

HTC Data Dictionary

This dictionary is provided to assist in the interpretation of various reports, documents that will be posted on the Institutional Research (IR) webpage. This is not meant to be all inclusive, and the reader is encouraged to seek clarification on any term not understood from the IR office.

Academic Year	HTC operates the academic year as follows: Fall, Spring, Summer.
ACCUPLACER Tests	The ACCUPLACER test was developed by the College Board. The purpose of ACCUPLACER tests is to provide the student with useful information about academic skills in math, English, and reading. The results of the assessment, in conjunction with your academic background, goals, and interests, are used by academic advisors and counselors to determine your course selection.
ACT Scores	Scores on the mathematics, English, reading, science reasoning, and composite scales of the ACT Assessment test.
Adjunct Faculty	Non-tenure track faculty serving in temporary or auxiliary capacity specific courses on a course-by-course basis. Includes both faculty who are hired to teach an academic degree-credit course and those hired to teach a remedial, developmental, and ESL course; whether the latter three categories earn college credit is immaterial. Excludes regular part-time faculty (who, unlike adjuncts are not paid on a course-by-course basis), graduate assistants, full-time professional staff of the institution who may teach individual courses (e.g., a dean or academic advisor), and appointees who teach non-credit courses exclusively. (source: IPEDS)
Admission Category	Admission status of the student for the entering cohort year: Rates vary considerably by admission category and full or part-time status. Interpretation of this measure and comparisons across institutions should take into account differences in the proportion of students who are in these categories. -- Undergraduate Regular – New first-time degree-seeking student in credit courses at the undergraduate level who has not attended a post secondary institution since graduating from high school. (ADM_STAT = 11) -- Undergraduate Transfer – New degree-seeking student in credit courses at the undergraduate level who has previously attended another postsecondary institution after graduating from high school, regardless of whether or not transfer credits are accepted. (ADM_STAT = 12 or 14) -- High School – New high school student in credit courses enrolled at the undergraduate level. (ADM_STAT = 21 or 22) -- Other Undergraduate – New non-degree-seeking student in credit courses at the undergraduate level. (ADM_STAT = 41, 42, 50, 51, 61, 62, 71, 81, 91)
Admissions	Applicants granted an official offer to enroll in a college.
Admissions Test Scores	Scores on standardized admissions tests or special admissions tests. As an Open-enrollment institution, HTC does not have Admission testing.
Alumnus	Someone who has earned an award from this college.
American Association of Collegiate Registrars and Academic Officers (AACRO)	A professional organization for registrars, and others working in student affairs.
American Association of Community Colleges (AACC)	“The association was to function as a forum for the nation's two-year colleges. ...The colleges are the largest and fastest-growing sector of U.S. higher education, enrolling close to half (46 percent) of all U.S. ” (source: AACC webpage)
Applicant	An individual who has fulfilled the institution's requirements to be considered for admission (including payment or waiving of the application fee, if any) who has been notified of one of the

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	following actions: admission, nonadmission, or application withdrawn (by applicant or institution). (source: IPEDS)
Associate of Applied Science (A.A.S.) Degree	Awarded to students in specific occupational areas that require two years of education with a general education component. A.A.S. degree range from 60-72 credits and are awarded upon satisfactory completion of all degree requirements.
Associate of Science (A.S.) Degree	An award which prepares students to transfer to a baccalaureate program in related scientific, technical or non-liberal arts professional field. This degree may also prepare students for employment. A.S. degree must have a credit range of 60-64 credits and include a general education component.
Associate's Degree	An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.
Association of Institutional Research (AIR)	A professional organization whose mission is to support quality data and decisions in higher education. The organization supports knowledge, education and networking for individuals involved in the field of institutional research.
Association of Institutional Research in the Upper Midwest (AIRUM)	To Improve and Disseminate Research Predominantly of Concern to Institutions of Higher Education This is a regional organization for those individuals involved in institutional research at institutions of higher education.
Award	The recognition for the completion of program. HTC offers the following awards: associate degrees, certificates and diplomas.
Benchmark Institutions	Hennepin Technical College collects selected data from nineteen benchmark institutions in an effort to develop meaningful comparisons between the College and its peer institutions. These comparisons occur with the IPEDS data feedback as well as with national surveys. A list of the surveys is found on the IR webpage.
Census Term	The point in time of enrollment figures. The census is measured at the 10th day of term, the 30th day of term, and 45 days after the term.
Certificate	An award with the credit range from 9-30 credits and require less than one year of education.
Classification of Instructional Programs (CIP) Code	A taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES). A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions. A CIP code is assigned to each degree program at the time it is established. Reporting to IPEDS in the academic program is reported by CIP code. Gainful employment reporting is also tied to the CIP code. These were last updated in 2010.

