



COMMONLY USED TERMS

in Community College Administration

75/25 RATIO

The goal established by AB1725 for the ratio of full-time faculty to part-time faculty.

10+1 (THE 11 RESPONSIBILITIES OF THE ACADEMIC SENATE)

Ed Code Section 70902 (b) (7) provides that the Academic Senate of a college has primary responsibility for “academic and professional matters.” Title 5 Section 53200 (c) describes the ten areas of responsibility with the addition of one more (+1). The +1 provides for the Academic Senate and the governing board to mutually agree upon other academic and professional matters for consideration. 10 + 1 defined:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

A.A./A.S. DEGREES

A.A. The Associate Degree may be obtained by the completion of all required courses for a major (18 units or more) with grades of “C” or better in each course, fulfill general education requirements, satisfy competencies, and sufficient electives to meet a minimum total of 60 units with a grade point average of 2.0 (“C” average). A.S. the Associate in Science degree may be met by completing an approved California Community College Certificate Program of 24 semester units or more, and as specified in the General Education Requirements.

AB 1725

Shared governance is a process created by the California state legislature that guarantees faculty input in the decision-making process of community colleges. The purpose of the law, AB 1725, was to provide a mechanism to insure that the expertise of the faculty would be used in developing college policies. Although the phrase “shared governance” is not found in the legislation, it has become the commonly used description of the process that provides for faculty input.

ACADEMIC CALENDAR YEAR

Begins on July 1 of each calendar year and ends on June 30 of the following calendar year. There are two primary terms requiring instruction for 175 days. A day is measured by being at least 3 hours between 7:00 AM to 11:00 PM.

Basis/Rationale: $175 \text{ days} \div 5 \text{ days per week} = 35 \text{ weeks} \div 2 \text{ primary terms} = 17.5 \text{ week semester}$.

$175 \text{ days} \times 3 \text{ hours} = 525 \text{ hours}$, which equals one (1) full-time equivalent student.

Notes: Community colleges in California are required by code to provide instruction 175 days in an academic calendar year (excluding summer sessions).

ACADEMIC SENATE (ASCCC)

The statewide organization represents, by law, the faculty on matters of educational policy. Local academic senates also have legal rights and responsibilities related to local district decision-making.

ACCREDITATION TERMS*

Show Cause – when the Commission finds an institution to be in substantial non-compliance with its Eligibility Requirements, Accreditation Standards, or Commission policies or when the institution has not responded to the conditions imposed by the Commission. The institution must demonstrate why its accreditation should be continued within a stated period of time.

Warning – when the Commission finds that an institution has pursued a course deviating from the Commission's Eligibility Requirements, Accreditation Standards or Commission policies to an extent that gives concern to the commission, it may issue a warning to the institution to correct its deficiencies, refrain from certain activities, or initiate certain activities.

Probation – when an institution deviates significantly from the Commission's Eligibility Requirements, Accreditation Standards or Commission policies, but not to such an extent as to warrant a Show Cause order or the termination of accreditation, or fails to respond to conditions imposed upon it by the Commission, including a warning, the institution may be placed on probation.

Reaffirmed – the institution substantially meets or exceeds the Eligibility Requirements, Accreditation Standards and Commission policies.

Recommendations are directed toward strengthening the institution not correcting situations. A Midterm Report must be submitted by the third year of the six-year accreditation cycle.

Mid-Term Report – a written response to the recommendations from an accreditation report demonstrating how deficiencies have been resolved and describing progress on self-identified issues from the self-study.

Self-Study – (Institutional Self Evaluation Report) a comprehensive review of the institution using institutional data analyzing its strengths, weaknesses, and achievements against its mission and objectives.

Visiting Team – a team of trained external peer reviewers appointed by the Commission selected on the basis of their professional expertise in higher education and areas of specialization.

*all definitions taken from the Accreditation Reference Handbook or other ACCJC publications at www.accjc.org

ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT)

The Association of Community College Trustees (ACCT) is a non-profit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 communities, technical, and junior colleges in the United States and beyond.

