

Richland Community College's *Institutional Glossary* has been developed and revised so that Richland stakeholders use standard terms and definitions in the same way in sharing data and making decisions. The *Institutional Glossary* is critical in an environment of evidence-based decision-making.

The *Institutional Glossary* was first developed by the Knowledge Management Team and approved by Quality Council in April 2015.

In 2022, the College Council approved the convening of a Work Group to review the *Glossary* and make revisions by adding, deleting, or updating terms and definitions. The cross-functional team incorporated recommendations from the Retention Committee, Academic Standards Committee, Student Learning Outcomes Assessment Committee, and College Council, as well as from key stakeholders such as the Registrar and the Director of Enterprise Systems. Definitions were developed or selected so that they matched those used by external groups such as the Illinois Community College Board and the Higher Learning Commission.

The current version was approved by the College Council on April 27, 2023. Updates will be made annually, with plans to convene a Work Group prior to the submission of the next Higher Learning Commission Assurance Argument required as part of the College's reaffirmation of accreditation.

The *Institutional Glossary* is organized alphabetically by term, with a definition and source for each term. A list of acronyms for sources appears at the end of the document, and links have been included where possible to connect users to primary source sites for additional information.

The 2022-2023 *Institutional Glossary* Work Group included Andy Hynds, Dean of Mathematics, Science, and Business; Elizabeth Jackson, Online Support Specialist; Meredith Johnson-Palmer, Executive Dean of Student Success; Erin Spanberger, COVID Coordinator; and Teena Zindel-McWilliams, Director of Institutional and Academic Planning.

Recommendations for new terms or revisions of definitions should be sent to the Director of Institutional and Academic Planning

Term	Definition	Definition Source (Acronym List on Last Page)
Academic Assessment	The systematic, ongoing, iterative process of monitoring learning in order to determine what faculty are doing well and what must be improved to increase student learning.	CIP Team 26 – Outcomes Assessment Taskforce (now Student Learning Outcomes Assessment Committee)
Academic Department and Academic Discipline	Terms used in Jenzabar to categorize programs and connected courses. Example: Physical and Life Sciences (Department), Biology (Discipline).	CIP Team 1-14
Academic Program	An instructional program, as identified by a CIP code, leading to an associate's degree and/or certificate; a combination of courses, related activities, and requirements organized for the achievement of specific learning outcomes as defined by the institution	<i>IPEDS Glossary</i> /Richland ASC
Academic Year (AY)	The period generally extending from Summer through Spring of the following year (ex. AY22 includes Summer 2021, Fall 2021 and Spring 2022).	<i>ICCB MIS Manual (2022)</i> /Richland
Accessibility	“The availability and independent usability of all activities, services, technologies, and environments to all individuals, with consideration of a complete range of abilities and needs. Accessibility is achieved through intentional awareness, education, planning, and design.”	HLC (11/2022)
Accommodations/ Reasonable Accommodations	<p>A term used in the employment context to refer to modifications or adjustments employers make to a job application process, the work environment, the manner or circumstances under which the position held or desired is customarily performed, or that enable a covered entity's employee with a disability to enjoy equal benefits and privileges of employment; this term is sometimes used incorrectly to refer to related aids and services in the elementary and secondary school context or to refer to academic adjustments, reasonable modifications, and auxiliary aids and services in the postsecondary school context .</p> <p>Reasonable Accommodations: Under a regulatory provision implementing Title II of the ADA, public entities are required to make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.</p>	U.S. Dept. of Education

Adult Basic Education (ABE)	Approved courses designed to bring a student from grade zero through the eighth-grade competency level as determined by standardized testing. Beginning level courses cover grade zero through the third-grade competency level. Intermediate level courses include grade four through the eighth-grade competency level as determined by standardized testing. This instruction should also lead to the attainment of a secondary school diploma or HSE (High School Equivalency) credential and a transition to postsecondary education and training or to employment. All level ABE courses include College and Career Readiness Standards (CCRS) within each curriculum.	<i>ICCB AEFL Provider Manual (2022)</i>
Advisory Committee	Created for each Career and Technical Education Program (AAS Degrees). The committee, comprised of community professionals and College faculty and staff, meets to discuss industry and employment trends, proposed curriculum changes, and program adjustments. An Advisory Committee must meet at least annually for the program to be eligible for funding support from the Carl D. Perkins Vocational and Technical Education Grant. New standards for Advisory Committees were implemented in AY20.	Richland/Perkins
Apprenticeship	Combination of on-the-job training and related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs can be sponsored by individual employers, joint employer and labor groups, and/or employer associations.	U.S. Department of Labor
Area of Concentration	A specific discipline within a chosen major, frequently with course recommendations that differentiate the areas of concentration within the Major. <i>See Major.</i> Example: Major – AA; Area of Concentration - Business	Richland Catalog
Argos	Third-party report-writing tool to create consolidated, consistent reports for use across the institution. Departments have access to operational and trend data and can view the information in a variety of ways. Argos ensures that everyone is looking at the same sources for information, generally data from the Jenzabar CX System.	Richland AIS
Articulation	A process to identify transferability or application of courses and/or programs to and from other educational entities. Formal and informal agreements are developed by Deans and Vice Presidents with corresponding persons at the transfer institution. <i>See Illinois Articulation Initiative.</i>	Richland

