

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-three 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.

Accommodated Applicant—An applicant accepted for admission evaluation or an applicant who submits a completed application within the application filing period. (See Applications.)

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 these 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 exceptional admits. This category is similar to the "special" admissions/admits category listed in the *CSU Statistical Abstract to July 1999* glossary.

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. This category is similar to the "alternative" admissions/admits category listed in the *CSU Statistical Abstract to July 1999* glossary.

Annual FTES—A measurement of full-time equivalent students, which is equal to 30 semester units or 45 quarter units. Beginning 2006-2007, graduate annual full-time equivalent students are computed differently than undergraduate or postbaccalaureate annual FTES. A graduate annual full-time equivalent student is equal to 24 semester units or 36 quarter units. Annual FTES for the college year provides the base for the total support budget and is equal to the academic year plus the annual FTES 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 23-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.

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

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

College Year — The college year includes fall and spring semesters (and summer term, if applicable) for campuses operating on the semester calendar, or summer, fall, winter, and spring quarters for campuses with a quarter calendar. 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.

Credential — See Education Credentials.

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.

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 as well as an independent CSU doctoral program begun in fall 2007 that leads to an education doctorate (Ed.D.).

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

Denied Eligible Applicant — 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. (See Applications.)

Denied Ineligible Applicant — An applicant who does not meet the CSU requirements for admission. (See Applications.)

Disabilities, Services to Students with — Organized programs and services for students with disabilities at the CSU campuses. Services are provided for students with visual, communication and mobility limitation, as well as for hearing and learning disabilities.

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.

Glossary of Terms (continued)

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

Electronic Core Collection — A collection of online bibliographic and full-text information resources that support the common core curriculum within the California State University. Core curricula are defined as those offered by at least two-thirds of the 23 CSU campuses.

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.

FTES — See Full-Time Equivalent Student.

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

Exceptional Admission — See Admissions/Admits.

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. FTES is reached by dividing total semester or quarter hours by 15. Beginning 2006-2007, graduate FTES are determined differently than undergraduate or postbaccalaureate FTES and are derived by dividing total semester or quarter hours by 12. See Annual FTES.

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

Full-Time Undergraduate Student — An undergraduate student taking 12 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.

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

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.

Glossary of Terms (continued)

Information Commons — "A cluster of network access points and associated information technology tools situated in the context of physical, digital, human, and social resources organized in support of learning." (Donald Robert Beagle, with Donald Russell Bailey and Barbara Tierney, *The Information Commons Handbook* [New York: Neal Schuman, 2006] xviii.)

Information Literacy — A learner's ability to recognize an informational need, and to locate, evaluate, and use information ethically and effectively.

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

Institutional Repository — A digital collection capturing and preserving the intellectual output of a single or multi-university community. Materials include e-prints, theses, dissertations, data sets, conference papers, teaching materials, article preprints, and works of art.

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 offered prior to 2007-2008. It is offered in conjunction with a public or private Ph.D.-granting institution. As of 2007-2008, the CSU offers an independent doctorate of education (Ed.D.) degree.

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.

Learning Commons — "An information commons that is organized in collaboration with learning initiatives sponsored by other academic units, or aligned with learning outcomes defined through a cooperative process." (Donald Robert Beagle, with Donald Russell Bailey and Barbara Tierney, *The Information Commons Handbook* [New York: Neal Schuman, 2006] xviii.)

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.

MEEBO — A web platform instant messaging (IM) program which supports multiple instant messaging services. (See the World Wide Web at <www.meebo.com/about/>.)

Multiple Applications — Separate applications filed at more than one CSU campus. (See Applications.)

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.

Nonresident Alien — See Citizenship and Residence.

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

OCLC — Online Computer Library Center — a nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing the rate of rise of library costs. More than 71,000 libraries in 112 countries and territories around the world use OCLC services to locate, acquire, catalog, lend and preserve library materials. (See the World Wide Web at <www.oclc.org/us/en/default.htm>.)

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 Admission — See Admissions/Admits.

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.

Glossary of Terms (continued)

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

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

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

Periodical — A publication, issued in parts, that usually contains articles by several contributors. It generally has a distinctive title and successive numbers or parts that are intended to appear at stated intervals usually for an indefinite period.

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 or six 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, East Bay (formerly known as Hayward), Los Angeles, Pomona, San Bernardino and San Luis Obispo.

QuestionPoint — A collaborative project of the Library of Congress and Online Computer Library Center, QuestionPoint is a virtual reference service supported by a global network of cooperating libraries. (See OCLC in this glossary as well as the <www.questionpoint.org> website.)

Realia — As defined by Merriam-Webster, objects or activities used to relate classroom teaching to real life especially of peoples studied.

Redirected Application — An application forwarded to another CSU campus either with or without evaluation. (See Applications.)

Regular Admission — See Admissions/Admits.

Regular Student — A student taking 6.1 units or more. This is a designation established to assign 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. Sixteen 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.

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 FTES — A measurement of full-time equivalent students. It is equivalent to 15 semester or quarter units per term. Beginning 2006-2007, graduate term FTES (excluding postbaccalaureate students) is equivalent to 12 semester or quarter units per term.

Glossary of Terms (continued)

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.

Unaccommodated Application—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. (See Applications.)

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. (See Applications.)

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.

Volume—A physical unit of any printed, typewritten, handwritten, mimeographed, or processed work contained in one binding of portfolio, hardbound or paperbound, which has been cataloged, classified, and/or made ready for use.