

Glossary and Sources of Information



Glossary of Terms

Academic Senate—The Academic Senate of the California State University consists of fifty-one faculty members elected by their colleagues at the twenty-two individual universities comprising the California State University system. The Senate, founded in 1963, recommends academic policies to the Board of Trustees and the chancellor.

Academic Year—An annual period beginning with the fall term and ending with the spring term. Summer Quarters and Sessions are not included in the Academic Year.

Admission Basis—A coding methodology that identifies how a student was first admitted to a CSU campus. The admission basis for undergraduates will be the original basis for admission in a regular session and will not change as long as the student is an undergraduate at that campus. When a student becomes a CSU postbaccalaureate or graduate student, the admission basis is changed.

Admissions/Admits:

Regular—A category used for first-time freshmen and undergraduate transfers who are eligible under regular admissions rules.

Exceptional—Campuses are allowed to admit students who are not otherwise eligible provided that the number of special admits does not exceed 8 percent of all undergraduates who enrolled during the previous year. This category could refer to students with special talents such as athletic or musical abilities. Disadvantaged students also qualify as special admits.

Other—A category of students not regularly eligible under current CSU admissions requirements. Examples include adult students and full-time permanent or probationary employees; students admitted in pilot programs; eligible veterans; and students determined to be eligible on the basis of the high school proficiency examination.

Annual FTE—A measurement of full-time equivalent students, which is equal to 30 semester units or 45 quarter units. Annual FTE for the college year provides the base for the total support budget and is equal to the academic year plus the annual FTE for the summer quarter for campuses on year-round operations.

Applications:

Accommodated—An applicant who is accepted for admission evaluation or an applicant who submits a completed application within the application filing period.

Denied Eligible—An applicant who is CSU eligible, but whose application has been denied. The applicant may or may not have been redirected to another CSU campus.

Denied Ineligible—An applicant who does not meet the CSU requirements for admission.

Incomplete—An accommodated application that does not contain complete admission file information. For example, an application does not contain a high school transcript.

Multiple—Separate applications filed at more than one CSU campus.

Unaccommodated—An applicant whose application was not accepted for evaluation (usually due to incorrect filing, such as an application not accompanied by fee payment or submitted after the application filing period). This applicant is not classified as denied.

Unduplicated Application Count—Derived by counting multiple applications from individuals to CSU campuses within a given term only once. When an applicant is admitted to one campus and not to another, the applicant record at the campus of admission takes precedence.

Redirected—An application that was forwarded to another CSU campus either with or without evaluation.

Assistant Professor—Probationary faculty member. A faculty member's first rung on the tenure-track ladder. Includes faculty appointed as Lecturer B.

Associate Professor—Tenured faculty member. Includes faculty appointed as Lecturer C.

Average Number of CSU Campuses to which an Individual Applied—Derived by dividing the number of applications received by the number of unduplicated applications received. The number of unduplicated applications is derived by counting multiple applications from individuals to CSU campuses within a given term only once.

Auxiliary Organizations—Separate legal entities authorized in the Education Code to provide essential services to students and employees. They operate in association with the campuses and are permitted to perform functions that contribute to the educational mission of the campus. Examples are associated student organizations, special education projects, student union operations and commercial operations, which include bookstores and food services.

Board of Trustees—The 25-member body (24 voting, one nonvoting) that sets policy for the California State University. Sixteen members are appointed by the governor. Five members are ex officio and include the governor, lieutenant governor, state superintendent of public instruction, speaker of the Assembly and CSU chancellor. The governor appoints a faculty trustee from nominees proposed by the Statewide Academic Senate. The alumni trustee is appointed by the CSU Alumni Council. The two student trustees are appointed by the governor from nominees proposed by the California State Student Association. These student trustees serve staggered two-year terms. One student trustee has full voting powers; the second, nonvoting student trustee succeeds to the voting position upon the expiration of the term of the first.

Census Date—The day official enrollment is taken for the CSU. It is the close of the third week of classes at quarter campuses and the close of the fourth week at semester campuses.

