

TERMS AND DEFINITIONS

Academic Year (AY) Defined as the fall, spring, and summer sequence of semesters and identified by the second calendar year in the sequence. For example, the sequence fall 1996, and spring and summer 1997 is AY 1997 (or AY 97). Note: an academic year is roughly equivalent to a fiscal year in Texas.

American College Test (ACT) National standardized tests provided to 'college-bound' high school students by the American College Testing Program to provide a measure of the student's academic preparation. The current ACT addresses four areas with each scored separately: English, Mathematics, Reading, and Science Reasoning. An ACT Composite score is derived from the separate scores. UH uses ACT scores as an admissions criterion for First-Time-in-College freshmen who do not submit SAT scores.

Annual Period (AP) Defined as the period including the summer and fall semesters of a calendar year and the spring semester of the following calendar year. The AP is identified by combining the two calendar years with a hyphen. For example, the period summer and fall 1995 and spring 1996 is AP 1995-96.

Base Year (BY) Defined as the summer, fall, and spring sequence of semesters beginning in the summer of an even numbered calendar year and identified by the first calendar year in the sequence. For example, the sequence summer and fall 1996 and spring 1997 is BY 1996 (or BY 96). Note, every other 'annual period' is a base year.

Continuing Students Students who have previously attended the university. This includes students who continue from one semester to the next and students who have stopped attending and are returning.

Course Enrollment (or Course-Section Enrollment) A count of students enrolled in a course-section(s). A student taking more than one course-section will generate more than one course enrollment. Therefore, course enrollment figures should not be confused with student headcounts because the course enrollment figures will likely be higher. Also referred to as course-section or class seat count.

Day/Evening Students Day students represent the number of students taking only day-time course-sections. Evening students are only taking evening course-sections. Students that take any combination of day and evening course-sections are counted in the 'Both' category. Evening course-sections are defined as sections with a start time at or after 5:30 PM, except for course-sections in the Colleges of Education and Technology and the Department of Geology where evening sections start at or after 4:00 PM. Note: in past fact books, a student taking at least one evening course-section and any number of day-time course-sections was classified as an evening student. This convention has been discontinued.

Degrees Conferred The 'degrees conferred' count includes 'degrees reported' for students during a specified time period and degrees bestowed to students for past time periods after a required reporting date. Therefore, a 'degrees reported' count is static and frozen at the time reporting has occurred. The 'degrees conferred' count is dynamic and updatable. The degree counts presented in the fact book are now 'conferred' counts.

Degrees Reported or Degrees Awarded A count of the number of degrees awarded to students during a specified period of time and reported as an official count for the period. For example, the number of degrees awarded during an academic year must be reported to the state by November 1 of the following year. Once reported and certified as correct, the reported figure does not change. Any degrees conferred to students after the degree count has been certified for the reported period are not reflected in official counts (see Degrees Conferred).

Departmental Operating Expense (DOE) The budgetary element of cost called Departmental Operating Expense used to support staff salaries and wages, supplies, travel, furniture, equipment and other expenses for

the operation of instructional departments. This does not include faculty salaries.

Doctoral Students Students who have been accepted into a doctoral degree program and either have (1) earned a masters degree which the institution recognizes as the equivalent of one year's work toward the intended degree or (2) completed at least 30 credit hours of graduate level course work which the institution considers as work toward their intended degree.

Ethnicity or Racial/Ethnic Heritage Ethnicity codes are based on federal and state standards. Categories are White/Other (White-Non Hispanic), African-American (Black-Non Hispanic), Hispanic, Asian American (Asian or Pacific Islander), Native American (American Indian or Alaskan Native), and International. The information is self-reported by the student. Missing data is defaulted to White/Other per state guidelines. International is defined as a non-resident alien, a person who is not a citizen of the U.S. and who is in this country on a temporary basis and does not have the right to remain indefinitely. A resident alien, a non-citizen who has been lawfully admitted for permanent residence, is reported in the appropriate racial/ethnic category along with U.S. citizens.

Extension and Public Service All costs of activities designed primarily to serve the general public.

Faculty Includes all instructional staff (ranked, unranked, and student faculty) who are paid from the faculty salary budgetary element of cost or who are listed as the instructor of record for a course-section.

