

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Information: **ACRONYMS AND GLOSSARY (GI-002)**

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ACRONYMS

Acronym	Translation	Significance or Extended Definition
AACC	American Association of Community Colleges	
AACRAO	American Association of Collegiate Registrars and Admissions Officers	Consulting partners for colleges on implementation of best practices in SEM.
AA/OT	Associate of Arts/Oregon Transfer Degree	
AAS	Associate of Applied Science	
AASHE	Association for the Advancement of Sustainability of Higher Education	
AAUW	American Association of University Women	
AAWCC	American Association of Women in Community Colleges	
ABE	Adult Basic Education	
ABS	Adult Basic Skills	RCC department assisting with literacy.
ACCI	Alliance for Community College Innovation	
ACCT	Association of Community Colleges Trustees	National association for college boards.
ADA	Americans with Disabilities Act	Federal program for equal access to educational/other services for the disabled.
ADM	Average Daily Membership	
ADN	Associate Degree Nursing	
AGS	Associate of General Studies Degree	
AHEC	Area Health Education Center	
AHS	Ashland High School	Jackson County High School
AIS	Administrative Information System	
AP	Administrative Procedure	
AS	Associate of Science	
ASE	Automotive Service Excellence	
ASGRCC	Associated Student Government of RCC	
AS/OT	Associate of Science/Oregon Transfer Degree	
ASSET	Assessment of Skills for Successful Entry and Transfer	RCC's paper version of placement exam.
ATC	Academic and Training Council	RCC council responsible for maintaining appropriate policies and procedures for all of RCC's instructional endeavors
BAT	Budget Advisory Team	
BITS	Business and Industry Training Systems	Workforce representatives from all 17 community colleges.
BMCC	Blue Mountain Community College	One of 17 community colleges in Oregon, including RCC.

BOLI	Bureau of Labor and Industries	
BFHS	Butte Falls High School	Jackson County High School
CAFR	Comprehensive Annual Financial Report	
CAMAT	Classified Association and Management Advisory Team	The RCC classified and management representatives bargaining unit.
CAO	Chief Academic Officer	
CASAS	Comprehensive Audit Student Assessment Systems	A state-mandated testing system. Also see Glossary.
CASC	Curriculum and Academic Standards Committee	
CBA	Collective Bargaining Agreement	
CCC	Chemeketa Community College	One of 17 community colleges in Oregon, including RCC.
CCSE	Community College Survey of Student Engagement	
CCWD	Department of Community Colleges and Workforce Development	State agency representing community college interests at the state level.
CE	Continuing Education	
CEC	College Effectiveness Council	Council responsible of planning and assessment/accreditation
CEO	Chief Executive Officer	
CEU	Continuing Education Unit	Also see Glossary
CFO	Chief Financial Officer	
CHEA	Council for Higher Education Accreditation	
CIA	Council of Instructional Administration	The Oregon group of instructional vice-presidents and deans.
CIO	Chief Information Officer	
CLKCC	Clackamas Community College	One of 17 community colleges in Oregon, including RCC
CLOs	Content Learning Outcomes	Also see Glossary
CLSCC	Clastop Community College	One of 17 community colleges in Oregon, including RCC.
CMP	College Master Plan	Also see Glossary
COCC	Central Oregon Community College	One of 17 community colleges in Oregon, including RCC.
COMPASS	Computerized Placement Assessment Support System	Computerized version of the placement exam.
COP	Certificate of Participation	A type of bond used to fund projects
COLLEGE NOW	Benefit for high school students who can earn college credit for classes.	Was Early College Credit and 2+2
CPC	Career Pathways Certificates	Also see Glossary
CHS	Crater High School	Jackson County High School
CRC	Career Readiness Certificate	Program being promoted by CCWD to validate employee readiness.
CSSA	College Student Services Administrators	