Chancellor—The chief executive officer of the California State University who is responsible for the overall administration of the 22-campus system. The chancellor is appointed by the CSU Board of Trustees and serves at the pleasure of the board.

Glossary of Terms (continued)

Citizenship and Residence:

Aliens — Persons who are not citizens of the United States. They may, however, establish residence unless precluded by the Immigration and Nationality Act.

Foreign Student — A student who is a citizen of a foreign country and who pays nonresident fees.

Nonresidents — Persons who do not have residence in California for more than one year immediately preceding the residence determination date. Nonresidents can be from another state or country.

Noncitizens — Persons who are not citizens of the United States. Noncitizens may be immigrants who have established residency and may then pay resident fees.

Refugees — Aliens who are outside their country of nationality due to persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group or political opinion. Aliens who have been granted asylum status can establish residency in the United States.

Residents, Permanent — Persons who must establish and maintain permanent residence in California at least one year prior to the determination date to be classified as California residents.

Visa Student — A foreign student who has a permit to be in this country on a temporary basis, usually to attend college. Examples of visas that students are permitted to hold are “F” and “J” visas.

Credit Unit — A measure describing coursework at institutions of higher learning. The term unit means a semester unit. Semester units may be converted to quarter units by multiplying by a factor of 1.5.

Clerical & Secretarial — Includes department secretaries, payroll, receiving, accounting clerks.

College Year — The complete academic year — fall through spring for semester campuses. Summer, fall, winter and spring for quarter campuses. Summer begins the college year.

Comprehensive Universities — The CSU campuses are comprehensive universities. They offer diverse postbaccalaureate programs but do not engage in significant doctoral granting programs.

Community College — Educational institution that offers an associate of arts degree, which is a two-year, lower division degree. It offers courses for transfer to senior institutions and vocational programs.

Continuation Rate — The proportion of entering first-time freshmen who have not earned a degree after a specified number of years as an undergraduate but are still enrolled.

Continuing Education — Courses that are offered outside of the traditional degree programs. These programs are self-supporting. Also called Extended Education.

Course Level:

Lower Division — Traditionally the first two years of undergraduate study and primarily consisting of general education courses and introductory courses in major fields of study.

Upper Division — Traditionally covers the last two years of undergraduate study and primarily consists of advanced courses in a student’s major field of study.

Graduate — Consists primarily of work taken at a postbaccalaureate level concentrating on the acquisition of a master’s degree.

Degrees:

Bachelor’s — An undergraduate degree granted for the completion of an undergraduate major program of study.

Master’s — An earned degree carrying the title of Master requiring the student to complete a study program beyond the bachelor’s degree. There are several kinds, including Master of Arts (M.A.), Master of Science (M.S.) or a professionally oriented program such as a Master of Business Administration (M.B.A.).

Doctorate — An earned degree carrying the title Doctor. The Doctor of Philosophy (Ph.D.) is the highest academic degree and requires mastery within a selected field. The CSU offers participation in joint doctoral programs.

Degree Program Level — Classification by the level of program rather than by the level of student. Primarily, this effects postbaccalaureate students who are seeking a second Bachelor’s degree, since they are recorded in the undergraduate program level.

Disabled Student Services/Programs — Organized programs and services for disabled students at the CSU campuses. Services are provided for students with visual, communication and mobility limitation, as well as for deaf and learning disabled students.

Disciplines — Major fields of study, such as agriculture, fine arts, education, engineering or psychology.

Education Credentials:

Single Subject — A basic teaching credential regulated by the state Legislature and administered by the Commission on Teacher Credentialing. Authorizes the holder to teach within a specified subject matter category. While this person could teach at any grade level, in practice, most teachers with single subject credentials teach departmentalized classes in senior high school.

Multiple Subject — Also a basic teaching credential. This credential authorizes the holder to teach all subjects in a self-contained classroom, usually in an elementary school.

Specialist — A teaching credential qualifying the holder to work in specialized areas of instruction such as: early childhood; reading; special education; learning handicapped; and severely handicapped.

