

Diablo Valley College Glossary of Commonly Used Terms and Abbreviations



3SP Committee	<u>Student Success and Support Program Committee (formerly Matriculation Committee)</u> : develops, implements, and evaluates the Student Success and Support Program (3SP) and monitors and recommends improvements to all aspects of the matriculation process in accordance with State guidelines.
AAG	<u>Accreditation Advisory Group</u> : With leaders and members from all constituencies across campus, the AAG is the designated committee responsible for the overall planning and supervision of the self-evaluation process and the preparation of the institutional self-evaluation report. Since September 2012, the AAG has met to discuss issues related to accreditation.
Academic Senate	All faculty members are members of the Academic Senate.
Academic Senate Council	<u>Academic Senate Council</u> : The governing and decision-making body of the Academic Senate, with college-wide faculty representatives, provides expertise on academic and professional matters to advocate for the education of students.
ACCJC	<u>Accrediting Commission for Community and Junior Colleges</u> : The accrediting body that covers CA, HI, and the Pacific region.
ALO	<u>Accreditation Liaison Officer</u> : The ALO assists the President in addressing accreditation matters, serves as the second contact person for the ACCJC Commission staff, and serves as key resource person for the college in planning the institutional self-evaluation process.
ADA Section 508	Section of the ADA (Americans with Disabilities Act) that regulates and assures accessibility standards are met in online communications and education.
APR	<u>Administrative Program Review</u> : APRs include data on personnel and budgets. Based on the data provided, the units conduct a self-evaluation and develop improvement plans and requests for resource allocations. All program reviews go through a peer review validation process.
Articulation Officer	Monitors and updates the course articulation agreements with universities and high schools in consultation with discipline area faculty, the Academic Senate, the V.P. of Instruction, and the Curriculum Committee; facilitates the process of campus review leading to new articulation of courses between institutions; and disseminates articulation information to the college to be used to assist students.

ASDVC	<u>Associated Students of Diablo Valley College:</u> the governing and decision-making body of the students, advocating for and representing students’ perspectives and making decisions on how some of the student fees are spent.
BC	<u>Budget Committee:</u> one of the five primary college wide governance committees, responsible for developing an annual plan for resource allocation.
BEOI	“Becoming an Effective Online Instructor” is the 4CD 4-week course that teaches effective practices and pedagogy in online instruction to improve student success. BEOI or an equivalent is the minimum learning requirement for faculty to teach online in the District.
Box 2A	Refers to the process by which instructional areas indicate their need to hire new faculty. The term “Box 2A” and “Box 2A Committee” are still used to describe the process of determining and prioritizing need for new faculty although the actual form with a “Box 2A” is no longer used. The form and process have been revised and each instructional area’s need for hiring new faculty is data driven as part of the program review process. The Box 2A Committee is now officially called the Full-Time Faculty Prioritizing Committee. It consists of the Academic Senate president (or designee), the United Faculty vice president, and two managers appointed by the College president. It ranks requests found in the instructional program reviews.
CalWORKs	<u>California Work Opportunities and Responsibility to Kids:</u> provides comprehensive and coordinated student services to individuals who receive cash assistance from the Employment and Human Services Department and are enrolled at Diablo Valley College
Canvas	Canvas by Instructure is the Common Course Management System used by California Community Colleges.
CARE	<u>Cooperative Agencies Resources for Education:</u> provides support services such as study-time child care grants, meal tickets, specialized workshops, and parent support groups to single parent students with dependent children under the age of 14 receiving CalWORKs or county cash aid.
Career Education (CE)	Commonly used in California as another term for Career and Technical Education (CTE), which is still used at the federal level. Special designation of some programs as career education means that they are primarily designed to prepare students for the workforce (although they may also have transfer options) and be eligible for special funding sources.

