FISCAL YEAR 2011

MANAGEMENT INFORMATION SYSTEMS (MIS)
DATA DICTIONARY

IOWA COMMUNITY COLLEGES

TERMS WITH DEFINITIONS AND SUPPLEMENTAL INFORMATION

STATE OF IOWA
DEPARTMENT OF EDUCATION
DIVISION OF COMMUNITY COLLEGES AND WORKFORCE PREPARATION
GRIMES STATE OFFICE BUILDING
DES MOINES, IA 50319-0146

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DATA DICTIONARY
MANAGEMENT INFORMATION SYSTEMS (MIS)

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INTRODUCTION

This dictionary is intended to clarify and standardize definitions used in the Management Information System (MIS) as well as for community college programming. It is important that all individuals are utilizing the same terminology at the Iowa Department of Education (IDOE) and the community colleges to ensure uniform, accurate, and consistent data.

The financial accounting definitions are included in this dictionary only if they are relevant to the required data elements. All financial accounting definitions can be found in the Iowa Community College Accounting Manual. The Management Information System (MIS) Manual contains information on the reporting application on a number of the terms that are included.

Several of the terms, definitions, and supplemental information relate to the Perkins Acts 2006 Application and Reimbursement/Reporting processes; Postsecondary State General Aid; State Secondary Career/Technical Aid; secondary and postsecondary program approval and operations; and secondary, postsecondary, and adult Program Masters (PGM) are included.

For additional publications and reference materials please refer to the IDOE web site (hyperlink is provided below), and navigate to the Community Colleges page:

http://www.iowa.gov/educate/

DATA ELEMENTS/TERMS AND DEFINITIONS

Data Element/Term	Definition
Academic Records	The college shall confidentially maintain in perpetuity for each student the complete academic record, including every course attempted and grade received. An official transcript must be created at the time of course enrollment and the credit hour(s) must be recorded upon completion. (Admin. Rule 281-21.2(11))
Academic Year	A period of time that begins with the first day of the fall term for each community college and continuous through the day preceding the start of the next fall term as indicated in the official college calendar. (Admin. Rule 281-21.45)
Accelerated Courses	Courses or programs of study that allows students to complete programs at a faster pace than if offered by traditional methods. Courses will be tailored to involve more student participation and self-directed study. Competencies will be the same or higher than attained in traditional classroom settings. (Admin. Rule 281-21.2(13))
Accounting Manual	A document used by community colleges to record, classify, summarize and report financial transactions. (Iowa Code 260C.5(9)) (Refer to the Iowa Community College Accounting Manual)
Accreditation	A process of confirming that colleges are offering quality programs and services consistent with state standards as well as assuring the public of operating at expected levels of efficiency and effectiveness. The state accreditation evaluation is conducted during the same year as the Higher Learning Commission accreditation process, in evaluation cycle, self-study process, and criteria. The two processes by which colleges can maintain their accreditation are: • Program to Evaluate and Advance Quality (PEAQ) – consist of a self- study; peer review; focuses on decision-making process; which operates on a ten-year cycle; and • Academic Quality Improvement Program (AQIP) – adheres to continuous quality improvement principles that consist of self-assessments; action projects; and system portfolio; which operate on a seven-year cycle. The IDOE conducts interim and comprehensive on-site visits within the cycle to develop a report and a recommendation on the type of accreditation. The recommendation for interim accreditation is forwarded to the Director of the IDOE and the recommendation for the comprehensive accreditation is forwarded to the State Board of Education for approval. (Admin. Rule 281–24.1)
Accepted in a Program	A student that has been formally admitted for enrollment in a specific program major and documentation exists of such admission. This assures that the student will have full access to all technical core courses in the program and that with satisfactorily completion of program requirements the student could graduate according to the timetable found in the catalog.
Actual Hours	The hours of a scheduled course offering when students are expected to be in attendance.
Adjunct Faculty	See Employment Type
Administrative and Program Sharing Agreement	An agreement entered into by two or more community colleges or by a community college and another institution of higher education, under the control of the Board of Regents, to increase student access to offerings, to enhance educational offerings throughout the state, and/or to enhance inter-institutional cooperation in offerings.

Data Element/Term	Definition
Administrative Staff	See Position Code
Adult Basic Education (ABE)	Non-credit courses and/or programs for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job or in a family. An eligible adult is an individual who has attained 16 years of age, is not enrolled or required under state law to be enrolled in a secondary school, and does not have a secondary school diploma or its recognized equivalent. Reported up to a maximum of sixty contact hours per quarter attended, not to exceed two hundred forty contact hours per student per year.
Adult/Continuing Education Function (Financial Accounting)	The Function used in the Unrestricted General Fund to report enrollment and financial data for non-credit activities, courses and programs. Activities, courses, and/or programs offered for non-credit that includes a wide range of topics usually for the adult population. They are offered for high school or college CEU credit and are designed for specific purposes of providing basic skills, upgrading the skills of persons presently employed, retraining persons for new employment, and providing personnel gain and enjoyment. Also are recognized for their ability to provide offerings in non-traditional lengths and delivery methods, as well as special "packaging" for individuals and business/industry. These educational offerings provide adults with learning opportunities throughout their lifetime. (Refer to the Iowa Community College Accounting Manual)
Adult/Continuing Education	The courses/programs/activities that are offered for non-credit. The categories for MIS are: • Adult/Family Literacy; • High School Education; • St./Fed Mandated, Recognized, Court Ordered/Referred; • Enhance Employability/Academic Success; • Recertification/Relicensure; • Community and Public Policy Family/Individual Development to Enhance Family; • Adult Learning; and • Related Non-Credit Activities (Community Service, Conferences/Special Events/Meetings, Staff Development/In-Service, and Tests). (See individual categories)
Adult/Family Literacy	Non-Credit services/courses/programs for assisting adults: • to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency; • who are parents to obtain the educational skills necessary to become full partners in the educational development of their children; and • in the completion of a secondary school education. (Adult Education and Family Literacy Act of 1998) The categories for MIS reporting are: • Adult Basic Education (ABE); • English Literacy (ELL/ESL); • English Literacy (ELL/ESL) – Citizenship; • General Educational Development (GED); and • Community Rehabilitation Programs. (See individual categories)
Adult High School Diploma	See High School Education
Adult Learning	Courses (Non-Eligible) offered for gaining knowledge and/or understandings of valuable skills used throughout life to enhance functioning in society and are not employability related.

Data Element/Term	Definition
Advisory Council/Committee	**General** - An overall council or committee, appointed by the local board of trustees, composed of public representatives who make recommendations to a community college based on identified unmet needs. To the extent practicable, membership must be gender-balanced; include representatives of agriculture, business, and labor; and members of ethnic groups residing in the district. **Program** - A council or a committee of individuals with specific expertise organized to provide advice for the development and improvement of instructional programs and activities. Membership must be gender-balanced. (Iowa Code 258.9)
Agency	**Private** - An individual and any form of business organization authorized under the laws of Iowa or any other state. **Public** - Any political subdivision of the state; any agency of the state government or of the United States; and any political subdivision of another state. (IA Code, Section 28E.2.)
All Aspect of An Industry	Course content that provides strong experience in, and comprehensive understanding of, the industry as well as occupational and employment information.
Alternative High School	See High School Education
Apprenticeship	Preparation for a skilled trade or occupation through a structured, systematic program of supervised on-the job training, along with related technical instruction. **Apprentice** - An individual at least 16 years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation under the standards of apprenticeship. An apprentice receives instruction from his or her employer in an apprenticeable occupation approved by the U.S. Department of Labor, Office of Apprenticeship. **Program** - A program registered with the U.S. Department of Labor, Office of Apprenticeship in accordance with the National Apprenticeship Act. An apprenticeship program is conducted or sponsored by an employer, a group of employers, or a joint apprenticeship committee representing both employers and laborers and contains all of the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices. The program requires a minimum of 2,000 hours per year of on-the-job training and usually requires a provision for related instruction in technical subjects to supplement the training. (Admin. Rule 281-21.72-74 (IA Code 260C.44))
Approval Date	The month and year an offering is recognized and/or approved by the IDOE. (IA Code 260C.14.)
Approval Type **Approval Type**	The type of approval for an offering as designated/recognized by the IDOE. The different types of approval and the codes used in the Program Master (PGM) are: • 1 - Anticipated – IDOE and college anticipating seeking approval to operate; • 2 - Career Education – Approval for Career/Technical offerings granted by Division of Community Colleges and Workforce Preparation; • 3 - State Department – Approval granted by Director of the IDOE; • 4 - Approval Removed – Approval removed/no longer operating granted by the IDOE from college request; • 5 - Not Approved – Offering that is operating without any type of IDOE approval; and • 6 - Division of Community College – Approval for offerings other than Career/Technical granted by Division of Community Colleges and Workforce Preparation.

