transfer to a college or university and requires a minimum of 60 credit hours. All courses included in the degree must be completed with a grade of "C" or better.

**ASU:** Arizona State University, Tempe, AZ.

**ATF:** Articulation Task Force. Groups established with faculty from across the state to facilitate course articulation.

**Attrition:** Rate at which students drop a class or classes, compared to enrollment on the 45th day or other specified time of the semester.

**Audit:** Enrollment in a college class without having to turn in class work or take examinations. Students will receive no college credits for completion of the course.

**Auxiliary Funds:** Auxiliary Enterprises Fund - consist of those activities which are essentially self-supporting such as student activities.

**AWC:** Arizona Western College

**BANNER:** An administrative software application for campus wide information which resides on an Oracle relational database management system (RDBMS) and is based on a client/server graphical user interface (GUI) environment. In 1994, CCC licensed several products from SCT, the 3rd party vendor. CCC agreed to apply upgrades right out of the box to minimize technical support resources in-house and maximizes SCT maintenance support to meet the needs of the college. *Products:*

- **General:** interface between all other products. Handles processes like job submissions, sleepwake, letter generation, population selection, pins, general person records, etc.
- **Student:** handles processes like admissions, registration, degree audit, recruitment, transcripts, and registration & class fee side of accounts receivable, etc.
- **Human Resources:** handles processes like payroll, position control
- **Financial Aid:** handles processes like needs analysis, student employment, awards, etc.
- **Web for products** include Student, Faculty, etc. and Learning Suite, a full-service, on-line/off-line connected learning solution, which might be licensed by CCC in the future.

**Base Budget:** Level of funding necessary for a unit to maintain current year services, programs or activities.

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**Benchmark:** A point of reference from which measurements may be made; something that serves as a standard from which others may be measured.

**Bond:** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date, together with periodic interest at a specified rate.

**Bond Proceeds:** Debt issuance derived from the sale of bonds for the purpose of constructing major capital facilities.

**Capital:** Another word for Plant, which includes any item costing \$5,000 or more with a useful life of two years or more, library resources, buildings, or permanent improvements to a capital item.

**Capital Budget:** A financial plan consisting of an estimate of proposed capital (plant) expenditures/revenues and their purposes for a given period.

**Capital Outlay:** An expenditure for the acquisition of plant assets, such as land, buildings, and improvements other than buildings and equipment. Such expenditures are reported in the financial statements as expended for plant.

**CareerTrack:** Training resource; <http://www.careertrack.com/index.asp>

**Carl Perkins programs:** Programs funded by the Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990 (Public Law 102-103). Includes the Basic Grant, which focuses on vocational education and opportunities.

**Catalog:** The official information of the college listing regulations, requirements and procedures of the college as well as general information, admissions information, financial information and academic programs. It is updated once a year and is available in hard copy and on the web at [www.coconino.edu](http://www.coconino.edu).

**CCC:** Coconino Community College, Coconino County Community College District.

**CEG:** Course Equivalency Guide.

**Census Date:** The official date by which the College must report its semester enrollment to the State Board. See also FTSE date.

**Certificate Program:** Designed to help students improve existing skills or to prepare students for entry-level employment. Certificates are awarded after successful completion of a series of specific courses in vocational areas on three levels: Basic, 1-15 credit hours; Intermediate, 16-25 credit hours; and Advanced, 26 or more credit hours. Certificates require a cumulative CCC grade point average of

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2.00 or higher. Some certificate programs and/or credit hours may be applied toward other certificates and/or an Associate of Applied Science degree.

**CIP Code:** The Classification of Instructional Programs (CIP) is a federal taxonomy developed by the US Department of Education and used throughout the nation by government agencies and professional associations to establish standard terminology and record keeping.

**CIS:** Computer Information Systems.

**CIT:** College Instructional Team

**Class Schedule:** A listing of all classes available for the coming semester, including days and times of class meetings, name of instructor, building and room, and other registration information.

**CLT:** College Leadership Team (became PAC)

**CLT Plus:** CLT and directors, program coordinators (no longer exists)

**Co-enrollment:** Also called concurrent. Registered at Coconino Community College and at either NAU or a high school for CCC credit.

**Cohort:** A group or population of students having a common trait as determined from a certain point in time. Ex: First time vocational students Fall 1999.

**COLE:** Creating Optimum Learning Environments (Learning Enhancement Center Professional Development Presentations)

**College:** Coconino Community College.

**College-Level Basic Skills:** Skill levels (reading, writing, computation, study skills, and research skills) sufficient for students to be successful in college-level courses (i.e. College Composition I, College Algebra).

