

## GLOSSARY

### **AB 1725**

1988 State Assembly Bill that introduced a number of reforms to California's Community College System, including the requirement of collegial consultation in specified areas of institutional decision making and an expanded role for the academic senate.

### **Academic Senate(s)**

Association representing the faculty on all academic and professional matters.

### **Accreditation**

System of periodic in-depth peer review that ensures quality standards for institutions of higher education.

### **ACCJC**

The Accrediting Commission for Community and Junior Colleges, the sub-commission of the Western Association of Schools and Colleges (WASC) responsible for accrediting community colleges in California, Hawaii, and the Pacific islands.

### **Accreditation Commission**

A body that oversees the accreditation peer review process.

### **Administrative Regulations**

Regulations issued by the District Chancellor which govern district-wide operational, business-related, and other administrative policies and processes.

### **Annual Board Retreat**

Special yearly meeting of the Board of Trustees which coincides with the Board's annual self-assessment and goal setting.

### **Apportionment**

State funding or revenue received from the state based on total enrollment.

### **ARCC (AB 1417)**

"Accountability Reporting for Community Colleges" is an accountability framework established in 2004 by State Assembly Bill 1417 that mandates an annual statewide report on community college success rates.

### **ARCC SPAR Rate**

The ARCC report's "Student Progress and Achievement Rate" offers an index of student success via multiple measures of student achievement, including degree and certificate completion, transfer to a four-year institution, completion of transfer level math and English, or completion of 60 transferable units.

### **ASO**

Associated Students Organizations are the Board-recognized student body organizations at District colleges.

### **Assessments**

Formal evaluations of institutional plans, academic programs, or student learning.

### **Basic Skills**

Formally used in reference to preparatory coursework two or more levels below college level; informally used to refer to all college preparatory and English as a Second Language instruction.

### **Basic Skills Initiative**

Begun in 2004, the Basic Skills Initiative is a legislatively sponsored statewide effort to improve student performance in pre-collegiate coursework.

### **Board of Trustees**

The elected governing body of a community college district, responsible for hiring the chief administrator (the Chancellor) and for overseeing District operations.

### **Board Rules**

Formal statements of board policy which govern district operations, structures, and processes. The LACCD Board Rules are available at [http://www.laccd.edu/board\\_rules/](http://www.laccd.edu/board_rules/)

### **Bond Program(s)**

Refers to \$6 billion in District-wide and college capital construction projects funded by three county bond measures: Proposition A (2001), Proposition AA (2003), and Proposition J (2008).

### **Budget**

A plan of financial operation for a period of time that estimates expected revenue and details the purposes of proposed expenditures.

### **California Code of Regulations (CCR)**

A compendium of the regulations that have been adopted by state agencies, including Title 5, the section of the CCR dealing with educational institutions. CCR sections dealing with community colleges are developed and issued by the Board of Governors for the California Community Colleges.

### **California Education Code**

Laws governing educational institutions in California.

**California Educational Employment Relations Act**

The 1976 state law which establishes the role of collective bargaining in California's K-12 systems and community colleges.

**Categorical Funds**

Community college funding from the state that is reserved for special purposes, such as funding for students with disabilities (DSPS) or for deferred maintenance. Categorical funds are often contrasted to "unrestricted funds."

**CCCCO**

The California Community Colleges Chancellor's Office, which provides administrative oversight and coordination for the 112 community colleges in the state system.

**Census**

The day when enrollment is totaled to determine a college's reportable FTES. In a compressed or 16-week semester, the Friday of the third week of classes. For short-term classes, census occurs when 20% of the scheduled class meetings have transpired.

**CEO(s)**

The Chancellor and the college presidents.

**Centralized Expenses/Accounts**

District-wide accounts/expenses related to functions at all colleges and the District Office, such as the District Academic Senate, benefits, central financial aid, Board election expense, legal expenses, insurance, etc.

**Certificated Employees**

Faculty members.

**Chancellor's Directive**

An administrative regulation issued by the District Chancellor.

**Classified Employee**

A staff member working within a classification established by the Personnel Commission.

**Classified Service**

The employee ranks working under the Merit System classifications established by the Personnel Commission.

**CFO**

Chief Financial Officer.

**CIO**

Chief Instructional Officer (Vice President of Academic Affairs) or Chief Information Office

(director of information technology) at the district or college levels.

