

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

Information: Acronyms and Glossary (GI-002)

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ACRONYM	TRANSLATION
AACC	American Association of Community Colleges
AACRAO	American Association of Collegiate Registrars and Admissions Officers
AA/OT	Associate of Arts/Oregon Transfer Degree
AAS	Associate of Applied Science
AAUW	American Association of University Women
AAWCC-Oregon	American Association of Women in Community Colleges-Oregon
AAWCC-RCC	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
ACLS	Advanced Cardiac Life Support
ADA	Americans with Disabilities Act
ADM	Average Daily Membership
AD-N	Associate Degree Nursing
AGS	Associate of General Studies Degree
AHS	Ashland High School (high school in Jackson County)
AP	Administrative Procedure
ALO	Accreditation Liaison Officer
AS	Associate of Science
ASE	Automotive Service Excellence
ASCAP	American Society of Composers, Authors, and Publications
ACLS	Advanced Cardiac Life Support (research tool for IR/E)
ASGRCC	Associated Student Government of RCC
AS/OT	Associate of Science/Oregon Transfer Degree
ASSET	Assessment of Skills for Successful Entry and Transfer (Student Placement Exam)
ATC	Academic and Training Council (RCC's Instructional Services Committee responsible for reviewing and approving programs, course offerings and curriculum)
AX	Application Extender (scanning device)
BAT	Budget Advisory Team (budget planning group)
BMCC	Blue Mountain Community College (one of 17 Oregon Community Colleges)
BOLI	Bureau of Labor and Industries
BFHS	Butte Falls High School (High school in Jackson County)
CAFR	Comprehensive Annual Financial Report
CAMAT	Classified Association and Management Advisory Team (bargaining unit)
CAO	Chief Academic Officer
CASAS	Comprehensive Audit Student Assessment Systems (also see Glossary)

ACRONYM	TRANSLATION
CASC	Curriculum and Academic Standards Committee (RCC's Instructional Services committee responsible for annual review of programs and course offerings, including new, suspended, and terminated offerings)
CBA	Collective Bargaining Agreement
CCC	Chemeketa Community College (one of 17 community colleges in Oregon)
CCSE	Community College Survey of Student Engagement
CE	Continuing Education
CEC	College Effectiveness Council (RCC's planning and assessment team)
CEO	Chief Executive Officer
CEU	Continuing Education Unit (also see Glossary)
CFO	Chief Financial Officer
CG	Career Guidance (Tuition-free mandatory course (FTFY students) (also see Glossary)
CIA	Council of Instructional Administration (state group of instructional administrators in the state)
CIO	Chief Information Officer
CCC	Clackamas Community College(one of 17 community colleges in Oregon)
COCC	Central Oregon College (one of 17 community colleges in Oregon)
CLO	Content Learning Outcome (also see Glossary)
CLSCC	Clatsop Community College (one of 17 community colleges in Oregon)
CMS	Course Management Software
COCC	Central Oregon Community College (one of 17 community colleges in the state)
COP	Certificate of Participation (financial bond)
CPC	Career Pathways Certificates
CHS	Crater High School (high school in Jackson County)
CPL	Credit for Prior Learning (also see Glossary)
CRC	Career Readiness Certificate
CRM	Customer Relation Management
CSSA	College Student Services Administrators (a state group of student services administrators)
CSSO	Chief Student Services Officer
CT	Customized Training (employer-driving training)
CTE	Career and Technical Education
CWE	Cooperative Work Experience (credits for CWE)
DL	Distance Learning
DOE	Department of Education
DOLETA	Department of Labor Employment Training Administrators
DPB	Diversity Programming Board
EBEC	Esther Bristol Education Center
ECEE	Early Childhood and Elementary Education
EEOC	Equal Employment Opportunity Commission (federal agency)
EMO	Educacion Un Mundo de Oportunidades (also see Glossary)
EMS/EMT	Emergency Medical Services/ 7Emergency Medical Technician
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPHS	Eagle Point High School (high school in Jackson County)
ERs	Eligibility Requirements (NWCCU) (the region's accreditation authority)

