

# Glossary of Terms

The Texas Higher Education Coordinating Board has produced this Glossary of commonly used Texas higher education terms. By its nature, the Glossary will be an evolving document. If you have suggestions for clear wording for terms in the Glossary or for terms whose definition you would like to have included, please send your suggestions to Janice McIver at [Janice.McIver@thehb.state.tx.us](mailto:Janice.McIver@thehb.state.tx.us) at the Coordinating Board.

**AAT** Associate of Arts in a Teaching degree. Board-approved collegiate degree programs consisting of lower-division courses intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. (CTC CBM009)

**Academic Course Guide Manual (ACGM)** The official list of approval numbers for general academic transfer courses that may be offered for state funding by public community and technical colleges in Texas. It lists a basic core of general academic courses which are freely transferable among all public institutions of higher education in Texas in accordance with the Texas Education Code, §61.051(g). TCCNS numbers are assigned to most courses in the manual. Academic courses reported on the CTC CBM004 must appear either on this list of approved courses or in the **Special Approval/Unique Need Inventory**. See **Lower Division Academic Course Guide Manual**. (CTC CBM004)

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

**Academic Program** 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.

**Academic Year** The 12-month period of time generally extending from September to August.

**Academically Disadvantaged** When reporting academically disadvantaged students, colleges may report students who, based on a Texas Success Initiative (TSI) approved test, do not have college entry-level skills in reading, writing, or math. Colleges should also report TSI compliant students who are enrolled in remedial courses based on the results of tests administered for placement purposes. The Interim Evaluation Report definition may also be applied for students who did not receive a high school diploma nor receive a GED certificate. Field will contain "1" if the student is academically disadvantaged. Please note that academically disadvantaged does not include students with learning disabilities. (CTC CBM001, CBM00A, CBM0E1)

**Accountability System** The Higher Education Accountability System is used to track performance on critical measures that exemplify higher education institutions' missions. The System is modeled on the state's higher education plan, Closing the Gaps by 2015. Its major focus is on the four *Closing the Gaps* target areas of participation, success, excellence, and research.

**Accreditation** A process signifying that an institution has a purpose appropriate to higher education and resources, programs, and services sufficient to accomplish its purpose on a continuing basis. Colleges in Texas should refer to the *Principles of Accreditation* (replaces the *Criteria for Accreditation*) by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). The CB now recognizes other accrediting agencies, which can be found on our website at [Accreditor Recognition](#).

**Accumulated Deferred Maintenance (ADM)** Projects from prior years that were not included in the maintenance program because of perceived lower priority status than those funded within the budget.

**ACCUPLACER** An approved academic skills assessment instrument that allows a student to satisfy one or more section(s) of the Texas Success Initiative (TSI) upon meeting the designated standard for that section or sections. It is offered by The College Board. (CBM002)

**ACT** American College Test. The ACT assessment program measures educational development and readiness to pursue college-level coursework in English, mathematics, natural science, and social studies. A student who meets CB standards on designated section(s) of the ACT is exempt from the requirements of the Texas Success Initiative (TSI) for the related section(s). (CBM002)

**Actual Capital Investment** This figure is not adjusted for inflation, but is a cumulative total of actual dollars invested to the nearest dollar. If a building is not owned by the institution, report the dollar amount invested for its use. If a building is a gift or has no capital investment for other reasons, enter '1'. This is the total budget required to occupy a new facility, including:

*Building and Acquisition Costs* – Costs of construction within five feet of the building line, all items required by codes (fire extinguisher cabinets, fire alarm systems, etc.), and other items normally found in buildings, regardless of type (drinking fountains, sinks, etc.). If a building is purchased, the actual capital investment is the total purchase price minus items such as associated parking lots that are not within five feet of the building. In the case of a lease or gift/donated facility, the capital investment may be reported as \$1.

*Fixed Equipment* – Equipment installed before building completion that is part of the construction contract (lockers, food service equipment, fixed seating, fixed medical equipment, security equipment, stage equipment, stage lighting, etc.).

*Site Development* – Work within the site boundary and five feet from the edge of the building (grading and fill, fencing, electronic perimeter system, roads and parking, utilities, landscape development, athletic fields, walks, site lighting, street furniture, site graphics, onsite sewage treatment plant, unusual foundation conditions, etc.).

*Site Acquisition and/or Demolition* – Purchasing the project site and/or demolition of existing structures.

*Movable Equipment* – All movable equipment and furniture items but not equipment purchased from operating funds (computers, microscopes, library books, etc.).

*Fees* – Costs for architectural and engineering services.

*Contingency* – A percentage of the total construction cost that is included to serve as a planning contingency, bidding contingency, and construction reserve (change orders, etc.).

*Administrative Costs* – Items required during the planning process (legal fees, site survey, soil testing, insurance, material testing, etc.).

Enter all capital costs associated with the building's purchase or construction, plus all other capital invested in the building during its life (major repairs, renovation, conversions, etc.). (Univ, CTC CBM014)

**Adjunct Faculty** A person who holds a non-tenure-track appointment to the teaching staff of an institution. Adjunct faculty are generally part-time, with generally narrower expectations for involvement with the institution. Hired as needed, with no guarantees as to continuation of employment. Reported as Other Faculty. (CBM008)

**Administrative Unit** An administrative subdivision (department) of a college or school with a teaching staff responsible for instruction in a particular subject-matter area or field of study. It is an item on the CBM008 to identify the department in which the faculty member teaches or an item on the CBM003 to identify the department in which the course is taught. (CBM008, Univ CBM003)

**Admissions Action or Acceptance Status** Action taken by the institution in response to the student's application for admission. (Univ CBM00B)

**Advanced Placement Program (AP)** A national program of standardized high school courses by which high school students can earn college credit(s) at most institutions of higher education. The state provides funding for AP classes through an appropriation to the Texas Education Agency (TEA). The AP examination is administered by The College Board.

**Advanced Technology Certificate (ATC)** A certificate that has a specific associate or baccalaureate degree (or, in some circumstances, junior-level standing in a baccalaureate degree program) as prerequisite for admission. It must consist of at least 16 and no more than 50 semester credit hours. It must be focused, clearly related to the prerequisite degree, and justifiable to meet industry or external agency requirements. (CTC CBM009)

**Advisory Committee** In higher education, a group of business or industry representatives whose purpose is to advise the college on the needs for a particular program. The committee advises on matters of curriculum, instructor qualifications, and equipment and facility requirements needed to assure that graduates will have appropriate skills for employment in the business or industry upon graduation.

**Affiliation Agreement** Documentation between a college and business/industry affiliate defining an educational partnership, and specifying conditions, roles, and timelines.

**Age** Age is calculated by subtracting the individual's date of birth from the begin date of the reporting period. For fall, the begin date is September 1, spring is January 1, and summer is June 1. This is a category of the data summary on the CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00X, and CBM0E1 that gives the age distribution of the group of individuals reported.

**Alcove Measurement** See **Room Measurement**.

**American Indian or Alaskan Native** The race of a person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0E1)

**Annual Data Profile (ADP)** A report (data profile) prepared by the Coordinating Board staff from college-generated data and program information to be used by the colleges to conduct institutional effectiveness self-assessments and institutional plans for new program review and program revisions. The ADP summarizes annual progress by each college toward meeting state-level goals and contains data required in institutions' Perkins Annual Application and data for federal reporting.

**Application Level** Level of degree sought, e.g., associate, bachelor's, master's. Also included is 'other formal award' which is defined as recognition in writing by the institution to the student for the completion of a program of courses that has been approved by the institution's governing board. (Univ CBM00B)

**Appointment** The institutionally assigned duties and services of each person who is an employee of the institution and who has any type of faculty title. The corresponding category on the CTC faculty report is **Assignment Code**. (Univ CBM008)

**Appointment 01 Percent** Instruction: For universities, this is the percent of time, in relation to a normal workload as defined by the institution, devoted to activities directly related to the teaching function. This includes preparation for such instruction, interaction with students, and evaluation of student performance. For health-related institutions, the definition is as for universities, but also includes the definition that universities reserve for **Appointment Code 02**, the percent of time in relation to a normal workload as defined by the institution devoted to administrative assignments that directly supplement the teaching function, e.g., heads of teaching departments and coordinators of special programs. (Univ, HRI CBM008)

**Appointment 02 Percent** Percent of time, in relation to a normal workload as defined by the institution, devoted to administrative assignments that directly supplement the teaching function, e.g., heads of teaching departments and coordinators of special programs. (Univ CBM008)

**Appointment 03 Percent** Patient Care: Percent of time, in relation to a normal workload as defined by the institution, devoted to faculty assignments for activities specifically organized for patient care. (HRI CBM008)

**Appointment 11 Percent** Academic Support: Percent of time, in relation to a normal workload as defined by the institution, devoted to assignments to include activities in the offices of academic or graduate deans and directors of major teaching department groupings such as colleges, schools, or divisions. Not included are the activities associated with the offices of the heads of teaching departments that are included in **Appointment 02 Percent**. (Univ, HRI CBM008)

**Appointment 12 Percent** Research: Percent of time, in relation to a normal workload as defined by the institution, devoted to faculty assignments in activities specifically designed to produce research outcomes. (Univ, HRI CBM008)

**Appointment 13 Percent** Public Service, Student Services, Institutional Support, Operation and Maintenance of Plant, Auxiliary Enterprise Operations: Percent of time, in relation to a normal workload as defined by the institution, devoted to activities associated with admissions and registration, financial aid, student affairs, executive direction and control, business and fiscal management, personnel, administrative data processing, campus security, purchasing, physical plant administration, and auxiliary enterprise operations. (Univ, HRI CBM008)

**Appointment Length** Number of months during the fiscal year of the faculty member's appointment. (HRI CBM008)

**Approval Number** A ten-digit number assigned to academic (ACGM) and workforce education (WECM) courses. The first six digits are the 2000 CIP code. The seventh and eighth digits are zeros for the WECM courses and they are a sequence number in the ACGM courses. The ninth and tenth digits are the funding codes. (CTC CBM004, CBM00C, CBM00S)

**Asian** The race of 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. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0E1)

**Assessment Instruments** The following assessment instruments are approved by the Board for Texas Success Initiative (TSI) purposes:

- (1) ASSET and COMPASS offered by ACT
- (2) ACCUPLACER offered by The College Board
- (3) Texas Higher Education Assessment (THEA) (formerly TASP Test) offered by National Evaluation Systems, Inc.

**ASSET** An approved academic skills assessment instrument that allows a student to satisfy one or more section(s) of the Texas Success Initiative (TSI) upon meeting the designated standard for that section or sections. It is offered by ACT, Inc. (CBM002)

**Assignable Area** The sum of all areas within the institution's walls of rooms on all floors of a building assigned to, or available for assignment to, an occupant or use, excluding unassigned space. This is also referred to as net assignable square feet (NASF). All rooms not specifically excluded (see **Non-Assignable Areas** and **Unassigned Space**) are assignable and must be measured and coded according to academic discipline or administrative assignment (CIP), room type, and room usage.

**Assignable Educational and General (E&G) Space** Educational and general space by room type as reported on an institution's facilities inventory that is used for academic instruction and support of an institution's mission.

**Assignable Square Feet (ASF)** The amount of space that may be used for programs within interior walls of a room. Major room use categories are classrooms, laboratories, offices, study areas, special use space, general use areas, support rooms, health care, residential, and unclassified space.

**Assignment Code** Assignments are the institutionally-defined duties or services of the faculty member. The corresponding category on the university faculty report is **Appointment Code**. (CTC CBM008)

**Assistant Professor** A faculty member of an institution of higher education who ranks above an instructor and below an associate professor and who is tenured or is on a tenure track. (CBM008)

**Associate Degree** An award that normally requires at least 2 but less than 4 years of full-time equivalent college work in a grouping of courses designed to lead the individual directly to employment in a specific career or to transfer to an upper-level baccalaureate program. This specifically refers to the associate of arts, associate of science, associate of applied arts, associate of applied science, associate of arts in teaching, and associate of occupational studies degrees. The term "applied" in an associate degree name indicates a program in which the content is primarily technical. (CBM009)

**Associate of Applied Arts (AAA) Degree** A two-year applied associate degree program designed to lead the recipient to immediate employment and/or career advancement. The program is composed of an orderly, identifiable sequence of courses designed to meet specific occupational competencies and outcomes. It includes technical courses, general education

courses, related instruction, and, as appropriate, elective courses to prepare students for employment as technicians or professionals. The AAA is a general designation for applied associate degree programs in non-science areas, such as music performance. (CTC, CSC CBM009)

**Associate of Applied Science (AAS) Degree** A two-year applied associate degree program designed to lead the recipient to immediate employment and/or career advancement. The program is composed of an orderly, identifiable sequence of courses designed to meet specific occupational competencies and outcomes. It includes technical courses, general education courses, related instruction, and, as appropriate, elective courses to prepare students for employment as technicians or professionals. (CTC, CSC CBM009)

**Associate of Occupational Studies (AOS) Degree** A program of study offered at proprietary institutions. The Coordinating Board is no longer authorizing new AOS degrees; however, a few proprietary institutions are still awarding these degrees based on prior approval. (CSC CBM009)

**Associate Professor** A faculty member of an institution of higher education who ranks above an assistant professor and below a professor and who is tenured or is on a tenure track. (CBM008)

**At-Risk Student** An undergraduate student who has one of the following attributes: (a) score on the Scholastic Assessment Test (SAT) or the American College Test (ACT) is less than the national mean score of students' scores on that test; (b) has been awarded a grant under the federal Pell Grant program; (c) was 20 years of age or older on the date the student initially enrolled in the institution; (d) enrolled as a part-time student; and (e) did not receive a high school diploma but received a high school equivalency certificate with the last six years. See [Chapter 13, Subchapter I, Rule 13.150](#) of the CB Rules, Performance Incentive Funding.

**ATC** An Advanced Technology Certificate program is comprised of 16-50 semester credit hours. A student must have an associate degree, baccalaureate degree, or junior status in a baccalaureate degree program. (CTC CBM009)

**Audit/Auding (a class)** A student elects to take a course but does not wish to receive credit for the course toward a degree or other formal award. Since this activity is not credit bearing, it is not considered state-fundable. Students who audit a class are not included on the CBM001, CBM004, CBM00A, CBM00C, or CBM00S.

**Automated Student and Adult Learner Follow-up System (ASALFS)** An automated process that uses employment and education databases to track university, community, technical, and state college program completers (both degree and certificate recipients), verifying their status of employment or further education. University students are also tracked for some measures. The follow-up system is used for program evaluation and state/federal reporting.

**Auxiliary Enterprise Funds** Funds for activities that furnish a service to students, faculty, or staff for which charges are made that are directly related to the cost of the service. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, intercollegiate athletics, college stores, and college unions. (Univ, HRI CBM008)

**Auxiliary Location** An off-campus site or facility owned by an institution or under the management and control of an existing institution, hereinafter referred to as the parent institution, in a geographic setting separate from the parent institution. The terminology was used in the 1990s to reflect a special off-campus education unit. In 2003 off-campus education units were defined in Chapter 5 subchapter D of CB rules to the following categories: teaching sites, higher education centers, university system centers, Multi-Institutional Teaching Centers, regional academic health centers, branch campuses, and all other off-campus educational endeavors. (CTC CBM004, CBM00C, CBM00S)

**Available University Fund (AUF)** The earnings of the Permanent University Fund (PUF) used (1) to service bond debt for some institutions in The University of Texas and Texas A&M University Systems and (2) to provide funding for excellence projects at The University of Texas at Austin, Texas A&M University, and Prairie View A&M University.

### **Average Nine-Month Faculty Salary** (CBM008)

For university salary computations:

1. Sum the percent of time assigned for all appointments (Items #13A-13E). Do not include the percent of time of any flex-entry appointment.
2. Sum the salary amounts for all funds (Items #14A-X), excluding the overload (Item #14Z) and flex-entry (Item #16) salary items.
3. Divide the total percent of time assigned for all appointments (step 1) into the sum of all salary amounts (step 2), giving a full-time equivalent (FTE) salary for all appointments. Double this amount to yield a nine-month FTE salary amount.
4. Summarize the FTE salaries (results of step 3) of ONLY the faculty who have percents of time assigned to appointments 01 and/or 02.
5. Tally all faculty with appointment codes 01 and/or 02 where FTE salaries are greater than zero.
6. Divide the total faculty with appointment codes 01 and/or 02 (results of step 5) into the total FTE salaries of faculty with 01 and/or 02 appointments (results of step 4) to yield the average nine-month FTE salaries.

For health-related salary computations:

1. Sum the percent of time assigned for all appointments (Items #13A-13E).
2. Sum the salary amounts for all funds (Items #14A-X)
3. Divide the total percent of time assigned for all appointments (step 1) into the sum of all salary amounts (step 2) giving a full-time equivalent (FTE) salary for all appointments.
4. Summarize the FTE salaries (results of step 3) of ONLY the faculty who have percents of time assigned to appointment 01.
5. Tally all faculty with appointment code 01 where FTE salaries are greater than zero.
6. Divide the total faculty with appointment code 01 (results of step 5) into the total FTE salaries of faculty with 01 appointments (results of step 4) to yield the average FTE salaries.

For community and technical colleges:

When computing average 9-month salaries, only the regular faculty identified in the Faculty Category (Item #17) whose Percent of Time Directly Related to Teaching (Item #16) is 100% will be used. The Contract Length will be divided into 9 to determine the ratio to multiply the contract salary by to yield a 9-month equivalent.

**Award** The credential granted a student for successful completion of a set curriculum such as a degree or certificate. (CBM009)



**Award Date** The four-digit year and two-digit month that a student graduated with a degree or certificate. (CTC CBM009)

**Baccalaureate-Level Certificate** An upper-level undergraduate certificate requiring completion of an organized program of study that includes 21-36 hours in disciplinary areas where the institution already offers an undergraduate degree program. (Univ, HRI CBM009)

**Baccalaureate Student** The classification of a student who has previously earned a bachelor's degree. This classification corresponds to **Post-baccalaureate** on the university student report. (CTC CBM001)

**Bachelor's Degree** This award 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 Education (Work-study Plan) Program**. Also includes degrees in which the normal 4 years of work are completed in 3 years. (Univ, HRI CBM009)

**Base Year** The time period that is used to collect semester credit or contact hours that are used in allocating the funding in the appropriation act each biennium. It is a 12-month period of time that ends in the term that the legislature is convened in a regular session. Depending upon the formula, credit or contact hours or full-time student equivalent headcount are summarized for the terms of the base year and used to allocate the funds in the appropriation bill each biennium. For courses that generate credit hours, the year begins with the first summer session of the summer term in even years and concludes with the following spring semester. For courses that generate continuing education units, the timeline is March in the even year through the following February. For formulas that are based on full-time student equivalent, the year begins with the first summer session of the summer term in even years and concludes with the following spring semester.

**BAT** Bachelor of Applied Technology degree offered at community colleges—currently, Brazosport College, Midland College, and South Texas College.

**Biennium** The two-year budget period used by Texas state government. A biennium begins on September 1 of an odd-numbered year and ends on August 31 of the next odd-numbered year. Each biennium contains two state fiscal years.

**Black or African American** The race of a person having origins in any of the black racial groups of Africa. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0E1)

**Block Hour Format** An instructional delivery mechanism that allows a program and/or course to be offered in a shortened and more intensive time frame, usually requiring students to attend class for 30-40 contact hours per week.

**Branch Campus** A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses.

**Building Cost** That part of a project's total budget that includes only construction costs. It does not include movable or fixed equipment, site development, acquisition or demolition, architectural and engineering service fees, planning contingencies, or administrative costs.

**Building Location** The physical location of a building in relation to the institution's main campus. Academic/residence buildings (type code 2) and auxiliary services buildings (type code 3) are used by students whose semester credit hours are included in the institution's primary *SCH Enrollment Report* to the THECB. If a campus has its own enrollment separate from the main campus, it must have its own facilities inventory. (Univ, CTC CBM014)

**Building Name** A unique field to an institution that can be no longer than 50 characters in length (alpha and/or numeric). Abbreviate as necessary and leave a blank space between words. (Univ, CTC CBM014)

**Building Number** Each higher education institution is required to identify each building, regardless of its location, that is under the jurisdiction or control of the institution's governing board and submit it to the Coordinating Board to be placed with an associated name in a database called the Facilities Inventory. (Univ, CTC CBM005, CBM011, CBM014)

**Building Perimeter** Only the perimeter of the ground floor is reported to the THECB. It is measured where the walls meet the ground and does not include porches, sidewalks, and cosmetic structures. Measure to the nearest foot. (Univ, CTC CBM014)

**Career School or Career College** A business enterprise that maintains a Texas place of business operated on a for-profit or nonprofit basis and offering a range of academic programs from short courses to associate degrees. The Coordinating Board must approve and oversee degree programs offered by career schools and colleges, which in the past have been called "proprietary" schools or institutions.

