Institutional Research Office

IRO GLOSSARY

Prepared by

Nasreen Ahmad, Research Analyst

Director, Dr. Thomas K. Martin
Institutional Research Office

Collin County Community College District

May 2005

Table of Contents

Institutional Research Office
IRO GLOSSARY

Acronyms/Terminology	Description
A	
AA	Associate of Arts degree.
AAS	Associate of Applied Science degree.
Academic Year	September 1 of a given year to August 31 of the following year. For example, September 1 2000 to August 31 2001 is Academic Year 2000-01.
ACC	All College Council. It was formed in 1989 to enhance communication at CCCCD. It is a body for shared governance which has elected as well as appointed members.
ACCESS	Accommodations at Collin County Community College District for Equal Support Services (ACCESS) is a program at CCCCD intended to support students with disabilities. Following the Americans with Disabilities Act of 1990, CCCCD provides services for students with documented disabilities. Services include: interpreters, note takers, scribes, readers and testing accommodations.
Achievement Indicators	Achievement Indicators are annual objectives that support strategic goals of the district.
ALC	Alternative Learning Center. The ALC provides innovative technology as alternatives to traditional classroom learning and instruction. It houses computer labs, classrooms and the specialized learning lab, the Science Place.
All College Day	A College-wide all day activity held twice a year, in August and January, before the start of the long semester. The President talks about important issues relating to College/Higher Education. Awards are given to outstanding faculty and staff, new faculty and staff are recognized. Professional development activities are provided in the afternoon.
ACGM	Academic Course Guide Manual. The Lower-Division Academic Course Guide Manual is the THECB's official list of approved general academic transfer courses that may be offered for funding by the community and technical colleges.
ACPE	Course prefix for Academic and Personal Enhancement courses overseen by Counseling Office.
ARO	Admissions and Records Office.
AS	Associate of Science degree.

Institutional Research Office
IRO GLOSSARY

Acronyms/Terminology	*Description*
ASALFS	Texas Automated Student and Adult Learner Follow-Up System. A process that tracks students who had attended a Texas public community or technical college after they leave the colleges. The social security numbers of students are matched with the Texas Workforce Commission (TWC) employment Insurance (UI) records and the public higher education database maintained by the THECB.
Attempted Hours	The number of hours for which a student is enrolled at CCCCD in a given term. This includes all college level courses as well as developmental courses.
Atrium	Open Space around the central indoor fountain at SCC.
B	
Base Year (base period)	March 1, of a year to the 28/29 of the following February . The enrollment in the Base year determines the funding for the two following biennium.
Biennium	Two year period corresponding to the State of Texas' budget cycles.
"Black Box"	Small Theater at C102 SCC.
Brio	Graphical interface used to query CCCCD's Student Information System (SIS).
C	
Caleidoscope	A monthly students, staff and faculty newsletter published by Public Relations Department.
Calendar Year	Begins on January 1 of a given year and ends on December 31 of the same year.
Campus Compact	A national coalition of more than 900 colleges and universities committed to the civic purposes of higher education. CCCCD is a member of the Campus Compact.
Campus Compact Annual Survey	The Campus Compact's annual member survey is a national survey that tracks trends in community service, service-learning, and civic engagement for member colleges and universities. Campus Compact has conducted an annual membership survey since 1987. The purpose of this survey is twofold: to assess the current state of campus-based community engagement, and to identify emerging trends affecting the public purposes of higher education. Data from the member institutions is gathered regarding their involvement and the involvement of their students in service activities.

Institutional Research Office
IRO GLOSSARY

Acronyms/Terminology	*Description*
Campus Survey	Campus survey refers to annual surveys conducted at CCCCD's Spring Creek, Preston Ridge and Central Park campuses to ascertain how those campuses are perceived by students, faculty, staff, and community members who use them. The survey is administered annually to students in random samples of course sections, to all full-time faculty, part-time faculty, staff, and as many community members as possible who visit the campuses. The results are posted on the intranet site of CCCCD's Institutional Research Office.
Capstone	Course-based learning experience resulting in a consolidation of student's educational experience and certifies mastery of entry-level workplace competencies. The capstone occurs during the last semester of students' educational programs.
CASMNS	The Center for Advanced Study in Mathematics and Natural Sciences. The Center offers advanced opportunities to students in the areas of biology, chemistry, physics, and mathematics. In order to be eligible, students must have a GPA of 3.0.
Carl Perkins	Reference to a U.S Public Law more formally known as Carl D. Perkins Vocational and Technical Education Act that stipulates that federal funds be given to institutions of higher education. The funds are given to post secondary institutions based, in part, on a funding formula.
Carnegie Classification	The Carnegie Classification is a taxonomy developed in 1970 by the Carnegie Commission on Higher Education for policy research. It classifies all degree granting colleges and universities in the United States that are accredited by an agency and are recognized by the U.S. Secretary of Education into various categories based on their function, student and faculty characteristics. IPEDS uses the Carnegie classification to classify institutions. Periodically, the classification changes as its universe changes.
CBM Reports	Coordinating Board Management Reports. All Texas Institutions of higher education must submit regular reports to the THECB to fulfill the provisions of the Higher Education Coordinating Act of 1965. The CMB reports are submitted to the Educational Data Center and are certified for accuracy by both the institution and the THECB.
CBM001	Credit student report, based on census day enrollment, submitted each term.
CBM002	TSI report, submitted each term.
CBM004	Credit course report, based on census day enrollment, and used to determine state reimbursement for credit contact hour instruction, submitted each term.
CBM006	Credit course report, based on last-day enrollment, submitted each term.