ALLOCATION

Division or distribution of resources according to a predetermined plan.

APPORTIONMENT

Federal, state or local monies distributed to college districts or other governmental units according to certain formulas.

ASF

Assignable Square Feet used in conjunction with the Taxonomy of Programs to define capacity space standards in terms of square footage allowable per 100 Weekly Student Contact Hour (WSCH).

AUDIT

An examination of documents, records and accounts for the purpose of determining 1) that all present fairly the financial position of the district; 2) that they are in conformity with prescribed accounting procedures; and 3) that they are consistent with the preceding year.

AUXILIARY OPERATIONS

Service activities indirectly related to teaching and learning. Food service and dormitories are considered auxiliary operations.

BASIC SKILLS

Courses in reading, writing and computation that prepare students for college level work. There are special funds that partially support these programs. May also be called development or remedial skills.

BACKFILL

Funds allocated by the Legislature to make up for revenues (e.g. student fees, property taxes) that were projected but not received.

BASE YEAR

A year to which comparisons are made when projecting a current condition.

BLOCK GRANT

A fixed sum of money, not linked to enrollment measures, provided to a college district by the state.

BOARD SELF-EVALUATION

The process of annually evaluating board performance by the Trustees to identify areas of board functions that are working well or need improvement. The process is an accreditation requirement.

BOG

Board of Governors set policy and provides guidance for the 72 districts and 112 colleges. The 17-member board is appointed by the governor and formally interacts with state and federal officials and other state organizations.

BOG WAIVERS

For eligible California residents, the Board of Governors (BOG) Fee Waiver permits enrollment fees to be waived. (Assistance for the purchase of books and supplies must be applied for separately.)

BONDS

Investment securities (encumbrances) sold by a district through a financial firm for the purpose of raising funds for various capital expenditures.

BUDGET ACT

The legislative vehicle for the State's appropriations. The Constitution requires that it be passed by a two-thirds vote of each house and sent to the Governor by June 15 each year. The governor may reduce or delete, but not increase, individual items.

BUDGET DOCUMENT

A written statement translating the educational plan or programs into costs, usually for one future fiscal year, and estimating income by sources to meet these costs.

CALIFORNIA COMMUNITY COLLEGE SYSTEM OFFICE

The administrative branch of the California Community College system. It is a State agency which provides leadership and technical assistance to the 112 community colleges and 72 community college districts in California. It is located in Sacramento and allocates State funding to the colleges and districts.

CAPACITY

The amount of enrollment that can be accommodated by an amount of space given normal use levels. In terms of facility space standards, it is defined as the number of ASF per 100 WSCH.

CAPACITY/LOAD THRESHOLD RATIOS (AKA “CAP LOAD(S)”)

The relationship between the space available for utilization (square footage that is assignable) and the efficiency level at which the space is currently being utilized. The State measures five areas for Capacity Load: Lecture, Laboratory, Office, Library and AV/TV. The Space Inventory (Report 17) provides the basis for this calculation.

CAPITAL PROJECTS

Construction projects, such as land, utilities, roads, buildings, and equipment which involve demolition, alteration, additions, or new facilities.

CARNEGIE UNIT

A unit of credit; a student's time of 3 hours per week is equivalent to one unit of credit.

CATEGORICAL FUNDS

Also called restricted funds, these are monies that can only be spent for the designated purpose. Examples: funding to serve students with disabilities (DSPS) or the economically disadvantaged, low-income (EOPS), scheduled maintenance, instructional equipment, and matriculation.

CCFS

320 (“The 320 Report”): One of the primary apportionment (funding) documents required by the State. It collects data for both credit and noncredit attendance. Three reports are made annually: the First Period Report (P-1), the Second Period Report (P-2) and the Annual Report. The importance of this report is whether the college or district is meeting its goals for the generation of full-time equivalent students.

CENSUS

An attendance accounting procedure that determines the number of actively enrolled students at a particular point in the term. Census is taken on that day nearest to one-fifth of the number of weeks a course is scheduled.