**Carl D. Perkins Vocational and Technical Education Act of 1998 (Public Law 105.332)** A federal initiative to make the U.S. more competitive in the world economy by developing more fully the academic and occupational skills of all segments of the population principally through improving educational programs leading to academic, occupational, training, and re-training skill competencies needed to work in a technologically advanced society. Perkins funds for postsecondary initiatives are managed by the Coordinating Board and awarded annually.

**CBM** Acronym for Coordinating Board Management report.

**CBM001 Student Report.** This report reflects all students enrolled in credit courses at the reporting institution as of the official census date, which is the 12<sup>th</sup> class day for the Fall and Spring semesters (16-week session) and the 4<sup>th</sup> class day for each of the summer terms (6-week session). To be included in this report, students must be registered by the official census date, they must be registered for one or more Coordinating Board approved course(s) for resident credit at the reporting institution whether the course is taught on-campus or off-campus (including instructional telecommunications) and the institution must collect tuition and fees in full from the student or have a valid accounts receivable on record. To have a valid accounts receivable, the students are required to have a fully operational installment contract (in accordance with Chapter 54, Section 54.007 of the Texas Education Code by the payment due date in order to be in good standing. This includes payment of half the tuition and fees as a first installment prior to the beginning of the semester and the existence of a fully-signed contract by the payment due date. Students who withdraw from all classes on or before the official census date will not be included.

(1) On or before the dates for reporting official enrollments to the Texas Higher Education Coordinating Board each enrollment period, each community college shall collect in full from each student that is to be counted for formula funding purposes the amounts set as tuition by the respective governing boards.

(2) On or before the 20th class day for each regular semester and the 15th class day for each summer session, institutions other than community colleges shall collect from each student who is to be counted for state formula funding appropriations, the tuition and fees (mandatory and optional) established by state law or by the respective governing boards.

(3) Valid contracts with the United States government for instruction of eligible military personnel, approved financial assistance, and valid contracts with private business and public-service type organizations or institutions such as hospitals, may be considered as collected tuition and fees; the amount of collected tuition and fees may be adjusted pursuant to terms of the contract once actual collections are made.

The report may also include records of students who were officially enrolled in classes that began after the official reporting date of the prior term. They are identified with a code of "1" in a field called Flexible Entry. These records are not included in official headcounts for the current semester.

Universities may include additional records of doctoral students who generate doctoral funding in more than one doctoral funding area for credit hours attempted. A code of "3" in the Flexible Entry field identifies such a record.

Health-related institutions (HRI) identify professional students enrolled in academic coursework as a "dual degree" student with a code of "2" in the Flexible Entry field. General academic students enrolled in courses at a health-related institution via an inter-institutional agreement are identified with a code "4" in the Flexible Entry field. Full-time student equivalents used in the funding formulas each base year as part of the appropriation process are derived from the credit hours of academic HRI students and headcount of medical and dental students.

**CBM002 Texas Success Initiative (TSI).** This report includes all undergraduate students attempting credit hours and any others required to be reported for Texas Success Initiative (TSI) purposes, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period and high school students taking CB approved college courses for dual credit or as concurrently enrolled students. The report includes information known about students as of the end of the semester. Students who withdraw prior to or on the official census date are not included.

Each student described above will be reported on the CBM002 every reporting period that the student is enrolled at the reporting institution, whether the student has or has not taken a test for TSI purposes and whether the TSI standard was achieved or not met. The report must have a record for each semester the student attends the reporting institution.

Every student who is reported on the CBM00S should be reported on the CBM002. The CBM002 includes students in credit certificate programs, but excludes students in continuing education programs. In limited instances, students reported on the CBM002 will not appear on the corresponding CBM00S (see the CBM002 report introduction for more specific information about reporting requirements). After all CBM002 reports for a fiscal year have been received

and processed, the Coordinating Board reports student performance data by institution in the Texas Higher Education Accountability system and also publishes student performance data for the respective independent school districts in the Annual TSI High School Summary Report.

**CBM003 University Course Inventory Report.** To comply with the Section 61.052 of the *Texas Education Code*, the Board has created a computer file of courses which is identified as the CBM003 course inventory. Courses on the inventory automatically meet the annual reporting requirement. The inventory is valid for a complete academic year from September through August.

After certification of the Spring class reports each year (mid-April), the Coordinating Board makes a copy of each institution's annual course inventory for that academic year. This copy becomes the basis of the next academic year's course inventory. During the annual update, institutions make additions, deletions, and changes to this base inventory until it accurately reflects the slate of courses that they wish to be able to draw from during the next academic year.

**CBM004 Class Report.** This report will reflect conditions as of the official census date which is the 12<sup>th</sup> class day for the fall and spring semesters (16 week session) and the 4<sup>th</sup> class day for each of the summer terms (6-week session). All higher education institutions may schedule enrollment periods different from the standard periods noted above. The official census dates of the non-standard enrollment periods are defined in a table in the Introductory Section of the CBM001 report. This report will include classes in Coordinating Board approved courses for resident credit, whether the class is on-campus or off-campus (universities), in-district or out of district, or academic or technical (community, technical, and state colleges) for which semester credit hours are awarded. Enrollments included in this report must be of students who 1) are eligible to be reported on the **CBM001** or 2) are **inter-institutional** students. See also **Enrollment Overview-CBM004** for a complete list and description of all enrollment fields on the CBM004 that figure in the generation of semester credit hours, **SCH Generation** for the formulas used to calculate semester credit hours and **Off-campus SCH** for a definition of the off-campus semester credit hour summary on the CBM004.

State-fundable contact hours summarized from this report and the **CBM00C** are included in the funding formulas each base year as part of the appropriation process for community, technical, and state colleges. State-fundable credit hours summarized from this report are included in the funding formulas each base year as part of the appropriation process for universities.

**CBM005 Building and Room Report.** The purpose of this report is to collect data reflecting the building and room assignments as of the twelfth class day of the fall semester for universities and state and technical colleges. Only classes reported on the CBM004 that have been assigned to a specific room for a definite day(s) and time of the week and only rooms that are under the jurisdiction or control of the governing board are included in this report regardless of where the building is physically located. The building number, room number, and room type must match to the **Facilities Inventory** database maintained at the Coordinating Board. This data is used to calculate classroom and class laboratory utilization for average weekly hours of use.

**CBM006 End of Semester Report.** This report reflects the official enrollment (students who have not withdrawn or dropped), as of the final day of classes, for each semester in Coordinating Board approved courses at universities and community, technical, and state

colleges. These final enrollments can only be reported if they qualified to be reported, and were reported, on the CBM004 as of the official census date. All classes that were reported on the CBM004 for the semester that just concluded are reported here. Classes that appeared on the CBM004 for the semester and have no enrollment at the end of the semester are included in this report with zero enrollment. The final CBM006 was submitted summer 2011.

**CBM008 Faculty Report.** The purpose of this report is to collect data on the academic duties and service of each person who has any type of faculty appointment, regardless of the source of funds or their assignment. Included are research faculty, librarians, and administrators if they have faculty titles as well as faculty who may be on leave. Instructional faculty on-sabbatical leave are reported at their regular salaries, even when receiving a reduced amount. All faculty, including teaching assistants, identified on the **CBM00S (CBM004)** prior to summer 2011) class report are included here. Personnel associated only with classes in non-funded curriculum areas other than military science will be excluded.

For universities this report reflects conditions as of the end of the fall, spring, and summer semesters and salaries are those contracted for the reporting period. (Prior to the summer 2011 semester, this report was a census date report.)

For community, technical, and state colleges this report reflects conditions as of the end of the fall and spring semesters only and salaries are those contracted for the fiscal year. (Prior to the summer 2011 semester, this report was a census date report.)

For health-related institutions, this report contains only personnel who are on the payroll as of October 1 including instructional faculty, research faculty, librarians and administrators if they have faculty titles. Salaries are the annual budgeted salaries. Health-related institutions report the Faculty report only in the fall.

**CBM009 Graduation Report.** This is an annual report submitted in the fall semester. It will reflect degrees conferred during the fiscal year immediately preceding the fall semester in which the report is submitted.

For universities, only degrees listed in the institution's **Inventory of Approved Degree Programs** are to be reported. If a student is awarded more than one degree in a reporting period, a separate record for each degree appears.

For academic units of the health-related institutions, this report will include all students who have been awarded an Associate Degree or above during the fiscal year; for the professional schools, this report will include all students who have been awarded a professional degree (DDS, DO, MD, PharmD) during the fiscal year.

For community, technical, and state colleges, this report will include all degrees and certificates which have been awarded to students in active Coordinating Board approved programs during the fiscal year. Also included are *progress measures* of students who have completed the core curriculum and/or approved fields of study. By definition, the progress measures are not awards. The degree and certificate program approval codes for technical and continuing education programs must be on the Education and Training Clearinghouse Technical Programs Inventory. If a student is awarded an associate degree and a certificate concurrently, a separate record for each award must be submitted. Each progress measure will be submitted in a separate record but only once for each specific measure.

For independent colleges and universities, this report will include all degrees and certificates which have been awarded to students during the fiscal year. For career schools and colleges, the report will include all degrees and certificates which have been awarded to students during the reporting period.

**CBM011 Facilities Room Inventory Report.** This report includes distinctions for all types of space within a building and its intended design function. The building identification used to identify a room must be the same as the building identification used on the **CBM005**. It is required for public universities, technical colleges, state colleges, and Texas Southmost College; it is optional for all other community colleges.

**CBM014 Facilities Building Inventory Report.** This report includes facilities under the jurisdiction or control of the institution's governing board, regardless of its location. It may encompass many different types of structures, including marine/research vessels, aquarium structures, animal quarters, and trailers on wheels that are not mobile. If a building is not owned by the institution or is shared with other tenants, only the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area is included. The building identification must be the same as the building identification used on the **CBM005**. It is required for public universities, technical colleges, state colleges, and Texas Southmost College; it is optional for all other community colleges.

**CBM00A Students in Continuing Education Courses Report.** This quarterly report is limited to public community, technical, and state colleges and includes all students enrolled as of the official census date in continuing education courses whose official census date occurs within the reporting period. Not included are students who are enrolled in non-credit courses that do not result in CEU's being awarded. Students enrolled in CEU classes may be reported if the courses, as actually taught, comply with "The Continuing Education Unit: Guidelines" of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

**CBM00B Admissions Report.** This report is to collect data to meet the requirements of Sections 51.801-51.807 of the Texas Education Code mandated by HB 588, the Uniform Admissions Bill. The data will meet the requirement that each university report on who applies, who is admitted, and who subsequently enrolls at each institution. The report is submitted once a year and the data contain applications for undergraduates, graduates, and professional level students for the summer and fall semesters. Only completed applications are reported. If a student has applied to more than one school or college within the university, only the school or college that ultimately accepts or rejects him has the application included in the report. This report is submitted by universities only.

**CBM00C Continuing Education Class Report.** This quarterly report is limited to public community, technical, and state colleges. Courses reported on the CBM00C include all specially approved continuing education courses as listed in the institution's inventory, courses listed in the current Continuing Education Guidelines and Common Course Manual, and courses listed in the continuing education section of the Workforce Education Course Manual. State-fundable contact hours summarized from this report and the **CBM004** are included in the funding formulas each base year as part of the appropriation process.

**CBM00E Doctoral Exception Report.** This biennial report is due in February in even-numbered years from each doctoral granting university identifying the doctoral students for

whom they wish the CB to grant an exception. The 75th Legislature placed a 99-hour limit on the number of doctoral semester credit hours per student eligible to generate formula funding (*Texas Education Code*, TEC 61.059). The Coordinating Board may approve two types of partial exceptions to the limit: *program exceptions* for students in programs where the field of study requires a higher number of semester credit hours to maintain nationally competitive standards; and *individual exceptions* for students whose “program of research is likely to provide substantial benefit to medical or scientific advancement.” Students granted exceptions generate up to 130 hours of doctoral funding.

**CBM00M Marketable Skills Report.** This report will include Marketable Skills Achievement (MSA) awards granted to community, technical, and state college students in active Coordinating Board-approved programs during the fiscal year. A marketable skills achievement award may be a credit program of 9-14 semester credit hours or a Workforce continuing education program of 144-359 contact hours. These awards meet minimum standards for program length specified in the federal Workforce Investment Act (WIA), but are too short to qualify as certificate programs on the Coordinating Board program inventory. Marketable Skills Achievement awards must meet the following criteria:

1. each award must be composed of approved WECM or ACGM courses;
2. a minimum of 50 percent of the semester credit hours (or contact hours for continuing education) in each award must be in a single CIP code area in which the college already has an authorized program on the program inventory;
3. each award must be recommended by an external workforce program advisory committee or Local Workforce Development Board; and
4. the college should document that the marketable skills achievement award either makes a student eligible for immediate employment or adds to the student’s marketability to employers.

Also:

1. Only one Marketable Skills Achievement award per FICE/SSN combination is allowed per year.
2. If a student is awarded an associate degree and an MSA award concurrently, a separate record for each award will be submitted.

This is an annual report submitted in the fall semester following the close of the fiscal year.

**CBM00N Student Number Change Report.** The Texas Education Code, Sections 54.068 and 61.0595 sets an undergraduate funding limit for universities and health-related institutions equal to the length of degree plus 45/30 semester credit hours. The limit applies to the students who first enroll in an institution of higher education in the 1999 fall semester and later. The academic semester credit hours attempted at community, technical, and state colleges affect this limit. The Coordinating Board will maintain a database indicating the number of hours an eligible undergraduate student has accumulated toward the limit and in order to do so, the student identifying numbers (social security numbers), birth dates, and gender must be as accurate as possible. The database will become effective in fall of 2001. Corrections to this database are made via the CBM00N. This report can be submitted at any time.

**CBM00R Residents/Fellows Report.** This report reflects all medical/dental residents, including international medical graduates, in each primary care residency program and postdoctoral/research fellows at health-related institutions on September 1 of the reporting year. The due date for this report is October 1. The Primary care residency programs are defined as Family Practice, Internal Medicine, Pediatrics, Obstetrics/Gynecology, and Combined Medicine

and Pediatrics. Information submitted in the report will be used to make decisions regarding the distribution of Graduate Medical Education (GME) funds.

**CBM00S Student Schedule Report.** This report reflects individual courses and grades, by student, as of the final day for each semester, and includes only Coordinating Board-approved courses for credit, whether the class is delivered on-campus or off-campus (universities), in-district or out of district, or academic or technical (community, technical, and state colleges) for which semester credit hours are awarded. Students who withdraw from a class on or before the official census date are not included in this report. Enrollments included in this report must be of students who 1) are eligible to be reported on the **CBM0E1** or 2) are **inter-institutional** students.

**CBM00X Students in Self-Supporting Courses and Programs.** This report reflects all students enrolled in extension courses at the reporting institution as of the institution's official census date for each term during the annual reporting cycle. Students who withdraw from a class on or before the official census date should not be included in this report. This report is due September 15 each year and should include all extension students who were enrolled at a public university during the prior fiscal year.

Students included in this report:

1. all students enrolled in academic credit extension courses creditable toward a certificate, degree, or other formal award;
2. students enrolled in extension courses whether offered on-campus or at off-campus sites and centers in Texas;
3. high school students taking regular college courses for credit. Report these students in the classification in which they are recorded at the institution; and
4. students who have requested that their directory information not be released.

Students excluded from this report:

1. students enrolled exclusively in courses not creditable toward a formal award. Do NOT include students taking CEUs unless they are also enrolled in courses creditable toward a degree or other formal award;
2. students who are exclusively auditing classes;
3. students studying abroad (e.g., foreign university) if their enrollment at this institution is only an administrative record and the fee is only nominal; and
4. students in any branch campus located in a foreign country.

**CBM0E1 Student End of Semester Report.** This report reflects students enrolled at the reporting institution as of the final day of each semester. If a student withdraws from a class on or before the census date, the semester credit hours from that class will not be included in this report. The CBM0E1 matches the individual course records on the **CBM00S**. Students in flex entry courses are reported on the CBM0E1 in the semester they are reported on the CBM00S, even if they are not enrolled on the final day of the semester. This report includes all students registered for one or more Coordinating Board approved course(s) for resident credit at the reporting institution, whether the course is taught on-campus or off-campus (universities), in-district or out of district, or academic or technical (community, technical, and state colleges) for which semester credit hours are awarded. Students who register for a class that is organized with regular semester classes but whose first class day is not until after the term census date cannot have the hours reported on either the CBM001 or CBM004, but need to be reported on the CBM0E1.



## Glossary of Terms

March 19, 2012

**CBM Report File Name** A series of reports for each CBM edit report will be posted in the institution's output area on the CB server to be retrieved for edit acceptance. The following naming convention is used:

Report\_Semester\_Year\_Institution Type\_FICE\_Date/Time Stamp.txt where The semester is Fall, Spring, Summer, or Summer 2 and institution type is S for university, J for community or technical college, H for Health-related institutions, and I for independent institutions, and the date/time stamp is year, month, day, hour, minute, seconds, and tenth of second with the txt extender to denote a text file.

Example: CBM002\_Fall\_2006\_S\_003652\_200701080822055.txt

**C. E. Student** Supplied by the Coordinating Board to identify each student on the CBM00A as a continuing education student. (CTC CBM00A)

**CEEB** Acronym for College Entrance Examination Board. The CEEB code is used to identify the high school that the student graduated from. It is required for Texas high school graduates that are coded as First-time-in-College, but is not required for students over the age of 25 or for students accepted in a master's, doctoral, or first-professional program for the first time. (CBM001)

**Census Date** The official day of record that public higher education institutions must determine the enrollments that qualify to be reported to the Coordinating Board for state reimbursement. Also referred to as Official Reporting Date (ORD). For fall and spring semesters, it is the 12th class day. For summer semesters, it is the 4th class day. The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class. The following schedule defines the official census date for terms of various lengths:

<u>Length of Term in Weeks</u>	<u>Official Census Date is Class Day #</u>
2 or less	1
3	2
4	3
5 - 6	4
7	5
8	6
9 - 10	7
11	8
12	9
13 - 14	10
15	11
16 or more	12

**Census Date Enrollment** Total number of students enrolled in the continuing education course section as of the official census date. If the reporting period is not the one in which the census date occurred, this item will be blank since it is an 'end of course' record. (CTC CBM00C)

**Census Month** Month in which the census date of the continuing education class occurs. (CTC CBM00C)

**Cert1** A level 1 certificate program consisting of at least 15 but no more than 42 semester credit hours (23-63 quarter hours) designed to be completed in one year or less. (CTC CBM009)

**Cert2** A level 2 certificate consisting of at least 43 but no more than 59 semester credit hours (64-89 quarter hours). (CTC CBM009)

**Cert3** An enhanced skills certificate associated with an AAS or AAA degree program. It may be Tech Prep or non-Tech Prep. It consists of at least six and no more than 15 semester credit hours (9-23 quarter hours) and may extend an AAS or AAA award to an overall total of no more than 87 semester credit hours (126 quarter hours). (CTC CBM009)

**Certificate** A formal award certifying the satisfactory completion of a postsecondary education program. (HRI, CTC, ICU, CSC CBM009)

**Certificate – Level One** A workforce education program of study that consists of at least 15 and no more than 42 semester credit hours (23-63 quarter hours). Level I certificate programs are exempt from the requirements of the Texas Success Initiative, although all certificate programs must provide for local assessment and remediation of students. (CTC CBM009)

**Certificate – Level Three** See **Enhanced Skills Certificate**.

**Certificate – Level Two** A workforce education program of study that consists of at least 43 and no more than 59 semester credit hours (64-89 quarter hours). Level 2 Certificates are subject to the requirements of the Texas Success Initiative. (CTC CBM009)

**Certificate Program** A technical program designed for entry-level employment or for upgrading skills and knowledge within an occupation. Certificate programs serve as building blocks and exit points for AAS degree programs. This award is approved by the CB at one of four levels, appears on the *Workforce Program Clearinghouse Inventory*, and is subject to the CB program evaluation process.