**Common Course:** A course that is part of the requirements for the baccalaureate degrees that are shared or equivalent at the public universities. This is a lower-division course that provides appropriate preparation for the major. It may be a course in the major, a pre-requisite or core courses. A common course is a recommended course for majors that articulate with the General Requirements pathway. A common course is required for majors that articulate with the Special Requirements pathway. Common Courses are identified by the Articulation Task Forces and are specific for each academic year. The Course Equivalency Guide is the resource for identifying the appropriate community college courses that are part of the common course matrix for each major.

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**Common Course Block:** A minimum of six credits of common courses is identified by each Articulation Task Force for shared or equivalent majors at the public universities. These courses comprise a "Common Course Block." This block will transfer to the universities and be applied to the baccalaureate degree for the majors that articulate with the courses. The block will be identified on the student's academic transcript. As with all blocks, all credits are applied toward the university degree of degrees for which the block articulates whether the credit was awarded for course completion, assessment of prior learning, or via some other nontraditional learning mode. Students must achieve a grade of "C" or better in all courses in the block.

**Competency-based Format:** Any material, instructional program, or curriculum based on criterion-referenced requirements.

**Completed with a grade of "C" or better:** Each of the "blocks" that are part of the transfer model includes a requirement that the student complete each course within the block be completed with a grade of "C" or better. "C" is defined as a 2.0 on a 4.0 scale. Courses completed with a grade of less than "C" may not be included in the block and will not transfer to the public universities.

**Completer:** CCC student who received either a Basic/Advanced/Technical certificate or an Associate degree, completed the TGEC, or completed at least 12 CCC credits and was eligible to transfer to another post-secondary institution (AGEC or TGEC).

**Concurrent Enrollment:** Taking CCC courses while being enrolled at another institution at the same time (e.g. high school, Northern Arizona University).

**Consent of Instructor:** The instructor's permission is required prior to enrollment in some classes. This requirement will be listed as an option for a prerequisite for taking the class. You will see this in some course descriptions in the catalog.

**Consortium Agreement:** A program which allows a student to benefit from federal and state funds while concurrently attending 2 educational institutions. The institutions are defined as parent (the one disbursing the funds), and non-parent (another institution approved by the parent institution).

**Contact/Clock Hour:** A time unit of instruction consisting of 50 minutes and must be dedicated to direct instruction.

**Contingency:** For budgetary purposes, the amount of resources reserved for expenditures that may be required, dependent on the outcome of a future event, such as unexpected expenses.

**Continuing Education/Non-Credit Course:** Course designed to meet the learning need of a wide variety of students. Students do not have to meet the same criteria as regular credit-bearing courses, registration is a simplified process and college credit is not available.

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**Continuing Education Unit (CEU):** May be awarded for participation in individual and professional development courses, workshops, and seminars. One CEU represents ten contact hours of participation.

**Continuing Student:** Student enrolled at CCC who was also enrolled the previous (Fall/Spring) semester.

**Continuous Accountability Improvement Plan (Perkins III):** A local plan resulting from the annual evaluation of the vocational technical education program. The plan identifies activities, services, and functions to be carried out to develop, support, and improve the quality of the vocational technical education program in achieving the state adjusted levels of performance.

**Continuous Improvement (Perkins III):** The process of systematically planning and measuring program progress and results toward achieving desired improvements.

**Co-requisite:** Concurrent enrollment in a specified class.

**Core Curriculum:** A specific group of courses required to obtain a particular certificate or degree.

**Core Quality Indicator:** A performance measure based used in the College's Program Review.

**Core Values:** Coconino Community College commits its human, physical, and fiscal resources to accomplishing its mission and purposes by promoting teaching and learning excellence in all its endeavors. Toward this end the College:

- Places the learner first;
- Emphasizes life-long learning;
- Offers a variety of educational delivery modes;
- Responds to the needs of the communities it serves;
- Engages in partnerships and collaborations within a multicultural world to provide innovative educational opportunities for its students;
- Promotes the principles of quality improvement and assessment of student learning;
- Supports an environment in which employees experience high levels of job satisfaction; and
- Conducts all its activities in an open, ethical, and responsible manner.

**Course Completion:** See retention, course.

**Course Number:** Identifies the level of the class; for example, ENG 101 is the first level of English while ENG 102 is the next level.

**Credit Course:** A course for which a student earns semester credits upon completion.

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**Credit Hour:** The unit of credit received upon completion of a course. CCC is on a semester calendar; Therefore, all credits earned are semester credits.

**Curriculum:** The approved courses required for a degree or certificate.

**Debt Service:** The fund from which the interest on and the retirement of principal for outstanding debt is paid.

**Department:** A specific area such as Science, Math or Fine Arts.

**DES:** Department of Economic Security.

**Developmental Courses:** Courses intended to raise the student's skill levels in English writing and reading and/or math to college-level abilities including the following CCC courses: ENG 060, ENG 029, ENG 030, ENG 031, MAT 055, MAT 087, and MAT121. Generally considered any course below the level of 100.

