2011-2012 Glossary

Name	Concise Definition/Description	Routine Report	Current Assessment Tool
Accountability System Report – Small College Districts (THECB)	The annual THECB report, in which each member contributes, is intended to increase peer group knowledge and use of accountability data and to enhance peer group interaction and collaboration. Members of the peer group are: Clarendon College—Clarendon Frank Phillips College—Borger Galveston College—Galveston Howard College District—Big Spring Northeast Texas Community College—Mount Pleasant Panola College—Carthage Ranger College—Ranger Vernon College—Vernon Western Texas College—Snyder (IE)	X	
Accreditation Review Committee Annual Report to CAAHEP for Surgical Technology	The Commission on the Accreditation of Allied Health Education Programs (CAAHEP) requires an annual review for accreditation of the Surgical Technology Program. This review consists of statistics from the previous class, any changes that have taken place in the curriculum and/or personnel, etc. (SM)	X	X
Accuplacer	A standardized national college entrance test which meets the Texas Success Initiative requirements for entrance and placement testing. It is also used in part or as a whole for several Vernon College workforce or technical exams. (SS)		X
action	Action is defined as a plan designed to accomplish or achieve a particular objective. Components of Vernon College will develop actions to accomplish objectives.		
ADA Tests	Students who meet Americans with Disabilities Act qualifications thru appropriate documentation are administered Vernon College tests with accommodations. (DL)		X
Advisory Committee Meetings	The THECB requires each career and technical education (CTE) program to have an industry-based advisory committee to help document the need for the CTE program and to ensure the program has both adequate resources and a well-designed curriculum. The committees are required to meet a minimum of one time a year and contact with committees must be maintained throughout the year. Chapter 3 of the GIPWE describes the purpose, composition, and functions of the advisory committees. Agenda for the meetings include curriculum review and recommendations for revision. Minutes of meetings and update letters are maintained for five years. (SW)		X

2011-2012 Glossary

American Society of Health-System Pharmacists	The American Society of Health-System Pharmacists is the accrediting body for the Pharmacy Technician program. Licensure tests are conducted through this organization.(SM)		X
Annual Operating Budget	Estimates of proposed Vernon College revenue and expenditures for the fiscal year beginning September 1 and ending August 31. (BB)		X
Annual Audit - Financial	The Annual External Audit is reviewed by the Board of Trustees. The Audit provides evidence of compliance with state and federal rules-measures, effectiveness of institutional financial procedures, practices, and internal controls. (AS)	X	
Annual Action Plan	Using the Mission Statement, Primary Goals and Priority Initiatives, college components prepare outcomes and assessment criteria and procedures which become action plans for the coming year. This information is documented in the *Annual Action Plan.* The *Annual Action Plans* are used to assist in budget development. (IE/SACS)		
assessment	*Assessment* in education is best described as an action "to determine the importance, size, or value of." Assessment encompasses the entire process of collecting, synthesizing and interpreting information, whether formal or informal, numerical, or textual.(IE)		
assessment measurement	All components of the college, including instruction, student services, admissions and records, and administrative services can be enhanced by use of thorough and specific assessment methods that identify and quantify (measure) strengths and weaknesses. Measurement is the process of quantifying or scoring performance on an assessment instrument. Measurement comes after data is collected. (IE)		
assessment method	Assessment method is the process chosen to document, usually in measurable terms, knowledge, skills, attitudes and beliefs to identify and quantify (measure) strengths and weaknesses.		
Athletic Academic Progress Analysis	Evaluates academic progress of Vernon College athletes for early interventions. (SS) Note: deleted as assessment activity Fall 2009 and combined in Athletic Academic Progress Report		Combined with report Fall 09
Athletic Academic Progress Reports	Compilation of analysis results used to evaluate the academic progress of Vernon College athletes for early interventions. (SS)	X	
Athletic GPA Report	Athletic GPA (grade point average) report to the Board of Trustees to evaluate academic progress of athletes. (SS)	X	

