

Glossary of Terms

10th Day: Census date that is commonly used as a snapshot in time by institutions to reflect enrollment following the add/drop period.

Academic year: The period of time that includes the fall, winter and spring/summer semesters.

Activities Classification Structure (ACS): Uniform data reporting requirements used in making State budget and appropriation decisions. The funding formula is based on ACS information such as full-time equated (FTE) students, contact hours, expenditures and other activity measures.

Admitted student: An applicant who is enrolled in a class or program.

Applicant: An individual who has fulfilled the institution's requirements to be considered for admission.

Associate degree: An award that normally requires at least two but less than four years of full-time equivalent college work and is at least 60 credits.

AA: Associate in Arts

AAS: Associate in Applied Science

AS: Associate in Science

AGS: Associate in General Studies

Associate Degree Outcomes (ADOs): The general education requirements at JCC. Programs of study at JCC address each of the skill areas identified in the Associate Degree Outcomes. The ADOs are:

1. Write clearly, concisely and intelligibly
2. Speak clearly, concisely and intelligibly
3. Demonstrate computational skills and mathematical reasoning
4. Demonstrate scientific reasoning
5. Understand human behavior and social systems, the principles which govern them, and their implications for the present and future
6. Understand and appreciate aesthetic experience and artistic creativity
7. Think critically
8. Make responsible decisions in personal and professional contexts
9. Work productively with others, recognizing individual contributions to group success
10. Understand and respect the diversity and interdependence of peoples and cultures

Awards conferred: see Completions

Bachelor's degree: An award (baccalaureate or equivalent degree, as determined by the Secretary of the U.S. Department of Education) that normally requires at least four years but not more than five years of full-time equivalent college-level work.

Balanced scorecard: A strategic planning and management system used to align activities to the vision and strategy of the College and monitor organization performance against strategic goals. The scorecard is set up to view the College through five perspectives (student success, programs and services, workforce, finance and community) and within each develop metrics based on the priorities of the strategic plan to then collect and analyze data relative to the metrics in order to track results.

Glossary of Terms

Benchmark: Performance data that are used for comparative purposes.

Billing Contact Hours (BCH): A unit of measure that represents an hour (55 minutes) of scheduled instruction given to students and is the basis for student tuition.

CAAP: The Collegiate Assessment of Academic Proficiency (CAAP) is a standardized, nationally normed set of assessments that measure general education proficiencies in math, reading, critical thinking, scientific reasoning and writing.

CCSSE: The Community College Survey of Student Engagement (CCSSE) provides information on student engagement as a key indicator of learning as measured by five benchmarks of effective educational practice: active and collaborative learning, student effort, academic challenge, student-faculty interaction, and support for learners.

Certificate: An award that normally requires at least one but less than two years of full-time equivalent college work and is a minimum of 30 credits but less than 60 credits.

CIP code: A taxonomy coding scheme that contains titles and descriptions of primarily postsecondary instructional programs. It is a six-digit number that is assigned to programs as a means of classifying them by their specialty.

Cohort: A specific group of students established for tracking purposes.

College Incentive Program (CIP): The College Incentive Program provides the opportunity for Jackson area youth to attend JCC without incurring the cost of tuition. Area youth are chosen as sixth graders and upon graduating from high school are eligible to have their tuition paid for if they graduate within two years of graduating from high school and once enrolled at JCC they must maintain a 2.0 GPA and be continuously enrolled in the Fall and Winter semesters.

College ready: A new student who does not place into developmental education courses.

Completions: The number of recognized degree completions (associate, certificate, concentrations, and skill sets) awarded between July 1 and June 30 of a reporting year. For example, 07SP, 07FL, 08WN semesters would be used to calculate the number of completions for the 2007-08 academic year.

Contact hour: A unit of measure that represents an hour (55 minutes) of scheduled instruction given to students.

Cost of attendance: Includes tuition and fees, books and supplies, transportation, room and board, and miscellaneous expenses.

Course enrollment: The number of students enrolled in a particular course.

Credit course: A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award.

Glossary of Terms

Credit hour: A unit of measure representing an hour of instruction per week over the entire term. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.

Degree-seeking: Students enrolled in courses for credit that are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.

Developmental education: developmental education courses teach academically under-prepared students the skills they need to succeed in college-level courses. These courses provide learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned. Basic competency is defined as reading, writing and mathematics.