**DGB:** CCC's District Governing Board

**District:** Coconino County Community College District

**Drop Out:** CCC student who has not enrolled for three or more years.

**Dual Enrollment:** A Coconino Community College course taught by a high school faculty at a high school for college credit.

**Educational Goals:** Student's academic reason for attending CCC including: personal growth, transfer to a university, better job skills, and/or receive a CCC Basic/Advanced Technical certificate or an Associate degree.

**EEC:** Economic Estimates Commission - This commission was created by the State legislature to determine and publish, prior to April of each year, the expenditure limitation for each college district to ensure its following fiscal year's budget is in compliance with the allowable limit for expenditures.

**ELIT:** Extended Learning Implementation Team (a campus technology group)

**EMS:** Emergency Medical Sciences

**Encumbrance:** A budget amount committed for future purchases of goods or services. These funds are set aside upon the issuance of purchase orders, contracts, and/or salary commitments. Encumbrances are released when the obligations are paid or otherwise extinguished.

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**EOS:** Employee Opinion Survey

**ERIC:** Educational Resources Information Center

**Expenditure:** Any authorizations made for the payment or disbursement of funds during the fiscal year.

**Financial Aid Match:** The institutional portion of the cost of a sponsored program accounted for within the restricted fund and financed with district resources.

**First Time Student:** Entering student who has not previously attended any college or university credit classes. (See also BANNER)

**FLSA:** (Federal) Fair Labor Standards Act

**FSC:** Fire Science

**FTE:** Full Time Equivalent - Conversion of number of hours authorized for a position into a full-time equivalent position. For fiscal year 1999/2000, FTE's are calculated by dividing the number of funded hours by 2,080 for administrative and staff personnel. One faculty FTE equals the teaching load hours divided by 15 credit hours per semester.

**FTSE:** Full Time Student Equivalent equals 15 credit hours per semester. Community college districts receive State aid appropriations based on FTSE.

**Full-Time Student:** Student enrolled for twelve or more credit hours in a semester as of the 45th day of the semester. For financial aid, the measurement is as of the time of enrollment.

**Function or Program:** Major classification used to summarize similar functional expenditures in the Current Funds group. The descriptions of these functions follow:

- **Academic Support:** Expenditures to provide educational support services for the institution's primary mission.
- **Institutional Support Expenditures for:** (1) central administrative activities concerned with management of and long-range planning for the entire institution; (2) fiscal operations; (3) administrative/academic data processing; (4) employee personnel and records; (5) logistical activities that provide procurement; (6) insurance and legal matters; (7) other support services to faculty and staff not operated as auxiliary enterprises; and (8) activities concerned with community relations, including development and fund raising.
- **Instruction:** Expenses incurred for instructional activities that are conducted during the academic year and offered for credit as part of a formal post-secondary educational degree or certificate program.

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- **Operation & Maintenance of Plant:** Expenditures of current operating funds for the operation and maintenance of physical plant, such as facility rental, grounds maintenance, custodial services, utilities, repairs and maintenance.
- **Scholarships:** Expenditures for student grants financed from restricted and general funds.
- **Student Services:** Expenditures for the offices of admissions, registrar, financial aid, etc., as well as activities that contribute to the students' emotional and physical well being, and promote intellectual, cultural and social development outside the context of the formal instruction programs.

**Fund:** An independent accounting entity with a separate self-balancing set of accounts for its assets, liabilities, fund balance, revenues, expenditures and transfers. Funds with similar characteristics are combined into fund groups for accounting and reporting purposes.

**Fund Balance:** The fund balance is the fund equity or portion of each fund's assets that is available for use by the District. All of CCC's fund balances remain on deposit with the State Treasurer's office to maximize investment earnings. The increase or decrease in a particular fund balance represents the difference between revenues and expenditures for any given year. Separate fund balances are required for each fund in a fund group.

**Funds, Current:** Accounts for those resources that will be expended in the near term for operating purposes in performing the primary/support missions of the district. The Current Funds of Coconino Community College District are the General Fund, Auxiliary Fund, and Restricted Fund.

**FUSD:** Flagstaff Unified School District

**FWS:** Federal Work Study

**FY:** Fiscal Year - A twelve month period of time to which the Annual Budget applies and at the end of which a district determines its financial position and reports the results of its financial transactions. The fiscal year for the District is July 1 through June 30.