Data Element/Term	Definition
(continued)	
Area Education Agency (AEA)	An educational entity organized as a school corporation for the purpose of providing educational services, including special education staff development, etc. for local education agencies. (Iowa Code, Chapter 273.)
Articulation	The process of mutually agreeing upon courses and programs that are designed to provide students with a non-duplicative sequence of progressive achievement that is linked through transfer agreements between two institutions. (Admin. Rule 281-47.1(IA Code 260C)
Arts and Sciences Courses	Credit courses in the Liberal/General Studies that are transferable to four-year institutions for completion of a baccalaureate degree and those that are included in career/technical education curricula for employment.
Arts and Sciences Credit Hours	Total credit hours (include two decimals (ex. 3.00, 3.25, 3.50) of arts and science courses taught during the year.
Arts and Sciences Function (Financial Accounting)	The Function used in the Unrestricted General Fund to report enrollment and financial data for Liberal/General Studies and College Parallel/Career Option courses and programs. (Refer to the Iowa Community College Accounting Manual)
AS-28	A system used to identify the content of Career/Technical and College Parallel/Career Option programs curriculum information, including course numbers, names, credits and terms offered. Often options within a program and course substitutions are included. **AS-28** - The form that accompanies a new program proposal or a major revision to an existing program. **AS-28G -** A generic blank AS-28 form used to move changed content of existing AS-28 form to receive approval of revisions to current curriculum information. Old and new course numbers, names, credits, and terms offered are included on this form, as well as the justification for changes to the curriculum.
Assessment	Any systematic practice or procedure used to measure or otherwise evaluate, identify, or document student knowledge, skills, goals, interests, progress, achievement, aptitudes, learning outcomes, or abilities.
Award Code	Reports the various awards granted to the student. The categories and codes to be used for MIS reporting are: • 1 = AA (Associate of Arts); • 2 = AS (Associate of Science); • 3 = AGS (Associate of General Studies); • 4 = AAA (Associate of Applied Arts); • 5 = AAS (Associate of Applied Science); • 6 = Diploma; • 7 = Certificate; • 8 = Other.
Award Date	The year, month, and day that the award was granted. Use the ending date of the term the award was granted, if appropriate.

Data Element/Term	Definition
Award Type	The awards granted for completing a specified curriculum are: • Associate of Arts (AA) and Associate of Science (AS) - The award granted for satisfying the curricular requirements that consist of content equivalent to a two-year college parallel curriculum. These programs are referred to as Liberal/General Studies and College Parallel/Career Option. They include a minimum of 60-semester (90 quarter) and a maximum of 86* hours of credit courses designed and acceptable for transfer with the understanding that 16 semester (24 quarter) hours of career/technical courses could be included in the total; • Associate of General Studies (AGS) - The award granted for satisfying the curriculum requirements of a two-year program other than Associate of Arts or Science set forth in Sub-rule 281 Iowa Administrative Code 21.2(10)(c). The requirements for this degree are flexible for individual students, not intended for transfer, and include a minimum of 60 semester (90 quarter) credit hours; • Associate of Applied Arts (AAA) and Associate of Applied Science (AAS) - The award granted for satisfying the curriculum requirements and demonstrated competence for employment in the occupational field for which the program was designed. These degrees require a minimum of 60 semester (90 quarter) and a maximum of 86* semester (129 quarter) hours in length with a minimum of 12 semester (18 quarter) credit hours of general education. Programs awarding these degrees shall not exceed 19 semester (28.5 quarter) credit hours per term; • Diploma - The award granted for satisfying the curriculum requirements of a Career/Technical program that consists of a minimum of 15 semester (22 quarter) credit hours in length with a minimum of 3 semester (4 quarter) credit hours of general education. Diploma programs shall not be less than 12 weeks in length; and • Certificate - The award granted for satisfying the curriculum requirements of an activity, course, and or career/technical program other than one that is intended for a diploma or a degree. Certificate can be awarded for credit and/or non-credit offerings. Credit programs are forty-seven or less semester credit hours in length and do not require general education to be included. (Admin. Rule 281–21.2(10)(14)) (* unless granted a waiver, see Wavier for conditions)
Base Funding	The amount of general state financial aid each community college received as an allocation from appropriations made from the state general fund in the base year. (Admin. Rule 281-21.45(1) (IA Code 260C.18C))
Base Position Salary	The total amount (nearest whole dollar) earned by an individual for nine months of teaching/instructing.
Base Year	The fiscal year immediately preceding the budget year (Admin. Rule 281-21.45(1) (IA Code 260C.18C))
Birth Date	Date of birth, including year, month, and day.
Budget Year	Fiscal year for which monies are appropriated by the general assembly. Often referred to as the school year beginning during the calendar year in which a budget is certified. (Admin. Rule 281-21.45(1) (IA Code 260C.18C))
Calendar Day	Each day on a community college official academic calendar.
Calendar Year	The time period commencing on the first day of January and ending on the last day of December.
Career Academy	An associate degree, or above, program which combines a minimum of two years of secondary education and at least two years of postsecondary

Data Element/Term	Definition
Career Academy (continued)	education. Operational policies should include such items as defined curriculum, credit provisions, sequence and locations of courses, enrollment procedures, etc. A Career Academy must meet the following criteria: • articulate two years of secondary education with an associated degree program, which may include a certificate or diploma; • ensure that the secondary and postsecondary components of the career preparatory program are non-duplicative; • identify a sequential course of study; • delineate skill standards specific to an industry; • integrate academic and technical instruction; • utilize work-based learning; • utilize work-site learning where appropriate and available; • lead to an associate degree in a high skill and rewarding career field; and • provide for an individual career planning process, with parent or guardian involvement. (Admin. Rule 281-47.2 (IA Code 260C-18A(2c)). Career Academy programs can be offered on the same basis as a regular career preparatory program or as a part of Grow Iowa Values Fund efforts. If there is a desire to use State Vocational Funds, the program must receive IDOE approval.
Career Cluster	A grouping of occupations and broad industries based on commonalities. It represents the knowledge and skills, both academic and technical, that all students within the cluster should achieve. The sixteen career clusters identified by the U.S. Department of Education are: Agriculture, Food, & Natural Resources; Architecture and Construction; Arts, A/V Technology and Communications; Business, Management, and Administration; Education and Training; Finance; Government and Public Administration; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law, public Safety and Security; Manufacturing; Marketing Sales and Service; Science Technology, Engineering, and Mathematics; and Transportation, Distribution, and Logistics.
Career Guidance/Academic Counseling	Provides access to information regarding career awareness and planning with respect to a student's occupational and academic future that involves guidance and counseling with respect to career options, financial aid, and postsecondary options including baccalaureate programs.
Career Major	A sequence of courses or field of study that prepares an individual for a specific career or related area within a career pathway. Ex. Ag Equipment Sales.
Career Pathway	A narrower grouping of occupations and broad industries within a career cluster. The curriculum allows for pursuing a full range of career opportunities within a pathway. Ex. Ag Mechanics – Sales and Service.
Career/Technical Credit Hours	A unit of measure/recognition awarded and recognized by higher education for the completion of an activity, course, and/or program. A credit hour is referred to as fifty minutes of instruction. The minimum requirements for one semester hour of credit are: • Classroom – shall be 800 minutes (533 minutes for one quarter hour); • Laboratory – shall be 1600 minutes (1,066 minutes for one quarter hour); • Clinical – shall be 2,400 minutes (1,599 minutes for one quarter hour, and; • Cooperative/Work Experience/On-the-Job-Training – shall be 3,200 minutes (2,132 minutes for one quarter hour). (Admin Rule 281-21.2(13))