2011-2012 Glossary

Athletic Scholarship Report	Used to analyze the effectiveness of athletic scholarship dollars and plan next year. (SS)	X	
Automated Student and Adult Learner Follow-Up System (ASALFS) THECB CBM 116 follow-up	The ASALFS also commonly referred to as the CBM 116 Follow-up allows institutions to provide data on the placement of graduates that have not been located during matching with higher education enrollment and employment records. The CBM 116 data is combined with data on located graduates to determine the graduate placement rate for an institution. (IE)	X	
CAHIIM Annual Program Assessment Report	The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) requires an annual assessment for accreditation of the Health Information Technology program. This assessment outlines class statistics, changes in curriculum and/or personnel, etc. (SM)	X	
Capstone Experiences	The capstone experience is one method by which CTE programs may verify entry-level workplace competencies. The capstone is a learning experience resulting in a consolidation of a student's educational experience and certified mastery of entry-level workplace competencies. The capstone experience must occur during the last semester of the student's educational program. Methods of providing a capstone experience include a final external learning experience that allows a student to apply broad knowledge of the profession; a comprehensive, discipline-specific examination prepared by the faculty of the program and administered at the conclusion of the program; a course involving simulation of the workplace, case studies, portfolios, and employment scenarios; and/or a discipline-specific special project, involving the integration of various teams of students performing activities to simulate the situations which may occur in the workplace.(SW)		X
CE	Continuing Education		
CE Course Evaluations	CE (Continuing Education) course evaluations are given to the students at the end of their course to evaluate the content, satisfaction level, instructor, whether learning outcomes were met, were training needs met, and whether the quality was satisfactory. These are used to evaluate the instructor and to implement any changes in the course that are necessary. (SM)		X
CE Reports (Continuing Education Reports)	Data compiled from every course offered within an academic year pertaining but not limited to ethnicity of students, contact hours/program, headcount/program, location of classes, and variances within offerings from year to year. This data is used by coordinators/directors to plan for schedules, evaluation of instructors, and to	X	X

2011-2012 Glossary

	meet the THECB standards of 90% in quality, outcomes, and needs. (SM)		
Certified Nurse Aid Testing	The state certification exam for Certified Nurse Aide.(TH)		X
Class Report CBM 004	Contact Hours by Course/Program Faculty Utilization. (Adm/FA)	X	X
Closing the Gaps	Closing the Gaps by 2015 was adopted in October 2000 by the Texas Higher Education Coordinating Board. The plan is directed at closing educational gaps in Texas as well as between Texas and other states. It has four goals: to close the gaps in student participation, student success, excellence and research. Each year, institutions update their Closing the Gaps targets.	X	
Community College Faculty Survey of Student Engagement (CCFSSE)	The CCFSSE elicits information from faculty through an online survey about their perceptions regarding students' educational experiences, their teaching practices, and the ways they spend their professional time—both in and out of the classroom. (QE)		X
Community College Student Survey of Engagement (CCSSE)	CCSSE uses a paper survey to ask students about their college experiences — how they spend their time; what they feel they have gained from their classes; how they assess their relationships and interactions with faculty, counselors, and peers; what kinds of work they are challenged to do; how the college supports their learning; and so on. (QE)		X
Compliance Audit for Nursing Educational Programs (VN-CANEP)	Survey designed to provide the Board of Nursing with compliance information related to ongoing board approval. Conducted every two years in October.(SM)	X	X
Con Ed Class Report CBM 00C	Contact Hours by Course/Program Faculty Utilization for Continuing Education. (Adm/FA)	X	
Con Ed Student Report CBM 00A	Contact hour (Student Report) and Enrollments/ Dual Credit Enrollments for Continuing Education. (Adm/FA)	X	
Crime Awareness Statistics Report	A federal report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and the Campus Sex Crimes Prevention Act of 2002 that reports security policies and procedures as well as statistics of reported criminal activities. Used to evaluate Vernon College police and security actions. (SS)	X	
CSA – Course Schedule Advisor	Course Schedule Advisors are faculty members and counselors. All NEW students to Vernon College must meet with a Course Schedule Advisor (CSA) prior to being cleared for registration. Those students who are "College Readiness Clear" must meet with a CSA in the CSA Center. Those students who are "Not College Readiness Clear" are		