Institutional Research Office
IRO GLOSSARY

Acronyms/Terminology	Description
CBM008	Credit faculty report, submitted each fall and spring.
CBM009	Graduation report submitted annually.
CBM00A	Noncredit student report, parallel to CBM001, submitted each quarter.
CBM00C	Noncredit course report, submitted each quarter, and used to determine state reimbursement for noncredit contact hour instruction.
CBM00M	Marketable skills achiever report, submitted annually.
CBM00T	Tech-Prep student report, submitted annually.
CCR	College Center at Rockwall.
CCCCD@Allen	Branch of CCCCD located within the Allen High School, Allen.
CCSEQ	Community College Student Experiences Questionnaire. A standardized questionnaire widely used to measure the nature of students' various experiences in a community college. Among other things, the CCSEQ measures the quality of effort students invest in various in-class and out-of-class college activities, students' satisfaction with the college environment, and students' perceptions of their own learning gains. CCCCD administers the CCSEQ to recipients of degrees and certificates and to students who have completed its core curriculum. The survey elicits feedback on specific aspects of CCCCD from students who have extensive experience with the institution.
CDS	Common Data Set. It is a collaborative effort and initiative of major publishers like College Board, Peterson's, Wintergreen Orchard House, US & World News, and the educational community to have more accurate comparable data based on standard definitions. The objective of CDS is to improve the accuracy of data provided to students as well as to lessen the burden on the data providers.
CE	Continuing Education Division.
CEU	Continuing Education Unit. CEUs are nationally recognized units used to record satisfactory completion of certain approved occupationally related programs. One CEU is awarded for each 10 contact hours of instruction included in a specified continuing education program or activity. CEUs are awarded for successful completion of these courses.
CE (Continuing Education) Program Snapshot	A Brio interface that uses SIS and was developed by the Computer Operations Department to CE's specifications. It provides quick information to decision makers about CCCCD's non-credit students and courses.

IRO GLOSSARY

Acronyms/Terminology	*Description*
Census Day	It is also called the official reporting date. The census day data are used to construct all student and faculty course data. It is the 12th class day for fall and spring semesters, the fourth class day for summer terms, and the first class day for wintermester and Maymester.
CIP	The purpose of the Classification of Instructional Programs (CIP) is to provide a taxonomy to help support accurate tracking, assessment, and reporting of fields of study and program completions activity. Elements of the taxonomy are identified with unique six-digit numbers. The CIP was originally developed in 1980 by the U.S. Department of Education, National Center for Education Statistics (NCES); it was revised in 1985 and 1990. The 2000 edition of the CIP (CIP 2000) is the latest update of the taxonomy.
Closing the Gaps	A program developed by the Coordinating Board designed to increase higher education participation and graduation by ethnic minorities and within science and health care programs. Closing the Gaps focuses on four components: participation, success, excellence and research.
Cohort	Cohort is defined as a group of persons sharing a particular statistical or a demographic characteristic. For example, all students entering college for the first time in fall 2000 comprise the cohort of first-time-in-college (FTIC) students. Cohorts can be used, for example, to track retention over specific periods. PEIMS uses cohorts to calculate dropout rates.
Commission on Colleges	One of four commissions within the Southern Association of Colleges and Schools (SACS) that has oversight responsibility for public and private colleges and universities.
COMPASS	Test of basic college level skills developed by ACT and used by CCCCD to comply with the requirements of the Texas Success Initiative (TSI).
Completion Rate	This is an ambiguous term that is most commonly used to refer either to course completion or to program completion. For the former see course completion rate or for the latter see graduation rate.
Completer	A student who receives a degree or certificate. (See also core curriculum completer.)
Compliance Certification	A document submitted to the Commission on Colleges by a member institution stating that it meets the core requirements, comprehensive standards and the federal mandates set by the accrediting body (SACS).