Associate in Applied Science (AAS)	An award for the satisfactory completion of a prescribed curriculum of 60 credit hours or more intended to prepare individuals for employment in a specific field. Not generally designed for direct transfer to a four-year institution. (See <i>Articulation</i>)	Richland
Associate in Engineering Science (AES)	Designed to provide the student with the general education, math, science, and engineering courses required by upper-division colleges or universities for Engineering degrees.	Richland
Associate in Fine Arts (AFA)	Designed to provide two academic years of college study for transfer to a four-year university or upper-division college toward a Bachelor of Fine Arts degree.	Richland
Associate in Science (AS)	Designed to provide two academic years of college study for transfer to a four-year university or upper-division college toward a Bachelor of Science degree.	Richland
Balanced Scorecard	Visual representation of specific Key Performance Indicators, or common institutional effectiveness/performance measures, to show how Richland and/or specific divisions are performing.	Richland
Belonging	The feeling of security and support when there is a sense of acceptance, inclusion, and identity for a member of a certain group or place. It is the fundamental drive to form and maintain lasting, positive, and significant relationships with others. These relationships can be extended to the organization and its values and to the work itself.	https://ce.uci.edu/pdfs/about/deib.pdf
Benchmarking	The continuous process of measuring and comparing best practices and performance with similar systems or organizations and aiming for continual improvement.	Jensen, S. E. (2003). <i>Continuous Process Improvement/AQIP Team Development for Colleges and Universities</i> . Ames, IA.
Calendar Year (CY)	The period generally extending from January to December of one year (ex. CY22 includes January 1, 2022, through December 31, 2022).	Richland
Catalog Year	Aligned with <i>Academic Year (AY)</i> .	Richland
Census Date	The date where students who are still enrolled are counted; counting only those days when classes are in session. (Commonly called "tenth day" for fall and spring terms or "fifth day" for summer terms.) These counts are included in required ICCB reports.	<i>ICCB MIS Manual (2022)</i>
Certificate	An award for satisfactory completion of a series of courses or curriculum of 50 semester credit hours or less.	<i>ICCB Administrative Rules Section 1501.301</i>

Certified Credit Hours Reimbursed	Total midterm credit hours, excluding out of state, excessive repeats, and pending courses.	ICCB Certified Credit Hours Report (S3)
Class Fill Rate	Number of students registered in a course section divided by maximum number of available seats.	CIP Team 1-14
Classification of Instructional Programs (CIP)	A taxonomic coding scheme (six-digit code in the form XX.XXXX) for secondary and postsecondary instructional courses and programs. The CIP is the accepted Federal statistical standard for instructional program classifications and is used in a variety of education information surveys and databases. (See <i>ICCB Program Approval Manual</i> for actual CIP codes.)	<i>IPEDS Glossary/Richland</i>
Clinical	See <i>Instructional Type</i> .	<i>ICCB MIS Manual (2022)</i>
Cocurricular	"Learning activities, programs, and experiences that reinforce the institution's mission and values and complement the formal curriculum. Examples: student abroad, student-faculty research experiences, service learning, professional clubs or organizations, athletics, honor societies, career services, etc."	HLC 2019
Cohort	A specific group of students who entered the institution, program, or initiative established for tracking purposes.	<i>IPEDS Glossary</i>
Cohort Default Rate	Percentage of borrowers in the cohort who default before the end of the third fiscal year following the fiscal year in which the borrowers entered repayment.	U.S. Department of Education
College Ready	Based on testing or institutional practice, students who are NOT referred or placed into developmental education or a remedial education course.	VFA
Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)	"Independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality accreditation standards for health informatics and health information management (HIM) educational programs."	http://www.cahiim.org/
Compease Compa-Ratio	Percentage that shows how a Richland employee is paid relative to the market for comparable jobs (Nonexempt-local; Exempt/Admin-National).	Compease (HRN Performance Solutions)
Completer	A student who completes all requirements of an approved curriculum and receives a certificate or degree.	<i>ICCB MIS Manual (2022)/Richland</i>

Completion Agenda	Based on the Complete College America's aim to increase the graduation number and rate of college students. Illinois has committed to a goal of 60% of all adults with a college certificate or degree by 2025.	<i>ICCB Complete College American Overview and Graduation Goal (2012)</i>
Composite Financial Index (CFI)	Overall picture of an institution's fiscal health. Four core ratios—primary reserve, viability, return on net assets, and net operating revenues—are used to calculate the CFI.	KPMG
Contact Hour	Instructional time based on a 50-60-minute clock hour of instructional activity that may include classroom, online, laboratory, clinical or work-based instruction or any combination of those instructional methods.	<i>ICCB Administrative Rules Manual</i> Section 1501.301 Definition of Terms
Continuous Improvement Process (CIP)	A systematic method used to improve processes, following the Plan/Do/Check/Act format.	Richland
Continuing and Professional Education	Non-credit courses include community education; credit courses include corporate/contract training and vocational skills.	Richland
Continuing Student	Student enrolled in the previous term (not including summer).	<i>ICCB MIS Manual (2022)</i>
Corequisite	A condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course. Currently, at least one section of ENGL 097 and ENGL 101 are connected as corequisites.	www.merriam-webster.com
Course Completion	Grade of A, B, C, D or Pass. A "D" may or may not be considered satisfactory completion for certain degrees or prerequisites. Some courses have special prerequisite course grade requirements	Richland
Course Retention	Percentage of the number of students who remained enrolled in a course and received a final grade (A-F) (final roster) compared to the number of students enrolled on the 10th day (see <i>Census Date</i>) of that semester. Some reports require a retention rate based on grades A through C.	Richland
Career and Technical Education (CTE)	Prepares individuals for high-skill, in-demand employment that furthers Illinois' global competitiveness. Degrees are not designed to transfer to 4-year colleges/universities, although 2+2 or articulation agreements may be developed.	<i>ICCB</i> http://www2.iccb.org/cte/
Credit Course	A sequential presentation through one or more instructional modes of subject matter in a particular field to meet specific objectives within a designated time period such as a semester.	<i>ICCB Program Approval Manual (2021)</i>
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 to the total number of	<i>IPEDS Glossary</i>