Services — A credential which authorizes the holder to function in a management, administration or noninstructional role in a school setting. Examples are: administrative services; library media teacher services; clinical rehabilitative services; health services; school counseling; and school psychology.

Educational Opportunity Program — An admissions and retention program for low-income undergraduate students who are disadvantaged because of economic and educational backgrounds. Educational

Glossary of Terms (continued)

Opportunity Program (EOP) serves California residents who do not meet regular admission criteria. EOP also serves those who meet regular admission criteria but who need additional academic and financial assistance.

Ethnic/Racial Groups:

African American — All persons with origins in any of the black racial groups of Africa (except those of Hispanic origin).

Filipino — All persons descending from any of the original people of the Philippine Islands.

American Indian (or Alaska Native) — All persons descending from any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Asian American — All persons descending from any of the original peoples of the Far East, Southeast Asian or the Indian subcontinent. For example, this includes China, Japan, Korea, Cambodia, Laos, Vietnam, Taiwan, India or Thailand.

Mexican American (Mexican, Chicano) — All persons descending from any of the original people of Mexico.

Other Latino (or Hispanic) — All persons descending from any of the original people of Central America or South America, including persons with origins in Cuba, Puerto Rico, other Caribbean Islands or other Spanish culture or origin, regardless of race (except Mexican American).

Pacific Islander — All persons descending from any of the original people of the Pacific Islands (except Filipinos). This includes Hawaii, Samoa, Tahiti, Guam, Fiji and the Marshall Islands.

White (Non-Latino or Non-Hispanic) — All persons descending from any of the original peoples of Europe, North America and the Middle East (except those of Hispanic origin).

Enrollment:

Headcount — The actual number of students; a total count of the student body.

Classroom — Lecture halls, recitation rooms, seminar rooms and other rooms used primarily for scheduled nonlaboratory instruction.

Enrollment Status — A coding system which classifies the current enrollment of a student and distinguishes between new, continuing, returning, and transitory students.

Extended Education — Classes offered outside the traditional degree program. Includes summer sessions. Often called Continuing Education.

Facilities Utilization — The percentage of time a classroom or instructional laboratory is used for instruction. A figure used to determine space availability.

Faculty — Includes all ranks of professors, department chairs, and lecturers. Faculty can be full- or part-time, and excludes librarians, coaches, and extension or summer session instructors.

FERP Faculty — Refers to persons who participate in the Faculty Early Retirement Program.

First-Time Freshman — A student who has not previously enrolled in an institution of higher education, but who may have earned some college units prior to matriculation.

Full-Time Employee — Persons employed 100 percent time. Also includes persons on leave.

Full-Time Equivalent Faculty (FTEF) — Sum of the position fractions of individual faculty members. For example, two part-time faculty working half-time comprise one full-time equivalent faculty.

Full-Time Equivalent Student (FTES) — A unit of measure equal to 15 semester or quarter units per term. FTE is reached by dividing total semester or quarter hours by 15.

Full-Time Undergraduate Student — An undergraduate student taking 12 or more units is considered full-time for enrollment reporting purposes.

Full-Time Graduate Student — A graduate student taking 9 or more units is considered full-time for enrollment reporting purposes.

General Use Rooms — Includes areas characterized by a broad availability to faculty, students, staff, or the public, such as auditoriums, museums and galleries, recital rooms, and little theatres. This category also includes service areas which support the activities of these facilities.

Geographic Origin — For California residents, the origin of the student is the county of residence at the time of application. For nonresidents who are U.S. citizens, the geographic origin is the state or U.S. possession in which the student resided at the time of application. For nonresident noncitizens, the origin is the country of citizenship.

Grade Point Average (GPA) — An academic measure that is derived by dividing the total number of grade points earned by the total number of units attempted in courses in which A-F or U grades are assigned. This measure is used to determine eligibility to the CSU and for assessing a student's academic standing. Grade points are assigned as follows: A=4.0; B=3.0; C=2.0; D=1.0; F=0.

