

Glossary of Terms

Office of Institutional Research

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Introduction

This glossary is a compilation of terms used in the analysis and reporting of data at Owens Community College. Some terms have multiple definitions depending upon the source of the data. The sources are noted in parentheses for terms generated by: U.S. Department of Education Integrated Postsecondary Education System (IPEDS), the Ohio Board of Regents Higher Education Information System (HEI), and the Ohio Board of Regents Operating Manual for Two-Year Campus Programs (OBR).

This document is a work in progress and definitions contained herein are subject to adaptation and/or modification. Also note that definitions sometimes vary from institution to institution. Care should be taken to ensure that data elements are consistently defined when comparing institutions.

Glossary of Terms

A

ACT - ACT, previously known as the American College Testing program, measures educational development and readiness to pursue college-level coursework in English, mathematics, natural science, and social studies. Student performance does not reflect innate ability and is influenced by a student's educational preparedness. (IPEDS)

Abroad - Any geographic location not in the aggregate United States, which includes the 50 states, the District of Columbia, and the other areas. (IPEDS)

Academic Year – The annual period during which an institution holds classes. The academic year begins with the start of the summer term and ends with the completion of the following spring term. For example, Academic Year 2010 – 2011 includes Summer 2010, Fall 2010, and Spring 2011.

Accreditation - A process by which private educational associations of regional or national scope develop evaluation criteria and conduct peer evaluations to assess whether or not those criteria are met.

Adjunct Faculty - Faculty teaching 12 or fewer credit or contact hours in one academic term

Adjusted Cohort - The result of removing any allowable exclusions from a cohort or sub-cohort. For the Graduation Rates component, this is the cohort from which graduation and transfer-out rates are calculated; for the Fall Enrollment component, it is the cohort for calculating retention rate. (IPEDS)

Adult Basic Education (ABLE) - Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a program leading to a high school credential, nor are they part of any academic, occupational, or vocational program at the postsecondary level. (IPEDS)

Advanced Placement (AP) Courses - College-level courses taught in high school. Students may take an examination at the completion of the course; acceptable scores allow students to earn college credit toward a degree, certificate or other formal award. (IPEDS)

Advanced Standing - Credit awarded through standardized testing administered by an outside organization. This includes credit awarded through Advanced Placement (AP) or College Level Examination Program (CLEP). (HEI)

Agency – A category used when the instructor is contracted through an outside corporate or government agency and is not a faculty member at the reporting institution. (HEI)

Alumni Satisfaction – The proportion of graduates whose college experience met or exceeded the expectations they had upon initial enrollment.

Accountability Management System (AMS) – A web-based system available through TaskStream that supports continuous improvement projects and the management of assessment and accountability processes at a macro level.

American Indian or Alaskan Native - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. (IPEDS)

Analysis of Variance (ANOVA) - A collection of statistical models, and their associated procedures, in which the observed variance in a particular variable is partitioned into components attributable to different sources of variation. In its simplest form ANOVA provides a statistical test of whether or not the means of several groups are all equal. ANOVAs are useful in comparing two, three or more means.

Applicant - An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) and who has been notified of one of the following actions: admission, non-admission, placement on waiting list, or application withdrawn by applicant or institution. (IPEDS)

Articulation - The systematic coordination between institutions of higher education to ensure the efficient and effective movement of students among those institutions, while guaranteeing the students' continuous advancement in learning.

Artifact- Any tool or standard assessment instrument used to measure student learning.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (IPEDS)

Assessment – The systematic process of determining educational objectives, gathering, using, and analyzing information about student learning outcomes to make decisions about programs, individual student progress, or accountability.

Associate's Degree - An award that normally requires at least 2 but less than 4 years of full-time equivalent college work. (IPEDS)

Attrition Rate – The proportion of students enrolled at one point in time who do not re-enroll for at least one credit-bearing course at another point in time and who do not complete a degree or certificate. Attrition is frequently calculated for first-time degree- or certificate-seeking students who enter an institution in the fall term (or previous summer) and who do not re-enroll the following fall. However, it can also be calculated for other groups (e.g. all students enrolled during a particular term) over different periods of time (e.g., fall-to-

spring attrition rate, second year to third year, first year to third year, etc.) depending on the purpose of the analysis. Therefore, it is important that individual reports specify the population of students being tracked and over what period of time.

Audit/Auditing (a class) - Term used when a student elects to take a course, but does not wish to receive credit for the course toward a degree or other formal award. (IPEDS)

Average - A measure of central tendency for continuous variables calculated as the sum of all scores in a distribution divided by the number of scores; the arithmetic average

Average Class Size for a Course – Total number of students enrolled in a course / total number of active sections of the course.

Average Class Size for the Institution – Total number of students enrolled in lecture & lab courses / total number of active sections of lecture & lab courses. This includes web lectures and labs. It does not include any other schedule code such as seminar, practicum, independent study, etc.

B

Baseline – A point of reference for a unit of measurement. Baseline measures are frequently taken before an intervention is introduced or at a particular point in time; they are then compared with one or more measurements taken after the intervention is introduced or at subsequent points in time.

Benchmark - A criterion-referenced objective performance datum that is used for comparative purposes. A program can use its own data as a baseline benchmark against which to compare future performance. It can also use data from another program as a benchmark. In the latter case, the other program often is chosen because it is exemplary and its data are used as a target to strive for, rather than as a baseline.

Bias – A term which refers to how far the average statistic lies from the parameter it is estimating; that is, the error which arises when estimating a quantity. Errors from chance will cancel each other out in the long run; those from bias will not.

Black or African American - A person having origins in any of the black racial groups of Africa. (IPEDS)

C

CCSSE – Community College Survey of Student Engagement – A survey that is administered to community college students which asks questions about institutional practices and student behaviors correlated with student learning and retention and provides information on student engagement.

CLEP - College Level Examination Program – A College Board credit-by-examination program that offers examinations in introductory-level college subjects. By earning passing scores on CLEP exams, students can earn college credit. CLEP is part of a prior learning assessment program.

CIP Code - A taxonomic scheme developed and maintained by the National Center for Education Statistics to standardize reporting of academic programs. Each CIP code consists of six-digits in the form xx.xxxx. The first two digits identify the program category (e.g., Education), and the last four digits identify the specialty within that category (e.g., Elementary Education and Teaching)

Career-Technical Credit Transfer (CT)²- An articulation system between the Ohio Department of Education, public adult and secondary career technical education, and state-supported institutions of higher education that guarantee transfer of agree-upon technical courses from one system to another.

Categorical Data - A set of data is said to be categorical if the values or observations belonging to it can be sorted into mutually exclusive groups. For example, People have the characteristic of 'gender' with categories 'male' and 'female'.

Ceiling Effect – A statistical phenomenon whereby a measure has little to no chance of increasing because it is already at the high end of the score distribution when a baseline measurement is taken.

Census Point: The designated point by when a student must be registered for a course. For regularly scheduled course sections, the census point is the end of business on the 15th calendar day of the academic term (this is also sometimes referred to as the '14th day after the first day of classes'). For flexibly scheduled course sections, the census point is the end of business on the date closest to completing 20 percent of the course section based on the official start and end dates, regardless of the course section meeting pattern. For summer subterms, the census point for regularly scheduled summer term course sections is the 15th day of each summer subterm. (HEI)

Certificate - A formal award certifying the satisfactory completion of a postsecondary education program. (IPEDS) An organized program of study at the postsecondary level of at least one but less than two full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours. Includes industrial degrees and certificates, such as a master plumber's certificate. (HEI)

Chi-Square Analysis – An inferential statistical procedure for testing whether the frequencies of category membership in a sample represent the predicted frequencies in the population.