IRO GLOSSARY

Acronyms/Terminology	*Description*
Contact Hour	A unit of measure representing one hour of instructional contact between a student and a faculty member. Community and technical colleges receive state reimbursement for instruction through funding formulas based on contact hours.
Core Values (CCCCD)	The core values of CCCCD are: we have a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity.
Core Curriculum	Core curriculum refers to curriculum in liberal arts, humanities, sciences, and political, social and cultural history that undergraduate students are required to complete before receiving an academic undergraduate degree.
Core Curriculum Completers	A student who satisfies all component areas of core curriculum is classified as core curriculum completer. Core curriculum completers are submitted on CBM009.
Concurrent Admissions	Concurrent admissions refers to students who are enrolled at CCCCD and who participate in any of the concurrent admissions agreements that CCCCD has with the following universities: UTD, UNT, SMU, TWU, and Texas A&M University Commerce.
Concurrent Enrollment	Concurrent enrollment can refer to students enrolled in CCCCD courses while still enrolled as high school students. It can also refer to students who are enrolled at CCCCD and other college or university at the same time.
Convergence Lab	A lab at Preston Ridge Campus that integrates voice, data, video, and image. It is operated by the Engineering and Emerging Technologies Division to support the convergence technology curriculum developed under the auspics of the National Science Foundation.
Cooperative Work Experience	Educational program designed to provide actual work experience related to classroom study and career choices.
Coordinating Board	See Texas Higher Education Coordinating Board.
Course Completion Rate	Calculated by dividing the number of students who were enrolled in a particular course, or set of courses, on the last day of class by the number of students who were enrolled on the census day.
CPC	Central Park Campus located at 2200 West University Drive, McKinney, TX 75070.
Credit Hour	A unit of measure that represents one hour of instruction (50 minutes) in a specific course each week. It is applied toward the total requirements for a degree or certificate.
Credit Program Snapshot	A Brio interface developed by the Computer Operations Department to IRO's specifications. It provides quick information to decision makers about student and course information within the CCCCD's credit programs.

IRO GLOSSARY

Acronyms/Terminology	*Description*
CTC	Community and Technical Colleges Division; a division of Texas Higher Education Coordinating Board whose mission is to assist the Board in developing and promoting policies and guidelines for public higher education institutions and private career schools offering two-year degree and certificate programs.
CYC	Courtyard Center located at 4800 Preston Park Blvd. Plano, TX 75093.
D	
DBD (Data Base Dictionary)	Refers to information about data elements, their location and their labels in the Student Information System that is organized in various data files. IRO's DBDs are posted at I:\IRO\Data Base Dictionaries.
DE (Developmental Education)	Disciplinary groupings of remedial courses.
DE (Developmental Education) Tracking Report	An IRO report that tracks students through the developmental sequence of courses. It is created every year.
Degree Seeking Student	Students enrolled in courses for credit who are recognized by the institution as seeking a degree or certificate.
Desk Review	Refers to the analysis of data and information submitted by the college to the THECB. Based on the desk review, the THECB determines whether the college's programs meet the standards set by the THECB. The institution has the option of choosing either a desk review or a on-site review. The desk review does not involve a visit to the college unless issue(s) arise during the desk review that can only be resolved by visiting the college.
Distance Learning	Instruction offered via cable television, Internet, satellite, videotape, or other means to students who are separated from the instructor by time or space. Courses offered via these modalities have a designation of "IT" in SIS.
Directory Information	Under FERPA, the information about a student that can be released without the student's consent. This information includes student's name, address, telephone number, date and place of birth, major field(s) of study, participation in officially recognized activities/sports, weight/height (for athletic team members only), dates of attendance, most recent previous educational institution attended, and degrees and awards received. A student may restrict the release of directory information. The CCCCD catalog specifies what information is considered directory information.