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<p>Cleary Act-Campus Security Report</p>	<p>The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.</p> <p>The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$27,500 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.</p> <p>The law is named for Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered by another student, Joseph Henry, in her campus residence hall in 1986.[1] The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act.</p> <p>The report documents various aspects of campus safety is published on the website as well as distributed to students.</p> <p>The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.</p> <p>The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$27,500 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.</p> <p>The law is named for Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered by another student, Joseph Henry, in her campus residence hall in 1986.[1] The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act.</p> <p>The report documents various aspects of campus safety is published on the website as well as distributed to students.</p>
<p>Cohort</p>	<p>A specific group of students established for tracking purposes. *possible more defined</p>
<p>Common Data Set</p>	<p>the result of a national collaboration between publishers and academia to improve and standardize the compiling and reporting of information by academic institutions. This effort is guided in part by practices of the U.S. Department of Education. The Common Data Set includes diverse information on Hennepin Technical College, including: enrollments and degrees conferred, a profile of first-year students, statistics and policies on transfers, academic offerings and policies, student life, annual expenses, financial aid, faculty, and class sizes.</p>
<p>Community College Survey of Student Engagement (CCSSE)</p>	<p>A questionnaire administered to samples of students that assess students' level of engagement in their academic careers. The CCSSE measures five key clusters of activities that research has shown to be tied to desired collegiate outcomes: level of academic challenge, student-faculty interactions, active and collaborative learning, enriching educational experiences, and a supportive campus</p>

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	environment. HTC administers the CCSSE every two years in the spring semester. This information is utilized by the MinnState system office to build the engagement dashboards. Results of past CCSSE are on the IR webpage.
Completer	A student who receives a degree, diploma, certificate, or other formal award. In order to be considered a completer, the degree/award must actually be conferred. (source: IPEDS)
Completers Within 150% of Normal Time	Students (within a cohort or subcohort) who completed their program within 150% of the normal time to completion. For example, a student enrolled in an Associate program would complete the program within 3 years to meet the 150% rule. (See NORMAL TIME) (source: IPEDS)
Concurrent Enrollment	A student that is enrolled in both high school and college at the same time. These students are <u>taking courses in their high school</u> but receiving college credit for them. (source: HLC)
Continuing Professional Education	Programs and courses designed specifically for individuals who have completed a professional degree (such as law, medicine, dentistry, or social work) to obtain additional training in their particular field of study. (source: IPEDS)
Core Data	The base information for a person that is not dependent on that student's relationship with a college or university. Core data elements include: social security number, date of birth, name, gender, mailing address, phone number, preferred address, parent education, personal/work email address, preferred address, name history, marital status, death date, residency status, birth country, citizenship, ethnicity, high school, immunization, transfer university, Test scores (MinnState defined test scores and sub scores), college prep standards, kin/relations, employee dates of hire (original hire date with state, as well as last hire date), misc. employee demographics (including degree education, disability status, TRA number, and veteran status).
Cost of Attendance	The total expenditures associated with tuition, required fees, room, and board for a typical undergraduate student. *more specific
Credit	Recognition of performance in an instructional activity (course of program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.
Credit Hour	A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. (Source: Carnegie Classification)
Current Funds Expenditures (and Transfers)	The costs incurred for goods and services used in the conduct of the institution's operations. Includes the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating departments for such purposes. Includes: <ol style="list-style-type: none"> 1. Educational and general expenditures and transfers for: <ul style="list-style-type: none"> o Instruction o Research o Public services o Academic support o Student services o Institutional support o Operation and maintenance of plant o Scholarships and fellowships 2. Auxiliary enterprises 3. Hospitals 4. Independent operations (source: IPEDS)