	credit hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.	
Cross-Disciplinary Outcomes (CDO)	Outcomes comprised of transferable skills, attitudes, and abilities to be mastered by all learners completing a degree or certificate at Richland. Cross-disciplinary outcomes go beyond a specific program, major, or discipline thread, are integrated throughout the learning experience, and are often set as learning goals.	SLOA Committee
Curriculum	Content and educational plan including instructional resources, course content, methods and assessment to help students develop critical skills and knowledge.	ASC
Degree	An award for satisfactory completion of a curriculum of 60 semester credit hours or more, based on the specific program content. The curriculum has been approved by the Illinois Community College Board, the Illinois Board of Higher Education, and the Higher Learning Commission.	<i>ICCB Administrative Rules</i> Section 1501.301
Degree Planner	Software that provides tools to students for building degree plans and tracking degree plan progress. Richland will implement Degree Planner in fall 2023.	Starfish by Hobson's
Department of Corrections (DOC)	The Adult Education and Vocational Services Division of the Illinois Department of Corrections provides access to college academic and vocational courses to qualified offenders through community colleges contracted by the State. Students in DOC programs may or may not be counted in statistical information reported by Richland depending on the nature of the report. Although Richland ended its contract with the Department of Corrections in 2016, some reports still include references to the DOC.	Illinois Department of Corrections
Developmental Education	Any level of remediation; i.e., instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. Developmental education may include remedial courses, basic skills courses, preparatory courses, or compensatory courses but does not include Adult Education and GED courses. A developmental education course with a number under 100 designed to provide review and instruction to prepare students for college-level work,	VFA

	designated with a course number 100 and above. Developmental education courses are assigned a PCS code of 1.4.	
Diversity	“The acceptance and continuing reverence for the range of unique abilities, attributes and identities that reflect human existence. Diversity is achieved when such characteristics are not merely representational but are valued and called upon to inspire organizational creativity, innovative thinking and personal growth.”	HLC 11/2022
Drop	Removes student from a section and occurs within the refund period. (See <i>Withdrawal and Void</i>)	Richland Board Policy 4.6.4
Dual Credit	An instructional arrangement where an academically qualified student currently enrolled in high school enrolls in a college-level course and, upon successful course completion, concurrently earns both college credit and high school credit.	Richland
Dual Enrollment	An instructional arrangement where an academically qualified high school student participates in and earns credit by completing a Richland course for which the high school does not grant credit. Also refers to a program through which a student may enroll in Richland courses while enrolled at another postsecondary institution.	ICCB website <i>ICCB MIS Manual (2022)</i>
Employee	Any person involved in the day-to-day operations of Richland Community College and who is paid by the College. The following groups are delineated in Board Policy 3.2: Executive Staff, Administrative Staff, Professional/Technical Staff, Supporting Staff, and Faculty (Full-time Tenure-Track, Full-time Tenure-Track Librarians and Counselors, Adjunct Faculty, Temporary Full-Time Faculty). Policy 3.2.6 defines the following: Adult Education Instructors, MCLETC Instructors, Temporary Part-Time Employees, Temporary Full-Time Employees, Student Employees, Contract Employees, and Grant-Funded Employees.	Richland Board Policy 3.2
Employee Engagement Survey	Annual survey administered to all employees to assess a variety of perceptions about Richland activities, structure, and interaction.	Richland
Employee Retention/ Continuing Employee	Full-time employees who are retained from Oct. to Oct. according to ICCB census date.	<i>ICCB MIS Manual (2022)</i>
Employee Turnover	The number of employees separating from the College for the specified period divided by the average number of employees for the specified period.	Richland

English Language Learning/English as a Second Language (ESL)/ English Language Acquisition (ELA)	Approved courses designed to include instruction in English for those whose native language is not English. Beginning, intermediate and advanced courses include a curriculum in listening, speaking, reading, and writing and mathematics using the English language. Technology and digital literacy skills as well as CCRS are also included in the curriculum.	<i>ICCB AEFL Provider Manual (2022)</i>
EnRich	Richland program that includes both technical skills training and essential skills training for the under-employed and unemployed and others with multiple barriers to employment.	Richland website
Enrollment Full-Time Equivalency (FTE)	Number of credit hours based on census date count for Summer, Fall and Spring sessions divided by 30 (excludes Department of Corrections students).	<i>ICCB MIS Manual (2022)</i>
Enrollment Headcount	Unduplicated number of students enrolled in credit courses in a specified enrollment period (excluding DOC students).	<i>ICCB MIS Manual (2022)</i>
Enrollment Status	<p>Continuing Student - A student who was enrolled at this college the previous term. For fall term, the previous term includes spring or summer. It is possible for a student to move from <i>Continuing</i> to <i>Student Who Moved to College-Level Coursework from Pre-College or General Studies/Vocational Skills</i>.</p> <p>First-time Student in College-Level Coursework - New to Higher Education - A student not previously enrolled in college-level classes at a college or university who has enrolled in 50% or more of his/her coursework in college-level classes (PCS 1.1 or 1.2). First-time summer students also are classified first-time in the fall. Also includes students who entered with advanced standing (college credits earned before graduation from high school, but student is no longer in high school).</p> <p>New General Studies or Vocational Skills Student - A student not previously enrolled at a college or university who has enrolled in 50% or more of his/her coursework in general studies or vocational skills (PCS 1.5 or 1.6). First-time summer students also are classified first-time in the fall.</p> <p>New Pre-college Student - A student not previously enrolled at a college or university who has enrolled 50% or more of his/her coursework in ABE/ASE/ESL (PCS 1.7, 1.8, or 1.9) or remedial (PCS 1.4) classes. First-time summer students also are classified first-time in the fall.</p>	<i>ICCB MIS Manual (2022)</i>