**Chancellor's Cabinet (Cabinet)**

The consultative body composed of the nine college presidents and District Executive Staff (see p. 29).

**Collective Bargaining Agreements**

The union contracts.

**Community College System**

Refers to the entire system of 112 California community colleges.

**Consultation (Collegial Consultation)**

The formal, legally mandated process of seeking advice and opinions from stakeholder or constituency groups prior to policy-level decision making.

**Consultation Hierarchy**

Refers to the level of consultative committees and personnel as defined within Chancellor's Directive 70, which specifies the Internal Management Consultation Process. Within this hierarchy, district-wide administrative committees report to Vice Presidential Councils, which report to the Chancellor's Cabinet, etc.

**Contract Education (Contract Ed)**

Special educational programs offered by the colleges on a contract, fee-for-service basis, as opposed to the colleges' regular instructional programs, which are supported by state funding.

**Core Indicators (of Institutional Effectiveness)**

Outcome measures of institutional achievement linked to the *District Strategic Plan* (see p. 15).

**Core Program**

Typically refers to the central credit and non-credit instructional program of the colleges, as opposed to special contract education programs, such as the Sheriff's Department program at ELAC.

**Councils**

The vice presidential level coordinating committees, as in the CIO Council or the CSSO Council (see p. 29 & 30).

**Curriculum Approval Process**

The district-wide District Academic Senate-led process of course approval.

**CSSO**

Chief Student Services Officer or Vice President of Student Services

**CTE**

Career/Technical Education includes all instruction related to career and vocational fields, as opposed to liberal arts and sciences curricula or Basic Skills instruction.

**DAS**

The District Academic Senate, the representative body of the nine college Academic Senates (see p. 5 & 44).

**DBC**

The District Budget Committee oversees the District budget process (see p. 9 & 31).

**DBSC**

The District Bond (program) Steering Committee provides oversight and coordination in relation to district-wide bond programs (see p. 9 & 34).

**DE**

Distance Education, including online educational offerings and those provide via Instructional Television (ITV).

**DEC**

The computer system that houses the District's primary student information system.

**Decentralization**

Refers to a 1999 district-wide reform that redistributed selected administrative functions from the District Office to the colleges and granted the colleges more autonomy and accountability for local decision making (see p. 50).

**Developmental Education**

Also used to refer to Basic Skills, pre-collegiate, foundational, or remedial instruction.

**The District (the District System)**

Refers to all operations, activities, and structures associated with the District Office and the nine LACCD colleges.

**District-level**

As opposed to college-level, refers to activities or processes that are carried out by the District Office or by district-wide decision-making or coordinating committees.

**District Mission**

The primary educational functions of the District and District colleges as defined in state law (see p. 2).

**District Office**

The District's central administrative office, located at 770 Wilshire Blvd., Los Angeles, 90017.

**DOSO**

The District Office Service Outcomes, a detailed 71-page description of the administrative functions of all units in the central District Office (see p. 60).

**DPC**

The District Planning Committee oversees development and implementation of the District Strategic Plan (see p. 9 & 31).

**DSCH**

Daily Student Contact Hours, an attendance accounting measure used for non-regularly scheduled classes, including short-term classes. Along with WSCH and Positive Attendance, DSCH is the basis for college funding.

**DSP**

The *District Strategic Plan* (see p. 13).

**DSP&S**

Disabled Students Programs and Services (see p. 38).

**E-Regs**

Refers to the section of the Board-approved Administrative Regulations dealing with Educational Services. The E-Regs govern the District's educational programs:

<http://www.laccd.edu/admin%5Fregs/> .

**EOP&S**

Extended Opportunity Programs & Services, a program that offers support to low-income and educationally disadvantaged students (see p. 39).

**Employee Eligibility Lists**

Lists composed and maintained by the Personnel Commission of candidates for classified staff positions who have demonstrated eligibility through standardized tests and interviews.

**Ending Balance**

The total of all funds remaining in District accounts at the end of the year, including college balances.

**Executive Senior Staff**

The Deputy Chancellor, Vice Chancellors, Chief Financial Officer, Director of Facilities Planning and Development, and General Counsel.

**External Scan**

Data on factors outside the District system that impact District operations, which are considered during strategic planning, including population demographics, educational attainment levels, workforce demand, etc.