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Current Funds Revenues	Unrestricted gifts, grants, and other resources earned during the reporting period and restricted resources received in non-exchange transactions for which any time restrictions have been met, or which have been earned in exchange transactions. Includes current funds revenues from the following: § Tuition and fees § Government appropriations (Federal, state, and local) § Government grants and contracts (Federal, state, and local) § Private gifts, grants, and contracts § Endowment income § Sales and services of educational activities § Auxiliary enterprises § Hospitals § Other sources § Independent operations (source: IPEDS)
Data Custodians	An individual responsible for the safe custody, transport, storage of the data and implementation of business rules
Data Governance	The consistent and proper handling of our organizations data through people, process and technology across the college
Data Owners	an individual who is accountable for a data asset
Data Stewards	An individual responsible for data content, context, and associated business rules
Degrees	An award conferred by a postsecondary education institution to recognize the successful completion of a program of studies. The number of students receiving a degree in a given year is based on awards conferred during the Summer, Fall, and Spring semesters. Statistics on the number of degrees awarded at HTC are sorted according to student characteristics such as age, gender, full-time/part-time status, and race/ethnicity.
Degree-Seeking Students	Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs. (source: IPEDS)
Delta	The difference or change in a certain quantity
Diploma	An award which requires one to two years of education with general education included. Diplomas have a credit range from 30-72 credits.
Distance Learning	A formal learning activity where students and instructors are separated by geography, time, or both, for the majority of the instructional period.
Drop Out	Students who drop all their credits and formally withdraw from the college
Employee Fringe Benefits	Cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options.
Endowment Income	Consists of: (1) the unrestricted income of endowment and similar funds; (2) restricted income of endowment and similar funds to the extent expended for current operating purposes, and (3) income from funds held in trust by other under irrevocable trusts. Excludes capital gains or losses unless the institution has adopted a spending formula by which it expends no only the yield but also a prudent portion of the appreciation of the principle. Gains spent for current operations are treated as transfers rather than endowment income. (source: IPEDS)
Enrollment Statistics	The number of students registered for courses at the College, sorted according to student characteristics such as age, gender, full-time/part-time status, and race/ethnicity. Headcounts are based on the number of students enrolled during at a specified period.

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Fact Book	<p>A compendium of selected facts about admissions, enrollment, and degrees conferred, faculty salaries, grant and contract awards, research expenditures, the status of new facilities, and other items of interest.</p> <p>Executive summary of the previous fiscal year college performance that report of the following categories:</p> <ul style="list-style-type: none"> College accreditation overview Student data Faculty and staff data Financial data Support services Comparison and Minnstate metrics
Faculty	<p>Persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, associate provosts, deans, directors or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined with research and/or public service. The designation as "faculty" is separate from the activities to which they may be currently assigned. For example, a newly appointed president of an institution may also be appointed as a faculty member. Graduate, instruction, and research assistants are not included in this category. (source: IPEDS)</p>
Federal Government Grants and Contracts (Revenues)	<p>Revenues from Federal governmental agencies that are for training programs, research, or public service activities for which expenditures are reimbursable under the terms of a government grant or contract. (Includes Pell Grants for public institutions only.) (source: IPEDS)</p>
Federal Grants	<p>These are transfers of money or property from the Federal government to the education institution without a requirement to receive anything in return. These grants may take the form of grants to the institutions to undertake research or they may be in the form of student financial aid. Federal Grants for purposes of conducting research are reported under the Federal Grants revenue category by both public and private institutions. Federal Grants in the form of student financial aid are reported under the federal grants revenue category for public institutions, but are reported as allowance (i.e. tuition and fee allowances and/or auxiliary enterprise allowances), agency transfer, or revenues/expenses by private institutions. (source: IPEDS)</p>
FICE Code	<p>A 6-digit identification code originally created by the Federal Interagency Committee on Education. The code was used to identify all schools doing business with the Office of Education during the early sixties. The code is no longer used in IPEDS; it has been replaced by the OPE ID code. (source: IPEDS)</p>
Financial Aid	<p>Monetary support in the form of loans, grants, work-study, and scholarships provided to students to pay for their education expenses.</p>
First Generation Student	<p>A student neither of whose parents received any postsecondary education. This is the definition found in Laws of Minnesota 2003, Chapter 133, Article 1, Section 3 Subdivision 3. Federal definition recognizes a first generation student as a student neither of whose parents have received a postsecondary degree. This definition is used for participation in some federal programs such as TRiO.</p>
First-Time Student	<p>A student who has graduated from high school and earned fewer than thirty semester credit hours. Additionally, the first –time student will not have attended another institution of higher education. Also known as FRESHMAN.</p>
First-Time Transfer Student	<p>A certificate-, diploma-, or degree-seeking student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., technical, undergraduate, graduate), or a student who has participated in postsecondary instruction at a</p>

