

# GLOSSARY

**Academic Semester** — A sixteen-week period during which credit classes are offered.

**Academic Year** — The academic year includes fall and spring semesters as well as an eleven-week summer term.

**Accreditation** — A formal means of recognizing an institution for maintaining standards that qualify the graduates for admission to higher institutions or for professional practice. Accrediting agencies are responsible for establishing the standards and evaluating the schools' compliance with them (e.g. Southern Association of Colleges and Schools, American Dental Association, Engineering).

**Accountability** — The acceptance of personal responsibility for the achievement of predetermined measurable objectives.

**Adult Basic Education (ABE)** — A program of basic skills for adults, 16 years of age or older and out of school, who function at less than a high school level.

**Adult Education** — Programs that provide opportunities for adults and out-of-school youth to further their education.

**Affirmative Action** — The planned, aggressive, coherent, management program to provide for equal employment opportunity. It is a results-oriented program designed to achieve equal employment opportunity rather than simply a policy to assure nondiscrimination. As an ongoing management program, it requires periodic evaluation.

**Appropriation** — The act by which the legislature provides the state dollars for the operation of an institution. Funds are appropriated to the State Board of Community Colleges to be distributed to the institutions.

**Associate in Applied Science Programs (AAS)** — These programs range from 64 to 76 semester hour credits. A full-time student can typically complete one of these programs within two years. In addition to major course work, associate in applied science degree programs require a minimum of 15 semester hour credits of general education. General education requirements include course work in communications, humanities/fine arts, social/behavioral sciences and natural sciences/mathematics. Certain courses in associate degree programs may be accepted by a four-year college or university for transfer credit in an associated field.

**Base Budget** — Appropriations made by the Legislature to fund the current level of operation.

**Capital Outlay** — Capital outlay expenditures are those that result in the acquisition of fixed assets or additions to fixed assets (i.e. expenditures for land, buildings, or equipment).

**Categorical Funds** (restricted) — Funds from a federal, state, local, or private source that are restricted to expenditures in a particular category or program.

**Certificate Programs** — These programs range from 12 to 18 semester hour credits and can usually be completed within one semester by a full-time student. Associate degree level courses within a certificate program may also be applied toward a diploma or an associate in applied science degree.

**Certification** — A voluntary form of recognition for knowledge and skill in a particular profession.

**Clock Hour** — One hour of instruction given one student. Class periods from 50–60 minutes may be counted as one clock hour depending on the type of instruction delivered.

**College Transfer Programs** — These programs are offered through the Associate in Arts (AA), Associate in Fine Arts (AFA) and Associate in Science (AS) degrees. The Associate in Arts and the Associate in Science programs are part of the Comprehensive Articulation Agreement (CAA). This agreement addresses the transfer of students between institutions in the North Carolina Community College System and the constituent institutions of the University of North Carolina.

**Compensatory Education** — A special state-funded educational program for mentally retarded adults (over 17 years of age).

**Competency-Based Instruction** — Instruction based on measurable student performance outcomes consistent with the skills and knowledge needed by entry-level employees in a particular field.

**Cooperative Skills Training** — A training program specifically designed to provide customized training for existing industry. This training can be provided on campus or at the industrial site.

**Credit Hour** — An instructional unit used for recognition of the amount of credit a student earns for a given course. Example: Semester Credit Hour—A student who spends one classroom hour per week in a class for sixteen weeks earns one semester hour credit.

**Current Expense** — Funds used for the general operation of the institution to include salaries, benefits, and other instructional costs.

**Curriculum Programs** — A term used to describe a wide variety of planned educational programs which range in length from one semester to two years. These programs lead to certificates, diplomas or associate degrees, depending on the nature of the curriculum. Curriculum programs include certificate, diploma, Associate in Applied

Science, Associate in Arts, Associate in Fine Arts, Associate in Science and Associate in General Education programs.

**Developmental Education** — A program providing specialized credit courses for students who need to improve their basic skill in order to perform at the level required for admission to degree and diploma programs. Usually these courses are in reading, writing, and mathematics.

**Diploma Programs** — These programs range from 36 to 48 semester hour credits and can usually be completed by a full-time student within two semesters and one summer term. Associate degree level courses within a diploma program may also be applied toward an Associate in Applied Science degree.

**English as a Second Language (ESL)** — A program of instruction to help adults with limited or no English language proficiency.

**Expansion Budget** — Additional funds from the legislature to increase the quantity or quality of services rendered.

**Fiscal Year** — The twelve-month period upon which the institution's budget is based, July 1–June 30.

**Full-Time Equivalent (FTE)** — One full-time equivalent (FTE) student represents 16 student membership hours per week for 16 weeks or 256 student membership hours for each semester enrolled.

- **Annual Curriculum FTE** — The total of fall and spring FTE.
- **Annual Extension FTE** — The total of spring, summer and fall sequenced periods FTE.
- **Budget Full-Time Equivalent (B/FTE)** — Used to prepare the operating budget and to provide for an equitable distribution of the operating funds allocated by the State Board to the institutions.
- **Equipment Full-Time Equivalent (E/FTE)** — Used to prepare the equipment budget and to provide for an equitable distribution of the equipment funds allocated by the State Board to the institutions.
- **Library Full-Time Equivalent (L/FTE)** — Used to prepare the library budget to provide for an equitable distribution of library funds allocated for the purchase of library books and audiovisual materials.
- **Credit Hour Full-Time Equivalent (H/FTE)** — Used in furnishing data to the North Carolina Commission on Higher Education Facilities and the University of North Carolina.
- **Construction Full-Time Equivalent (C/FTE)** — Used to determine priorities and institutional eligibility for federal and state construction funds for the institutions.

**Full-Time Students** — A student is considered full time if he/she carries 12 or more semester credit hours of classes.

**General Educational Development (GED)** — A high school equivalency program enabling adults to take the General Education Development Tests to determine if they are at the 12th grade completion level of English, social studies, science, reading, and math. Individuals achieving the required scores on the GED are awarded the High School Equivalency Diploma. The program is open to individuals 18 years or older.

**General Education Programs** — These programs are designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The two-year General Education program provides students opportunities to study English, literature, fine arts, philosophy, social science, science and mathematics at the college level. All courses in the program are college-level courses. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. Successful completion of 64–65 semester hour credits leads to an associate in general education degree (AGE).

**Human Resource Development (HRD)** — A program with prevocational training and counseling for chronically unemployed adults.

**Non-Credit (Extension) Courses** — Courses for professional training, upgrading or general interest.

**Occupational Education** — Any type of instruction or training (credit or non-credit) that prepares one to enter an occupation.

**Other Costs** — A term used to describe current instructional and operating instructional support costs excluding personnel and the associated fringe benefits. The term is used for supplies, travel, postage, etc.

**Pell Grants** — Needs-based federally funded grants.

**Transitional** — Programs that do not lead to a formal award. They include special credit, Huskins Bill, high school, and dual enrolled high school programs.

**Unduplicated Headcount** — The total number of students (both full-time and part-time) enrolled in all courses during a year. Each student is counted only once during the year regardless of the number of classes he/she takes or the number of semesters for which he/she registers.

Source: A Matter of Facts, NC Community College Fact Book, 2007