	<p>Returning Student - A student who was enrolled at his/her college previously but not enrolled the previous term. For fall term, the previous term includes spring or summer.</p> <p>Student Who Moved to College-Level Coursework from Pre-college or General Studies/Vocational Skills - A student enrolled for the first time as 50% or more in college-level coursework (PCS 1.1 or PCS 1.2) who has previously been counted in one of the following categories: <i>New Pre-college Student</i> OR <i>New General Studies or Vocational Skills Student</i> OR <i>Continuing</i>.</p> <p>Transfer Student - A student entering the institution for the first time this term having earned academic credit at another institution of higher education. Include students enrolled in the fall term who transferred to the institution for the first term the prior summer. Persons identified as transfer students have prior higher education experience at another college or university regardless of whether these credits are being applied to their current community college program.</p> <p>Already Possess a Degree Beyond an Associate Degree - e.g., Bachelor's, Master's, CAS, Doctoral, First Professional, etc.</p> <p>High School Student - A current high school student. The student is then distinguished as Dual Credit or Dual Enrollment.</p>	
Equity	<p>"The conditions under which every individual has the resources and support needed to be successful. Equity, distinct from equality, is based on the principles of fairness and justice. Equity is achieved when lived experience is honored and there is intentionality in identifying and disrupting systemic, structural barriers as well as implicit biases in policy and practice."</p>	HLC 11/2022
Essential Skills Training	<p>Through multiple restoring and resilient methods, Essential Skills Training contests both adverse and positive experiences of trauma to teach important skills needed for optimal success in work, learning, and life. Programming includes life skills, job readiness, and a trauma-sensitive practice termed <i>Motivational Interviewing</i>.</p>	Richland Essential Skills
Exempt Employee	<p>Certain qualifying categories of employees (executive, supervisory, some professionals) exempt from minimum standards regarding wages, overtime, and record-keeping.</p>	U.S. Department of Labor Fair Labor Standards Act

Extracurricular	Activities and events that do not complement the formal curriculum but instead bolster College and student initiatives including student engagement, peer networking, personal health and wellness, retention, and other activities designed to enhance the College experience.	SLOA
Federal Work Study (FWS)	A part-time work program awarding on- or off-campus jobs to students who demonstrate financial need. FWS positions are primarily funded by the government but are also partially funded by the institution. FWS is awarded to eligible students by the college as part of the student's financial aid package. The maximum FWS award is based on the student's financial need, the number of hours the student is able to work, and the amount of FWS funding available at the institution. This is a type of Title IV Aid but is not considered grant aid to students.	<i>IPEDS Glossary</i>
Feith	Document imaging software used by Richland to scan and store large amounts of files, such as student records, employee records, and other archival records.	AIS
Financial Aid	Funds available to help students pay for college or career/trade school or training. Can include Federal and State Grants, Federal and College Work Study, Federal Student Loans, Federal and State Veteran benefits, and internal and external scholarships. At Richland students must submit the Free Application for Federal Student Aid (FAFSA) to determine eligibility.	Richland Financial Aid Office
Financial Aid Year	The period of time generally extending from fall of one year to end of the summer term of the following year (ex., Financial Aid Year 21/22 includes Fall 2021, Spring 2022, and Summer 2022).	Richland
First-Generation College Student	Students from families in which neither parent graduated with a baccalaureate degree from an accredited college or university.	Richland
Fiscal Year (FY)	The period of time generally extending from one summer to summer of following year (ex., FY18 includes July 1, 2017, through June 30, 2018).	Richland
Freshman	One who has earned fewer than 30 semester hours (or 45 quarter hours) toward a program at Richland	<i>Richland Catalog</i>
Full-Time Student	A student enrolled in 12 or more semester hours during the semester.	<i>ICCB MIS Manual (2022)</i>
Gateway Course	First college-level, credit-bearing course in English and Math.	<i>ICCB MIS Manual (2022)</i>
Gender	Classified as male, female, or gender unknown for ICCB reporting purposes.	<i>ICCB MIS Manual (2022)</i>

General Education Core Curriculum	Consists of 12-13 courses (37-41 semester hours of credit) within 5 areas accepted as transfer credits by public and some selected private four-year and two-year higher education institutions in Illinois. Richland’s GECC Certificate was approved by the ICCB in 2019.	ICCB
Graduation Rates First-Time Full-Time	Percentage of total enrollment who started as first-time, full-time students who complete a degree or certificate in 150% time (ex. FA2006-SP2009 degree-certificate completion/total 2006 entering cohort).	Richland
Graduation Rates (All)	Percentage of total enrollment of first-time college students (full- or part-time) who complete a degree or certificate in 150% time, excluding Department of Corrections students.	IPEDS Glossary
Grant Accountability and Transparency Act (GATA)	(30 IKCS 708/) Purpose is to increase accountability and transparency in the use of grant funds while reducing the administrative burden on both state agencies and grantees.	ISBE
High School Student Enrollment Categories	Individuals enrolled in public, private, alternative, GED, or homeschooling programs. High school students may be enrolled in college courses as one of the following: Early Admissions Student – Student who is still in high school and taking Richland courses for high school and/or college credit Dual Credit Student – see <i>Student Level Classification</i> Dual Enrollment Student – see <i>Student Level Classification</i>	Richland
Housing and Opportunities that are Useful for Student’s Excellence (HOUSE)	Initiative to support students who “lack a fixed, regular, and adequate nighttime residence” including <ol style="list-style-type: none"> 1. Sharing housing of others due to loss of housing, economic hardship, or a similar reason 2. Living in motels, hotels, trailer parks, or campgrounds due to the lack of alternative adequate accommodations 3. Staying in an emergency or transitional shelter Living in cars, parks, public spaces, abandoned buildings, bus or train stations, or similar setting 	SB190 (Public Act 102 0083) Higher Education Housing and Opportunities Act (2023)
Inclusion	“The intentional and demonstrable creation of safe and welcoming environments in which individuals are attuned to and hold themselves and others accountable for addressing power imbalances that inhibit the full	HLC 11/2022