Graduation Rate — In this document, the graduation rate refers to the proportion of entering undergraduates who earned a degree in a specified number of years.

Index of Growth — A measure designed to evaluate change and growth in the CSU. In this measure the base year is standardized to 100 percent for each segment. The base year index is then derived by dividing the segment's total enrollment by itself and then multiplying by 100, yielding an index of 100. The index for subsequent years is derived by dividing that year's total enrollment by the base year's enrollment and multiplying by 100, yielding an increase or decrease in the index scales.

Institution of Origin — The institution of learning attended by the student immediately prior to enrolling in the CSU.

Instructor — The designation given primarily to part-time and temporary faculty. Includes faculty appointed as Lecturer A and Lecturer L.

Joint Doctoral Degree — The only doctoral degree-granting program the CSU offers. It is offered in conjunction with a public or private Ph.D.-granting institution.

Glossary of Terms (continued)

Laboratories — Includes rooms characterized by special purpose equipment or a specific room configuration which ties instructional activities to a particular discipline or a closely related group of disciplines. Laboratories are divided into three categories: teaching, open, and research laboratory. A teaching laboratory is used for scheduled instruction. An open laboratory supports instruction but is not formally scheduled and includes self-instruction computer laboratories. A research laboratory is used for research, experimentation, or structured creative activity. Laboratory service areas also are included in this category.

Lecturer — A person with an appointment that expires on a given date. Many are part-time and appointed for a one- or two-year period.

Libraries — Campus service facilities with books and periodical collections and other formats, as well as access to information via networks, all in support of the CSU mission. Also includes stacks, study rooms, carrels, processing rooms, and service areas which support the activities in the library.

Limited Student — A student taking 6.0 or fewer units. A designation established for the purpose of assigning students to a particular fee category.

Managerial — Campus executives, deans, personnel officers, directors of physical plant and all other managers and supervisors in the Management Personnel Plan.

Master Plan for Higher Education — The three-tiered system of higher education designed by the state in 1960 that provides students with access to affordable, high-quality education. Under the Master Plan, the top one-eighth of high school students are eligible for the University of California, the top one-third are eligible for the California State University, and the rest are eligible for the California Community Colleges.

Matriculation — The initial enrollment process, including such procedures as application and testing.

New Student — An individual attending a CSU campus as a matriculated student for the first time. New students may be classified as first-time freshmen, transfers, or new graduates.

Nonresidential Assignable Square Feet — The amount of space available for instructional purposes in classrooms, class and research laboratories, offices and libraries.

Off-Campus Instruction — Classes scheduled in off-campus facilities, known primarily as off-campus centers.

Offices — Includes individual, multi-person, or workstation space specifically assigned to the academic, administrative, and service functions of a campus. This category also includes conference rooms and rooms which directly serve an office or group of offices as an extension of the activities in those rooms.

Other Campus Space — Any space located in campus facilities with the exception of classrooms and teaching laboratories.

Outstanding Professor Award — The honor given yearly by the Academic Senate to a faculty member at each campus. From the submissions, two were selected by the Board of Trustees to receive the systemwide Outstanding Professor Award until 1994-95, when the award was discontinued.

Participation Rate — The rate at which students enroll in the CSU based on their percentages in the general population. The CSU has reported enrollment by year of birth for 18-29 year-olds since 1967.

Part-Time Employees — Persons whose assignments at a given campus are less than 100 percent time. People employed simultaneously at two campuses are counted as two employees.

Part-Time Undergraduate Student — An undergraduate student taking fewer than 12 units is considered part-time for enrollment reporting purposes.

Part-Time Graduate Student — A graduate student taking fewer than 9 units is considered part-time for enrollment reporting purposes.

Persistence Rate — A tracking rate which is the sum of those continuing as undergraduates plus those who earned a degree during a defined period of usually five years.

President — The chief executive officer of a campus. The president reports to the CSU Board of Trustees through the chancellor.

Probationary Faculty — Faculty who are not tenured but are on the tenure track. Includes persons serving a terminal year.