CSSO	Chief Student Services Officers	
CT	Customized Training	RCC training as requested by/for employers.
CTE	Career Technical Education	
CWE	Cooperative Work Experience	Federally sponsored program providing workplace application for credit.
DACUM	Developing a Curriculum	Method for designing certificate and degree programs.
DL	Distance Learning	
DOE	Department of Education	
DOLETA	Department of Labor Employment Training Administration	
DPB	Diversity Programming Board	
EBEC	Esther Bristol Education Center	
ECC	Emergency Communications Center	
ECE	Early Childhood Education and Elementary Education	
EHE	Baldrige/Excellence in Higher Education	Assessment Tool
EEOC	Equal Employment Opportunity Commission	Federal agency that oversees fair treatment and prevention of discrimination.
EMO	Educacion Un Mundo de Oportunidades	Also see Glossary
EMPC	Emergency Management Program Coordinator	
EMS/EMT	Emergency Medical Services/ Emergency Medical Technician	Series of courses to train personnel in skills necessary for paramedic-style rescues.
EOP	Emergency Operations Plan	
EPHS	Eagle Point High School	Jackson County High School
ERs	Eligibility Requirements (NWCCU)	
ESL	English as a Second Language	
E-TEAM	Executive Team	College President, Vice Presidents and Deans
EWT	Employee Workforce Training	
FAFSA	Free Application for Federal Student Aid	The process for filing financial aid applications.
FAMAT	Faculty Association and Management Advisory Team	Administrators and faculty members' bargaining unit volunteers.
FERPA	Family Education Rights and Privacy Act	Federal policy regarding confidentiality of student information strictly adhered to at RCC.
FIPSE	Foundation for Improvement of Post-Secondary Education	
FR	Faculty Resource	
FS	Faculty Senate	
FT	Full-time	
FTE	Full-Time Equivalency	Number of students equal to 15 credits (FT) per student. FTE is used to determine state funding for the colleges.
GE	General Education	
GED	General Education Development	High school level competency through study/ taking national exam.

GFOA	Government Finance Officers Association of the United States and Canada	
GIAP	General Information and Administrative Procedures	www.roguecc.edu/GIAP
GPA	Grade Point Average	
GPHS	Grants Pass High School	Josephine County High School
GSPC	Government Standards and Practices Commission	
HC	Headcount	
HEC	RCC/SOU Higher Education Center	RCC's shared facility with SOU in Medford – part of the RVC.
HOLA	Helping Oregon Latinos Advance	Also see Glossary
HPER	Health, Physical Education and Recreation	RCC department teaching health and exercise.
HR	Human Resources Department	
HVAC	Heating, Ventilation and Air Conditioning Systems	
HVHS	Hidden Valley High School	Josephine County High School
ICC	Associated Students Inter-Club Council	
ICT	Individualized Career Training	
IM	Instructional Media	
IMP	Institutional Master Plan	
IP	Interactive video/audio delivered over internet.	
IPEDS	Integrated Postsecondary Education Data System	A primary source for data on colleges and universities.
ILOs	Institutional Learning Outcomes	Also see Glossary
ILU	Institutional Load Unit	Used to determine faculty workloads.
IM	Instructional Media	
IPEDS	Integrated Postsecondary Education Data System	
IT	Information Technology	
IT3	Information Technology Think Tank	
IV	Illinois Valley	
IVBEC	Illinois Valley Business Entrepreneurial Center	
IVCDO	Illinois Valley Community Development Organization	
IVHS	Illinois Valley High School	Josephine County High School
IVLC	Illinois Valley Learning Center	
JBAC	Joint Boards Articulation Committee	
JTPA	Job Training and Partnership Act	Federal program to join businesses and educational institutions in assisting people toward self-sufficiency and job preparation.
KBB	Kerby Belt Building	
KCC	Klamath Community College	One of 17 community colleges in Oregon, including RCC.