	participation of all people. Inclusion is achieved when diversity, equity and accessibility permeate an organizational culture.”	
Incomplete	A grade of “I” assigned to a student after the end of the semester to allow a student a grace period of no longer than 60 days to complete the required coursework. Failure to complete course work within the 60-day grace period will result in the grade the student would earn without having all course work completed.	Richland Board Policy 4.6.1
Industry-Recognized Credential	A verification of an individual’s qualification or competence issued by a third party with the relevant authority to issue such credentials. It is sought or accepted by employers within the industry or sector involved as a recognized, preferred, or required credential for recruitment, screening, hiring, retention, or advancement purposes; and, where appropriate, is endorsed by a nationally recognized trade association or organization representing a significant part of the industry or sector.	VFA
Infrastructure	Basic organizational structures and physical facilities (e.g., buildings, walls/roofs, roads, power & communications, wiring & equipment) needed for the operation of an organization.	Richland
Instructional Delivery	<p>1. Traditional – in-person classroom instruction where the instructor and students are in the same physical location. Course may be enhanced by materials provided via Canvas, the Learning Management System.</p> <p>2. Hybrid – a combination of required in-person classroom instruction and online instruction.</p> <p>3. Online – all instruction is provided online, and no face-to-face classroom instruction is required. Students may be required to take proctored exams on campus or at an approved location near the students.</p> <p>4. Online Live – synchronous delivery of a course through an online platform like Zoom or Teams.</p>	<i>ICCB MIS Manual (2022) / Richland</i>
Instructional Type	<p>L - Lecture (Formal or Large Group Lecture)</p> <p>D- Discussion/Lecture</p> <p>X - Laboratory/Laboratory-Discussion</p> <p>I - Independent Study (includes stored media, internet-based, and correspondence courses)</p>	<i>ICCB MIS Manual (2022)</i>

	<p>E - Internship, Field Experience, Other Special Experiences (clinical, on-the-job training, co-op courses where students are gaining experience off campus)</p> <p>O - Other (for instructional types outside of the above categories)</p>	
Internship	Allow students to practice in their field of study at local businesses or industries. Some internship sponsors pay their interns. Generally, Richland students enroll in a course numbered 290 or 295.	Illinois Manufacturing Association/Richland
Intrusive/Proactive Advising	Advising structures that incorporate intervention strategies mandating advising contacts for students who otherwise might not seek advising (sometimes referred to as "intrusive advising").	NACADA
Jenzabar	The enterprise system used by all Richland administrative and academic functions to store data in a single database that can be accessed for reporting purposes.	Richland
Job Shadowing	An experience where individuals can learn about a particular occupation by observing an experienced worker as he or she performs the targeted job.	<i>Business Dictionary</i>
Key Results	"What must be achieved to steadily sustain and grow an organization; accountability begins with well-defined key results." Richland's Key Results through PiL were <i>Trust, Grow, and Thrive</i> .	<i>Partners in Leadership (Culture Partners)</i>
Laboratory	A course of planned and supervised training in which students learn new methods or principles through experimentation, observation, and/or practice. A lab class can occur at the beginning, middle, or end of a particular course of study and may be offered in a specially equipped room designed for experimentation, observation, and/or practice on the college campus or at the worksite.	<i>ICCB Administrative Rules</i>
Learning Feedback System (LFS)	Online program designed to gather student feedback about their courses. Currently enrolled students in most sections of academic courses are automatically invited to participate at the end of the semester. Faculty may also schedule feedback at other times such as midterm.	Richland
Learning Management System (LMS)	Provides an integrated platform for the delivery and assessment of learning materials in an online environment. The LMS is used in online, hybrid, and traditional course sections, as well as by many campus groups and organizations. Richland's current LMS, Canvas, an Instructure product, was adopted in 2012.	Richland