Classification of Instruction Programs (CIP) - A taxonomic coding scheme for secondary and postsecondary instructional programs. It is intended to facilitate the organization, collection, and reporting of program data using classifications that capture the majority of reportable data. The CIP is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases. (IPEDS)

Classroom Hour - A classroom hour is a nominal hour (fifty minutes) of formalized instruction, conducted on- or off-campus, in which the teacher presents an educational experience to students, applying any combination of instructional methods. One credit (semester) shall be awarded for each classroom hour which is scheduled in the standard week of the semester. (OBR)

Clerical and Secretarial - A primary function or occupational activity category used to classify persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmer) and/or information and other paperwork required in an office. Also includes such occupational titles such as switchboard operators, including answering service; telephone operators; bill and account collectors; billing and posting clerks and machine operators; bookkeeping, accounting, and auditing clerks; payroll and timekeeping clerks; procurement clerks; file clerks; clerical library assistants; human resources assistants, except payroll and timekeeping; shipping, receiving, and traffic clerks; secretaries and administrative assistants; computer operators; data entry and information processing workers; desktop publishers; mail clerks and mail machine operators (except postal service); office clerks (general); office machine operators (except computer); and proofreaders and copy markers. (IPEDS)

Client Satisfaction with Programs and Services – The proportion of community college clients who are aware of, have access to, use, and are satisfied with the programs and services offered by a college.

Clinical (CL) - A clinical laboratory applies only to health technology programs. A clinical is a laboratory section which meets at a health-related agency facility in lieu of on-campus laboratory facilities. Clinical laboratory sessions provide a realistic environment for student learning. During a clinical laboratory session, a regular faculty member directly supervises the class. The instructor assigned to teach clinical laboratory sessions will be a full- or part-time faculty member. (OBR)

Clinical Laboratory Hour - A clinical laboratory hour applies only to health technology programs. A clinical laboratory consists of a fifty-minute period during which students are assigned to laboratory sections which meet at a health related agency rather than in on-campus laboratory facilities. Clinical laboratory sessions provide a realistic environment for student learning. These laboratory hours should be directly supervised by regular faculty members, full-time or part-time, of the college. One credit (semester) shall be awarded for a minimum of three clinical laboratory hours in a standard week for which little or no out-of class study is required. One credit (semester) shall be awarded for a minimum of two clinical laboratory hours in a standard week, if supplemented by out-of-class assignments which would normally average one hour of out-of-class study preparing for or following up the Clinical laboratory experience. (OBR)

Clock hour – A specific measure that represents an hour of scheduled instruction given to students. Also referred to as contact hour. (IPEDS)

Cohort – A group of individuals who have shared a particular experience during a particular time span; a specific group of students established for tracking purposes (IPEDS).

Cohort Survival Analysis – A technique that examines discrete cohorts of students over time and compares the headcounts at initial point of entry into the institution with the headcounts at regular intervals (usually at the beginning of each fall semester) to determine the number within each cohort who remain at the institution (retention), the number who graduate, and the number who withdraw from the institution without receiving a degree (attrition).

Collegiate Assessment of Academic Proficiency Test (CAAP) - A standardized, nationally normed assessment program from ACT used by postsecondary institutions to assess, evaluate, and enhance student learning outcomes and general education program outcomes. Owens participates in several CAAP tests each year, including Critical Thinking, Mathematical Skills, Writing Skills, and the Writing Essay Test.

Common Data Set (CDS) - A collaborative effort among data providers in the higher education community and publishers as represented by the College Board, Thomson Peterson's, and U.S. News & World Report. The combined goal of this collaboration is to improve the quality and accuracy of information provided to all involved in a student's transition into higher education, as well as to reduce the reporting burden on data providers.

Completer - A student who receives a degree, diploma, certificate, or other formal award. In order to be considered a completer, the student must actually have the degree/award conferred upon him or her. (IPEDS)

Completers within 150% of normal time - Students who completed their academic program within 150% of the normal (or expected) time for completion. . For example, 150% of normal time for most two-year associate's degree programs is three years; 150% of normal time for most four-year bachelor's degree programs is six years. (IPEDS)

Concurrent Enrollment - A headcount of all undergraduate students enrolled at both OCC and another public college or university during the same specified period of time. (HEI)

Confidence Interval - A confidence interval gives an estimated range of values which is likely to include an unknown population parameter, the estimated range being calculated from a given set of sample data. If independent samples are taken repeatedly from the same population, and a confidence interval calculated for each sample, then a certain percentage (confidence level) of the intervals will include the unknown population parameter. Confidence intervals are usually calculated so that this percentage is 95%, but other confidence intervals can be calculated.

Contact Hour - A specific measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. (IPEDS)

Continuing Students- Students who are actively continuing their enrollment at Owens, excluding those who are considered to be transient, guest, or PSO.

Continuous Data – Data is said to be continuous if the values / observations belonging to it may take on any value within a finite or infinite interval. You can count, order and measure continuous data. Examples are height, weight, and temperature.

Conversion Rate – The proportion of recruits who apply.

Cooperative Work Experience - A cooperative work experience is on- or off-campus paid employment. It augments formal classroom instruction. The experience is coordinated by a faculty member of the college who visits the job site for a conference with the student and supervisor at least once during the quarter or semester, and assigns the course grade to the student after appropriate consultation with the supervisor/employer. Each student who is enrolled in cooperative work experience shall also enroll in an on-campus seminar. One credit (semester) shall be awarded for a minimum of ten clock hours of cooperative work experience which is scheduled during a week. A maximum of nine semester credit hours may be earned in cooperative work experience, or any combination of cooperative work experience and practicum, over the associate degree program. (OBR)

Core Indicators – A regularly produced measure that describes a specified condition that is central (or foundational) to the achievement of a college's mission and to meeting the needs and interests of key stakeholders. Also known as a Key Performance Indicator (KPI)

Correlation – A measure of the statistical relationship, or association, between two variables. Correlations can range in value from 0.0 to 1.0 and can either be positive or negative. The absolute value of the correlation indicates its' strength, with correlations closer to 1.0 (or -1.0) indicating a stronger relationship between the variables. The sign of the correlation indicates its direction. Positive correlations indicate that as the value of one variable goes up, so does the value of the other variable (e.g., as placement test scores increase, so do first-term GPAs). Negative correlations indicate that as the value of one variable goes up, the other goes down (e.g., the more times that students repeat courses, the lower their GPA). Correlations are considered small if they range in value from (+/-) .10 to (+/-) .30, medium if they range from (+/-) .30 to (+/-) .50, and large if they range from (+/-) .50 to (+/-) 1.0.

Correlational Analysis – A study in which students' scores on two or more variables are measured, without manipulation of any variables, to determine if and how much of an association there is among the variables. Correlational studies can be used to infer associations between variables, but not causal effects of one variable on another.

Course Completion – Successful completion of a credit course for which a student receives a recorded grade of A, B, C, D or PNP.

Course Enrollment Counts – The sum of the number of courses in which a student is enrolled. (A student enrolled in three courses would be counted 3 times).

Course Pass Rates – There are two ways to calculate pass rates depending on the purpose of the request: the percent of students earning a grade of C or better, and the percent of students earning a grade of D or better. The calculation is final grade of total students with passing grade/ total students with a final grade. Final grades include A, B, C, D, PNP (Passing) (F, FNC, I, PR, WD, NGR) Not Passing.

Credit - Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award. (IPEDS)

Credit by Exam - Credit awarded through testing administered by Owens Community College. (HEI)

Credit Course - A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. (IPEDS)

Credit Hour- A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term. It is applied toward the total number of credit hours needed for completing the requirements of a degree, diploma, certificate or other formal award. (IPEDS)

Credit Hours to Degree - The number of credit hours the student earned (via instruction) at this institution to obtain this degree. This includes all (instructionally earned) credits earned at any branch campus of this university or college, and all credits earned in pass/fail courses at this institution. This does not include credit hours transferred from another university or college, or credits waived due to examination credit or previous life experience. (HEI)

Credit for Life Experiences - Credit earned by students for what they have learned through independent study, noncredit adult courses, work experience, portfolio demonstration, previous licensure or certification, or completion of other learning opportunities (military, government, or professional). Credit may also be awarded through a credit by examination program. (IPEDS) Credit awarded for non-academic experiences. (HEI)

Credit Instruction - Academic instruction in the context of a course or activity leading to the award of credit by a regionally or nationally accredited institution of higher education. Such credit is generally acknowledged as applicable toward the attainment of a degree or certification. (OBR)

Credit Load – The total number of credit hours taken by a student within an academic term.

Cross-tabulation – A tabular display of the point frequency distribution of two discrete variables that has r rows and c columns

Cumulative Frequency – For a given score or outcome of a variable, the total number of cases in a distribution at or below that value.