2011-2012 Glossary

	required to meet with a Counselor/CSA in the Student Services Office.		
CTE	Career and Technical Education		
CTE Award Completer Forms	A form that is completed by faculty for Career and Technical Education students that complete certificate requirements but do not apply for graduation. (TH)	X	
CTE Marketable Skills Certificate	Marketable Skills Achievement Awards consist of a course or series of courses that provide workforce skills for basic entry-level employment in a vocational career field.	X	
data	The pieces of information collected to use to examine a topic, hypothesis or observations.		
Dental Assisting Testing	State licensure test to become a Dental Assistant. (SM)		X
Department of Education (Draft) Cohort Default Rate	Estimated college student loan default rate. (Adm/FA)	X	X
Department of Education Actual Cohort Default Rate	Actual college student loan default rate. (Adm/FA)	X	X
Department of Education FISAP Annual Report	Fiscal Operations Report and Applications to participate in campus based programs. (Adm/FA)	X	X
DWI Education Annual Report	Annual report required by the Texas Department of State Health Services. Outlines how many have taken, completed, and how many classes we have held. VC is approved by DHS as a certified provider of this course.(SM)	X	X
End of Semester Class Report CBM 006	Measure of inter-semester retention and course completers. (Adm/FA)	X	X
End of year Testing Center Report	End of year report used to judge deposits and expenses as well as evaluate needs and scheduling. (SS)	X	
Evaluation of King Center	Annual compilation of how many members have utilized the King Physical Education Center and its services. (SM)	X	
evidence	Documents, reports, minutes, etc. used for accountability that clearly indicates actions taken to ensure the success of the strategies.		
Faculty Professional Development Activities Report	A form that faculty are required to complete in order to report annual professional development activities attended. (TH)	X	
Faculty Report CBM 008	All personnel who are teaching classes for the semester and their pay for that semester. (Adm/FA)	X	
Faculty Survey of Library Services	The Faculty Survey of Library Services is administered in the Spring and used to determine faculty satisfaction with library resources and services. Results are then used for planning and improvement. (MG)		X

2011-2012 Glossary

FIPSE	Fund for the Improvement of Postsecondary Education (FIPSE)		
FIPSE – Stephen F. Austin State University Grant	Vernon College collaborated with Stephen F. Austin State University for this FIPSE grant for a 3-year period ending September 30, 2009, for the purpose of promoting the Associate of Arts in Teaching (AAT) degrees for paraprofessionals and for articulation to a baccalaureate completion program to become fully certified teachers.(SW)	X	
Freshman Rally	A once a year welcoming program that emphasizes engagement, safety and personal responsibility presented to all new to college, first time Vernon College students. Formally known as Freshman Orientation.		X
Freshman Rally Survey and Report	A collection, compilation and analysis of data received from surveys distributed at Freshman Rally to evaluate relevancy and scheduling. Formerly the Freshman Orientation Survey and Report.		
Gainful Employment	Federal law requires career education programs that receive federal student aid to "prepare students for gainful employment in a recognized occupation." It is measured in a two part test: the relationship between the debt students incur and their incomes after program completion; and the rate at which all enrollees, regardless of completion, repay their loans on time.		
goal	A goal ideally involves established specific, measurable and time-targeted objectives		
Graduate Report Annual -CBM 009	Degrees, certificates, and progress measures (core curriculum completers) of THECB approved programs. (Adm/FA)	X	X
Graduate Survey	Student satisfaction survey. (Adm/FA)		X
Health Clinic Annual Report	Used to access Vernon College use of the Health Clinic and survey services provided. (SS)	X	
Higher Education Regional Council Report	The Higher Education Regional Council Report is a compilation of reports by colleges in the north Texas area detailing activities they undertake outside of their service region. For example, some of our health programs have clinicals in Jacksboro, Texas to accommodate students who live closer to Jacksboro than they do Vernon or Wichita Fall	X	X
Housing and Food Service Survey	Appraise student views of services of current housing and food services. (SS)		X
Housing Inventory Report	Used to document physical property of the VC Residence Halls, assess condition of that property, and plan purchasing of needed replacement property for the next year. (SS)	X	
implement	Apply in a manner consistent with its purpose or design;		