CEO

Chancellor in a multi-college district.

Superintendent/President in a single college district.

CEP

Community Enrichment Program-Classes that provide lifelong learning opportunities or development of new skills and upgrading existing ones.

CERTIFICATES OF COMPLETION

Students must complete the number of units required by the College. No certificate shall consist of less than 12 semester units.

CERTIFICATES OF PARTICIPATION (COPS)

Certificates of Participation are used to finance the lease/purchase of capital projects. Essentially, they are the issuance of shares in the lease for a specified term.

CCLC/CCCT

CCLC - Community College League of California

CCCT - Community College of California Trustees

CTE (CAREER TECHNICAL EDUCATION)

A program of study that involves a multiyear sequence of courses that integrates core academic knowledge with technical and occupational knowledge to provide students with a pathway to postsecondary education and careers. <http://www.cde.ca.gov/ci/ct/>

CURRENT EXPENSE OF EDUCATION

Usually regarded as expenses other than capital outlay, community services, transportation (buses) and selected categorical funds.

DISABLED STUDENT PROGRAMS & SERVICES (DSPS)

Categorical funds designated to integrate disabled students into the general college program.

DOE

U.S. Department of Education www.ed.gov

EAP (EARLY ASSESSMENT PROGRAM)

The Early Assessment Program (EAP) is a collaborative effort among the State Board of Education (SBE), the California Department of Education (CDE) and the California State University (CSU). The program was established to provide opportunities for students to measure their readiness for college-level English and mathematics in their junior year of high school, and to facilitate opportunities for them to improve their skills during their senior year. (For details, visit <http://www.calstate.edu/EAP/>).

EDUCATION CODE

The body of law which regulates education in California. Implementing regulations are contained in the California Administrative Code, Title 5, the Government Code, and general statutes.

EDUCATIONAL CENTERS

A postsecondary institution operating at a location remote from the campus of the parent institution which administers it, and recognized by the Chancellor's Office as a Center.

EDUCATIONAL MASTER PLAN

A part of the College's Master Plan that defines the education goals of the College as well as the current and future curriculum to achieve those goals. The educational master plan precedes and guides the Facilities Master Plan.

ENCUMBERED FUNDS

Obligations in the form of purchase orders, contracts, salaries, and other commitments for which part of an appropriation is reserved.

ENDING BALANCE

A sum of money available in the district's account at year end after subtracting accounts payable from accounts receivable.

ENROLLMENT CAP

A limit on the number of students (FTES) for which the state will provide funding.

ENROLLMENT FEE

Charges to students on a per-unit basis, and established in the Education Code.

ENROLLMENTS (UNDUPLICATED)

A student enrollment count (also referred to as "Headcount") based on an Individual Student Number or Social Security Number that identifies a student only once in the system.

EQUALIZATION

Funds allocated by the legislature to raise districts with lower revenues toward the statewide average.

ESTIMATED INCOME

Expected receipt or accruals of monies from revenue or non-revenue sources (abatements, loan receipts) during a given period.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOPS)

Categorical funds designated for supplemental services for disadvantaged students.

FACILITIES

All of the capital assets of the College including the land upon which it is located, the buildings, systems and equipment.

FACILITIES MASTER PLAN

The Facilities Master Plan is an inventory and evaluation (condition/life span) of all owned facilities (the site, buildings, equipment, systems, etc.). It identifies regulations impacting those facilities and any deficiencies, and defines a plan to correct those deficiencies. It also identifies the adequacy, capacity and use of those facilities; identifies the deficiencies relative to those criteria; and defines a plan of correction. It draws on information contained in the Educational Master Plan.

FACULTY LOADS

The amount of “teaching time” assigned/appropriated to a given instructional class, i.e. lecture or laboratory, for a given semester or for an academic year (two semesters). It is typically defined in terms of 15 “teaching hours” per week as being equal to one (1) full-time equivalent faculty; a “full faculty load.” Actual faculty loads are generally governed by negotiated agreements and collective bargaining.