Cumulative Frequency Distribution – A distribution of scores showing the number of cases at or below each outcome of the variable being displayed in the distribution.

Cumulative Percentage – For a given score or outcome of a variable, the percentage of cases in a distribution at or below the value.

Cumulative Percentage Distribution – A distribution of scores showing the percentage of cases at or below each outcome of the variable being displayed in the distribution.

D

Data Dictionary - A file or a list that contains all known information about variables such as format, data type, field width, definition, and source.

Deduction – Process of deriving a conclusion about relationships among concepts by logical reasoning about their connections to common concepts.

Degree - An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies. (IPEDS)

Degree/certificate seeking students - Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. (IPEDS) Owens identifies students as degree/certificate seeking through the admit code that they supply on their application (05=Certificate, 06=Degree needed to transfer, 07=Degree needed for job).

Degrees Granted – Total number of degrees granted during an academic year

Demonstration of General Education Competencies – The proportion of students who demonstrate general education competencies during and after their college attendance.

Dependent Variable – A variable that is measured in a statistical analysis and that has a consequent, or affected, role in relation to the independent variable(s).

Descriptive Statistics – Numbers that describe features of a set of observations; examples are percentages, modes, variances, and correlations.

Developmental Courses – A course which is below college level and cannot be applied toward the requirements for a certificate or degree program. (OBR)

Diploma - A formal document certifying the successful completion of a prescribed program of studies. (IPEDS)

Direct from High School Students – A subset of new students whose entry term is within one calendar year of their high school graduation or GED receipt date.

Direct Measure - Measures of student learning that require students to display their knowledge and skills as they respond to the instrument itself. Objective tests, essays, presentations, and classroom assignments all meet this criterion.

Directed Practice Hour – Directed Practice hours apply primarily to programs in the health technologies. A directed practice hour consists of a sixty-minute period during which the student is assigned to practice experiences under constant supervision at an external agency. The student should receive individual instruction and critique in the performance of a particular function. Adjunct faculty, who may or may not be paid by the college, may be used for the direct supervision of students and for the delivery of part of the didactic phase of the experience. The faculty member coordinating the directed practice conducts at least one lecture session each week for participating students, provides the final grade for each student, and visits students at least once a

week. One credit (semester) shall be awarded for a minimum of five clock hours of directed practice in a week. (OBR)

Discrete Variable - A variable that classifies persons, objects, or events according to the kind or quality of their attributes.

Disability Services - Programs designed to provide reasonable academic accommodations and support services to empower students who have disabilities to competitively pursue postsecondary education. May also include assistance to campus departments in providing access to services and programs in the most integrated setting possible. (IPEDS)

Distance Learning - An option for earning course credit at off-campus locations via cable television, internet, satellite classes, videotapes, correspondence courses, or other means. (IPEDS)

Dual Credit - A program through which high school students are enrolled in Advanced Placement (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college credits. (IPEDS)

Dual Enrollment – A program through which high school students may enroll in college courses while still enrolled in high school. Students are not required to apply for admission to the college in order to participate. (IPEDS)

E

Early Action - An admission plan that allows students to apply and be notified of an admission decision well in advance of the regular notification dates. If admitted, the candidate is not committed to enroll (unlike early decision). Students may reply to the offer under the college's regular reply policy. (IPEDS)

Early Admission - A policy under which students who have not completed high school are admitted to and enrolled full-time in college, usually after completion of their junior year. (IPEDS)

Early Decision - A plan that allows students to apply and be notified of an admission decision (and financial aid offer, if applicable) well in advance of the regular notification date. Applicants agree to accept an offer of admission and, if admitted, to withdraw their applications from other colleges. There are three possible decisions in response to such an application: admitted, denied, or not admitted but forwarded for consideration with the regular applicant pool, without prejudice. (IPEDS)

Effect Size - In statistics, an effect size is a measure of the strength of the relationship between two variables in a statistical population, or a sample-based estimate of that quantity. An effect size calculated from data is a descriptive statistic that conveys the estimated magnitude of a relationship without making any statement about whether the apparent relationship in the data reflects a reliable relationship in the population, or is statistically significant.

Embedded Assessment – Assessment that is embedded into assignments and examinations

Employer Satisfaction with Graduates – The proportion of a sample of regional employers in a given field who indicate that their employees who are community college graduates exhibit skills and job performance that are equivalent or superior to those exhibited by other employees.

Enrollment – The number of students enrolled at an institution as of a specified census point. Can be expressed in headcount, credit hours (FTEs) or course enrollment counts.

Enrollment Yield – Ratios among the number of students who apply, are admitted, and enroll at an institution.

Environmental Scanning – Process designed to systematically examine the content of printed matter (newspaper stories, reports forecasting population and employment growth, job advertisements) and employment and other socioeconomic data describing trends that shape and determine future needs.

Entering students - Students at the undergraduate level, both full-time and part-time, who enter the institution for the first time. This includes all first-time undergraduate students, students transferring into the institution at the undergraduate level for the first time, and new non-degree/certificate seeking undergraduates entering with no prior credit enrollment at the institution. Students who previously participated in a post-secondary education opportunity program (PSEOP) are considered to be first-time entering college students the first-term in which they enroll after their high school completion.

Executive, administrative, and managerial - A primary function or occupational activity category used to classify persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are employees holding titles such as top executives; chief executives; general and operations managers; advertising, marketing, promotions, public relations, and sales managers; operations specialties managers; administrative services managers; computer and information systems managers; financial managers; human resources managers; purchasing managers; postsecondary education administrators such as: presidents, vice presidents (including assistants and associates), deans (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, directors (including assistants and associates), department heads (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, assistant and associate managers (including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities); engineering managers; food service managers; lodging managers; and medical and health services managers. (IPEDS)

Exemplary- A program that exceeds the standards of the established category and has demonstrated the use of data results in program development. Can be used as a model for other programs.

Experiment - A research method in which one or more independent variables is manipulated within a controlled environment in order to determine effects on one or more dependent, or outcome, variables. Carefully-controlled experiments permit the inference of cause-effect relationships between variables.

Evaluation Survey – The type of survey used to learn about the impact of programs and policies.

F

FAFSA (Free Application for Federal Student Aid) – An application that must be completed and submitted to receive grant or loan money from the federal government to attend college.

FTE – Full-time equivalent.

FTE Enrollment (Annual) - The sum of FTE for a fiscal year; the total number of credit hours taken by students divided by 30

FTE Enrollment (Term) - The sum of FTE for a term; the total number of credit hours taken by students divided by 15

FTE of Students - The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full time and part time students. IPEDS data products currently have two calculations of FTE students, one using fall student headcounts and the other using 12-month instructional activity. (IPEDS)

FTE Students (calculation using fall student headcounts) - The number of FTE students is calculated based on fall student headcounts as reported by the institution on the IPEDS Enrollment (EF) component (Part A). The full-time equivalent (headcount) of the institution's part-time enrollment is estimated by multiplying the factors noted below times the part-time headcount. These are then added to the full-time enrollment headcounts to obtain an FTE for all students enrolled in the fall. This formula is used to produce an FTE that is used annually in the Digest of Education Statistics. (IPEDS)

- Part-time undergraduate enrollment
 - Public 4-year (.403543)
 - Private (not-for-profit and for-profit) 4-year (.392857)
 - Public 2-year and <2-year (.335737)
 - All other institutions (.397058)

FTE Students (calculation using instructional activity) - The number of FTE students is calculated based on the credit and/or contact hours reported by the institution on the IPEDS 12-month enrollment (E12) component and the institution's calendar system, as reported on the Institutional Characteristics (IC) component. The following table indicates the level of instructional activity used to convert the credit and/or contact hours reported to an indicator of full-time equivalents (FTE students):

- Quarter calendar system
 - Enrollment level (One FTE over 12-month period)
 - Undergraduate 45 credit hours, 900 contact hours
 - Graduate 36 credit hours
- Semester/trimester/4-1-4 plan/other calendar system
 - Enrollment level (one FTE over 12-month period)
 - Undergraduate 30 credit hours 900 contact hours
 - Graduate 24 credit hours

For institutions with continuous enrollment programs, FTE is determined by dividing the number of contact hours attempted by 900. (IPEDS)

FTE Staff - The full-time-equivalent (FTE) of staff is calculated by summing the total number of full-time staff from the Employees by Assigned Position (EAP) component and adding one-third of the total number of part-time staff. (IPEDS)

FTE Faculty – Total number of student credit hours taught by faculty/15.