Acronyms/Terminology	Description
Division	CCCCD's major instructional subunits. These are: Business and Computer Science (BC); Communications and Humanities (CH); Developmental Education (DE); Education (ED); Engineering and Emerging Technologies (ET); Fine Arts (FA); Math and Natural Sciences (MS); Social Sciences, Health and Public Services (SS).
E	
Earned Hours	The number of credit hours a student has successfully completed. This includes all developmental, transfer, college-level, and non-traditional courses.
Employer Follow-Up Survey	A questionnaire designed and used by CCCCD to assess the degree to which employers of CCCCD's workforce education students are satisfied with the District's preparation of those students for the workplace. It is administered annually to all employers who have employed CCCCD's workforce education students. The survey results are posted on IRO's intranet site (http://intranet/iro/information/reports/pdf/2003_employer_follow-up.pdf).
Enrollment Count	Refers to the number of seats filled rather than the number of individual students enrolled; e.g., a student enrolled in one course would be counted once and a student enrolled in three courses would be counted three times for an enrollment count within a period of interest (which may be a term, a year, etc.).
ESL	English as Second Language. Course(s) designed to teach English to students whose native language is not English.
Express Courses	Compressed courses which have different start or end dates from the standard semester-length courses. These courses cover the same material and are worth the same credit hours as their semester-length counterparts. At present, the only way to identify these courses in SIS is by their start or end dates.
Environmental Scanning	Part of strategic planning that involves obtaining information about an organization's environment from a variety of sources to help decision makers stay ahead of upcoming changes. At IRO, environmental scanning involves reading from a variety of sources to identify trends, events and emerging issues in the economy, society and other areas to catch indicators of change that may impact the institution.
F	
Fall Enrollment	The number of students attending classes on the census date (12th day of class) in September. When making reference to enrollment, fall enrollment figures are typically used.

Institutional Research Office
IRO GLOSSARY

Acronyms/Terminology	*Description*
FAFSA	Free Application for Federal Student Aid. In order to apply for financial aid from the federal government (including Pell Grant, Perkins Loan, Stafford Loan and work-study) students need to fill out the FAFSA.
FERPA	Family Educational Rights and Privacy Act of 1974. This is a federal law that protects the privacy of educational records of all students. The primary rights defined by the act are: the right to inspect and review the educational records; the right to seek to have records amended; and the right to have some control over the disclosure of information about the records. CCCCD can release directory information if the student has not restricted the release of such information.
FICE code	A six-digit identification number assigned to institutions of higher education. FICE stands for Federal Interagency Commission on Education. The FICE code for CCCCD is 023614.
Field of Study	"Field of Study" curriculum refers to a set of prescribed courses that satisfy the lower division requirements for a baccalaureate degree in a specific academic area at Texas public universities.
Fiscal Year	In Texas post-secondary public institutions, refers to September 1 of a given year to August 31 of the following year. It is identified by the last calendar year in the period. For example, September 2000 to August 2001 refers to fiscal year (FY) 2001.
Fish Bowl	A colloquial reference to the conference room (F110) next to the SCC cafeteria.
Flex course	Courses that begin after the census date of a given term. Students who take Flex courses are not reported in that term, rather they are reported in the following term as "flex students."
Focus Group	A carefully planned discussion designed to obtain perceptions about a defined area of interest in a nonthreatening environment. A focus group is moderated by a trained facilitator. Typically 8-15 people are in a focus group.
FTE(F)	Full-time Equivalent (Faculty) is a measure of teaching activity. FTEF is calculated in different ways depending on the purpose for which it is intended. FTEF is also known as Full-time Teaching Equivalent (FTTE).
FTE(S)	Full-time Equivalent (Students) is a measure of instructional activity, and is calculated by dividing the total number of semester credit hours by a denominator that represents the number of credit hours for a full-time student (IPEDS and CCCCD's Headcount Statistics use 15 hours. CDS uses 12 hours to calculate undergraduate FTE).

Institutional Research Office
IRO GLOSSARY

Acronyms/Terminology	*Description*
FTIC	First-Time-in-College: any student attending any institution of higher education for the first time.
Full-time Student (FT)	At CCCCD a student is defined as full time if s/he attempts 12 or more credit hours per 16-week semester, 6 or more credit hours in a 5-week summer semester, or 9 credit hours in a 10-week summer semester.
FTTE	See FTE(F).
G	
GED	General Education Diploma.
GEO Forum	General Education Outcomes Forum, a task force that was assigned to review CCCCD's core curriculum, specify expected learning outcomes in the core curriculum, and make recommendations for measuring those expected learning outcomes. The task force no longer exists.
GIPWE	Guidelines for Instructional Programs in Workforce Education. Http://www.THECB.state.tx.us/ctc/ip/GIPWE2003/
Global Edge	Global Edge is one of the 26 Tech Prep consortia in the State of Texas. The Global Edge Tech Prep consortium is a partnership between CCCCD, area high schools and local businesses to help prepare students in today's careers.
Graduation Rate	Calculated by dividing the number of students who complete a degree or certificate within a specified period of time by the total number of students in the cohort.
GRS	Graduation Rate Survey. It is part of the Integrated Postsecondary Educational Data System (IPEDS) and collects data on the graduation and transfer-out rates by tracking full-time first-time-in-college degree-seeking students over a period of four years.
H	
Headcount	Headcount refers to the number of students enrolled in a course, program or any other unit of interest. Likewise, faculty or staff Headcount refers to the count of faculty or staff where each individual is counted once only. *See unduplicated and duplicated headcount below.*
Headcount, Duplicated	A headcount in which a student is counted more than once. For example, a student enrolled in three courses would be counted three times within the period of interest (which may be course, term or year). Duplicated headcount is the same as enrollment.