Professional — Persons whose jobs require a college education or comparable experience; excludes faculty and managerial employees.

Professor — Tenured faculty member on the highest rung on the faculty tenure ladder. Includes persons appointed as Lecturer D.

Quarter System — Three 10-week sessions that comprise the academic year. Six CSU campuses are on the quarter system: Bakersfield, Hayward, Los Angeles, Pomona, San Bernardino and San Luis Obispo.

Regular Student — A student taking 6.1 units or more. A designation established for the purpose of assigning students to a particular fee category.

Residence Halls — Campus facilities where students reside. Often called dormitories or dorms.

Segment of Origin — In California, the community college system, or the public or private college or university system where an entering CSU student comes from.

Semester System — Two 15-week sessions that make up the academic year. Thirteen CSU campuses are on regular semester schedules. CSU Stanislaus has two 13-week semesters and a month-long winter term.

Service and Maintenance — Includes custodians, gardeners and laborers.

Glossary of Terms (continued)

Skilled Employees — Includes electricians, mechanics, carpenters.

Special Use Rooms — Includes rooms specialized in their primary function, activity, or design, such as physical education, military science, animal quarters, and greenhouses. This category also includes locker rooms, service areas, and other rooms which directly serve the activities of the specialized function.

Staff Employees — All employees who are not faculty or management.

Station Occupancy Percentage — The percentage of student stations (for example, desks, tables, computer workstations or laboratory stations) that are occupied during hours that rooms are scheduled for classes.

Student Credit Units/Hours — The amount of credit a student is given for completing a class during a semester or quarter. In a typical lecture class, the number of units is equal to the number of class hours per week. A three-unit class will meet 45 hours during a 15-week semester. Classes may be scheduled to meet once, twice or three times per week, depending on the number of credit units.

Student Level — Determined by the number of accumulated semester or quarter credit hours.

Freshman — A student with fewer than 30 semester hours or 45 quarter hours.

Sophomore — A student with 30 to fewer than 60 semester hours or 45 to fewer than 90 quarter hours.

Junior — A student with 60 to fewer than 90 semester hours or 90 to fewer than 135 quarter hours.

Senior — A student with 90 or more semester hours or 135 or more quarter hours.

Postbaccalaureate — A student who holds a baccalaureate or its equivalent and is not enrolled in a graduate degree program. A student pursuing a second baccalaureate is categorized as a postbaccalaureate student.

Graduate — A student who holds a baccalaureate or its equivalent and has been enrolled in a graduate degree program.

Summer Session — Classes offered in the summer under the auspices of the campus Extended Education offices. Courses are designed for persons working on their degrees or who want to enroll in a course for professional advancement or personal enrichment.

Support Space — Includes computer rooms, maintenance and equipment repair shops, storage, and warehouse space.

Technical and Paraprofessionals — Includes persons whose jobs require skills acquired in a junior college or equivalent on-the-job training, such as computer operators, instructional support and equipment technicians.

Temporary Faculty — Faculty appointed for a discrete time period, usually one term or one academic year.

Term FTE — A measurement of full-time equivalent students. It is equivalent to 15 semester or quarter units per term.

Time to Degree — The total length of time it takes a student, from his/her first day of class, to receive a degree. For CSU analysis purposes, total time to degree (TTD) is a measure of the time lapse between matriculation to degree completion. It is not a measure of continuous enrollment.

Total Enrollment — Headcount of all students, measured yearly on the census date, which is the third week of classes for campuses on a quarter system and the fourth week for semester campuses.

Tracking Rate — The sum of those continuing as undergraduates and those who graduated after five years. (Same as the persistence rate.)

Transfer Student — A student who has earned course credit from another institution of higher education and enrolls at a CSU campus.

Tuition — Money paid by out-of-state or foreign students to attend CSU campuses. In-state students pay fees, not tuition. Supports the instructional program on a campus.

Undergraduate Student — A freshman, sophomore, junior or senior. A person who has not yet completed requirements for a bachelor's degree.