Faculty – Persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined

with research and/or public service. The designation as "faculty" is separate from the activities to which they may be currently assigned. For example, a newly appointed president of an institution may also be appointed as a faculty member. Graduate, instruction, and research assistants are not included in this category. (IPEDS)

Fall Cohort - The group of students entering in the fall term established for tracking purposes. For the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year. (IPEDS)

Field Experience (FE) - Field experience is a planned, paid work activity which relates to an individual student's occupational objectives. With permission of a faculty advisor, the field experience replaces elective or required courses in a student's associate degree program. The experience is coordinated by a faculty member of the college who assists the student in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the quarter or semester and assigns the course grade to the student after appropriate consultation with the employer/supervisor. One credit (semester) shall be awarded for a minimum of twelve clock hours of field experience which is scheduled during a week. A maximum of nine semester credit hours may be earned in field experience or in any combination of field experience, cooperative education experience, and practicum over the associate degree program. (OBR)

First-Time Ever in College - The first time the student has ever entered any higher education institution. (HEI)

First-Time Student (undergraduate) - A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school). (IPEDS)

First-Year student - A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours (in a 120-hour degree program) or less than 900 contact hours. (IPEDS). Developmental credit hours do not apply toward the total number of semester hours.

Fiscal Year – The annual period used for budgeting and accounting. Owens' fiscal year begins July 1st and ends on June 30th of the following year. The federal fiscal year begins October 1st and ends on September 30th of the following year.

Flexibly Scheduled Course Sections: A course section not meeting during the institution's regular academic term as well as a course section meeting during the regular academic term offered in a substantially different manner than a fixed number of meeting times per week for all weeks of the term.

Floor Effect - A statistical phenomenon whereby a measure has little to no chance of decreasing because it is already at the low end of the score distribution when a baseline measurement is taken.

Formative - An assessment which is used for improvement (individual or program level) rather than for making final decisions or for accountability.

Frequency – The number of cases in a given outcome of a variable.

Frequency Distribution – A table of the outcomes of a variable and the number of times each outcome is observed in a sample.

Full-Time Student (undergraduate) - A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term. (IPEDS)

Full-Time Faculty – Faculty teaching more than 12 credit or contact hours in one academic term.

Full-Time to Adjunct Faculty Ratio – The ratio of full-time faculty to adjunct faculty (#full-time/#adjunct).

G

GED (General Educational Development) - This term normally refers to the tests of General Educational Development (GED), which provide an opportunity to earn a high school credential. The GED program, sponsored by the American Council on Education, enables individuals to demonstrate that they have acquired a level of learning comparable to that of high school graduates. (IPEDS)

Graduation Rate – This rate is calculated as the total number of degree or certificate completers within 150% of normal time divided by the revised adjusted cohort.

Graduation Rates – The proportion of students who enrolled in and subsequently completed a degree or certificate program.

Guest Students – Students who are taking classes for self-improvement, personal satisfaction or job enhancement.

H

HEI – Higher Education Information System - A comprehensive relational database, created and operated by the Ohio Board of Regents, which includes data on students, courses, faculty, facilities and finance supplied by Ohio's colleges and universities.

Headcount Enrollment – A count of enrolled students in which each student, regardless of their level of instructional activity, counts as one student. (OBR)

High School Diploma or Recognized Equivalent - A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the GED or another state specified examination. (IPEDS)

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. (IPEDS)

Hybrid Course - Any course taught online which requires students to come to campus for assessment, lab or additional activities.

I

Imputation - A method of estimating data for missing values.

Independent Variable – A variable that has an antecedent, or causal, role in relation to the outcome variable being measured (the dependent variable)

Independent Study - A learning experience designed to give students the opportunity to delve deeper into a specialized topic of interest outside the standard curriculum.

Indicators – A regularly produced measure that describes a specified condition or result that a college can gather information on, examine and report on, and use regularly and systematically as a tool for planning, assessment, and decision making.

Indirect Measures- Measures such as surveys and interviews that ask students to reflect on their learning rather than to demonstrate it.

Inference – The process of making generalizations or drawing conclusions about the attributes of a population from evidence contained in a sample.

Inferential Statistics – Numbers that represent generalizations, or inferences, drawn about some characteristic of a population, based on evidence from a sample of observations from the population.

Institutional Accreditation – The evaluation of an entire organization by an accrediting agency. Formal educational activities are assessed and governance and administration, financial stability, admissions and student personnel services, resources, student academic achievement, organizational effectiveness, and relationships with outside constituencies are evaluated.

Institutional Effectiveness – The ability of an institution to map its performance to the purposes established in its mission and vision statements and to the needs and expectations of its stakeholders.

Institutional Research - The planning, coordination, collection, organization, compiling and dissemination of information concerning the characteristics and performance of the institution.

Institutional Review Board (IRB) - A specially constituted review body established or designated by an entity to protect the welfare of human subjects recruited to participate in biomedical or behavioral research.

Instructional Activity - The total number of credit and contact hours all students are engaged in during the specified period. (IPEDS)

Integrated Postsecondary Education Data System (IPEDS) - The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as “Title IV”) are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12); Completions (C); Human Resources (HR) composed of Employees by Assigned Position (EAP), Fall Staff (S), and Salaries (SA); Fall Enrollment (EF); Graduation Rates (GRS); Finance (F); and Student Financial Aid (SFA).

International Student – A student who is not a citizen or permanent resident of the United States. At OSCC, international students are identified in Banner in a way that is consistent with HEI reporting (a residency code of F or I).

Interval Scale - An interval scale is a scale of measurement where the distance between any two adjacent units of measurement (or 'intervals') is the same but the zero point is arbitrary. Scores on an interval scale can be added and subtracted but cannot be meaningfully multiplied or divided. For example, the time interval between the starts of years 1981 and 1982 is the same as that between 1983 and 1984, namely 365 days. The zero point, year 1 AD, is arbitrary; time did not begin then.

Interval Level of Measurement – Scale that assigns numbers to observations that reflect a constant unit of length between categories.

K

Key Performance Indicators (KPI) – A regularly produced measure that describes a specified condition that is central (or foundational) to the achievement of a college’s mission and to meeting the needs and interests of key stakeholders. Also known as a Core Indicator.

L

Lab (LB): A laboratory is an educational activity in which students conduct experiments, perfect skills, or practice procedures under the direction of a faculty member. (OBR)

Laboratory Hour - A laboratory hour is fifty minutes of educational activity with students conducting experiments, perfecting skills, or practicing procedures under the direction of a faculty member. One credit (semester) shall be awarded for a minimum of three laboratory hours in a standard week for which little or no out-of-class study is required. One credit (semester) shall be awarded for a minimum of two laboratory hours in a standard week, if supplemented by out-of-class assignments which would normally average one hour of out-of-class study preparing for or following up the laboratory experience. (OBR)

Learning Community – In higher education, curricular learning communities are classes that are linked or clustered during an academic term, often around an interdisciplinary theme, and enroll a common cohort of students. A variety of approaches are used to build these learning communities, with all intended to restructure the students’ time, credit, and learning experiences to build community among students, between students and teachers, and among faculty members and disciplines.

The three general types of learning community structures are as follows:

1. Student Cohorts/Integrative Seminar

Learning communities can be structured as programs in which a small cohort of students enrolls in larger classes that faculty do not coordinate. In this instance, intellectual connections and community-building often take place in an additional integrative seminar.

2. Linked Courses/Course Clusters

Learning communities may involve two or more classes linked thematically or by content which a cohort of students takes together. In this instance, the faculty do plan the program collaboratively.

3. Coordinated Study

Learning communities may involve coursework that faculty members team teach. The course work is embedded in an integrated program of study.

These are broad categorizations along a spectrum of learning community activities. Dozens of adaptations of these types exist to fit the needs of specific colleges and universities.

Least Squares – The sum of squared deviations of a set of scores about the mean that is a minimum.