ACRONYM	TRANSLATION
ESL	English as a Second Language
ERP	Enterprise Resource Planning System (RogueNet)
ERT	Emergency Response Team
E-TEAM	Executive Team (President's team: vice presidents, deans, CFO, IR/E, Marketing and Foundation directors)
FAFSA	Free Application for Federal Student Aid
FAIR	Financial Aid Information Request
FAMAT	Faculty Association and Management Advisory Team (faculty bargaining unit)
FERPA	Family Education Rights and Privacy Act (confidential rules)
FIPSE	Foundation for Improvement of Postsecondary Education
FS	Faculty Senate
FTE	Full-Time Equivalency (number of students carrying 15 credits, indicating full-time students)
FTFY	First-Time, First Year
GE	General Education
GEAR UP	Gaining Early Awareness and Readiness for Undergraduate Programs (USDOE grant with OSU)
GED	General Education Development (national high school competency exam)
GFOA	Government Finance Officers Association of United States and Canada
GIAP	General Information and Administrative Procedures
GPA	Grade Point Average
GPHS	Grants Pass High School (high school in Josephine County)
GSPC	Government Standards and Practices Commission
HC	Headcount (also see FTE)
HEC	RCC/SOU Higher Education Center (RCC's shared facility in with SOU in Jackson County)
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 and Air Conditioning Systems
HVHS	Hidden Valley High School (high school in Josephine County)
ICC	Associated Students Interclub 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 and universities in the U.S.)
ILO	Institutional Learning Outcome (also see Glossary)

ACRONYM	TRANSLATION
IM	Instruction 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 (high school in Josephine County)
IVLC	Illinois Valley Learning Center (high school in Josephine County)
JBAC	Joint Boards Articulation Committee
JTPA	Job Training and Partnership Act
KBB	Kerby Belt Building
KCC	Klamath Community College (one of 17 community colleges in Oregon)
LBCC	Linn-Benton Community College (one of 17 community colleges in state of Oregon)
LCC	Lane Community College (one of 17 community colleges in state of Oregon)
LDA	Last Date of Attendance
LGPI	Local Government Personnel Institute
LTOY	Less Than One-Year Certificate
MHCC	Mt. Hood Community College (one of 17 community colleges in Oregon)
MOU	Memorandum of Understanding
NACUBO	National Association of College and University Business Officers
NAETF	National Automotive Technicians Education Foundation
NCMPR	National Council for Marketing and Public Relations
NEA	National Education Association
NEO	New Employee Orientation
NMHS	North Medford High School (Jackson County)
NVHS	North Valley High School (Josephine County)
NWAC	Northwest Athletic Conference
NWCCU	Northwest Commission on Colleges and Universities (the regional accreditation authority (Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington))
OAR	Oregon Administrative Rules
OCCA	Oregon Community College Association (Liaison for Community Colleges and state)
OCCC	Oregon Coast Community College (one of 17 community colleges in Oregon)
OCCDLA	Oregon Community College Distance Learning Association
OCCEA	Oregon Community College Education Association
OCCPC	Oregon Community College Presidents' Council
OCCIR	Oregon Community Colleges' Institutional Researchers
OCCURS	Oregon Community College Unified Reporting System (Statewide database)
OCHA	Oregon Council for Hispanic Advancement
OCR	Office of Civil Rights
ODE	Oregon Department of Education
OEA	Oregon Education Association (State-level union)
OEBB	Oregon Educators Benefits Board
OED	Oregon Employment Department
OEIB	Oregon Education Investment Board
OER	Open Oregon Educational Resources

ACRONYM	TRANSLATION
OILD	Oregon Institute for Leadership Development (State AAWCC Program)
OMEPE	Oregon Manufacturing Extension Partnership
OOG	Oregon Opportunity Grant
OPABS	Oregon Pathways for Adult Basic Skills
OPC	Oregon Community College Presidents Council
OPTE	Oregon Professional Technical Educators
ORS	Oregon Revised Statute
OSBA	Oregon School Board Association
OSBDCN	Oregon Small Business Development Center Network
OSEA	Oregon School Employees Association (for classified employees)
OST/IST	Occupational Skills Training/Individualized Skills Training
OSU	Oregon State University (Home of the Beavers)
OT	Oregon Tech University (formerly OIT)
OTM	Oregon Transfer Module
OUS	Oregon University System
PASS	Proficiency-based Admissions Standard System
PAQ	Position Analysis Questionnaire
PCC	Portland Community College (one of 17 community colleges in Oregon)
PGR	Preliminary Grant Request (Also see Glossary)
PHS	Phoenix High School (Jackson County)
PLO	Program Learning Outcome (also see Glossary)
PST	Professional Skills Training
RAPS	Reimbursement and Purchasing System
RCC	Rogue Community College (one of 17 Community Colleges in Oregon)
RCCEA	Rogue Community College Education Association (Faculty Union)
RFP	Request for Proposal
RIF	Reduction in Force
RMT	Risk Management Team
ROI	Return on Investment
ROLEA	Reserve Officer Law Enforcement Academy
RRHS	Rogue River High School (Jackson County)
RVWDC	Rogue Valley Workforce Development Council
RVC	Riverside Campus (RCC's Medford Campus)
RWC	Redwood Campus (RCC's Grants Pass Campus)
SBDC	Small Business Development Center (RCC SBDC-Josephine County)
SES	Student Employment Services
SEM	Strategic Enrollment Management
SENSE	Survey of Entering Student Engagement (also see Glossary)
SME	Society of Manufacturing Engineers
SMHS	South Medford High School (Jackson County)
SOESD	Southern Oregon Educational Service District (representing K-12 in Josephine, Jackson and Klamath Counties)
SOHOPE	Southern Oregon Health Occupations Poverty Elimination Project
SOHPEC	Southern Oregon High Performance Enterprise Consortium
SORCC	Southern Oregon Rehabilitation Center and Clinics for veterans)