Learning Outcomes Assessment	The process by which faculty are engaged in working with other faculty, staff, and external stakeholders to identify, document, and evaluate what students are learning and how well they are learning it, making appropriate adjustments to the curriculum based on the data obtained in order to improve instructional effectiveness and student learning.	SLOA Committee
LEED Certification	Leadership in Energy and Environmental Design is the most widely used building rating system in the world. LEED provides a framework for healthy, efficient, and cost-saving green buildings. The Center for Sustainability and Innovation earned the LEED Platinum designation in 2010.	US Green Building Council
Licensure Exam	An assessment that yields a license required by law to work in a particular profession. Licenses are generally issued by a state or provincial government or through a licensing board or another professional body. Examples include but are not limited to nursing, cosmetology, truck driving, or real estate.	VFA
Macon County Law Enforcement Training Center	An Illinois Law Enforcement Training & Standards Board facility, operated by Richland. The MCLETC's mission is to prepare participants for work in law enforcement and/or corrections. Program employees, including instructors, are Richland employees.	Richland
Major	A field of student within an approved degree or certificate program having its own curriculum	ASC
National Automotive Technicians Education Foundation (NATEF)	Established to improve the quality of automotive technician training programs nationwide at secondary and post-secondary, public, and proprietary schools.	NATEF
NCLEX	National Council Licensure Examination (NCLEX) is a nationwide examination for the licensing of nurses in the United States and Canada. There are two types, the NCLEXRN and the NCLEX-PN.	NCSBN
Net Operating Revenue Ratio	Measures how much the institution is adding to (or subtracting from) its year-end reserves. This ration answers the question, "What percent of the total revenues does the institution get to keep at the end of the year?" The larger the surplus the stronger the financial condition of the institution.	KPMG
Non-Credit Course	A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. Often a designation for training course or for personal development course.	<i>IPEDS Glossary</i>

Non-Exempt Employee	Certain qualifying categories of employees not exempt from wage, overtime, and recordkeeping regulations. At Richland, examples of job classifications include Maintenance and Administrative Assistants.	U.S. Department of Labor Fair Labor Standards Act
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 2 years (4 semesters, excluding summer terms) for an associate's degree and the various scheduled times for certificate programs.	<i>IPEDS Glossary</i>
Online Instruction	Methods of online instruction include the following: 1) Online classes – all instruction is provided online and no face-to-face classroom instruction is required. Students may be required to take proctored exams on campus or at an approved location near the students. 2) Online Live – synchronous delivery of a course through an online platform like Zoom. 3) Hybrid – a combination of face-to-face classroom instruction and online instruction. A portion of the instruction is provided online, but some regular face-to-face instruction is still required. 4) Web-enhanced – all instruction is provided in a face-to-face classroom setting; however, students are expected to supplement their learning through technology such as online assessments, homework, or discussions.	Richland
Pantry at Richland	An extension of the Good Samaritan Inn to provide Richland students and their families with a more readily accessible free source of food assistance on an ongoing basis.	Richland
Part-time Student	A student enrolled for either fewer than 12 semester credits, or fewer than 24 contact hours a week each term.	<i>IPEDS Glossary</i>
Partnerships	A mutually beneficial relationship that advances Richland's vision and mission. Partners include educational, governmental, community, business and industry entities.	Knowledge Management Team
Persistence	A measure of student enrollment generally applied to the number or percent of students who continuously enroll in a subsequent semester or sequential academic year (ex., Fall to Spring; Spring to Fall).	<i>Richland 2011-2014 Strategic Plan</i>
Placement	The process of placing a student in an appropriate course determined by scores on designated tests such as Accuplacer or ACT or by other methods of placement (e.g., prior experience, high school coursework, proficiency). In	Richland

	2019 the ICCB implemented "multiple measures" placement to reduce student enrollment in developmental courses.	
Practicum (internship)	A course of planned and supervised training that allows the application of theory to actual practice and prepares a student for working independently in a specific career. It takes place at a regular worksite and instruction/ supervision is shared by a college instructor/supervisor and a qualified employee at the worksite. Clinical practica take place in a hospital or other medical/health facility and require close supervision/ instruction/ monitoring by a qualified college instructor. Richland courses are generally numbered 290 or 295.	<i>ICCB Administrative Rules</i>
Prep Academy	A partnership between Decatur District 61 and Richland that offers selected DPS students the opportunity to earn their high school diploma and an associate's degree from Richland upon completion of the 4-year program during high school.	<u>District 61 website</u>
Prerequisite	Skill or course required for entry into a course or program of study.	<u>NWICC</u>
Primary Ethnic/Racial Classifications	Primary Races include American Indian or Alaskan Native; Asian; Native Hawaiian or Pacific Islander; Black or African American; Hispanic or Latino; Nonresident; White.	<i>ICCB MIS Manual (2022)</i>
Primary Reserve Ratio	Measures financial strength, particularly as viewed over time. Measures the amount of time an institution can function using its expendable reserves without relying on additional net assets (income) generated by operations. A negative or decreasing trend indicates a weakening financial condition. A ratio of .40 would indicate that the institution can cover 5 months of expenses (40% of 12 months).	KPMG
Professional Development	Continuous improvement opportunities relating to job or field to improve effectiveness and/or validate current practice. Professional development is included as a measure in the employee's Performance Appraisal.	Richland
Program	A combination of courses, related activities, and requirements organized for the achievement of specific learning outcomes as defined by the institution.	ASC
Program Classification System (PCS)	A code using a two-digit number that identifies both instructional programs and other College functions. The PCS codes connect a course/program to the Credit Hour Grant rates for reimbursement by the ICCB.	<i>ICCB (2022)/Richland</i>