Lecture (LE) - A lecture is formalized instruction, conducted on or off campus, in which the teacher presents an educational experience to students applying any combination of instructional methods such as lecture, directed discussion, demonstration, or the presentation of audio-visual materials or techniques. (OBR)

Licensure and Certification Pass Rates – The proportion of students who complete or graduate from a community college career or technical program, seek licensure or certification for the first time within a given year, and actually obtain licensure or certification.

Linear Regression - A method of estimating the conditional expected value of one variable, y, given the values of some other variable, x.

Logistic Regression - A widely-used multivariate statistical technique that is used to predict a dichotomous outcome, or dependent, variable (e.g., retained vs. not retained) based on multiple predictor, or independent, variables (e.g., overall GPA, grades, test scores, etc.).

Longitudinal - Data collected on the same individuals over time for use in a longitudinal study. A study that investigates development, learning, or other types of change in individuals over time.

M

Margin of Error - The margin of error is a statistic that reflects the amount of sampling error in a survey's results and is based on the size of the sample in relation to the size of the population. It can be used to estimate the percentage of individuals who would respond to a survey question in a particular way if the full population had actually been surveyed. For example, if 50.0% of respondents say that they are satisfied with a particular experience and the survey has a 2% margin of error, then the estimated percentage of individuals in the full population who would say that they are satisfied can be estimated at between 48% and 52%. The lower the margin of error, the more confidence one can have that the data are representative of the full population. Ideally, the margin of error should be 5% or less.

Marketing Survey – A type of survey used to evaluate the nature and level of demand for particular products or services.

Matriculation – The formal process of entering a university or becoming eligible to enter by acquiring the prerequisites.

Mean – A measure of central tendency for continuous variables calculated as the sum of all scores in a distribution divided by the number of scores; the arithmetic average.

Measurement - The systematic investigation of attributes, behaviors, events, phenomenon, or objects.

Median – The value or score that exactly divides an ordered frequency distribution into equal halves; the outcome associated with the 50th percentile.

Midpoint - A number exactly half way between the true upper and lower limits of a measurement class or interval, obtained by adding the upper to the lower limits and dividing by 2.

Migration (students) – Refers to the movement of students from their home state of residence to another state to attend a postsecondary institution.

Mode – The value of the response category in a frequency distribution that has the largest number or percentage of cases.

Multiple Regression Analysis – A statistical technique for estimating the relationship between a continuous dependent variable and two or more continuous or discrete independent variables.

N

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (IPEDS)

Needs Assessment – A process for determining and addressing needs or “gaps” between current conditions and desired conditions.

Needs Assessment Survey – The type of survey used to solicit public opinion about community problems and possible solutions.

Negative Skew – A property of frequency distribution in which the larger frequencies are found toward the positive end of the diagram and the smaller frequencies toward the negative end.

Nominal Data - A set of data is said to be nominal if the values / observations belonging to it can be assigned a code in the form of a number where the numbers are simply labels. You can count but not order or measure nominal data. For example, in a data set males could be coded as 0, females as 1; marital status of an individual could be coded as Y if married, N if single.

Nominal Level of Measurement - Scale that assigns a name or number to observations in a purely arbitrary sequence.

Non-credit Instruction - instruction in the context of a course or activity for which a learner does not earn any academic credit. (OBR)

Non-Degree Seeking Student - A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award. (IPEDS) At OSCC, we identify students as non-degree seeking through the admit code that they supply on their application (01 = Personal Interest, 02 = Upgrade Skills, 03 = Obtain a new job, 04 = Transfer to another College).

Non-Matriculating Students – Students who are not enrolled in an Owens degree or certificate program.

Non-professional Staff - Employees of an institution whose primary function or occupational activity is classified as one of the following: technical and paraprofessional; clerical and secretarial; skilled crafts; or service/maintenance. (IPEDS)

Non-Traditional Student – A subset of new students (a) whose entry term is greater than one calendar year of their high school graduation or GED receipt date OR (b) who do not have a high school graduation date on record.

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. (IPEDS) At OSCC, non-resident aliens are identified in Banner by residency status of F or I. Also classified as international students.

Norm - An interpretation of scores on a measure that focuses on the rank ordering of students - not their performance - in relation to criteria.

Normal Distribution – A distribution of scores in which most values are dispersed around the average, or mean and fewer scores fall to the extreme ends of the range. Normal distributions are symmetrical and have a bell-shaped appearance. Many inferential statistical tests assume/require that the underlying distribution of scores is normally distributed.

Normal Time to Completion - The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution; 2 years (4

semesters or trimesters, or 6 quarters, excluding summer terms) for an associate's degree in a standard term-based institution; and the various scheduled times for certificate programs. (IPEDS)

Null Hypothesis – A statistical prediction that of no difference or relationship between variables. Inferential statistics are designed to help researchers make a judgment based on a sample as to whether the null hypothesis should be rejected and accept an alternative hypothesis as providing a better estimate of a population.

O

Objective Test – A test with answers that have been deemed right or wrong in a way that is free from the judgment of the individual who is scoring the test.

Objectives (assessment) - Refers to the specific knowledge, skills, or attitudes that students are expected to achieve through their college experience; expected or intended student outcomes.

Observation Hour - An observation hour is an hour during which students participate in an educational experience as observers of practitioners representative of the occupational area. Students may participate at times in the actual work activity. Observation hours are coordinated by faculty members who receive reports from the students of their observational experiences and provide assessments of students' progress toward the achievement of the objectives of the experience. One credit (semester) shall be awarded for a minimum of fifteen clock hours of observational experience in a week. (OBR)

Occupational Program - A program of study consisting of one or more courses designed to provide the student with sufficient knowledge and skills to perform in a specific occupation. (IPEDS)

Off-campus Course Location - A location away from the physical campus of the college or university used for course section offerings. This location must be a physical facility that is not owned by the institution or its associated agents (i.e., foundation or alumni association). (HEI)

Off-campus Facility - A teaching facility located some distance away from the educational institution which operates it. (IPEDS)

Ohio Accountability Metrics – A set of measures adopted by the University System of Ohio to track the State's progress in meeting the goals outlined in the State's ten-year Strategic Plan for Higher Education.

Ohio Board of Regents (OBR)- The Ohio Board of Regents, a nine-member advisory board to the chancellor with two ex-officio representatives from the state legislature, was created in 1963 by the general assembly. Members of the Board of Regents are appointed by the governor with the advice and consent of the senate. Responsibilities of the board include developing an independent annual report on the Condition of Higher Education in the Ohio and issuing an annual performance review of the chancellor. The board is also responsible for advising the chancellor on issues of statewide importance affecting higher education.

Ohio Transfer Module (OTM) - a subset or a complete set of a public college's or university's general education requirement that represents a common body of knowledge and academic skills, is comprised of 36-40 semester hours or 54-60 quarter hours of courses in the following fields: English composition and oral communication; mathematics, statistics and formal/symbolic logic; arts and humanities; social and behavioral sciences; and natural sciences. Additional elective hours from among the five areas make up the total hours for a completed Transfer Module. (OBR)

One-Year Technical Certificate – Certificates granted for the completion of thirty to thirty-seven semester credit hours of coursework, of which no less than eighteen semester and no more than twenty-two credit hours are technical courses (OBR)

Open Admission – An admission policy whereby the school will accept any student who applies.

Operational Definition – A statement that defines a term, variable, or set of processes with respect to a specific set of criteria.

Ordinal Data - A set of data is said to be ordinal if the values / observations belonging to it can be ranked (put in order) or have a rating scale attached. You can count and order, but not measure, ordinal data.

Ordinal Level of Measurement – Scale that assigns numbers to observations in sequence, from lesser to greater amounts of the measured attribute.