FCMAT

Fiscal Crisis Management Advisory Team – www.fcmat.org

FEE

A charge to students for services related to their education.

FIFTY-PERCENT LAW

Requires that fifty percent of district expenditures in certain categories must be spent for classroom instruction.

FINAL BUDGET

The district budget that is approved by the board in September, after the state allocation is determined.

FISCAL YEAR

Twelve calendar months; in California, it is the period beginning July 1 and ending June 30. Some special projects use a fiscal year beginning October 1 and ending September 30, which is consistent with the federal government's fiscal year.

FORM 700

Statement of Economic Interest – www.fpcc.ca.gov

FPPC

Fair Political Practices Commission – www.fpcc.ca.gov

FTEF

An acronym for “full-time equivalent faculty.” Used as a measure by the State to calculate the sum total of faculty resources (full-time and part-time combined) that equate to measurable units of 15 hours per week of “teaching time,” i.e. as being equal to one (1) full-time equivalent faculty. All academic employees are considered to be faculty for this purpose including instructors, librarians and counselors.

FTES

An acronym for a “full-time equivalent student.” Used by the State as the measure for attendance accounting verification. Also used as a student workload measure that represents 525 class (contact) hours in a full academic year.

FULL TIME EQUIVALENT STUDENTS (FTES)

A measure used to indicate enrollment and workload. The State General Apportionment is based on FTES.

FUND

An independent fiscal and accounting entity with a self-balanced set of accounts for recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein.

FUND BALANCE

The difference between assets and liabilities.

GANN LIMITATION

A ceiling on each year's appropriations supported by tax dollars. The limit applies to all governmental entities, including school districts. The base year was 1978-79. The amount is adjusted each year, based on a price index and the growth of the student population.

GOVERNOR'S BUDGET

The Governor proposes a budget for the state each January.

INFLATION FACTOR

An increase in apportionment provided by the state to reflect the increased cost of operation due to inflation.

LOTTERY FUNDS

The minimum of 34 percent of lottery revenues distributed to public schools and colleges must be used for "education of pupils." Lottery income has added about 1-3 percent to community college funding.

MANDATED COSTS

College district expenditures that occur as a result of federal or state law, court decisions, administrative regulations, or initiative measures.

MASTER PLAN

An extensive planning document which covers all functions of the college or district. Master Plans typically contain a statement of purpose, an analysis of the community and its needs, enrollment and economic projections for the community, current educational program information and other services in relation to their future requirements, educational targets and the strategies and current resources to reach those targets, and a comprehensive plan of action and funding.

MAY REVISE

The Governor revises his budget proposal in May in accordance with up-to-date projections in revenues and expenses.

MIDDLE COLLEGE

Middle College High Schools are secondary schools, authorized to grant diplomas in their own name, located on college campuses across the nation. The Middle Colleges are small, with usually 100 or fewer students per grade level. They provide a rigorous academic curriculum within a supportive and nurturing environment to a student population that has been historically under-served and under-represented in colleges. While at the Middle College, students have the opportunity to take some college classes at no cost to themselves. (For details, visit <http://www.mcnc.us/faqs.htm>).

NONCREDIT FTES

FTES earned in noncredit courses, generally Adult Education.

NONRESIDENT TUITION

A student who is not a resident of California is required, under the uniform student residency requirements, to pay tuition. The fee shall not be less than the average statewide cost per student, and is set by the board.

OBJECT CODE

Classification category of an item or a service purchase. The general classification numbers are:

- 1000 Certificated salaries
- 2000 Classified salaries
- 3000 Employee benefits
- 4000 Books, supplies, materials
- 5000 Operation expenses
- 6000 Capital outlay
- 7000 Other outgo
- 8000 Revenues

OUTSOURCING

The practice of contracting with private companies for services such as financial aid programs or food services.

PARTNERSHIP FOR EXCELLENCE

Funds that are specially allocated to the colleges to be used to improve student performance in five areas.