**GAAP:** Generally Accepted Accounting Principles - Uniform minimum standards of and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of the District. GAAP for community college districts is promulgated by the American Institute of Certified Public Accountants (AICPA) in the industry audit guide, Audits of Colleges and Universities, and publications of the National Association of College and University Business Officers (NACUBO).

**GC:** Grand Canyon

**GCNPS:** Grand Canyon National Park Service

**GED:** General Educational Development

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**General Fund:** A fund used to account for all current financial resources not required to be accounted for in other funds. The General Fund is the group of accounts in which operating and maintenance expenditures of the District are accounted within.

**GIR:** Type of requirement; NCA replaced these with “Core Components”; Stood for General Institutional Requirement – baseline requirements to be considered for accreditation

**GO:** General Obligation Bonds - Bonds for which the full faith and credit of the District are pledged for payment.

**Graduate:** CCC student who earned either a Basic/Advanced/Technical certificate or an Associate degree by meeting the appropriate requirements and filing a graduation application with the College.

**Grant:** A legal instrument that transfers money, property or anything of value to the District for a specified purpose. Grant agreements generally specify the maximum amount of funding, the scope of the work to be done, the grant period and any special conditions applicable to the program. Many agreements also require some cost sharing by the District. Sources include Federal, State and local governments and private donors.

**GUI:** Graphic Users Interface.

**HR:** Human Resources.

**IGA:** Intergovernmental Agreement.

**ITS:** Information technology services. Formerly referred to as IT.

**ITV:** Interactive Television. Formerly referred to as IITV.

**Individualized Vocational Education Plan (IVEP) (Perkins III):** Required for each vocational student who is a member of a special population category and who needs special services in order to succeed in his/her vocational program. The IVEP is a written plan that specifies the eligible category in which services are provided and lists the student’s goals, strengths and weaknesses, and the services required to reach those goals. Examples of services, modifications or accommodations include; smaller classes, modification to classroom or equipment, alternative assessment instruments, additional time for completion or tutoring services.

**Institutional Effectiveness:** The aim of institution-wide processes by which the College plans, assesses and improves its services as related to its mission. Institutional Effectiveness considers resources, processes, and results of an educational institution and its programs and services.

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**IPEDS:** Integrated Postsecondary Education Data System. A nationwide survey system for recording various student and institutional data.

**JLBC:** Joint Legislative Budget Committee

**Language Proficiency and Assessment:** Proficiency in a language other than English is a requirement for graduation for many baccalaureate degrees. The level of proficiency is usually defined by completing two- or four- semesters, depending on the degree and institutional requirement. A student may be determined as meeting the proficiency through one of the following:

- Completion of an appropriate language course (either a 4th semester language course or one which requires 4th semester proficiency as a prerequisite);
- Completion of an AP or CLEP language test at the appropriate level;
- Completion of a placement or proficiency test at the appropriate level with the understanding that, where practical and possible, testing offered at any Arizona university or community college would be available to any Arizona student seeking to demonstrate proficiency; or Attestation by an appropriate official as to proficiency in a language where a placement or proficiency test is not available or cannot be reasonably administered under the option listed above.

**Leavers:** Students who do not complete a course.

**Levy:** Imposition of taxes and/or special assessments for the support of government activities.

**Mission:** Coconino Community College provides personalized and accessible opportunities in higher education by offering transfer, career and technical programs, and community interest courses.

**MOA:** Memorandum of Agreement

**NACA:** Native Americans for Community Action

**NACUBO:** National Association of College and University Business Officers.

**NAU:** Northern Arizona University, Flagstaff, AZ.

**NAz Skills:** Northern Arizona Regional Skills Center.

[http://www.ade.az.gov/arizonaheat/providers/provider\\_information.asp?ID=536&returnP=1](http://www.ade.az.gov/arizonaheat/providers/provider_information.asp?ID=536&returnP=1)

**NCA:** North Central Association; a regional accrediting body.

**Negative Fund Balance:** The balance of any one fund that reflects liabilities greater than assets.

**New Student:** Student enrolled for first time at CCC.

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**New to Higher Education:** See First-time student.

**Non-Credit Course:** See Continuing Education Course.

**Non-traditional learning and process for including on transcript:** Students may earn credits that will be included in the transcript for course completion, assessment of prior learning or via some other non-traditional learning mode. The transcript will identify the course equivalency for the credits earned if they are to be included in one of the blocks.

**Nontraditional Training and Employment (Perkins III):** Occupational training or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in the workforce. United States Department of Labor data is used to designate vocational technical education programs as "nontraditional".

**Not Approved Program (Perkins III):** A vocational technical education program that has failed to achieve or make substantial quantifiable progress toward meeting the state adjusted levels of performance. These programs do not qualify to receive federal vocational funds.