2011-2012 Glossary

	follow through: pursue to a conclusion		
implementation	Implementation is the realization of an application, or execution of a plan, idea, model, design, specification, standard, or policy.		
Independent Audit Department of Education	Part of the Vernon College Annual Independent Audit to ensure compliance with the Department of Education and the THECB rules and regulations. (Adm/FA)	X	X
initiative	A beginning; a first move. A new development; a fresh approach to something; a new way of dealing with a problem.		
instrument	A tool used to collect data.		
IPEDS	Integrated Postsecondary Education Data System (IPEDS) The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12); Completions (C); Human Resources (HR) composed of Employees by Assigned Position (EAP), Fall Staff (S), and Salaries (SA); Fall Enrollment (EF); Graduation Rates (GRS); Finance (F); and Student Financial Aid (SFA). (TH)		
IPEDS 12-Month Enrollment Report	Institutions report an unduplicated head count for the total number of students by gender, race/ethnicity, and level (undergraduate, graduate, first-professional) enrolled throughout the reporting period. Students included are those enrolled in any courses leading to a degree or other formal award, as well as those enrolled in courses that are part of a terminal vocational or occupational program. Institutions also report the total instructional activity for the same 12-month period for both undergraduate and graduate programs. Instructional activity data are reported in units of contact hours (sometimes referred to as clock hours) or credit hours. (TH)	X	
IPEDS Completions Report	This annual component of IPEDS collects number of degrees and other formal awards (certificates) conferred. These data are reported by level (associate's, bachelor's, master's, doctor's, and first-professional), as well as by length of program for some. Both are reported by race/ethnicity and gender of recipient, and the field of study, using the Classification of Instructional Programs (CIP) code. Institutions report all degrees and other awards conferred during an entire academic year, from	X	

2011-2012 Glossary

	July 1 of one calendar year through June 30 of the following year. (TH)		
IPEDS Fall Enrollment Report	This annual component of IPEDS collects data on the number of students enrolled in the fall at postsecondary institutions. Students reported are those enrolled in courses creditable toward a degree or other formal award; students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus or extension centers; and high school students taking regular college courses for credit. Institutions report annually the number of full- and part-time students, by gender, race/ethnicity, and level (undergraduate, graduate, first-professional); the total number of undergraduate entering students (first-time, full-and part-time students, transfer-ins, and non-degree students); and retention rates. In even-numbered years, data are collected for state of residence of first-time students and for the number of those students who graduated from high school or received high school equivalent certificates in the past 12 months. (TH)	X	
IPEDS Finance Report	This annual component of IPEDS collects data that describe the financial condition of postsecondary education in the nation. These data are used to monitor changes in postsecondary education finance and to promote research involving institutional financial resources and expenditures. Specific data elements include such items as institutional revenues by source (e.g., tuition and fees, government, private gifts); institutional expenditures by function (e.g., instruction, research, plant maintenance and operation); physical plant assets and indebtedness; and endowment investments. (TH)	X	
IPEDS Graduation Rates	This annual component of IPEDS was added in 1997 to help institutions satisfy the requirements of the Student Right-to-Know legislation. Data are collected on the number of students entering the institution as full-time, first-time, degree/certificate-seeking undergraduate students in a particular year (cohort), by race/ethnicity and gender; the number completing their program within 150 percent of normal time to completion; the number that transfer to other institutions if transfer is part of the institution's mission. (TH)	X	
IPEDS Human Resources Report	This component of IPEDS was formed in 2006 by combining three previously separate components: Employees by Assigned Position (EAP), Fall Staff (S), and Salaries (SA). This was done to avoid (or at least reduce) conflicting data which had occurred when collected	X	