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	technical institution, and for whom this activity is recognized by the receiving institution. (12) Source: MinnState Admissions Status Definitions
First-Time Undergraduate Student	An undergraduate student who has not previously attended any postsecondary institution or who attended postsecondary level courses as a high school student and is currently enrolled for the first time since high school graduation. Does not include students who are currently in high school taking postsecondary level courses. Includes first-time first-year HTC certificate- or diploma-seeking students (11), first-time freshmen (11). Source: MinnState Admission Status Definitions
First-Time, First-Year Student	A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with college credits earned before graduation from high school. The term applies even to students who earned more than 30 college credits in high school. (source: IPEDS) Students with an ADM_STAT = 11 and ORIG_ENR_YRTR = fall or preceding summer of year and enrolled in fall with CREDITS > 0
Fiscal Operation Report and Application for Participation (FISAP)	This document is filed with the Dept of Ed as part of our participation in the Title IV federal financial aid program Various majors/program must be approved by the Dept of Ed for students to be eligible to receive financial aid for choosing these programs.
Fiscal Year (FY)	The time period from July 1 through June 30 that defines the fiscal operations of the college. **add reports based on this figure out YRTR
Foreign National	A student who is not a citizen of the United States but is attending school in the US. The 'Foreign national category supersedes all other racial/ethnic categories for these students (for example, a Black or African American student who is a non-resident of the U.S. is classified as Foreign national for purposes of racial/ethnic grouping.) Source: MinnState definitions **change to international student? Double check IPEDS
Full-Time Equivalent (FTE)	Can refer to either: Total number taught credit hours by faculty divided by full-time credit load for the year. Faculty full-time credit load is 32 credits. Unless otherwise noted, this definition is used in reports and dashboards. The total attempted student credit hours divided by full-time credit load for the term. The divider for undergrad credits is 15. Will be referred to as student FTE in reports and dashboards.
Full-Time Student	At the Undergraduate level, a student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term. (source: IPEDS)
Full-Year Equivalent (FYE)	This is the total attempted student credit hours divided by full-time credit load for a year. The divider for undergraduate credit is 30.
Gainful Employment	Requirement of the Dept of Ed for Title IV participating institutions for certain programs not leading to a degree. This information must be posted on the institutions website.
Graduate **add definition	
Graduate Survey	A questionnaire administered annually to students who have applied for their degree. The survey asks students to evaluate their satisfaction with instruction, programs, and services as well as report their educational and career-related plans. MinnState system office requires each institution to report annually and a minimum response rate of 85% of an institutional cohort is expected.

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Graduation Rate	The rate required for disclosure and/or reporting purposes under Student Right-to-Know Act. This rate is calculated as the total number of completers within 150% of normal time divided by the revised adjusted cohort.
Grants and Contract Awards	Grants and contracts awarded to the college for instruction, research, and public service. Awards are made by federal and state government, as well as business and industry.
Head Count	The distinct count of enrolled students. Unless otherwise indicated, this count is always unduplicated across the terms of a fiscal year and only includes students taking classes for credit.
Higher Learning Commission-North Central Association :	an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), which is one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits degree-granting post-secondary educational institutions in the North Central region. HLC covers 19 states, is the oldest and largest of the regional accrediting agencies. The Commission provides two programs for maintaining accredited status: the Program to Evaluate and Advance Quality (PEAQ) and the Academic Quality Improvement Program (AQIP). The Commission is developing a new model called Pathways ** change to open pathway information
In-State Student	A student who is a legal resident of the state in which he/she attends school. Also known as a resident student. (source: IPEDS)
In-State Tuition	The tuition charged by an institution to students who meet a state's residency requirements.
Institutional Review Board (IRB)	<p>The purpose of the Institutional Review Board (IRB) is to protect the rights of human subjects in research. This includes making sure that vulnerable populations are protected (i.e., prison inmates, minor children, etc.) and that informed consent is maintained for participation in research. The IRB also monitors non-college researchers seeking to conduct research on the campus.</p> <p>Through federal-wide assurance it is assumed that the research conducted must conform to the Belmont Report and 45 CFR 46, through IRB approval or exemption. The IRB will often function administratively through the Office of Institutional Effectiveness, Research, and Grants. HTC does not have an IRB.</p>
Instructional Faculty	Faculty
Instructional Faculty (Full-Time)	Those members of the instruction/research staff who are employed full-time and whose major regular assignment is instruction, including those with released time for research. Also, includes full-time faculty for whom it is not possible to differentiate between teaching, research, and public service because each of these functions is an integral component of his/her regular assignment. Includes all faculty reported in the Employees by Assigned Position (EAP) component, full-time, non-medical category, as either Primarily Instruction or Instruction combined with research and/or public service and full-time faculty in the Salaries component who fall into the following categories: a full-time faculty member who is 50 percent instruction and 50 percent research and is classified as primarily instruction on the EAP; a full-time employee who is 40 percent instruction, 40 percent research, and 20 percent public service and is classified as primarily instruction on the EAP; and any full-time faculty for who it is not possible to differentiate between teaching, research, and public service and thus (combined category on EAP). (source: IPEDS)
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System conducted by the National Center for Education Statistics. IPEDS began in 1986 and involves annual data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education, U.S. Department of Education, are required to report data using a web-based data collection system. IPEDS also surveys approximately 3,000 other schools that offer postsecondary education programs. (source: IPEDS)

