

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

Information: ACRONYMS AND GLOSSARY (GI-002)

Contact: President's Office, Ext. 7087

Acronym	Translation	Notes
AACC	American Association of Community Colleges	
AACRAO	American Association of Collegiate Registrars and Admissions Officers	Consulting partner/strategic enrollment.
AA/OT	Associate of Arts/Oregon Transfer Degree	
AAS	Associate of Applied Science	
AAUW	American Association of University Women	
AAWCC-Oregon	Oregon American Association of Women in Community Colleges	
AAWCC-RCC	The College's local AAWCC Chapter	
ABE	Adult Basic Education	
ABS	Adult Basic Skills	
ACA	Affordable Care Act	
ACCI	Alliance for Community College Innovation	
ACCT	Association of Community Colleges Trustees	
ADA	Americans with Disabilities Act	
ADM	Average Daily Membership	
AND	Associate Degree Nursing	
AGS	Associate of General Studies Degree	
AHEC	Area Health Education Center	
AHS	Ashland High School	Jackson Co HS
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	Placement Exam (paper version)
ATC	Academic and Training Council	Instructional Services
AX	Application Extender	Scanning Device
BAT	Budget Advisory Team	
BITSOC	Behavioral Intervention Team & Students of Concern	
BMCC	Blue Mountain Community College	One of 17 CC in Oregon, including RCC.
BOLI	Bureau of Labor and Industries	
BFHS	Butte Falls High School	Jackson Co HS
CAFR	Comprehensive Annual Financial Report	
CAMAT	Classified Association & Management Advisory Team	Bargaining Unit

Acronym	Translation	Notes
CAO	Chief Academic Officer	
CASAS	Comprehensive Audit Student Assessment Systems	State-mandated testing. (See Glossary)
CASC	Curriculum and Academic Standards Committee	
CBA	Collective Bargaining Agreement	
CC	Community College	
CCC	Chemeketa Community College	One of 17 CC in Oregon, including RCC
CCSE	Community College Survey of Student Engagement	
CCWD	Department of Community Colleges and Workforce Development	State agency representing CC interests.
CE	Continuing Education	
CEC	College Effectiveness Council	Planning /Assessment Team
CEO	Chief Executive Officer	
CEP	Credit Extension Plan	
CEU	Continuing Education Unit	See Glossary
CFO	Chief Financial Officer	
CG	Career Guidance	Tuition-free mandatory course for FTFY students. (See Glossary).
CHEA	Council for Higher Education Accreditation	
CIA	Council of Instructional Administration	State group (instructional VPs and deans)
CIO	Chief Information Officer	
CLKCC	Clackamas Community College	One of 17 CC in Oregon, including RCC
CLO	Content Learning Outcome	Also, see Glossary
CLSCC	Clastop Community College	One of 17 CC in Oregon, including RCC.
CMP	College Master Plan	Also, see Glossary
COCC	Central Oregon Community College	One of 17 CC in Oregon, including RCC.
COP	Certificate of Participation	Financial Bond
CPC	Career Pathways Certificates	Also see Glossary
CHS	Crater High School	Jackson Co HS
CPL	Credit for Prior Learning	Also, see Glossary
CRC	Career Readiness Certificate	CCWD program to validate employee readiness.
CSSA	College Student Services Administrators	
CSSO	Chief Student Services Officer	
CT	Customized Training	Training as requested by/for employers.
C/TE	Career Technical Education	
CWE	Cooperative Work Experience	Federal program providing credits for work experience.
DACUM	Developing a Curriculum	Method for designing program offerings.
DL	Distance Learning	
DOE	Department of Education	
DOLETA	Dept. of Labor Employment Training Admin.	
DPB	Diversity Programming Board	
EBEC	Esther Bristol Education Center	
ECC	Emergency Communications Center	

Acronym	Translation	Notes
ECEE	Early Childhood and Elementary Education	
EHE	Baldrige/Excellence in Higher Education	Assessment Tool
EEOC	Equal Employment Opportunity Commission	Federal agency on discrimination prevention and free treatment.
EMO	Educacion Un Mundo de Oportunidades	Also, see glossary.
EMPC	Emergency Management Program Coordinator	
EMS/EMT	Emergency Medical Services/ Emergency Medical Technician	College Program
EOC	Emergency Operations Center	
EOP	Emergency Operations Plan	
EPHS	Eagle Point High School	Jackson Co HS
ERs	Eligibility Requirements (NWCCU)	
ESL	English as a Second Language	
ERT	Emergency Response Team	
E-Team	Executive Team	President, VPs, deans, CFO, Foundation Dir.; Marketing & Recruitment Dir.; Admin. Coord/ALO; Grants & Planning Coord.
EWT	Employee Workforce Training	
FAFSA	Free Application for Federal Student Aid	The process for filing financial aid apps.
FAIR	Financial Aid Information Request	
FAMAT	Faculty Association and Management Advisory Team	Bargaining Unit
FERPA	Family Education Rights and Privacy Act	Federal policy re student confidential info.
FIPSE	Foundation for Improvement of Post-Secondary Education	
FR	Faculty Resource	
FS	Faculty Senate	
FT	Full-time	
FTE	Full-Time Equivalency	No. of students equal to 15 credits (FT)/student.
FTFY	First-Time, First Year	
GE	General Education	
GED	General Education Development	HS-level competency through national exam.
GFOA	Govt. Finance Officers Assoc. of U.S. and Canada	
GIAP	General Information and Administrative Procedures	E-team approved college procedures. Located at: 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.