	separately. The information collected has remained basically the same, and the frequency of collection remains the same, i.e., the fall staff data is collected biennially in odd-numbered years. (TH)		
IPEDS Institutional Characteristics Report	This annual component is the core of the IPEDS system and is required of all currently operating Title IV postsecondary institutions in the United States and other areas. As the control file for the entire IPEDS system, IC constitutes the sampling frame for all other NCES surveys of postsecondary institutions. It also helps determine the specific IPEDS screens that are shown to each institution. This component collects the basic institutional data that are necessary to sort and analyze not only the IC DATA, but also all other IPEDS DATAs. IC data are collected for the academic year, which generally extends from September of one calendar year to June of the following year. Specific data elements currently collected for each institution include: institution name, address, telephone number, control or affiliation, calendar system, levels of degrees and awards offered, types of programs, application information, student services, and accreditation. The IC component also collects pricing information including tuition and required fees, room and board charges, books and supplies and other expenses for release on College Navigator. (TH)	X	
IPEDS Key holder	The person designated by an official institutional representative to have in their possession the necessary UserID and password to gain access to the Integrated Postsecondary Education Data System (IPEDS) data collection system to complete the survey. The key holder is responsible for entering data and locking the site by each survey completion date. (TH)	X	
IPEDS Student Financial Aid Report	This annual component of IPEDS began with a pilot test in 1999, and collected both institution price and student financial aid data. The 2000-01 data collection included questions regarding the total number of full-time first-time degree/certificate-students receiving financial assistance for the previous year, and the number of them who received financial assistance by type of aid and the average amount. The tuition and other price items are now part of the Institutional Characteristics (IC) component; the student financial aid questions remain part of SFA. (TH)	X	
Lab Evaluation Report	An evaluation conducted annually to ensure the adequacy of the facility, the equipment, and the supplies. A tool to make recommendations for improvement during the ensuing budget and planning year. (TH)	X	

2011-2012 Glossary

LEAP, SLEAP, State Work-Study and Nursing – THECB Year End Report	The **Leveraging Educational Assistance Partnership** (LEAP) program was established to furnish assistance to full-time students with financial need who are residents of Texas attending institutions of higher education in Texas. The **Special Leveraging Educational Assistance Partnership** (SLEAP) program assists states in providing grants, scholarships, and community service work-study assistance to eligible postsecondary education students who demonstrate financial need. , **Work-Study and Nursing – THECB Year End Report** requirements shall include reports specific to allocation and reallocation of grant funds (including the Financial Aid Database Report) as well as progress and year-end reports of program activities. (TH)	X	
Legislative Budget Board Performance Measures Report	Also known as the LBB Report requires institutions to report on their performance using approved performance measurers. (IE)	X	
Library Services Survey	The Library Services Survey is conducted annually to determine student satisfaction with library resources and services. Results are then used for planning and improvement. (MG)		X
Library Survey of Internet Students	The Library Survey of Internet Students replaced the Student Survey of Instruction as the tool for assessing student satisfaction with library services and programs Fall 2009. Results are used for planning and improvement. (MG)		X
Licensure Report	The THECB reports data on licensure pass rates for students in career and technical programs. In past years, the THECB gathered the data to report. Established as a new THECB report in Fall 2009, institutions are required to provide data on the students taking licensure exams and their results.	X	
Long Term Objectives	Vernon College long term objectives promote a culture of success to ensure the mission of teaching, learning, and leading results in effective recruitment of students, retention of students, and certificate/degree completion or transfer by students.		
Marketable Skills Achievement Report CBM 00M	Marketable Skills Achievement Awards consist of a course or series of courses that provide workforce skills for basic entry-level employment in a career or technical education field. These awards must be 9 to 14 semester credit hours or 144 - 359 clock hours. Students must apply through Admissions for a Marketable Skills Achievement Certificate. Completers may be reported on the CBM 00M report. (SW)	X	
Medication Aid	State licensure test to become a Medication Aide. (SM)		X

