

## GLOSSARY OF TERMS

### **Advisory**

An advisory is *recommended* preparation for a course. Such preparation represents a set of skills or a body of knowledge considered advantageous to a student's success in the course. Students will not be blocked from enrolling in a class if they do not meet the advisory. An advisory may be designated as a Basic Skills or a Course Advisory.

### **Apportionment**

The method of allocating state or federal aid, district taxes or other monies to community college districts or other governmental units.

### **Articulation**

A written agreement between "sending" and "receiving" colleges and universities that identifies comparable, or equivalent, courses or patterns of courses. Articulation agreements fall into four distinct categories, each of which has its own standards: transferable course, general education/breadth, course-to-course, and major preparation. (See [www.assist.org](http://www.assist.org) for articulated courses.)

### **Assignments**

Reading and writing, which must be regularly assigned to a credit course unless problem solving or skill demonstrations are more appropriate to the objectives of the course.

### **Basic Skills Advisory**

Pre-collegiate math or English courses designated as advisories to a course for the purpose of broadening or enhancing a student's knowledge and increasing the likelihood of success.

### **California Articulation Number (CAN)**

A system developed to cross reference courses among the community college, CSU and UC systems.

### **California State University (CSU)**

One of the three systems of public higher education in California. It typically confers bachelor's and master's degrees.

**Carnegie Unit**

A normative unit of measurement. It assures that credits offered are commensurate with the hours necessary for the course. (See Appendix, page VIII-17.)

**College Level**

Course materials that reflect a complexity and/or breadth of ideas. In most cases the language used in such material will reflect care, reason, evidence and counter-arguments. Such materials may present alternatives and pose questions or problems for discussions.

**Communication Skills**

The ability or competence to read, write, speak and listen; the ability to convey information, attitudes, emotions, etc.; the ability to receive and interpret communications. These skills also encompass non-oral or non-written expression and perception.

**Content Review**

The first of three levels of scrutiny used in establishing course pre-requisites. The goal of content review is to establish entrance criteria for a course needing a prerequisite and to make a comparison with exit criteria for the prerequisite course. Content review is required for all prerequisites, corequisites and advisories.

**Corequisite**

A designated course to be taken concurrently with or prior to enrollment in another course. Knowing the information presented in the corequisite course is considered necessary in order for a student to be successful in the course.

**Course**

A topic of specific content offered for instruction. A course is usually connected to a program of study; however, stand-alone courses may be offered. A course has specific goals and objectives.

**Course Content**

A central component of the course outline. This section should include a complete listing of the topics taught in the course.

**Course Objectives**

Knowledge, comprehension, application, and, for degree-applicable courses, critical thinking skills that students are expected to demonstrate upon successful completion of a course. These outcomes must be stated from the perspective of what the students will learn, not what the course will teach, and they must be measurable. (See Appendix, page VIII-15.)

**Course Outline of Record**

A document with defined legal standing that forms the basis for a contract among the student, instructor and institution. Essential components include objectives, course content, assignments, instructional methodology and student evaluation. These basic components of the course are required to be taught by all instructors.

**Credit**

Four modes of credit: degree credit (MPC courses numbered 1-299), non-degree credit (300-level courses), noncredit (400-level), and no credit (community service). With the exception of community service, courses listed under the other modes of credit may be claimed for apportionment purposes.

**Credit Hour**

Approximately three hours of recitation, study or laboratory work per week throughout a term of 17 weeks. (See Appendix, page VIII-17.)

**Data Collection and Analysis**

One of the three levels of scrutiny used in establishing course prerequisites. For prerequisites or corequisites involving out-of-sequence communication or computation skills (English or math), this highest level of scrutiny is required. The basic premise is that the college must demonstrate, using sound research practices, that students are highly unlikely to succeed without these prerequisite skills.

**Deleted Course**

A course eliminated from a program of study.

**Discipline**

A distinct branch of knowledge, the division of which may be specific to each institution (e.g., humanities, social sciences, fine arts, etc.).

**Educational Program**

An organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher learning. It normally consists of at least 18 semester units of related subjects.

**Equivalent Prerequisite at Transfer Institution**

One of three levels of scrutiny used in establishing prerequisites. For out-of-discipline transferable courses, an additional requirement to establish a prerequisite or corequisite is to identify an equivalent prerequisite or corequisite at three UC and/or CSU campuses. Documentation would consist of copies of the appropriate catalog listings. This level of scrutiny does not apply to prerequisites or corequisites in English or math.

**Full-Time Equivalent Student (FTES)**

The student workload used as the basis for computation of state support for California Community Colleges. Operationally, one FTES is equal to 15 contact hours per week for 35 weeks (annual) for a total of 525 contact hours.