PELL GRANTS

A federal program that provides funds for student expenses related to education (including living expenses, fees, and supplies).

PERS

Public Employees' Retirement System. State law requires school district classified employees, school districts and the State to contribute to the fund for full-time classified employees.

PROGRAM-BASED FUNDING

The budget formula used by the System Office to determine state allocations to local districts. It does not specify where and how the funds must be spent.

PROGRAM REVIEW

A review of each college program completed on a three year cycle to determine the program's educational value and whether updates are required to retain the relevance of the instructional materials and content.

PROPOSITION 13

An initiative amendment passed in June 1978 adding Article XIII A to the California Constitution. Tax rates on secured property are restricted to no more than 1 percent of full cash value. Proposition 13 also defined assessed value and required a two-thirds vote to change existing or levy new taxes.

PROPOSITION 98

An initiative passed in November 1988, guaranteeing a portion of the state's budget for K-12 and the community colleges. The split was proposed to be 89 percent (K-12) and 11 (CCC), although the split has not been maintained.

QUALIFIED AUDIT

When an auditor is not willing to certify the District's financial statements are fully accurate.

RESERVES

Funds set aside in a college district budget to provide for future expenditures or to offset future losses, for working capital, or for other purposes. There are different categories of reserves, including contingency, general, restricted and reserves for long-term liabilities.

RESTRICTED FUNDS

Money that must be spent for a specific purpose either by law or by local board action.

REVENUE

Income from all sources.

REVENUE LIMIT

The specific amount of student enrollment fees, state and local taxes a college district may receive per student for its general education budget. Annual increases are determined by Proposition 98 formula or the Legislature.

SB 1440 – STUDENT TRANSFER (CHAPTER #428 STATUE OF 2010)

Associate Degrees for Transfer - Enables the CCC's and the CSU's to collaborate on the creation of Associate in Arts Degree (AA) and Associate in Science (AS) Degree transfer programs. Students are given guaranteed admission into the CSU system, and further are given priority consideration when applying to a particular program that is similar to the student's community college major.

SCHEDULED MAINTENANCE

Major repairs of buildings and equipment. Some matching state funds are available to districts to establish a scheduled maintenance program.

SERVICE AREA

Any community college's service area is usually defined by geography, political boundaries, commuting distances and the historical agreements developed with adjacent community colleges. In most situations the district boundary is not the best measure of potential student participation at a given college, since students tend to look for options, including distance education.

SHARED GOVERNANCE

As outlined in AB 1725 listed above.

SHORTFALL

An insufficient allocation of money, requiring an additional appropriation, and expenditures reduction, or deficits.

SLO

Student Learning Outcomes – knowledge, skills, abilities, and attitudes that a student has attained at the end (or as a result) of his or her engagement in a particular set of collegiate experiences. www.accjc.org/glossary

STATE APPORTIONMENT

An allocation of state money to a district, determined by multiplying the district's total FTES times its base revenue per FTES.

STRATEGIC PLAN

Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy, including its capital and people. Various business analysis techniques can be used in strategic planning, including SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) and PEST analysis (Political, Economic, Social, and Technological analysis). The outcome is normally a strategic plan which is used as guidance to define functional and divisional plans, including Technology, Marketing, etc.

STRS

State Teachers' Retirement System. State law requires that school district employees, school districts and the State contribute to the fund for full-time certificated employees.

STUDENT EDUCATION PLAN (SEP)

SEP is a counseling tool used to assist students in planning their educational goals. Some student groups are required to complete an SEP for their program e.g., athletes, pre-nursing, veterans.

STUDENT FINANCIAL AID FUNDS

Funds designated for grants and loans to students. Includes federal Pell grants, College Work-Study, and the state funds EOPS grants and fee waiver programs.

SUBVENTIONS

Provision of assistance or financial support, usually from higher governmental units to local governments or college districts, for example to compensate for loss of funds due to tax exemptions.

SUNSET

The termination of the regulations for a categorical program or regulation.