**Faculty Equivalency**

Process for granting faculty who lack the minimum qualifications for a particular discipline the right to teach courses in that discipline based on other qualifications.

**Foundations**

Independent non-profit organizations associated with the District and the colleges that provide additional support to the District, the colleges and, through scholarships, District students.

**Foundation Grant**

As defined in Senate Bill 361, that part of a college's annual state funding represented by an initial block allocation ranging from \$3 to \$5 million based on the college's total FTES enrollment, with the balance of the college's annual apportionment supplied by funds allocated on a per FTES basis.

**FPRC**

The Fiscal Policy and Review Committee, a subcommittee of the District Budget Committee (see p. 32).

**Funded Base FTES**

The total enrollment (in terms of FTES) for which a college can expect to receive state apportionment during a given year, unless additional revenue is provided for some percentage of "growth" over the previous year's funded base.

**FTES**

A college's funding is based on its total FTES or Full-time Equivalent Students—a "workload measure" based on the assumption that one full-time student is enrolled in 15 hours of instruction per week for 35 weeks a year—or for 525 total "Weekly Student Contact Hours" (WSCH) per year. A college's FTES per term is derived by multiplying its total Weekly Student Contact Hours by 17.5 (weeks per term) and dividing by 525.

**GE**

General Education courses and programs, as opposed to courses and programs in Career/Technical Education or Basic Skills.

**Grievance**

A formal complaint filed by an employee based on an alleged violation of a stipulation in a collective bargaining agreement.

**Growth**

The additional percent of FTES in a given year that the state will provide to colleges for additional FTES growth above their funded base FTES.

**Growth Cap**

The maximum amount of growth, as a percentage of funded base FTES, allowed colleges by the state in a given year.

**Headcount**

Unduplicated headcount is the total number of individual students enrolled in a college per term or year; duplicated headcount is the total number of enrollments.

**High School Capture Rate**

The percent of 12<sup>th</sup> grade students enrolling in a college from a particular high school or school district.

**HR**

The District Office's Division of Human Resources (see p. 64).

**HR Council**

The district-level committee that oversees all aspects of district-wide human resources management (see p. 32).

**HR Guides**

Compendiums of HR procedures and processes published by the HR Council dealing with issues such as employee selection and assignment, payroll, minimum qualifications, retirement, etc. (see p. 11).

**Institutional Effectiveness**

An organization's capacity to set and hold itself accountable for achieving measurable strategic goals leading to continuous quality improvement.

**Internal Scan**

Data on District and college students, systems, and operations which are considered during strategic planning, including student demographics, enrollment trends, student achievement data, budget and unit efficiency data, etc.

**IT**

Information Technology; commonly used to refer to the District's Division of Information Technology (see p. 81).

**ITV**

The District's Instructional Television Program.

**Job Classification**

Administrative staff job categorizations based on required skills and abilities as established and maintained by the Personnel Commission (see p. 12).

**May Revise**

The Governor's updated budget projection for the coming fiscal year, available in mid-May.

**Merit System**

The process of hiring and promoting government employees based on verified skills and the abilities needed to perform a job. Within the LACCD, the Merit System for classified employees is overseen by the Personnel Commission (see p. 12).

**Minimum Qualifications**

The degrees, course work, and/or work experience required by Title 5 CCR to teach in the various disciplines. Minimum Qualifications are determined by the State Academic Senate.

**No Penalty Drop Date**

The date by which students may drop a class without incurring a fee, typically the end of the third week of classes during a regular term.

**Operational Plan (Op Plan)**

Refers to the annual projected budgets of the District and the colleges detailed to the line-item level.

**Participatory Governance**

Sometimes referred to as "shared governance," refers to the process of inclusive, consultative decision making required within the provisions of State Assembly Bill 1725 (1988).

**Personnel Commission**

An independent body within the LACCD that administers the Merit System governing the selection, retention, and promotion of classified employees (see p. 12).

**Persistence Rate**

The percent of students completing a minimum of six units in the fall term who remain enrolled past the No Penalty Drop Date in at least one course in the subsequent spring or fall term.

**Positive Attendance**

A procedure for calculating FTES for open-entry and non-credit courses, based on the actual count of enrolled student present at each class meeting.