Data Element/Term	Definition
Career/Technical Education (CTE)	The organized educational activities that offer a sequence of courses that include academic and technical knowledge and skills needed for current employment, requiring less than a baccalaureate degree, or for further education. Instruction includes competency-based applied learning, higher order reasoning and problem solving skills, work attitudes, general employability skills, knowledge of all aspects of an industry, and entrepreneurship. (See Career/Technical Programs-Preparatory)
Career/Technical Programs – Preparatory	Credit programs designed to provide the specific skills and knowledge essential for successful entry into a specific or related occupation, requiring less than a baccalaureate degree, or for further education. The offerings are classified according to: • Full-time - operates, on the average of 15 or more credits per term and more than 1 term in length; • Part-time - operates, on the average, less than 15 credit hours per term and more than 2 terms in length; • Shared - a program that two or more colleges agree to accept the courses offered at each college and share the number of graduation slots. Students often are required to enroll and/or attend the appropriate courses in the curriculum at both colleges to complete the program. The college who is approved to offer the occupational job entry courses grants the award; • Short-term - a program that is short in length and usually less than 22 credits or its equivalence; • Advanced Standing - a program that requires completion of another program before a student is eligible to enter; • Apprenticeship -a program registered with the Department of Labor or the state apprenticeship agency in accordance with the National Apprenticeship Act. It is a structured systematic program of on-the-job (minimum of 2000 hours) supervised training and usually requires related instruction; (See Apprenticeship) and • Career Academy - an associate degree, or above, program which combines a minimum of two years of secondary education and at least two years of postsecondary education. (See Career Academy) Special programming is available for Corrections, Contract/Customized Business/Industry Training, Economic Development, One Source and Recertification/Relicensure. (See individual categories)
Career/Technical Student (Perkins Allocation)	A student enrolled in a Career/Technical or College Parallel/Career Option program that meets the criteria used to determine the Perkins allocation for each institution. (See Appendix D – Perkins Distribution)
Career/Vocational Training and Upgrading	Non-Credit courses/programs designed for the specific purpose of training persons for employment, upgrading the skills of persons presently employed, or retraining persons for new employment.
CIP (Classification of Instructional Program) Number	The number used to identify a program and/or an activity based on the emphasis it provides. The CIP number usually is directly related to the student's major and therefore is used in the MIS for reporting such. Program and activity numbers have been developed for state and federal reporting. (See Appendix B – Classification of Instructional Programs)
Class Year	Used to designate the year student is at the college. **1st Year** - less than 31 earned semester credit hours or its equivalent. **2nd Year** - 31 or more earned semester credit hours or its equivalent.
Classification of Instructional Program (CIP)	The system developed by the U.S. Department of Education's National Center for Education Statistics to classify instructional programs and activities by a ten digit number (CIP Number). Occupational/program definitions are also provided. **State Title** - Each CIP number has it own state title that is used to identify, report, and analyze like courses, programs, services, and activities. (See Appendix B – CIP Numbers, State Titles, and Specific Units)

Data Element/Term	Definition
CIP (continued)	**Local Title** - Title assigned to a program by each individual community college. The same local title is not to be used for two programs unless the curriculum content and type of entry-level positions are identical.
Classroom Instruction	See Instructional Methods
Code Sets	See Identification Code Sets
College Number	The number assigned to identify Iowa's Community Colleges, often referred to as "district number". (MIS two digit equals 01–16)
College Parallel/Career Option	An AS degree program designed as the first two years of transfer credit toward a baccalaureate degree in a specific occupational area which includes a minimum number of skill development courses for immediate employment. Students have a choice of articulating their credits to a four-year institution or seeking employment in a curriculum designed occupation or a related area.
Community and Public Policy	Focus on the systemic analysis of public policy issues and decision processes. Includes instruction in the role of economic and political factors in public decision-making and policy formation, microeconomic analysis of policy issues, and other related topics.
Community-Based Organization (CBO)	A private non-profit organization representative of a community or significant segment of a community that may provide education, vocational education or rehabilitation, job training, or internship services and programs. CBOs may include neighborhood groups and organizations, community action agencies, community development corporations, union-related organizations, employer-related organizations, tribal governments, or organizations serving Native Alaskans and Indians.
Community College	A publicly supported postsecondary school offering to the greatest extent possible, educational opportunities (associate degree or less) and services in each of the following, when applicable, but not necessarily limited to: • Two years of college work including pre-professional education (Liberal/General Studies); • Vocational-Career/Technical Training; • In-service training and retraining of workers (Enhance Employment); • High school completion for post-high school age (High School Education); • Programs for high school students who may best be served by enrolling in community college courses including advanced college placement courses (Secondary Jointly Administrated, Postsecondary Enrollment Option Act); • Student Personal Services; • Community Services; • Programs/services for Special Populations requiring assistance (Supplemental Services); • Training, retraining, and preparation to be productively employed; and • Programs for individuals who are not in high school and who have not completed high school (Open Door Policy). Community colleges are also noted for offering cultural activities, economic development initiatives, and a wide range of other services and activities to meet the needs of each of their merged area population. (IA Code 260C.1)
Community Rehabilitation Programs (Sheltered Workshops/Skill Centers)	Educational courses/programs for individuals in community rehabilitation centers (sheltered workshops). Individualized education plans must demonstrate progress toward identified educational goals and objectives. The mission and goals of the education and training provided must be related to the community college strategic plan. Reported up to a maximum of sixty contact hours per quarter attended, not to exceed two hundred forty contact hours per student per year.

Data Element/Term	Definition
Community Service (Non-Eligible)	Activities (Non-Eligible) designed to promote personal development and to help communities address the needs of persons residing in the merged area. The purpose of community service programs is to foster agricultural, business, cultural, industrial, recreational, and social development activities within the community. (Admin. Rule 281 - 21.4(5) (Ex. Programs and services such as workshops, meetings, festivals, cultural events, speaker bureaus, and seminars that use community or college facilities) Not necessary to report on the MIS.
Company Name	The name of the business/company/industry that is involved with the economic development project.
Completer	See Program Completer
Concentrator (Perkins)	The IDE defines concentrators as follows: **Secondary** - A secondary student who enrolled in one and a half (1.5) or more units in a single CTE program area. **Postsecondary** - A postsecondary/adult student who (1) completes at least twelve academic or CTE credits within a single program area sequence that is comprised of twelve or more credits and terminates in the award of an industry recognized credential, a certificate, a diploma, or a degree or (2) completes a short-term CTE program sequence of less than twelve credits that terminates in an industry recognized credential, or a certificate.
Concurrent Enrollment Course	A course delivered through a contractual agreement between a community college and a local school district where the local district is eligible for supplementary weighting in the school foundation formula.
Conferences/Special Events/Meeting (Non-Eligible)	Activities including conferences, special events, and meetings that do not meet the course criteria for eligibility for state general aid. (Not necessary to report on the MIS)
Consortium	An entity formed by educational agencies to undertake projects, activities, programs, and/or services for its members. The role of each member may be defined in a letter of agreement or contract.
Contact Hour	The computation of minutes given for an instructional activity. The minimum requirement of one contact hour is fifty minutes. (Admin. Rule 281-21.45(1))
Continuing Education Unit (CEU)	A uniform unit of measurement awarded for non-credit activities, courses, and/or programs. One continuing education unit (CEU) equals ten contact hours (based on a fifty minute classroom hour) of participation in an organized education experience.
Contract/Customized Business/Industry Training	An educational program, course, or service designed to meet a specific educational/training need of a business, industry, agency, governmental, and/or institutional entity. Such contracts are not usually offered by the community college as a part of its ongoing educational activities and enrollment is usually limited to students identified by the contractor.
Contract Number	The number used by college to identify training contracts for economic development activities.
Cooperative Education	See Instructional Types
Cooperative Experience Agreements	A method of instruction whereby students who, through written and on file cooperative agreements between college and employers, receive business/industry experience along with classroom instruction. The educational experiences in the business/industry shall be planned and supervised by the college and employer so that each contributes to the education and employability of the individual. Business/industry experiences and college classes may be on alternate half days, full days, weeks, or other periods of time in fulfilling the cooperative program.
Correctional Institution	Any prison, jail, reformatory, work farm, detention center, halfway house, community-based rehabilitation center, or any other similar institution designed for the confinement or rehabilitation of criminal offenders.

