

OIE Glossary

Academic program	An instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.
Action Items	A given program's plans to implement specific changes with intended improvement results. Generally to be accomplished with the next 1 to 3 years. Action Items should support progress toward objectives and or goals. They may or may not require a specific Budget Request.
American Indian or Alaska 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.
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.
Assessment Cycle	The assessment cycle in higher education is generally annual and fits within the academic year. Outcomes, Standards, Assessment Instruments and Measurement (or data) are established in the fall semester; data is collected by the end of the spring semester; results are analyzed in the summer or early fall. Assessment is often associated with evaluating academic progress but may also refer to the evaluation of a unit's implementation of operational goals and/or objectives.
Associate's degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
AY	Academic year - for reporting purposes the order of terms are summer, fall, spring
Bachelor's degree	An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a 5-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.
Black or African American	A person having origins in any of the black racial groups of Africa.
Carnegie Classification	An institutional classification coding structure developed by the Andrew W. Carnegie Foundation for the Advancement of Teaching. The 2000 Carnegie Classification categorizes selected institutions as: Doctoral/Research Universities—Extensive Doctoral/Research Universities-Intensive Master's Colleges and Universities I Master's Colleges and Universities II Baccalaureate Colleges—Liberal Arts Baccalaureate Colleges—General Baccalaureate/Associate's Colleges-

	Associate's Colleges Specialized Institutions–Theological seminaries and other specialized faith-related institutions–Medical schools and medical centers–Other separate health profession schools–Schools of engineering and technology–Schools of business and management–Schools of art, music, and design–Schools of law–Teachers colleges–Other specialized institutions–Tribal Colleges and Universities
Census Date	OIE does various census on data regarding admissions, enrollment, faculty, courses, financial aid, staff, and finance for reporting and comparison reasons. The census dates are 20th class day in the fall and spring semesters
Certificate	A formal award certifying the satisfactory completion of a postsecondary education program.
CIP code	A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.
CLA	Collegiate Learning Assessment
Classification of Instructional 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.
Cohort	The new student groups established for tracking purposes. The cohort groups include new undergraduate cohort, new transfer cohort, and new graduate cohort.
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 degree/award must actually be conferred.
Completers within 150% of normal time	Students who completed their program within 150% of the normal (or expected) time for completion.
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.
Criteria	Traits and characteristics of student performance of a task at varying levels of execution. Often found on a rubric and connected to a numeric scale.

Curriculum Map	Matrix indicating which SLO's are covered in each course offered by a program. May also be used to identify courses used to reinforce specific Gen Ed (CORE) Outcomes.
Degree/certificate-seeking students	Students enrolled in courses for credit who are recognized by the institution as seeking a degree or other formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs.
Distance learning	An option for earning course credit at off-campus locations via cable television, internet, satellite classes, videotapes, correspondence courses, or other means.
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.
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.
Goal	Broad, department or division wide expectations set to drive the unit's performance. Should support a continuous improvement intent. Unit/Program/Department/School goals should support goals established in the college-wide Strategic Plan.
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.
Formative Assessment	Measurement of a student's performance in terms of knowledge or skill at intervals (often early- and mid-) as a student progresses with a focus on constructive feedback.
FTE	Full-time equivalent
FTF	First-time Freshman. Students who attend Pitt State as their first postsecondary institutions after high school graduation. Because some FTFs have completed a certain number of credit hours that place them at advanced class levels, they are not necessarily freshman.
Full/Part-time	Enrollment intensity, which is based on the total credit hours that students enroll in the current term. Full-time o 12 credits or higher for Undergraduates o 9 credits or more for Graduates Part-time o 11 credits or lower for Undergraduates o 8 credits or lower for Graduates

Graduation rate	The rate required for disclosure and/or reporting purposes under Student Right-to-Know. This rate is calculated as the total number of completers within 150% of normal time divided by the revised cohort minus any allowable exclusions.
Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
HLC	Higher Learning Commission of the North Central Association , regional accrediting body of Pitt State.
Indicators	Expectations set to validate either individual student or programmatic accomplishment toward Performance Standards established to show achievement of Student Learning Outcomes over time. In operational terms, indicators support SLO's as objectives support goals.
Instrument	The tool (test, assignment, competency performance, task, etc.) by which an individual student demonstrates knowledge or skill acquisition.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS) conducted by the NCES. IPEDS 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 are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); Completions (C); Employees by Assigned Position (EAP); Fall Staff (S); Salaries (SA); Enrollment (EF); Graduation Rates (GRS); Finance (F); and Student Financial Aid (SFA).
IPEDS	Integrated Postsecondary Education Data System
KBOR	Kansas Board of Regents
KSPSD	Kansas Postsecondary Database
Major	A subject of academic study chosen by student as a field of specialization. Also referred as "program".
Measurement	Quantitative description of student learning and/or the qualitative description of student attitude. In operational terms, findings serving as evidence of progress toward goals and/or objectives in numerical terms. (Data to support you are doing what you said you would do.)
National Center for Education Statistics (NCES)	The National Center for Education Statistics (NCES), in the Institute of Education Sciences, is the statistical agency of the U.S. Department of Education and the primary federal provider of education statistics on the condition of American education.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
NCES	National Center for Education Statistics

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.
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.
NSSE	National Survey of Student Engagement
Objective	Desired results regarding achievement within a certain program. Stated in broader terms and not defined by an individual student's performance. In operational terms, objectives are progress points that support the goals.
Official fall reporting date	The date (in the fall) on which an institution must report fall enrollment data to either the state, its board of trustees or governing board, or some other external governing body. For PSU it is the 20th class day.
Performance Standards	Levels defining what is acceptable and/or desired performance of a specific task. In terms of an academic program, this should identify expectations for student knowledge or skill acquisition. It should include a quantitative description/expectation and identify a specific instrument used for evaluation.
Post-baccalaureate certificate	An award that requires completion of an organized program of study equivalent to 18 semester credit hours beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.
Post-master's certificate	An award that requires completion of an organized program of study equivalent to 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.
Race/ethnicity unknown	The category used to report students or employees whose race/ethnicity is not known.
Resident alien (and other eligible non-citizens)	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).
Retention rate	A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall.

Rubric	Evaluation tool identifying—for both instructor and student—the criteria associated with specific performances of a task ranging from acceptable to unacceptable.
Student Learning Outcome (SLO)	This is where the action begins. An SLO is an educational goal. It should always be stated to reflect what an individual student should know or be able to do.
Summative Assessment	Measurement of a student's performance in terms of knowledge or skill at the end of a course or program.
Transfer Student	A student who last attended another institution from which credit is acceptable toward the degree or certificate he or she is working on.
UDS	Non-degree-seeking students. Students who do not pursue a degree offered by Pitt State.
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.
White, Non-Hispanic Caucasian	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.