**Certification Statement** Written indication from the institution's designated Reporting Official that the data submitted for the specified CBM report is error-free and has been verified by the institution as correct and is approved for use in publications.

**CEU** Continuing education unit. One continuing education unit is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

**CIP (Classification of Instructional Programs)** An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs.

**CIP Code** Used to identify subject matter content of courses and major area of concentration of students. Texas adds a 2-digit suffix to the federal 6-digit code to identify instructional program

specialties and a second two digits to identify the funding area. (CBM001, CBM009, CBM0E1; Univ CBM003; CTC CBM004, CBM00C, CBM00A, CBM00S)

**CIP of Program Major or Educational Focus** The CIP code of the continuing education program major or the continuing education focus. The former takes precedence over the latter. All major codes in Continuing Education programs must match to a Coordinating Board-approved program in the Education and Training Clearinghouse Technical Program Inventory for the institution (district). If the student is not enrolled in a Continuing Education program, the institution chooses the CIP of the courses involving the most contact hours as the educational focus. (CTC CBM00A)

**Class Identifier.** Subject Prefix, Course Number, and Section Number of each class record. (Univ CBM003; CTC CBM00C; Univ, CTC CBM004, CBM005, CBM008, CBM00S)

**Class Laboratory** A room used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study. Class laboratories may be referred to as teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, group studios. Laboratories that serve as individual or independent study rooms are not included. (Univ, CTC CBM005)

**Classification** Rank of student as of the census date of the reporting period. Listed below are the various ranks used by the CBM reports.

Associate - A student who has previously earned an associate's degree (CTC CBM001, CBM00S, CBM0E1)

Baccalaureate - A student who has previously earned a BA (CTC CBM001, CBM00S, CBM0E1)

Continuing Education Student - Reserved for students enrolled in Continuing Education courses only for the reporting period (CTC CBM00A)

Doctor's Level-Professional Practice Audiology - A student admitted to an approved Audiology program at the institution (Univ, HRI CBM001; Univ CBM0E1)

Doctor's Level-Professional Practice Chiropractic - A student admitted to an approved Chiropractic program at the institution (ICU CBM001)

Doctor's Level-Professional Practice Law - A student admitted to an approved Law program at the institution (Univ, ICU CBM001; Univ CBM0E1)

Doctor's Level-Professional Practice Optometry - A student admitted to an approved Optometry program at the institution (Univ, ICU CBM001; Univ CBM0E1)

Doctor's Level-Professional Practice Pharmacy - A student admitted to an approved PharmD program at the institution. Prior to admission to pharmacy school a student must complete at least 60 semester credit hours (SCH) of pre-pharmacy coursework (Univ, HRI, ICU CBM001; Univ CBM0E1)

Doctor's Level-Professional Practice Physical Therapy - A student admitted to an approved Physical Therapy program at the institution (Univ, HRI, ICU CBM001; Univ CBM0E1)

Doctor's Level-Professional Practice Public Health - A student admitted to an approved Public Health program at the institution (HRI CBM001)

Doctor's Level-Professional Practice Theology - A student admitted to an approved Theology program at the institution (ICU CBM001)

Doctor's Level-Professional Practice Veterinary Medicine - A student admitted to an approved Veterinary program at the institution (Univ CBM001, CBM0E1)

Doctor's Level-Research/Scholarship - Students who are admitted to an approved doctoral degree program. This includes students who have either completed a master's degree

which the institution recognizes as the equivalent of one year's work towards the doctoral degree on which the student is working or has earned at least 30 semester credit hours toward the proposed degree (Univ, HRI, ICU CBM001; Univ CBM00S, CBM0E1)

First Year Medical/Dental - A student in his/her first year of a Medical or Dental degree program (HRI CBM001)

Fourth Year BAT - A student who is in the fourth year of a Bachelor of Applied Technology program (CTC CBM001, CBM00S, CBM0E1)

Fourth Year Medical/Dental - A student in his/her fourth year of a Medical or Dental degree program (HRI CBM001)

Freshman - A first year undergraduate student who has completed less than 30 semester credit hours (Univ, CTC, HRI, ICU CBM001; Univ, CTC CBM00S, CBM0E1)

Junior - Generally, these are students with more than 59 but less than 90 semester credit hours in a 120 hour program (Univ, HRI, ICU CBM001; Univ, CBM00S, CBM0E1)

Lower Division – A student with no more than 72 semester credit hours (CTC CBM00S)

Master's Level - A student with a BA or equivalent and accepted into a graduate program. For the purposes of the undergraduate funding limit, an undergraduate student who has entered into a master's or professional degree program without first completing an undergraduate degree is considered to no longer be an undergraduate student after having completed the equivalent of a bachelor's degree or all of the course work normally taken during the first four years of undergraduate course work in the student's degree program (Univ, HRI CBM001; Univ CBM00S, CBM0E1)

Post-baccalaureate - A student who has previously earned a BA but is not enrolled in a graduate program (Univ, HRI, ICU CBM001; Univ CBM00S, CBM0E1)

Postdoctoral Specialty (Medical or Dental) - A student with a medical or dental degree admitted to a specialty program at a health-related institution (HRI CBM001)

Second Year Medical/Dental - A student in his/her second year of a Medical or Dental degree program (HRI CBM001)

Senior - Generally, these are students with more than 89 sch in a baccalaureate program (Univ, HRI, ICU CBM001; Univ CBM00S, CBM0E1)

Sophomore - Generally, these are undergraduate students who have earned more than 29 but less than 60 semester credit hours in a 120 hour program. Community, technical, and state colleges define sophomores as second year students or those with more than 29 but less than 72 semester credit hours (Univ, CTC, HRI, ICU CBM001; Univ, CTC CBM00S, CBM0E1)

Third Year BAT - A student who is in the third year of a Bachelor of Applied Technology program (CTC CBM001, CBM00S, CBM0E1)

Third Year Medical/Dental - A student in his/her third year of a Medical or Dental degree program (HRI CBM001)

Unclassified - Students enrolled at a community, technical, or state college with more than 72 semester credit hours and who have not completed an associate's degree (CTC CBM001)

Unclassified Undergraduates - Students who cannot be classified by year of study or student level. (ICU CBM001, Univ CBM00X)

**Classification of Room Type** The three digit code from the **Facilities Inventory** that represents the category of room in which the class is held. (Univ, CTC CBM005)

**Classroom or Class Laboratory Utilization** Calculation of the average weekly hours of use by students for classroom and class laboratory room types. (Univ, CTC CBM005)

**Clinical** Clinical experiences provide workplace settings in which students learn and apply program theory and management of the work flow. Clinical experiences must take place in a health care setting and students must not be paid for the learning experiences. (CTC CBM004, CBM00C)

**Clinical Facility** A facility often associated with a hospital or medical school that is devoted to the diagnosis and care of patients in the instruction of health professions and allied health professions; medical instruction may be conducted, and patients may be examined and discussed. Clinical facilities include, but are not limited to, patient examination rooms, testing rooms, and consultation rooms.

**Clinical Fellow/Fellow** A physician who has completed training in at least one residency program and is pursuing additional clinical training leading to a certificate of special competence. (HRI CBM00R)

**Clock Hour** See **Contact Hour**.

**College-Level Examination Program (CLEP)** A national program of standardized examinations by which students can earn college credit at many institutions of higher education.

**Common Application** An application available in print or electronically that students can use to apply to one or multiple public universities. It is available on the Internet at [www.applytexas.org](http://www.applytexas.org).

**Common Calendar** A set of dates and information pertaining to the beginning and ending (and lengths) of academic semesters and sessions, applicable to all Texas public universities and community, technical and state colleges. CB Rule 4.5 pertains to common calendar. Click on [Common Calendar](#) to access it.

**Common Course Numbering System for Texas (TCCNS)** A course numbering system for lower-division courses that assigns common course numbers to lower-division academic courses in order to facilitate the transfer of courses among institutions of higher education by promoting consistency in course designation and identification.

**Community College General Academic Course Guide Manual** See **Lower Division Academic Course Guide Manual**.

**COMPASS** An approved academic skills assessment instrument offered by ACT, Inc. that allows a student to satisfy one or more section(s) of the Texas Success Initiative (TSI) upon meeting the designated standard for that section or sections. (CBM002)

**Completer** Generally used to refer to a student who completes a Coordinating Board-approved core curriculum or field of study curriculum. The term is also used to refer to a student who completes a Coordinating Board-approved degree or certificate. (CTC CBM009)

**Compliance** A code of '1' indicates that the faculty member's duties during the reporting period conform with the institution's regulations regarding faculty workload. (Univ CBM008)

**Composite Class** The CB uses the term composite class to refer to cross-listed classes (classes that are taught at the same time in the same room by the same instructor but which have different class identifiers), courses with multiple instructors, and courses which meet in

multiple locations. Composite classes are reported with a two digit alphanumeric code assigned by the institution to identify classes. (Univ CBM004, CBM00S)

**Concurrent Course Credit** See **Dual Credit**.

**Concurrent Enrollment** Refers to a student who is enrolled at two or more postsecondary institutions at the same time. It is also used to identify high school students who are enrolled in high school and taking a college class or classes for college credit-only (not dual credit).

**Condition Code** The physical status and quality of a building at the time of the inventory, based on the judgment of those responsible for campus planning and development. For specific codes see Appendix H in the *Appendices for Reporting and Procedures Manual*. (Univ, CTC CBM014).

**Construction Code** The predominant type of construction used to build the facility. If a building is a combination of two or more construction types, choose the one that most reflects its dominant structural characteristic. See Appendix H in the *Appendices for Reporting and Procedures Manual*. (Univ, CTC CBM014).

**Contact Hour** A unit of measure that represents an hour of scheduled instruction given to students of which 50 minutes must be of direct instruction. Also referred to as clock hour. It is also a field on the CTC CBM004 and CBM00C which indicates the number of contact hours for which the class is actually scheduled. The total may be less but not greater than the total for which the course is approved on the course inventory. (CTC CBM001, CBM004, CBM00A, CBM00C, CBM00S, CBM0E1)

**Contact Hour Overview (CTC CBM001, CBM00A)** The following is a list of the fields which contain contact hours.

### **CBM001**

1. Contact Hours-Developmental Education in Excess of State Limit – The number of contact hours which exceed the state limit (CB Rules Chapter 13 Subchapter F Section 13.107). See the *Community College General Academic Course Guide Manual* for a list of courses that are subject to this limit.
2. Inter-institutional Academic Contact Hours – The number of inter-institutional contact hours in approved academic courses for which the student is registered in the reporting period. An inter-institutional agreement must be on file with the CB. See **Inter-institutional Class**.
3. Inter-institutional Technical Contact Hours – The number of inter-institutional contact hours in approved technical courses for which the student is registered in the reporting period. An inter-institutional agreement must be on file with the CB. See **Inter-institutional Class**.
4. Contact Hour Load in Academic Courses, Current Registration (In-District) – The number of contact hours in approved academic courses taught in-district for which the student is registered in the current semester.
5. Contact Hour Load in Academic Courses, Current Registration (Out-of-District) – The number of contact hours in approved academic courses taught out-of-district for which the student is registered in the current semester.

6. Contact Hour Load in Approved Regular Technical Courses, Current Registration (In-District) – The number of contact hours in approved technical courses taught in-district for which the student is registered in the current semester.
7. Contact Hour Load in Approved Regular Technical Courses, Current Registration (Out-of-District) – The number of contact hours in approved technical courses taught out-of-district for which the student is registered in the current semester.
8. Contact Hours Technical-Not State-Funded – The number of contact hours in approved technical courses which are not allowed to be reported for state funding in the current semester.
9. Contact Hours Academic-Not State-Funded – The number of contact hours in approved academic courses which are not allowed to be reported for state funding in the current semester.

**CBM00A**

1. Contact Hour Load in Approved Continuing Education Courses, Current Registration – The number of contact hours in approved (state-funded) continuing education courses taught for which the student is registered in the current quarter.
2. Inter-institutional Continuing Education Contact Hours – The number of inter-institutional contact hours in approved continuing education courses for which the student is registered in the quarter. An inter-institutional agreement must be on file with the CB.
3. Continuing Education Contact Hours-Not State-Funded – The number of contact hours in approved continuing education courses which are not allowed to be reported for state funding in the current quarter.

**Contact Hour Load in Academic Courses, Current Registration (In-District)** See **Contact Hour Overview (CBM001)**.

**Contact Hour Load in Academic Courses, Current Registration (Out-of-District)** See **Contact Hour Overview (CBM001)**.

**Contact Hour Load in Approved Continuing Education Courses** See **Contact Hour Overview (CBM00A)**.

**Contact Hour Load in Approved Regular Technical Courses, Current Registration (In-District)** See **Contact Hour Overview (CBM001)**.

**Contact Hour Load in Approved Regular Technical Courses, Current Registration (Out-of-District)** See **Contact Hour Overview (CBM001)**.

**Continuing Education Certificate** A Coordinating Board-approved workforce education certificate containing a coherent sequence of continuing education courses totaling 360 or more contact hours and listed on the college's approved inventory of programs.

**Continuing Education Course** A Coordinating Board-approved higher education technical course offered for continuing education units and conducted in a competency-based format. Such a course provides a quick and flexible response to business, industry, and student needs for intensive preparatory, supplemental or upgrade training and education and has specific occupational and/or apprenticeship training objectives. (CTC CBM00C)

**Continuing Education Unit (CEU)** Basic unit for continuing education courses. One continuing education unit (CEU) is 10 contact hours of participation in an organized continuing educational experience under responsible sponsorship, capable direction, and qualified instruction and not offered for academic credit.

**Contract Instruction** The delivery of a course or courses to meet the needs of a contracting entity, which may be a business, industry, or external agency. Refer to Chapter 9 of *THECB Rules and Regulations*.

**Contract or Appointment Length** The number of months, or portion thereof, of a faculty member's contract during the fiscal year. The appointment length is based on the number of months contracted for, not the number of installments in which salaries are paid. To compute the monthly contract length of a faculty who teaches for only 3 weeks, multiply the number of weeks times 12 and then divide that value by 52 weeks and round to the nearest tenth. Example: 3 weeks times 12 months divided by 52 weeks equals .69 or rounded equals .7 months. (CTC CBM008)

**Co-operative Education (Work Study Plan) Program** A type of external learning experience where students receive both lecture instruction and practical experience at a worksite in business, industry, or government. (CTC CBM004, CBM00S)

**Core Curriculum** The common part of every undergraduate curriculum that introduces students to a broad range of knowledge areas beyond their major and helps students develop basic intellectual competencies in reading, writing, speaking, listening, critical thinking, and computer literacy. In Texas, the core curriculum usually consists of 42-48 semester credit hours of course work distributed among the disciplines of communication, mathematics, the natural sciences, the arts and humanities, and the social and behavioral sciences. State law mandates the transfer of core curriculum courses between all public institutions of higher education.

**Core Curriculum Completer** A student may be reported as a core curriculum completer if the institution certifies that the student has satisfactorily completed all required elements and courses in the institution's approved core curriculum (including any hours transferred from other institutions). Core curriculum completers *must* have completed courses totaling at least the number of semester credit hours in the institution's approved core curriculum (range: 42-48 semester credit hours). (CTC CBM009)

**Correspondence Course** An academic credit course delivered through distance education that is either paper-based or electronic and that is largely self-paced.

**Course End Date** Year and month that the class ends in an YYYYMM format. (CTC CBM00C)

**Course Inventory** An annual list of courses offered by the institutions. In compliance with TEC Section 61.052, each governing board shall submit to the Board once each year on dates designated by the board a comprehensive list by department, division, and school of all courses, together with a description of content, scope, and prerequisites of all these courses, that will be offered by each institution under the supervision of the governing board during the following academic year. The electronic report by which schools submit courses is the CBM003. Every course that is reported on the university Class Report (CBM004) for state funding must be approved and thus match to the institution's course inventory. (Univ CBM003)



**Course Level** The level of offering for instructional courses at postsecondary education institutions. Course levels are assigned relative to the intended degree of complexity or expected level of student comprehension rather than by the student level of those enrolled in the course. The course levels typically include developmental, lower division, upper division, masters, and graduate. (Univ CBM003)

**Course Type** Indicates whether the course is in one of the general academic, technical, third and fourth-year BAT, or continuing education categories. (CTC CBM004, CBM00C, CBM00S)

**Credit Hour** A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award. (Univ, CTC CBM004, CBM00S)

**Cross-Listed Class** A course which is taught by the same instructor in the same class but which is listed in two different departments, such as an interdisciplinary course. Cross-listed classes are reported as composite classes. See **Composite Class**. (Univ CBM004, CBM00S)

**CSC** Acronym for Career Schools and Colleges.

**CTC** Acronym for Community and Technical Colleges.

**Current Date of Birth** The date to which the institution is updating the student's date of birth on the database which tracks undergraduates' SCH accumulation. (CBM00N)

**Current Gender** The gender to which the institution is updating the student's gender on the database which tracks undergraduates' SCH accumulation. (CBM00N)

**Current Student Identification Number** The ID number to which the institution is updating the student's ID on the database which tracks undergraduates' SCH accumulation. (CBM00N)

**Data Analyst** Every CBM report has been assigned to a data analyst in the Education Data Center (EDC). That person is available to help resolve reporting issues, whether it be in transmission of the data or to resolve errors in the edit process. Email is the best method of submitting your requests; however, complicated issues may be discussed by phone. The data analysts are identified in the General Reporting Issues of the *CBM Reporting and Procedures Manual* which can be found at <http://www.txhighereddata.org/ReportingManuals.cfm>.

**Date of Birth** Month, day, and four-digit year of the faculty member's or student's birthday. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00X, CBM0E1)

**Days of the Week** Numeric value for each of the days per week that the class meets (e.g., Monday=1; Monday, Wednesday, Friday=135). (Univ, CTC CBM005)

**Degree** Any title or designation, mark, abbreviation, appellation, or series of letters or words, including "associate," "bachelor's," "master's," and "doctor's" and their equivalents and foreign cognates, which signifies satisfactory completion of the requirements of a program of study which is generally regarded and accepted as an academic degree-level program by accrediting agencies recognized by the Board. (Univ, HRI, CTC CBM009)

**Degree Conferred** Abbreviation of the title (maximum of 8 characters) of the degree awarded from the institution's degree program inventory. (Univ, HRI, CTC CBM009)

**Degree Program** Any grouping of subject matter courses which, when satisfactorily completed by a student, shall entitle the student to a degree from an institution of higher education. A degree program is characterized by a disciplinary major which is the primary focus of course work.

**Degree Program Inventory** Database of Coordinating Board approved degree programs. The CBM009 compares the **degree conferred, level of degree, and major** (CIP) to this list. All three fields must match the degree program inventory exactly.

**Designated Funds** Locally generated funds that are designated by the board of regents. This fund distinguishes such internally designated funds from externally restricted funds as well as other current funds. Examples are fees and interest income. Higher Education Assistance Fund (HEAF) funds are reported as designated. (Univ, HRI CBM008)

**Developmental Education** Developmental education is defined as courses, tutorials, laboratories, or other efforts to bring students' skill levels in reading, writing, and mathematics to entering college level. English for Speakers of Other Languages (ESOL) and study skills or thinking skills courses are considered developmental education courses in the ACGM manual and fall under developmental education funding limits established by the Texas Legislature. (Univ, CTC CBM001, CBM004, CBM00S, CBM0E1)

**Developmental Funding Limit** Chapter 13, Subchapter F, 13.107. A general academic teaching institution (university) may not receive funding for developmental courses taken by a student in excess of 18 sch; a community college district or technical college or a state college may not receive funding for developmental courses taken by a student in excess of 27 sch or the equivalent. (Univ, CTC CBM001, CBM004, CBM00S)

**Displaced Homemaker** An individual who has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; has been dependent on the income of another family member but is no longer supported by that income; is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under this title; or is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment. The code to identify a displaced homemaker is '7' or blank if not. This may be self-reported data. (CTC CBM001, CBM00A, CBM0E1)

**Distance Education** The formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50 percent) of instruction. (Univ, CTC CBM004, CBM00S)

**Distance Education Course** A course in which a majority (more than 50 percent) of the instruction occurs when the student(s) and instructor(s) are not in the same physical setting. A distance education course can be delivered synchronously or asynchronously to any single or multiple location(s) through electronic, correspondence, or other means. The course may be formula-funded or offered through extension, and it may be delivered to on-campus students and those who do not take courses on the main campus. A fully distance education course is a

course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test. Also see **Instructional Telecommunications**. (Univ, CTC CBM004, CBM00S)

**Distance Education Degree or Certificate Program** A program in which a student may complete a majority (more than 50 percent) of the credit hours required for the program through distance education courses.