Data Element/Term	Definition
Corrections Education	Credit and non-credit offerings to enhance life skills, and academic and/or employability success for individuals who are criminal offenders and/or juvenile and adult offenders. They are residents of a county, state, private, etc. confinement, rehabilitation, and/or correctional facility. **Federal Correction Sources -** Eligible use of funds through The Carl Perkins Career and Technology Education Act of 2006. **State Correction Sources** - State appropriations for correctional institutions that are administered by the Department of Corrections through contracts with colleges. **Local Sources** - Funds available to community colleges through other local state and/or federal funded agencies, community college State General Aid, Adult Basic Education, etc.
Co-Sponsored Offerings	Courses/programs designed to serve special groups through the efforts of two or more entities.
Course	A unit of instruction that has the following: • a formalized syllabus; • a description; • a condensed outline or statement; • a minimum of one contact hour (fifty minutes) in length; • an approval in accordance with board policy; and • an instructor of record**.**
Course Contact Hour	Equals fifty minutes of instructional contact between an instructor and student in a scheduled course offering for which students are registered.
Course Credit Hour	The five-digit number used to record the hours of college credit assigned to a specific course. Up to two decimal places (ex. 01.25) may be used.
Course End Date	The year, month, and day the course ended.
Course Fees (Credit)	See Tuition
Course Fees (Non-Credit)	Non-credit course fees shall be determined on course costs and by market demand.
Course Name/Title	The combination of alpha/numeric characters assigned by college to identify the course name/title.
Course Number	The combination of alpha/numeric characters assigned by a college to a course. The first six positions must match common course number.
Course Outline	A detailed outline of a course including the content required, objectives, competencies or expected outcomes, expectations of students, and evaluation procedures.
Course Start Date	The year, month, and day the course started.
Credit Hour	A unit of measure/recognition awarded and recognized by higher education for the completion of an activity, course, and/or program. A credit hour is referred to as 50 minutes of instruction. The minimum requirements for one semester hour of credit are: • Classroom - 800 minutes (533 minutes for one quarter hour); • Laboratory - 1,600 minutes (1,066 minutes for one quarter hour); • Clinical - 2,400 minutes (1,599 minutes for one quarter hour); and • Cooperative/Work Experience/On-Job-Training - 3,200 minutes (2,132 minutes for one quarter hour).(Admin. Rule 281-21.2(13).)
Credit Student Enrollment	Courses, programs, and activities offered for credit. The categories for MIS reporting are: • Liberal/General Studies; • College Parallel/Career/Option; • Preparatory (Career/Technical); • Corrections; • Contract/Customized Business/Industry Training; • Economic Development; and • Recertification/Relicensure**.** **(**See individual categories)

Data Element/Term	Definition
Criminal Offender	See Special Populations
Customized Training Activity	Educational offerings designed to meet specific training needs of business, industry, agency, and governmental or institutional entities. Such offerings may already exist or new ones are arranged by the community college. Often enrollment is open to individuals other than the population identified in contract.
Date Student Entered Course	The year, month, and day the student entered course.
Date Student Exited Course	The year, month, and day the student exited course.
Days in Teaching/Instructional Contract	The number of instructional days in the individual's nine-month teaching contract.
Declared Major	The declaration of a major by a student in a specific program is completed through established procedures adopted by the college
Developmental Education Course	A course (credit and non-credit) designed to provide assistance (remedial instruction) to an individual so they can successfully complete the regular courses in their program of study. They are not designed to be college transferable and do not count toward graduation requirements.
Disabled	See Special Populations
Displaced Homemaker	See Special Populations
Distance Learning	A formal learning activity where students and instructors are separated by geography, time, or both, for the majority of the instructional period. Examples include: Print ICN Videotape or DVD Audio recordings Broadcasts Computer based software Web based programs Other online technology
District Number	A number assigned to identify Iowa's school districts and community colleges. (See College Number)
Earned Credit Hours	The total credit hours posted to student transcript at time of reporting, including transfer, test-out, tech prep, life experience, articulation, etc.
Economic Development	Credit and non-credit offerings made available through the combined efforts of the colleges and the Iowa Department of Economic Development. They include the projects/programs of: • Iowa Industrial New Jobs Training Program (260E) – assist businesses that are creating new positions or new jobs by issuing training certificates (bonds); • Iowa Job Training Program (260F) – fosters growth and competitiveness of Iowa business/industry by building workforce skills and expertise; • Accelerated Career Education (ACE) (260G) – supports the development or expansion of educational programs that address critical workforce skills and expertise for Targeted Industries; and • Grow Iowa Values Fund – a workforce and economic development fund created for each community for projects/programs in the areas of Information Technology, Insurance, and Life Sciences through Iowa Jobs Training Act (260F), Accelerated Career Education (ACE) (260G), Career Academies, Vocational and Technical Training (260C.1), and Job Retention Projects Apprenticeship programs are included where applicable.
Economically Disadvantaged	See Special Populations

Data Element/Term	Definition
Eligible Credit Course	A course that is eligible for general state financial aid that is part of an approved program of study. Includes developmental education courses that award credit hours. (Admin. Rule 281-21.45(1) (IA Code 260C.18C))
Eligible Legalized Aliens	Adult aliens whose status has been adjusted to lawful temporary resident under Section 245A, 210, or 210a of the Immigration and Nationality Act. Effective on date of such adjustment and continues until the end of the five-year period, provided that during that time, the alien remains in lawful temporary or permanent resident status granted under the Act.
Eligible Non-Credit Course	Non-credit offerings eligible for general state financial aid. (Admin. Rule 281-21.45(1) (IA Code 260C.18C)) The categories used for MIS reporting are: • Adult Literacy Program (except Corrections); • Adult High School Diploma; • State/Federal Mandated, Recognized, Court Ordered/Referred; • Enhance Employability/Academic Success (except Corrections); • Economic Development (except 260E); • Recertification/Relicensure; • Community and Public Policy; and • Family/Individual Development to Enhance Family Development. (See individual categories)
Eligible Student	A student enrolled in credit and non-credit courses that are eligible for general state financial aid. (Admin. Rule 281-21.45(1) (IA Code 260C.18C)).
Employment Type	Classifies the staff according to the type of employment, relating to amount of time and/or when employed, as defined by the institution. The classifications and MIS codes are: • 1 - Full-time – individuals that according to the college's definition are classified as a full-time employee and non-administrative instructors who are classified as full-time as defined in the college's collective bargaining agreement or written policy; • 2 - Part-time – individuals that according to the college's definition are employed less than full-time and non-administrative instructors who are classified as less than full-time as defined in the college's collective bargaining agreement or written policy; • 3 - 3 - Temporary/Seasonal - individuals who are employed, full or part-time, by the college for short-time periods for specific purposes and Temporary/Seasonal Faculty = non-administrative instructors who are employed, full-time or part-time, by the college for short periods of time for specific purposes; • 4 - Adjunct Faculty – non-administrative instructors who are employed without a continuing contract and whose teaching load does not exceed one-half time for two full semesters or three quarters per calendar year as defined in the college's written policy; • 5 - Half-time faculty – less than Full-time credit non-administrative instructors who teach over 50% of college-defined number of Full-time credit hours.
English-Literacy (ELL/ESL)	Non-Credit English literacy courses/programs of instruction designed to help adults who are limited English proficient. **ELL/ESL** - achieve competency in the English language; and **ELL/ESL–Citizenship** - achieve competency in the English language with the focus on the skills necessary to obtain citizenship. Reported up to a maximum of sixty contact hours per quarter attended, not to exceed two hundred forty contact hours per student per year.
Enhance Employability/Academic Success	Non-Credit offerings designed for individuals: • that are presently employed and who are upgrading their skills and/or retraining for new positions: and/or

Data Element/Term	Definition
Enhance Employability/Academic Success (continued)	• advancing their knowledge in traditional education studies (ex. math, sciences, etc.) for the purpose of preparing for further education or a different career.
Enrollment	Full-time equivalent enrollment (FTEE) used for calculating the distribution of the proportional share of state general financial aid. (Admin. Rule 281-21.45(1))
Enrolled in a Program (Perkins)	A student enrolled in a program meets the following criteria: • applies for admission to a specific career/technical or college parallel/career option program; • declares a major; • has been accepted by the college and assured access to all program courses; • registers as a student in program and is attending the technical core courses; and • is included in the cohort that is utilized to determine program performance for the Perkins accountability report
Experience in Technical Field	Indicates the extent to which a career/technical instructor meets the minimum standard of 6000 hours of recent, relevant work experience in lieu of a bachelor's degree. The categories and codes for MIS reporting are: • 0 - Not Applicable; • 1 - Meets Minimum Standard; • 2 - Working Toward Minimum; and • 3 - Does Not Meet Minimum Standard.
Faculty Instructional Load	**Arts and Science/Liberal General Studies** - full-time teaching load shall not exceed a maximum of 16 credit hours per school term or the equivalent. An instructor may also have a teaching assignment outside of the normal school hours, providing the instructor consents, as long as total workload does not exceed the equivalent of 18 credit hours within a traditional semester. **Career/Technical** - full-time teaching load shall not exceed 6 hours per day, and an aggregate of 30 hours per week or the equivalent, plus the equivalent of an additional 3 credit hours (instructor consent). When the assignment includes classroom subject and non-laboratory activities, consideration should be given to establishing the load more in conformity with arts and science. (Admin. Rule 281-21.3(4) (IA Code 260C))
Faculty Minimum Standards	Instructors who are under contract for half-time or more in career/technical education and arts and sciences shall meet at the minimum, the following: **Career/Technical -** shall be registered, certified, or licensed in the occupational area in which the state requires registration, certification or licensure, and shall hold the appropriate registration, certification, or license for the occupational area in which the instructor is teaching and shall meet either of the following: • Baccalaureate or graduate degree in the area or a related area of study or occupational area in which the instructor is teaching classes; or • Special training and at least six thousand hours of recent and relevant work experience in the occupational area or related occupational in which the instructor teaches classes if the instructor possesses less than a baccalaureate degree. **Arts and Sciences -** shall meet either of the following: • Possess a master's degree from a regionally accredited graduate school and have successfully completed a minimum of twelve credit hours of graduate level courses in each field of instruction in which the instructor is teaching classes; or