ACRONYM	TRANSLATION
SOREC	Southern Oregon Regional Employment Compact
SORED	Southern Oregon Regional Economic Development, Inc.
SOS	Save our Students (RCC's student retention tool)
SOU	Southern Oregon University (four year university in Jackson County/Ashland)
SSA	Student Services Assistant (RCC's peer counselors)
SSI	Student Survey Instrument (distributed by Noel Levitz)
STEM	Science, Technology, Engineering and Math
STEAM	Science, Technology, Engineering, Arts, and Math
SWOCC	Southwestern Oregon Community College (one of 17 community colleges in Oregon)
SWOT	Strengths, Weaknesses, Opportunities and Threats (also see Glossary)
TACCCCT	Trade Adjustment Assistance Community College and Career Training Grant (for Allied Health Occupations)
TBCC	Tillamook Bay Community College (one of 17 community colleges in Oregon)
TFC	Tuition and Fees Committee
TJC	The Job Council (community resources for employee development and job placement)
TCC	Tillamook Community College (TCC) (one of 17 community colleges in the state)
TRC	Table Rock Campus (RCC's White City Campus)
TRiO/SSS	Student Support Services (also see Glossary)
TRiO/EOC/TS	Education Opportunity Centers and Talent Search (also see Glossary)
TVCC	Treasure Valley Community College (one of 17 community colleges in Oregon)
UCC	Umpqua Community College (one of 17 community colleges in Oregon)
UO	University of Oregon (four-year public state university in Eugene Oregon)
USDOE	United States Department of Education
VESL	Vocational English as a Second Language
VFA	Voluntary Framework of Accountability
WIA	Workforce Investment Act
WIG	Wildly Important Goal (also known as Core Theme)
WDYT®	"What do you think?" (on-line survey tool for students on instructors)

GLOSSARY

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, one-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 one-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).

Alpha Zeta Pi: RCC students' honor society.

American Fact Finder: Then Census Bureau's online, self-service tool designed to search a variety of populations, economic, geographic, and housing information.

Basecamp: An online project management tool used to collaborate on projects with a team.

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

Collaboration Metric: Data used to analyze collaboration efforts.

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 589-006-050 (15).

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

Core Theme/WIG: A manifestation of the College's Mission Statement also known at RCC as a WIG (wildly important goal).

Core Values: The RCC belief system that outlines behavioral norm, 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) 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).

D4A: Data for postsecondary analysis.

EBSCOhost: An intuitive online research platform used by thousands of organizations and millions of users worldwide.

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 a 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).

Higher Education Coordinating Commission (HECC): A 14-member board dedicated to educational achievement beyond high school. The HECC advises Legislators, the Governor, and the Oregon Education Investment Board on higher education policy. It has statutory authority including development of a biennial budget and funding allocations to 17 public community colleges, five private and independent colleges and universities, and private career and trade schools. HECC's authority also includes new academic programs, allocating the Oregon Opportunity Grants, 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 a 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 annexation into the existing RCC leading 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 to 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 plans or steps used to initiate new efforts or strengthen ongoing activities to achieve the Mission and WIGs (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 credit legislated by Oregon Senate Bill 81. t Oregon’s Capitol which provides a one million dollar appropriation targeted toward tuition payments for students who graduated (or the equivalent) from an Oregon high school no more than six months prior to attending and pursuing a certificate or degree at one of Oregon’s 17 community colleges. It is administered by the Office of Student Access and Completion under the Higher Education Coordinating Commission.

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) WIGs, 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: An ERP (Enterprise Resource Planning) system created by an RCC instructor and administrator developed in-house. It has been used by five 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.

Scrum: A framework for managing teams of three or more who turn their work into actions that can be completed within fixed duration cycles (called "sprints"), track progress, and replan in daily fifteen-minute meetings, to collaborate in delivering workable deliverables for every sprint.

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 fourth and fifth 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 (1) 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 fourth 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.