2011-2012 Glossary

Testing			
minutia	A minor detail, often of negligible importance		
Mission Statement	A mission statement is a brief written statement of the purpose and unique role of an institution. Ideally, a mission statement guides the actions of the institution, spells out its overall goal, provides a sense of direction, and guides decision making for all levels. It is approved by the governing board and reviewed periodically.		
National Junior College Athletic Association Eligibility	NJCAA Eligibility Report is used to gauge recruitment and retention efforts of the coaching staff. (SS)		X
National Registry test scores	National licensure test to become an EMT-B, EMT-I, and an EMT-P. (SM)		X
National Student Clearing House Transmission	Periodic report of enrollments for progress of student loan deferment. (Adm/FA)	X	
NBSTSA Certified Surgical Technologist Test	National Board of Surgical Technology and Surgical Assisting licensure test to become a Certified Surgical Technologist. (SM)		X
NET (Nursing Entrance Test) Now use HESI 2 Assessment	Entrance test for students who want to apply to the RN program to determine their skill level and reading comprehension level. (SM)		X
New Beginnings Advisory Board Evaluation	Document used to annually evaluate Director, Assistant, and program. (DL)		X
New Beginnings Evaluation	Document used each semester to evaluate services New Beginnings services. (DL)		X
New Beginnings Fact Sheet	Data compiled from student files and POISE used by the Director of Special Services to evaluate the results of the program and in grant writing. Data includes selected demographics as well as year by year (two year) comparison. (DL)	X	X
New Student Orientation	A comprehensive entrance program for all new to Vernon College Students and potential students. (SS) Replaced New Student Group Advising in Fall 2011.		
New Student Orientation Survey and Survey Report	Survey information collected, followed by compilation of data and analysis from all potential Vernon College students who attend New Student Orientation. The survey is administered at each orientation and used to evaluate presenters, scheduling and information provided as well as creating a snapshot of potential students. The survey report is completed twice a year. Replaced New Student Group Advising Survey and Report in Fall 2011. (SS)	X	X
objective	A target that is strived for with clearly defined desired results. Components of Vernon College (administrative		

2011-2012 Glossary

	services, admissions and records, instruction, student services, and the President's office) will develop measurable objectives which become action plans for the academic year.		
P-16 College Readiness Special Advisors Report	A report for the THECB- Division of P-16 initiatives to understand how institutions are facilitating the dissemination and implementation of the College and Career Readiness Standards on their campus and in their area and to understand the degree to which grant funds are supporting these projects. This report assists the THECB in determining both where funds are being targeted as well as if there is a need for future additional funding. (TH)	X	
Perkins Grant	The Carl D. Perkins Career and Technical Education Act of 2006 is a federal source of funding for improvement in career and technical education (CTE) and support services for CTE students. (SW)	X	
Phlebotomy Testing	National licensure test to become a Phlebotomist. (SM)	X	
plan	A **plan** is typically any procedure used to achieve an objective. It is a set of intended actions, through which one expects to achieve a goal.		
primary	That which is placed ahead of others.		
Primary Goals	The overall medium or long term goals of an institution. A primary goal forms part of an institution's strategy, and should act as a motivating force as well as a measure of performance and achievement for those working in an organization. Vernon College's Primary Goals will be aligned with the Southern Association of Colleges and Schools compliance criteria. They will be reviewed annually by the Planning and Assessment Committee and every 5 years by internal and external constituents, administration and the Board of Trustees.		
priority	An item's relative importance.		
Priority Initiatives	*Priority Initiatives* could also be stated as priority *of* initiatives. They are broad statements of intent that serve as extensions of the Mission Statement and Primary Goals using assessment data to address and prioritize college-wide issues. Priority Initiatives demand allocation of resources, modifications of the programs, policies, procedures, processes and practices, and commitment to accomplishment for the College to meet its purpose. Priority Initiatives are developed annually by the Planning and Assessment Committee.		
Professional	The Professional Development Questionnaire is		X