**NPC:** North Northland Pioneer College

**OIS:** Office Information Systems

**Operating Budget:** A projected plan of current operations that encompasses both estimated revenues and estimated expenditures for a fiscal year.

**Outcomes:** The measurable results of a learning activity or process. Course outcomes (Academic) indicate what students will learn in a course and how they will be able to demonstrate mastery of knowledge or skill. Statements concerning learning outcomes are written in observable, measurable terms, and must be consistent with the course content. (Vocational) Competencies are measurable proficiencies of knowledge and skills achieved by students upon completion of a course. Competencies are written in observable terms so that students and instructors understand the specific skills required in a given course (*1999 Curriculum Policy and Procedures Manual*).

**PAC:** President's Advisory Council; consists of CCC's Vice Presidents, Deans, and the Public Relations Coordinator.

**PACw:** PAC work-session where the President may or may not be in attendance and guests may be invited. PACw also provides guidance in the development of the proposed budget and conveying information on budget development to constituent groups within the District.

**Part-time Student:** Student enrolled for less than twelve credit hours in a semester as of the 45th day of the semester. For financial aid purposes, the measurement is as of enrollment.

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**Pathway:** Each baccalaureate degree at the public universities has an identified pathway that a student may follow to successfully transfer without the loss of credits or time to degree. For those majors that are shared or equivalent, a common pathway has been identified by the Articulation Task Forces. The common pathway may provide the student with an opportunity to select a major without requiring the student to select the university s/he plans to attend upon transfer. There are seven pathways. These include:

- **Associate of Arts/General Requirements (AA/GR):** For a student who has completed the requirements of the AA degree, all credits taken to fulfill those requirements will transfer into any of these majors without loss and will be applicable to university graduation requirements. It is not necessary for the student to determine which of the majors included in this category will be selected until matriculation at the university.
- **Associate of Arts/Special Requirements (AA/SR):** For a student who has completed the requirements and has completed the specific lower division program requirements, all credits taken to fulfill those requirements will transfer into any of these majors without loss and will be applicable to university graduation requirements. The student will likely have to select one of the majors included in this category by the completion of the first year of study (30 credits).
- **Associate of Business/General Requirements (A Bus/GR):** For a student who has completed the requirements of the A Bus degree, all credits taken to fulfill those requirements will transfer into any business major (excepting Accounting and Computer Information Systems) without loss and will be applicable to university graduation requirements. It is not necessary for the student to determine which of the majors included in this category will be selected until matriculation at the university.
- **Associate of Business/Special Requirements (A Bus/SR):** For a student who has completed the requirements and has completed the specific lower division program requirements, all credits taken to fulfill those requirements will transfer into any of these majors without loss and will be applicable to university graduation requirements. The student will likely have to select one of the majors included in this category by the completion of the first year of study (30 credits).
- **Associate of Science/General Requirements (AS/GR):** For a student who has completed the requirements of the AS degree, all credits taken to fulfill those requirements will transfer into any of these major without loss and will be applicable to university graduation requirements. It is not necessary for the student to determine which of the majors included in this category will be selected until matriculation at the university.
- **Associate of Science/Special Requirement. (AS/SR):** For a student who has completed the requirements of the AS degree and has completed the specific lower division program requirements, all credits taken to fulfill those requirements will transfer into any of these majors without loss and will be applicable to university graduation requirements. The student will likely have to select one of the majors included in this category by the completion of the first year of study (30 credits).
- **Transfer Guide/Exceptional Requirements (TG/XR):** These majors do not qualify for placement in one of the previous categories for one of more of the following reasons:
  - The major is so specialized that it is not possible to accommodate the first two years in any of the prescribed transfer degree requirements.
  - The sequence of program requirements or prerequisites is so strict that a student must begin the sequence in the freshman year.
  - The major is a specialized 2+2-transfer degree articulated under a bilateral agreement between an individual community college and a university.

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**PD Day:** Professional Development Day

**PEAQ:** Program to Evaluate and Advance Quality

**Persistence:** Continuing enrollment in two or more subsequent semester(s) by a student.

**Personnel Services:** Costs for personnel compensation that includes salaries and benefits.

**PIE:** Principal Committee for Institutional Effectiveness; Standing committee that oversees implementation of assessment at CCC.

**Plant Fund:** Plant funds capture all capital expenditures. The fund consists of Unexpended Plant, Retirement of Indebtedness and Investment in Plant funds.

**PLATO® :** An instructional software program that is accounted for in Auxiliary funds. PLATO® is a registered trademark of The Roach Organization, Inc. (TRO).

**Portfolio:** A collection of representative student works over a period of time. Portfolios may be used for evaluation of a student's abilities and improvement.