Faculty and Staff Full-Time Equivalency (FTE) Total percent of appointment for all assignments of an employee. A 100% (full-time) appointment equals 1.00 FTE, a 50% (half-time) appointment equals .50 FTE, etc. The FTE is the sum of the percents of appointments stemming from each assignment (e.g., faculty, administrative, research). A faculty member with a half-time teaching assignment and a half-time administrative assignment would therefore have a total FTE of 1.00. The FTE should not exceed 1.00, except in the case of overload appointments.

Faculty Full-Time, Nine Month Salary Faculty salaries paid from the faculty salary budgetary element of cost and expressed as a full-time salary for a nine month (two semester) appointment.

Faculty Salaries (FAC) The budgetary element of cost used to support salaries and wages of those engaged in the teaching function.

Fiscal Year (FY) In Texas, defined as the period starting September 1 and ending August 31, and identified by the last calendar year in the period. For example, September 1, 1995, to August 31, 1996, is FY 1996 (or FY 96).

First-Time-In-College Freshman (FTIC) Students who attend the university for the first time after (1) earning a high school degree, (2) passing a high school equivalence examination, or (3) having earned less than 15 credit hours from another institution(s) of higher education.

Freshman Students Undergraduate students who have earned fewer than 30 credits. Commonly referred to as 'first year' undergraduates.

Full-Time Faculty Faculty are considered full-time with a total FTE equal to or greater than 0.97. In past fact books, full-time was considered to be the faculty eligible for benefits (FTE = 0.50 or greater).

Full-Time Students (FT) Based on federal guidelines, undergraduate, post baccalaureate, and special professional students are defined as full-time students if attempting twelve (12) or more credit hours during the semester. Full-time status for masters and doctoral students is defined as attempting nine (9) credit hours or more during the semester.

Gender Female or male, self-reported by the student. Note: per state guidelines, 'male' is used as the default code for students who do not report their gender.

General Administration Salaries, wages and all other costs used for government of the institution, executive direction and control, and business and fiscal management.

General Institutional Expense Expenses of a general nature which benefit the entire institution and are not related solely to any specific department or division.

Grade Point Average (GPA) UH uses a standard four point scale for GPA. The average GPA figures in this document are for students enrolled in each college, not the average grades of courses taught by each college. The 'Cumulative GPA' represents all graded academic performance for a student or population of students at the university for all semesters. The 'Semester GPA' represents the graded academic performance of a student or population of students during a single semester.

Graduate Students Combined masters and doctoral students.

Graduate Courses Courses taught at masters or doctoral levels of instruction. This is not dependent on the student level, but instead on the intended level of instruction.

Headcount (HC) A count of students, faculty, and/or staff where each individual is counted as one. This is in contrast to the FTE count where an individual may be counted as less than or more than one.

Instructional Administration (IA) The budgetary element of cost called Instructional Administration Expenses used to support the salaries, wages, travel, equipment and other operating expenses of the offices of academic deans.

Instructional Faculty Includes all instructional staff (ranked, unranked, and student faculty) who are paid from the faculty salary element of cost.

Instructional Full-Time Equivalency (FTE) Total instructional staff percent of appointment from all faculty assignments directed to instructional activities.

Integrated Postsecondary Education Data System (IPEDS) Federally required annual surveys from the National Center for Education Statistics (NCES) which is part of the U.S. Department of Education. IPEDS surveys most postsecondary institutions, including universities and colleges, as well as institutions offering technical and vocational education beyond high school. IPEDS began in 1986, replacing the Higher Education General Information Survey (HEGIS) which began in 1966.

Junior Students Undergraduate students who have earned more than 59 but fewer than 90 credits. Commonly referred to as 'third year' undergraduates.

Law Students Students who have been accepted into the special professional law degree program.

Library Salaries, wages, library materials, binding costs, equipment and other operating costs of separately organized libraries.

Lower Division Courses Courses taught at the freshman and sophomore levels.

Lower Division Undergraduate Students Students who are classified as freshmen or sophomores.

Masters Students Students who have been accepted into a masters degree program and have earned an undergraduate degree; or who have been accepted into a doctoral degree program but have not (1) earned a

masters degree nor (2) completed at least 30 credit hours of graduate level course work which the institution considers as work toward their intended degree.