Institutional Research Office
IRO GLOSSARY

Acronyms/Terminology	*Description*
Headcount, Unduplicated	A headcount in which a student is counted **only once** regardless of how many courses s/he is enrolled in. For example, a student enrolled in three courses would be counted only once within the period of interest (which may be course, term or year).
Headcount Statistics	An IRO publication that provides enrollment, demographic and historical data for credit and non-credit terms. It is published in fall, spring, summer I, summer II, Maymester and wintermester.
Honors Institute	Honors Institute provides a challenging learning experience for students with advanced academic skills. A GPA of 3.5 is required for taking honors courses.
I	
IE	Institutional Effectiveness is a systematic research-based planning and evaluation process used to demonstrate that the institution is accomplishing its mission.
In-District Tuition	Tuition charged to students who meet state and institutional requirements for residency in Collin County.
IPEDS	Integrated Postsecondary Education Data System. A Federal Reporting System that is built around a series of surveys that provides institution level data for various areas of the institution, like enrollment, completions, faculty and staff finances etc. GRS is part of IPEDS.
IPEDS Year	July 1st of a given year through June 30th of the following year.
IR	Institutional Research.
IRO	Institutional Research Office.
IRO Client Survey	A survey developed by IRO to elicit feedback from its clients about IRO services.
IRO Project Database	A database maintained by IRO that lists projects/reports by IRO staff, along with the name of the client, request date, completion status, completion date, and the completion time.
J	
John Anthony Theater	CCCCD's Theater named after its first president. It is located at 2800 West Spring Creek Pkwy, Plano, on the Spring Creek Campus.

Institutional Research Office
IRO GLOSSARY

Acronyms/Terminology	Description
L	
LBB Performance Measures	Ten measures on which IRO annually reports CCCCD's performance to the Legislative Budget Board. It is due on November 1.
Learning Communities	Two or more courses blended around a common interdisciplinary theme to form one integrated class taught by professors representing areas of study that meets in a block of time equivalent to that for both classes.
Learning Pods	Learning pods are courses that meet the following criteria: (1) students may enroll and start coursework whenever they choose; (2) they may progress through the class at their own pace; (3) the sections are offered at one or more sites (including virtual sites) where students can go as the need arises for direct interaction with faculty member(s); (4) the section ends and a grade will be awarded 16 weeks after the student's start date. In case a course is not
LEP	Limited English Proficiency.
LRC	Learning Resource Centers (libraries) located at SCC, PRC, and CPC.
M	
Maymester	A two-week credit term that runs between spring semester and summer I.
Mission Statement of CCCCD	Collin County Community College is a student and community-centered institution committed to developing skills, strengthening character and challenging intellect.
Mission Statement of IRO	We use the tools of planning, research, and evaluation to help people achieve the District's mission.
N	
Noel-Levitz Survey	A standardized national Student Satisfaction Survey used by IRO. This standardized questionnaire measures two dimensions (satisfaction and importance) of students' perceptions regarding a wide range of college services and experiences. Examining differences between importance and satisfaction allows institutions to identify the degree to which students' expectations are met. Comparative data provided by Noel-Levitz allows institutions to identify areas for improvement. At CCCCD, the Noel-Levitz Student Satisfaction Inventory is administered to students in a random sample of course sections every spring semester.