CC	College Council: DVC’s central participatory governance committee. CC functions as the institution’s primary procedure-making group and acts as a collective review forum where representative leaders validate and support the integrity of the recommendations made to the college president. The CC derives its authority from its representative nature, not its superior status. As a crucial component of the governance structure, the CC will provide directions to other college committees to ensure that DVC is working collaboratively on establishing institutional goals.
CCCCD (aka 4CD)	Contra Costa Community College District: one of the largest multi-college community college districts in California, consisting of Contra Costa College, Diablo Valley College, and annually serving almost 55,000 students.
CCSSE	Community College Survey of Student Engagement: a tool that helps community colleges focus on sound educational practices and identify areas in which they can improve their programs and services for students. Every two years, DVC surveys students with the CCSSE.
CE sector	Refers to the clusters that represent common career and technical education program groupings. The CA Chancellor's Office defines 12 sectors. Examples: health, public safety, global trade
Certificate of accomplishment	"Local" certificates that are not approved by the Chancellor's Office. Often low unit certificates.
Certificate of achievement	Approved by the Chancellor's Office.
CIP Code	Classification of Instructional Programs. A federal classification system used to classify programs. Same 6-digit structure as the Standard Occupational Classification (SOC) system but different numbers. In California, instructional programs are assigned Taxonomy of Program (TOP) codes, which operate much like CIP codes.
Classified Senate	Constituency group representing all classified staff members. All classified staff members are members of the Classified Senate.
Classified Senate Council	The governing and decision-making body of the Classified Senate, with college-wide representatives, provides classified staff with a formal representative voice in determining institutional policies, procedures and regulations.
Cohort	A set of students used for comparisons. A cohort might be all new students in a fall who declare transfer as a goal. It might be a set of Umoja students.
College-wide Plans	The purpose of college wide planning is to integrate academic, administrative and student services planning with budgeting and facilities planning and to identify areas of the college to direct

	resources in order to meet the goals and objectives of the college's Strategic Plan. College wide plans include the Educational Master Plan, the Facilities Master Plan, the Technology Plan, the Student Equity Plan, and the Workforce Development Plan, and others.
Completions and completer	Course completion = This measures the number of students who are enrolled in a section complete that section. Completion is determined based on the existence of any of the following grades: 'A', 'B', 'C', 'CR', 'D', 'F', 'IA', 'IB', 'IC', 'ID', 'IF', 'INP', 'IP', 'IX', 'NC', 'NP', 'P', 'RD'. "Completer" is used in CE literature to refer to a student who finishes something, usually a degree or certificate.
Course cap/course max	Negotiated with the UF union for all classes. The most students that are enrolled in a class, without the faculty expressly adding them
CE Advisory Boards	Career Education (CE) programs are served by 27 advisory boards that include representatives from business and industry and are designed to provide advice and assistance to CE programs.
Curriculum Committee	Oversees the College curriculum and makes recommendations to the vice president of instruction regarding courses and programs, degrees, majors, certificates and transfer requirements including General Education requirements, course revisions, disciplines and other matters which concern curriculum. The Curriculum Committee acts as a representative of the Academic Senate.
CVC-OEI and CVC-OIE course design rubric.	Statewide consortium which encourages effective online teaching. At https://cvc.edu/about-the-oei/governance/consortium/ Rubric was adopted by Academic Senate, Fall 2019. The Rubric contains online course design standards and is intended to establish standards relating to course design, interaction and collaboration, assessment, learner support, and accessibility in order to ensure the provision of a high-quality learning environment that promotes student success and conforms to existing regulations.
Cyber Session	Our December-January 100% online term.
DE	Distance Education: a delivery of education and instruction via electronic media to students who are not in the traditional classroom with the instructor. At DVC, the types of online instruction are defined as follow: "Online" instruction includes no face-to face instruction. "Hybrid 0-50%" means less than half of the total hours of instruction are done online, so the majority of the instruction is face-to-face.

