

SECTION 9



GLOSSARY

Age Student age-at-term for the fall semester is age as of October 15, as defined by the State Chancellor's Office Management Information System.

Associate Degrees LACC offers the Associate of Arts degree in over 50 State-approved programs, and the Associate of Science degree in more than 10 State-approved programs.

Basic Skills Courses that are more than one level below college level courses.

BOGG The Board of Governors Enrollment Fee Waiver is based on family income and household size, and is processed automatically for all qualifying students who complete a Free Application for Federal Student Aid (FAFSA).

Census For credit courses scheduled coterminously with the primary term, the census date is Monday of census week, the third week of the semester.

Census Headcount A count of students actively enrolled in credit classes during the reporting period prescribed by state regulations, which is Monday of the third week of each semester.

Certificates LACC awards State-approved vocational certificates in over 40 programs. Skill certificates in programs requiring fewer than 18 units are offered in 60 programs.

Child Development Center The Campus Child Development Center offers a preschool program for children 3-5 years of age and an evening program for school-age children. Children of LACC students are eligible.

Completion Rate The percentage of students who receive A, B, C, D, F, pass (CR) or not pass (NC) as compared with those who also receive W (withdraw).

Continuing Student Those who were enrolled at the same college during the immediately preceding regular semester.

Core Students Those students who are not enrolled in specialized academic programs, including PACE, the LAPD Academy program, and concurrently enrolled high school students. Core students are reported as a 'full term headcount,' which includes all students who received a grade or other transcriptable notation, including W.

Credit Defines courses for which units are earned.

Day/Evening Enrollment Day students are enrolled exclusively in classes convening prior to 4:30 p.m. Day-evening students attend both day and evening classes in one semester. Evening students are enrolled exclusively in classes convening at 4:30 p.m. or later.

Department Instruction is organized into 29 departments, encompassing over 75 disciplines or subject areas.

DSP&S (Disabled Student Programs and Services) See Office of Special Services.

Duplicated Enrollment A count of the number of enrollments at the section level, and aggregated at broader levels such as course, subject and department. An individual student is counted for each section in which he or she is enrolled, and so may be counted more than once.

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Educational Goal Students indicate their educational goal on the Application for Admission. The choice options include: prepare for a new career; advance in current job/career; discover/develop career interests, plans and goals; obtain a two-year vocational degree without transfer; obtain a vocational certificate without transfer; obtain a Bachelor's degree after completing an Associate's degree; obtain a Bachelor's degree without completing an Associate's degree; maintain certificate or license; improve basic skills in English, reading or math; complete credits for high school diploma or GED; personal development; undecided.

Transfer Includes a goal to transfer to a baccalaureate program with or without and associate degree.

Vocational Includes career preparation, advancement, discovering interests; vocational degrees and certificates without transfer; and maintaining vocational license.

Basic Skills Includes basic skills and completing high school diploma.

General Education Includes Associate degree without transfer and personal development.

Employee Group Based on the bargaining unit of an employee's primary assignment.

Administration This employee group includes the president, vice presidents, and members of the Teamsters Union.

Certificated This employee group includes full time instructors, department chairs, hourly instructors, and non-teaching certificated employees. Non-teaching certificated includes counselors, librarians, athletic directors, instructor special assignment, bargaining unit representative, and Academic Senate representative.

Classified Staff who are in the technical/clerical, maintenance/operations, crafts, or supervisory bargaining units.

Unclassified This employee group includes student workers.

English as a Second Language (ESL) English instruction for non-native speakers at both the collegiate and pre-collegiate level.

EOP&S (Extended Opportunity Program and Services) EOP&S is a state-funded program for nontraditional students who are affected by educational and economic barriers. EOP&S provides the following services: intensive academic, career and personal counseling, individualized and in-class tutoring, priority registration, transfer assistance, educational workshops, and book vouchers.

Ethnicity The ethnic identity voluntarily reported by students on the Application for Admission. The choices offered, as prescribed by the State Chancellor's Office Management Information System, are: Chinese; Japanese; Korean; Laotian; Cambodian; Vietnamese; Indian Sub-Continent; Other Asian; Black, African-American; Filipino; Mexican, Chicano, Mexican-American; Central American; South American; Other Hispanic; Caucasian, White; American Indian, Alaskan Native; Pacific Islander: Samoan; Pacific Islander: Hawaiian; Pacific Islander: Guamanian; Other Pacific Islander; Other Non-White; Decline to state. For reporting purposes in the College Profile, ethnicities are grouped as follows: Asian/Pacific Islander also includes Filipino; Black/African American; Hispanic/Latino; White; and Other, including American Indian and Other, Non-White.

Federal Financial Aid Made available by the federal government to make it possible for students to continue their education beyond high school, even if they and/or their family cannot meet the full cost of attending college. Federal Financial Aid programs come in the form of grants, work-study, and loans.

Fiscal Year July 1 – June 30.

FTEF (Full time equivalent faculty) Based on instructor load, which is the number of class hours taught by full-time instructors as part of his/her regular assignment. The load varies by discipline, and is established by the negotiated bargaining unit contract.

FTES (Full time equivalent student) The measure of full-time attendance used to calculate state reimbursement since June 1991. It is based on a figure of 525 class contact hours per full-time student over the academic year, in credit and/or non-credit courses. The formula to compute FTES for regularly-scheduled, semester-length classes is as follows:

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

For example, a 3 unit English class that meets 3.38 hours per week and has an enrollment of 35 students would generate 3.72 FTES $[(35 \times 3.38 \times 16.6)/525] = 3.72$ FTES].