Unduplicated Application Count — Derived by counting multiple applications from individuals to CSU campuses within a given term only once. When an applicant is admitted to one campus and not to another, the applicant record at the campus of admission takes precedence.

University — A regionally accredited institution that offers courses generally accepted as appropriate toward meeting baccalaureate degree requirements.

Usable Acreage — Campus land that is historically capable of being developed. Excludes land for agricultural uses.

Sources of Information

The information presented in this *Statistical Abstract* was obtained from many sources and databases. What follows is a list of the sources of information.

ACADEMIC PLANNING DATABASE (APDB) — Contains information on all persons who are compensated from instructional budget accounts and persons having teaching responsibilities in the CSU, regardless of funding sources. In addition, the APDB contains information on each class section that is offered and the resources used to teach these courses each term. Data from the APDB are used to provide information for periodic reporting by the Chancellor's Office to federal and state agencies. An important use of the database has been its utility in the allocation of faculty positions to each campus in the annual budget. Annual studies of facility utilization also are supported by data from the APDB, and these studies are used to support requests for new facilities or major changes using capital outlay funds. Some of the standard reports prepared using the APDB are the Course Section Report (CSR); Faculty Assignments by Department (FAD); Section Size Frequency Distribution (SSFD); Course and Section Data Report (CSDR); Summary by Classification and Level (SCAL); and the Modified Class Section Report (MCSR).

BUDGET DATA SYSTEM (BDS) — The BDS is a CSU management information system consisting of three elements: the Database Maintenance Sub-System, which is a set of computer programs designed to create and maintain the budget files; the Data Manipulation Sub-System, which is a set of computer programs that provide for flexibility in the manipulation of data for various costing and reporting systems; and the Data Reporting Sub-System, which is a set of computer programs that display data in formatted reports. The purpose of the BDS was to establish an effective basis for formulation, development and justification of budget requests and to provide reliable budgetary and managerial data used in executing the budget.

CALIFORNIA BASIC EDUCATIONAL DATA SYSTEMS (CBEDS) — Developed by the California State Department of Education, the CBEDS contains basic information about staff, enrollment, teachers, salary, facilities, curriculum, and community demography regarding the state's elementary and secondary schools. The information is used to produce state and federal reports required by the Education Code and respond to informational requests from the state legislature, other state or local governmental agencies, professional or research organizations, university researchers and the general public. CSU uses CBEDS to provide information to the campuses about K-12 enrollment (county, district and school), high school graduates and characteristics of professional staff. The information then is used to project enrollments, estimating potential demand for teachers and determining the trends of the number of college preparatory courses in the state's high schools and the student enrollments in them. Various CBEDS reports are available on the World Wide Web at: <www.cde.ca.gov/demographics>.

CALIFORNIA POSTSECONDARY EDUCATION COMMISSION (CPEC) DATABASES — A series of relational databases has been designed which contain a wide variety of data pertaining to postsecondary education in California. These databases reside on the Teradata DBC-1012 at the Teale Data Center and the Commission has selected Nomad as the standard for a front-end to access the data.

The entire system is driven by a set of menus that permit the Commission's users to add additional information, update existing information, create reports, and extract data files. The Commission's databases include the following:

Supplemental Database — This database was designed to provide a series of look-up tables for the rest of the databases. These tables primarily provide translations of the various codes used in the database. Included in this database are tables containing the District Codes assigned to each district and the CDS Codes assigned to each school in the state by the Department of Education.

Institutional Characteristics and Program Inventory — This database includes characteristic and program inventory information for each institution for which the Commission collects data.

Postsecondary Enrollments — This database contains aggregated information pertaining to the enrollment in each of the institutions for which the Commission collects data. This database contains information dating back to 1976.

Degrees and Certificates Awarded — This database contains aggregated information pertaining to the degrees and certificates awarded by each of the institutions for which the Commission collects data. This database contains information dating back to 1976.

First-Time Freshmen — This database contains aggregated information pertaining to the first-time freshman enrollment of each of the institutions for which the Commission collects data. This database contains information dating back to 1979.