2011-2012 Glossary

Development Questionnaire	administered to faculty and staff in the Fall and Spring and used to assess satisfaction with workshops and trainings. Results are also used for planning and improvement.		
Program/Discipline Evaluation	Each program/discipline is on a 5 year rotation to be evaluated by a VC standing committee. Evaluation can determine whether the program is still viable for VC. Once the program/discipline goes through evaluation, one of three outcomes is possible: continue on probation, continue without probation, or sunset (close). (SM)		X
Reaccreditation ASHP Pharmacy Technician Program	The American Society of Health-System Pharmacists requires an annual assessment for accreditation of the Pharmacy Technician program. This assessment outlines class statistics, changes in curriculum and/or personnel, etc. (SM)		X
QERI Survey	The Quality Enhancement Resource Inventory (QERI) survey is administered to faculty and staff in the Spring and used to assess resource viability. Results are also used for planning and improvement.		X
Recruiting Report	Recruiting contacts report (HS visits, tours, and presentations) used to evaluate schedule for optimal time use. (SS)	X	
Recruiting Visit/Presentation Log	Recruiting contacts logged to evaluate schedule for optimal time use.		X
report	An account presented usually in detail; a written document describing the findings of some individual or group		
Report of Fundable Operating Expenditures to the THECB	Issued to the THECB, the report provides expenditures by department or program per THECB rules and regulations. It is used to evaluate program costs with peer group colleges to assist in determining effective use of funds.(AS)	X	X
Residence Hall Fire/Tornado Drills Report	Evaluates effectiveness of safety plan. (SS)		X
Resident Hall Health and Safety Inspections	Results included in Resident Hall Health and Safety Report. (SS)		X
Resident Hall Health and Safety Report	Used to correct infractions and secure safe housing. (SS)		X
Resident Hall Inspection Report	An annual report compiled from data collected during resident hall room inspections conducted by the Vernon College Housing Director and staff. Evaluates physical needs and safety requirements for housing. (SS)		X
Resident Hall Room Inventory Inspections and Preparations	Information used for Resident Hall Inspection Report. (SS)		X

2011-2012 Glossary

resources	Something that can be used for support or help.		
Special Services Evaluation (ADA Services)	Document used each semester to evaluate services received by students who qualify under the Americans with Disabilities Act. (DL)		X
Statement of Need	The Statement of Need section is crucial to a successful proposal because it documents the need for funding. It provides the opportunity to justify the research and its necessity.		
Strategic Plan	Defined by Vernon College as a process which aligns planning and resource allocation with the VC mission to ensure a culture of success.		
Student Activities Survey	An annual survey produced by Student Services to evaluate current student satisfaction of planned activities. (SS)		X
Student Activity Year End Report	A compilation of data from the Student Activities Survey used to evaluate activities and plan next year's activities. (SS)	X	
Student End of Semester Report CBM0EI	The Student End of Semester Report reflects students enrolled at the reporting institution as of the final day of each semester. The CBM0E1 report includes all students registered for one or more Coordinating Board approved course(s) for resident credit at the reporting institution, whether the course is taught on-campus or off-campus (including instructional telecommunications).		
Student Financial Aid Audit	Annual audit reported to the Department of Education. Reports audit for the previous year ended and measures compliance with federal rules and regulations. (Adm/FA)	X	X
Student Report CBM 001	Contact hour (Student Report) Enrollments/ Dual Credit Enrollments (Adm/FA)	X	X
Student Right to Know Report	An annual government mandated accounting of information concerning completion/graduation rates, transfer out rates for the general student body and consumer information relating to student athletes. Federal requirement used for comparison of academic progress of Vernon College athletes and the general student body. (SS)	X	
Student Schedule Report CBM 00S	The Student Schedule Report (CBM00S) reflects individual courses and grades, by student, as of the final day for each semester, and includes only Coordinating Board-approved courses for credit, whether the class is delivered on-campus or off-campus. Students who withdraw from a class on or before the official census date are not included in this report.		
Student Success	Defined by Vernon College as…		
Student Success by the Numbers	*Student Success by the Numbers* is directed by the Community College Leadership Program at the University of Texas at Austin. The project is designed		