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Joint Program	Two or more institutions sponsor an academic program leading toward a degree. The participating institutions administer and share academic responsibility for the joint program. (source: Council on Postsecondary Education)
Land and Space	The amount of acreage and assignable square footage in buildings.
Library	An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center. (source: IPEDS)
Major retention rate:	The percentage of students from the previous fiscal year who declared a major and first enrolled (from declaration) in that fall or spring who then either reenrolled one year later or successfully completed their major by then.
Mandatory Transfers	Those transfers that must be made to fulfill a binding legal obligation of the institution. Includes mandatory debt-service provisions relating to academic and administrative buildings, including (1) amounts set aside for debt retirement and interest; and (2) required provisions for renewal and replacements to the extent not financed from other sources. Also includes institutional matching portion for Perkins Loans when the source of funds is current revenue. (source: IPEDS)
Mean	A mathematical term referring to the average of a set of numbers and one number that can be used as a way to represent the entire set.
Medical Schools and Medical Centers (Carnegie)	These institutions award most of their professional degrees in medicine. In some instances, they include other health professions programs, such as dentistry, pharmacy, or nursing. (source: IPEDS)
National Center for Education Statistics (NCES)	The National Center for Education Statistics, which is the statistical branch of the Office of Educational Research and Improvement, a principal operating component of the U.S. Department of Education. (source: IPEDS)
New Hires	Persons who were hired for full-time permanent employment for the 1st time, or after a break in service, between July 1 and September 30 of the survey year. These do not include persons who have returned from sabbatical leave. (source: IPEDS)
Non E & G Current Funds Expenditures	Includes self-supporting operations of the institution that furnish a service to students, faculty, or staff and charge a fee related to the service. Also includes funds expended for operations that are independent of the mission of the institution. (source: IPEDS)
Noncredit Course	A course of activity having no credit applicable toward a degree, diploma, certificate, or other formal award.
NonCredit Student	A student enrolled only in noncredit courses
Nondegree Seeking Student	A student enrolled in courses for credit who is not recognized by the institution as seeking a degree of formal award. ADM_STAT = 21, 22, 31, 32, 92
Nonresident Alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. (source: IPEDS)
Nonresident Student	A student who is not a legal resident of the state in which he or she is attending college. Also known as an Out-of-State Student.
Normal Time to Completion	The amount of time necessary for students to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 2 years (4 semesters of trimesters, or 6 quarters, excluding summer term) for an associate degree in a standard term-based institution; and the various scheduled times for certificate programs. (source: IPEDS)

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North American Industry Classification System (NAICS)	The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. NAICS was developed under the auspices of the Office of Management and Budget (OMB), and adopted in 1997 to replace the Standard Industrial Classification (SIC) system. It was developed jointly by the U.S. Economic Classification Policy Committee (ECPC), Statistics Canada , and Mexico's Instituto Nacional de Estadística y Geografía , to allow for a high level of comparability in business statistics among the North American countries. This official U.S. Government Web site provides the latest information on plans for NAICS revisions, as well as access to various NAICS reference files and tools. The official 2007 U.S. NAICS Manual, includes definitions for each industry, background information, tables showing changes between 2002 and 2007, and a comprehensive index. The official 2007 U.S. NAICS Manual is available in print and on CD-ROM from the National Technical Information Service (NTIS) at (800) 553-6847 or (703) 605-6000, or through the NTIS Web site. Previous versions of the NAICS Manual are available.
Open Enrollment	Colleges that do not restrict admissions-the institution is open to everyone that can prove the ability to benefit from the educational experience. HTC is an open-enrollment institution.
Other E & G Expenditures and Transfers	Current funds expenditures not included elsewhere. Examples are expenditures for libraries, administration, academic computing, career guidance, admissions, registrar activities, executive planning, legal and fiscal operations, and public relations. (source: IPEDS)
Other Expenses	The amount of money (estimated by the financial aid office) needed by a student to cover expenses such as laundry, transportation, entertainment, and furnishings. (source: IPEDS)
Out-of-State Student	A student who is not a legal resident of the state in which he or she is attending college. Also known as a Nonresident Student.
Out-of-State Tuition	The tuition charged by institutions to those students who do not meet the institution's or state's residency requirements. (source: IPEDS)
Part-Time Staff (Employees)	The type of appointment at the snapshot date determines whether an employee is full time or part time. The employee's term of contract is not considered in making the determination of full or part time. Employees are counted only once even if employed multiple ways (e.g. a full-time employee who also teaches part time on a per course basis is counted only as full-time). Also, a full-time employee who has an additional overload part-time appointment, contract, or course payment is counted as full time. Casual employees (hired on an ad-hoc basis or occasional basis to meet short-time needs) and students in the College Work-Study Program are not considered part-time staff. (source: IPEDS)
Part-Time Student	A Credit Student enrolled for less than 11 semester credits
Pell Grant Program	(Higher Education Act of 1965, Title IV, Part A, Subpart 1, as amended.) Provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet educational expenses. (source: IPEDS)
Perkins Loan Program (Formerly National Direct Student Loans)	(Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.) Provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses. (source: IPEDS) **We currently do not have any students who take advantage of this program.
Placement Testing	A test used to assess a student's current academic skill levels in reading, writing, mathematics, and computer literacy. HTC utilizes the ACCUPLACER test for these assessments, and the test is administered in compliance of MinnState policy.