	<p>“Hybrid 51%-99%” means over half of the instructional hours are done online.</p> <p>DVC does not have any Correspondence Education courses.</p>
DE Committee	<p><u>Distance Education (DE) Committee:</u> an Academic Senate committee charged with analyzing and evaluating Distance Education data; providing strategic direction and policy recommendations regarding DE; participating in ACCJC compliance requirements; and providing guidance in regards to best practices for course development, instructor participation, student participation, and training.</p>
DE Coordinator	<p><u>Distance Education (DE) Coordinator:</u> oversees all issues in regards to distance education compliance, coordination, and support.</p>
Degree - AA and AS	DVC created degrees - called "local degrees"
Degree - ADT (AS-T and AA-T)	Associate Degrees for Transfer. Upon completion, students are "guaranteed" a spot in a CSU.
Department	Based on subject areas
DGC	<p><u>District Governance Council:</u> the primary participatory governance committee for the Contra Costa Community College District with representation by both constituency and location.</p>
Division	Collection of departments
DSS	<p><u>Disability Support Services:</u> ensures that students with disabilities have equal access to all of the educational offerings at DVC and facilitates equal opportunity through the provision of appropriate support services, curriculum, instruction, and adaptive technology.</p>
DVC Procedures Manual	Procedures established by the College that describe processes and/or actions in operation at the college. Procedures that are considered Academic and Professional are established via consultation between the Academic Senate and the College President with an opportunity for input by College Council. All other procedures are established by College Council as recommendations to the College President. All procedures are evaluated regularly.
Duplicated Headcount - Enrollment	The duplicated number of students enrolled for courses this term. If a student is taking four courses in Fall 2017, they would be counted four times. Often called “enrollment.”
EEOAC	<p><u>Equal Employment Opportunity Advisory Committee:</u> enhances the effectiveness of the College through active implementation of the District Equal Employment Opportunity Plan; acts as an advisory committee to the Equal Employment Opportunity Officer; and reviews the college’s hiring process and makes recommendations to enhance equal employment opportunity, staff diversity, and disability access.</p>

Efficiency	The cost of the production of FTES – see productivity definition below.
eLumen	Software that will be used to house curriculum, program review, and learning outcomes assessment.
End of term (EOT)	Last day of term
Enrollment - duplicated headcount	Each student is counted for each class they are in - one student taking 3 classes = 3 duplicated enrollments.
Environmental Sustainability Committee	Promotes awareness of environmental sustainability to the campus community, initiates improved sustainability practices, and conducts events that promote or support environmental sustainability.
Equity gap	Achievement gap in performance between groups of students
EOPS	Extended Opportunity Programs and Services: committed to meeting the unique educational needs of students hindered by language, social, and/or economic disadvantages. Eligible students may receive a wide variety of services including, but not limited to, individualized counseling, peer support, book vouchers, and academic and transfer assistance.
FERPA	Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records.
Fill rate	Percentage of seats filled up in a class. Enrolled students/class max. Or percentage of seats filled up at the college/total seats available
FYE	First Year Experience: a program that links classes for new students, creating a cohort. There are many different strains of FYE linked courses, designed around the different Interest Areas.
Flex	Flexible (Flex) Program: consists of professional development activities “in lieu of” regular instruction. All faculty have Flex obligations in compliance with state chancellor’s requirements and the faculty contract. Flex professional development activities are offered during the few days immediately preceding the start of the semester and throughout the year.
FTEF – full time equivalent faculty	A full -time faculty teaching a complete load of A contract = 1 FTEF. Refer Article 7 in UF Agreement. # of hours of lecture/lab/assignment per course times load factor in contract equals full time equivalent faculty, where 1.0 is a full-time load. Current load factors: 1 course hour lecture=.067, 1 course hour composition=.083, 1 course hour lab 1=.059, 1 course hour lab 2=.05, 1 course hour activity = .045, 1 course hour tutorial=.050