Data Element/Term	Definition
Faculty Minimum Standards (continued)	• Have two years or more of successful experience in a professional field or area in which the instructor is teaching classes and in which post-baccalaureate recognition or professional licensure is necessary to practice, including but not limited to the fields or areas of accounting, engineering, law, law enforcement, and medicine. **Developmental Education and Adult Education** - may or may not meet minimum requirements depending on their teaching assignments, the relevancy of standards to the courses, and the transferability of such courses. (Admin. Rule 281-21.3(2) (IA Code 260C.48))
Family/Individual Development to Enhance Family	**Eligible** - Non-credit courses on how individuals function in family, work, and community settings and how they relate to their physical, social, emotional, and intellectual environments. (Ex. Interpersonal relationships, adjustment to disability, etc.) **Non-Eligible** - Non-credit courses offered for home and personal gain. (Ex sewing, interior design, gardening, etc.)
Fees	Incidental fees collected from students, such as lab, graduation, transcript, and other similar type services.
Field Experience	See Instructional Types.
First Enrollment Date, This College	The month and year a student first enrolled at the college.
First Pay Date	The first date in the academic year that the college paid the employee.
Fiscal Year (Federal)	The year that commences on the first day of October and ends on the last day of September.
Fiscal Year (State)	The year that commences on the first day of July of a given year and ending on the last day of June of the next calendar year. The fiscal year shall be used for purposes of making appropriations and financial reporting and shall be uniformly adopted by all departments and establishments of the government. (Admin. Rule 281-21.45(1) (IA Code 260C 18C)) The Department of Workforce Development may use the federal fiscal year instead of the State fiscal year commencing on July 1.
Full-Time Equivalent Enrollment (FTEE)	The students enrolled in courses eligible for general state aid as determined by one FTEE. One FTEE equals twenty-four credit hours for credit courses or 600 contact hours for non-credit courses. (Admin. Rule 281-21.45(1))
Full-Time Student	See Student Classification.
Gender	Designation by the individual if they are a male or female.
Gender Equity (Non-Traditional)	An individual who is enrolled in a program where students of the opposite gender comprise at least 75.1 percent of all students enrolled.
General Education Courses	Credit courses designed to impart common knowledge, promote intellectual inquiry, and stimulate the examination of different perspectives. They also foster human development in civic, consumer, environmental, and social responsibilities. The number and type of general education courses in a curriculum is determined by state minimums, occupation needs, and institution standards. These courses coincide with standard articulation agreements with Regent Institutions.

Data Element/Term	Definition
General Education Development (GED) = Adult Secondary Education	A standardized testing program (Non-Eligible) entitled "The Tests of General Educational Development". The test battery includes five parts: • Writing Skills; • Social Studies; • Science; • Literature and the Arts; and • Mathematics. The questions in each of the five tests require use of general knowledge and higher order cognitive skills. Seventeen and eighteen year old persons are allowed to take the battery of test with proper documentation and not enrolled in a secondary school. The Iowa high school equivalency cannot be granted until the candidate is eighteen and the class of original entry has graduated. The Iowa High School Equivalency Diploma is issued by the IDOE upon successful completion of the GED test battery. The adult secondary education instruction is reported up to a maximum sixty contact hours per quarter attended, not to exceed two hundred forty contact hours per student per year.
General State Financial Aid	The amount of general state aid the college received from the state general fund. For the method of distributing, refer to distribution formula in the Administrative Rules.(Admin. Rule 281-21.45)
Graduate	A student who has fulfilled all the requirements of a program and has earned an award. (See Program Completer and Graduate for Perkins reporting.)
Grow Iowa Values Fund	See Economic Development
Headcount	The actual number of students enrolled in a given instructional category or unit during a given period of time. **Unduplicated** - means that an enrollee is counted only once during the reporting period even though they may be enrolled in more than one curriculum or in more than one term during the reporting period. The enrollee is to be reported in the curriculum in which they were most recently enrolled. If the above criterion discriminates, than they are to be reported in the curriculum in which they received the most credits or contact hours of instruction. **Duplicated** - means that an enrollee is counted more than once during the reporting period.
High School Award Type	The type of award received and/or status a student has relating to high school completion. The MIS types and codes are: • 0 - Unknown; • 1 - High School Diploma; • 2 - GED; • 3 - Non-graduate; • 4 - Still in high school; and • 5 - Adult High School Diploma**.**
High School Education	**Adult High School Diploma** - A program of instruction designed for an eighteen year old or older individual that culminates in an Adult High School Diploma granted by a community college. A diploma cannot be granted until the candidate has reached their eighteenth birthday. . Courses consist of sixty contact hours, reported at the time of enrolling, with a maximum of five courses per semester. **Secondary High School Diploma** - Courses provided by community colleges for secondary credit toward a high school diploma granted by a local secondary school district. **Alternative High School** - An established environment within or apart from the regular high school with policies and rules, educational objectives, staff, and resources designed to accommodate individual student needs. The curriculum provides a comprehensive high school education consistent with the goals established by school districts in the

Data Element/Term	Definition
High School Education (continued)	area. Whether or not an individual student may choose to attend an alternative school may be limited by court order or by approval of the local school district. Community colleges may establish and operate alternative high schools for secondary school districts on a contractual basis. Students are not eligible for postsecondary state general aid unless such students are taking courses above and beyond the defined courses for high school completion. Courses consist of sixty contact hours, reported at the time of enrolling, with a maximum of five courses per semester. (Iowa Code, 256.9(43))
High School Enrollment Type	Indicates through which type of activity/offering that the high school students are enrolled in the college. The MIS types and codes: • 0 - Not Applicable - Not a high school student; • 1 - Postsecondary Enrollment Option Act (PSEO) - (See PSEO); • 2 - Contract Agreement - a student who is enrolled because a secondary education institution has contracted with a postsecondary institution to provide the instruction, tuition paid by secondary institution; and • 3 - Tuition Student - a student whose tuition is paid by self/family, not a secondary educational institution.
High School Identification and Community College Adult High School Diploma Identification	**High School Identifier** - The combinations of the district and school codes or the ACT code are used for currently enrolled Iowa high school students and graduates. For non-Iowa high school students, use all zeros. **Community College Adult High School Diploma Identifier** - The combination of the district and four zeros (school) are used for students that have completed an Adult High School Diploma. (Refer to the MIS Reporting Manual for high school and college codes.)
High School Student	A student who is enrolled in grades 9-12.
Highest Degree Earned = (Previous Years of Postsecondary Education)	The highest degree earned by the student at another postsecondary institution. The MIS categories and codes are: • 0 - Unknown; • 1 - Less than 2 year; • 2 - 2-year; • 3 - 4-year (Bachelor); • 4 - Graduate; and • 5 - None.
Highest Educational Achievement/Award	The highest degree, award, or educational achievement an employee has attained is reported in the MIS as follows: • 1 - Doctorate; • 2 - Education Specialist; • 3 - Master's Degree; • 4 - Bachelor's Degree; • 5 - Associate Degree; • 6 - Diploma; • 7 - Certificate; • 8 - High School Diploma/GED; and • 9 - Less than High School/Diploma/GED**.**
Identification Code Sets – Courses, Programs, Services, and/or Activities	Sets of eight-digit numbers to identify all community offerings for reporting, funding, and status of eligibility for state general aid. The sets identify the following: **Instructional Level** - two digit numbers that identifies the level of education being offered; include leading zeros if needed. **Type** - two digit numbers that identifies the type of education being offered; **Special Emphasis** - two digit numbers used to further clarify the type of activity within the offering; and

