

Definition of Terms

Academic Year - the time period containing the academic sessions held during consecutive Fall, Spring, and Summer semesters.

Accrediting Agencies - agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings.

Annual Headcount - the number of students enrolled in one or more courses with each unduplicated student counted only once for the year.

Articulation - the process of determining the transfer and applicability of courses from one institution of higher education to another

CBM Reports – Coordinating Board Management reports that are mandatorily submitted to the Texas Higher Education Coordinating Board and are the basis for the state reimbursement.

Census Date - the census date is the date by which students must ensure their enrollment is correct as this is the date their final financial liability is calculated. It is also the date after which students are not permitted to change their enrollment except for withdrawing from class. If students withdraw after this date they will still incur the financial liability and the unit will show on their Academic Record with a grade of “W”.

The 12th class day in a “regular” 16 week semester or the 4th class day in a “short” summer semester is considered the census date.

Certificate - awarded to students who complete one of the approved certificate programs.

Certified Data – data that are reported to the Texas Higher Education Coordinating Board and verified by Blinn College as of the term’s official reporting date (census date).

CIP (Classification of Instructional Programs) - an NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

CIP Code - a six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.

College Credit Courses - courses for which credits can be earned that apply toward a community college degree and that may be transferred to other institutions of higher education. College credit courses are approved by the Texas Higher Education Coordinating Board.

Contact Hour - an instructional unit of time in which a student has contact with an instructor; includes both lecture and laboratory time.

Core Curriculum - a set of general education courses consisting of 42 hours in English, communications, mathematics, natural science, humanities, visual and performing arts, government, history, and an additional social and behavioral science.

Course Enrollment - the number of students enrolled in a course. Duplicated enrollment occurs when a student is counted more than one time. For example, a student who attends several courses at one location and one or more courses at a second location is counted twice, once at each location.

Credit Hour - the number of hours a class is scheduled to meet each week determines the value of a course or the number of credit hours you will receive for that course. For example: ENG 101 (College Composition) involves three class hours each week and is worth three credit hours. You need a specific number of credit hours in specific courses to earn a degree or certificate in an individual program.

Cumulative Grade-Point Average - your Cumulative Grade-Point Average (C.P.A.) is the overall average from the grades and grade points you received and the credits you earned in all the courses you have taken. Grade points range from 4.00 for an A to 0.00 for an F. You must have at least a 2.00 (a C average) to graduate.

Curriculum - a curriculum is a program of courses approved for a specific degree or certificate. To earn a degree or certificate in a specific program, you must complete the curriculum for that program.

Degrees Conferred - an award conferred by the college as official recognition for the successful completion of a program of studies

Enrollment - registration for coursework and payment of fees constitutes official enrollment.

FICE - Federal Interagency Committee on Education. Reference number assigned to all colleges and universities.

First-Time-in-College (FTIC) Student - a student who has never attended college or any other postsecondary institution. (Students are not reported as first-time-entering-college until they have completed their high school work.)

First-Time Transfer Student - a student who is entering Blinn College for the first time but is known to have previously attended another postsecondary institution at the undergraduate level.

Fiscal Year - a twelve month period running from September 1st through the following August 31st.

Full-Time Equivalent (F.T.E.) Faculty - a budgetary term that represents one full-time faculty position. (Note that two people each serving in half-time faculty positions would together equal one F.T.E. faculty.)

Full-Time Student - student enrolled for 12 or more semester credit hours in a term.

Fundable Student Credit Hours (SCH) - student credit hours which the university receives funding from the state as measured from the three final Student Data Course File submissions to the Board of Regents.

Full-Time Student Equivalent (FTSE) - the total semester credit hours divided by 12, which is considered to be a full-time course load.

GED - General Education Development; test for students whose high school education was interrupted.

Goals - quantified, measurable results that an organization wants to accomplish within a set period of time. They must relate directly to the mission objectives of the college.

Headcount - the number of students enrolled in one or more courses. This number may be duplicated or unduplicated (SEE: Course Enrollment).