Transfer Students — This database contains aggregated information pertaining to transfer students in each of the institutions for which the Commission collects data. This database contains information dating back to 1976.

Elementary and High School Data — This database contains aggregated information pertaining to the enrollment and graduates for public schools in the state. This data originated from the CBEDS information collected by the Department of Education. It also includes private high school enrollment and graduate data, information on AFDC by school area, and parental education levels. At this time there is data in this database dating from 1985 to the present time.

Eligibility Study — This database contains the data used in the 1990 Eligibility Study. In addition, as time and resources permit, the data from the 1983 and the 1986 studies will be mapped into and added to this database to the extent possible.

Selected student data and reports are available on the World Wide Web using the CPEC website at: <www.cpec.ca.gov>.

CAMPUS ACREAGE DATA — Campus acreage information is obtained from the legal descriptions in the acquisition documents for CSU property. These records are maintained in the Construction Management Section of Capital Planning, Design and Construction.

Sources of Information (continued)

Master Plan acreage by function represents the current campus physical master plan approved by the CSU Board of Trustees. The board requires that every campus have a master plan which reflects the existing and anticipated facilities necessary to accommodate the physical requirements of academic programs and auxiliary activities for a specified enrollment at an estimated target date. Campus master plans are maintained in the Planning Section of Capital Planning, Design and Construction.

CENSUS DATA — The State Census Data Center (SCDC) was established on January 1, 1979, to serve as the central point for dissemination of census data to state and local government agencies and the general public in California. The SCDC program is a national effort by the U.S. Bureau of the Census designed to increase and improve public access to census statistical products. The SCDC provides services in processing machine-readable data, user consultation, data analysis and provides user training workshops upon request. The SCDC library houses a broad spectrum of data sources including the 1970, 1980, and 1990 decennial censuses, the census of Agriculture, the Economic Censuses, and several special and periodic surveys. Data projections include county populations by age and gender, the state population by age, gender and race/ethnicity, households, average household size, K-12 enrollment and high school graduates, higher education enrollment, and estimates the change in adult population for community college districts. The SCDC also provides annual population estimates of the state, counties and cities. Information on housing units, vacancies, average household size, components of population change, migration, and special populations also is available. Census data are also available from the U.S. Census Bureau website at: <www.census.gov>

CONTINUING EDUCATION INFORMATION — Information describing continuing education and summer session enrollments is obtained from an annual written report compiled by the Deans of Continuing/Extended Education. The report contains information on gross enrollments, student credit units, full-time equivalent students, and course sections. Data on continuing/extended education program and summer session revenues are provided by the CSU Controller's Office from regular reports issued by campus business offices.

COSAR Tables — These tables consist of numerical codes with alphabetic description data on U.S. institutions of higher education, California public and private schools, degrees, majors, academic disciplines, CSU academic school organizations, teaching credentials and other related items. The primary purpose of the COSAR tables is to provide an English description for the numeric codes used in numerous databases throughout the CSU.

DATA FOR SELECTED DISCIPLINES (DSD) — This database consists of information that provides comparative data patterns for specified disciplines over a five-year time span. For each discipline, course information is calculated or summarized and related to degree production by campus and systemwide. The DSD provides current and historical data that are supportive of academic program review within the Division of Educational Programs and Resources. The comparative data provided allow campuses to compare their numbers with other campuses and systemwide. Reports produced with this database provide information about full-time equivalent students, student-faculty ratio, average section

enrollment, number of courses and number of sections offered during a five-year period, plus the number of bachelor's and master's degrees granted each of the past eight college years. The DSD report is extracted from four sources: the Faculty Master file (APDB); the Section Master file (APDB), the Enrollment Reporting Term (ERSG); and the Five-Year Academic Plan.

ENROLLMENT REPORTING SYSTEM, APPLICANTS (ERSA) — This CSU database provides information on each applicant during the college year, whether or not the applicant enrolled. The principal purpose of ERSA is to provide the basis for comprehensive analysis of applications and admissions and their relation to CSU enrollment. Information from this database can be used to provide performance reports to feeder schools and colleges, and is a source of data relating to proposed changes in admission criteria.