Data Element/Term	Definition
Identification Code Sets – Courses, Programs, Services, and/or Activities (continued)	**Object/Purpose** - two digit numbers that identify the source of funding and/or status of eligibility for state general aid. (See Appendix A – Identification Code Number/Sets)
Independent Study	See Self-Paced Instruction
Individual Learning Experience	A structured learning experience designed by a college to meet the educational needs of an individual student. Credits shall be in accordance with the credit hours that would have been assigned if the course had been taught by conventional methods. If an equivalent course is not offered, the length shall be computed from records of attendance using such procedures as a time clock or sign-in records. (Admin. Rule 281-21.2(13))
Individualized Instruction	Instruction in which the student works one-on-one with the instructor. The course delivery may be individually tailored to accommodate the student's needs. Course(s) must be of an approved course of study and listed in the college catalogue.
Ineligible Student	A student enrolled in credit or non-credit courses, that are not eligible for general state financial aid, which include: • leisure/recreational (wellness, self enjoyment, hobby etc.) • 260E activities; • courses that lead to a high school diploma awarded by a secondary district; • alternative high school; • courses for secondary credit only; • drivers education (when secondary district counts enrollees); • corrections (non-credit courses); • adult learning (knowledge/skills to enhance function in society); • non-occupational food and nutrition; • on-the-job training (not college directly supervised); • community service; • conferences/special events/meetings; • college staff developments/in-services; • nursing homes; and • sole purpose of testing (GED, CLEP, ACT, Nursing, etc.).
Inflation Rate	The average of the preceding twelve-month percentage change, which should be computed on a monthly basis, in the consumer price index. It is published by the U.S. Department of Labor.(IA Code 260C.18C))
Instructional Methods	The types of instructional methods/experiences used to deliver curriculum content. **Traditional Methods**: • Classroom **-** lecture and other formalized instruction under the supervision of an instructor; • Clinical **-** applied learning in a health agency or office under the supervision of an instructor; • Laboratory **-** experimentation and practice under the supervision of an instructor; and • Cooperative/Work/Field Experience/Internship and On-The-Job Training **-** educational experiences in a work place that are planned and coordinated by a college representative and an employer, with the supervision of the student in the work place being the responsibility of the employer. **Alternative Methods**: • Accelerated; • Distance learning; • Self-Paced; • Multi-Format; and • Individual Learning Experiences. (See individual categories) (Admin. Rule 281-21.2(13))

Data Element/Term	Definition
Instructional Services	Activities directly related to the delivery of a specific course curriculum provided (on either an individualized or group basis) by a qualified instructor of record.
Instructor(s) of Record	Instructor(s) who teaches reported course.
Jointly Administered Program	A program entered into by two or more educational institutions to provide instruction jointly, to the mutual benefit of the constituents of each institution. Secondary courses/programs that secondary institutions offer jointly or offerings that secondary institution(s) contract with a postsecondary institution to provide. (See Sharing)
Laboratory	See Instructional Methods
Ladder Program	A program with various/built-in levels of awards. Programs are typically approved by the IDOE at the highest award to be granted. Students may opt out of a ladder program at different levels such as a certificate and/or diploma before completing a degree. To market curricula/awards, separate from the original degree approval, IDOE approval must be obtained.
Learning Resource Center	Library, media, and information services that include a range of information sources, associated equipment, and services accessible to students, staff, and the community.
Leisure/Recreational Courses	Courses (Non-Eligible) that provide instruction in leisure, recreation, casual culture, wellness, and/or self-enjoyment subjects.
Liberal/General Studies	Arts and Sciences courses in a curriculum that makes up the first two years of a Baccalaureate degree.
Limited English Proficient	See Special Populations
Local Education Agency (LEA)	A legally constituted education entity having administrative control and direction of educational programming. (Ex. secondary school districts, community college districts, and area education agencies)
Mainstreaming	The placement of students, who are members of special populations and those who may need additional support services in order to be successful, in regular educational programs or courses.
Major	The program identifier that describes a student's concentration of courses and/or declared program completion goal. A student that has not declared a major should be assigned to a career/technical program in which they have completed the most courses. If they have not enrolled and/or completed mostly career/technical courses, the student will be assigned to Liberal/General Studies.
Management Information System (MIS)	A system designed for reporting enrollment, human resources and financial data from the community colleges to the IDOE to ensure more uniform, accurate, and consistent data. The MIS sections are: • A - Fall and Fiscal Year Credit; • B - Non-Credit; • C - Secondary Jointly Administrated; • D - Human Resources; • Appendices.
Maximum Number of Graduates	The maximum number of students approved by the IDOE to receive an award and/or complete a specified program during an academic year.
Multi-Format Nontraditional Instruction	Instruction utilizing a variety of nontraditional methods that may incorporate self-paced learning, text, video, computer instruction delivery, accelerated training, independent study, internet delivery, and/or other methods that do not follow standard classroom work guidelines. Contact or credit hours shall be awarded in accordance by what is assigned for a course taught by the conventional methods. (Admin. Rule 281-21.2(13))
New Jobs Training Program	See Economic Development
Non-Credit	See Adult/Continuing Education (Non-Credit)

Data Element/Term	Definition
Non-Credit Course Hours	The five-digit number used to record the hours of non-credit assigned to a specific course. Up to two decimal places (ex .001.25) may be used
Non-Credit Student Enrollment	See Adult/Continuing Education (Non-Credit)
Non-Graduate Program Completer (Perkins)	A student that completed the entire sequence of arts and science and career/technical courses in the program but did not receive an award.
Nontraditional Occupation	Occupational fields of work, for which individuals from one gender comprise less that twenty-five percent of the individuals employed.
Object Code	A number used in combination with the General Ledger Classification Code to distinguish the type of expenditure or revenue item. (Refer to the Iowa Community College Accounting Manual)
One Source Training	Credit and/or non-credit courses/curriculum designed and delivered on a statewide basis through a partnership of Iowa's fifteen community colleges. These offerings are designed in cooperation with business/industry, health providers, etc. for upgrading the skills of persons presently employed and/or retraining for new employment. The students are reported in Contract/Customized Business/Industry Training (Credit) or Career and Technical Training and Upgrading (Non-Credit).
Online Course	A method of distance learning where the entire content of a course is delivered online (web-based/internet/etc.).
On-the-Job Training	See Instructional Types
Open Door Policy	All individuals regardless of their previous education, level of achievement, etc. can enroll.
Open Entry/Open Exit	The allowance of entry and exit at points other than the scheduled term beginning and ending dates specified on the community college's academic calendar.
Operational Status	The codes that identify the operating status of an offering in the IDOE Program Master and colleges. The types and codes are: • 1 - Operational – Currently operating; • 2 - Not Operational – Has operated, not currently operating, will operate in future if needed (must submit an up-to-date AS28 when reoffering); • 3 - Alternate Year – (Not Applicable for colleges); • 4 - Anticipated – Plan to operate in near future; • 5 - Discontinued – Has operated, not currently operating, would operate in the future if needed, however with new curriculum (must submit letter requesting to reinstate approval to Operational, Advisory committee minutes, and new AS28); and • 6 - Terminated – No intent to operate in the future, Approval removed by IDOE upon request of college.
Participant (Perkins)	The IDOE defines participants as follows: A postsecondary/adult student who has earned one or more credits in any CTE program area.
Pell Grant Recipient	An individual who is enrolled in an undergraduate program of study who has not earned a bachelor's degree or professional degree and has been awarded a non-repayable Federal Pell Grant.
Pell or BIA Count	The number of career/technical and college parallel/career option students who are recipients of a Pell or Bureau of Indian Affairs (BIA) grant. The count is used for determining Perkins allocations to community colleges. (See Appendix D)

Data Element/Term	Definition
Perkins Act of 2006 = Perkins IV	The Carl D. Perkins Career and Technical Education Act of 2006 purpose is to develop more fully the academic, vocational, and technical skills of secondary and postsecondary students by: • Developing challenging academic and technical standards and assisting students meeting standards; • Linking secondary and postsecondary rigorous and challenging academic and career/technical instruction; • Providing services and activities designed to develop, implement and improve career/technical education, including Tech-Prep; • Researching and disseminating information on best practices; • Providing technical assistance on leadership, initial preparation and professional development at the state and local levels; • Improving the quality of teachers, faculty, administrators and counselors; • Supporting partnerships among secondary, postsecondary, and baccalaureate granting institutions, local workforce investment, business/industry, and intermediates; and • Providing individuals with opportunities throughout their lifetimes to develop the knowledge and skills to keep the U.S. competitive.
Perkins Allocation	The amount of Perkins funds allocated to each community college based on Federal criteria. (See Appendix D – Perkins Distribution)
Personnel Development	Activities, courses and programs to upgrade or further develop the skills of persons presently employed.
Position Code	The codes and categories used to classify staff for MIS and financial accounting are: • 510 = Administrative - The chief executive officer and cabinet/administrative team; • 520 = Instructional - Credit personnel providing instruction (50% or more of their time) to students. Includes faculty, counselors, librarians, and tutors; • 525 = Full-Time Non-Credit Instructional - Personnel involved in full-time direct instructional (for non-credit course) contact with students. • 530 = Professional - Personnel performing academic support, student services, and institutional support activities including data processing, media, and business office; • 540 = Secretarial/Clerical – Personnel performing clerical and/or secretarial activities including internal and external communications and recording and retrieving data; and • 550 = Service - Personnel performing maintenance and repair, machine operations, vehicle drivers, security guards, etc. (Refer to the MIS Reporting Manual)
Position Total Compensation	The total amount (nearest whole dollar) earned by an individual in a position for the fiscal year, excluding benefits.
Postsecondary Enrollment Options Act (PSEO)	Designed to promote rigorous academic pursuits and to provide wider variety of options to high school students. Eleventh and twelfth graders and gifted and talented ninth and tenth graders have an opportunity to enroll part-time in nonsectarian postsecondary credit courses in eligible postsecondary institutions of higher learning in Iowa. Participation is approved by and usually financed by the secondary education institution where they are enrolled. (Admin. Rule 281-22.1-6 (IA Code 261C.1))
Previously Attended Another Postsecondary Institution	Indicates if the student has attended another postsecondary institution before enrolling in the current institution.
Program	A coherent sequence of courses designed to prepare individuals for employment or further education in a specific occupational area.