Full Term Headcount A count of students enrolled at any time during a term who received a grade or other transcriptable notation, including W.

Full-Time Student Students enrolled for 12 or more units during a single semester.

Headcount The number of individual students (unduplicated).

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

International Students Program The center provides counseling and enrollment assistance to non-immigrant F1 visa students from all over the world. The multilingual staff also provides assistance with change of status, work permit, and practical training.

Los Angeles Police Department Academy Program A training program offered at the Los Angeles Police Academy for credit at Los Angeles City College, and open to all students.

Office of Special Services Offers support services to students with vision, mobility, hearing, speech, learning, or psychological disabilities, acquired brain injuries, or who are developmentally delayed. DSP&S is available to all students who have a medically verified disability, the ability to benefit from services and to make academic progress.

PACE (Program for Accelerated College Education) A thematic interdisciplinary program combining classroom work and instructional television to provide an intensive program meeting general education and lower division requirements for transfer to working students. PACE classes are most frequently offered in off-campus centers in the evenings and on Saturdays, and are administered as a group outside of the regular department structure.

Part-Time Student A student enrolled in fewer than 12 units in one semester.

Persistence Student persists from one term to the next term. Persistence rate is the percent of students enrolled in the next term (and receives a grade of A, B, C, D, F, CR, NS, W, I) out of students enrolled in the first term (and received a grade of A, B, C, D, F, CR, NS, W, I).

Placement Levels (Math and English) Students are placed into various levels – collegiate, pre-collegiate, and basic skills – of math, English and ESL courses based on their scores on State-approved assessment instruments and multiple measures of factors relating to course success.

Primary Language The language indicated by students on the Application for Admission in response to the question, "What is your primary language?" The choice options are English, Armenian, Chinese, Farsi, Filipino, Japanese, Korean, Russian, Spanish, Vietnamese and Other.

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Prior Education The highest level of education attained by a student prior to enrolling at LACC, as indicated by the student on the Application for Admission. The choice options include: earned a U.S. high school diploma; enrolled in grade 12 or below when college semester begins; not a [high](#) school graduate, currently enrolled in adult school; not a high school graduate; passed the GED or received a certificate of high school equivalency; earned a California High School Proficiency Certificate; earned a foreign secondary diploma or certificate of graduation; earned an Associate degree; earned a Bachelor's or higher degree.

Restricted General Fund This part of the college budget includes the following programs: Program 010, Community Services; Program 135, Student Health Services; Program 145, Parking; Program 420, Disabled Students Programs and Services; Program 431, Matriculation; Program 489, Extended Opportunity Programs and Services; Program 868, E.O.P.S./C.A.R.E. Program; Program 006, Cafeteria; Program 007, Child Development Center; and Program 008, Bookstore.

Retention Rate The percentage of students who receive a grade of A through F, pass (CR) or not pass (NC) as compared with those who also receive a W (withdraw).

Returning Students Formerly enrolled students returning to the college after an absence of one or more regular semesters. Includes students who have attended another college during their absence.

Scholars Program Certified members of the scholars program have a GPA of 3.0 or better and are eligible for English 101, and complete 18 units of Honors coursework. Members participate in an enriched academic experience, and are guaranteed priority consideration for admission to a number of four-year colleges and universities.

Subject Also known as 'Discipline.' It is the smallest grouping of instructional area. For example, subjects – or disciplines – such as economics, history, political science, and sociology are all included in the Social Science department.

Successful Completion Rate The percentage of students who receive A, B, C or pass (P) as compared with those who also receive W, D, F or not pass (N).

TOP Code (Taxonomy of Programs) A common numeric coding system used in California by which districts and colleges categorize degree and certificate programs and courses on the basis of the similarities of their published goals and objectives. The TOP code has 6 digits, and has a three-level structure that identifies discipline, subdiscipline and field. For example, TOP code 1303.10 has hierarchical descriptors for discipline (13 – Consumer Education and Home Economics), subdiscipline (1303 – Fashion), and field (1303.10 – Fashion Design).

TRIO/Student Support Services A federally funded grant program through the Department of Education. The program's target population is low income, first generation or disabled students who have identified transfer to a four-year university as their academic goal. Services provided include academic and personal counseling, full financial aid consideration, tutoring, skills/information workshops, priority registration, special courses, and cultural activities/field trips.

Unit Load The number of units in which a student is enrolled; used for determining full-time/part-time status.

Unrestricted General Fund This part of the college budget includes the following programs: Program 100, Basic; Program 046, PACE; Program 102, Faculty Overbase; Program 108, BFAP Administration; Program 109, Partnership for Excellence; Program 117, Contract Education; Program 119, Non-Resident Capital Outlay; Program 120, City Prep Academy; Program 122, LAPD Academy; and Program 200/201, Summer Sessions.

Vocational Education Courses Courses identified as vocational in content based on the 'S.A.M. Code.' The S.A.M. (Student Accountability Model) code is defined by the State Chancellor's Office Management Information System to indicate the degree to which a course is occupational. The S.A.M. codes are as follows: A = Apprenticeship, B = Advanced Occupational, C = Clearly Occupational, D = Possibly Occupational, and E = Non-Occupational.

Weekly Student Contact Hours (WSCH) The number of class hours each credit course is regularly scheduled to meet during a week multiplied by the number of students actively enrolled in the course as of the census day.

WSCH/FTEF The ratio of WSCH to FTEF, or the number of student contact hours generated per faculty member per week.