Acronym	Translation	Notes
HECC	Higher Education Coordinating Commission	Also see Glossary
HOLA	Helping Oregon Latinos Advance	Also, see Glossary
HPER	Health, Physical Education and Recreation	
HPOG	Health Professions Occupation Grant	
HR	Human Resources	
HS	High School	
HVAC	Heating, Ventilation & Air Conditioning Systems	
HVHS	Hidden Valley High School	Josephine Co HS
ICC	Associated Students Inter-Club Council	
ICS	Incident Command System	Also see Glossary
ICT	Individualized Career Training	
ILG	Instructional Leadership Group	
IM	Instructional Media	
IMP	Institutional Master Plan	
IP	Interactive video/audio delivered over internet.	
IPEDS	Integrated Postsecondary Education Data System	Primary source of data for colleges/universities.
ILO	Institutional Learning Outcome	Also, see Glossary
IM	Instructional Media	
IPEDS	Integrated Post-Secondary 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 Co HS
IVLC	Illinois Valley Learning Center	
JBAC	Joint Boards Articulation Committee	
JTPA	Job Training and Partnership Act	Federal program to join businesses/education.
KBB	Kerby Belt Building	
KCC	Klamath Community College	One of 17 CC in Oregon, including RCC.
LBCC	Linn-Benton Community College	One of 17 CC in Oregon, including RCC.
LCC	Lane Community College	One of 17 CC in Oregon, including RCC.
LDA	Last Date of Attendance	Required on grade sheets for 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 CC in Oregon, including RCC.
MOHS	Medford Opportunities High School	Jackson Co HS
MOOCs	Massive Open Online Courses	

Acronym	Translation	Notes
MOU	Memorandum of Understanding	
MHCC	Mt. Hood Community College	One of 17 CC in Oregon, including RCC.
NA	Nurse's Aide	Program w/in Allied Health Occupations 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	
NEO	New Employee Orientation	
NSO	New Student Orientation	
NISOD	National Institute for Staff and Organizational Development	
NMHS	North Medford High School	Jackson Co HS
NVHS	North Valley High School	Josephine Co HS
NWAC	Northwest Athletic Conference	
NWCCU	Northwest Commission on Colleges and Universities	Regional accreditation authority.
OAR	Oregon Administrative Rules	
OCCA	Oregon Community College Association	Community college liaison supporting collective interests to Oregon legislature.
OCCC	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 CC 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	
OEA	Oregon Education Association	State-level group supporting unions.
OEBB	Oregon Educators Benefits Board	Consortium of state educators who receive healthcare within statewide network: MODA
OED	Oregon Employment Department	
OEIB	Oregon Education Investment Board	
OFIs	Opportunities for Improvement	

Acronym	Translation	Notes
OILD	Oregon Institute for Leadership Development	AAWCC-Oregon's four-day leadership development opportunity for CC women.
OIT	Oregon Institute of Technology	4-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 organization in support of classified staff.
OST/PST	Occupational Skills Training/Professional Skills Training	Individual training certificates combining GE and classroom study with targeted training.
OSU	Oregon State University	A public university. Home of the Beavers.
OTM	Oregon Transfer Module	
OUS	Oregon University System	
OWA	Outlook Web Address	
PASS	Proficiency-based Admissions Standard System	4-year competency-based (proficiency) criteria system for evaluating transfer students'.
PAQ	Position Analysis Questionnaire	
PCC	Portland Community College	One of 17 CC in Oregon, including RCC.
PGR	Preliminary Grant Request	Also see Glossary
PHS	Phoenix High School	Jackson Co HS
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	Computerized purchasing system.
RASCALS	Rogue Area Senior Computer Assistance League Services	Senior citizens group computer club at RCC.
RCC	Rogue Community College	One of 17 CC in Oregon (founded 1971)
RCCEA	Rogue Community College Education Association	Faculty association (full- and PT faculty)
RFP	Request for Proposal	
RIF	Reduction in Force	
RMT	Risk Management Team	Also may refer to Rogue Music Theater
ROI	Return on Investment	
ROLEA	Reserve Officer Law Enforcement Academy	
RRHS	Rogue River High School	Jackson Co HS