<p>FTES</p>	<p>Full-time equivalent student. Hypothetical student taking 15 weekly contact hours for two semesters at 17.5 weeks per semester for a total of 525 contact hours. Used to determine state apportionment funding for community colleges.</p> <p>FTES = $\frac{(WSCH \times \# \text{ of students}) \times \# \text{ of Weeks}}{525}$</p> <p>(Semester length class use 16.6 weeks) (525 is the standard state productivity goal and is = 1 student x 15 hours/week x 2 semesters)</p> <p>Example: History 120 –meets for 3.17 hours/week, has an enrollment of 35 students and is a semester length course. FTES – $(3.17 \times 35) \times 16.6 / 525 = 3.51$ FTES WSCH is defined below.</p>
<p>FTES/FTEF: Productivity</p>	<p>Number of full-time equivalent students per a full-time faculty. Measures how efficient a class is (more students per faculty is more efficient.) The productivity standard is FTES/FTEF = 17.5 Example: History 120 FTES = 3.51 FTEF = .2 so that means FTES/FTEF=3.51/.2=17.55. In this example, History 120 meets the state standard for productivity (17.5 or greater).</p>
<p>GELOs</p>	<p>General Education Learning Outcomes: Knowledge, skills, abilities, and attitudes that a student has attained as a result of his or her having met the General Education requirements.</p>
<p>Headcount - duplicated</p>	<p>Is Enrollment. Each student is counted for each class they are in - one student taking 3 classes = 3 duplicated enrollments.</p>
<p>Headcount - unduplicated</p>	<p>Each student is counted once, no matter how many classes they are in. Useful to determine how many people are coming to campus, for example.</p>
<p>ILOs</p>	<p>Institutional Learning Outcomes: Knowledge, skills, abilities, and attitudes that students have attained as a result of their experiences at DVC, including course assignments, SLOs, PLOs, GELOs, registration, accessing student services, and making academic and career choices.</p>
<p>Information and Instructional Technology Committee</p>	<p>IITC: Assists the designated staff in the development and the evaluation of the Technology Master Plan and recommends priorities for implementation. The committee periodically evaluates how the College is implementing the plan and makes strategic planning and policy recommendations for campus computing, networking, and instructional technology applications.</p>
<p>In-Site portal</p>	<p>Electronic portal, maintained by the Contra Costa Community College District, providing access to the management information</p>

	system (Ellucian, formerly Datatel), student registration, student email (via Microsoft 365) and other administrative functions.
Interest Areas	Majors grouped in 5 general areas. Sometimes called meta-majors.
Intersession	Term sometimes used to describe the first 3 week term of summer, although it is not a term in our literature.
IUPR	<u>Instructional Unit Program Review</u> : program reviews completed by all instructional units. IUPRs were most recently completed in fall 2013 and validated in spring 2014.
Labor market gap	Sector where there are more jobs open than people who want them. An opportunity for growing our programs.
LMS/CMS	Course Management System (CMS) or Learning Management System (LMS) is software that provides an online environment for course interactions. A CMS typically includes a variety of online tools, including areas to post class materials, discussions, grades, and assignments
Load	What a faculty member is required to reach to be considered full time. A 1.0 load could be comprised of 5 classes at 3 units each that adds up to a load of 1.0.
Local One	Local One of the Public Employees Union is the exclusive bargaining agent for all unit classified employees in the CCCCD.
M&O	Maintenance and Operations. To submit a workorder, use the work order request on their webpage. https://www.dvc.edu/college-support/facilities.html
Management Council	An advisory group, which includes all managers, supervisors, deans, and vice presidents, who advise the college president.
Milestones	Arbitrarily created points of measurement - we often speak of 15 units, 30 units, 45 units as being key milestones to completion
NetTutor	The online tutoring platform and service used in the 4CD.
OER	Open Educational Resources are teaching, learning, and research materials that are either (a) in the public domain or (b) licensed in a manner that provides everyone with free and perpetual permission to engage in the 5R activities: Retain, Reuse, Revise, Remix, and Redistribute.
PACE	<u>Program for Adult College Education</u> : PACE is a program designed to support working adult, transfer students to complete their educational goals. Two of the main benefits of being a PACE student are: reserved seating in general education courses during the enrollment period each semester and intensive academic advising from PACE dedicated counselors.