Other Administrative - Persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof, but who are subordinate to employees classified as executive and managerial. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are all employees holding titles such as assistant, associate vice presidents (if no direction of others is required); assistant, associate deans (if no direction of others is required); assistant or associate directors; assistant or associate department head, if their principal activity is administrative; assistant or associate managers (including first-line managers of service, production and sales workers who spend more than 80% of their time performing supervisory activities). (IPEDS)

Other Professional (support/service) - A primary function or occupational activity category used to classify persons employed for the primary purpose of performing academic support, student service, and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Included in this category are all employees holding titles such as business operations specialists; buyers and purchasing agents; human resources, training, and labor relations specialists; management analysts; meeting and convention planners; miscellaneous business operations specialists; financial specialists; accountants and auditors; budget analysts; financial analysts and advisors; financial examiners; loan counselors and officers; computer specialists; computer and information scientists, research; computer programmers; computer software engineers; computer support specialists; computer systems analysts; database administrators; network and computer systems administrators; network systems and data communication analysts; counselors, social workers, and other community and social service specialists; counselors; social workers; health educators; clergy; directors, religious activities and education; lawyers; librarians, curators, and archivists; museum technicians and conservators; librarians; artists and related workers; designers; athletes, coaches, umpires; dancers and choreographers; music directors and composers; chiropractors; dentists; dietitians and nutritionists; optometrists; pharmacists; physicians and surgeons; podiatrists; registered nurses; therapists; and veterinarians. (IPEDS)

Out-of-State Student - A student who is not a legal resident of the state in which he/she attends school. (IPEDS)

Out-of-State Tuition - The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements. (IPEDS)

Outcomes – In assessment, the specific knowledge, skills, or developmental attributes that students actually develop through their college experience; assessment results.

P

PREP - Program Review and Evaluation Process - An institution-wide systematic, ongoing process of departmental self-study, evaluation, planning, and improvement. It is utilized for making recommendations about the effectiveness of the program and to improve student learning. It is a means of ensuring that the colleges' instructional and non-instructional programs are effective and responsive to the college's mission within the limitations of available resources. It is also a means for all instructional and non-instructional departments to meet the continuous quality improvement process as part of the Higher Learning Commission standards for program improvement.

PSEO – Post Secondary Enrollment Option - A program whereby Ohio's high school students may opt to take college courses for both high school and college credit with tuition costs paid by the state.

P-Value – The value indicating the probability of an event. In the social sciences, researchers typically reject the null hypothesis and accept a statistical finding as reliable if the p-value is less than .05—there is less than a 5% probability that the result occurred by chance.

Part-time Student – A student enrolled for either less than 12 semester or quarter credits, or less than 24 contact hours a week each term. (IPEDS)

Pell Grant Program - (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet education expenses. (IPEDS)

Percentages – A number created by multiplying a proportion by 100.

Percentile - The outcome or score below which a given percentage of observations fall.

Performance After Transfer – The proportion of former community college students completing college level courses at a transfer institution with a grade of C or better, compared to a parallel proportion obtained for students who began their studies at the transfer institution as first-time freshman.

Performance-based - Assessment technique involving the gathering of data through systematic observation of a behavior or process and evaluating that data based on a clearly articulated set of performance criteria to serve as the basis for evaluative judgments.

Persistence Rate – A term that is frequently interchanged with “Retention Rate” to refer to the proportion of students enrolled at one point in time who re-enroll for at least one credit-bearing course at another point in time. Persistence is sometimes used to refer to the fall-to-spring re-enrollment of first-time degree- or certificate-seeking students. However, other authors, organizations, and reporting institutions use the term to refer to fall-to-fall re-enrollment or continued enrollment over a protracted period of time. Given the varied uses of this term within the higher education arena, it is recommended that the term be avoided within internal reports and discussions. Instead, the term “Retention Rate” should be used and operationally defined in accordance with the specific purpose of the analysis.

Placement Rates – The proportion of entering community college students acquiring a marketable skill (i.e. completion of at least 3 career or technical courses in a particular field) who obtain employment in a field directly related to that skill within one year of last attendance.

Population – All persons, objects, or events having at least one common attribute to which the researcher wishes to generalize on the basis of a representative sample of observations. Symbolized N

Positive Skew – An asymmetrical frequency distribution characteristic whereby, in a graphic display, larger frequencies are found toward the negative end of the diagram and the smaller frequencies toward the positive end.

Postsecondary Award, Certificate, or Diploma (at least 1 but less than 2 academic years) - An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours, by a student enrolled full time. (IPEDS)

Postsecondary Award, Certificate, or Diploma (at least 2 but less than 4 academic years) - An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours, by a student enrolled full time. (IPEDS)

Postsecondary Award, Certificate, or Diploma (less than 1 academic year) - An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours, by a student enrolled full time. (IPEDS)

Postsecondary Education - The provision of a formal instructional program in which the curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs that are academic, vocational, and continuing professional education in purpose, and excludes vocational and adult basic education programs. (IPEDS)

Postsecondary Option Students – Students enrolled in Owens classes to earn both college and high school graduation credit.

Power (statistical) – The probability that a statistical test will detect an effect if one exists in the population.

Practical Significance – The importance of a research finding for theory, policy, or explanation, apart from its statistical significance.

Practicum (PR): A practicum is an on- or off-campus work experience which is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once every two weeks, provides the final grade, and teaches at least one course on the campus. (OBR)

Practicum Hour - A practicum hour is an on- or off-campus work experience, integrated with academic instruction. Students concurrently apply theoretical concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once biweekly, provides the final grade, and teaches at least one course on the campus. Each student who is enrolled in a practicum shall also be enrolled in an on-campus seminar. One credit (semester) shall be awarded for a minimum of seven clock hours per week in a practicum. A maximum of nine semester credit hours may be earned in practicum, or any combination of practicum and cooperative work experience, over the associate degree program. (OBR)

Probability – A mathematical statement indicating the likelihood that an event will occur when a particular population is randomly sampled.

Professional Staff - Employees of an institution whose primary function or occupational activity is classified as one of the following: Faculty; Executive, administrative, and managerial or other professional. (IPEDS)

Program - A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution. (IPEDS)

Program Category - A summary of groups of related instructional programs designated by the first 2 digits of its appropriate Classification of Instructional Programs (CIP) code.

Program Specialty - A specific instructional program that can be identified by a 6-digit Classification of Institutional Programs (CIP) Code. (IPEDS)

Programs of at least 2 years but less than 4 years - Programs requiring at least 2 years but less than 4 years of full-time equivalent college level work, including associate's degrees and programs that can be completed in at least 1,800 but less than 3,600 contact hours to obtain a degree, diploma, certificate, or other formal award. (IPEDS)

Programs of less than 2 years - Programs requiring less than 2 years of full-time equivalent college level work (4 semesters or 6 quarters) or less than 1,800 contact hours to obtain a degree, diploma, certificate, or other formal award. (IPEDS)

Program Learning Outcomes and Mastery of Discipline – The proportion of entering students enrolled in or completing programs (a) with organized, sequential courses or (b) leading to a degree or certificate, who demonstrate a mastery of skills and competencies specific to predetermined program learning outcomes.

Public Institution - An educational institution in which programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds. (IPEDS)

Q

Qualitative - Data in which the values of a variable differ in kind (quality) rather than in amount

Quantitative - Data in which the values of a variable differ in amount rather than in kind

R

Race/Ethnicity – Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. (IPEDS)

Individuals are asked to first designate ethnicity as:

- Hispanic or Latino or
- Not Hispanic or Latino

Second, individuals are asked to indicate all races that apply among the following:

- American Indian or Alaska Native
- Asian

- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Random Sample – A sample whose cases or elements are selected at random (in a non-systematic way) from a population.

Range – The difference between the lowest and highest values in a set of data.

Rank (faculty) - Latest rank held by full-time and part-time faculty during the fiscal year being reported. If an individual's rank changed during the year, the ending rank is reported. (HEI)

- Professor (PR): One who holds the rank of professor and is engaged in professional work related to the instructional, research, or public service function of the institution. This category includes the instructional assignment of a departmental chair with the faculty rank of professor.
- Associate Professor (AP): One who holds the rank of associate professor and is engaged in professional work related to the instructional, research, or public service function of the institution. This category includes the instructional assignment of a departmental chair with the faculty rank of associate professor.
- Assistant Professor (AS): One who holds the rank of assistant professor and is engaged in professional work related to the instructional, research, or public service function of the institution. This category includes the instructional assignment of a departmental chair with the faculty rank of assistant professor.
- Instructor (IN): One who holds the rank of instructor and is engaged in professional work related to the instructional function of the institution.
- Lecturer (LE): One who holds the rank of lecturer and is engaged in professional work related to the instructional function of the institution.
- Other (OT): This category is used to designate faculty and non-faculty instructors of record for whom the aforementioned categories do not apply. Institutions which do not have ranks for part-time faculty will use this category.
- No Academic Rank (NR): This category is used by institutions that do not have standard academic ranks.