**Post Secondary Institution (PSI):** A public community or technical college, college, university, or proprietary institution offering certificates, associate degree and/or baccalaureate and/or graduate programs.

**Primary Tax Levy:** A special tax levied for the purpose of maintaining the District. This tax is levied for the purposes of operations and maintenance of the District. Reference Arizona Revised Statutes §42-17051.

**Primary Tax Rate:** The rate per one hundred dollars of net assessed value employed in the levy of primary taxes.

**Proficiency Exams:** The process used to determine a student's level in math, English, reading, and modern languages. Placement tests must be taken before a student can enroll in math and English classes, and second semester of Spanish.

**Program CIP (Classification of Instructional Programs) Code (Perkins III):** The code is derived from the US Department of Education's standard educational program classification system and includes a uniform numbering system and description of educational programs. See also CIP codes.

**Program Intent:** Major, or course of study, designated by the student when enrolling at CCC.

# *CCC Glossary of Terms and Acronyms*

## *2004-2005*

**Program Review:** A critical self-study designed to systematically review the effectiveness of a program and the achievements of its students and institutes a follow-through that allows the College to adapt to change.

**Property Taxes:** Amounts received from the tax levy on the County's net assessed valuation.

**Provisionally Approved Program (Perkins III):** A vocational technical education program that has failed to achieve the state adjusted levels of performance measures and is operating under an approved improvement plan.

**Purchase Order:** A document that authorizes a vendor to deliver specified merchandise or render certain services at a specified price, place and time.

**Purposes:** Coconino Community College has identified the following purposes to achieve its mission:

- **Economic Development** to respond quickly in the advancement of regional economic development goals through curriculum development and skills training.
- **Technology Integration** to provide state-of-the-art technological education and training opportunities for the student body and the community.
- **Transfer Education** to provide students with the curriculum necessary to transfer to baccalaureate-granting institutions.
- **Occupational Education** to provide students with the skills and knowledge necessary to pursue their occupational careers and/or life goals.
- **General Education** to provide students in all degree programs with a core of learning opportunities in reading, writing, quantitative and critical thinking, which provide a solid foundation for lifelong learning and success in academic, career, and life goals.
- **Continuing Education** to provide students and constituencies who are not directly served by the College's arts and sciences and occupational and professional technologies divisions with learning opportunities.
- **Developmental Education** to provide the curriculum necessary to prepare students for college-level course work and the workplace.
- **Student Services** to facilitate access to the college and support students' attainment of educational goals.
- **Cultural and Community Service** to develop and provide activities and programs that celebrate and preserve cultural diversity and awareness, encourage volunteer service, support community awareness, protect public welfare, and support fine and performing arts.

**Qualified Faculty:** Faculty with educational credentials that testify to appropriate preparation for the courses they teach (defined by each district).

**Quality Area:** One of the five College concerns under which quality indicators are grouped: 1) Student Profile (ex: Student satisfaction with the program), 2) Curriculum (ex: Advisory Committee satisfaction with the curriculum), 3) Instruction (ex: Faculty who are qualified), 4) Student

# *CCC Glossary of Terms and Acronyms*

## *2004-2005*

Achievement (ex: Students completing courses), 5) Administration (ex: TBA).

**Racial/ethnic group:** Classification indicating general racial or ethnic heritage based on self-identification, as in data collection by the Bureau of the Census, or on observer identification, as in data collected by the Office for Civil Rights. These categories are in accordance with the Office of Management and Budget standard classification scheme presented below:

- **American Indian/Alaskan Native:** A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.
- **Asian/Pacific Islander:** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
- **Black:** A person having origins in any of the black racial groups in Africa. Normally excludes persons of Hispanic origin. Those measures that do not exclude persons of Hispanic origin are noted accordingly.
- **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **White:** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Normally excludes persons of Hispanic origin.

**Readmit:** Student who last attended CCC over 3 years ago and is enrolling for an upcoming term; drop-out who is returning to CCC. Students who are suspended can also be readmitted.

**Reliability:** The extent to which a test produces results that are dependable, stable, and consistent when administered to the same individuals on different occasions. A statistical term that defines the extent to which errors of measurement are absent from a measurement instrument.

**Remediation:** An activity designed to teach basic competencies in such areas as reading, writing, oral communications, and mathematics.

**Restricted Fund:** The Restricted fund is a fund used to account for resources that are expendable for operating purposes, but restricted by donors or other outside agencies as to specific purpose for which they may be expended.

**Retention, Course:** Completion of a course by a student in the term stipulated in the schedule.

**Retention, Term-to-Term:** Re-enrollment of a student from one semester to the next. Continuing students.

**Retention Fall-to-Fall (Spring-to-Spring):** Re-enrollment of a student from one Fall (or Spring) term to the next Fall (Spring) term.