**DOB** Date of birth – year, month, and day of birth in YYYYMMDD format. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00X, CBM0E1)

**Doctoral/Doctor's Degree** An academic degree beyond the level of a master's degree that typically represents the highest level of formal study or research in a given field. The doctor's degree classification includes, but is not limited to, such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, radiology, or ophthalmology. (Univ, HRI, ICU CBM009)

**Doctoral Funding Code** Two-digit funding area of the course that generates the semester credit hours in **Doctoral Semester Credit Hours** field. (Univ CBM001, CBM0E1)

**Doctoral Funding Limit** [TEC 61.059(l)] Limits the fundable semester credit hours generated by a doctoral-level student (admitted to a doctoral program) in a doctoral-level class funded at the doctoral rate to 99, unless that student or program has been granted an exception requested by the institution, in which case, he/she is limited to 130. Students attending health-related institutions are granted program exceptions up to 130 hours.

**Doctoral Hours Accumulated to Date** The total number of hours reported on the CBM001 for a student classified as a doctoral student. (Univ CBM00E)

**Doctoral Semester Credit Hours Funded** Semester credit hours attempted in a doctoral-level course funded at the doctoral rate taken by doctoral-level students (admitted to a doctoral program). Such semester credit hours are grouped by funding code and the groups are reported in separate CBM001 records to allow the CB to identify semester credit hours funded at the lowest rates. Should the student exceed the maximum number of fundable semester credit hours (see **Doctoral Funding Limit**) the excessive semester credit hours will be dropped from funding calculations in order of increasing funding rate. (Univ CBM001, CBM0E1)

**Doctoral Student** A student admitted to an approved doctoral degree program at the institution. Such a student is one who a) has been officially admitted to a doctoral program and b) has completed a master's degree which the institution recognizes as the equivalent of one year's work toward the doctoral degree on which the student is working or at least 30 semester credit hours of work toward the proposed degree. (Univ, HRI, ICU CBM001; Univ CBM00S, CBM0E1)

**Dual Credit** A process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. (Univ, CTC CBM001, CBM00S, CBM0E1)

**Duration of Class** Length of time that the class meets expressed in minutes. (Univ, CTC CBM005)

**Early College High School or Middle College** The institution or entity that provides the outreach, curricula, and student learning and support programs for students who attain the Recommended or Advanced High School Program diploma and up to two years of college credit simultaneously.

**Economically Disadvantaged** Colleges may use one or more of the following standards to determine whether an individual is economically disadvantaged: 1) annual income at or below the federal poverty line, 2) eligibility for Aid to Families with Dependent Children or other public assistance programs (includes WIC program participants), 3) receipt of a Pell Grant or comparable state program of need-based financial assistance, 4) participation or eligible for JTPA programs included under Title II, and 5) eligible for benefits under the Food Stamp Act of 1977 or the Health and Humans Services (HHS) Poverty Guidelines, 403.114, page 36721 of final Rules and Regulations. Students should not continue to be reported as economically disadvantaged if their circumstances change and they no longer meet the definition of economically disadvantaged. The field will contain '2' if the student or family is economically disadvantaged. (CTC CBM001, CBM00A, CBM0E1)

**EDC** Acronym for Educational Data Center at the Texas Higher Education Coordinating Board.

**EDC Password** The Educational Data Center (EDC) reporting official at the institution (usually the registrar or institutional researcher) has been given the institution's password for the sftp.theccb.state.tx.us server. New reporting officials should contact EDC staff listed in the contact information provided in the General Reporting Issues of the *CBM Reporting and Procedures Manual*. You may request your password through e-mail; however, passwords will only be distributed by voice call or postal mail. If you are requesting your password through mail, specify your name, phone number, institution, and head reporting official. The EDC contact staff will then call you to deliver your password. CBM accounts have different passwords than the Financial Aid System (FADS) accounts for the same institution.

**EDC Reporting Official** The Educational Data Center accepts one person at each institution to be the official reporting person who is the institutional contact for the CBM reports and who certifies that the report(s) are useable in all output reports. This person may be the Registrar or the Institutional Researcher.

**EDC Username** In order to submit CBM files, one must log into the SFTP server with a username and password. The username and password are case sensitive. For an EDC user, the username is 'edcNNNNNN' where 'NNNNNN' is the institution FICE code. For example, if the FICE code is 123456, then the SFTP username will be 'edc123456'.

**Educational and General (E&G)** Budgeted resources that provide educational opportunities to the citizens of Texas through instructional programs leading to formal degrees at the baccalaureate, masters, and doctoral levels; research directed toward solving technical, social and economic problems facing the state and nation; and public service programs which apply the expertise of university personnel in solving public problems.

**Educational and General Space (E&G)** Net-assignable area which is used for academic instruction, research, and support of the institution's mission. It does not include auxiliary

enterprise space, space that is permanently unassigned, or space used for operations independent of the institution's mission.

**Educational Objective** Indicates whether the student is degree seeking (and which level), non-degree seeking, or undetermined. (CBM002)

**End of Course Enrollment** The number of students who have not withdrawn or dropped and who were enrolled on the final day of the class if the Course-end Date occurred within the reporting quarter. Students who did not qualify to be reported on the census date are not included in this total. NOTE: It is possible that a class' end date will not occur in the same quarter as the census date. In this event, the class will be reported twice; once in the quarter in which the census date occurred with all data that is available at the time, and again in the quarter in which the end date occurs. Compare **Census Date Enrollment**. (CTC CBM00C)

**Enhanced Skills Certificate** (formerly called Advanced Skills Certificate) An enhanced skills certificate associated with an AAS or AAA degree program. It may be Tech-Prep or non-Tech-Prep. It consists of at least six and no more than 15 semester credit hours (9-23 quarter hours) and may extend an AAS or AAA award to an overall total of no more than 87 semester credit hours (126 quarter hours). (CTC CBM009)

**Enrollment (Preliminary)** The uncertified, preliminary count of the number of students enrolled in higher education on the 12th day of class in a given fall semester. The figures are requested by the end of September in summary form to publish as a comparative report to the prior fall term. The preliminary enrollments are replaced by "certified" enrollments when they become available after the official enrollment reports are submitted to the Coordinating Board by higher education institutions.

**Enrollment Affected by Undergraduate SCH Limit** These are academic students officially enrolled in the section who qualify for state funding and who are affected by the undergraduate limitation of semester credit hours attempted. Included only are students in academic courses that apply toward an associate or first baccalaureate degree at an institution of higher education and for which the college receives state funding. (CTC CBM004, CBM00S)

**Enrollment Audit** An audit, conducted by the State Auditor's Office, in which auditors attempt to determine the accuracy of higher education enrollment records reported to the Coordinating Board for funding.

**Enrollment Not Affected by Undergraduate SCH Limit** These are the students who are officially enrolled, qualify for state-funding, and are not affected by the UG limit. These include students who already have a baccalaureate degree from an institution of higher education, students who pay the non-resident tuition rate, students in technical courses, academic students who enrolled as undergraduates in an institution of higher education prior to the 1999 fall semester, academic students who attempt the same course more than twice, and students enrolled in developmental courses where the student's accumulated developmental semester credit hours has not exceeded the developmental limit. (CTC CBM004, CBM00S)

**Enrollment of Developmental Students Exceeding State Limit** The number of students enrolled in this class section whose attempted developmental SCH at the reporting institution exceed the state funding limit. (See **Developmental Funding Limit**) (CTC CBM004, CBM00S)

**Enrollment of Students Who Exceed State Funding Limit** This field contains students enrolled in a class section where the attempted undergraduate SCH exceed the state funding limit (degree program plus 45/30 SCH). (See **Undergraduate Funding Limit**.) Also includes the number of students who are not allowed to be reported for state funding under the Physical Education Funding Limit and the students who have attempted the same course more than twice. (Univ CBM004, CBM00S)

**Enrollment Overview (CBM004, CBM006)** These fields are also listed individually in the glossary.

The university report has five categories of student enrollment covering nine separate fields:

1. Lower Level Enrollment Affected by Undergraduate State-funding Limit
2. Upper Level Enrollment Affected by Undergraduate State-funding Limit
3. Enrollment of Students Who Exceed State-funding Limits
4. Enrollment of Students Whose Developmental SCH Exceed State-funding Limits
5. Regular Enrollment (five fields: lower division, upper division, master's level, doctoral level, and special professional level)

Together, these are the total CBM004 reported enrollments for an institution. The first two categories are those students who are subject to the limit, but who have not yet reached it. The next two categories are those students who are subject to the limit who have exceeded the limit. To qualify for any of these four categories, both the student and the course must be subject to their respective limits. The last category is all those enrollments that do not qualify for any of the other categories. These include enrollment in religion and military science courses, enrollment in PE classes by transient students who have not exceeded the funding limit (see **Physical Education Funding Limit**) and all enrollment by students not affected by the UGL limit. All of these fields are exclusive of each other.

The community college report has four enrollment fields:

1. Enrollment of Developmental Students Exceeding State Limit
2. Enrollment Affected by Undergraduate SCH Limit
3. Enrollment Not Affected by Undergraduate SCH Limit
4. Enrollment of Students Not Eligible for State Funding

All of these fields are mutually exclusive of each other.

**Entering Status** Indicates whether the student has previous work on the degree program for which he is applying. The student may be either a transfer or have no previous work for the specific degree sought. This does not include transient students or former students when applying at the same degree level. (Univ CBM00B)

**ERR** Error Code Item - an 'E' indicates that one or more items within a data record are in error. The 'E' code remains as long as at least one item in the record remains in error. An 'E' record is not used in any standard reports.

**Ethnic Origin** A code whereby students and faculty are reported in the appropriate ethnic category: 1 = Hispanic or Latino origin; 2 = Not Hispanic or Latino origin; 3 = Not answered. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0E1)

**Exception Type** A code indicating the type of doctoral exception reported on the CBM00E. The Coordinating Board may approve two types of partial exceptions to the limit: *program exceptions* (coded P) for students in programs where the field of study requires a higher number of

semester credit hours to maintain nationally competitive standards; and *individual exceptions* (coded I) for students whose “program of research is likely to provide substantial benefit to medical or scientific advancement.” Students granted exceptions generate up to 130 hours of doctoral funding. The third type of exception is a code of R to request that an exception be removed. (Univ CBM00E)

**Exception Year** The four digit year that a doctoral exception is submitted for approval. (Univ CBM00E)

**Excess Hours** Effective with students initially enrolling in the fall 1999 semester and subsequent terms, hours, including dual credit hours, attempted by a resident undergraduate student that exceed more than 45 hours of the number of hours required for completion of the degree plan in which the student is enrolled. Effective with students initially enrolling in the fall 2006 semester and subsequent terms, hours, including dual credit hours, attempted by a resident undergraduate student that exceed more than 30 hours of the number of hours required for completion of the degree program in which the student is enrolled. Beginning in fall 2009, dual credit courses are not included in the calculation of excess hours. For purposes of excess hours, resident undergraduate student includes a nonresident student who is permitted to pay resident tuition.

**Exemption** Allows a student to pay no tuition. In some cases, some or all fees will be included in the exemption. Under the TSI statute, exemption refers to several specified means by which a student may be excluded from the requirements of the statute. (CBM002)

**Extension Courses and Programs** Academic credit courses and programs delivered face-to-face or by distance education, including correspondence, whose semester credit hours are not submitted for formula funding. Face-to-face, academic credit extension courses and programs may be delivered on-campus or off-campus. This term does not apply to courses and programs delivered by community colleges to an extension center or extension facility unless the semester credit hours in the courses are not formula-funded. See **Students in Self-supporting Courses and Programs**. (Univ CBM00X)

**Facilities** In the context of the facilities inventory, “facilities” is synonymous with “buildings” or “rooms” in a building, but does not include outdoor areas.

**Facilities Inventory** A uniform coding structure to identify physical facilities’ building and room records. It includes data fields for space type, conditions, size, how it is used, and program department codes. The building code, room code, and room type code on the CBM005 must match the corresponding codes on the Facilities Inventory prior to certification. (Univ, CTC CBM005, CBM011, CBM014)

**Faculty** People hired to teach classes at institutions of higher education or whose specific assignments are for the purpose of conducting instruction, research, or public service as a principal activity (or activities) and who may hold academic rank titles of professor, associate professor, assistant professor, instructor, other faculty or the equivalent of any of these academic ranks. (CBM008)

**Faculty Category** A code to allow the two-year institutions to identify faculty who are hired primarily to teach on a regular basis versus faculty who are hired for a temporary appointment,

such as adjunct faculty or professional staff whose primary job responsibility is non-faculty. (CTC CBM008)

**Faculty FTE by Appointment Code** Percent of time assigned to each faculty appointment by the institution and appears as part of the data summary of the CBM008. To compute the full-time equivalent amount sum the percent of time for all appointments for each faculty and divide the results by 100. The MIS database FTE calculation is based on the first two appointments, those related to the instruction function. (Univ, HRI CBM008)

**Family's Gross Income** Untaxed and taxed income from the most recent tax year of the undergraduate's family (also on Common Application). (Univ CBM00B)

**Family Educational Rights and Privacy Act (FERPA)** Federal law which protects privacy interests of parents and students in their educational records.

**Family Obligations** Indicated whether family obligations preclude participation in extra-curricular activities of the undergraduate student (also on Common Application). (Univ CBM00B)

**Father's Educational Level** The highest level of formal instruction received by the undergraduate student's father or male guardian: no high school, some high school but no diploma, high school diploma or GED or recognized home school, some college but not degree or certificate, bachelor's degree, graduate degree. (Univ CBM00B)

**FICE Code** A six-digit identification code created by the Federal Interagency Committee on Education. The FICE was originally used to identify all schools doing business with the Office of Education from the early sixties to the mid-nineties. The Coordinating Board adopted these codes as the identifier for each higher education institution in Texas. Around 1995 IPEDS began using a code called a unit-id to identify institutions that are accredited at the postsecondary level (college) by an agency recognized by the Secretary, U.S. Department of Education. These are the traditional institutions of higher education, formerly surveyed under the Higher Education General Information Surveys (HEGIS), plus any schools that are newly accredited institutions of higher education. Even though NCES modified the FICE by adding a two-digit suffix (00) and calling the new identifier an OPE number, the Coordinating Board still uses the six-digit FICE as its institution code for standard reporting of CBM data.

**Field of Study Curriculum (FOSC)** A set of courses that will satisfy the lower-division requirements for a baccalaureate degree in a specific academic area at a general academic teaching institution (university). A field of study curriculum affects academic degree programs at public colleges or universities as designated within the particular field of study curriculum.

**Field of Study Curriculum Completer** A student who has satisfactorily completed all courses in a field of study that has been approved by the Coordinating Board. (CTC CBM009)

**First College-Level Mathematics, Writing, Reading Course** As determined by the reporting institution, the first college-level mathematics, writing-intensive, and reading-intensive course reported on the CBM002. Report the grade made in such courses each semester for each time attempted until the student makes a grade of A, B, or C. (CBM002).



**First-Generation College Student** A student who is the first member of his or her immediate family to attend a college or university; neither of his or her biological or adoptive parents have ever attended a college or university.

**First Initial** Student's or faculty member's initial of the first name. (CBM008; CTC CBM00A)

**First-Professional Certificate (Post-degree)** An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty. (ICU CBM009)

**First-Professional Degree** The first degree in a disciplinary area that qualifies a person to practice in a profession. An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least two years of college work prior to entering the program; and (3) a total of at least six academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself. First-professional degrees are discipline-specific, including, but not limited to, degrees such as Dentistry (DDS or DMD), Medicine (MD), Osteopathic Medicine (DO), Veterinary Medicine (DVM), Law (LLB, JD), Optometry (OD), Pharmacy (PharmD), (Univ, HRI, ICU CBM009)

**First Term Enrolled** Enter all four digits of the year and the two digits of the month when the student was first enrolled at the institution during the current reporting year. (Note: this might not be the first term overall when a student was enrolled, simply the first term this year.) (Univ CBM00X; CSC CBM001)

**First-Time-Entering Student** An entering student who has never attended any college. Also includes students who entered with advanced standing (college credits earned before graduation from high school). Students who have not completed their high school work are not included. (CBM001; Univ, CTC CBM0E1)

**First-Time First-Professional Student** A student enrolled for the first time in a first-professional degree program. Includes first-professional students enrolled in the fall term who entered the institution in the prior summer term. (Univ, HRI, ICU CBM001; Univ, CTC CBM0E1)

**First-Time Freshman** An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school). Students who have not completed their high school work are not included. (CBM001; Univ, CTC CBM0E1)

**First-Time Transfer** A student entering the reporting institution for the first time but who is known to have previously attended another postsecondary institution at the same level. (Univ, HRI, CTC CBM001; Univ, CTC CBM0E1)

**First-Time Undergraduate** An undergraduate student entering college for the first-time after graduation from high school or who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer term of any college. Also includes students who entered with advanced standing (college credits earned before

graduation from high school). Students who have not completed their high school work are not included. (CBM001; Univ, CTC CBM0E1)

**First Year Student** Classification of a special-professional student in the first year of a medical or dental degree program. (HRI CBM001)

**Fiscal Year** The period of time beginning September 1 and ending on the following August 31, both dates inclusive, which coincides with the State of Texas' fiscal year. It is sometimes called academic year.

**Flex Entry Only (Faculty Record)** When a faculty member has taught an FE class during one semester, but did not teach any regular classes during the following semester, a faculty record must be provided on the CBM008 for the following semester. It will contain data for the FE class in the FE salary and percent of time fields and will be distinguished by a code of "1" in this field to indicate the faculty member did not teach during the reporting period and has been reported solely to provide a faculty match for the corresponding FE class on the CBM004. (Univ, CTC CBM008)

**Flexible Entry Faculty** Any faculty who teaches a class organized after the census date will have a record included in the data submitted for the semester following. If the faculty member is not teaching in the semester following, the record will include only data for the flexible entry class(es) in the flexible entry salary and percent of time fields and will be distinguished by a code of "1" in the **Flexible Entry Only** field. If the faculty member is teaching during the semester, the flexible entry data will appear in the regular record in the flexible entry fields for salary and percent of time. (Univ, CTC CBM008)

**Flexible Entry Overview** Means by which institutions can report and be funded for semester credit/contact hours in classes that were not organized by the census date (universities) or did not have its census date until after the census date of the term (CTC) but otherwise met the state-mandated funding requirements. While the semester credit hours generated in such classes are treated in all respects as any other semester credit hours, the students in these classes, even though reported on the CBM001, are not included in the institution's official headcount if they are enrolled solely in FE classes. Similarly, faculty teaching such classes are reported on the CBM008 but are not included in official headcounts of faculty if they appear solely for teaching FE classes. (CBM001, CBM004, CBM008, CBM00S, CBM0E1)

**Flexible Entry Record (Class)** For universities, classes that are organized after the official census date. A class is organized when students have registered and paid fees. For community colleges, classes whose census date falls after the census date of the regular term. Such classes will be reported in the following semester and be identified by "FE" in the last two digits or "F" in the last digit of the Section Number on the CBM004 (Univ, CTC CBM004, CBM00S)

**Flexible Entry Record (Student)** When a student is enrolled in a flexible entry (FE) class, the student will have an FE record submitted in the following semester. It contains credit or contact hour data pertaining to that class. It is separate from and independent of any record generated by the student's enrollment in the current reporting period. On the university and community, technical and state college report, it is distinguished from regular records by a code of '1' in the Flexible Entry field. In summarizing an unduplicated headcount for the term, the Flexible Entry records are bypassed. (Univ, HRI, CTC CBM001; Univ, CTC CBM0E1)

A '3' in this field indicates that a university doctoral student has generated doctoral funding in more than one doctoral funding area during the semester. In order to capture all the doctoral credit hours by funding area for the term, a separate student record must be submitted for each doctoral funding area in which the doctoral student generates credit hours. So that the additional records are not considered in an unduplicated headcount, the '3' indicates that the record should be bypassed in the headcount summation.