Rank (student) - A student's academic rank prior to the beginning of the term. At OCC, students with less than 30 earned college credit hours have a rank of freshmen; students with greater than 30 earned college credit hours have a rank of sophomore.

Ratio Level of Measurement – Scale that assigns numbers to the observations to reflect the experience of a true, or absolute, zero point.

Regional Market Penetration Rates – The proportion of the total population aged 17 and older in the college's service area that has participated in at least one organized activity (course, program, service, event, etc.) sponsored by the college.

Regression to the Mean - a phenomenon in which a variable that is extreme on its first measurement will tend to be closer to the center of the distribution on a later measurement by chance alone.

Relative Frequency (Proportion) – A number formed by dividing the cases associated with an outcome of a variable by the total number of cases

Reliability – The degree to which different operations of the same concept yield the same results

Remedial Courses - Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. (IPEDS)

Remedial Services - Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. (IPEDS)

Representativeness - The degree to which characteristics of a sample accurately stand for the population from which the observations were selected

Residence - A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian. (IPEDS)

Resident Alien - A person who is not a citizen or national of the United States but 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 (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian). (IPEDS)

Response Rate – The ratio of the number of people who answered the survey divided by the number of people in the sample. (Also known as completion rate or return rate)

Residency Status – Student's county and state of residence as described by the permanent address on the admissions application. Determines whether a student resides in District, in State, or Out-of-State, or resides in a geographic area with reciprocity.

Retention Database - A comprehensive collection of data housed within the IZTRETN table in Banner used for the tracking and analysis of student outcomes. The database dates back to AY 2002 and includes approximately 75 enrollment, academic, and demographic variables on students. One feature that makes the database a powerful analytic tool is that it captures data as of a consistent census point (30 days after the end of the term), allowing for consistent trend analyses.

Retention Rate (Federal / IPEDS) - A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. The percentage of first-time degree/certificate-seeking students enrolled for credit on the 14th day of their fall entry term who either re-enroll (in at least one for-credit class) or successfully complete their program by the 14th day of the following fall. The IPEDS retention rate is provided separately for students who were enrolled full-time or part-time during their fall entry term.

Retention Rate (Owens): The proportion of students enrolled at one point in time who re-enroll for at least one credit-bearing course at another point in time and who do not complete a degree or certificate. Retention is frequently calculated for first-time degree- or certificate-seeking students who enter an institution in the fall term (or previous summer) and who re-enroll the following fall. However, it can also be calculated for other groups (e.g. all students enrolled during a particular term) over different periods of time (e.g., fall-to-spring retention rate, second year to third year, first year to third year, etc.) depending on the purpose of the analysis. Therefore, it is important that individual reports specify the population of students being tracked and over what period of time.

Returning Students – Students who have enrollment history at Owens but who have not enrolled within the previous two semesters (not including summer).

Rubric - A scoring tool that lists the criteria for a piece of work, or "what counts" (for example, purpose, organization, and mechanics are often what count in a piece of writing); it also articulates gradations of quality for each criterion, from excellent to poor.

S

SLAC (Student Learning Assessment Committee) - This is an Owens Community College standing committee that facilitates student learning across the Owens community.

STEM – The acronym for science, technology, engineering and math; scientific and technical fields of study

Sample – A subset of cases or elements selected from a population

Sample Size – The number of cases or observations selected from a population for a specific sample. It is typically denoted n , a positive integer.

Scholarships – Outright grants-in-aid, trainee stipends, tuition and fee waivers, and prizes awarded to undergraduate students by the institution, including Pell grants. These awards do not require the performance of services while a student (such as teaching) or subsequently as a result of the scholarship. The term does not include loans to students (subject to repayment), College Work-Study Program (CWS), or awards granted to a parent of a student because of the parent's faculty or staff status. Also not included are awards to students where the selection of the student recipient is not made by the institution. (IPEDS)

Self-paced (SP) - Individuals in a course progressing at their own pace. Includes independent learning. (OBR)

Semester (calendar system) - A calendar system that consists of two sessions called semesters during the academic year with about 15 weeks for each semester of instruction. There may be an additional summer session. (IPEDS)

Seminar (SE) - A seminar is an educational experience which is less formal than a classroom/lecture/discussion class, in which a relatively small number of students engage in discussions which are directed by a faculty member in the development and/or review of concepts which have been or are to be applied to practical situations. (OBR)

Seminar Hour - A seminar is a less formal educational experience than a classroom/lecture/discussion class. A relatively small number of students engage in discussions directed by a faculty member. One credit (semester) shall be awarded for each seminar hour which is scheduled in the standard week of the semester. (OBR)

Service/maintenance - A primary function or occupational activity category used to classify persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or that contributes to the upkeep of the institutional property. Includes titles such as fire fighters; law enforcement workers; parking enforcement workers; police officers; security guards; lifeguards; ski patrol; cooks and food preparation workers; food and beverage serving workers; fast food and counter workers; waiters and waitresses; other food preparation and serving related workers; building cleaning and pest control workers; grounds maintenance workers; electrical and electronic equipment mechanics; installers and repairers; radio and telecommunications equipment installers and repairers; avionics technicians; electric motor, power tool, and related repairers; vehicle and mobile equipment mechanics, installers, and repairers; control and valve installers and repairers; heating, air conditioning, and refrigeration mechanics and installers; air transportation workers; motor vehicle operators; and parking lot attendants. (IPEDS)

Short-Term Technical Certificate – Certificates granted for completion of fewer than thirty semester credit hours designed for a specific employment situation (OBR)

Skewed Distribution – A frequency distribution that is asymmetric with regard to its dispersion. See positive skew and negative skew

Skilled Crafts – A primary function or occupational activity category used to classify persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Includes occupational titles such as welders, cutters, solderers and brazers; bookbinders and bindery workers; printers; cabinetmakers and bench carpenters; plant and system operators; stationary engineers and boiler operators; water and liquid waste treatment plant and system operators; crushing, grinding, polishing, mixing, and blending workers; medical, dental, and ophthalmic laboratory technicians; painting workers; photographic process workers and processing machine operators; and etchers and engravers. (IPEDS)

Specialized Accreditation - Specialized (or program) accreditation is the evaluation of particular units, schools, or programs within an organization by an accrediting agency. Some are discipline-based (business, computer science, and library science, for example), and many are also associated with national professional associations and state licensing (engineering, medicine, health professions, and law are good examples). Institutional accreditation is separate from the accreditation given or withheld by specialized agencies, although the institutional accrediting body typically takes cognizance of the standards set by professional bodies. (IPEDS)

Standard Deviation – A statistic that reflects the average of the deviations of the scores from the mean in a set of data. In a normal distribution, 68% of the scores fall within one standard deviation of the mean, 95% fall within two standard deviations, and 98% fall within three. Scores within one standard deviation of the mean are typically considered to be within the normal range.

Standardized Admission Tests - Tests prepared and administered by an agency that is independent of any postsecondary education institution. Tests provide information about prospective students and their academic qualifications relative to a national sample. Examples are the SAT and the ACT. (IPEDS)

Standardized Test - A test that is administered and scored in a consistent, or "standard", manner. They are designed such that the questions, conditions for administering, scoring procedures, and interpretations are consistent.

State of Residence - A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, state of residence may be the legal state of residence of a parent or guardian. (IPEDS)

Statistical Significance – Significance of a relationship in a statistical sense, as indicated by rejection of a null hypothesis at a particular probability level or p-value (typically .05). Because results can be due to a large sample size, statistical significance does not necessarily reveal practical importance

Statistical Significance Test – A test of inference that conclusions based on a sample of observations also hold true for the population from which the sample was selected

Stealth Recruits/Applicants – Prospective students with whom an institution has had no prior contact prior to their submission of an application.