Acronym	Translation	Notes
RVWDC	Rogue Valley Workforce Development Council	
RVC	Riverside Campus	Downtown Medford Campus
RWC	Redwood Campus	Grants Pass Campus
SBDC	Small Business Development Center	Located in Josephine County
SDC	Student Development Council	Student Services Management Team
SES	Student Employment Services	
SEM	Strategic Enrollment Management	
SENSE	Survey of Entering Student Engagement	Also, see Glossary
SGID	Small Group Instructional Diagnosis	
SMART	Specific, Measurable, Achievable, Realistic, Timely	Also, see Glossary
SME	Society of Manufacturing Engineers	
SMHS	South Medford High School	Jackson Co HS
SOCTA	Southern Oregon Construction Training Alliance	
SOESD	Southern Oregon Educational Service District	K-12 entity (Josephine, Jackson, Klamath), with ties to college, business, and industry.
SOHOPE	Southern Oregon Health Occupations Poverty Elimination Project	5-yr. (2015-20), \$14.5M U.S. Dept. Health/ Human Serv. grant to train 1,100 eligible low income residents (Jackson/ Jo) counties for careers in 16 high-demand health care fields.
SOHPEC	So. Oregon High Performance Enterprise Consortium	
SORCC	Southern Oregon Rehabilitation Center and Clinics	National Resource for providing quality residential treatment for veterans.
SOREC	Southern Oregon Regional Employment Compact	RCC, Job Council and OED contract with state agencies to serve Jackson/Jo counties.
SORED	So. Oregon Regional Economic Development, Inc.	Reg. economic leadership group for business.
SOS	Save our Students	Student retention tool/practice.
SOTTC	So. Oregon Telecommunications Technology Consortium	
SOU	Southern Oregon University	Four-year public university in Ashland
SSA	Student Services Assistant	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 CC in Oregon, including RCC.
SWOT	Strengths, Weaknesses, Opportunities and Threats	Also known as environmental scan/a planning tool. Also, see Glossary.
TACCCCT	Trade Adjustment Assistance and Community College and Career Training grant	Grant to expand health occupation offerings.
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 CC in Oregon, including RCC.

Acronym	Translation	Notes
TFC	Tuition and Fees Committee	
TJC	The Job Council	Provides workforce resources to community.
TRC	Table Rock Campus	Career/Tech training campus in White City.
TRiO/SSS	Student Support Services	TRiO refers to US fed programs designed to increase access to higher ed. See Glossary.
TRiO/EOC/T S	Education Opportunity Centers and Talent Search	See above; and also see Glossary
TVCC	Treasure Valley Community College	One of 17 CC in Oregon, including RCC.
UCC	Umpqua Community College	One of 17 CC in Oregon, including RCC.
UO	University of Oregon	Public state university. .Home of the Ducks.
USDOE	United States Department of Education	
VESL	Vocational English as a Second Language	
WIA	Workforce Investment Act	
WICHE	Western Interstate Commission for Higher Education	
WDYT®	“What do you think?”	Online survey tool for students to evaluate classes/instructors.

GLOSSARY

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.

2011 Comprehensive Self-Evaluation: RCC's most recent, 10-year comprehensive self-study under NWCCU's (accreditation authority) 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)

Achievements: Tangible evidence of results, accomplishments, outcomes.

Adjunct Faculty: Members of the faculty bargaining unit who work more than 20% and less than 60% of a FTE workload, or who are projected to work more than an average of 20% and less than 60% of an FTE workload in any three consecutive qualifying terms.

Advisory/Budget Committee: A committee nominated by the RCC Board of Education with member representatives from Jackson and Josephine counties. These leaders are appointed by the Board to share responsibility in the annual budget process and assist with support of the RCC Mission and Core Themes (HB 2927).

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.

CASAS (Comprehensive Audit Student Assessment Systems) Testing: State-mandated system for assessing learner attainment of essential competencies in a variety of skill areas.

CG-100 (Career Guidance – College Success and Survival for Full-Time, First Time Students): Mandatory career guidance coursework to help students achieve early momentum in their studies.

College Master Plan (CMP): RCC's academic and student-centered facilities planning guide.

College Now: A program benefiting high school students who can earn college credit for classes.

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 based on time attended (OAR 589-006-0050(15)).

Community College Survey of Student Engagement (CCSSE): A student survey, conducted biennially. It is coordinated and paid for by the state for comparison and benchmarking.