Data Element/Term	Definition
Program Completer	A student who has completed the entire sequence of courses (arts and science and/or career/technical) in the program, with or without fulfilling all the necessary graduate requirements of the college.
Program Graduate	A student who has completed the entire sequence of courses (arts and science and/or career/technical) in the program, received the award, and has fulfilled all the necessary requirements for being a college graduate.
Program Master (PGM)	A IDOE list of programs, services, and/or activities, by college, approved for operation. The following information is included: • Program/offering twenty-eight number identifier; • Local title; • Terms; • Credit Hours; • Maximum Graduates; • Regular Length; • Approval Month and Yea; • Type of Approval; and • Operational Status.
Program/Offering Identifier	The 28 numbers that contain the county, district, site, CIP number, level, type, special emphasis, and object/purpose codes for an offering/program.
Program Sharing	See Administrative and Program Sharing and Career/Technical Programs – Preparatory
Program Terms	The number of full-time terms in a program, including summer terms.
Program Types	Credit programs designed to provide the specific skills and knowledge essential for successful entry into a specific or related occupation, requiring less than a baccalaureate degree, or for further education. The offerings are classified according to: • Full-time - operates, on the average of 15 or more credits per term and more than 1 term in length; • Part-time - operates, on the average, less than 15 credit hours per term and more than 2 terms in length; • Shared - a program that two or more colleges agree to accept the courses offered at each college and share the number of graduation slots. Students often are required to enroll and/or attend the appropriate courses in the curriculum at both colleges to complete the program. The college who is approved to offer the occupational job entry courses grants the award; • Short-term - a program that is short in length and usually less than 22 credits or its equivalence; • Advance Standing - a program that requires completion of specific courses and/or another program before a student is eligible to enter; • Apprenticeship -a program registered with the Department of Labor or the state apprenticeship agency in accordance with the National Apprenticeship Act. It is a structured systematic program of on-the-job (minimum of 2000 hours) supervised training and usually requires related instruction; (See Apprenticeship) and • Career Academy – an associate degree, or above, program which combines a minimum of two years of secondary education and at least two years of postsecondary education. (See Career Academy) Special programming is available for Corrections, Contract/Customized Business/Industry Training, Economic Development, One Source and Recertification/Relicensure. (See individual categories.)
Project/Program Code	Alpha/numeric characters used by the colleges and Department of Economic Development to identify specific projects/programs relating to:

Data Element/Term	Definition
Project/Program Code (continued)	• 260E (assigned by college); and • 260F, 260G, and Grow Iowa Values Fund 260C.1, 260F, 260F.9 and 260G (IDED assigned contact number).
Quality Faculty Plan	A plan for hiring and developing quality faculty established by an institutional quality faculty plan committee. The plan includes, at a minimum, the following: • implementation schedule; • orientation for new faculty; • continuing professional development; • procedures for accurate recordkeeping and monitoring; • consortium agreements where appropriate; • specific activities that ensure the faculty attains and demonstrates instructional competencies and knowledge; • procedures for collection and maintenance of records demonstrating that each faculty member has attained or documented progress toward attaining minimum competencies; and • compliance with the faculty accreditation standards of the North Central Association of Colleges and Schools. (Admin. Rule 281-21.3; IA Code 260C.36)
Race/Ethnicity	Members of a group as a product of their common heredity, racial, and/or cultural tradition. The codes and groupings for MIS reporting are: Ethnicity: 1 = Hispanic, A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race 2 = Non-Hispanic Race: flags for the following categories: • American Indian or Alaskan Native, a person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition. • Asian, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent; • Black or African American, a person having origins in any of the black racial groups of Africa; • Native Hawaiian or Other Pacific Islander (e.g., Philippine Islands and Samoa); • White, a person having origins in any of the original peoples of Europe, North Africa, or the Middle East; • Not reported
Rebuild Iowa Infrastructure Fund	State dollars allocated for major renovation and repair needs, including health, life, fire, and safety needs and for compliance with federal Americans with Disabilities Act, for buildings and facilities under the purview of the community colleges. Allocation to each community college is based on the same distribution formula established for state general aid. HF 875 Section 5
Recertification/Relicensure	Credit and non-credit offerings designed for individuals employed that are required to be recertified or relicensed. Offerings include the types described below: • Less than Baccalaureate - occupations that require less than a four-year degree; and • Baccalaureate and above – occupations that require a four-year degree or above and which do not lead to an additional degree. Included are education renewal certificates.
Reciprocity Agreement	Recognition by one institution of the validity of licenses or privileges granted by another institution. A reciprocity agreement is usually an agreement between a community college in Iowa and a college in a

Data Element/Term	Definition
Reciprocity Agreement (continued)	contiguous state. (Iowa Code 280A .23 (2))
Registered/Certified/Licensed	Indicates if the instructor holds a registration, certification, or license for the occupational area in which the state requires such to teach. The codes and categories for MIS reporting are: • 0 – No; • 1 – Yes; and • 2 – Not Applicable (Not required to teach)
Registration	A process of enrolling students for courses or programs.
Registration Type	The code and categories used to identify the type of student registered in course are: • 0 - Regular student; • 1 - Contracted training/services; and • 2 - High school student.
Regular Length	The total length, in weeks, of an approved program as designed for full-time delivery.
Related Non-Credit Activities	Activities that are conducted in each community college that do not meet the criteria for a course and therefore are not eligible for State General Aid and are not required to be reported through the MIS. They are the following: • Community Service; Conferences, Special Events, and meetings; Staff Development and In-services for college employees; and Independent Testing. (Not necessary to report on the MIS)
Residency	Used to identify the residency status of a student at the date of registration. The codes and categories are: • 0 - Unknown; • 1 - Iowa Resident; • 2 - U.S. Citizen and Legal Alien Non-Iowa Resident; and • 3 - Foreign and International Students with Student Visa. **(**See Appendix C – Uniform Policy on Student Residency)
Residency Status	Colleges may require written documents, affidavits, or related evidence deemed necessary to determine residency status of a student. Determination of residency status is based on the reason a student is in the State of Iowa and the length of time they have resided in Iowa. A student who has been admitted to a community college shall be classified as a resident or as a non-resident for admission, tuition, and fee purposes. **Resident** - A student who has established a permanent domicile in Iowa for at least ninety days prior to the beginning of the term for which they are enrolling. A student must be able to show proof of residency by documenting at least two of the following: • written and notarized documentation that they are employed in Iowa; • an Iowa income tax return; • an Iowa driver's license; • an Iowa vehicle registration card; • an Iowa voter registration card; or • proof of Iowa Homestead credit on property taxes. **Non-Resident** - A student who is a: U.S. Citizen or a Legal Alien and a Non-Resident of Iowa and • is not planning on becoming an Iowa resident; or • is not planning on staying in Iowa; or • is not planning to work in Iowa. Foreign and International Students with Student Visa. (See Appendix C - Uniform Policy on Student Residency)
Secondary High School Diploma	See High School Education