Perkins	Short name for federal legislation that provides funding for Career Education programs. First introduced by U.S. Representative Carl D. Perkins, the current authorization is known as Perkins V.
Perkins core indicators	Shows employment trends by program. Found on Chancellor's Office website. https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Workforce-and-Economic-Development/Career-Education-Practices/Perkins-IV/Core-Indicators
Persistence (Retention)	These two terms are sometimes used inter-changeably but sometimes they have slightly different meanings. Persistence is usually a term-to-term measurement, i.e. the student persisted from fall to spring. Retention can also be term-to-term, but sometimes people say retention when they mean a student was retained through the end of a course. It is best to clarify your meaning whenever using either of these terms.
PHC	Pleasant Hill Campus
PLOs	Program Learning Outcomes: Knowledge, skills, abilities, and attitudes that a student has attained as a result of his or her engagement in a defined program of study. The Student Learning Outcomes (SLOs) for the courses in the program contribute to the students' completion of the Program Learning Outcomes. SLOs for courses are aligned and mapped to the PLOs for each program.
Pre-Apprenticeship Program	A full-time training program designed to assist students in preparation to pass the entrance exams for a variety of apprenticeship programs or gain entry level employment in the trades.
President's Cabinet	Reporting, advisory, and consulting group consisting of the President and Vice Presidents of the College.
Productivity	At DVC we usually mean FTES/FTEF (see definition above). More generally, "productivity measures provide information on the actual number of enrollments or total FTES produced, where efficiency measure the cost of the production of FTES. Productivity measures include enrollment, headcount, FTES, WSCH. Efficiency measures include FTES/FTEF ratio, yield of FTES/Sections, load of WSCF/FTEF, fill rates." (IEPI data tools research management guide spring 2018).
Program	Usually is a department, but other things are called programs as well. Puente. Distance Education. We define it pretty much as anyone who does a program review.
Program Review Committee	One of the 5 major governance committees. The Program Review Committee is charged with fulfilling the institution's commitment to college-wide dialog on program review and other data for the purposes of recommending improvements to the College Council on student services, instructional programs and administrative

	support services as well as the processes for governance and identifying institutional improvement needs. It will disseminate information on its findings to the college community.
Puente Program	The Puente Program is a statewide effort founded in 1981 to increase the number of Mexican American/Latino students transferring to four-year colleges and universities. Puente is a one-year pre-transfer writing program with counseling and mentoring support with all elements of the program working to instill the values of education, earning degrees, and returning to the community as leaders. DVC has offered the Puente Program since 1997 and in 2011 added a second cohort.
Research, Planning, and Evaluation Committee	RPEC: One of the 5 major governance committees. The RPEC evaluates the data and research needs of the college. The RPEC facilitates administration and evaluation of college wide research initiatives. When warranted, the RPEC communicates the results of the evaluation.
Retention (Persistence)	These two terms are sometimes used inter-changeably but sometimes they have slightly different meanings. Persistence is usually a term-to-term measurement, i.e. the student persisted from fall to spring. Retention can also be term-to-term, but sometimes people say retention when they mean a student was retained through the end of a course. It is best to clarify your meaning whenever using either of these terms.
SARA	State Authorization Reciprocity Agreement https://www.aplu.org/projects-and-initiatives/center-for-public-university-transformation/sara/index.html is an interstate reciprocity system with a single set of baseline standards and procedures that institutions in participating states must meet for their distance education programs.
Scheduling Committee	An Academic Senate committee, created in spring 2011, responsible for making expertise-based recommendations about the college's course schedule offerings. This committee is charged with developing, communicating, and implementing the criteria used for making scheduling additions and cuts, with the goals of preserving the core values and strategic directions of the college and increasing the overall productivity of the schedule.
Selection bias	Occurs when a sample is not representative of the larger population
Skills builder	Students who are maintaining and adding to skillsets required for ongoing employment and career advancement. Skills-builder meet all of the following criteria: Took one or more credit non-introductory career education (CE) course in a specified TOP code, Passed all CE courses enrolled (with C or better), Did not earn a

	certificate or degree in the selected year, Did not enroll in any community college or four-year institution in the subsequent year
SLOs	<u>Student Learning Outcomes</u> : Knowledge, skills, abilities, and attitudes that a student has attained as a result of his or her engagement in a particular set of collegiate experiences. In consultation with the Curriculum Committee, the Student Learning Outcomes Assessment Committee, and the State Chancellor's Office, the DVC Academic Senate approved the alignment of existing, measurable course objectives with student learning outcomes on the official course outline of record.
SLOAC	<u>Student Learning Outcomes Assessment Committee</u> : An Academic Senate committee comprised of representative from all divisions, facilitates communication among faculty; holds bi-monthly meetings and drop-in hours, assesses SLOs, assessments, and action plans, and communicates regularly with all college groups to ensure that work on SLO development and assessment progress smoothly and continuously across the college
SOC Code	Standard Occupational Code. A federal coding system used to group workers into occupational categories.
SSO	Single Sign-On.
Start of term (SOT)	First day of term
Student Success Scorecard	A performance measurement system that tracks student success at all community colleges in remedial instruction, job training programs, retention of students and graduation and completion rates. The Scorecard replaced ARCC data in 2013 and is available on the California Community Colleges Chancellor's Office website.
SRC	San Ramon Campus
Simplicity Advocate	The software that is used to report students of concern, student conduct issues, and Title IX issues.
SSPR	<u>Student Services Program Review</u> : Program reviews completed by all student services units.
SES	<u>Student Equity and Success Committee</u> : Develops, implements, and evaluates the Student Equity Plan and provides support to the vice president of student services on the implementation of the Student Equity Plan.
SWF (Strong)	<u>Strong Workforce Program</u> : is a state funding source for Career Education programs. There are multiple strands for local, regional, and K-14 projects.
Success	For the purposes of evaluating data, the percentage of students who receive a passing or satisfactory grade in a course (A, B, C or passing/credit).
Summer Session	We offer 3, 6, and 9 week classes