A '2' in this field indicates a first-professional student at a health-related institution is enrolled in academic class work as a "dual degree" student at an academic component of the health-related institution; a "4" indicates an academic student at a health science center is taking inter-institutional courses at a health science center. (HRI CBM001)

**Formula-Funded Course** An academic credit course delivered face-to-face or by distance education whose semester credit hours are submitted for formula funding. (Univ, CTC CBM004, CBM00S)

**Formula Funding** The method used to allocate appropriated sources of funds among institutions of higher education.

**Fourth Year Student** See **Senior**. Also a classification of a special-professional student in the fourth year of a medical or dental degree program. (Univ, HRI, ICU CBM001; Univ CBM00S, CBM0E1)

**Freshman** A student who has completed fewer than 30 semester credit hours in a 120 semester credit hour program. (CBM001; Univ, CTC CBM00S, CBM0E1)

**Full-Time Equivalency of Student** The student's percent of time enrolled in relation to a full or normal workload at the institution during the reporting period. Each institution has a policy that determines a full or normal workload. An equivalency for a medical or dental professional student should be entered by semester as well. In calculating an annual FTE, the fall and spring FTEs will be divided by 2 and the summer FTE will be divided by 3 and added per student. A student who enrolls in several courses, and the sum of the credit hours is in excess of a "normal" work load, is coded as 100 percent. (HRI CBM001)

**Full-Time Student** In determining financial aid and graduation rates an undergraduate student enrolled in 12 or more semester credit hours in a long semester is considered full-time. An academic graduate student (master's, doctoral, or first-professional) enrolled for 9 or more semester credit hours in a long term or students involved in thesis or dissertation preparation are considered full time by the institution.

A first-professional medical or dental student full-time status is based on institutional definition.

A two-year college continuing education student enrolled for 24 or more contact hours a week during a quarter is considered full-time.

**Full-Time Student Equivalent (FTSE)** The Texas guideline for credit students uses a standard student credit hour load that would allow a student to graduate in a minimum number of 15-week semesters for their degree program. The Texas guideline for continuing education students at the two-year colleges uses 300 contact hours per quarter as the standard contact hour load for a full-time student equivalent.

To compute the **annual** average FTSE enrollment of credit-hour students, determine the total yearly number of credit hours (including summer sessions) and apply the following conversion factors as applicable:

- 1 annual undergraduate FTSE student = 30 undergraduate semester credit hours
- 1 annual master's FTSE student = 24 master's semester credit hours
- 1 annual first-professional FTSE student = 24 first-professional semester credit hours, except Optometry which is 34
- 1 annual doctoral FTSE student = 18 doctoral semester credit hours

To compute a **semester** average FTSE enrollment of credit-hour students, use a fall or spring term of credit hours and apply the following conversion factors as applicable:

- 1 semester undergraduate FTSE student = 15 undergraduate semester credit hours
- 1 semester master's FTSE student = 12 master's semester credit hours
- 1 semester first-professional FTSE student = 12 first-professional semester credit hours
- 1 semester first-professional FTSE Optometry student = 17 semester credit hours
- 1 semester doctoral FTSE student = 9 doctoral semester credit hours

To compute the annual average FTSE enrollment for continuing education enrollments at two-year colleges, sum the continuing education contact hours for a year and equate each 900 contact hours as equal to 1 annual FTSE student.

To compute the quarter average FTSE enrollment for continuing education enrollments at two-year colleges, sum the continuing education contact hours for a quarter and equate each 300 contact hours as equal to 1 quarter FTSE student.

To determine an annual FTSE enrollment for medical and dental students use the unduplicated fall enrollment at the health-related institution.

**Funding Code** A 2-digit numeric code that identifies an associated rate to apply to the credit or contact hours generated by student enrollment in each approved course taught during a base year, which does not align with an academic or calendar year.

State appropriations to each university are allocated based on the credit hours generated in each of the 20 program areas and five levels where the level is determined by the course content and the classification of the students enrolled. (Univ CBM003)

For two-year colleges, the funding codes are based on subject matter content using a matrix of CIP codes. There are 27 possible categories and the associated rates are multiplied times the contact hours generated in each category, independent of whether the course is academic or technical or the student is earning credit hours or continuing education units. (CTC CBM004, CBM006, CBM00C)

**Gender** The gender of a student or faculty member. An 'M' denotes male and an 'F' denotes female. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0E1)

**General Academic Teaching Institution** A Texas public university.

**General Appropriations Act** An act adopted by the Legislature each biennium that contains most of the appropriations made by the Legislature for the next biennium.

**General Educational Development (GED)** Refers to the Tests of General Educational Development, which provide an opportunity to earn a high school credential. The GED program, sponsored by the American Council on Education, enables individuals to demonstrate that they have acquired a level of learning comparable to that of high school graduates.

**General Revenue Appropriations** Appropriations of state tax dollars made by the Legislature.

**Governing Board** The body charged with policy direction of any public community/junior college district, technical college system, public university, or other educational agency, including, but not limited to, boards of directors, boards of regents, or boards of trustees.

**Grade Points Earned** The numerical value assigned to letter grades to provide a basis of quantitative determination of an average. The grade assignments in a four-point system are A = 4, B = 3, C = 2, D = 1, and F = 0 in non-developmental education courses taken during the reporting period. (CBM002)

**Graduate Level Course** Course offerings at a level of comprehension usually associated with master's and doctoral students. (Univ CBM003)

**Graduate Medical Education (GME)** Also called residency training. Refers to clinical training following graduation from medical school leading to specialty certification. Graduate medical education varies in length by specialty from three to seven years. Texas, like most states, requires one year of graduate medical education to be eligible for state licensure. (HRI CBM00R)

**Graduate Semester Credit Hours of Seniors** The number of semester credit hours attempted in graduate courses by students classified as seniors who are within 12 credit hours of their first baccalaureate. (Univ CBM001, CBM0E1)

**Graduate Student** A student who, after earning a baccalaureate degree, is enrolled in a course of study leading to a graduate degree (e.g., master of arts, master of science, or doctor of philosophy). (Univ, HRI, ICU CBM001; Univ CBM00S, CBM0E1)

**Graduation Rate** The percentage of a given college-entering cohort of degree-seeking students who graduate in a specific period of time, normally six years. For purposes of the "Baccalaureate Graduation Rates – First-Time-Entering Undergraduates" and "Baccalaureate Graduation Rates – First-Time-Entering Freshmen," the cohort consists of fall first-time, full-time undergraduates (or freshmen) plus summer first-time students who continue in the fall and are full-time in the fall. The summer students need not be full time in the summer. They are evaluated for full-time status based on their fall enrollment. For two-year institutions, it is the students who graduate with an associate degree or certificate within three years. For four-year institutions, it is the students who graduate with a baccalaureate degree within six years.

**Gross Area** The sum of the floor areas of a building included within the exterior walls for all stories or areas that house floor surfaces, including attics, basements, sub-basements, penthouses, mechanical rooms, etc. These are areas with six-foot-six clear headroom or areas with lower ceilings that are usable for storage or other purposes. Gross area does not include

cornices, pilasters, buttresses, etc. that extend beyond wall surfaces. Do not include open, unroofed courts even if surrounded by the building. The air space or open space above auditoriums and other similar rooms that extends through two or more floor levels is not included in the gross square footage. (Univ, CTC CBM014)

**Gross Square Feet (GSF)** The sum of all square feet of floor areas within the outside faces of a building's exterior walls.

**Guidelines for Instructional Programs in Workforce Education (GIPWE)** A Coordinating Board approved publication containing policies and procedures related to the proposal and approval of workforce education courses and programs for Texas public institutions.

**Headcount** The count of students enrolled or faculty reported. The **CBM001** headcount is the unduplicated count of non-FE. The flexible entry records and special doctoral records are not included in the official headcount for a term. The **CBM002** headcount is the total number of CBM002 records. The **CBM008** headcount is the summation of the faculty records minus flexible-entry-only records. The **CBM009** headcount is the total records reported on the degree file, not including multiple degree records. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0E1)

**Headcount Faculty** The number of individual persons who are members of the faculty. Includes both part-time and full-time individuals. (CBM008)

**HEGIS** Higher Education General Information Survey was a system of surveys conducted by the National Center for Education Statistics (NCES) between 1966 and 1985. Texas continued to use the HEGIS codes to categorize technical programs until 1995 and Room assignments until 1999.

**Higher Education Assistance Fund (HEAF)** A constitutionally-dedicated fund that provides money for capital expenditures at institutions that are not eligible to use the Available University Fund for those purposes. HEAF funds may be used for new construction, repair and rehabilitation, capital equipment, and library resources. The Coordinating Board is required by statute to advise the Legislature every five years on the allocation of money from the fund.

**Higher Education Center** A Multi-Institution Teaching Center, University System Center, or single institution center established by the Legislature or approved by the Coordinating Board for the specific purpose of offering academic credit courses and programs from the parent institution(s). Higher education centers are of a larger size and offer a broader array of courses and programs than higher education teaching sites. They have minimal administration and (usually) locally provided facilities. (Univ, CTC CBM004, CBM006, CTC CBM00C)

**Higher Education Regional Council (HERC)** A group composed of representatives from all public higher educational institutions that exist within regional areas of the state. Every region has a council. Its purpose is to coordinate planning among institutions by reviewing and recommending to the Coordinating Board institutional plans for out-of-district or distance education offerings.

**Higher Education Teaching Site** An off-campus teaching location that promotes access in an area not served by other public universities. Teaching sites offer a very limited array of courses and/or programs and do not entail a permanent commitment for continued service. Teaching

sites may not own facilities, nor are they eligible for state support to acquire or build facilities. Teaching sites do not require Board approval or recognition. (Univ CBM004, CBM006, HRI CBM001)

**Highest Earned Certificate/Degree** Highest earned certificate or degree by the faculty member. (CTC CBM008)

**Hispanic or Latino** An ethnic origin of a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0E1)

**HRI** Acronym for Health-related Institution.

**Hybrid/Blended Course** A distance education course in which a majority (more than 50 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Independent Colleges and Universities of Texas, Incorporated (ICUT)** A professional association of Texas independent institutions.

**Independent Institution** Colleges and universities that are not public, state-supported institutions. Independent institutions are also known as "private" institutions. Also see **Private Institution**.

**Independent Study** Class instruction type that includes, but is not limited to, conference courses and individual problems courses. (Univ CBM004, CBM00S)

**In-District Student** A community college student who is a legal resident of the locality (taxing district) in which he/she attends college and thus is entitled to reduced tuition charges if offered by the institution. (CTC CBM001, CBM004, CBM00C, CBM00S, CBM0E1)

**In-District Tuition** The tuition charged by a community college to those students residing in their taxing district. This may be a lower rate than in-state tuition offered by the institution. (CTC CBM001, CBM0E1)

**Individual Instruction Classes** Includes the following modes of instruction – practicum, independent study, private lessons, thesis, dissertation, and individualized. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Individualized Instruction** Includes Internet, videotape, audio-tutorial and similar types of individualized instruction. (Univ, CTC CBM004, CBM00S; CTC CBM00C))

**Individuals With Disabilities** Students who receive special services through a special populations coordinator or a state program. It is typically self-reported. Students referred to the college by the Department of Assistive and Rehabilitative Services for education and training should be reported in this category. (CTC CBM001, CBM00A, CBM0E1)

**Initial Occupancy Date** The four-digit calendar year of the initial occupancy of the building by the building's original owner, whether the institution owns it or not. (Univ, CTC CBM014)

**Initial Test Route** The first test attempted to meet the College Readiness requirement of the Texas Success Initiative. All three sections are expected, but not required, to be attempted on the initial attempt. (CBM002)

**In-State Student** A student who is a legal resident of the state (Texas) in which he/she attends college. (CBM001; Univ, CTC CBM0E1)

**In-State Tuition** The tuition charged by institutions to those students who meet the state's or institution's residency requirements. (Univ, CTC CBM001, CBM0E1)

**Institution of Higher Education** As defined in the Texas Education Code (§61.003), any public community college, senior college or university, medical or dental unit, or other agency of higher education, such as the Texas Engineering Extension Service. Also includes independent junior, senior, and health-related institutions.

**Instruction Mode** The method by which the instruction is delivered (e.g., face-to-face, internet, other electronic media). (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Instructional Telecommunication** (Univ, CTC CBM004, CBM00S; CTC CBM00C)

- (a) Instruction in which the majority of the instruction occurs when the student and instructor are not in the same physical setting. A class is considered a distance education class if students receive more than one-half of the instruction at a distance. Distance education can be delivered synchronously or asynchronously to any single or multiple location(s): (1) other than the "main campus" of a senior institution (or "on campus"), where the primary office of the chief executive officer of the campus is located; (2) outside the boundaries of the taxing authority of a community/junior college district; or (3) via instructional telecommunications to any other distance location.
- (b) Delivery systems may include, but are not limited to, one or more of the following: interactive video, open-channel television, cable television, closed-circuit television, low-power television, communication and/or direct broadcast satellite, satellite master antenna system, microwave, video tape, video disc, computer software, computer networks, and telephone lines.
- (c) The Board retains final authority for the offering of all classes, courses, programs, and degrees, and may take whatever action it deems appropriate to comply with the law or to maintain a high-quality and cost-effective system of distance education and off-campus instruction for the state.
  - (1) Each course and program offered under the provisions of this subchapter must be within the role and mission of the institution responsible for offering the instruction. Each course must be on the offering institution's inventory of approved courses, and each program must be on the offering institution's inventory of approved programs.
  - (2) Prior approval may be required before an institution may offer courses and programs under the provisions of this subchapter in certain subject area disciplines or under other conditions specified by the Board.
  - (3) No doctoral or special professional degree programs may be offered via distance education or off-campus instruction without specific prior approval by the Board. The Commissioner may approve delivery to other off-campus sites or via other delivery modes doctoral or special professional degree programs that have previously been approved by the Board for electronic or off-campus delivery.
- (d) A "Reception Site" is any location that receives instruction via instructional telecommunications. This may include campuses, health agencies, business and industrial



- sites, public schools, homes, or any other locations where students may receive instruction.
- (e) Institutions shall not submit for formula funding semester credit hours generated through distance education by any student who is not a Texas resident or is not physically located in Texas. In limited cases, exceptions can be approved by the Commissioner.
  - (f) Instruction delivered out-of-state through distance education to non-Texas residents should be treated as extension courses; institutions shall charge appropriate fees to cover the cost of instruction.

**Instructor** A faculty member of an institution of higher education who is tenured or is on tenure-track and who does not hold the rank of assistant professor, associate professor, or professor. (CBM008)

**Integrated Postsecondary Education Data System (IPEDS)** The education data collection program used by the U. S. Department of Education National Center for Education Statistics (NCES). It is a single, comprehensive data collection system developed to encompass all institutions and organizations whose primary purpose is to provide postsecondary education.

**Inter-institutional Class** A class in which the faculty and course of one institution are provided to the students of another and the institutions have an agreement on file with the CB. As determined by the agreement, either the providing institution may report all sch for funding, or each of the participating institutions may report the sch generated by their own students. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Inter-institutional Continuing Education Contact Hours** See **Contact Hour Overview (CBM00A)**.

**Inter-institutional FICE** This is the six-digit FICE code of the providing institution of the faculty of record. (CTC CBM00C)

**Inter-institutional ID** An indicator of '1' for students who are enrolled in another institution and will not appear on the reporting institution's CBM001. (Univ CBM004, CBM00S)

**Inter-institution SCH Load** The number of semester credit hours in inter-institutional courses for which the student is registered during the reporting period and that qualify for state funding. (HRI CBM001)

**International Baccalaureate (IB) Program** An internationally recognized curriculum that offers 11th and 12th grade high school students the opportunity to earn an IB diploma. IB diploma holders may obtain advanced standing at some colleges and universities. In the IB Program, students gain a broad world view; take an in-depth approach to academics; and develop time management, problem-solving, research, and organizational skills that will help them well beyond college.

**International Medical Graduate (IMG)** A graduate of a medical school located outside of the U.S., Canada, or Puerto Rico.

**International Student** International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. May also be referred to as non-resident alien. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0E1)

**Internship** A supervised, external learning experience for students in non-health professions programs. Internship experiences provide workplace settings in which students learn and apply program theory and management of the work flow. Internship experiences take place in any setting outside of health care and students may or may not be paid for the learning experiences. (CTC CBM004, CBM00S, CBM00C)

**Junior** A student classification of a student who has completed at least 60 semester credit hours but no more than 89 semester credit hours. (Univ, HRI, ICU CBM001; Univ CBM00S, CBM0E1).

**Laboratory** A learning activity designed for individual or group study of a particular subject matter area involving the practical application of theory through observation, experimentation, and research; or in the case of foreign language instruction, the involving of learning through demonstration, drill, and practice. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Laboratory Contact Hours** The maximum number of hours per week students are required to spend in contact with teaching staff in a laboratory situation associated with each course. (Univ CBM003)

**Language Fluency** Indication that a language other than English is spoken fluently (also on Common Application). (Univ CBM00B)

**Last Name** Student's or faculty member's last name (CBM001, CBM008, CBM009, CBM00A, CBM00B, CBM00R, CBM00X, CBM0E1)

**Last Term Enrolled** Four digits of the year and two digits of the month when the student was last enrolled at the institution during the year. (Univ CBM00X, CSC CBM001)

**Lecture** An activity in which the faculty member gives an oral presentation of facts or principles; students are usually responsible for note taking. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Lecture Contact Hours** The maximum number of hours per week students are required to spend in contact with teaching staff in a lecture situation associated with each course (e.g., conference, seminar, individual instruction, or independent student). (Univ CBM003)

**Legislative Appropriations Request (LAR)** Documents developed each biennium in which state agencies and institutions indicate their financial needs for the next biennium to the Legislature.

**Legislative Budget Board (LBB)** An agency that consists of 10 members of the House and Senate. The LBB staff is responsible for a wide range of activities associated with the appropriations process.

**Level of Award/Degree** A code identifying a formal recognition certifying successful completion of a prescribed set of courses or program of study. (i.e., certificate, associate degree, baccalaureate, masters', doctoral degree, core curriculum completer, field of study completer, marketable skills achievement award) (CBM009, CTC CBM00M)

**Level of Course** See **Course Level**.

**Limited English Proficiency** A student who has limited ability in speaking, reading, writing, or understanding the English language, and whose native language is a language other than English; or who lives in a family or community environment in which a language other than English is the dominant language. The field contains a '4' if the student has limited English proficiency and blank if not applicable. (CTC CBM001, CBM00A, CBM0E1)

**Local Need Course** A workforce education course approved for a specific college. (CTC CBM004, CBM00S)

**Location Code** The physical location of the class by site category (e.g., state, foreign country, military bases, correctional institutions, other campuses, health agencies, business and industrial sites, or public schools). For the Facilities Building Report, the physical location of the building is in relation to the main campus. (See the possible codes in Appendix H in the *Appendices for the Reporting and Procedures Manual*). (Univ, CTC CBM004, CBM014, CBM00S; CTC CBM00C )

**Lower Division Academic Course Guide Manual (ACGM)** The official list of approval numbers for general academic transfer courses that may be offered for state funding by public community and technical colleges in Texas. It lists a basic core of general academic courses which are freely transferable among all public institutions of higher education in Texas in accordance with the Texas Education Code, §61.051(g). TCCNS numbers are assigned to most courses in the manual. Academic courses reported on the CTC CBM004 must appear either on this list of approved courses or in the **Special Approval/Unique Need Inventory**. See **Academic Course Guide Manual**. (CTC CBM004, CBM00S)

**Lower Division Course** Course offerings at a level of comprehension usually associated with freshman and sophomore students. (Univ CBM003)

**Lower Division Student** An undergraduate student who has earned 60 or fewer semester credit hours and has not earned any degree. (Univ CBM004, CBM00S)

**Lower-Level Enrollment Affected by Undergraduate State Funding Limit** Those students who, during the reporting period, are at the lower division level and who are enrolled in higher education for the first time in fall 99 or later and therefore are subject to the limitation established by SB 345, **Undergraduate Funding Limit**. This field is used only if the course itself, as well as the student, is subject to the limit. For example, enrollment in developmental classes would not appear in this field. (Univ CBM004, CBM00S)

**Main Campus** The primary campus or campuses of an institution of higher education supplying instruction and supported by on-site administration. Also referred to as on-campus.