Stop Out - A student who left the institution and returned at a later date. (IPEDS)

Student Goal Attainment – The proportion of students whose goals for attaining a college education upon enrolling or during attendance in a college were met upon exit from the college

Student Outcomes Assessment – The systematic collection, review, and use of information about educational programs undertaken for the purpose of improving student learning and development

Student Satisfaction - The proportion of enrolled students whose college experience is meeting or exceeding the expectations they had upon initial enrollment

Student to Faculty Ratio – The ratio of FTE students to FTE instructional staff, i.e., students divided by staff. Each FTE value is equal to the number of full-time students/staff plus 1/3 the number of part-time students/staff. (IPEDS)

Studio (ST) - A type of course in which extended periods of concentrated practice are required subsequent to individualized instruction. (OBR)

Study Abroad - Arrangement by which a student completes part of the college program studying in another country. Can be at a campus abroad or through a cooperative agreement with some other U.S. college or an institution of another country. (IPEDS)

Sub-cohort - A predefined subset of the initial cohort or the revised cohort established for tracking purposes on the Graduation Rates (GRS) component of IPEDS. (e.g., associate degree-seeking sub-cohort) (IPEDS)

Subjective Test - A test where the examiner evaluates the answers according to their own judgment (as opposed to an objective test).

Subsidy Eligibility Status – Whether a student or course is eligible or ineligible for subsidy payment by the Ohio Board of Regents.

Subsidy FTE (Annual) – Total subsidy eligible credit hours/30 semester credit hrs

Subsidy FTE Enrollment - Subsidy full-time equivalent (FTE) enrollment is the process used by the Ohio Board of Regents to determine the data to be used in calculating instructional subsidy. The result of the process is a listing of eligible and ineligible FTE by campus, by subsidy model. These data are also used for other subsidy and public policy development purposes. (HEI)

Success Points – (Also known as momentum points). A component of the Ohio State Share of Instruction funding formula upon which a progressively greater proportion of an institution's subsidy will be based (5% starting in FY 2011 up to 20% in 2015). Funding points will be awarded for each of the following:

1. Students earning their first 15 college level semester SCH at this institution by the current year.
2. Students earning their first 30 college level semester SCH at this institution by the current year.
3. Students earning at least one associate degree from this institution in the current year.
4. Students completing their first developmental course in the current year earn 2/3 of a point.
5. Students completing any developmental English in the previous year and attempting any college level English either in the remainder of the previous year on any term this year earn 2/3 of a point.

6. Students completing any developmental Math in the previous year and attempting any college level Math either in the remainder of the previous year on any term this year earn 2/3 of a point.
7. Students enrolling for the first time at a USO University main campus or branch this year and have previously earned at least 15 college level semester SCH at this community college.

Success Rates – The proportion of students enrolled at one point in time who complete a degree or certificate OR who re-enroll for at least one credit-bearing course at another point. Success rates are frequently calculated for first-time degree- or certificate-seeking students who enter an institution in the fall term (or previous summer) and who graduate or re-enroll after three years. However, they can be calculated for other groups as well (e.g. all students enrolled during a particular term) over different periods of time (e.g., one term to the next) depending on the purpose of the analysis. Therefore, it is important that individual reports specify the population of students being tracked and over what period of time.

Success in Subsequent and Related Course Work – The proportion of students identified as lacking basic skills (e.g., in reading, writing or computation), who earned a grade of C or better in non-developmental college courses after having completed developmental course work.

Summative - A sum total or final product measure of achievement at the end of an instructional unit or course of study.

Summer Session - A summer session is shorter than a regular session and is not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session. (IPEDS)

System - An organization of two or more institutions of higher education under the control or supervision of a common administrative governing body. Governing bodies generally have the power to act in their own name, to hire and fire personnel, enter into contracts, etc. A coordinating body without these powers or a section of a state agency usually would not be considered a system office. (IPEDS)

T

T-Test – An inferential statistical procedure to evaluate differences between two continuous variables.

TaskStream – A private company that provides web-based software and supporting services to efficiently plan and manage assessment and accountability processes, facilitate the demonstration of learning achievement, and foster continuous improvement throughout the learning network. TaskStream offers two primary products which are described elsewhere in this dictionary: the Accountability Management System (AMS) and Learning Achievement Tools (LAT).

Tally – A count of the frequency of outcomes observed for a variable or the frequency of joint outcomes of several variables

Teaching Load – The total number of credit or contact hours instructors teach in classroom lectures, assigned laboratories, clinical labs, distance learning courses, web courses, co-ops, work experiences, observation hours, field experiences, directed practice, clinical applications, clinical reflections, applied lessons, open entry/exit, flexibly scheduled, video/telecourses, weekend courses, degrees at a distance, miscellaneous applications, and practicums whether on or off campus.

Technical and Paraprofessional - A primary function or occupational activity category used to classify persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job-training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Includes persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Includes mathematical technicians; life, physical, and social science technicians; agricultural and food science technicians; chemical technicians; geological and petroleum technicians; nuclear technicians; paralegals and legal assistants; miscellaneous legal support workers; health technologists and technicians; dietetic technicians; pharmacy technicians; licensed practical and licensed vocational nurses; medical records and health information technicians; opticians, dispensing; healthcare support occupations; nursing aides, orderlies, and attendants; physical therapist assistants and aides; massage therapists; dental assistants; medical assistants; and pharmacy aides. (IPEDS)

Technical Major - Majors that consist of twelve to sixteen semester credit hours and constitute an area of specialization (OBR)

Technical Program – Career/technical programs that require completion of sixty semester credit hours and prepare students for immediate employment upon graduation. (OBR)

Tenure - Status of a personnel position with respect to permanence of the position. (IPEDS)

Tenure Track - Personnel positions that lead to consideration for tenure. (IPEDS)

Term of First Enrollment - Term that the student enrolled at this institution after graduating from high school. (HEI)

Time to Degree – The amount of time (in years) that it takes a student to attain a degree. (OBR) Time to degree can also be calculated based upon semesters depending upon the purpose of the request.

Transcript - An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school. (IPEDS)

Transfer Assurance Guides (TAGs) – An articulation system including the Ohio Transfer Module that guarantees that TAG courses transfer between Ohio public postsecondary institutions and apply directly to the major. In its totality, the TAGs become a guaranteed pathway for students and is a very powerful advising tool for faculty and other advisors. There are 39 TAGs in 8 specific discipline areas presently involving 3,500 plus approved matches. The TAGs are developed, approved, and monitored by Ohio's public institutions for higher education. (OBR)

Transfer of Credit - The policies and procedures used to determine the extent to which educational experiences or courses undertaken by a student while attending another institution may be counted for credit at the current institution. (IPEDS)

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

Transfer-Out Rate - Total number of students who are known to have transferred out of the reporting institution within 150% of normal time to completion divided by the adjusted cohort. (IPEDS)

Transfer-Out Student - A student that leaves the reporting institution and enrolls at another institution. (IPEDS)

Transient Students – Students who are attending another college or university who enroll for a few classes before returning to the other school.

Tuition - The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit. (IPEDS)

Two-year Institution - A postsecondary institution that offers programs of at least 2 but less than 4 years duration, including, occupational and vocational schools with programs of at least 1800 hours and academic institutions with programs of less than 4 years. Does not include bachelor's degree-granting institutions where the baccalaureate program can be completed in 3 years. (IPEDS)

U

Undergraduate - A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate. (IPEDS)

Unduplicated Count - The sum of students enrolled for credit, with each student counted only once during the reporting period, regardless of when the student enrolled. (IPEDS)

Under-Represented - A term describing a particular subpopulation that has a lower percentage representation than one would expect when compared to the proportion that the subpopulation represents in the whole population. Subpopulations could include: students with disabilities, students from disadvantaged backgrounds, particular racial or ethnic groups, or a particular gender.

V

Validity – The degree to which an instrument accurately measures the concept it is intended to measure.

Variable – A characteristic or attribute of persons, objects, or events that differs in value across such persons, objects, or events; a fundamental unit of data contained in a file which is given a unique label.

Variation – The spread or dispersion of a set of scores around some central value

W

Web Course - Course offered completely on the web. These classes have no on-campus requirements.

Web-enhanced Course - The use of a web course delivery system within a course which meets the full allotted amount of time on campus.

Weekend/evening College - A program that allows students to take a complete course of study and attend classes only on weekends or only in the evenings.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (IPEDS)

X

Y

Year of First Enrollment - The year that the student enrolled at this institution after graduating from high school. (HEI)

Yield Rate – Proportion of applicants who enroll.

Z