ENROLLMENT REPORTING SYSTEM, CONTINUATION (ERSC) — ERSC is the CSU student longitudinal tracking system. Continuation files are constructed from data existing on student enrollment (ERSS) and degree files (ERSD). A file is constructed based on the number of the year and logical subset of the records, e.g., first-time freshmen, community college transfers. A group is tracked for a specific number of years (usually five).

ENROLLMENT REPORTING SYSTEM, DEGREE (ERSD) — This CSU database provides information on each degree awarded during the college year and on degree recipients. The ERSD provides the capability to create and maintain a single database containing information pertinent to all students granted degrees by any of the CSU campuses during a single college year. Information can be obtained on degree recipients on the basis of sex, ethnicity and age.

ENROLLMENT REPORTING SYSTEM, MARKS (ERSM) — Collected by the Division of Analytic Studies, ERSM contains information on course grades for the spring term. Specific data elements included in this database are campus units attempted, campus units earned, and campus grade points. The data contained in ERSM are sufficient to allow a comprehensive analysis of grading trends and policy in the CSU.

ENROLLMENT REPORTING SYSTEM, STUDENT (ERSS) — This CSU database provides enrollment data for each enrolled student each term of the college year. The CSU is required to report on various characteristics of students enrolled in the system. The information is used to support state budget requests, respond to federal information requests and to support research requirements. Information from this source can be obtained by ethnicity, major, citizenship, residence, gender and age. Selected student data are also available on the World Wide Web at: <www.calstate.edu/AS>

FACILITIES UTILIZATION DATABASE (FUDB) — This CSU database contains information from the Academic Planning Database and the Space and Facilities Database, and together, information about utilization of classroom space is available. The data describe the kind and rate of use of the physical facilities (primarily classrooms and laboratories) of each campus and the system as a whole. The information is used for room scheduling, projecting future facilities requirements, capital outlay development and for budgetary matters.

Sources of Information (continued)

INFORMATION RESOURCES AND TECHNOLOGY DATABASE — CSU campuses routinely inventory selected equipment to support individual campus and systemwide planning, budgeting and management information needs. Campus inventories typically include various types of computer equipment and workstations, including student workstations and computer systems. Campuses provide this inventory data to the Chancellor's Office in conjunction with their annual Campus Information Resources Plan (CIRP), a detailed analysis of the type and amount of computer resources required by the campus for a specific calendar period. The inventory is then organized and the information stored in a computerized format for purposes of analysis and planning.

LIBRARY SYSTEMS — Data are extracted from the *CSU Library Statistics Report* compiled from information provided by the campus libraries. The *Library Statistics Report* contains data describing collections, staffing, expenditures, services provided, and physical facilities for each library. The report, which covers the preceding fiscal year, is published each fall by the Division of Library and Academic Information Services.

PERSONNEL INFORMATION MANAGEMENT SYSTEM (PIMS) — This state-controlled database contains personnel, payroll and retirement information. The system contains a record for each employee who is paid from state funds. It also contains historical records for transactions processed on employees. It consolidates personnel, payroll and retirement information for all state employees into one centralized file. Information from the database is sent to the state to generate paychecks and to put an employee into or out of the retirement system.

SPACE AND FACILITIES DATABASE (SFDB) — This is a CSU inventory of campus physical resources that provides information about facilities and spaces at the campuses. It serves as the official central record of campus facilities and spaces. A single space usually is a single room, while a facility is an independent structure. The system is used by campus administrators to provide information regarding facilities planning and scheduling processes.

ENROLLMENT REPORTING SYSTEM, TEACHER (ERST) — This is a CSU data collection and retrieval mechanism designed to obtain timely information on the status of teacher education programs in the CSU. ERST contains information on students who apply to a CSU professional education preparation program. It generates information on major phases of the credentialing process such as applications, admissions, enrollments, and certification. It provides information essential for the planning process.