IRO GLOSSARY

Acronyms/Terminology	*Description*
NTCCC	North Texas Community College Consortium. NTCCC was founded in 1989 by the University of North Texas and community and junior colleges in the north east quadrant of the state. The mission of the consortium is to provide low cost high quality professional development activities to the college administrators, faculty, and staff. The consortium has 28 member institutions.
O	
Off-Site Peer Review	As part of the SACS accreditation process, the Off-Site Peer Review Committee (comprised of a chair and eight members) meets at an off-site location to discuss whether institutions comply with the core requirements, comprehensive standards and federal mandates. They compile a report for each institution on its compliance that is sent to the On-Site Peer Review Committee.
On-Site Peer Review	As part of the SACS accreditation process, the On-Site Peer Review Committee meets at the campus and does a focused evaluation of the institution's QEP and any compliance issues that were not resolved after the off-site review. At the conclusion of the site visit, the On-Site Peer Review Committee submits a written report of its findings and makes recommendations.
Outcome Measures	Outcome measures are used to assess the effectiveness of an institution's performance and derived public benefit. They are typically expressed as percentages, rates or ratios; for example, success rate, retention rate.
Out-of-District tuition	Tuition charged to students who do not meet state and institutional requirements for residency in Collin County but who do meet requirements for Texas residency.
Out-of-State tuition	Tuition charged to students who do not meet state and institutional requirements for Texas residency.
P	
Part-time student (PT)	A student is defined as part-time if s/he attempts 11 credit hours or less per 16-week semester, less than 6 credit hours in a 5-week summer semester, or less than 9 credit hours in a 10-week summer semester.
Passport Program	A self-paced program designed to help recent high school graduates and adult learners quickly brush up their math skills.
PEIMS	Public Education Information Management System maintained by Texas Education Agency (TEA).

Institutional Research Office
IRO GLOSSARY

Acronyms/Terminology	*Description*
Performance Indicators / Measures	Generally, CCCCD uses the term performance indicator to refer to milestones used to monitor implementation of goals and objectives and to measure the degree of their completion. Depending upon the context, however, the term performance indicator or performance measure may also be used to refer to any of a set of ten quantitative measures that are reported annually by all Texas community colleges to the Texas Legislative Budget Board and the Governor's Office of Planning and Budgeting.
Perkins Performance Measures	These are the measures that help determine whether the workforce education and technology programs are meeting the needs of the students.
PRC	Preston Ridge Campus, located at 9700 Wade Boulevard, Frisco, TX 75035.
Program	Disciplinary area with an associated set of courses that culminate in a degree or certificate approved by the THECB.
Program Assessment	The evaluation process that every academic and workforce education program in the District undergoes once every five years. The one-and-a-half-year process involves both internal and external reviews of each program's effectiveness in terms of mission, budget, personnel, and student outcomes.
Program Snapshot	A simplified Brio Web-based interface that allows the decision makers to query SIS with minimal training. Program snapshot has credit and non-credit components.
Project NEW	Network to Empower Entrepreneurial Women.
Q	
QEP	Quality Enhancement Plan: part of the accreditation process of the SACS Commission on Colleges that requires every institution to engage in an ongoing process of improvement relating to student learning. It is submitted six weeks in advance of the on-site review by the Commission on Colleges. The area chosen for improvement by CCCCD is "Fostering a Scholarly Community at Collin County Community College District and Developing Learned Students within an Environment that Promotes Intellectual Inquiry."
Quad C	A nickname used for CCCCD.
Quick Facts	A small statistical "blurb" submitted by IRO and published in Caleidoscope every month.
QUINN	The inventory of approved programs maintained by the THECB for all Texas institutions of higher education.

Acronyms/Terminology	Description
R	
Retention	Broadly defined, retention at CCCCD refers to students who continue or complete their studies. Within this broad definition, some measures that are used at CCCCD to measure specific aspects of retention are: *graduation rate* (the proportion of students who receive a degree or certificate within a designated period of time), *term-to-term persistence rate* (the proportion of students enrolled during a given term who enroll in a designated subsequent term), *program completion rate* (the proportion of students who complete programs of instruction within a designated period of time), and *course completion rate* (the proportion of students enrolled in classes on census day who are still enrolled on the last class day).
Reverse Transfer	Students enrolled at a university who transfer back to the community college.
Rider 50	As a part of the Texas Legislative House Bill 1, General Appropriations Act, Rider 50 prohibits state reimbursement for a student taking a course more than twice.
S	
SACS	Southern Association for Colleges and Schools; an accrediting body that accredits more than 12,000 institutions in the southeastern US and Latin America. Member institutions regularly perform self-evaluations to assist them in planning for improvement, and to assure the public of educational quality.
SACS Compliance Certification	A process of self-review in which an institution assesses its compliance with SACS core requirements, standards, and federal mandates. The compliance certification document is submitted about fifteen months before the institution's scheduled on-site peer review visit. This document is signed by the chief administrative officer and the accreditation liaison attesting to the institution's compliance with SACS "Principles of Accreditation."
SACS Reaffirmation	The evaluation process that culminates in renewal of accreditation with the Southern Association of Colleges and Schools. The process involves submitting the compliance certification, developing a QEP, and undergoing both an off-site and an on-site peer review.
SAIL	Seniors Active in Learning.
SAIR	Southern Association for Institutional Research.
SBDC	Small Business Development Center housed at CYC (Partnership between US Small Business Administration and CCCCD).
SCC	Spring Creek Campus. It is located at 2800 East Spring Creek Pkwy, Plano, TX 75074.