Minority As used in the fact book, the term 'minority' represents the sum of four racial/ethnic heritage categories: African-American, Hispanic, Asian American, and Native American. In some documents, such as the Legislative Appropriations Request (LAR), Asian Americans are not included in minority figures.

Mode of Admission As used in the fact book, the term 'mode of admission' is used to categorize the source and level of the new or progression students. By convention, the modes of admission in the fact book are first-time-in-college; undergraduate transfer; new post baccalaureate, graduate, and special professional; progression graduate; and transient students.

New Students Students who attend the university for the first time. By definition, new graduate students include only students who are new to the university, not students who move from one degree level up to a higher degree level ('progression' students). By convention, the fact book has included progression graduate students in the tables of new students. This convention has been continued with the numbers of progression students clearly identified in the tables.

Non-Duplicated Headcount When counting individuals, a person may be appropriately included in more than one category. A non-duplicated headcount uses a rule by which the individual is counted only once in one or the other category. For example, a staff person may have more than one appointment with different titles. When producing a staff count by title, the individual could be counted once in each title category. When producing a non-duplicated headcount, the individual would be counted only once and associated with only one title, possibly based on the FTE per appointment.

Non-Instructional Teaching Assistants/Teaching Fellows (TA/TF) Teaching Fellows and Teaching Assistants who are not instructors of record for a course-section.

Non-Tenure Track Faculty Faculty who hold an appointment not eligible for tenure as reported to the Coordinating Board.

Optometry Students Students who have been accepted into the special professional optometry degree program.

Organized Activities All costs of activities or enterprises separately organized and operated in connection with instructional departments primarily for the purpose of giving professional training to students as a necessary part of the educational work of the related departments.

Part-Time Faculty Faculty are considered part-time with a total FTE less than 0.97. In past fact books, part-time was considered to be faculty not eligible for benefits (FTE < 0.50).

Part-Time Students (PT) Based on federal guidelines, undergraduate, post baccalaureate, and special professional students are defined as part-time students if attempting less than twelve (12) credit hours during the semester. Part-time status for masters and doctoral students is defined as attempting less than nine (9) credit hours during the semester.

Physical Plant Support Services Salaries, wages, supplies, travel, equipment and other operating expenses to provide physical plant general services and to carry out the duties of physical plant administration and planning.

Post Baccalaureate (or Postbaccalaureate) Students Students who have earned an undergraduate degree or higher and (1) are seeking a second baccalaureate degree, (2) are seeking certification, (3) have been conditionally admitted for a graduate degree program pending the successful completion of certain

undergraduate prerequisites, or (4) are taking occasional courses with a non-degree objective.

Progression Students Students who have earned a previous degree at the university and are now in another higher degree program.

Ranked Faculty Faculty with the titles of Professor, Associate Professor, Assistant Professor, or Instructor.

Research Assistants (RA) Graduate Assistants with a non-instructional or research assignment.

Scholastic Assessment Tests (SAT) National standardized tests provided to 'college-bound' high school students by the College Entrance Examination Board to provide a measure of students' academic preparation. The basic SAT consists of two sections which are scored separately, the SAT Verbal and the SAT Math. The sum of the scores for each section is called the SAT Combined score. UH uses the SAT scores as an admissions criterion for FTIC freshmen. Note: in April, 1995, SAT introduced a new recentered scale for its test scores.

Security Salaries, wages, supplies, travel, equipment and other operating expenses to carry out the traffic, police, and security services of the institution.

Semester Credit Hour (SCH) The semester credit hour is defined as the credit hours assigned to a course. This is generally based on the number of hours the course meets per week. The SCH a course produces is determined by multiplying the enrollment of the course by the credit hours of the course. The SCH of a student is determined by adding the credit hours from all the student's courses. There are a number of ways to organize and report SCH.

Semester Credit Hours by Student Level or Classification (SCH-SL) Using this methodology, SCH is aggregated by student level or classification. For example, the number of SCH generated by sophomore students (by classification) or by lower division students (by level). When SCH counts are shown for students majoring in a college or program, they are normally aggregated in this manner. Unless otherwise identified within a table or graph title or text, assume that SCH figures are aggregated by student level or classification.