LBCC	Linn-Benton Community College	One of 17 community colleges in Oregon, including RCC.
LCC	Lane Community College	One of 17 community colleges in Oregon, including RCC.
LDA	Last Date of Attendance	Required on grade sheets for all students who receive less than a C or P grade.
LDC	Lower Division Course	Traditional undergraduate core curriculum.
LGPI	Local Government Personnel Institute	
LIB	Library	
LTOY	Less Than One Year Certificate	
MHCC	Mt. Hood Community College	One of 17 community colleges in Oregon, including RCC.
MOHS	Medford Opportunities High School	Jackson County High School
MOU	Memorandum of Understanding	
MHCC	Mt. Hood Community College	One of 17 community colleges in Oregon, including RCC.
NA	Nurse's Aide	Program w/in Allied Health to train individuals to assist nurses with patients.
NACUBO	National Association of College and University Business Officers	
NAETF	National Automotive Technicians Education Foundation	
NCC	Northwest Christian College	Private university in Oregon
NCMPR	National Council for Marketing and Public Relations	
NEA	National Education Association	
NIEA	Northwestern International Education Association	
NISOD	National Institute for Staff and Organizational Development	
NMHS	North Medford High School	Jackson County High School
NVHS	North Valley High School	Josephine county High School
NWCCU	Northwest Commission on Colleges and Universities	Regional accreditation authority.
OAR	Oregon Administrative Rules	
OCCA	Oregon Community College Association	Community college liaison supporting collective college interests to Oregon legislature.
OSCC	Oregon Coast Community College	One of 17 community colleges in Oregon, including RCC.
OCCDLA	Oregon Community College Distance Learning Association	
OCCEA	Oregon Community College Education Association	

OCCPC	Oregon Community College Presidents' Council	
OCCURS	Oregon Community College Unified Reporting System	Statewide computerized enrollment information system and data base.
OCEPT	Oregon Collaborative for Excellence in the Preparation of Teaching	
OCHA	Oregon Council for Hispanic Advancement	
ODE	Oregon Department of Education	State-level organization, which includes community colleges, but not 4-year colleges.
OEA	Oregon Education Association	State level group between NEA and RCCEA; faculty association members also belong to/represented by OEA.
OED	Oregon Employment Department	Promotes employment of Oregonians
OFIs	Opportunities for Improvement	
OILD	Oregon Institute for Leadership Development	Four-day leadership development opportunity for women in community colleges.
OIT	Oregon Institute of Technology	Four-year technical institution in Klamath Falls
OMEP	Oregon Manufacturing Extension Partnership	Network of extension services to help small manufacturers with global competitiveness.
OOG	Oregon Opportunity Grant	
OPABS	Oregon Pathways for Adult Basic Skills	
OPC	Oregon Community College Presidents Council	OCCA and CCWD representatives and 17 community college presidents
OPTE	Oregon Professional Technical Educators	
ORS	Oregon Revised Statute	
OSBA	Oregon School Board Association	
OSEA	Oregon School Employees Association	State-wide organization for classified employees.
OST/PST	Occupational Skills Training/Professional Skills Training	Individualized certificate programs and training combining GE and classroom study with targeted, work-based training.
OUS	Oregon University System	
OSU	Oregon State University	
OWA	Outlook Web Address	
PASS	Proficiency-based Admissions Standard System	A 4-year college competency-based (proficiency) criteria system for evaluating student competencies upon transfer.
PAQ	Position Analysis Questionnaire	
PCC	Portland Community College	One of 17 community colleges in Oregon, including RCC.
PHS	Phoenix High School	Jackson County High School
PLO	Program Learning Outcome	Also see Glossary
PO	Purchase Order	
POSTS	Plan of Study Templates	
PST	Professional Skills Training	
PT	Part-time	