# *CCC Glossary of Terms and Acronyms*

## *2004-2005*

**Retirement of Indebtedness :** A fund within the Plant Funds group used to account for the accumulation of resources for payment of principal, interest, and other debt service charges, including contributions for sinking funds related to plant fund indebtedness.

**Returning Student:** Student enrolled at CCC after an absence of one or more semesters.

**Revenues:** Amounts estimated to be received from taxes, state appropriations, tuition, fees and other sources during the fiscal year.

**SBDC:** Small Business Development Center.

**SBS:** Social Behavioral Sciences

**Scholarships:** Money provided to students demonstrating special talents, scholastic achievement or financial need.

**Secondary Tax Levy:** A tax levied for the purposes of retirement of debt. Coconino County voters approved a \$25 million bond issue in November, 1997 for the District to build a campus in Flagstaff and provide distance learning equipment throughout the district.

**Self-study:** An instrument by which an institution shows an accrediting body that it is achieving its mission and guides the institution in improving services.

**SEOG:** Supplemental Educational Opportunity Grant.

**Special Populations (Perkins III):** Eligible categories of students who may receive services in order to succeed in vocational courses and programs. Services provided must be documented on the student's IVEP. Eligible categories include:

- **Handicap/Disabled (Perkins III):** Means an individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990. (42 U.S.C. 12102).
- **LEP (Perkins III):** A student with Limited English Proficiency: an adult who has limited ability in speaking, writing, or understanding the English language, and whose native language is a language other than English; or who lives in a family or community environment in which a language other than English is the dominant language.
- **Academically Disadvantaged (Perkins III):** A student at or below the 25th percentile on a standardized achievement or aptitude test whose grades are below 2 on a 4 scale, where 4.0 equals an A; and/or a student who fails to attain minimal academic and vocational competencies.
- **Economically Disadvantaged (Perkins III):** A family or individual including foster children, whom the institution identifies as low income (on the basis of uniform methods described in the State plan) and who requires financial assistance to succeed in vocational technical education. Examples of eligibility definitions include: Annual income at or below the official poverty line; Eligibility for Aid to Families with Dependent Children or other public assistance programs; and Eligibility for participation in programs assisted under Title I of the WIA.

# CCC Glossary of Terms and Acronyms 2004-2005

- **Nontraditional (Perkins III):** A student enrolled in a vocational technical education program that has been identified as a nontraditional program for his or her gender. (see attached list of nontraditional programs)
- **Single Parent (Perkins III):** An individual who has custody and responsibility for the support and care of one or more dependent children under the age of eighteen in the same residence. The individual only providing child support, but does not provide custodial care, is not considered a single parent for eligibility purposes. Single pregnant women are included.
- **Displaced Homemaker (Perkins III):** An individual who:
  - Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills;
  - Has been dependent on the income of another family member but is no longer supported by that income; or
  - Is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under this title; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

**SPT:** Strategic Planning Team (used to be MVPT, Mission Values Planning Team)

**SSIG:** State Student Incentive Grant.

**Standard:** Acceptable performance with respect to a quality indicator. Will be considered a benchmark in year one.

**Stop Out:** CCC student with less than a three-year gap in enrollment.

**Strategic Planning Goals:** Broad, measurable outcomes that will take from one to five years to complete.

**Strategic Planning Objectives:** Specific and measurable outcomes that can be completed within one year and are necessary to accomplish Strategic Planning Goals. These are referred to as "goals" in earlier copies of the CCC Institutional Effectiveness Model.

**Strategic Planning Tactics:** Functional area level details necessary to accomplish objectives.

**Student Academic Achievement:** The value added to a student's knowledge and/or skill level upon completion of a given course, certificate, or degree program. The measurable results of a learning activity or process (See also outcomes). Grades alone do not fully reflect student achievement of outcomes.

**Student Success:** Completion of a student's educational goals: Personal growth, knowledge of the subject, receiving a passing grade, job placement, acceptance to a university, earning a CCC degree or certificate, and/or ability to critically analyze information as a result of taking a CCC course or courses.

# *CCC Glossary of Terms and Acronyms*

## *2004-2005*

**Tech-Prep** (Perkins III): An education program of study that combines at least two (2) years of a secondary Approved Vocational Technical Education Program, two years of postsecondary career education, and contextual academic education at each level in a non-duplicative sequential course of study. Approved Tech Prep program of study will include documentation of articulation between secondary and postsecondary supervised by the Director of the approved local Consortia.