**General Education Requirements**

Courses required for the associate degree that come from each of the discipline areas. These requirements ensure a breadth of experiences that aims toward a well-rounded student.

**General Education Breadth Curriculum (GE Breadth)**

Permits a student to transfer from a community college to a campus in the CSU system without the need, after transfer, to take additional lower division general education courses to satisfy campus G.E. requirements. The GE pattern must be certified by the community college before transfer for it to be “official.”

## **Grading/Credit**

Specified on Course Outline of Record. Credit courses must indicate *Letter Grade (LG) only, Letter Grade or Credit No-Credit (LG-C/NC), or Credit/No Credit (C/NC)*. If *LG- C/NC* is indicated, students have the option of having the letter grade converted to Credit/No-Credit if they submit a request by the deadline specified by Admissions and Records.

## **IGETC**

See **Intersegmental General Education Transfer Curriculum**

## **Inactive**

Refers to a course or program that has inactive status for a period of two years.

## **Instructional Methodology**

Specified on Course Outline of Record

| <u>Category</u>            | <u>Description</u>  |
|----------------------------|---|
| Lecture                    | Primarily lecture but could include approximately equal division between lecture and discussion and/or participation                  |
| Lab/Activity               | Class conducted in a laboratory setting with students or teams of students, under the direct supervision of a credentialed instructor |
| Lecture-Lab                | Combination of lecture and laboratory instruction   |
| Learning Lab               | Usually conducted in resource center where students have access to information and prepared lessons or teaching materials             |
| Work Experience            | Employment of students in part-time or full-time jobs selected or approved as having educational value for the student                |
| Video                      | Course taught by video lessons; some on-campus lecture/discussion sessions required   |
| Directed Independent Study | Courses in which the student works on a special topic or project; hours of instructor contact, components of the course, student      |

responsibilities, number of units and evaluation method specified in a contract

Internet delivered

Course taught via the Internet; course follows Course Outline of Record with adjustments to assignments and methods of evaluation

Field Experience

Course comprised entirely of a field trip, field excursion or field observation

### **Intersegmental General Education Transfer Curriculum (IGETC)**

A general education program which community college transfer students can use to fulfill lower-division general education requirements in either the CSU or UC system without the need, after transfer, to take additional lower-division general education courses.

### **Major Prep Agreement**

Course-to-course agreements between four-year and two-year colleges. These agreements identify lower-division courses that are acceptable at the four-year institution for a specific major.

### **Method of Evaluation**

Part of Course Outline of Record. Student performance must be evaluated against a common standard, which, according to Title 5, must include a written assessment component (specifically stated as “written essays”). The only exceptions to this are courses where skill demonstrations or problem solving exercises are more appropriate measurements of demonstrated proficiency.

### **Minimum Qualifications**

Refers to the qualifications necessary to serve as a faculty member in a California community college (AB 1725).

### **Noncredit Course**

Courses designed to meet the special needs and capabilities of those students who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities.

**Positive Attendance**

Attendance accounting method for courses scheduled to meet fewer than five days, all credit courses scheduled irregularly with respect to the number of days of the week and the number of hours that the course meets on scheduled days, all open-entry/open-exit courses and all noncredit courses eligible for state funding. The actual hours of attendance for enrolled students present at each class meeting must be kept and reported.

**Pre/Corequisite Validation**

Affirms the validity of prerequisites or corequisites. Student success rates in courses based upon their previous academic preparation are a cornerstone of this evaluation process.

**Prerequisite**

A designated course to be taken prior to enrollment in another course. Knowing the information presented in the prerequisite course is considered necessary in order for a student to be successful in the course.

**Repeatability**

Refers to the number of times a course may be repeated for additional credit and for which state apportionment is granted. It is applicable to courses that enhance skill ability or courses in which the course content frequently changes. (See Appendix page VIII-29.)

**Taxonomy of Programs and Services (TOPS)**

A common taxonomy by which districts and colleges identify programs. This taxonomy (TOP code) is to be used for all program and course reports required by the Chancellor's Office.

**Transferability**

Courses reasonably expected to be accepted for lower division elective and/or major credit.

**Unit**

See **Carnegie Unit**

**University of California (UC)**

One of the three systems of public higher education in California. It typically confers bachelor's, master's and doctoral degrees and includes the professional schools.

**Weekly Student Contact Hours (WSCH)**

Attendance accounting method for credit courses scheduled coterminously with the primary term. "Weekly student contact hours" (WSCH) is the number of class hours each course is regularly scheduled to meet during a week, inclusive of holidays, multiplied by the number of students actively enrolled in the course.