2011-2012 Glossary

	• to build the capacity of community and technical colleges to understand and communicate about data depicting student progress, engagement and success; • to use those data in targeting and monitoring improvements in post secondary preparation, access, persistence and completion; • to build an increasingly powerful culture of evidence to support and promote an effective student success agenda.		
Student Survey (tutoring survey)	Survey administered each semester to students who received tutoring services to evaluate quality of tutoring and PASS Center services received. (DL)		X
Student Survey of Information	Survey administered each semester to students taking online and hybrid courses. (MMc) Note: Changed to SIR II for Fall 2009		X
Student Surveys of Instruction (SIR II)	Used for faculty evaluations and course revisions Note: Changed to SIR II for Fall 2009		X
Survey of Entering Student Engagement (SENSE)	SENSE is developed specifically to provide colleges with a systematic approach to understanding entering students' earliest experiences. The data paints a clear picture of both student behaviors in the earliest weeks of college and the institutional practices that affect students during this critical time. (QE)		X
Syllabi	Outline of course study. (TH)		
TEAS (Test of Essential Academic Skills)	Entrance test for students who want to apply to the LVN program to determine their skill level and reading comprehension level. (SM)		X
Tech Prep	Tech Prep is College Prep for Technical Careers. Tech Prep is a way to start a college technical major in high school. In a Tech Prep program, students begin their course of study in high school and continue in a community or technical college. The result is a certificate or associate degree in a career field. Tech Prep programs combine the academic courses needed for success in college and technical courses that begin to prepare students for a career. (TH)The Tech Prep program is funded by an annual grant through the Carl D. Perkins Career and Technical Education Act of 2006. (SW) not funded as of Fall 2011	X	
TCLEOSE Self Assessment	The Texas Commission on Law Enforcement Officer Standards and Education Self Assessment provides an overview of program mission, objectives and key functions.		X
TEOG – THECB Year End TEOG Report	**Texas Educational Opportunity Grant (TEOG) THECB Year End Report** requirements shall include reports specific to allocation and reallocation of grant funds (including the	X	

2011-2012 Glossary

	Financial Aid Database Report) as well as progress and year-end reports of program activities. (TH)		
Texas Commission on Fire Protection Regulations	Vernon College is accredited by the Texas Commission on Fire Protection to offer the Basic Firefighter Academy and other fire CE classes and must follow these regulations. Any changes must be approved by the Commission. Once students complete the academy they will sit for their state certification. (SM)		X
Texas Department of Licensure and Regulation Certified Nurse Aid Testing	The state certification exam for Certified Nurse Aide conducted by the Texas Department of Licensure and Regulation. (SM)		X
Texas Grant – THECB Year End Texas Grant Report	Toward Excellence, Access and Success Grant (TEXAS GRANT) THECB Year End Report requirements shall include reports specific to allocation and reallocation of grant funds (including the Financial Aid Database Report) as well as progress and year-end reports of program activities. (TH)	X	
Texas Nurses Association Annual Report	Annual report required by the Texas Nurses Association in order to maintain our provider status for CEU classes for licensed personnel. (SM) not providing as of 2011	X	X
Texas Success Initiative Report CBM 002	The student TASP Report used to assess remedial progress. (Adm/FA)	X	
TG Public Benefits Grant	Texas Guaranteed Grant - The TG Public Benefits grant intends that the primary beneficiaries of the proposed programs be students who are from low- to moderate-income families. In addition, the competitive process favors proposals that also aim to serve the needs of first-generation college students or students who are from groups that are traditionally underrepresented in undergraduate and graduate education, which may include nontraditional or adult learners.	X	
THECB	Texas Higher Education Coordinating Board		
THECB Accountability Report	The Higher Education Accountability System is used to track performance on critical measures that exemplify higher education institutions' missions. Critical measures include: participation, success, excellence, and institutional effectiveness and efficiency. (IE)	X	
THECB Financial Aid Data Base (FADB) Report	State and Federal institutional dollars awarded annually (Adm/FA)	X	X
THECB State Budgets Report	Approved budget used for determining financial aid eligibility. (Adm/FA)	X	
THECB State Program Progress Report	Progress reports for dollars used of state financial aid. (Adm/FA)	X	

2011-2012 Glossary

Uniform Recruitment and Retention Report	State required report that illustrates progress toward Closing the Gaps. (SS)	X	
Verification of Workplace Competencies Report	An annual report from data compiled by each Career and Technical Education (CTE) program. The THECB requires each CTE program to verify entry-level workplace competencies. The report includes the activity and completers by CTE program and is due in May each year. (SW)	X	
Volunteer Survey for Aid to Education	The reports of how much and for what purpose were philanthropic gifts and grants given to the College and Foundation. (MA)	X	
VN-Nurse Educational Program Information Survey (VN=NEPIS)	Designed to provide the Board of Nursing with information necessary to evaluate and establish nursing education and workforce policy in the state. (SM)		X

Approved by College Effectiveness Committee 9.27.11