Data Element/Term	Definition
Secondary Jointly Administrated	Programs designed for secondary age students when two or more educational agencies have an agreement to administer instructional programs. The MIS categories are: • Liberal/General Studies; • Career/Technical Preparatory, • Tech-Prep/Career Academy programs
Secondary Student Identification Number	Unique Student Identifier assigned to all secondary students and passed to the MIS from a data match of K-12 data systems.
Self-Paced Instruction	Courses or programs that allow students to progress at their own rate of speed and enter at variable times. Contact or credit hours for these courses shall be computed by what is obtained in a conventionally delivered course. (Admin. Rule 281-21.2(13))
Served with Support Services	An individual who is a member of one or more Special Populations and who received supplemental assistance in order to succeed in their program. The supplemental assistance is beyond what is provided in the regular curriculum.
Sharing	**Agreement** – A Joint Exercise of Governmental Powers entered into by two or more eligible institutions to provide instructional or administrative services jointly, to the mutual advantage of the constituents of each institution. (Rules 281–21.64(280A). This agreement must be recorded with the Secretary of State and county recorder. **Contract** - An agreement between two or more public agencies to jointly provide services and activities they are authorized by law to perform. This contract requires board approval of the contract and must include purpose, powers, rights, objectives and responsibilities of the parties to the contract.
Single Parent	See Special Populations
Short-Term Preparatory	See Program Types and Career/Technical Programs - Preparatory
Site Number	The number used by the college to identify the site where a student is enrolled and a staff member is employed.
Special Populations	Individuals who need additional or supplemental assistance determined essential to participate and/or succeed in obtaining an education. The categories for identification are: **Criminal Offender** – Individuals who have been convicted of any criminal offense, including a youth offender and a juvenile offender; **Disabled** –Individuals who are mentally retarded, hard of hearing/deaf, speech or language impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, multi-handicapped, or persons with special learning disabilities; **Displaced Homemaker** – Individuals who were a homemaker exclusively but because of dissolution of marriage, death or disability of spouse, must prepare for paid employment; **Economically Disadvantaged** – Individuals (other than handicapped and LEP) from economic disadvantaged families, including foster children; **Limited English Proficient (LEP)** – Individuals who: • were not born in the United State or whose native language is other than English due to coming from environments where a language other than English is dominant, or • are American Indian or Alaska Native students who come from environments where a language other than English has had a significant impact on their level of English proficiency, and • by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language; and **Single Parent** – Individuals who are unmarried or legally separated from a spouse and have minor children for which the parent has either custody

Data Element/Term	Definition
Special Populations (continued)	or joint custody, or is pregnant.
St./Fed. Mandated, State Recognized, Court Ordered/Referred	Non-credit courses and programs that are state or federal mandated, state recognized, or court ordered/referred or are an organized education instruction designed to meet legislated or licensing requirements as defined in state and federal code.
Staff Development (Non-Eligible)	Staff and professional development non-credit activities and in-services for community college employees. These activities are Non-Eligible. (Not necessary to report on the MIS)
State Service Areas	The six broad categories of secondary and postsecondary career/technical programs are: • Agriculture; • Business; • Health; • Family and Consumer Sciences; • Industrial Technology; and • Marketing. Secondary Districts are required to teach a minimum of three sequential units each in at least four of the six service areas. (Iowa Code 281 12.5 (5)
Staff Positions	See Position Code
State Student ID	A unique number that is assigned, by the IDOE, to a child as he or she enters the Iowa educational system. The number, 10 digits in length, remains the same from year to year and follows the student within the state. It may follow the student in further educational endeavors (postsecondary), for follow up purposes.
Student Classification	**Full-time** - A student enrolled for twelve or more semester (eighteen or more quarter) credits hours, or its equivalent in the most recent regular term of enrollment or twenty-four contact hours a week each term. (Student Aid Commission.) A full-time student for MIS reporting is one who has 24 credit hours during the year. **Part-time -** A student enrolled for less than twelve semester (eighteen or more quarter) credit hours or its equivalent in the most recent regular term of enrollment. Appropriate adjustments for length of summer term are to be used if the student has not attended a regular term during the academic year. The above definitions are used for uniform state reporting, however community colleges often define full/part-time according to independent local criteria. College Student Aid Commission's full-time definition is a student enrolled for twelve or more semester or quarter hour credits, or twenty-four contacts hours a week each term. (Admin. Rule 281-21.4)
Student Intent/Goal	A code used to enter the most recent reason, stated by the student, for enrolling at the college. The MIS codes and categories are: • 1 - Transfer to another college/university; • 2 - Prepare to enter job market; • 3 - Explore courses to decide on career; • 4 - Self-improvement/improve basic skills; • 5 - Take courses for personal interest; • 6 - Improve skills for present job; • 7 - Prepare to change careers; • 8 - Meet certification/licensure requirements; and • 9 - Undecided/Unknown/Other.
Student CIP Major/Program	The eight-digit CIP number (include leading zeros) of the student's major at the time of reporting (MIS - Fall Term, Year-End, and Awards).

Data Element/Term	Definition
Student Services	A variety of services to meet the needs of students in the college which shall include the following: • Orientation of college and career opportunities and requirements; • Appraisal of individual potential; • Consultation with students about their plans, progress, and problems; • Participation of students in activities that supplement classroom experiences; • Regulation to provide optimal climate for social and academic development; • Services that facilitate community college attendance through a program of financial assistance, and facilitate transition to further education or employment; and • Organization that provides for continuing articulation, evaluation, and improvement of the student services program.
Supplemental Services	Services or activities considered essential or necessary for individuals to be successful in their programs or courses. Supplemental services are designed to provide additional or supplemental assistance beyond what is provided in regular courses or programs.
Support Services	Activities designed to be supplementary to "instructional" activities, in which a student receives assistance necessary to successfully meet a career goal.
Syllabus	A uniform format adopted by the college and completed by the faculty for the purpose of communicating to students the purpose, objectives, credit hours, schedule of assignments, student assessments, etc. of a course.
Technical Core	Courses that are occupationally specific to a program major.
Tech Prep Program	A Career/Technical program that: • combines at least two-years of secondary and two- years of postsecondary education in a non-duplicate sequential course of study; • integrates academic and technical courses, and if appropriate utilizes work-based and worksite learning; and • leads to an associate or a baccalaureate degree and/or an occupational certification in a high skill, high wage occupation or further education. A written agreement between the educational entities defining curriculum, operational policies, and credit provisions of the two plus two program.
Tech Prep Student:	**Postsecondary** - A student who has completed the courses (both academic and technical) required at the secondary level and is enrolled in the postsecondary courses (both academic and technical) of a Tech Prep program.
Telecommunications Course	A course offered through a long distance communications network, such as telenet, fiber optics, satellite, etc.
Term	A predetermined period with a definite starting and ending date, during which classes are regularly scheduled.
Terms (Program)	The number of terms in a program, including summer terms.
Tests (Non-Eligible)	The time students spend testing that is not a part of a course and/or program, are Non-Eligible. Includes GED, licensure, screening, business and industry, governmental, and standardized, etc. testing. (Not necessary to report on the MIS.)
Transcript	An official copy of a student's educational record that is created at the time of enrollment and up-dated as the status and progress of the individual changes.

Data Element/Term	Definition
Transfer Credit Hours Granted	The credit hours posted at time of reporting to a student's transcript indicating that the college has awarded transfer credit for credit hours earned at another postsecondary institution.
Tuition	The charges established by a community college for student enrollment in programs, courses, or individualized learning situations. The tuition rate varies according to residency status of the students. **Resident** - Community college tuition for residents of Iowa shall not exceed the lowest tuition rate per semester, or the equivalent, charged by an institution of higher education under the State Board of Regents for a full-time resident student. **Nonresident** – Community college tuition for nonresidents of Iowa shall not be less than the marginal cost of instruction of a student attending the college and should be a different tuition rate than for resident students, even if the difference is nominal. There is a statutory exception for residents of Iowa's sister states (eight designated by Iowa Department of Economic Development), but this up to each college. Reciprocity agreements with colleges outside Iowa also allows for tuition rates to be the same or the lower of the two colleges. (Iowa Code 260C.14(2)) (See Appendix C)
Unique Student Identifier	Numbers used to identify the student during their education, for state reporting, and follow up. **Social Security Number (SSN)** – A number assigned by US Government. **Locally Assigned** - A number assigned by the college to identify the student rather than a Social Security Number. If a local number is used, the college has the responsibility to ensure that a student carries the same number through the student's attendance at the college.
Vocational Education	See Career/Technical Education
Waiver	Colleges may request a waiver from the Division of Community College and Workforce Preparation regarding the eighty-six maximum credit limit. Rational such as state and national accreditation standards, and local business/industry certification standards documentation will be used to determine the approval status of the wavier. If a wavier is granted, the college must continue efforts to bring the program in compliance. Waivers are granted for a maximum of two years, at which time the request must be resubmitted.
Work Experience	See Instructional Types
Year of High School Award	The year a high school award was received.