

## **Appendix**

### **Glossary**

#### **AA/AS Majors**

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

#### **Basic Skills**

Basic skills courses are designed to help students improve foundational skills in areas such as reading, writing, mathematics, and English as a Second Language (ESL). These courses may be non-credit or credit-bearing. They often aim to prepare students for college-level coursework. While such courses do not apply toward associate degrees or certificate programs, students may use these courses for eligibility purposes, such as intercollegiate athletics and financial aid.

#### **CCC**

California Community Colleges serve 2 million students across 116 colleges. Its mission is to provide students with the knowledge and background necessary to contribute to today's economy.

#### **Census Date**

Attendance calculation is based on enrollments on this day. The census date for a 16-week primary term is typically the Monday of the third week. Census for short-term courses, or those that fall outside the primary term, will vary.

#### **Census Enrollment**

Student enrollment that is active on census day and counted for apportionment.

#### **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. such as 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.

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## **CSU**

California State University, the 23 universities of the CSU 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.

## **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 is 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**

The count of students enrolled in a class or course. A student is considered to have been enrolled in a course if the student received an end-of-term grade notation that is displayed on their official transcripts. It is not to be confused with student count since students can be enrolled in more than one class. Students can also enroll multiple times in the same course. When shown by 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 are: 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. 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.

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### **Executive/ Administrative/ Managerial**

Defines all persons responsible for management of an institution or a major department or subdivision thereof. 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.

### **Full-Time Equivalent Faculty (FTEF)**

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. 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.

### **Full-Time Equivalent Student (FTES)**

How many students there would be if they only attended on a full-time basis. FTES for most classes use the following formula (Note: Formula is for compressed calendar. Normal semester = 18 weeks.):

$$\text{FTES} = (\text{Number of students} \times \text{Weekly class hours} \times 16.5 \text{ weeks}) \div 525$$

### **Full-Time / Part-Time (Unit Load)**

The terms full-time and part-time refer to the number of credit units a student is enrolled in during a semester. A full-time student typically enrolls in 12 or more units in fall or spring; 6 or more units during summer at the time of first census. A part-time student usually enrolls in fewer than 12 units in fall or spring.

### **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.

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### **Professional Non-Faculty**

Defines classified positions requiring college or graduate-level training and, minimally, a baccalaureate degree. 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 receiving a valid grade from 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.

### **Student Right-to-Know (SRTK)**

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.

### **Successful Completion Rate**

Percentage of students who receive a passing/satisfactory grade. 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.

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### **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 State's third largest employer, has 10 campuses. The UC system has more than 295,000 students, 246,000 faculty and staff, and 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**

WSCH/FTEF ratio is used to measure instructional efficiency and productivity by comparing the number of weekly student contact hours to the teaching load of faculty. WSCH refers to the total number of student contact hours per week for a course or set of courses. FTEF represents the teaching load of an instructor, based on full-time teaching equivalency.