Program Review	A systematic analysis of Career and Technical Education (CTE) programs, Academic Disciplines, Cross-Disciplinary Programs, and Student and Academic Support Programs, required by the ICCB on a five-year cycle.	Richland/ ICCB
Program Student Learning Outcomes	Knowledge, skills, and attitudes achieved by students in a program, including Career and Technical Education programs and Academic Disciplines defined by ICCB. These outcomes are developed and measured by program faculty.	SLOA Committee
Program/Discipline Viability	A systematic process designed to examine the health of a program or discipline using clearly defined criteria including enrollment, financial health, completion, and other factors and then to determine the status of the program or discipline. Richland's process is based on the work outlined in <i>Prioritizing Academic Programs and Services</i> (Dickeson, 2010).	Richland
Project-based Learning	Activities that provide real workplace scenarios/experiences related to classroom instruction.	<i>2015-2018 Richland Strategic Plan</i>
Project Read Plus	Adult literacy program that offers free, one-on-one tutoring in reading and math to adults aged 17 or older who are not currently enrolled in high school. Services include assessment, one-on-one tutoring, and other resources. Participants may be self-referred or referred by organizations or businesses. Project Read Plus is funded by a grant from the Illinois Secretary of State, the Richland Foundation, and private donations.	Richland
Residency Classifications	<p>In-district Student - A student whose residence is within the community college district and who is attending the community college in that district. The student must have resided for at least 30 days prior to the beginning of the semester or term.</p> <p>Out-of-district Student - A student attending a community college whose residence is NOT within the boundaries of the community college district but within the State of Illinois.</p> <p>Out-of-state Student - A student who is legally domiciled outside Illinois but within the United States and its possessions.</p> <p>Foreign Country Student - A student who is legally domiciled in a country other than the United States.</p>	<i>ICCB MIS Manual (2022)/ Administrative Rules 1501.501</i>
Retention	Measure of student enrollment, generally applied to the number or percent of students who complete a course in any given semester.	<i>IPEDS Glossary</i> /Richland

Return on Net Assets Ratio	Indicates whether the institution is “better off” than in prior years by measuring the total economic return. Closely resembles a “return on investment” measure and, when viewed in comparison to inflation, shows the direction of the financial health of the institution. Is the present greater than inflation?	KPMG
Returning Student	See <i>Enrollment Status</i>	<i>ICCB MIS Manual (2022)</i>
Reverse Transfer	See <i>Student Level Classifications</i>	ICCB MIS Manual (2022)/ICCB Administrative Rules 1502.20
Richland Federation of Teachers (RFT)	Exclusive bargaining representative for all Richland full-time faculty members and full-time librarians. (Local 4262, IFT, AFT, AFL-CIO). Also referred to as the “Union.”	<i>RFT Collective Bargaining Agreement 2021-2024</i>
Richland Foundation	A nonprofit 501©3 organization dedicated to growing assets of the Foundation through gifts, grants, and investment income and providing leadership in the allocation of funds for scholarships, programs, equipment, and facilities.	Richland website
Richland Thrive	A student success platform that helps colleges and universities scale their student success efforts so that more students can achieve their academic and life goals.	Eab.com (Starfish)
Rubric	A scoring guide used to evaluate the quality of students’ constructed responses. Developed by faculty for assignments or for Program Student Learning Outcomes common evaluation.	ERIC
SARA (State Authorization Reciprocity Agreement)	A state-level reciprocity process that supports national efforts to increase educational attainment by making state authorization of postsecondary institutions more efficient, effective, and uniform in regard to necessary and reasonable standards of practice across states; more effective in dealing with quality and integrity issues; and less costly for states and institutions and, thereby, the students they serve.	NC-SARA
Section 504	A federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (ED). Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance"	U.S. Dept. of Ed

Self-advising	Available for students who have achieved a certain set of conditions that allows them to guide program decisions and self-register.	Richland
Sophomore	One who has earned more than 30 semester hours (or 45 quarter hours) toward completion of a program at Richland.	<i>Richland Catalog</i>
Special Populations	<p>Classifications of students:</p> <ol style="list-style-type: none"> 1. Individuals with disabilities; 2. Low-income youth and adults; 3. Individuals preparing for non-traditional fields; 4. Single parents, including single pregnant women; 5. Out-of-workforce individuals; 6. English Language Learners; 7. Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 A.S.C. 11434a); 8. Youth who are in, or have aged out of, the foster care system; and 9. Youth with a parent who (i) is a member of the armed forces (as such term is defined in section 101(a)(4) of title 10, United States Code); and (ii) is on active duty (as such term is defined in section 101(d)(1) of such title). 	ICCB/Carl Perkins IV (Categories changed for Carl Perkins V 2020)
Standard Occupational Classification (SOC)/ O*Net® Code	An occupational category based on the following five major groups in the <i>2010 Standard Occupational Classification (SOC) Manual</i> : 1) Healthcare Support Occupations; 2) Protective Service Occupations; 3) Food Preparation and Serving Related Occupations; 4) Building and Grounds Cleaning and Maintenance Occupations; and 5) Personal Care and Service Occupations.	<i>IPEDS Glossary/O*Net Codes</i>
Stop-out	Break or pause in enrollment during the student's degree-seeking period that lasts for one or more expected course enrollment periods, excluding summer. May occur with the institution's prior knowledge and consent or student may unexpectedly not enroll.	<i>EAB</i>
Student Level Classifications	<p>Freshman - A student who has completed fewer than thirty semester hours (45 of college credits and is not also enrolled in high school. A former Dual Credit/ student who has accumulated more than 30 hours at the high school level may as a freshman upon entering the community college immediately after high school.</p> <p>Sophomore - A student who has completed at least thirty semester hours (45 quarter hours) but less than sixty semester hours (90 quarter hours) or a</p>	<i>ICCB MIS Manual (2022)</i>

