

## TVCC OPERATIONAL DATA GLOSSARY

As part of the data governance goals of increasing transparency through standardization and clarification of data definitions across campus, TVCC has implemented the use of an Operational Data Glossary designed to capture important information about terms widely used across campus. The Operational Data Glossary is a one-stop source for detailed definitions about TVCC's practices when reporting data to various external and internal sources.

We begin with definitions from the Integrated Postsecondary Education Data System (IPEDS) that the U.S. Department of Education requires us to use when reporting information. We will start adding other definitions that are used on campus or for the surveys. This Operational Data Glossary will be a living document and updated frequently.

VARIABLE NAME	DEFINITION
Census Date	At TVCC the census is the last day of fourth week from the first day of class in the Fall and Spring semesters, and is the day on which formal student counts are produced.
Dual-Credit Student	A program through which high school students are enrolled in Advanced Placement (AP) courses, taught at their high school, that fulfill high school graduation requirements and may earn the student college credits.
Economically Disadvantaged Student	A student who is a Pell Grant Recipient. Pell Grant provides grant assistance to eligible undergraduate postsecondary students with demonstrated financial need to help meet education expenses (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended).
Fall Enrollment	This annual component of IPEDS collects data on the number of students enrolled in the fall at postsecondary institutions. Students reported are those enrolled in courses creditable toward a degree or other recognized postsecondary credential; students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus or extension centers; and high school students taking regular college courses for credit. Institutions report annually the number of full- and part-time students, by gender, race/ethnicity, and level (undergraduate, graduate, first-professional); the total number of

	undergraduate entering students (first-time, full-and part-time students, transfer-ins, and non-degree students); and retention rates. In even-numbered years, data are collected for state of residence of first-time students and for the number of those students who graduated from high school or received high school equivalent certificates in the past 12 months. Also in even-numbered years, 4-year institutions are required to provide enrollment data by gender, race/ethnicity, and level for selected fields of study. In odd-numbered years, data are collected for enrollment by age category by student level and gender.
First-Generation Student	A first-generation college student is a student whose neither parent or guardian has completed a college degree [Source: FAFSA.ed.gov]
First-Time Student	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer session, and students who entered with advanced standing (college credits or recognized postsecondary credential earned before graduation from high school).
Graduation Rate	<p>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.</p> <p>Data are collected on the number of students entering the institution as full-time, first-time, degree/certificate-seeking undergraduate students in a particular year (cohort), by race/ethnicity and gender; the number completing their program within 150 percent of normal time to completion; the number that transfer to other institutions if transfer is part of the institution's mission.</p>

Retention Rate	A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For two-year 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.
Transfer Out Rate	Total number of students who are known to have transferred out of the reporting institution within 150% of normal time to completion divided by the revised cohort minus allowable exclusions.
12-Month Enrollment	<p>Data are collected for the entire 12-month academic year. Institutions report an unduplicated head count for the total number of students by gender, attendance status (full-time, part-time), race/ethnicity, level (undergraduate, graduate, first-professional), first-time (entering), transfer-in (non-first-time entering), continuing/returning, and degree/certificate-seeking statuses enrolled throughout the reporting period. Students included are those enrolled in any courses leading to a degree or other recognized postsecondary credential, as well as those enrolled in courses that are part of a terminal vocational or occupational program.</p> <p>A 12-month period defined by an institution for reporting a full year of activity (All institutions must use the July 1 - June 30 reporting period). This time period should be consistent across all IPEDS data collections and from year-to-year.</p>