**TFAC:** Transitional Facilities Advisory Council

**TGECC:** (See Transfer General Education Curriculum)

**TLC:** Teaching and Learning Center

**Transfer General Education Core Curriculum (TGECC):** A block of 41 semester credit hours of general education coursework that will transfer as a block to meet the lower division general education requirements at any other public Arizona community college or university. This is superseded by the AGECC.

**Transfer In:** Student entering CCC for the first time but known to have previously attended another post-secondary institution (transfers in).

**Transfer Out:** CCC student who continues their education at another post-secondary institution (transfers out).

**Transfer Return:** Students who attend CCC, transfer out and then return.

**Transfers (of funds):** May be made between funds within a fund group or among two or more fund groups, and may be either mandatory or non-mandatory. Mandatory transfers result from legal agreements related to the financing of plant assets and/or from sponsored program agreements with Federal agencies, donors or other organizations to match gifts or grants. Non-mandatory transfers are made at the discretion of the District Governing Board to serve a variety of objectives; such as, additions to loan funds, general or specific plant additions, voluntary renewals and replacement of plant, and prepayments on debt principal.

**UA (or U of A):** University of Arizona, Tucson, AZ.

**Unduplicated Enrollment** (Perkins III): Means that a student is counted only once although he/she may meet more than one criterion.

**Unexpended Plant Fund:** A fund used to account for resources available to finance the acquisition, construction or improvement of plant assets. Resources restricted for renewals and replacements of existing district assets are also recorded in the Unexpended Plant Fund. Expenditures for construction in progress are accounted for in this fund and the asset is recorded in the Investment in Plant Fund at the end of the fiscal year.

# CCC Glossary of Terms and Acronyms 2004-2005

**Unit:** See functional area.

## **Upper/Lower Division Course Criteria:**

- **Lower-division courses** generally focus on foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking in order to provide a broad basis for more advanced courses. The primary intent of lower-division coursework is to equip students with the general education needed for advanced study, to expose students to the breadth of different fields of study, and to provide a foundation for specialized upper-division coursework in professional fields. Such courses have one or more of the following four purposes:
  - To acquaint students with the breadth of (inter) disciplinary fields in the arts, humanities, social sciences, and natural sciences, and to the historical and contemporary assumptions and practices of professional fields,
  - To introduce essential skills of literacy (e.g., information gathering, reading, and writing), language (e.g., oral communication and language and culture other than English), numeracy, and sciences to prepare for continuing work in any field of higher education.
  - To develop specific occupational skills designed to lead directly to employment based on a two-year program of study.
  - To lay the foundation for upper-division coursework and to begin development of analytical thinking and theoretical applications.
  
- **Upper-division courses** are specialized, in-depth, and advanced, and emphasize problem-solving, analytical thinking skills, and theoretical applications. These courses often build on the foundation provided by the skills and knowledge of lower-division education. Upper-division courses may require the student to synthesize topics from a variety of sources. Upper-division courses may also require a greater responsibility, or independence on the part of the student. Upper-division courses require instructors with specialized knowledge and preparation. Thus, many intermediate and all advanced baccalaureate courses in a field of study are properly located in the upper-division. In addition, disciplines that depend heavily on prerequisites or the body of knowledge of lower-division education may properly be comprised primarily of upper-division courses. Such courses have one or more of the following three purposes:
  - The in-depth study or application of theories and methods and the understanding of their scope and limitations.
  - The refinement of essential skills associated with the baccalaureate.
  - The development of specific intellectual and professional skills designed to lead to post-baccalaureate employment, graduate study, or professional school.

**USAFR:** Uniform System of Accounting and Financial Reporting for Arizona Community College Districts - Describes uniform policies and procedures for accounting and financial reporting by Arizona community college districts in conformance with statutory requirements and generally accepted accounting principles as prescribed by the Auditor General in conjunction with the State Board of Directors for Community Colleges of Arizona pursuant to A.R.S. §15-1428.

**USFS:** United States Forest Service

# *CCC Glossary of Terms and Acronyms*

## *2004-2005*

**VA:** Veterans Administration.

**Validity:** The extent to which a test measures what it was intended to measure. Indicates the degree of accuracy of either predictions or inferences based upon a test score.

**Vision:** Coconino Community College is Northern Arizona's premier learner-centered community for pursuing your dreams of success.

**Vocational Technical Education (Perkins III):** Organized educational activities that offer a sequence of courses that provide individuals with the academic and technical knowledge and skills the individuals need to prepare for further education and for careers in a current or emerging employment sectors (other than careers requiring a baccalaureate, master's or doctoral degree). The program includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupational-specific skills.

**Vocational Technical Education Program (Perkins III):** A coherent sequence of instruction designed to deliver occupational related competencies. A program is directly related to the preparation of individuals for employment in an occupation. Approved and provisionally approved programs qualify for federal funding.