PTK	Phi Theta Kappa	
RAPS	Reimbursement and Purchasing System	RCC's computerized system for managing purchases and payments.
RASCALS	Rogue Area Senior Computer Assistance League Services	Senior citizens group involved in computer classes through the College.
RCC	Rogue Community College	One of 17 community colleges in Oregon, founded in 1971.
RCCEA	Rogue Community College Education Association	The faculty association, representing full- and part-time faculty; allied with OEA and NEA.
RFP	Request for Proposal	
RIF	Reduction in Force	
RMT	Rogue Music Theater	
ROI	Return on Investment	
ROLEA	Reserve Officer Law Enforcement Academy	
RRHS	Rogue River High School	Jackson County High School
RVWDC	Rogue Valley Workforce Development Council	
RVC	Riverside Campus	Downtown Medford.
RWC	Redwood Campus	Original Grants Pass Campus
SBDC	Small Business Development Center	
SDC	Student Development Council	
SEI	Student Evaluation of Instruction	
SES	Student Employment Services	
SEM	Strategic Enrollment Management	
SENSE	Survey of Entering Student Engagement	Also see Glossary
SGID	Small Group Instructional Diagnosis	
SME	Society of Manufacturing Engineers	
SMHS	South Medford High School	Jackson County High School
SOCTA	Southern Oregon Construction Training Alliance	
SOESD	Southern Oregon Educational Service District	K-12 entity serving Jo, Jxn, and Klamath, with ties to colleges, business, and industries.
SOHPEC	Southern Oregon High Performance Enterprise Consortium	
SORCC	Southern Oregon Rehabilitation Center & Clinics	National Resource for providing quality residential treatment for veterans
SOREC	Southern Oregon Regional Employment Compact	RCC, TJC and OED contract with state agencies for direction in service to citizens in Jackson and Josephine Counties.
SORED	Southern Oregon Regional Economic Development, Inc.	A regional economic leadership group for business location/relocation.
SOS	Save our Students	Student retention tool/practice.
SOTTC	Southern Oregon Telecommunications Technology Consortium	
SOU	Southern Oregon University	Four-year public university in Ashland
SSA	Student Services Assistant	An RCC program for peer-counselors.

SSI	Student Survey Instrument	Noel Levitz Student Satisfaction Survey
SVED	Sustainable Valley Economic Development Board	
SWOCC	Southwestern Oregon Community College	One of 17 community colleges in Oregon, including RCC.
SWOT	Strengths, Weaknesses, Opportunities and Threats	An assessment methodology. Also see Environmental Scan in Glossary
TBA	To be Announced	Not ready for announcement of details.
TBD	To be Determined	Time and place not yet decided.
TBCC	Tillamook Bay Community College	One of 17 community colleges in Oregon, including RCC.
TFC	Tuition and Fees Committee	
TJC	The Job Council	Provides workforce resources to business, youth and adults.
TRC	Table Rock Campus	RCC's career/technical training campus located in White City.
TVCC	Treasure Valley Community College	One of 17 community colleges in Oregon, including RCC.
UCC	Umpqua Community College	One of 17 community colleges in Oregon, including RCC.
UO	University of Oregon	
USDOE	United States Department of Education	
VESL	Vocational English as a Second Language	
WIA	Workforce Investment Act	
WICHE	Western Interstate Commission for Higher Education	

GLOSSARY

27 Best Practices – See *Oregon's 27 Best Practices* (Student Retention/Persistence)

40-40-20 Initiative – Senate Bill 253 setting a state goal to eliminate high school dropout rates and increase education levels for Oregonians by 2025.

360-Degree Feedback – A system or process in which employees receive confidential, anonymous feedback from the people they work with including, but not limited to, the employee's supervisor.

2003 Standards – NWCCU's former standards used for evaluation of the college for accreditation purposes.

2010 Standards – NWCCU's revised Standards adopted in January 2010 for evaluation of the college for accreditation purposes.

2011 Comprehensive Self-Evaluation – RCC's 10-year comprehensive self-study under NWCCU's 2010 Standards.

Academic Calendar – Dates for a scheduled period of instruction, which includes registration information and deadlines, beginning and end of term, breaks, and final examinations.

Academic Year – Three 11-week terms (fall, winter, spring) and one eight-week term (summer)

Achievement Compact – Oregon’s plan to improve education by forcing school districts, as part of their annual budget process, to set one-year and four-year targets for improvement on a number of measurements believed to be indicators of long-term student success.

Achievements – Tangible evidence of results, accomplishments, outcomes.

Action Plan – Operational plan with annual benchmark and quarterly macro tasks for each strategic or college plan goal. The plan includes goal description, benchmarks, milestones (macro tasks), resource needs, completion date and responsible individual(s) or team(s).

Adjunct Faculty – Refers to members of the bargaining unit who have (a) fifty percent (50%) to sixty percent (60%) annual average of a full-time workload during qualifying terms; and (b) achieved long-term status.

Advisory/Budget Committee – A committee nominated by RCC Board of Education with member representatives from Jackson and Josephine counties. – Southern Oregon businesses leaders are appointed by the RCC Board to share responsibility in budget process and assist with support of Mission and Core Themes (House Bill 2927).