High School Concurrent Enrollment - the number of students enrolled in high school (as juniors and seniors) and in college. These students receive college credit and may receive high school graduation credit for the classes they take at Blinn College. These students are also referred to as dual enrollment students.

IPEDS - Integrated Post-secondary Education Data System (formerly HEGIS) conducted by the National Center for Education Statistics. IPEDS began in 1986 and involves annual data collections. Survey questionnaires are sent to all post-secondary institutions eligible for federal student financial aid, as determined by the Office of Post-secondary Education, U.S. Department of Education. IPEDS also surveys approximately 4,000 schools that are not eligible for federal student aid using the Institutional Characteristics form ONLY. IPEDS consists of the following surveys (by target audience): Institutional Characteristics (IC), Fall Enrollment (including age and residence data) (EF), Fall Enrollment by Occupationally-Specific Programs (EP), Completions (C), Finance (F), Salaries of Full-time Instructional Faculty (SA), Fall Staff (S), and Academic Libraries (L) and Graduation Rate Survey. For further information, see [U.S. Department of Education – IPEDS](#).

Measures and Indicators - these are numerical information used to quantify the input, output, and performance dimensions of processes, products, services, and outcomes. They can be based on single pieces of data or comprised of several elements. An indicator is something which must occur in order to evaluate whether an intended outcome has been met.

NCES – National Center for Education Statistics - the statistical branch of the Office of Educational Research and improvement, a principal operating component of the U.S. Department of Education. NCES collects statistics on the condition of education in the United States, analyzes and reports the meaning and significance of these statistics, and assists states and local education agencies in improving their statistical systems. For further information, see the [NCES Home Page](#).

Nonresident Alien - a person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

Professional/Technical Personnel - employees who are exempt from overtime pay and are paid on a monthly basis.

Part-Time Student - student enrolled for less than 12 semester credit hours in a Fall or Spring term.

Performance - refers to the result of processes, products, services, or outcomes as they are evaluated against a known or suspected standard. These results can be related to characteristics such as satisfaction, retention, completion, financial operating margins, project cycle time elements, and response rates or times.

Process - a series of linked activities designed to produce a product or service, either within or outside an organization. The process is usually defined as a sequence of critical actions, and includes information to help those unfamiliar with those actions.

Resident Alien - a person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card, a Temporary Resident card, or an Arrival-Departure Record with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian).

Service Area - Blinn College's service area encompasses the following counties: Brazos, Burleson, Fayette, Grimes, Lee, Madison, Waller, Washington. Portions of the following counties are included in Blinn College service area: Austin (Bellville ISD), Milam (Gause ISD, Milano ISD, Rockdale ISD only), Montgomery (Partial Richards ISD), Walker (Remaining Richards ISD territory), Robertson (Mumford ISD, Hearne ISD, Franklin ISD, Bryan ISD)

Strategies - these define the way the goals will be accomplished and the tactics that will be used.

Standard - a measurable criterion for a performance indicator. Observable standards may include actions, behaviors, skills, or attitudes which may be observed and assessed.

Texas Higher Education Coordinating Board (THECB) - a statutory 18-member board appointed by the Governor. It is responsible for statewide planning and policy-making to assure quality and efficiency in Texas higher education. The Board's primary areas of responsibility are financial planning, senior colleges and universities, community colleges and continuing education, health affairs, student services, and campus planning.

Total Student Credit Hours (SCH) - total student credit hours, based on fundability status as defined by the legislature.

Transfer Student - a student entering the reporting institution for the first time but known to have previously attended a post-secondary institution at the same level (e.g., undergraduate, graduate). A student may transfer with or without credit.

Uncertified Data - data for all active students for the term indicated. Data are gathered at the census date of the term and includes students registered for all courses. These data are typically assumed to be accurate but have not been subjected to the formal certification process.

Unduplicated Headcount - Unduplicated Headcount enrollment is a count of the number of students enrolled according to specified criteria with each individual student only counted once.