
Appendix

Glossary

AA/AS Majors

The graduation document issued by the College for completing at least 60 units, with a minimum grade point average of 2.0, including general education requirements and a major field of study.

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Basic Skills

Basic skills and pre-collegiate basic skills courses are noncredit courses, not degree applicable as identified by MIS data elements CB04 and CB08. Such remedial courses include preparatory classes in English, English as a Second Language, Math, and Reading with course numbers below the 100 level. While such courses do not apply toward associate degrees or certificate programs, students can use basic skills courses for eligibility purposes, for intercollegiate athletic status and financial aid.

CCC

California Community Colleges. With 1.8 million students attending 116 colleges, the mission of CCC is to provide students with the knowledge and background necessary to compete in today's economy.

Census

The official day each term for student headcount based on attendance, usually the Monday of the second full week of instruction.

Certificates

The document awarded by the College in occupational/career/skills programs for completing requirements as specified in the College catalog.

Classified Employee

A non-certificated regular employee, i.e. clerical, technical, and maintenance workers.

Completion Rate

Student Right-to-Know defines completion rate as the total number of students in a cohort who earn a degree or certificate, or who successfully complete a two-year equivalent transfer-preparatory program.

Continuing Student

A student enrolled in the current semester who enrolled in credit courses during the prior year.

CSU

California State University. The 23 universities of the CSU system educate nearly 460,000 students each year, providing opportunities for upward mobility to students across the state and empowering them to become leaders in the changing workforce.

Discipline

The College offers courses in specific subject areas within each division such as English and French in Communications. Each subject falls under a general program area by TOP code 6.

Duplicated Enrollment

The number of students enrolled in classes, courses or disciplines, when these categories are aggregated and summed. An individual student would be counted as many times as the number of classes in which he or she was enrolled; for example, a student attending three classes would be counted or "duplicated" three times.

EE06

Equal Education Opportunity-Occupational -Activity. A category used by the Office for Federal Contract Compliance Programs (OFCCP) to group jobs by similar function, preparation, and lines of progression. The EE06 categories include Executive/Administrative/ Managerial, Faculty, Professional/Non-Faculty, Technical/Paraprofessional, Clerical/Secretarial, Service/Maintenance, and Skilled Trades. Institutions must develop job groups for each EE06 category, which provide for smaller, more meaningful groups for affirmative action reporting.

Enrollment

A student is considered to have been enrolled in a class if the student received an end-of-term grade notation that is displayed on his/her official transcripts. It is a headcount of enrolled students. When shown by discipline/subject or division, headcount is taken in each class and represents duplicated students across the classes.

Ethnic Status

The ethnicity reported by students on a voluntary basis on the application for admission. The choices offered include: Chinese, Japanese, Korean, Filipino, Laotian, Cambodian, Vietnamese, Indian Sub-continent, and Other Asian; Black/African-American; Chicano or Mexican, Central American, South American, and Other Hispanic; Samoan, Hawaiian, Guamanian, and Other Pacific Islander; American Indian/Alaska Native and Other Non-White; and Decline to State.

Ethnicity

Categories used to describe groups to which individuals identify with, or belong to in the eyes of the community. Categories do not denote scientific definitions or anthropological origins. For data purposes, a person may be counted in only one group. Students and faculty identify one or more ethnicities on various forms used by the College. Different forms use different categories and groupings. The following ethnic groups are consistently used for reports in the Fact Book: American Indian, Asian, Black, Filipino, Hispanic, Pacific Islander, Multiethnic, White, and Unknown. Unknown includes unreported, not available and decline to state.

Executive/ Administrative/ Managerial

Defines all persons responsible for management of an institution or a major department or subdivision thereof. This category includes all certificated administrators and some classified managers.

Faculty

Defines all full- or part-time certificated personnel in teaching, counseling, and librarian positions.

Faculty (Full-time)

Full-time faculty load hours depend on discipline being taught as listed in the Standard Teaching Hours in the American Federation of Teachers College Guild Contract (i.e., 15 hours for most disciplines, but 12 hours for English, 18 hours for Nursing, 21 hours for Culinary Arts).

Faculty (Part-time)

Faculty load hours with less than 60% of the full-time faculty load.

First-time Freshman

A student enrolled in the College for the first time after high school.

First Time New Entering Student

First enrollment at Harbor College.

Fiscal Year

July 1 to June 30 of the following year.

FTEF

Full-Time Equivalent Faculty. Each course taught at the College is assigned a teaching load, depending upon the number of hours the class meets and whether it is a lecture or lab format. A faculty member's teaching load is determined by adding together all the loads for each class he/she teaches. Total FTEF is the number of faculty that would be needed to teach all classes for a given semester, if each faculty were assigned a full load.