Distance learning: A field of education that aims to deliver education to students who are not physically 'on site' (i.e. online courses).

Dual enrollment: A program through which high school students may enroll in college courses while still enrolled in high school. Students are admitted for one semester at a time and must have signatures from parent and high school principal.

English as a Second Language (ESL): A course of study designed specifically for students whose native language is not English.

Early Alert (HQV): An academic intervention system designed to assist student success. Three times a semester, instructors report on the progress of each student using the HQV participation grades:

- H – Instructor feels student would benefit from additional assistance and has referred student to Foundation Studies for academic tutoring.
- Q – Instructor feels a student's lack of consistent participation may prevent student success and has recommended to the registrar that you may be withdrawn from the course.
- V – Instructor confirms student is participating regularly

Enrollment: Number of students enrolled in a particular semester.

Environmental scanning: Environmental scanning is a research project that is designed to collect information about the markets or competitive environment in which the institution operates. This information typically includes population and other socio-demographic data and projections to identify market opportunities, but may also include information gathered about competition or other market threats.

Ethnic/Racial Classification:

- *American Indian:* A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- *Asian or Pacific Islander:* A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- *Black, non-Hispanic:* A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- *Hispanic:* A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Glossary of Terms

- *White, non-Hispanic*: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

Fall Cohort: The group of students entering for the fall term established for tracking purposes and includes first-time, full-time, degree-seeking students.

First-Time, Full-Time Student: A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with college credits earned before graduation from high school.

First-year student: A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours (in a 120-hour degree program) or less than 900 contact hours.

Fiscal Year: A 12-month period over which a college budgets its spending. JCC's fiscal year runs between July 1 and June 30. Fiscal years are designated by the year in which the FY ends, not the year in which the FY begins. For example, the time period between July 1, 2008 and June 30, 2009 would be referred to as fiscal year 2009 (FY09).

FTE (full-time equivalent) student: A measurement equal to one student enrolled full-time for one academic year. Total FTE enrollment includes full-time plus calculated equivalent of the part-time enrollment. The full-time equivalent of the part-time students can be estimated using different factors with one calculation being full-time students + 1/3 part-time students = FTE.

Full-time student: A student enrolled for 12 or more semester credits in fall, winter or spring.

Fiscal Year Equated Student (FYES): The calculated equivalent of a student having completed one full year of instructional work (31 semester credit hours or 496 semester contact hours).

Gatekeeper courses: Generally, a gatekeeper course is one that the majority of students take and typically includes the first college-level math and English courses at an institution.

Grade point average (GPA): Calculated by multiplying the grade in each course by the corresponding credits to calculate honor points and then dividing the total number of honor points by the number of credits. GPAs are calculated by semester and cumulatively.

Graduation rate: The number of students entering the institution as full-time, first-time, degree- or certificate-seeking students in a particular year (cohort) who complete their program within 150% of time (3 years for an associate degree). Calculated by: (the number of students from a given new student cohort who graduate) divided by (the number of students who initially enrolled in that cohort minus any who are considered to be "allowable exclusions.") For purposes of reporting Student Right-To-Know graduation rates, allowable exclusions are: students who are deceased, students who are totally and permanently disabled, students who have left school to join the armed forces, students who have left school to serve with a foreign aid service of the Federal Government, such as the Peace Corps, and students who have left school to serve on official church missions.

Guest Student: A student that is primarily attending one institution but is granted permission by their home institution to take specific courses at another institution.

Headcount (unduplicated): see Unduplicated Headcount

Glossary of Terms

High school diploma or recognized equivalent: A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED), or another state-specified examination.

High-school market share: The percent of high school graduates in the tri-county service area (Jackson, Lenawee, and Hillsdale) who enroll at JCC in the first fall semester after graduating from high school.

Honors categories: Honors are conferred at graduation to associate and certificate students who have achieved the following GPAs:

- 3.80 – 4.00: High Honors
- 3.50 – 3.79: Honors
- 3.00 – 3.49: Recognition

IPEDS Surveys: The Integrated Postsecondary Education Data System (IPEDS), established as the core postsecondary education data collection program for NCES, is a system of surveys designed to collect data from all primary providers of postsecondary education. The IPEDS surveys are a series of interrelated surveys to collect institution-level data in such areas as enrollments, program completions, faculty, staff, finances, and academic libraries. The IPEDS Web site is: <http://www.nces.ed.gov/ipeds>.