IRO GLOSSARY

Acronyms/Terminology	*Description*
SCH	Semester Credit Hours; are the total number of semester credit hours generated by the students. It may also mean contact hours depending on the context.
Service Assessment	The evaluation process that every support unit in the District undergoes once every five years. The one-and-a-half-year process involves both an internal and an external review of each support unit's effectiveness in terms of mission, budget, personnel, and service outcomes.
Service Learning	Engages individual students in organized activities that combine community-based service and academic learning. This program received the 2000 Collaboration Award from the Campus Compact National Center. Along with Learning Communities, Service Learning received the national Bellwether Award.
SIS	Student Information System: a component of CCCCD's administrative software system (SCT-Plus) that contains data on students and courses.
SIS DBD	Student Information System Data Base Dictionaries: contain information organized in various tables about the data elements in the Student Information System.
SLA	Student Leadership Academy.
Strategic Goals	The overarching multi-year goals that provide focus for District activities, i.e., strategic initiatives.
Strategic Initiatives	Most often referred to as objectives or achievement indicators, strategic initiatives are activities or sets of activities aimed at achieving one or more of the multi-year strategic goals established in the District's strategic plan. A strategic initiative is typically one year or less in duration and involves specific tasks or performance indicators that allow one to distinguish among degrees of completion.
Strategic Plan	A road map of an institution's future based on goals and objectives that support the institution's mission while taking into account the environment within which the organization exists. CCCCD's strategic plan focuses decision-making and resource allocation on institutional priorities over a three-year period. It is based on the assessments of institution's past performance as well as opportunities and challenges foreseen by the institution's stakeholders.

Acronyms/Terminology	Description
Student Evaluation of Instruction	A set of questions asked of students near the end of fall and spring semesters to assess students' perceptions of their instructors. The evaluation is a summative measure of students' perceptions of their instructors in terms of the constructs of rapport/approachability and teaching effectiveness. Different versions of the student evaluation instrument were created for the various instructional delivery modalities the District offers (lecture, lab/experiential learning, clinical/field study, self-paced learning/learning pods, and distance learning).
Student Exit Form	A form that all credit students must complete prior to withdrawing from all courses and that asks them to provide a reason for their withdrawal.
Student Success	A broad term with several possible definitions that depend upon the context in which it is used. (a) CCCCD faculty and staff often refer to a "success rate" as the percentage of students enrolled in a course on its census date who received a letter grade of A, B, or C. (b) The number or percentage of CCCCD students who attain the educational goal they had in mind when they enrolled at CCCCD. (c) The number or percentage of CCCCD students who transfer to a university. (d) The number or percentage of CCCCD students who complete a given program of study. (e) The number or percentage of CCCCD students who find employment related to their field of study. (f) The number or percentage of CCCCD students who express satisfaction with one or more aspects of their experience at the institution.
Success Rate	Success rate at CCCCD is defined as the number of students who received a letter grade of A, B, or C divided by the enrollment on the census day.
T	
TAIR	Texas Association for Institutional Research. TAIR is a professional organization that supports institutional research, planning, evaluation, and policy analysis in institutions of higher education in Texas. It holds an annual conference to offer opportunities for information exchange and professional development. See http://www.texas-air.org.
TAIR-L	An electronic listserv of the Texas Association for Institutional Research that is intended to encourage collection, interpretation, exchange, and dissemination of information regarding institutional research and related issues with particular emphasis on Texas institutions. To join, members must send an email to David Preston (dpreston@brazosport.edu).
TASP	Texas Academic Skills Program, former program for assessing college readiness at Texas postsecondary institutions.

IRO GLOSSARY

Acronyms/Terminology	*Description*
TCCNS	Texas Common Course Numbering System, used by all Texas postsecondary institutions, in an effort to facilitate transfer among college and universities. TCCNS provides a uniform set of course designations to help determine course equivalency and degree applicability of transfer credit on a statewide basis.
Tech Prep	A workforce education program that enables students to take high school courses that can count toward a college degree once the student meets the criteria specified by the college.
THEA	The TASP Test has been renamed the Texas Higher Education Assessment (THEA). THEA is one of several tests that can be administered to students to determine college readiness.
THECB	Texas Higher Education Coordinating Board was created in 1965 by the Texas Legislature to provide leadership and coordination for the Texas higher education system to achieve excellence for college education. THECB is responsible for assessment of higher education in Texas; development of recommendations for the Governor, Legislature, and institutions for enhancement of higher education; and establishment of policies for efficient use of resources. THECB recommends changes in formulas for allocation of state funds to public institutions, helps eliminate duplication in programs, and administers financial aid programs.
THECB Measures and Standards	A set of criteria used by THECB to assess the degree to which Texas postsecondary institutions comply with statutory and administrative expectations.
TSI	Texas Success Initiatives; began in September 1, 2003 with the repeal of TASP legislation. TSI requires assessment in reading, writing and mathematics of all students entering a Texas public college to determine college readiness. CCCCD uses COMPASS to assess readiness. [Some other tests that can be used are: ASSET, ACCUPLACER, and THEA (formerly known as TASP).
Tuition and Fee Study	An annual comparative study of tuition and fees of member institutions of NTCCC.
27-hour rule	State law dictates that institutions can receive funding for a maximum of only twenty seven hours of developmental education per student.