FTES

Full-Time Equivalent Student, the unit of measure based on attendance patterns used in state apportionment of funds. FTES for most classes use the following formula (Note: Formula is for compressed calendar. Normal semester = 18 weeks.):

$$\frac{\text{number of students} \times \text{number of hours per week} \times 16.5 \text{ weeks}}{525}$$

Full-Time Students

A student registered for 12 or more units in fall or spring; six or more during summer at the time of first census.

Headcount

The actual number of individual students. College-wide headcount is an unduplicated count of students enrolled per term, usually excluding students that fail to meet census count.

Hourly Instructor

Faculty load hours with less than 60% of the full-time faculty load.

IPEDS-GRS

Integrated Postsecondary Education Data System – Graduation and Retention Survey.

ITV

Instructional television.

Load

The number of course units in which a student is active at the time of first census.

Major

Students may declare a particular major when they apply for a certificate or degree. Each major includes a concentration of subject specific courses which identify the appropriate TOP code for the major.

Matriculation

A process that enhances student access to the California Community Colleges and promotes and sustains the efforts of students to be successful in their educational endeavors. It is intended to assure all students' access to higher education opportunities. Its purpose is to provide accurate, timely information and help to define realistic, reachable educational goals. It is designed to provide admissions, assessment, orientation, counseling, and follow up to all students enrolled.

NCES

National Center for Education Statistics, Washington DC.

New Student

A new student has never enrolled previously, or enrolled exclusively in non-credit courses in all prior years.

Number of Students Completing

Total students enrolled as of the end of the semester, including students who successfully and unsuccessfully completed courses. This is a duplicated count, since a student completing five classes is counted five times. The difference between students at census and students completing, is the number of students who withdrew.

Part-Time Students

A student registered for less than 12 units in spring or fall; less than 6 in summer.

Persistence

Students continuing from one semester to another; not to be confused with retention within a semester.

Professional Non-Faculty

Defines classified positions requiring college or graduate-level training and, minimally, a baccalaureate degree. This category includes various analysts, bookstore managers, staff aides and assistants, accountants, etc.

Retention Rate

Course retention is the percentage of students who do not withdraw from a class and who receive a valid grade. It is calculated by the number of students completing a course divided by the number of students enrolled at first census.

Returning Student

A student enrolled at the College after an absence of one or more terms without interim attendance at another college.

Secretarial/Clerical

Defines positions in clerical or secretarial activities.

Service/Maintenance

Positions requiring technical and manual skills sufficient to perform custodial, grounds keeping, or food service tasks.

Skilled Crafts

Defines positions requiring special technical and manual skills; includes carpenters, painters, electricians, etc.

Specially Funded Programs

Also called categorical or restrictive funding. Supports programs that are designed and overseen by state and federal agencies outside the District, including such special student services as Disabled Students Programs and Services, EOPS, Financial Aid and Veterans Programs. Special funds may be spent only within their programs, and according to guidelines laid down by the funding agencies, which periodically audit program expenditures.

SRTK

Student Right-to-Know.

Student Right-to-Know

SRTK refers to a Federally-mandated public disclosure of a college's Completion Rate and Transfer Rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness that they can use in the determination of college choice. All colleges nationwide are effectively required to participate in the disclosure of rates by January, 2000.

Subject

At Harbor classes are coded by subjects, such as ENGL for English, FREN for French, etc. Subject and discipline can be used interchangeably.

Successful Completion Rate

Percentage of students who receive a passing/satisfactory grade at the end of a term. It is calculated by the number of students receiving a grade of A, B, C, or P divided by the number of students enrolled at census.

Technical/Paraprofessional

Defines positions requiring specialized technical and/or paraprofessional skills; includes computer operators, programmers, lab technicians, instructional aides, etc.

TOP Code

The Taxonomy of Programs (TOP) is a common, numeric coding system by which districts and colleges categorize degree and certificate programs and courses on the basis of the similarities of their published goals and objectives.

Transfer

A goal to transfer to a baccalaureate program at a four-year college or university, with or without an associate degree. Although many students transfer to other two-year colleges, transfer in this document refers to public California four-year institutions. (This is the only data available from the state.)

UC

University of California. The UC system has more than 280,000 students and 227,000 faculty and staff, with 2.0 million alumni living and working around the world. The University's fundamental missions are teaching, research and public service.

Weekly Student Contact Hours (WSCH)

Weekly Student Contact Hours describes student attendance during a one-week period at the College. More specifically, it represents the total number of hours that all students spend in classes during the census of the semester. It is calculated by multiplying the total number of students enrolled in a class by the number of hours the class meets per week. For example, a class of 32 students meeting 3 hours per week generates 96 WSCH.

WSCH/FTEF

Weekly student contact hours based on the number of class hours and number of students divided by the full-time equivalent faculty of those classes. The State target is 525 WSCH per FTEF.