Core Themes: Manifestations of the Mission Statement also known as communities of interest. RCC's board-approved core themes are: Promote Student Access and Success; Advance Student Learning; 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 containing learning outcomes (CLOs) to be addressed in each class and the assessment methods used to determine mastery of each outcome. Course syllabi are based on learning outcomes set forth in course outlines.

Data Points: Assessment tool used in strategic planning. See Indicators of Achievement (below).

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) review of key trends/issues (political, social, economic, education, and technological) that pose threats or opportunities, followed by a SWOT (Strengths, Weaknesses, Opportunities, and Threats) which creates information 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.

Executive Team (E-team): The president's leadership team meets weekly. Members include: all three vice presidents (Instructional Services, Student Services and College Services), three instructional services deans, one student services dean and the director (Budget and Finance)/Chief Financial Officer, Accreditation Liaison Officer/Administrative Coordinator (President's Office), Grants and Planning Coordinator (President's Office), executive (RCC Foundation) and director (Marketing and Recruitment).

Goals: High-level targets or end points that are sufficiently specific to allow for progress to be assessed to completion through the College's strategic plan.

Higher Education Coordinating Commission (HECC): A 14-member volunteer board dedicated to educational achievement beyond a high school diploma. HECC advises the Legislature, Governor, and Oregon Education Investment Board on higher education policy. It has statutory authority including development of biennial budget and funding allocations to 17 public community colleges, 51 private and independent colleges and universities, and private career and trade schools. HECC's authority also includes approving new academic programs, allocating the Oregon Opportunity Grants (state need-based student aid), authorizing degrees proposed by private and out-of-state (distance) providers, licensing private career and trade schools, and overseeing programs for veterans. HECC is supported by an executive director who supervises the CCWD and Office of Student Access and Completion.

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 for assessing, documenting, or monitoring organizational outcomes and achievement levels also known as data points. Indicators may include reports, studies, surveys, data, benchmarks, and other evidence that supports measurable outcomes related to various 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.

Milestone/Momentum Points: Statewide initiative headed by CCWD for measuring persistence/completion rates.

Mission Statement: A declaration of the College's unique and fundamental purpose.

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 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).

Oregon Leadership Institute (OLI): An all-day annual leadership conferences targeting Latino HS juniors/seniors recruited through HOLA.

Oregon Promise: “Free” College Credits. A CC tuition waiver negotiated at Oregon’s Capitol. SB 81. It was passed by the legislature and signed by Governor Brown in July, 2015. The Bill provides a \$10M appropriation targeted toward tuition payments for students who graduated (or the equivalent) from an Oregon HS no more than six months prior to attending and pursuing a certificate or degree at one of Oregon’s 17 CCs. The Bill funds grants at a minimum of \$1,000 for each full time CC student awarded, and it is to be administered by the Office of Student Access and Completion under HECC. Grants available by 2016/17 academic year.

Outcomes: 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 are necessary for “the next step,” whether it be completion of a set of courses (such as MTH 60, 65, 95), a certificate or degree completion, or transfer. These outcomes are updated as information is integrated from changes in the labor market or from transfer institutions, state agencies, or others.

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

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 College’s planning instrument that includes college goals, objectives and intended outcomes that based on the College Mission and tied to the College’s 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: For example, see CC Survey of Student Engagement, Student Survey of Entering Student Engagement, Student Satisfaction Survey (Noel Levitz SSS) and Student Evaluation of Instrument.

Survey of Entering Student Engagement (SENSE): A CCWD-mandated student survey instrument that examines college practices and student behaviors in 4th and 5th weeks of the fall term focusing on “front door” experiences. Data can be useful in improving course completion rates and student retention.

TRiO Programs: RCC delivers four grant-funded TRiO programs: Two Student Support Services (SSS) programs—one at Redwood and one at Riverside campuses, the Educational Opportunity Centers (EOC), and Talent Search (TS). The TRiO label was established when the Reauthorization of the Higher Education Act (HEA) was passed (1968) with three programs: Upward Bound (UB), TS and SSS. UB was created by the Educational Opportunity Act (EOA) (1964). UB helps eligible people and veterans prepare for higher education. TS was created through the HEA (1965) for students in grades 6-12 to assist with understanding of available educational opportunities/options. SSS helps eligible students to stay in college through four-year degree. The Reauthorization Act (1968), transferred UB from Office of Economic Opportunity to HEA. TRiO is currently five programs under one umbrella. The second Reauthorization (1972) created the 4th TRiO program – EOC, which serves displaced or underemployed workers in choosing college and financial aid. The fifth (1986) was the Ronald McNair Post Baccalaureate Achievement Program. McNair program, designed to encourage eligible students to consider teaching careers and prepare for doctoral study.

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