Application Extender (AX) – A scanning device for copying, maintaining and managing documents.

Beneficiaries – Stakeholders, consumers, clients, public users, constituencies, or “customers” for whom the organization undertakes activities, or provides programs or services.

Benchmarking – Establishing comparisons of performance, activities, programs, services, processes, and achievement with peer colleges, competitors or leaders from other sections with similar performance issues.

Career Pathway Certificates (CPCs) – State-approved programs containing 12-44 credits that acknowledge a specific skill proficiency to help students gain enhanced employment opportunities are considered Career Pathways.

CASAS (Comprehensive Audit Student Assessment Systems) Testing – A state mandated system for assessing learner attainment of essential competencies in a variety of skill areas. There are progress tests through which learners may progress at different levels as they continue learning.

College Master Plan (CMP) – RCC’s instruction-oriented, master plan for guiding academic, student-centered and facilities planning.

Content Learning Outcome (CLO) – What students need to know and be able to do in a course of study, such as solve for a variable in math, construct a model in an electronics course, explain the growth of industrialization in a country, or perform a procedure in nursing. See ILOs.

Continuing Education Unit (CEU) – A form of recognition given for completion of a unit of training for selected occupational supplementary courses. CEUs are based on time attended and not on the assessment of learning. (Oregon Administrative Rule 589-006-0050(15).

Communities of Function –RCC’s resources and capacity.

Communities of Interest – RCC’s Core Themes (see Core Themes below).

Community College Survey of Student Engagement (CCSSE) – This 2008 survey, conducted biennially in even years, is coordinated and paid for by the state. It puts RCC in synchronization with other Oregon community colleges. CCSSE provides a way to assess quality in community college education.

Completion Agenda (The) –An fall 2008 initiative of the College Board Advocacy and Policy Center which created the Commission on Access, Admissions and Success in Higher Education, to increase college completion rates for 55% of Americans by the year 2025. The agenda includes ten recommendations which are tracked by each state and may be compared to U.S. averages.

Core Themes – Manifestations of the Mission also known as communities of interest. In 2010 RCC identified four Core Themes: (1) Promote Student Access and Success; (2) Advance Student Learning; (3) Strengthen Our Diverse Communities; and (4) Model Stewardship.

Core Values – The RCC belief system that outlines behavioral norms which faculty and staff consistently apply while conducting college business and pursuing the college Mission.

Credit for Prior Learning (CPL) – A process that allows students to demonstrate undergraduate, college-level knowledge or skill to earn credit for existing classes at RCC.

Course Outline – The document for each credit course offered that contains the learning outcomes (both CLOs and ILOs) to be addressed in each class and the assessment methods faculty will use to determine mastery of each outcome. This is a state-mandated document used for reporting to the state on RCC courses offered. Course syllabi are based on learning outcomes set forth in course outlines.

Direct Control – The community college maintains direct and sole responsibility for the academic quality of all aspects of all programs and courses through the management and supervision by faculty and institutional administrators pursuant to OAR 589-006-0400 (21).

Educacion Un Mundo de Oportunidades (EMO) – An all-day annual conference targeting Hispanic high school juniors and seniors. Average participation includes approximately 200 students.

Environmental Scan – A process that includes (1) a review of key trends and issues (political, social, economic, education, and technological) that pose threats or opportunities, followed by (2) a SWOT (Strengths, Weaknesses, Opportunities, and Threats) for the College which creates information that is useful in decision-making.

Excellence in Higher Education (EHE) – A Malcolm Baldrige model for assessment processes that inventories, organizes and integrates existing planning and improvement processes. EHE provides a strategy for identifying critical priorities and action plans.

EHE Standards – Categories covered in the EHE assessment process (1.0) Leadership; (2.0) Purposes and Plans, (3.0) Beneficiaries and Constituents; (4) Programs and Services; (5.0) Faculty/Staff Workplace; (6.0) Assessment and Information Use; and (7) Outcomes and Achievements. Each category is reviewed and discussed including exemplary practices; strengths and areas of improvement or identified; action plans are developed and outcomes communicated.