Semester Credit Hours by Student/Course Level (SCH-SCL) The state of Texas defines SCH production for reporting and formula funding purposes by the interplay between the academic level of a student (student level) and the instructional level of a course (course level). For the UH, the SCH-SCL relationship as defined by the THECB is shown in the table on the next page.

<u>ACADEMIC STUDENT LEVEL</u>	<u>SCH-SCL PRODUCTION BY INSTRUCTIONAL COURSE LEVEL</u>
Undergraduates (Freshman, Sophomore, Junior, and Senior)	- Produce undergraduate SCH regardless of course level.
Masters and Post Baccalaureate Students	- Produce undergraduate SCH in undergraduate level courses. - Produce masters SCH in masters and doctoral level courses. - Produce special professional SCH in special professional level courses.
Doctoral Students	- Produce undergraduate SCH in undergraduate level courses. - Produce masters SCH in masters level courses.

- Produce doctoral SCH in doctoral level courses.
- Produce special professional SCH in special professional level courses.

Special Professional Students

- Produce undergraduate SCH in undergraduate level courses.
- Produce masters SCH in masters and doctoral level courses.
- Produce professional SCH in special professional level courses.

Note: The SCH-SCL generation associated with Pharmacy BS students and Pharm D students does not follow the above rules.

Senior Students Undergraduate students who have earned more than 89 credits. Commonly referred to as 'fourth year or beyond' undergraduates.

Sophomore Students Undergraduate students who have earned more than 29 but fewer than 60 credits. Commonly referred to as 'second year' undergraduates.

Southern University Group (SUG) A group of 28 universities and 1 regional educational board, primarily from the south and southeastern states, for a total of 29 members. The group shares information and peer analysis through the institutional research offices. In late spring 1996, the University of Delaware was admitted to SUG for a total of 30 members. Therefore, the University of Delaware is not included in SUG information prior to fall 1996.

Special Items Costs of those items which are not included in any of the other budgetary elements or the costs of those items which are peculiar to the particular institution.

Special Professional (or Professional) Students Combined Law and Optometry students.

Special Professional (or Professional) Courses Courses taught at the special professional level (law and optometry).

Student Classifications The classifications are freshman, sophomore, junior, senior, post baccalaureate, masters, doctoral, law, and optometry.

Student Faculty Teaching Fellows (TF) or Teaching Assistants (TA) who are instructors of record for a course-section.

Student/Faculty Ratio (or Student-to-Faculty Ratio) Student FTE divided by faculty instructional FTE.

Student Full-Time Equivalency (FTE) Student full-time equivalency is calculated by dividing the student/course level SCH generated (SCH-SCL) by the appropriate divisor as shown below per THECB guidelines:

Undergraduate FTE:	Undergraduate SCH-SCL/15
Masters FTE:	Masters SCH-SCL/12
Doctoral FTE:	Doctoral SCH-SCL/9
Special Professional FTE:	Special Professional SCH-SCL/12

Student Level The levels are lower division undergraduate, upper division undergraduate, all undergraduate,

post baccalaureate, graduate, and special professional.

Tenure Track Faculty Faculty without tenure holding an appointment eligible for tenure as reported to the Coordinating Board.

Tenured Faculty Faculty who have received tenure as reported to the Coordinating Board.

Texas Higher Education Coordinating Board (THECB or CB) In 1965, the 59th Texas Legislature established the Texas Higher Education Coordinating Board and charged it with the responsibility of coordinating and monitoring colleges and universities in the state of Texas. THECB has broad powers and is directly responsible for the formula process used to make appropriation recommendations to the legislature for higher education.

Transient Students Students who are taking courses at the university for transfer to another university where they are earning their degree.

Undergraduate Students Degree seeking students who are classified as freshmen, sophomores, juniors, or seniors. Also, the sum of lower and upper division undergraduates.

Unranked Faculty Faculty with the titles of Lecturer, Visiting Faculty, Adjunct Faculty, or Special Faculty who are teaching or being paid from the faculty salary budgetary element of cost.

Upper Division Undergraduate Students Students who are classified as juniors or seniors.

Upper Division Courses Courses taught at the junior and senior levels.

Utilities All costs of purchase, manufacture, and delivery of utility services.

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Questions or Comments?

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