**Major** A subject-matter area in which a student may specialize by taking a specified number of courses as a part of the requirements for completion of a program of study. It is identified with a six- or eight-digit **CIP code** of the program in which the award is to be conferred. (CBM001, CBM009, CBM0E1)

**MAPS** An academic assessment instrument that was allowed as an approved test until June 4, 2003.

**Marketable Skills Achievement Award** A credit program of 9-14 semester credit hours or a workforce continuing education program of 144-359 contact hours. They meet minimum standard for program length specified in the federal Workforce Investment Act, but are too short to qualify as certificate programs on the Coordinating Board program inventory. (CTC CBM00M)

**Master's Certificate (post-degree)** An award that requires completion of an organized program of study designed for persons who have completed the master's degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty. (HRI CBM009)

**Master's Degree** An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree.

**Master's Level Course** Course offerings at a level of comprehension usually associated with master's students. The numerical value is a '5'. (Univ CBM003)

**Master's Student** A student possessing a baccalaureate degree or the equivalent and admitted to an approved master's degree program at the institution. (Univ, HRI, ICU CBM001; Univ CBM00S, CBM0E1)

**Medical License Number of Institutional Permit Number** Provide the Texas medical license or institutional permit number. (HRI CBM00R)

**Medical School of Graduation** Provide the six-digit code of the medical school from which the resident graduated. See appendix. (HRI CBM00R)

**Metropolitan Statistical Areas (MSA)** These are geographic units to gather statistics in metropolitan areas of the United States. If a county is located in an MSA it is considered to be located in an urban area, otherwise it is considered rural. The State Demographer defines the MSAs.

**Middle Initial** Student's or faculty member's initial of the middle name. (Univ, CTC CBM001, CBM008, CBM009, CBM00B, CBM00R, CBM00X, CBM0E1)

**Mini Term** Usually a two or three-week term that occurs after a regular term ends and the next regular term begins. Reporting such a class and its students is left to the institution to decide which of the following options best fits their computer systems. Since the mini term census date falls after the prior regular term census date, the class and students could be reported as flex-entry. The other alternative is to report the class and students as a regular class in the upcoming semester since the mini term census date occurs before the regular term census date. One consideration is in which term are the students grades posted to the transcript.

**Month of Award** Month in which an award was conferred. (CBM009; CTC CBM00M)

**Mother's Educational Level** The highest level of formal instruction received by the undergraduate student's mother or female guardian: no high school, some high school but no diploma, high school diploma or GED or recognized home school, some college but not degree or certificate, bachelor's degree, graduate degree. (Univ CBM00B)

**Multi-Institution Teaching Center (MITC)** A formal, approved arrangement among public universities, independent universities, and community, technical, and state colleges to provide courses and degree programs cooperatively at an off-campus location. It has minimal administration and locally provided facilities. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Multiple Course Listing** A code of 1 on the course inventory to identify special topics and other courses whose content can change from offering to offering. The institution is to keep a report by semester of the individual subjects taught under the reported subject and course number in case the CB requests the specifics to meet its responsibilities. (Univ CBM003)

**Multiple Entry Class Records** Multiple entries for a single class section are permissible to represent a class that is team taught, offers variable credit, or is simultaneously offered to students at different locations. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**National Center for Education Statistics (NCES)** A part of the Office of Educational Research and Improvement at the U. S. Department of Education, the center collects and reports statistical information showing the condition and progress of education in the U. S.

**Native Hawaiian or Other Pacific Islander** The race of a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0E1)

**Net Assignable Square Feet (NASF)** The sum of floor space within the interior walls of rooms on all floors of a building assigned to, or available for assignment to, occupants for use. NASF is determined by room type and room use data fields. See also **Assignable Area**.

**New Hire** A person who is hired for full-time permanent employment for the first time, or after a break in service, for the reporting semester. Persons who have returned from sabbatical leave or have less than a 9-10 month contract are not included as new hires. It is reported only the first semester that it occurs. (CBM008)

**Non-Assignable Areas** The reporting of this room space is optional for the institution. See Appendix F, Space Use Codes and Appendix G, Functional Category Codes in the *Appendices for the Reporting and Procedures Manual*.

***Circulation Areas*** – Space that provides physical access to assignable rooms. Included are corridors, lobbies, public stairways, elevators, escalators, loading platforms (unless provided with a secure enclosure), tunnels, bridges, fire towers, etc. Walls do not always bound circulation areas. Libraries often have large open areas containing functional sub-areas, such as circulation desks, open stack reading rooms, and study areas, but have no walls separating these areas. In these cases, a reasonable allocation of space for general access corridors is deducted from the total Assignable Area. These circulation areas are apparent when the sub-areas are assigned room numbers and inventoried separately. Exceptions are halls in office suites and similar settings that are used to circulate from room to room and are not general access space. This space is part of the Assignable Area.

***Building Service Areas*** – Rooms used for building protection, care, and maintenance, such as custodial closets, trash rooms, guardrooms, custodial locker rooms, and custodial storage/supply rooms. Central physical plant shop areas, warehouses, vehicle storage areas, and equipment storage areas are Assignable Areas.

*Mothballed/Permanently Incapable of Use Areas* – Space that once was assignable but is no longer in use.

*Mechanical Areas* – Areas that house mechanical equipment such as air conditioning and utility services. Examples are mechanical areas in central utility plants, boiler rooms, air handlers, mechanical service shafts, air ducts, service chutes, telephone closets, switchgear rooms, fuel rooms, etc.

*Public Toilets* – Accessible to the public. Rest rooms within office suites and other non-public areas are service rooms: Class Laboratory Service (215), Office Service (315), Shop Service (725), etc.

*Shell Space* – Unfinished space designed to convert into usable space at a later date.

*Structural Areas* – This area cannot be occupied or used because of certain structural features. Examples are exterior walls, firewalls, attics, basements, stairwells, and rooms with less than six-foot-six clear headroom that cannot be used for storage or other purposes.

*Unfinished Area* – Potentially assignable area in new buildings or additions to existing buildings that are not completely finished at the time of inventory.

**Non-Course-Based Developmental Education** May include, but is not limited to, such activities as tutoring, supervised self-study, and participation in learning assistance centers. While non-course-based developmental education is not eligible for state formula funding, beginning in fall 2009, short or “accelerated” developmental education courses are eligible (see the ACGM for more detail). (CBM002)

**Non-Credit Course** A course that results in the award of continuing education units (CEU) as specified by Southern Association of Colleges and Schools (SACS) criteria, or institutional credit rather than credit toward a degree or certificate. Only courses that result in the award of CEUs may be submitted for state funding. (CTC CBM00C)

**Non-Critical Deferred Maintenance (NCDM)** Deferred maintenance that does not place occupants at risk of harm or facilities at risk of not fulfilling their functions.

**Non-Degree-Seeking Student** A student who is attending a university but who does not intend to work toward a degree; coded ‘1’. Any student who has been reported as non-degree-seeking will be excluded from an initial graduation cohort. (Univ CBM001, CBM0E1)

**Non-Disclosure** A code to indicate that the student has refused to have directory information disclosed; coded ‘2’. (CBM001, CBM002, CBM009, CBM00A, CBM00M, CBM00R, CBM00S, CBM00X, CBM0E1)

**Non-Resident Student** A student who is not considered a Texas resident for tuition purposes and therefore must pay a nonresident tuition rate, which is higher than the rate charged to Texas residents. (Univ, CTC CBM001)

**Non-Tenure-Track Faculty** A faculty member who is not seeking tenure. (CBM008)

**Number of Floors** The number of floors in the building, including basements, penthouse, half-basements, and assignable attic space are identified. (Univ, CTC CBM014)

**Number of People Living in Household** Includes brothers and sisters attending college; required only of undergraduate students. (also on Common Application). (Univ CBM00B)

**Number of Semester Hours in (Math, Writing, Reading) Developmental Education** The number of semester credit hours attempted by the student in each developmental education course during the reporting period. (CBM002)

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

**Off-Campus** Generally indicates a class/student that is located physically away from the Main Campus. (Univ CBM001, CBM004, CBM00S)

**Off-Campus Course** A course in which a majority (more than 50 percent) of the instruction occurs when the students and instructor(s) are in the same physical location and which meets one of the following criteria: for public senior colleges and universities, Lamar state colleges, or public technical colleges, off-campus locations are locations away from the main campus; for public community colleges, off-campus locations are the sites outside the service area. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Off-Campus Education Unit** A subdivision under the management and control of an existing public university, university system, health-related institution or a combination of these units, hereinafter referred to as the parent institution(s), in a geographic setting separate from the parent institution(s). Off-campus education units include teaching sites, higher education centers, university system centers, Multi-Institutional Teaching Centers, regional academic health centers, branch campuses, and all other off-campus educational endeavors. (HRI CBM001, Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Off-Campus Educational Unit** A subdivision under the management and control of an existing public university, university system, health-related institution or a combination of these units, hereinafter referred to as the parent institution(s), in a geographic setting separate from the parent institution(s). Off-campus education units include teaching sites, higher education centers, university system centers, Multi-Institutional Teaching Centers, regional academic health centers, branch campuses, and all other off-campus educational endeavors. (HRI CBM001; Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Off-Campus SCH** On the university **CBM004** and **CBM006**, the semester credit hour report titled "Off Campus Semester Credit Hours" includes not only those hours which have been coded a "1" in item 8, **Location Code**, but also all of the special categories of off-campus sites such as semester credit hours of classes in another state, foreign country, military base, prison, primary/secondary school, business, or another higher education site. (Univ CBM004, CBM00S)

**Off-Campus/Electronic Communications Site** Lists the zip code, state, or foreign country of the site identified in the **Location Code** field. (Univ, CTC CBM004, CBM00S)

**On-Campus Student** A student who is admitted to an institution, the majority of whose semester credit hours are reported for formula funding and whose coursework is primarily taken at an institution's main campus or on one or more of the campuses within a multi-campus community college system. (Univ CBM004, CBM00S)

**Organized Classes** Classes whose primary mode of instruction is lecture, laboratory, or seminar. A class is organized when the students have registered and have paid tuition and fees or established with a signature an accounts receivable. (Univ CBM004, CBM00S)

**Other Faculty** A faculty member of the institution who does not have tenure or is not on tenure-track at the institution. This includes, but is not limited to, adjunct, special, visiting, emeritus, and lecturer at your institution. Also includes faculty with tenure or on-tenure track from another institution. (CBM008)

**Other Higher Education Site** An off-campus teaching location that promotes access in an area not served by other public universities. Teaching sites offer a very limited array of courses and/or programs and do not entail a permanent commitment for continued service. Teaching sites may not own facilities, nor are they eligible for state support to acquire or build facilities. Teaching sites do not require Board approval or recognition. The entity is identified with the FICE of the higher education unit (public/private institution, MITC, university system center, or other off-campus educational center) where the course is taught. (HRI CBM001; Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Out-of-District Student** A community college student who is a legal resident of the state of Texas but who resides outside the locality (taxing district) in which he/she attends. (CTC CBM001, CBM004, CBM00S, CBM00C)

**Out-of-State Student** A student who is not a legal resident of the state in which he/she attends school. (CBM001)

**Out-of-State/Out-of-Country Courses and Programs** Academic credit courses and programs delivered outside Texas/United States to individuals or groups who are not regularly enrolled on-campus students. Out-of-state and out-of-country courses do not receive formula funding.

**Overload** A faculty member who is employed full time and has a teaching assignment in addition. (CBM008)

**Overload Salary** Salary paid for teaching a class that is considered to be an overload. (CBM008)

**Ownership Code** Represents the agency with which the ownership of the building resides. See Appendix H in the *Appendices for Reporting and Procedures Manual*. (Univ, CTC CBM014)

**Part-Time Student** An undergraduate student enrolled for either 11 semester credits or less or less than 24 contact hours per week each term. A graduate student enrolled for eight semester credits or less.

**Pathway Education Center (PEC)** A higher education center that is on the Supply/Demand Pathway.

**Pathways** A project to collect data to support faculty of the Local Vertical Curricula Alignment Pilot Projects among secondary and postsecondary institutions.

**Percent of Time** The percent of a faculty member's time spent for each appointment during the reporting period. This percent is in relation to a full or normal workload at the institution. (CBM008)



**Perimeter** Only the perimeter of the ground floor is reported to the THECB. It is measured where the walls meet the ground and does not include porches, sidewalks, and cosmetic structures.

**Permanent University Fund (PUF)** An endowment that consists of land and a wide range of financial instruments. The income from the Permanent University Fund is called the **Available University Fund**.

**Persistence Rate** The rate at which students persist in higher education, often as measured by the percentage of students who continue in higher education from one year to the succeeding year. To avoid confusion, this term is replacing the term "retention rate," which is used in the public education sector as a reference to students who are held back and not promoted to the next grade.

**PESB** Programs to Eliminate Sex Bias - the field will contain '6' if the student is enrolled in a program to eliminate sex bias. To date, this field has not been used. (CTC CBM001, CBM00A, CBM0E1)

**Physical Education Courses Funding Limit** A rider in the appropriations bill states that no funds appropriated under this act shall be used for contact hours or semester credit hours for students who are registered solely for physical education, weight lifting, group exercises, aerobics, or related courses, have registered for the same such course more than once; and are not seeking a degree plan or certificate of completion of a course of study. (CBM001; Univ, CTC CBM004, CBM00S; CTC CBM00C)

**PK-16 or P-16** The period of education that begins with pre-kindergarten and ends with a four-year baccalaureate degree.

**Post-Baccalaureate Student** A student with a bachelor's degree and who has not been admitted to a graduate or first-professional program and is not currently enrolled in an undergraduate degree program. (CBM001; Univ CBM00S, CBM0E1)

**Post-Master's certificate** An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level. (HRI CBM009)

**Practicum** A type of external learning experience whereby the students receive practical, general training and experiences in the workplace. Includes student teaching, internships, work-study, cooperative education and similar activities. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Predicted Assignable E&G (Educational & General) Space** Amount of assignable educational and general space as calculated by factors in the Coordinating Board Space Projection Model.

**Prerequisite** A course or competency required prior to entering a program or a course.

**Primary Usage/CIP Percent** The percentage that applies to the primary CIP code. Where a room serves several purposes or users, the institution may prorate its use. (Univ, CTC CBM011)

**Primary Use CIP Code** The primary classification of an instructional program (CIP) code associated with a room on the Room Inventory Report. Use the first six digits of the codes listed in Appendix C in the *Appendices for Reporting and Procedures Manual*. (Univ, CTC CBM011)

**Primary Use Usage Code** The recommended primary usage code is evaluated based on the room's exclusive or predominant design or use. Functional category codes are program-oriented codes that profile the actual use/function of a room and help determine its type of space. Classification often is determined by the program's funding: state, auxiliary, federal, or private; and it is often determined by whom the program serves. As with the use of all codes in this manual, the inventory specialist must choose the best code according to all relevant alternatives. Note that this code may be prorated to reflect more than one use/function. See Appendix G in the *Appendices for Reporting and Procedures Manual*. (Univ, CTC CBM011)

**Prior Date of Birth** The previous date which the institution is changing on the database which tracks undergraduates' semester credit hour accumulation. The format is YYYYMMDD. Prior date of birth, prior gender, and prior student identification must be entered into the update to process a change to a student's data. (CBM00N)

**Prior Gender** The previous gender code which the institution is replacing on the database which tracks undergraduates' semester credit hour accumulation. Prior date of birth, prior gender, and prior student identification must be entered into the update to process a change to a student's data. (CBM00N)

**Prior Student Identification Number** The previous SSN or student ID number which the institution is changing on the database which tracks undergraduates' semester credit hour accumulation. Prior date of birth, prior gender, and prior student identification must be entered into the update to process a change to a student's data. (CBM00N)

**Priority Occupations** Occupations that have an impact on the Texas economy, require substantial training time, and offer a reasonable expectation of career opportunities and advancement. Priority occupations for the state are determined by the Texas State Board of Education.

**Private Institution** A private or independent college or university that is organized under the Texas Non-Profit Corporation Act (Article 1396-1.01 et seq., Vernon's Texas Civil Statutes); exempt from taxation under Article VIII, Section 2, of the Texas Constitution and Section 501(c)(3) of the Internal Revenue Code of 1986 (26 U.S.C. Section 601); and accredited by a recognized accrediting agency.

**Private Lesson** Class type that includes independent instruction of private music or other individualized instruction. (Univ CBM004, CBM00S)

**Professor** A faculty member of an institution of higher education who has the highest academic rank and who is tenured or is on-tenure track. (CBM008)

**Program Category** A summary of groups of related instructional programs designated by the first two digits of its appropriate CIP code.

**Program Closure** The process whereby a program is officially discontinued and removed from the program inventory either voluntarily by the institution or by the Coordinating Board through the deactivation process.

**Program Competencies Profile** A matrix or checklist of competencies matched against learning modules or courses in which the competencies will be developed.

**Program Deactivation** The process whereby an institution suspends all new student enrollments for a maximum of three years to assess program vitality and make revisions without loss of eligibility for state funding or dropping the program and its courses from the program/course inventory. (Univ CBM003)

**Program Funding** The rate per base contact hour generated in a particular subject field as recommended by the Coordinating Board and approved by the Texas Legislature.

**Program Inventory** A database of Coordinating Board-approved degree programs listed by institution.

**Program Linkage** Agreements between community and/or technical college programs and other educational institutions to facilitate transfer of courses or course credits and promote a seamless educational pathway.

**Program or Program of Study** Any grouping of courses which are represented as entitling a student to a degree or certificate.

**Program Reactivation** A formal process to reinstate a program that has been deactivated within the previous three years. (Univ CBM003)

**Program Revision** The process whereby an institution requests a change to an existing approved program.

**Proprietary School or Proprietary Institution** See **Career School or Career College**.

**Quality Workforce Planning Committees** Twenty-four regional planning groups composed of representatives from local education and training providers, business, industry, and labor that are charged by the Texas Legislature to analyze regional labor market information, identify targeted occupations, and develop a service area plan for vocational and technical education for their region.

**Quarter Calendar System** A calendar system in which the academic year consists of four sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. The conversion of quarter hours to semester credit hours is 3 quarter hours equal 2 semester credit hours.

**Race** A category used to describe a group to which an individual belongs, identifies with, or belongs in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in more than one group. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0E1)

**Rank** Relative standing assigned by the institution to a faculty member. The data summary for 'rank' on the CBM008 is based on this field minus flexible-entry-only records. (CBM008)

**Reception Site** Any location that receives instruction via instructional telecommunications. This may include campuses, health agencies, business and industrial sites, public schools, homes, or any other locations where students may receive instruction. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Regional Academic Health Center (RAHC)** A special purpose campus of parent health-related institution(s) that may be used to provide undergraduate clinical education, graduate education, including residency training programs, or other levels of medical education in specifically identified counties. (HRI CBM001)

**Remaining Usage/CIP Percent** The percentage that applies to the remaining CIP code. Where a room serves several purposes or users, the institution may prorate its use. (Univ, CTC CBM011)

**Remaining Use Usage Code** Functional category codes are program-oriented codes that profile the actual use/function of a room and help determine its type of space. Classification often is determined by the program's funding: state, auxiliary, federal, or private; and it is often determined by whom the program serves. As with the use of all codes in this manual, the inventory specialist must choose the best code according to all relevant alternatives. Note that this code may be prorated to reflect more than one use/function. See Appendix G in the *Appendices for Reporting and Procedures Manual* and **Primary Use Usage Code**. (Univ, CTC CBM011)

**Remediation** An activity designed to teach basic competencies in such areas as reading, writing, oral communication, and mathematics. See **Developmental Education**.

**Remote Campus** A code used to identify university and community, technical, and state college students who are in a correctional facility (coded '5'). In addition, it is a restricted use code whereby Texas Woman's University identifies students enrolled at the Dallas facility with a '1' and students enrolled at the Houston campus with a '2'. Community colleges use the code to identify out-of-district branch campuses recognized by the Coordinating Board. Texas State Technical College identifies their extension centers of the West Texas campus with a '1' for Abilene, a '2' for Breckenridge, and a '3' for Brownwood. (Univ, HRI, CTC CBM001; CTC CBM00A; Univ. CTC CBM0E1)

**Remote Teaching Site** A six-digit code assigned to a location to identify where the student has received instruction. (HRI CBM001)

**Repeated Hours for Attempted Course** Hours for a course that is the same or substantially similar to a course that the student previously attempted for two or more times at the same institution. Previously attempted courses from which the student withdraws before the official census date shall not count as an attempted course. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Repeated Hours for Completed Course** Hours for a course in which a student enrolls for two or more times that is the same as or substantially similar to a course that the student previously completed and received a grade of A, B, C, D, F, or Pass/Fail at the same institution.