Executive Team (E-team) – The president’s leadership team which includes president, vice-president of Instructional Services/CAO, three instructional deans, vice-president Student Services and one Student Services dean, vice-president College Services/Chief Information Office, Director of Budget and Finance/Chief Financial Officer and Accreditation Liaison Officer/Administrative Coordinator, Grants and Planning Coordinator and Director of Marketing and Community Relations. E-Team meets weekly.

Goals – High-level targets or end points that are sufficiently specific to allow for progress to be assessed and a determination to be made when achieved. RCC identified six goals in 2008 which are periodically revised and outlined in the *2008-12 Strategic Plan*.

Helping Oregon Latinos Advance (HOLA) – A week-long program for Latino students to prepare them for the rigors of the college-level coursework and equip them with fundamental leadership skills

House Bill 2972 (HB 2972) – 1995 legislation creating the procedure for new territory to be annexed into existing Rogue Community College District. Loading to a larger district that includes Jackson County.

Incident Command System (ICS) – A standard, on-scene, all-hazards, incident management process under FEMA that may be used at various federal, state and local organizations for handling a variety of incidents that may require intervention to facilitate safety, save lives, reduce property loss, and/or harm to the environment.

Indicators of Achievement – Measures identified as appropriate for assessing, documenting, or monitoring organizational outcomes and achievement levels. This information includes reports, studies, surveys, data, benchmarks, and other tools or evidence that support measurable outcomes related to various college goals and objectives.

Institutional Learning Outcomes (ILO) – The set of collegiate success dispositions or outcome statements that faculty identified as being key for students at RCC.

Intelliworks™ – An all-in-one Constituent Relationship Management software designed specifically for higher education; used initially for recruitment.

Institutional Planning – The myriad of planning processes, tools and indicators of achievement used achieve the Mission, which include but are not limited to the strategic plan, *Comprehensive College Master Plan*, Emergency Preparedness, program evaluations, faculty and staff evaluations, budget and distance learning plans.

Integrated Postsecondary Education Data System (IPEDS) – The primary source for data on colleges and universities and technical and vocational postsecondary institutions in the United States.

Measure What You Treasure – 2008 Student Success Report from the state outlining a plan for assessing student progress and outcomes.

Milestone and Momentum Points – A statewide initiative headed by CCWD for measuring persistence and completion rates.

Mission Statement – Clarifies the college’s purpose and indicates why it is doing what it does; a general statement of fundamental purpose. The Mission is driven by its Core values, Core Themes, and beneficiaries’ and constituents’ needs.

NACUBO Challenge 2010 – RCC was one of a six educational institutions (and the only community college) selected for a grant opportunity from the Lumina Foundation through NACUBO to learn, implement and report on the Malcolm Baldrige/Excellence in Higher Education assessment model in support of the college’s upcoming 10-year accreditation self-evaluation.

National Incident Management System (NIMS) – An emergency preparedness system under the Federal Emergency Management Agency (FEMA) for all levels of government, nongovernmental and private organizations designed to effect seamless teamwork and actions in order to prevent and/or respond to emergency or disaster incidents to save lives and prevent excessive damage to property or the environment. Standards, guidelines and protocols for are published by the Secretary of Homeland Security through the National Integration Center.

Non-credit course - A course that does not offer college credit for completion and generally cannot be used as part of a credit based degree or certificate program. No assessment of learning generally takes place. (OAR 589-006-0040 (33)).

Northwest Commission on Colleges and Universities (NWCCU) – The regional accreditation agency responsible for private and public colleges and universities in Oregon, Alaska, Idaho, Montana, Nevada, Utah, Washington.

Objectives – Concrete, measurable action steps used to initiate new efforts or strengthen ongoing activities to achieve the Mission, Core Themes and goals (also known as strategic initiatives in the planning integration model).

Occupational Supplementary Program – A state-approved program designed for individuals who have already entered an occupation but seek to improve their occupational skills and knowledge in order to achieve employment stability or advancement. (OAR 589-006-0040 (35))

Oregon’s 27 Best Practices for Student Retention – Twenty-seven best practices for student success identified for the state of Oregon in 2008 demonstrating proven methods, strategies, and interventions that have an effect on student engagement and persistence.