Institutional Research Office
IRO GLOSSARY

Acronyms/Terminology	*Description*
U	
Unit ID Code	A six digit code assigned by IPEDS to a college or university as an institutional identifier.
V	
VAX (Alpha)	The primary administrative computer system at CCCCD.
VCT Courses	Virtual College of Texas Courses: online courses that originate at other post secondary Texas institutions. CCCCD receives reimbursement from the State for contact hours generated by students in these courses, and pays the originating institutions for teaching CCCCD students in these courses.
W	
Webline	Tool for online registration in CCCCD courses via the Internet through CCCCD's homepage at http://www.ccccd.edu
WECM	Work Force Education Course Manual: the State's inventory of workforce education courses for public two-year colleges. For each course the WECM contains a course description along with minimum and maximum contact hours, semester credit hours (SCH) and/or continuing education units (CEU), and minimum expected learning outcomes.
Wellness Program	CCCCD's fitness program for its staff and faculty.
Wintermester	A two-week credit term that runs between fall and spring semester.
WIA	Workforce Investment Act.

Institutional Research Office
Organizations and Databases

Acroynm	Name	Address
AACC	American Association of Community Colleges	http://www.aacc.nche.edu/
AACRAO	American Association of Collegiate Registrars and Admissions Officers	http://www.aacrao.org/
AERA	American Educational Research Association	http://www.aera.net/
AGB	Association of Governing Board of Universities and Colleges	http://www.agb.org/
AIR	Association for Institutional Research	http://www.texas-air.org/
ASALFS	Automated Student and Adult Learner Followup System	http://www.thecb.state.tx.us/ctc/ie/ctcasalf/ctcasf.cfm
ERIC	Educational Information Resource Center	http://searcheric.org/
IRO	Institutional Research Office, Collin County Community College	http://intranet.ccccd.edu/iro/index.html
IPEDS	Integrated Post Secondary Education Data System	http://nces.ed.gov/ipeds/
NACUBO	National Association of College and University Business Officers	http://www.nacubo.org/
NCES	National Center for Educational Statistics	http://nces.ed.gov/
NCHEMS	National Center for Higher Education Management Systems	http://www.nchems.org/
NCRP	National Council for Research and Planning (AACC Affiliate)	http://www.nmsu.edu/~NCRP/ncrp_revised.html
NCTCOG	North Central Texas Council of Governments	http://www.nctcog.org/
NSC	National Student Clearing House	http://www.studentclearinghouse.org/
NTCCC	North Texas Community College Consortium	http://www.unt.edu/ntccc/
SACS	Southern Association for Colleges and Schools	http://www.sacscoc.org/
SACCR	Southern Association of Community College Research	http://www.tcc.vccs.edu/welcome/collegeadmin/OIE/SACCR/index.htm
SAIR	Southern Association for Institutional Research	http://sair.org/
SCUP	Society for College and University Planning	http://www.scup.org/
SHEEO	State Higher Education Executive Officers	http://www.sheeo.org/
TACC	Texas Association of Community Colleges	http://www.tacc.org/
TACRAO	Texas Association of Collegiate Registrars and Admission Officers	www.nhmccd.cc.tx.us/contracts/tacrao
TAIR	Texas Association for Institutional Research	http://www.texas-air.org/
TASB	Texas Association of School Boards	http://www.tasb.org/
TEA	Texas Education Agency	http://www.tea.state.tx.us/index.html
TEDA	Texas Economic and Demographic Association	http://www.teda.org/
Texas Connection	A consortium of SCT Users	http://www.sct.com
THECB or CB	Texas Higher Education Coordinating Board	http://www.thecb.state.tx.us/
TWC	Texas Workforce Commission	http://www.twc.state.tx.us/
PEIMS	Public Education Information Management System from TEA	http://www.tea.state.tx.us/peims/about.html
PEQIS	Post Secondary Education Quick Information System	http://nces.ed.gov/surveys/peqis/