SysAid	An icon on campus desktops, is the technology work order system. Use the link if you need help.
Tableau	Software that provides enrollment, success, and productivity data. Available to all through Insite and the “reports districtwide” tile.
TAC	<u>Tutoring Advisory Committee</u> : evaluates College tutoring services and makes recommendations based on its findings.
Technical Review	A process within the Curriculum Committee course and program approval process in which the Technical Review Committee, composed of the Curriculum Committee Chair, the Senior Dean of Curriculum and Instruction, and the Articulation Officer, review new and revised course outlines and programs for consistency in format, style, accuracy of assigned data elements, alignment of course elements (objectives/SLOs/content/assignments), and general adherence to the “Components of a Model Course Outline of Record” as published by the Academic Senate for California Community Colleges prior to review and approval by the Curriculum Committee.
Title 5 Review	The process of faculty revision of course outlines of record, technical review by the Technical Review Committee (see Technical Review), and Curriculum Committee review and approval in compliance with Title 5 regulations. Active courses are systematically reviewed on a five-year cycle.
TOP Code	Taxonomy of Program. A CA community college coding system that classifies types of courses and programs. Example: 1305.40. "Two-digit TOP" is the first 2 digits which are the broad program of study. "Four digit TOP" is first four which is program of study. "Six-digit TOP" is specialization. 13 = family sciences. 05 = child development/ECE. 40 = preschool children.
Transfer directed	Enrolled in any transfer level math or English.
Transfer prepared	Students who completed 60 CU/CSU transferrable units at or above a 2.0
Transfer ready	Completed 60 units with a 2.0 or better grade point average. Completed both transfer level math and English. Includes those prepared and directed.
U drive (S drive)	Local network drives available to all DVC employees that are used to store documents useful to the college such as instructional and business services forms. There are others as well that are used by the DO.
Umoja Program	<i>Umoja</i> (a Kiswahili word meaning unity) is a statewide community of educators and learners committed to the academic success, personal growth and self-actualization of African American and other students. The Umoja Program is a year-long learning community with mentoring.

United Faculty (UF)	<u>United Faculty of Contra Costa Community College District:</u> an independent collective bargaining association and a member of the California Community College Independents (CCCI) and the Bay Faculty Association (BFA). The UF represents both part-time and full-time faculty throughout the CCCCD.
WebPR	Web-based Program Review: a locally developed program review database. Will eventually be replaced with eLumen.
WebSLOs	<u>Web-based Student Learning Outcomes:</u> a locally developed SLO database and scheduling/management software package. Will eventually be replaced with eLumen.
WSCH	<u>Weekly student contact hours:</u> Actual student contact hours as of census. WSCH-Weekly student contact hours WSCH = # of students x # hours class meets/week Example: History 120 –meets for 3.17 hours/week and has an enrollment of 35 students makes WSCH - 35 x 3.17 = 111 WSCH
WFD	<u>Workforce Development Committee:</u> Shares best practices among Career Education faculty; develops, implements, and evaluates the Workforce Development Plan and the Perkins Plan; provides support to the Sr. Dean of Career and Community Partnership on the implementation of plans; and ensures coordination among career/technical programs with student services.
Zero Textbook Cost (ZTC) (see also OER)	A ZTC course that does not require a textbook, a course that lists its textbook as optional, or a course that makes its textbook available to students free of charge, through lending services or electronic book (e-book) databases.

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