Oregon Leadership Institute (OLI) – a leadership program for Latino students recruited through HOLA wherein they are charged with organization and delivery of an annual, all-day conference targeting Latino high school juniors and seniors.

Outcomes – The College’s accomplishments, achievements and performance over time relative to its purposes and plans.

Planning – Processes that include establishment and implementation of (1) Mission, Vision and Values, (2) goals and action plans; and (3) Core Themes, objectives, intended outcomes, and indicators of achievement. Planning includes the Mission, comprehensive self-evaluations, and various planning instruments and processes that incorporate information about beneficiaries and constituents, educational offerings, modalities of support, internal and external environments, budget, and other communities of function.

Preliminary Grant Request (PGR) – A form developed by the Grants Team to summarize and explore potential grant opportunities. PGRs are reviewed, discussed and approved weekly at Executive Team, as needed.

Program Learning Outcomes (PLO) – The universe of content outcomes that department faculty agree on as necessary for moving on to “the next step,” whether that be completion of a set of courses, a sequence (such as MTH 60, 65, 95), certificate completion, degree completion, or transfer. These outcomes are updated as new information is integrated, either from changes in the labor market or from transfer institutions, state agencies or others. The program/department ensures all the outcomes are included and assessed within the courses identified.

Programs – Curriculum “chunks” that end in a degree or certificate completion.

Roadmaps – Graphical directional display within Career Pathways Certificate process from the first certificate of completion to the two-year or four-year degree. Roadmaps also include information about possible employment opportunities associated with the chosen area of study.

RogueNet – Accounting functions are managed through an integrated financial management system created by an RCC instructor and administrator called *RogueNet*. It was developed in-house but is presently used by 5 of the other 16 Oregon community colleges and is sold and managed through RCC. *RogueNet* maintains all required accounting data for state reporting, but can also support customized local reports.

Save our Students (SOS) Program – An internal student retention program designed to help faculty retain students through a counseling referral options from the second through sixth weeks of each term.

SMART – A commonly used acronym that serves as a reminder in planning processes to assure that goals are **S** – Specific; **M** – Measurable; **A** – Achievable; **R** – Realistic; and **T** – Timely.

Strategic Objectives – Any concrete, measurable action steps related to support of strategic plan goals and Core Theme planning. See “Objectives.”

Strategic Plan – The 2008-12 college planning instrument that includes college goals which are based on the Mission and Core Themes.

Student Information System (SIS) – A document management system at RCC used to manage and maintain student records pursuant to Oregon Administrative Rule and RCC’s Records Management Policy and Procedure.

Student Satisfaction Survey (SSS) – A long-standing student survey instrument known as the Noel-Levitz Student Satisfaction Survey is a biennial assessment of student reactions to various college services.

Student Surveys – See Community College Survey of Student Engagement (CCSE), Student Survey of Entering Student Engagement (SENSE), Student Satisfaction Survey (Noel Levitz SSS) and Student Evaluation of Instrument (SEI).

Survey of Entering Student Engagement (SENSE) – A new (2009) student survey instrument that examines institutional practices and student behaviors in the fourth and fifth weeks of the fall academic term. This survey is designed for students at community and technical colleges with a focus on their “front door” experiences. SENSE was developed based on research about what works in retaining and supporting students in the early weeks of college. Data can be useful in improving course completion rates and overall student retention. Survey results were aggregated and analyzed by CCWD which funded this mandatory survey for all community colleges.

TRiO Programs – Programs funded under the Higher Education Act of 1965, established by Congress to help low-income and first generation students prepare for and succeed in programs of post-secondary education. RCC delivers three grant-funded TRiO programs: Student Support Services (SSS); Talent Search (TC) and Educational Opportunity Centers (EOC).

Vision Statement – A broad description of what the college may look like in the future.

White Water Institute – A non-profit organization founded by Marilyn Lane, Ph.D. and Ruth Stiehl, Ed.D., as a learning experience to deepen educators’ understanding of living systems and the development of student learning outcomes and assessment.