In-district tuition: The tuition rate paid by students living in Jackson County.

Learning centered college: Describes the shift from a college being an institution that exists to provide instruction to an institution that exists to produce learning.

Learning community: A purposeful structuring of curriculum to link together coursework so that students find greater coherence in what they are learning and greater interaction with faculty and peers.

Location: Indicates where a course is taught (i.e. Jackson campus, Lenawee center, Hillsdale center, or Online)

MACRAO (Michigan Association of Collegiate Registrars and Admissions Officers): An articulation agreement established to improve the process of transferring course work between two-year and four-year colleges in Michigan.

Mean: Also known as the average and is calculated by adding up all of the numbers and then dividing by the total number of cases.

Median: The middle value in a list of numbers. To find the median, numbers in data set have to be listed in numerical order from lowest to highest.

Mode: The value(s) that occurs most often. If no number is repeated, then there is no mode for the data set.

Noel-Levitz Student Satisfaction Inventory (SSI): The SSI measures student satisfaction and priorities by showing how satisfied students are as well as what issues are most important to them.

Non-degree seeking: A student enrolled in credit-bearing courses for personal interest or skill development but do not have intentions of completing a degree. High school students who are considered to be dual enrolled students are also classified as non-degree seeking.

Glossary of Terms

Non-resident: A student who resides outside the college service area.

Non-resident alien: A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

Non-traditional student: Students who are 25 years or older.

Non-traditional field/program: Occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

Occupational program: Programs designed to prepare students for careers upon completion. Career programs may or may not transfer to 4-year institutions.

Opening day: The first day of classes for each semester.

Out-of-district tuition: Tuition rate paid by students living outside of Jackson County but still reside within Michigan.

Part-time student: A student enrolled for fewer than 12 credits per semester

Perkins Core Indicators: A state performance accountability system to assess the effectiveness of the state in achieving statewide progress in occupational education and to optimize the return on investment of Federal funds in occupational education activities. The current Perkins Core Indicators are: technical skill attainment; credential, certificate or degree; retention or transfer; student placement; non-traditional program participation; non-traditional program completion.

Persistence rate:

Next-Term Persistence: Number of credit students enrolled in the fall that re-enroll for the subsequent winter semester.

Next-Fall Persistence: Number of credit students enrolled in the fall and re-enroll the following fall semester.

Placement rates: The percent of graduates who find employment within 6 months of completing their degree or certificate. Graduates who indicate that they are not seeking employment are excluded from the calculation.

Program Enrollment: The number of students enrolled in a particular program (i.e. Associate in Arts, Nursing)

Race/ethnicity: Category used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.

Race/ethnicity unknown: Category used to classify students or employees whose race/ethnicity is not known and whom institutions are unable to place in one of the specified racial/ethnic categories.

Resident: A student who legal residence is within the College's service area.

Glossary of Terms

Resident alien or other eligible non-citizen: A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card [Form I-551 or I-151], a Temporary Resident Card [Form I-688], or an Arrival-Departure Record [Form I-94] with a notation that conveys legal immigrant status, such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

SENSE: The Survey of Entering Student Engagement (SENSE) is a nationally normed survey instrument designed to provide a clear picture of both student behaviors in the earliest weeks of college and the institutional practices that affect students during this critical time.

Significant difference: In statistics, a result is called statistically significant if it is unlikely to have occurred by chance. Generally, differences are said to be significant if the p-value is less than .05.

Special Populations: In general, a sub-set of the student population that has special programs or policies applied that are intended to assist the group.

Student credit hours (SCH): see Credit hour

Student Satisfaction: see Noel Levitz Student Satisfaction Inventory

Success Rate: Percent of grades 2.0 or better.

Traditional student: A student who is under the age of 24.

Transfer program: Programs designed to transfer to a four-year institution.

Transfer rate: Percent of a new student cohort in a given fall, both full-time and part-time, who earn at least 12 credits during their first academic year and transfer to a college or university within three years.

Transfer student: A student entering the institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate). The student may transfer with or without credit.

Unduplicated headcount: The sum of students enrolled with each student counted only once during the reporting period, regardless of when the student was enrolled. For example, if a student was enrolled for a particular academic year in the fall and winter, they would only be counted once.