	<p>student without a previous degree who has more than sixty semester hours and is continuing to pursue an associate's degree.</p> <p>Dual Enrollment - A current high school student participates in a community college course where the high school does <u>not</u> grant credit but the college does grant credit for successfully completing the course. If a student is both Dual Enrollment and Dual Credit, the student should be classified as Dual Credit.</p> <p>Dual Credit - A current high school student who participates in community college course(s) where the high school and college have an instructional agreement to grant high school and college credit for successfully completing the concurrent course(s). If a student is both Dual Enrollment and Dual Credit, then student should be classified as Dual Credit.</p> <p>Unclassified - Students enrolled in credit courses who 1. Do not meet minimum requirements for entrance as regular college-level students, including students who are enrolled in adult basic or adult secondary education. (Note: These students still need an appropriate curriculum code.); 2. Already have a bachelor's degree or associate degree but who are taking courses at the same level or lower. (Note: These students still need an appropriate curriculum code.)</p> <p>Reverse transfer - a student who had transferred from a community college to a four-year institution and who then earns academic credit at the university that when transferred to the community college will complete the requirements for an associate's degree.</p> <p>High School Equivalency Completer (GED) – an adult secondary Education or English as a Second Language student who successfully passes the GED or other High School Equivalency examination and subsequently enrolls in college credit courses.</p>	
<p>Success Coaching</p>	<p>An interactive process that focuses on the personal relationship created between the student and the Success Coach. The Coach challenges the student to think about personal and/or professional goals in order to relate them to their academic/educational goals. In this learning process, the Success Coach must encourage the student to become more self-aware by understanding personal strengths, values, interests, purpose, and passion.</p>	<p>NACADA</p>

Sustainability	The effort to meet the needs of the present without compromising the needs of future generations, taking into consideration the financial, social, and environmental effects (Triple Bottom Line) when creating policies and taking actions.	<i>Richland 2011-2014 Strategic Plan</i>
Simple Syllabus	A centralized, template-driven platform that enables instructors to personalize and publish interactive class syllabi. Adopted by Richland in spring 2023.	Simple Syllabus
Time of Attendance	The time of attendance that accounts for the majority of the student's course enrollment (if one-half or more is day, use day). Day - 7:00 a.m. to 4:59 p.m., Monday - Friday Evening - 5:00 p.m. to 6:59 a.m., Monday - Friday Weekend - Saturday or Sunday	<i>ICCB MIS Manual (2022)</i>
Title IX	Federal statute that protects people from sex and gender discrimination in education programs or activities that receive federal financial assistance. The statute states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."	https://www.atixa.org/
Transfer Academy	Allows for students to attend the Richland campus half days and earn credits to fulfill the General Education Core Curriculum (GECC), a key transfer component for the Illinois Articulation Initiative (IAI).	Dual Credit Intergovernmental Agreement
Transfer from	Students transferring from other colleges and universities to Richland	Peer Institutions research
Transfer Student	A student enrolling and taking courses at another post-secondary institution after taking courses at Richland for one or more academic years.	VFA
Trauma-informed	Trauma-informed organizations seek to <ul style="list-style-type: none"> • Realize the widespread impact of trauma and understand paths for recovery • Recognize the signs and symptoms of trauma in [students], [faculty], and staff • Integrate knowledge about trauma into policies, procedures, and practices • Actively avoid re-traumatization 	Implementation Resource Center
Tuition	The amount of money charged to students for instructional services. Tuition may be charged per credit.	<i>IPEDS Glossary</i>

Type of Attendance	<p>On-campus - A student who has the majority of his/her instructional credit courses (credit hours) taught in on-campus facilities. Students registered for equal numbers of credit hours at on- and off-campus facilities should be counted as on-campus students.</p> <p>Online – a student who has the majority of instructional credit courses taught online</p> <p>Off-campus - A student who has the majority of his/her instructional credit courses (credit hours) taught in other than on-campus facilities that are within the community college district.</p> <p>Out-of-district/Out-of-state - A student who has the majority of his/her instructional credit courses (credit hours) taught in facilities that are located outside the community college district.</p>	<i>ICCB MIS Manual (2022)</i>
Unduplicated Completers	Number of distinct students who received a degree or certificate (excluding Department of Corrections students).	Richland
Viability Ratio	Measures the institution’s ability to cover debt (long-term liabilities), if the institution had to pay off all outstanding debt at a single point in time. A ratio of 1:1 would indicate that the institution could cover all long-term (liabilities) debt. Said another way, how much debt can the institution afford?	KPMG
Void	Action taken that removes student enrollment records, leading to no financial impact for the student.	Richland
Vocational Skills	Consists of courses designed to provide short-term job entry training, to upgrade the skills of persons already employed, or to review skills for career re-entry.	<i>ICCB Administrative Rules Section 1501.201 Definitions</i>
Workforce Development	Through employer engagement, ensure enhanced educational services and trainings are provided for all levels of the community college system including adult education, business and industry, career and technical education (CTE), and continuing education to move individual quickly into career pathways to strengthen the local economy.	ICCB Workforce Education Strategic Plan (2017)

Acronyms Used in Definition Sources:

- AEFL—Adult Education and Family Literacy (Illinois)
- AIS—Administrative Information Systems (Richland)
- ASC—Academic Standards Committee (Richland)

CIP—Richland Continuous Improvement Process Teams
ERIC—Institute of Education Sciences, ED.gov
HLC—Higher Learning Commission
ICCB—Illinois Community College Board
IPEDS—Integrated Postsecondary Education Data System
KPMG—Audit, tax, and advisory firm recognized nationally
NACADA—National Academic Advising Association
NACUBO—National Association of College and University Business Officers
NCSBS—National Council of State Boards of Nursing
NWICC—North Western Iowa Community College
PERKINS—Carl D. Perkins Vocational & Technical Education Grant
RICHLAND—Definition provided by Richland Community College
SLOA—Student Learning Outcomes Assessment Committee
VFA—Voluntary Framework of Accountability (American Association of Community Colleges)

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