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Post-Secondary Education Option-PSEO	A high school student who meets qualifications to attend a post-secondary institution while also being enrolled in high school. Concurrent enrollment. The PSEO student will attend the college, not merely take college courses at their high school. PSEO students are not eligible for financial aid.
Previous Degree	An admission stats for students that: have a BA Degree from your Institution or Other institution AND is seeking to earn another certificate, diploma, degree or major from this institution. ADM_STAT=14
Primary Occupational Activity	<p>The principal activity of a staff member as determined by the institution. If an individual participates in two or more activities, the primary activity is normally determined by the amount of time spent in each activity. Occupational activities are designated as follows:</p> <p>§ Executive, Administrative, and Managerial - Persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in the category are employees holding titles such as: top executives; chief executives; general and operations managers; advertising, marketing, promotions, public relations, and sales managers; operations specialties managers; administrative services managers; computer and information systems managers; Postsecondary education administrators such as: presidents, vice presidents (including assistants and associates), deans (including assistants and associates), department heads (including assistants and associates if their principal activity is administrative and not primarily instruction, research or public service, assistant and associate managers (including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities); engineering managers; food service managers; lodging managers; and medical and health service managers.</p> <p>§ Faculty - Persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined with research and/or public service. The designation as "faculty" is separate from the activities to which they may be currently assigned. For example, a newly appointed president of an institution may also be appointed as a faculty member. Graduate, instruction, and research assistants are not included in this category. (For more detailed information see listings under Faculty)</p> <p>§ Graduate Assistants - Students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as graduate assistant, teaching assistant, teaching associate, teaching fellow, or research assistant typically hold these positions. Students in the College Work-Study Program are not included in this category. Employees hired on a full-time basis (not students) are to be reported as "other professionals."</p> <p>§ Other Professional Staff (Support/Service) - Persons employed for the primary purpose of performing academic support, student service, and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such</p>

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kind and amount as to provide a comparable background. Included in this category are employees holding titles such as business operations specialists; buyers and purchasing agents; human resources, training, and labor relations specialists; management analysts; meeting and convention planners; miscellaneous business operations specialists; financial specialists; accountants and auditors; budget analysts; financial analysts and advisors; financial examiners; loan counselors and officers; computer specialists; computer and information scientists, research; computer programmers; computer software engineers; computer support specialists; computer systems analysts; database administrators; network and computer administrators; network systems and data communication analysts; counselors, social workers, and other community and social service specialists; counselors; social workers; health educators; clergy; directors, religious activities and education; lawyers; librarians; curators and archivists; museum technicians and conservators; librarians; artists and related workers; designers; athletes; coaches, umpires; dancers and choreographers; music directors and composers; chiropractors; dentists; dieticians and nutritionists; optometrists; pharmacists; physicians and surgeons; podiatrists; registered nurses; therapists; and veterinarians.

§ Technical and Paraprofessional Staff - Persons whose assignments require knowledge or skills which may be acquired through experience, apprenticeship, on-the-job training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Includes persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Included in this category are mathematical technicians; life, physical, and social science technicians; agricultural and food science technicians; chemical technicians; geological and petroleum technicians; nuclear technicians; paralegals and legal assistants; miscellaneous legal support workers; health technologists and technicians; dietetic technicians; pharmacy technicians; licensed practical and licensed vocational nurses; medical records and health information technicians; opticians, dispensing; healthcare support occupations; nursing aides, orderlies, and attendants; physical therapist assistants and aides; massage therapists; dental assistants; medical assistants; and pharmacy aides.

§ Clerical and Secretarial - Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmer) and/or information and other paperwork required in an office. Also includes such occupational titles such as switchboard operators, including answering service; telephone operator; bill and account collectors; billing and posting clerks and machine operators; bookkeeping, accounting, and auditing clerks; file clerks; clerical library assistants; human resources assistants, except payroll and timekeeping; shipping, receiving, and traffic clerks; secretaries and administrative assistants; computer operators; data entry and information processing workers; desktop publishers; mail clerks and mail machine operators (except postal service); office clerks (general); office machine operators (except computer); and proofreaders and copy makers.