**Replacement Values** Estimated cost to replace a building.

**Reporting Period** The semester or quarter in which the data to be reported occurs. For the universities, there are four set reporting periods; fall, spring, summer, and annual. For the summer reporting period, the two summer sessions are combined into one report using non-duplicative data. A course that is taught in both sessions will be reported twice, but with identifiers that distinguish them from each other. There are four reporting periods for community, technical, and state colleges for credit courses, unless authorized to report a combined summer term; fall, spring, summer I, and summer II. The continuing education courses are reported in four quarters; fall, winter, spring, and summer. Institutions may schedule enrollment periods different from the standard periods noted above. See **Semester** and **Quarter Calendar System**.

**Residence** A code that represents the county, state, or country of which the student is a legal resident as identified by the student as his/her permanent address at the time of application to the institution. On the CBM001 data summary, all residence codes from 001-254 (Texas county codes) are summed to produce the Texas Residents category; codes 310-369 produce Out of State Residents; and codes 402-799 produce Foreign Residents. All other codes are considered invalid and are not included. (CBM001; Univ, CTC CBM0E1)

**Residency Program** Any of the following residency programs: Combined Medicine and Pediatrics, Family Practice, Internal Medicine, Obstetrics/Gynecology, and Pediatrics. (HRI CBM00R)

**Resident** A resident of the State of Texas as determined in accordance with Chapter 21, §§21.21 - 21.27, of this title (relating to Determining Residence Status).

**Resident Alien** A non-citizen who has been lawfully admitted for permanent residence. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0E1)

**Resident Physician** A physician contractually obligated to a Texas medical school, licensed hospital, or non-profit corporation to receive residency education and training for a specified period of time. (HRI CBM00R)

**Responsibility Factor** Equals the proportion of credit hour time the faculty member has with students over the course of the semester in regularly scheduled meetings of each class section. (Univ, CTC CBM004, CBM008)

**Restricted Funds** Funds from external agencies or individuals that are restricted in use by the donor. Examples are federal student financial aid and research contracts. (Univ, HRI CBM008)

**Restricted Program Admission** An item used to distinguish students who have a declared major in a particular discipline from those who are actually admitted to a certificate or degree program through a restricted or separate admission process. The distinction provides more accurate enrollment and graduation numbers in key, high-demand occupations, and the data are often linked to special legislative initiatives. (Univ, HRI, CTC CBM001; Univ, CTC CBM0E1)

**Retention Rate** In higher education discussions, the rate at which students are retained or graduate, and thereby persist, in higher education, as often measured by the percentage of students who continue in higher education from one year to the succeeding year. The cohort generally consists of students who started in a fall term or in the previous summer term and who continued in the fall term. More recently, the term "persistence rate" is used more commonly to avoid confusion with the use of retention rates in the public education sector, where it refers to students who are held back and not promoted to the next grade.

**Review** As shown on the CBM Edit Summary Report, the percentage increase or decrease of item values compared to the previous year to aid in early detection of potentially erroneously-reported data. Items identified with a "Review" message must be evaluated and updates submitted to correct where appropriate. If the absolute value of the difference between the current year and prior year item

- 1) is less than 50, a Review message is not printed
- 2) is between 50 and 10,000, a percentage change greater than 25% is identified
- 3) is between 10,000+ and 100,000, a percentage change greater than 20% is identified
- 4) is greater than 100,000, a percentage change greater than 10% is identified

If the original report has only one column the comparison data is in the adjacent column. If the original report has multiple columns the comparison data is in the next row and asterisks are printed below the column in question.

**Riders** Notes in the General Appropriation Act that provide special instructions from the Legislature.

**RN Nursing Program** A code of 'NL (Not Licensed)' to indicate the student is enrolled in a generic BSN program and is working towards his/her first RN license. (HRI CBM001)

**Room Measurement** Room dimensions are measured to the nearest tenth of a foot from interior wall surfaces to opposite interior wall surface, disregarding alcoves. Alcove dimensions are measured and reported separately; columns and projections should be ignored. See Appendix I in the *Appendices for Reporting and Procedures Manual*. An alcove is measured between its sidewall surfaces and from its back wall surface to where the plane of the primary wall surface crosses the alcove opening. The room inventory file format only allows two sets of alcoves to be reported. If there are more than two alcoves in a room, the total area must be mathematically converted into two sets of alcove dimensions. (Univ, CTC CBM011)

**Room Number** A code assigned by the institution to identify interior space of a building, usually based on the room usage, and posted to the institution's Facilities Inventory. A room use report (CBM005) is required of classes that are taught in the fall term in buildings or rooms required to be included in the institutions' Facilities Inventory. (Univ, CTC CBM005, CBM011)

**Room Type Code** Based on the room's exclusive or predominant design or use. There are major categories of room types that should encompass all space found in campus buildings. Architectural features of a room, including its structural design and utility services, are relevant to its primary use and helps determines the type of space it is. Categorizing a room type is separate from classifying a room's function or its academic discipline. Placing the focus on a room's relationship may help clarify its definition and code description. The information needed to code a room's type of space may best be obtained by visual inspection, but may also be obtained from as-built drawings. Room type codes can change when its physical characteristics

are changed or remodeled. See Appendix F in the *Appendices for Reporting and Procedures Manual*. (Univ, CTC CBM011)

**Room Usage Code** Indicates the room's actual use (General Academic Instruction, Social and Cultural Development, etc.). Usage codes, descriptions, definitions, and examples are listed in Appendix G in the *Appendices for the Reporting and Procedures Manual*. As with other room coding, use the code that closest describes the usage of the particular room. Usage may be prorated. (Univ, CTC CBM011)

**Salary** Prior to fall 2005, salary contracted for the reporting period (or .5 of a nine month salary or .375 of a twelve month salary.) As reported on the universities and health-related CBM008, salaries are broken out by source of funds: **State Appropriations, Designated, Restricted, and Auxiliary Enterprises**. All salary paid for services defined as **Overload** will appear in a separate salary field on the CBM008, regardless of the source of funds. For health-related institutions, salary is defined as the annual budgeted salary and non-fringe benefit supplements. Effective fall 2005, the two-year institutions will report an annual salary paid during the current fiscal year. On the CBM008 data summary, the breakout by salary source is based on this field, not including overload data. (CBM008)

**SAT** Scholastic Assessment Test. An examination administered by the Educational Testing Service and used to predict the facility with which an individual will progress in learning college-level academic subjects. A student who meets CB standards on designated section/s of the SAT is exempt from the requirements of the Texas Success Initiative (TSI) for the related section(s). (CBM002)

**SCANS Skills** Skills identified by the Secretary's Commission on Achieving Necessary Skills as needed by American workers for entry-level employment.

**SCH** Semester Credit Hour. A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system.

**SCH Generation of University Courses in Formula Areas** The level of semester credit hours generated in university courses is based on the level of the course and the level of the students in the course. There are five possible course levels (lower level – values 1 and 2, upper level – values 3 and 4, master's – level 5, graduate – level 6, and special professional – level 7) and five possible enrollment levels (freshmen/sophomores, junior/senior, master's/post-baccalaureate, doctoral, and special professional). (Univ CBM004)

- 1) All **lower level courses** will generate lower division semester credit hours irrespective of the level of the student.
- 2) **Upper level courses** will generate two levels of semester credit hours based on the enrollment levels: a) freshman/sophomore enrollments will generate lower division semester credit hours and b) all junior/senior/master's/doctoral/special professional enrollments will generate upper division semester credit hours.
- 3) **Master's level courses** may generate three levels of semester credit hours: a) freshman/sophomore enrollments will generate lower division semester credit hours; b) junior/senior enrollments will generate upper division semester credit hours; and c) master's/doctoral/special professional enrollments will generate master's level semester credit hours.
- 4) **Graduate level courses** may generate four levels of semester credit hours: a) freshman/sophomore enrollments will generate lower division semester credit hours; b) junior/senior

enrollments will generate upper division semester credit hours; c) master's/special-professional enrollments will generate master's level semester credit hours; and d) doctoral enrollments will generate doctoral level semester credit hours.

- 5) **Special-professional courses** will only generate special professional hours if the enrollments are master's, doctoral, and special professional. Any undergraduate enrollments are not considered in the semester credit hour calculation.

**SCH Load-Developmental Not State-Funded** Number of developmental semester credit hours for which the student is registered during the reporting period that do not qualify for state funding. (Univ CBM001, CBM0E1)

**SCH Load-Developmental State-Funded** Number of semester credit hours in developmental courses for which the student is registered during the reporting period that do qualify for state funding. (Univ CBM001, CBM0E1)

**SCH Load-Inter-institutional Not State-Funded** The number of semester credit hours in inter-institutional courses for which the student is registered during the reporting period and that do not qualify for state funding. (Univ, HRI CBM001; Univ CBM0E1)

**SCH Load-Inter-institutional State-Funded** The number of semester credit hours in inter-institutional courses for which the student is registered during the reporting period and that qualify for state funding. (Univ CBM001, CBM)E1)

**SCH Load-Not State-Funded (Undergraduate and Graduate)** The number of credit hours for which the student is registered in the reporting period that do not qualify for state funding, not including any inter-institutional or developmental SCH which have their own fields. Examples are attempted semester credit hours of an undergraduate student who has exceeded the state limit, semester credit hours of a student who has attempted the same course more than twice, semester credit hours of a student in physical education courses that are not allowed for state-funding (see **Physical Education Courses Funding Limit**) and semester credit hours of a student in Military Science or religion courses. Not required for Medical and Dental students. (Univ, HRI CBM001; Univ CBM0E1)

**SCH Load-State-Funded** Number of semester credit hours for which the student is registered during the reporting period that do qualify for state funding. Excluded are all developmental semester credit hours, semester credit hours in excess of state limits, and inter-institutional semester credit hours. (Univ, HRI CBM001; Univ CBM0E1)

**SCH of Undergraduate Degree Program** The number of semester credit hours required to be earned in order for a student to receive a baccalaureate degree in the specified program. (Univ, HRI CBM001; Univ CBM0E1)

**SCH Overview (CBM001)** This is a list of all semester credit hour fields on the University, Health-Related, and Community, Technical, and State Colleges' CBM001 and CBM0E1 reports. The definition of each specific item can be found under its own item name.

*Universities:*

- 1) Semester Credit Hour Load, Current Registration (Off-Campus)
- 2) Semester Credit Hour Load, Current Registration (On-Campus)
- 3) Semester Credit Hours of Students Enrolled in Dual Credit Courses
- 4) SCH Load-Developmental State-Funded



- 5) SCH Load-Developmental Not State-Funded
- 6) SCH Load-Inter-Institutional Not State-Funded
- 7) SCH-Inter-Institutional State-Funded
- 8) SCH Load-Not State-Funded
- 9) SCH Load-State-Funded
- 10) SCH of Undergraduate Degree Program
- 11) Doctoral Semester Credit Hours Funded
- 12) Graduate Semester Credit Hours of Seniors

*Health-Related:*

- 1) Inter-Institution SCH Load
- 2) Semester Credit Hour Load, Current Registration
- 3) Semester Credit Hour Load, Remote Site
- 4) SCH of Undergraduate Degree Program
- 5) SCH Load Not State-Funded
- 6) SCH Load Inter-Institutional Not State-Funded
- 7) SCH Load State-Funded

*Community, Technical, and State Colleges:*

- 1) Semester Credit Hour Load in Academic Courses which is not Affected by the Undergraduate Limit
- 2) Semester Credit Hours-Developmental Education in Excess of State Limit
- 3) Semester Credit Hours in Academic Courses which are Affected by the Undergraduate Limit
- 4) Semester Credit Hours in Developmental Education Courses
- 5) Semester Credit Hours of Students Enrolled in Dual Credit Courses
- 6) Total Semester Credit Hours in Technical Courses
- 7) Semester Credit Hours Technical – Not State-Funded
- 8) Semester Credit Hours Academic – Not State-Funded

**School or College** A six-digit code that identifies the specific school or college in which the student is enrolled and is to be funded. The student records for all components of the health-related institution will be submitted as one report under the FICE code of the health science center. (HRI CBM001, CBM008, CBM009)

**Second Year Student** See **Sophomore**. Also used on the Health-Related CBM001 in reference to a student in the second year at a medical or dental school. (CBM001)

**Secondary Usage/CIP Percent** The percentage that applies to the secondary CIP code. Where a room serves several purposes or users, the institution may prorate its use. (Univ, CTC CBM011)

**Secondary Use Usage Code** Functional category codes are program-oriented codes that profile the actual use/function of a room and help determine its type of space. Classification often is determined by the program's funding: state, auxiliary, federal, or private; and it is often determined by whom the program serves. As with the use of all codes in this manual, the inventory specialist must choose the best code according to all relevant alternatives. Note that this code may be prorated to reflect more than one use/function. See Appendix G in the *Appendices for Reporting and Procedures Manual* and the primary usage code definition. (Univ, CTC CBM011)

**Secure File Transfer Protocol (SFTP)** State and Federal security requirements mandate that confidential data be transferred electronically using a secure process. The Coordinating Board requires and distributes reports with the Secure Shell (SSH) and Secure FTP (SFTP) combination. SFTP provides a secure channel for file transfer from mainframes or PCs to an SFTP server at the THECB. Detail instructions on how to use SFTP can be found at the following link: <http://www.thecb.state.tx.us/Reports/DOC/0702.DOC>.

**Self-Supporting Courses and Programs** Academic credit courses and programs (formerly defined as extension courses or programs) whose semester credit hours are not submitted for formula funding. (Univ CBM00X)

**Semester** A fall or spring semester shall normally include at least 15 weeks for instruction and one week for final examination, or a total of 16 weeks of instruction and examination combined. Each of the two summer terms shall include no less than 5½ calendar weeks, including registration, instruction, and final examinations.

**Semester Credit Hour (SCH)** A unit of measure of instruction consisting of 60 minutes, of which 50 minutes must be direct instruction, over a 15-week period in a semester system.

**Semester Credit Hour Load, Current Registration** The number of semester credit hours for which the student is registered in the term being reported. Semester credit hours attempted in FE classes (courses that begin after the census date of the prior term) are reported in a separate record and a "1" coded in Flexible Entry item. Other than the FE SCH, this field contains all the semester credit hours attempted by the student during the reporting period. NOTE: Unlike the university CBM001, which breaks out the SCH load in current registration by on and off-campus, the health institutions include both on and off-campus semester credit hours in one item. (HRI CBM001)

**Semester Credit Hour Load, Current Registration (Off-Campus)** The number of off-campus semester credit hours, including non-state-funded semester credit hours, for which the student is registered in the reporting period. These hours plus Semester Credit Hour Load, Current Registration (On-campus) is the sum of all non-Flexible Entry SCH the student attempted during the reporting period. Semester credit hours attempted in FE classes (courses that begin after the census date of the prior term) are reported in a separate record and a "1" coded in the Flexible Entry item. (Univ CBM001, CBM0E1)

**Semester Credit Hour Load, Current Registration (On-Campus)** The number of on-campus semester credit hours, including non-state-funded semester credit hours, for which the student is registered in the reporting period. These hours plus Semester Credit Hour Load, Current Registration (Off-campus) is the sum of all non-Flexible Entry SCH the student attempted during the reporting period. Semester credit hours attempted in FE classes (courses that begin after the census date of the prior term) are reported in a separate record and a "1" coded in the Flexible Entry item. (Univ CBM001, CBM0E1)

**Semester Credit Hour Load, Remote Site** The number of semester credit hours for which the student is registered during the reporting period at an approved remote teaching site. These hours are also included in Semester Credit Hour Load, Current Registration. (HRI CBM001)

**Semester Credit Hour Load in Academic Courses which is not Affected by the Undergraduate Limit** The number of semester credit hours attempted in academic courses if

the student is not affected by the undergraduate SCH limit. Examples are semester credit hours of students who pay the non-resident tuition rate and academic students who enrolled as undergraduates in an institution of higher education prior to the 1999 fall semester. Not included are developmental semester credit hours or flexible entry semester credit hours if this is not an FE record. (CTC CBM001, CBM0E1)

**Semester Credit Hour Value** A unit of value indicating the number of hours (or equivalency) of instruction per week for a course for a school term. This is the number of semester credit hours (SCH) for which the class is actually taught. It may be less but not more than the total for which it is approved on the course inventory. (Univ, CTC CBM004, CBM00S)

**Semester Credit Hours Academic – Not State-Funded** Semester credit hours of students enrolled in academic courses which are not allowed to be reported for funding. (CTC CBM001, CBM0E1)

**Semester Credit Hours-Developmental Education in Excess of State Limit** The number of semester credit hours which exceeds the state limit of 27 semester credit hours (CB Rules Chapter 13 Subchapter F Section 13.107). See the *Community College General Academic Course Guide Manual* for a list of courses that are subject to this limit. (CTC CBM001, CBM0E1)

**Semester Credit Hours in Academic Courses Which are Affected by the Undergraduate Limit** The number of semester credit hours attempted in academic courses that apply to an associate or current baccalaureate degree at an institution of higher education and from which the college receives state funding. Not included are academic semester credit hours if the student pays the non-resident tuition rate. This item applies to students who initially enrolled as undergraduates in an institution of higher education in the 1999 fall semester or in a subsequent term. (CTC CBM001, CBM0E1)

**Semester Credit Hours in Developmental Education Courses** The number of attempted semester credit hours in developmental education courses by the student at the current institution during the term reported, not including the semester credit hours attempted that exceed the state-mandated funding limit. (CTC CBM001, CBM0E1)

**Semester Credit Hours of Students Enrolled in Dual Credit Courses** Credit hours for which a student receives simultaneous academic credit for the course from both an institution of higher education and a high school under CB Rule 4.81 - 4.85 of this title (relating to Dual Credit Partnerships Between Secondary Schools and Texas Public Colleges). These credit hours also are reported in the following: SCH in Academic Courses of Students Affected by the UG Limit, SCH in Academic courses of Students Who Are Not Affected by the UG Limit, and Total SCH in Technical Courses as appropriate. (CTC CBM001, CBM0E1)

**Semester Credit Hours Technical – Not State-Funded** Semester credit hours of students enrolled in technical courses which are not allowed to be reported for funding. An example are the hours of a student who has attempted the same course for a third or more times. (CTC CBM001, CBM0E1)

**Seminar** An activity in which a group of students engage in research or advanced study and meets under the general direction of one or more faculty members for a discussion of problems of mutual interest. (Univ CBM004, CBM00S)

**Senior** A student who has completed at least 90 semester credit hours in a 120 credit program. (Univ, HRI, ICU CBM001; Univ CBM00S, CBM0E1)

**Service Area** The geographical area, or target market, for educational delivery by community/junior colleges as defined in the Texas Education Code, Chapter 130, Subchapter J.

**Short Course Title** An abbreviated title of each course which adjusts the title to include not more than a total of 30 characters (letters, symbols, spaces, and punctuation). (Univ CBM003)

**Single Parent** A field indicating the student is a single parent. It will have a value of '8' or blank if not applicable. This may be self-reported data. However, students who receive special federally funded or state funded assistance (such as referrals from the Texas Department of Human Services or the Texas Department of Health) because they are single parents may also be reported in this category. Assistance may include child care assistance or child care fee waivers. (CTC CBM001, CBM00A, CBM0E1)

**Skill Standard** A standard that specifies the level of knowledge and competence required to successfully perform work-related functions within an occupational cluster.

**Small Class** Undergraduate level organized classes with less than 10 registrations and graduate level classes with less than five registrations. Any composite or cross-listed section having both undergraduate and graduate level courses will be treated as if it were an undergraduate class and will be defined as a small class if there are less than ten total registrants in the class.

**Sophomore** A student who has completed the equivalent of one year of undergraduate work; that is, at least 30 semester hours but less than 60 semester hours in a 120-hour program. (CBM001; Univ, CTC CBM00S, CBM0E1)

**Southern Association of Colleges and Schools (SACS)** The regional organization that accredits postsecondary educational institutions in Texas.

**Southern Regional Education Board (SREB)** A consortium of 17 southeastern states, including Texas, with offices in Atlanta.

**Space Deficit** The shortage of available space when compared to predicted assignable educational and general space as calculated by factors in the Coordinating Board Space Projection Model.

**Space Projection Model** A planning tool, adopted by the Coordinating Board, for public universities, technical colleges, and health-related institutions that predicts how much assignable educational and general space is required to fulfill an institution's mission for teaching, research, and public service.

**Space Projections** Predictions of needed assignable educational and general square feet calculated from factors in the Coordinating Board Space Projection Model.

**Space Surplus** The amount of actual educational and general space which exceeds the predicted amount of space as forecast by the Coordinating Board Space Projection Model.