**Program 100**

Refers to general funding Districts receive as revenue from Federal, state, and local revenue sources which is generated by college enrollments and not restricted to a particular program and thus can be used for any general operational purpose; also known as "non-restricted funds."

**"Prob"**

A probationary or first-year full-time contracted faculty member.

**Program Review**

An in-depth assessment of an educational program, a student support service, or an administrative unit for the purpose of program or unit improvement.

**Public Employment Relations Board (PERB)**

A quasi-judicial administrative agency charged with administering the collective bargaining statutes covering employees of California's public schools, colleges, and universities, and other state employees.

**Resource Table**

Location of consultation constituency group representatives during Board meetings, including the District Academic Senate, the AFT Faculty and Staff Guilds, the college ASOs, etc.

**Reserves**

Funds set aside as a percentage of revenue for unanticipated future needs.

**Retention Rate**

The percent of students who remain in class past the No Penalty Drop Date who receive any grade other than a "W" (for Withdrawal).

**Revenue**

Income from all sources.

**Rodda Act (SB 160)**

Also known as the Educational Employment Relations Act (EERA), the 1975 State Senate bill that guarantees public school employees the right to collective bargaining.

**Salary Survey**

A formal study undertaken by the Personnel Commission to determine appropriate pay categories for classified employees.

**SB 361 (Scott)**

The 2006 State Senate Community College Funding Reform Act that simplified college funding formulas by linking college apportionment to FTES enrollment.

**Self Studies (Self Study Reports)**

Comprehensive self assessment reports compiled by colleges for accreditation site visits every six years.

**Senior Staff (District)**

The District's administrative leadership group, including the Deputy Chancellor, the Vice Chancellors, the Chief Financial Officer, the Director

of Facilities Planning and Development, the General Counsel, and the directors of all District administrative divisions and units.

### **Stakeholders**

Groups that have a defined interest in the outcome of institutional decisions; also referred to as constituency groups.

### **Strategic Plan**

A formal statement of an institution's long-term vision, mission, and goals with measurable outcomes and implementation strategies, designed for continuous quality improvement.

### **Student Learning Outcomes**

The knowledge, skills, abilities, or attitudes that students are expected to attain as the result of specific educational experiences.

### **Sustainability Initiative**

A district-wide program designed to promote the development of educational programs and curricula focusing on conservation, global climate change, ecology, and the environment.

### **SAP**

"Systems Applications and Products in Data Processing," commonly known as SAP, is the District's administrative software system.

### **SAP FI**

Refers to the financial records management module of SAP.

### **SAP HR**

Refers to the human resources records management module of SAP.

### **SIS**

Student Information System, an interactive database that stores records related to student admissions, enrollments, educational progress, financial accounts, etc.

### **Student Success**

Commonly used to refer to measurable student achievement outcomes, including degree and certificate completion, transfer to four-year institutions, completion of preparatory course sequences, etc.

### **Student Success Initiative**

A district-wide initiative devoted to improving all student achievement outcomes.

### **Summative Assessment**

The final determination of student knowledge, skills, or abilities, or the final determination of the effectiveness of a plan or strategy.

### **SWOT (SWOT Analysis)**

A type of focus group activity used in strategic planning to assess stakeholders' perceptions of current organizational "strengths" and "weaknesses" as well as future "opportunities" and "threats."

### **Term Length Multiplier (TLM)**

A component of the calculation of FTES, the TLM is equal to the length (number of weeks) of the primary term with other considerations for flexible calendars.

### **Title 5**

The section of the California Code of Regulations (CCR) dealing with educational institutions and programs.

### **TPPC**

The District Technology Planning and Policy Committee (see p. 33).

### **Unrestricted Funds**

Also known as Program 100 funds, state revenue that is not limited to use for a specific educational or student services program or purpose.

### **VP**

Vice President

### **Within-course-Success Rate**

The percent of students who remain in a course beyond the No Penalty Drop date who complete it with a grade of "C" or better.

### **WSCH**

Weekly Student Contact Hours (pronounced "Wish"), is the count of the regularly scheduled hours per week that students meet with faculty, used to calculate FTES enrollment;  $WSCH = \frac{\text{The number of Students enrolled at Census} \times \text{The number of Scheduled Weekly Student Contact Hours} \times \text{the Term Length Multiplier (TLM)}}{\text{The number of Students enrolled at Census}}$