§ Skilled Crafts - Persons whose assignments typically require manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Includes occupational titles such as welders, cutters, solderers and braziers;

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	<p>bookbinders and bindary workers; printers; cabinetmakers and bench carpenters; plant and system operators; stationary engineers and boiler operators; water and liquid waste treatment plant and system operators; crushing, grinding, polishing, mixing, and blending workers; medical, dental, and ophthalmic laboratory technicians, painting workers; photographic process workers and processing machine operators; and etchers and engravers.</p> <p>§ Service/Maintenance Staff - Persons whose assignments require limited degrees of previous skills and knowledge and in which workers perform duties that contribute to the comfort, convenience, and hygiene of personnel and student body or that contribute to the upkeep of the institution. Includes titles such as firefighters; law enforcement workers; cooks and food preparation workers; food and beverage servers and counter workers; waiters and waitresses; building cleaning and pest control workers; maintenance workers; electrical and electronic equipment installers and repairers; radio and telecommunications equipment and repairers; avionics technicians; electric motor, power tool, repairers; vehicle and mobile equipment mechanics, control and valve installers and repairers; heating, air condition, refrigeration mechanics and installers; air transportation workers and vehicle operators, and parking lot attendants. (source: IPEDS)</p>
Private Giving	Gifts to the College from alumni, corporations, foundations, trusts, and associations.
Public Service (Expenditures) for Public Institutions	Funds budgeted specifically for public service and expended for activities established primarily to provide non-instructional services beneficial to groups external to the institution. Examples are seminars and projects provided to particular sectors of the community and expenditures for community services and cooperative extension services. (source: IPEDS)
Race/Ethnicity	<p>Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are as follows:</p> <p>American Indian or Alaska Native - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.</p> <p>Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.</p> <p>Black, Non-Hispanic - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).</p> <p>Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.</p> <p>White, Non-Hispanic - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin). (source: IPEDS)</p> <p>Race/Ethnicity Unknown Category used to classify students or employees whose race/ethnicity is not known and institutions are unable to place them in one of the specified racial/ethnic categories. (source: IPEDS)</p> <p>Two or More Category used to classify students or employees whose race/ethnicity is not known and institutions are unable to place them in one of the specified racial/ethnic categories. (source: IPEDS)</p> <p>Students of Color include the following categories (excludes nonresident alien students) Black or African American, Asian, Hispanic of any race, American Indian or Alaska Native, Native Hawaiian or other Pacific Islander or Two or more races</p>

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Required fees	Fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does NOT pay the charge is an exception. (source: IPEDS)
Residence	A person's permanent address determined by such evidence as a driver's license or voter registration. For entering freshman, residence may be the legal residence of a parent or guardian. (source: IPEDS)
Resident Alien (and Other Eligible Non-Citizens)	A person who is not a citizen or national of the United States and who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asyled Conditional Entrant Parolee or Cuban-Haitian).
Retention Rate	A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For four-year institutions, this is the percentage of first-time bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall. For all other institutions this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall. (source: IPEDS)
Revenues	The collective amounts of income of the institution from all sources for public and private, not-for-profit institutions it is their increase in net assets. For private, for-profit institutions it is their increase in equity. In either case, the increase is a result of the provision of an education service or selling education product. (source: IPEDS)
Salaries and Wages	Money paid to a person for work or service. This includes regular or periodic payment to a person for the regular or periodic performance of work or a service and payment to a person for more sporadic performance of a work or a service. (source: IPEDS)
SAT®	An examination administered by the Educational Testing Service and used to predict the facility with which an individual will progress in learning college-level academic subjects. (source: IPEDS)
Semester Calendar System	A calendar system that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer session. (source: IPEDS)
Specialized Accreditation	Specialized accreditation normally applies to the evaluation of programs, departments, or schools which usually are parts of a total collegiate or other post-secondary institution. The unit accredited may be as large as a college or school within a university or a small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting or vocational or other postsecondary institutions are free-standing in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within non-educational setting, such as hospitals. (source: IPEDS)
Standardized Admissions Test	Tests prepared and administered by an agency independent of any postsecondary education institution, for purposes of making available to prospective students, information about the students' academic qualifications relative to a national sample. Examples are the SAT and ACT assessment tests. (source: IPEDS)
State and Local Government Grants	State and local monies awarded to the institution under state and local student aid programs, including the state portion of State Student Incentive Grants (SSIG). (source: IPEDS)
Stop Out	A student who left the institution and returned at a later date. (source: IPEDS)
Strategic Plan	A report that articulates college-wide goals and provides a framework for the development of detailed action plans to achieve these goals.
Student Credit Hour	A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total