**Special Approval or Unique Need Inventory** An inventory of special approval or unique need courses. If a community or technical college wishes to offer a course not generically approved in the *Academic Course Guide Manual*, or for more credit or contact hours than listed in the ACGM, it must request approval for such courses on the basis of unique need. (CTC CBM004, CBM00S)

**Special Doctoral Record** Semester credit hours attempted in a doctoral-level course funded at the doctoral rate by a doctoral student and reported by funding area. If a student generates semester credit hours in more than one funding area, a special doctoral record must be created for each funding area after the first one. The special records will be distinguished by “3” in the **Flexible Entry** item. See **Doctoral Funding Limit** for a description of the regulations that necessitate such records and **Doctoral Semester Credit Hours** for more discussion of these records. (Univ CBM001, CBM0E1)

**Special Purpose Campus** A major, secondary location of an institution offering programs related to specific and limited field(s) of study, usually with its own administrative structure and usually headed by a Dean. Regional Academic Health Centers are considered special-purpose campuses. Special Purpose Campuses must be established by the Legislature or approved by the Coordinating Board. (HRI CBM001)

**Special Topics Course** A *Workforce Education Course Manual* course that should be used only when course content does not exist in any other *WECM* course. The Special Topics course is intended for temporary use or transitional content. Such a course expires after three years.

**Specialist Degree** A degree program awarded for study beyond the master’s degree but below the doctorate that typically requires 60-70 semester credit hours beyond a bachelor’s degree (or about 30 beyond a master’s degree). It is designed as a terminal degree and reported at the master’s level. (Univ CBM009)

**Specialty** Area or discipline pursued in residency training. Distinctions exist between medical (non-invasive) and surgical (invasive) specialties, as well as primary care (i.e., family practice, internal medicine, pediatrics) and subspecialty training (i.e., dermatology, ophthalmology, cardiology, etc.). (HRI CBM00R)

**Start Time** Time of day that a class starts based on the 24 hour clock. (Univ, CTC CBM005)

**State Appropriations** A source of salary funds that includes all funds from state appropriations including special items, whether funded by general revenue or other educational and general income. (Univ, HRI CBM008)

**Status of Continuing Education Student** A code of “0” that indicates the student is a continuing education student. (CTC CBM00A)

**Student-Faculty Ratio** Determined using a formula by dividing student FTE by faculty FTE of the same level.

**Student Financial Aid** Funds from various sources awarded to students, generally on the basis of merit or need, to help defray the cost of living, tuition, and other expenses while attending an institution of higher education. Such funds may be in the form of scholarships, grants, loans, or student employment.

**Student ID** Student Identification Number. The number used by the institution to identify its students. The number will usually be a Social Security Number but in some cases (foreign nationals, etc.) the institution will create a number. These numbers should not have alphabetic characters in them. (CBM001, CBM002, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00S, CBM00X, CBM00E1)

**Student Intent** A code to identify the primary reason the student is attending college. This item is solely student-declared beginning in fall 2001. (CTC, CSC CBM001; CTC CBM0E1)

**Student Station Capacity** The number of occupants the space is designed to accommodate (desks, table spaces with chairs, etc.) in a room at the beginning of a semester by actual count. Since the inventory is changed continuously by institutional reporting, room capacity must be changed when the number of stations in a room is altered. (Univ, CTC CBM011)

**Study-Abroad Courses** Off-campus, academic credit instruction which is delivered outside the United States primarily to regular on-campus students.

**Study-in-American Courses** Off-campus, academic credit instruction which is delivered outside Texas but in the United States primarily to regular on-campus students.

**Supply/Demand Pathway (SDP)** A developmental approach to providing access which allows for the gradual increase of resources as demand grows, operating under the principle of avoiding over-commitment as well as under-commitment of state resources.

**TAAS** Texas Assessment of Academic Skills. An exam which was administered to Texas public school students between 1990 and 2002. For a period of three years from the date of testing, a student who tested and performed on the Exit-Level TAAS with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test, and 89 on the reading test was exempt from the assessments required under the TASP and TSI programs. (CBM002)

**TAKS** Texas Assessment of Knowledge and Skills. An exam administered to public school students in Texas designed to help students meet the state's curriculum standards, known as Texas Essential Knowledge and Skills (TEKS). The TAKS replaced the Texas Assessment of Academic Skills (TAAS) in spring of 2003. For a period of three years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level TAKS with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the assessment required under TSI for those corresponding sections. (CBM002)

**TASP** Texas Academic Skills Program. A program which was replaced by the Texas Success Initiative in fall 2003. It included an examination to assess each student's reading, writing, and mathematics skills to determine whether the student was prepared to complete successfully college level course work. The program required institutions to provide developmental courses to prepare students to complete such course work. (CBM002)

**Teaching Assistant** A graduate student who is teaching and/or assists a faculty member in teaching a class or laboratory (excluded are those who only serve as graders). (CBM008)

**Teaching Hospitals** Any hospital, institution, or organization that provides an accredited program of graduate medical education.

**Teaching Load Credit (TLC)** That part of a faculty member's workload that is devoted to a class section. T.E.C. Section 51.402(b) requires each university to adopt rules concerning faculty academic workloads and recognizes that important elements of the workload include classroom teaching, basic and applied research, and professional development. The workload rules and regulations of each institution shall be included in their operation budget that is reported to the Coordinating Board. An institution may have different schedules for non-tenure-track and tenure-track faculty as well as for full-time and part-time faculty and it may vary by department, but it should be at least roughly equivalent throughout the university. An example of a normal workload of a full-time, non-tenure-track faculty may be 12 semester credit hours and for a full-time, tenure-track faculty may be 9 semester credit hours for a long term. Adjustments to workload credits may be allowed for various instructionally-related assignments, such as supervision of activity and performance courses, supervision of theses and dissertations, and supervision of student teaching, practica, and internships. Teaching of large classes that involve supervision and coordination of teaching assistants, graders, or of multiple laboratory sections may generate a workload adjustment. Also the development of new degree programs or conducting major curriculum revisions may generate workload equivalencies. Each institution has an established workload policy. (Univ CBM004, CBM008)

**Technical Course** Workforce education courses for which semester credit hours are awarded. (CTC CBM004, CBM00S)

**Technical Course Inventory** See *Workforce Education Course Manual*.

**Technical Program Clearinghouse Inventory** See *Workforce Program Clearinghouse Inventory*.

**Tech-Prep** A program of study that (a) combines at least two years of secondary education (as determined under State law) and two years of postsecondary education in a non-duplicative sequential course of study; (b) strengthens the applied academic component of vocational and technical education through the integration of academic, and vocational and technical, instruction; (c) provides technical preparation in an area such as engineering technology, applied science, a mechanical, industrial, or practical art or trade, agriculture, a health occupation, business, or applied economics; (d) builds student competence in mathematics, science, and communications (including through applied academics) in a coherent sequence of courses; and (e) leads to an associate degree or a certificate in a specific career field, and to high skill, high wage employment, or further education. (CTC CBM001, CBM009, CBM0E1)

**Tenure** Defined as the status of a personnel position, or a person occupying a position or occupation, with respect to permanence of the position. It is the academic tradition of guaranteeing continuing employment to faculty members who have demonstrated a high level of performance in the areas of research, teaching, and service. Tenure decisions are usually made for tenure-track faculty in the fifth year of employment. The data summary of 'tenure' on the **CBM008** edit is based on this field, not including "Flexible Entry only" records. A similar tenure item is on the university class report, **CBM004**, since the faculty report is not reported early enough in the funding terms of an appropriation year to be used to determine how many undergraduate classes are taught by tenure or tenure-track faculty. Certain faculty reported with no tenure, but who have special qualifications, are identified on the class report so they may be

used in the undergraduate semester credit hours taught computation if approved by the legislature. The additional categories are faculty with a terminal degree in the discipline, faculty with appropriate professional certification, and faculty who have extensive and recognized accomplishment in a field. (Univ CBM004; Univ, HRI CBM008)

**Tenure Track** Positions that lead to consideration for tenure. (Univ CBM004; Univ, HRI CBM008)

**Term Sought** The expected term of entry for which the student seeks admission (fall or summer). (Univ CBM00B)

**Texas Academic Skills Program (TASP)** Replaced by the Texas Success Initiative (TSI) in 2003. It was established in 1989 as a legislatively mandated effort to identify students with inadequate academic skills and to provide them with help in attaining those skills so that they will succeed in Texas public higher education.

**Texas Common Course Numbering System (TCCNS)** A common system of four-letter prefixes and four-digit numbers for freshman- and sophomore-level academic courses offered in Texas public community and technical colleges. Originally developed as a joint project by the Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) and the Gulf Coast Consortium of Community and Technical Colleges, the system has been voluntarily implemented across the state of Texas in an effort by colleges to facilitate the successful transfer of courses taken by students from one college to another. These courses form the basis for the Lower Division Academic Course Guide manual. (Univ CBM003)

**Texas Education Code (TEC)** Statutes of the State of Texas dealing with education. In general, the statutes dealing with higher education are within Title III of the code.

**Texas Essential Knowledge and Skills (TEKS)** The curriculum approved by the State Board of Education for all public schools in Texas. It includes a mandated curriculum of English language arts/reading, science, social studies, and math, as well as guidelines for other curricula.

**Texas Higher Education Coordinating Board Rules and Regulations** The policies and procedures which regulate the operation of public higher education institutions within the state of Texas. These rules and regulations may be accessed electronically via the Coordinating Board's website at [www.thecb.state.tx.us](http://www.thecb.state.tx.us).

**Texas Success Initiative (TSI)** A legislatively mandated program effective September 1, 2003. The TSI, which replaced the Texas Academic Skills Program (TASP), gives more flexibility to public higher education institutions in their efforts to ensure that students have the academic skills they need to succeed in higher education. The TSI requires testing of students' academic skills upon entry into public higher education and appropriate counseling, advice, and opportunities -- such as developmental education courses or non-course-based education (computer-based instruction or tutoring, for example) -- for improving those skills. Each college or university is responsible for determining when students have the appropriate skills to succeed in college.

**THEA** Texas Higher Education Assessment (formerly TASP Test). An academic skills assessment instrument approved by the Board and offered by Evaluation Systems, Pearson.



**THEA Scores Database** A database that contains THEA scores which are provided to the CB by Evaluation Systems, Pearson after each test occasion.

**Third Year Student** See **Junior**. It is also used to refer to a student in the third year of medical or dental school. (Univ, HRI, ICU CBM001; Univ CBM00S, CBM0E1)

**TLC** Teaching Load Credit. Reflects the part of a faculty member's workload that is devoted to one class section. It is reported with 1 decimal position so that .55 has to be rounded to one position (either 005 or 006 based on your rounding methodology). A value of 1.1 is reported as 011 and .055 becomes 001. See **Teaching Load Credit**. (Univ CBM004, CBM008)

**Total Semester Credit Hours in Technical Courses** The total number of semester credit hours attempted in technical courses. (CTC CBM001, CBM0E1)

**Transfer Student** A student entering the reporting institution for the first time and who is known to have previously attended another institution at the same level (e.g., undergraduate to undergraduate, graduate to graduate; not undergraduate to graduate). This does not include an institution's own graduates who enter for further education. (Univ, HRI, CTC CBM001)

**Transfer Student or First-Time-in-College** A **FICE** code in this field represents the higher education institution from which the student transferred. The CBM001 data summary category 'First-Time Students' is based on this field. The FICE code is entered only the first semester that the student is reported after he/she transfers. A first-time-entering student is coded with '000001'. (CBM001; Univ, CTC CBM00E1)

**TSI** See **Texas Success Initiative**.

**TSI Exemption/Waived Status** On the CBM002, used to reflect exemptions that are not permanent if the student's status changes. CB Rules Chapter 4, Subchapter C, article 4.54 provide current TSI exemptions. (CBM002)

**TSI-Exemption/Waiver Status (Math, Writing, Reading)** The categories are defined in CB Rule §4.54 Exemptions/Exceptions. (CBM002)

(a) The following students shall be exempt from the requirements of this title:

- (1) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
  - (A) ACT: composite score of 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt for those corresponding sections;
  - (B) Scholastic Assessment Test (SAT): a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt for those corresponding sections; or
- (2) For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
- (3) For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection

score of at least 3, shall be exempt from the assessment required under this title for those corresponding sections.

- (4) A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
  - (5) A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.
  - (6) A student who has previously attended any institution and has been determined to have met readiness standards by that institution.
  - (7) A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
  - (8) A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
  - (9) A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- (b) An institution may exempt a non-degree-seeking or non-certificate-seeking student.

**TSI Minimum Passing Standards** The minimum scores which must be attained by a student in reading, writing, and mathematics that indicates the student's readiness to enroll in freshman-level academic coursework. (CBM002)

**TSI-waived** Some TSI exemptions/exceptions are not considered permanent because the exempt status only applies to the student while the student meets the qualifications for exemption, including certificate programs that are not subject to state mandated assessment and remediation requirements, students who have met the testing standards to take dual credit courses (see §4.85), and certain students who are currently in the United States military. (CBM002)

**Tuition and Fees (Revenues)** The amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit. Required fees are those fixed sums charged to students for items not covered by tuition and are required of such a large proportion of all students that the student who does not pay the charge is an exception. The base tuition charge should be assessed only once during each term, regardless of the length of the term, or the begin date of the class.

**Tuition Exemption/Waiver Code** The code identifying the tuition exemption or tuition waiver category. If the exemption is not one based on certain veterans, dependents, etc. of Armed Forces of the United States or a waiver of application of resident rather than nonresident tuition to military personnel and dependents, the field will be blank. (Univ, HRI, CTC CBM001; Univ, CTC CBM0E1)

**Tuition Status** Tuition rate. This should reflect the legal status of the student, e.g., if the student is paying the resident rate tuition (or 'in-district' rate at a community college) because he

has received a waiver, he would be coded in the 'waiver' category rather than the 'resident' category for this field. (Univ, HRI, CTC CBM001; Univ, CTC CBM0E1)

**Tuition Status of CEU Students** Indicates whether the courses in which the student is enrolled are offered in the fulfillment of a contractual agreement between the institution and an external entity. (CTC CBM00A)

**Type Code** Use the building type code that represents the purpose-function category that best describes its primary use. See Appendix H in the *Appendices for Reporting and Procedures Manual*. (Univ, CTC CBM014)

**Type Major** Indicates the primary program of study as academic, technical, or Tech-Prep. On the community college CBM001, the Tech-Prep declared major definition requires that the students must declare themselves as specific Tech-Prep majors who have matriculated from a high school Tech-Prep program; course enrollment alone in Tech-Prep courses is not sufficient to identify students as Tech-Prep majors. On the CBM00A, a Tech-Prep major has precedence over a Technical major, which has precedence over a Continuing Education Focus. (CTC CBM001, CBM00A, CBM0E1)

**Type of Instruction** The principal method (structure) that instruction is provided to the students of the class, e.g., lecture, lab, independent study, etc. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Unassigned Space** The sum of building custodial service and mechanical areas, all of which are not assigned directly to support programs. Public restrooms, shell space, or space mothballed/ permanently incapable of use is also unassigned space. Unassigned space is determined by room type and room use data fields.

*Building Service Area* – Space used for the protection, care, and maintenance of a building.

*Circulation Area* – Non-assignable hallway or stairwell space.

*Inactive Area* – Space in a building that once was assignable but is permanently no longer in use.

*Mechanical Area* – A portion of the facility's space that is designed to house mechanical equipment, utility services, and shaft areas.

*Public Restrooms* – Restrooms that are accessible to the public. Private restrooms are service areas.

*Shell Space* – Unfinished space designed to be converted into usable space at a later date.

**Unclassified Student** A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. This could include a transfer student whose earned credits have not been determined at the time of the fall report. (CTC CBM001, CBM0E1)

**Undergraduate** A student enrolled in a four- or five-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate. (CBM001)

**Undergraduate Funding Limitation** A Legislative limit placed on the number of undergraduate semester credit hours that an undergraduate may attempt and which the state will use in allocating appropriations to an institution. The limit is 45 hours over and above the number of hours in the student's degree program for students who initially entered a higher education institution in Fall 1999 or a subsequent semester. Students initially enrolling in college in Fall

2006 and later are limited to 30 hours over and beyond their program of study. All students paying the resident rate are subject to the limit even if paying resident rate via an exemption. All state-funded semester credit hours apply to the limit even if the semester credit hours do not apply to the degree. (Univ, CTC CBM004, CBM00S)

**Undersized Class** An undergraduate class with fewer than 10 students or a graduate class with fewer than five students. **See Small Class.**

**Unduplicated Headcount** The sum of students enrolled with each student counted only once during the reporting period, regardless of when the student enrolled.

**Unique Need Course** An academic course approved for a specific college or university and designed to transfer into a baccalaureate program.

**Unique Need Inventory** See **Special Approval or Unique Need Inventory.**

**United States Medical Graduate (USMG)** A graduate of a U.S. medical school which is accredited by the Liaison Committee on Medical Education or the American Osteopathic Association.

**University System Center (USC)** A higher education center administered by a university system or individual institution in a system. It has minimal administration and locally provided facilities. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

**Untaught Course List** A list of courses from the CB-approved course file which have not been taught for the past four consecutive years. Unless justified, these course will be deleted from the inventory. (Univ CBM003)

**Upper Division Course** Course offerings at a level of comprehension usually associated with junior and senior students. (Univ CBM003)

**Upper Division Student** An undergraduate student who either has earned more than 60 semester credit hours, has an Associate of Arts degree, or is working toward a Baccalaureate degree. (Univ CBM004, CBM00S)

**Upper-Level Center** A center offering junior, senior, and certain graduate level courses in programs approved by the CB.

**Upper-Level Enrollment Affected by Undergraduate State Funding Limit** Those students who paid resident tuition during the reporting period, are at the upper division level, and who enrolled in higher education for the first time in fall 1999 or later. These students are subject to the limitation established by SB 345. See **Undergraduate Funding Limit.** (Univ CBM004, CBM00S)

**Virtual College of Texas** A consortium of all accredited, public Texas community and technical colleges. It includes the 50 community college districts and the four colleges of the Texas State Technical College system. The mission of VCT is to provide distance learning access to all Texans wherever they may live, regardless of geographic, distance, or time constraints. The reporting of such a class is a hybrid of instructional telecommunications and an inter-institutional class. This sharing makes it possible for students to enroll in a local (host) college for courses

provided by other colleges throughout Texas, while receiving support services from the local institution. (CTC CBM004, CBM00S)

**Vocational Courses or Programs** Workforce education courses or programs for which continuing education units (CEUs) are awarded.

**Waiver** Allows a student to pay a lesser rate of tuition than he would normally pay. Waivers usually refer to tuition alone, rather than tuition and fees. (CBM001; Univ, CTC CBM0E1)

**White** A race of a person having origins in any of the original peoples of Europe, the Middle East or North Africa. (CBM001, CBM002, CBM008, CBM009, CBM00A, CBM00B, CBM00M, CBM00R, CBM00X, CBM0E1)

**Workforce Continuing Education Course** A course of ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction, as outlined in the Guidelines for Instructional Programs in Workforce Education, with an occupationally-specific objective and supported by state appropriations. Workforce continuing education courses are offered by community and technical colleges and differ from a community service course, which is not eligible for state reimbursement and is offered for recreational or avocational purposes.

**Workforce Education** In reference to programs offered primarily by community and technical colleges, technical courses and programs for which semester hours are awarded and vocational courses and programs for which continuing education units are awarded. Workforce education courses and programs prepare students for immediate employment or job upgrade within specific occupational categories.

**Workforce Education Course Manual (WECM)** The Coordinating Board's official statewide inventory of workforce education courses (Technical Course Inventory) for public two-year colleges. Courses appearing on the CBM00C must also appear on this inventory.

**Workforce Program Clearinghouse Inventory** Formerly called the Technical Program Clearinghouse Inventory. A listing of all technical awards (AAS, AAA, and certificates) maintained by the Coordinating Board.

**Year** Reporting year. The four digits of the calendar year in which the semester occurs. (All CBM reports)

**Zip Code Where Classes Taught** The zip code (or three-digit state or foreign country code where applicable) of the location identified in the Location Code field. (Univ, CTC CBM004, CBM00S; CTC CBM00C)

### Key to Abbreviations in this Glossary:

Univ – Public universities  
CTC – Community, technical, and state colleges  
HRI – Health-related institutions  
ICU – Independent colleges and universities  
CSC – Career schools and colleges