TECHNOLOGY MASTER PLAN

A five year plan for the modernization and security of the District's electronic equipment and software.

TENTATIVE BUDGET

The budget approved by the board in June, prior to when state allocations have been finalized.

TMC'S

Transfer model curriculums (AATs: Associate Arts Transfer; AST; Associate Science Transfer)

TITLE 5

The Section of the Administrative Code that governs community colleges. The Board of Governors may change or add to Title 5.

TOP CODE

The “Taxonomy of Programs” (TOP) is a common numeric coding system by which the College categorizes degree and certificate programs. Each course or program has a TOP code. Accountability to the State is reported through the use of TOP codes. The taxonomy is most technical in the vocational programs (0900's).

Example: The taxonomy uses a standard format to codify the offerings. The first two-digits are used for a number of State purposes including educational master planning purposes. A four-digit code is necessary for reports in the Five-Year Capital Outlay Plan.

1500 – Humanities (Letters)

1501 – English

1509 – Philosophy

2200 – Social Sciences

2202 – Anthropology

2205 – History

TOP/CSS CODE

Taxonomy of Programs. Numbers assigned to programs to use in budgeting and reporting. Rooms or space are assigned for a particular use and function or a specific discipline or service. The State has a numeric code, a four-digit number that identifies the “type” of use that is supported by a particular room/space. (see TOP Code) Space Utilization: assumed by most faculty and staff on campus to mean the level or degree to which a room is utilized. It is the room’s capacity expressed as the percentage that the room is actually used.

Example: If the lecture weekly student contact hours were 27,500 and the classroom capacity for weekly student contact hours were 35,000, the utilization would be identified as 78.6%.

Stations: The total space to accommodate a person at a given task (classroom-laboratory-office, etc.). The number of appropriate student work spaces within a defined area. It generally represents the best space apportionment for a given educational program.

TOTAL COST OF OWNERSHIP (TCO)

Total Cost of Ownership (TCO), as used for college facilities, is defined for these purposes as the systematic quantification of all costs generated over the useful lifespan of the facility (30-50 years). The goal of TCO is to determine a value that will reflect the true, effective cost of the facility including planning, design, constructing and equipping of the facility and also the recurring costs to operate the facility over the useful lifespan of the facility (30-50 years).

TRANS

Districts finance short-term cash flow needs by issuing Tax and Revenue Anticipation Notes (TRANS) through bond underwriters. The notes are paid off with operating revenue.

UNENCUMBERED BALANCE

That portion of an appropriation or allotment not yet expended or obligated.

UNFUNDED FTES

FTES that are generated in excess of the enrollment/FTES cap.

UNIT PLANS

An annual plan by college unit designed to describe the college unit's support to the college's educational master plan.

UNQUALIFIED AUDIT

When an auditor finds that the District's financial statements comply with acceptable accounting practices.

UNRESTRICTED FUNDS

Generally those monies of the General Fund that are not designated by law or a donor agency for a specific purpose. They are legally regarded as unrestricted since their use is at the Board's discretion.

WASC/ACCJC

Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

WSCH

"Weekly Student Contact Hours." WSCH represents the total hours per week a student attends a particular class. WSCH are used to report apportionment attendance and FTES. One (1) FTES represents 525 WSCH.

WSCH/FTEF

Represents the ratio between the faculty's hours of instruction per week ("faculty load") and the weekly hours of enrolled students in his/her sections. It is the total weekly student contact hours (WSCH) divided by the faculty member's load. The State productivity/efficiency measure for which funding is based is 525 WSCH/FTEF.

Examples: A faculty member teaching five sections of Sociology, each section meeting for three hours per week with an average per section enrollment of 30 students, equals 450 WSCH/FTEF. (5 class sections X 3 hours/week X 30 students = 450 WSCH/FTEF). A faculty member teaching three sections of Biology, each section meeting for six hours per week with an average section enrollment of 25 students, would be teaching 450 WSCH/FTEF. (3 class sections X 6 hours/week X 25 students = 450 WSCH)

NOTES

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Community College League of California
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