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	number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award.
Student Right-to-Know Act	Also known as the "Student Right-to-Know and Campus Security Act" (P.L. 101-542), which was passed by Congress November 9, 1990. Title I, Section 103, requires institutions eligible for Title IV funding to disclose completion or graduation rates of certificate- or degree-seeking, full-time students entering an institution to all students and prospective students. Further, section 104 requires each institution which participates in any Title IV program is attended by students receiving athletically-related student aid to annually submit a report to the Secretary. This report is to contain among other things graduation/completion rates of students receiving athletically-related student aid by race/ethnicity and gender and by sport, and the average completion or graduation rate for the four most recent years. These data are also required to be disclosed to potential student athletes (and others) when the institution offers athletically-related student aid. (source: IPEDS)
Student-to-Faculty Ratio	An index of the average size (enrollment) of classes in relation to faculty resources.
Summer Session	A summer session is shorter than a regular semester and not considered part of the academic year. It is not the third term of an institution operating on a trimester system or the fourth term of an institution operating on a quarter calendar system. The institution may have two or more sessions occurring in the summer months. Some schools, such as vocational and beauty schools, have year-round classes with no separate summer session. (source: IPEDS)
Teacher Certification	Program designed to prepare students to meet the requirements for certification as teachers in elementary, middle/junior high, and secondary schools. (source: IPEDS)
Teacher/Course Evaluations (TCE)	A questionnaire administered to students at the end of each course to assess their degree of satisfaction with the course and its instructor.
Tenure	Status of a personnel position, or a person occupying a position or occupation, with respect to permanence of the position. (source: IPEDS)
Tenure Track	Status of personnel positions that lead to consideration for tenure. (source: IPEDS)
Title IV	<p>Participation in administration of Title IV funds requires oversight, application approval by Dept of Ed.</p> <p>In managing Title IV grants, loans and work-study programs, Federal Student Aid ensures the accessibility, affordability and accountability of higher education to better prepare students and adults for employment and future learning. (Source Dept of Ed)</p> <p>Federal Student Aid Grants Federal Pell Grants</p> <p>The most need-based of the student aid programs, this program provides grant aid to low- and middle-income undergraduate students. Awards vary depending on the cost of attendance and financial circumstances of students and their families.</p> <p>Federal Supplemental Educational Opportunity Grants (FSEOG) Participating schools award FSEOG to undergraduate students with exceptional financial need, based on the availability of funds.</p> <p>Academic Competitiveness Grants (ACG) Pell Grant eligible students who have completed a rigorous secondary school program of study may be eligible for ACG for first and second-year undergraduate studies.</p> <p>National Science and Mathematics Access to Retain Talent (National SMART) This grant may be available, for the third, fourth and fifth years of undergraduate study, to Pell-eligible students majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a foreign language determined critical to national security.</p> <p>Teacher Education Assistance for College and Higher Education Grants (TEACH)</p>

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	<p>This program provides grant assistance to students who are completing or who plan to complete course work needed to begin a career in teaching. In exchange for the grant, a student must sign an Agreement to Serve as a full-time teacher under certain specific conditions.</p> <p>Leveraging Educational Assistance Partnership (LEAP) and Special LEAP (SLEAP) Grants These formula-based programs make federal funds available to states to assist them in providing student assistance programs for individuals with substantial financial need.</p> <p>Federal Student Aid Loans These funds are lent directly to students for undergraduate and graduate studies, through participating postsecondary schools, with funds borrowed from the U.S. Treasury. Direct Loans include subsidized and unsubsidized loans, PLUS loans for parents and graduate or professional degree students, and consolidation loans, which allow borrowers to combine federal education loan debt.</p> <p>Note: As a result of the Health Care and Education Reconciliation Act, beginning July 1, 2010, federal student loans are no longer made by private lenders under the Federal Family Education Loan (FFEL) Program. Instead, all new Stafford, PLUS, and Consolidation loans come directly from the U.S. Department of Education under the Direct Loan Program. These loans are made through participating schools to undergraduate, graduate and professional students. These loans are offered to students demonstrating the greatest financial need. Awards are based on a student's need and a school's available funding.</p> <p>Federal Student Aid Work-Study Work-study programs provide part-time employment for students while they are enrolled in school. Students are paid directly for their work and schools are responsible for administering the program. Award amount varies based on the student's needs and school's funding level.</p>
Transfer Credit	The total semester credit hours recorded on the student's academic record as accepted by the institution as transfer credit from all previously attended institutions. Credits are generally accepted from accredited institutions only.
Transfer-In Student	A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g. undergraduate, graduate). The student may transfer with or without credit. (source: IPEDS)
Tuition	Amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit.
Undergraduate Student	A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate. (source: IPEDS)
Underrepresented student	A student with at least one of the following attributes: student of color, pell eligible, or first generation, according to the Minnesota definition of first generation.