

## Glossary

### #'s - Ar

<b>403(b)</b>	A supplemental tax deferred supplemental savings and investment program in which participation is voluntary and contributions are not matched; maximum contributions are limited by law
<b>457(b)</b>	A nonqualified tax-deferred compensation plan offering tax advantages to employees; upon termination of employment, monies are available despite age with no penalties
<b>Academic dishonesty</b>	Any type of misconduct that occurs in relation to academic practice including but not limited to cheating, plagiarism, fabrication, or sabotage
<b>ACCUPLACER</b>	A suite of tests developed by College Board that assesses reading, writing, and math skills
<b>Adjunct faculty</b>	An individual with a part-time or temporary appointment serving the role of lecturer in the classroom; this title may also denote an individual within a specific division delivering courses or course material for another division
<b>Administratively-linked College</b>	A community college that operates as part of baccalaureate institution, wherein the community college purchases student support, admissions, and/or financial services from the baccalaureate institution
<b>Adult basic education</b>	The practice of teaching and educating adults to meet basic skills achievement standards
<b>Adult Learning Focused Institution (ALFI)</b>	As adults have become a rapidly growing part of the student population at colleges nationwide, this is a designation of colleges that aim to improve programs and services for adult learners in an effort to make educational opportunities more accessible and to remove obstacles from the path to degree completion
<b>Advisory board</b>	A group of specialists that provides advice and counsel on the development and maintenance of programs of study to promote ongoing quality assurance and alignment with current academic and industry standards
<b>Articulation agreement</b>	<p>1) The process of comparing the content of courses that are transferred between institutions, and the matching of courses or requirements to course work completed at another institution; institutions use articulation agreements to assure that the courses students complete will not have to be repeated at the institution to which they are transferring</p> <p>2) The process of acceptance by one institution of earned credit, from another institution, as applicable towards its degree requirements</p>

**As - Cla**

<b>Assessment</b>	The process of measuring student mastery of course objectives and consequently adjusting instruction to improve student learning and effective teaching
<b>ASSET</b>	A course placement service provided by ACT that places students in courses appropriate to their knowledge and skills
<b>At-risk students</b>	A term used to describe students who are in danger of failing academically; the College works to identify at-risk students as soon as possible so remediation, such as tutoring, can begin
<b>Baccalaureate program</b>	A program of study leading to a bachelor's degree
<b>BANNER</b>	A set of integrated database systems that allows the College to perform its administrative functions and manage information efficiently
<b>Blended instruction</b>	The combination of online and face-to-face instruction to accommodate diverse schedules and add convenience to programs of study
<b>Blue Ridge Outlet Center</b>	Formerly 235,000 square feet of renovated woolen mills housing more than 50 retail stores and consisting of four buildings, the Center's Dunn Building now serves as the main campus of Blue Ridge CTC
<b>Board of Governors</b>	Appointed members of an overseeing body who govern and oversee all administrative, financial, and legal aspects of the College's operation
<b>Bond financing</b>	Loan agreements used to provide funding for a borrower and income for the lender
<b>BRIDGE</b>	An information database for students, teachers, and administrators to track student and faculty information including personal information, student records, and financial aid
<b>Carl D. Perkins Vocational and Technical Education Act</b>	An act aimed to increase the quality of technical education in order to help the economy; the law includes definitions, fund allocation, and requirements for programs of study that link academic and technical content across secondary and post-secondary education
<b>Certificate program</b>	A coherent, specialized curriculum of a specific body of knowledge for personal and career development or professional continuing education
<b>Certification</b>	An industry examination that verifies an individual has met a certain standard based on a course, set of courses, or skill set
<b>Classified staff</b>	Employees who are covered by the provisions of the classification system

**Cli - De**

<b>Clinicals</b>	Supervised sessions in real-world health care environments which allow nursing students to put their knowledge and skills to work; clinicals are the nursing equivalent of internships and are a critical part of medical training
<b>Community College Survey on Student Engagement (CCSSE)</b>	<p>1) The organization formerly known as the Community College Survey of Student Engagement (CCSSE) has become the Center for Community College Student Engagement (CCCSE)</p> <p>2) A survey that provides information on student engagement and the quality of the community college; it is administered to community college students, and asks questions that assess institutional practices and student behaviors that are correlated highly with student learning and student retention</p>
<b>Community and Technical College of Shepherd (CTC Shepherd)</b>	The former name for Blue Ridge CTC
<b>Computer-assisted instruction</b>	The use of computer software or Internet applications as a key component of the educational environment, including use of computers in the classroom; the term more broadly refers to a structured environment in which computers are used to supplement instruction
<b>Continuing Education Unit (CEU)</b>	<p>1) Ten contact hours in a recognized continuing education program, with qualified instruction and sponsorship; a contact hour is equivalent to one 60-minute learning session</p> <p>2) A measure used in continuing education programs, particularly those required in a licensed profession in order for the professional to maintain the license</p> <p>3) CEU records are widely used to provide evidence of completion of continuing education requirements mandated by certification bodies, professional societies, or governmental licensing boards; the records also provide employers with information on training pertinent to particular occupations</p>
<b>Council for Adult and Experiential Learning (CAEL)</b>	A national non-profit organization which creates and manages effective learning strategies for working adults through partnerships with employers, higher education, the public sector, and labor
<b>DD Form 214</b>	A document of the United States Department of Defense, issued upon a military service member's retirement, separation or discharge from active-duty military; it also is a record of training and schools completed
<b>Developmental education</b>	A sequence of increasingly advanced courses designed to bring underprepared students to the level of skill competency expected of new college freshmen

**Di - Fe**

<b>Distance learning</b>	An instructional delivery method of providing education to students without being physically present on campus
<b>Dual enrollment</b>	A student who is enrolled in two separate, academically related institutions, generally a high school student who is also enrolled at an institution of higher education; it may also refer to any individual who is participating in any two related programs
<b>E2 Campus</b>	An alert system that notifies individuals by email and text message of important information, like school closing or another emergent situation
<b>Earn A Degree – Graduate Early (EDGE)</b>	An initiative of West Virginia Tech Prep that allows students to take high school courses for community and technical college credit
<b>Eastern Panhandle</b>	1) A narrow stretch of land in the northeast of West Virginia, bordering Maryland and Virginia  2) The eight counties in the panhandle are Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, Pendleton while the easternmost counties of Morgan, Berkeley and Jefferson make up the service area of the College
<b>English as a Second Language (ESL)</b>	The educational study of English by speakers of a different native language
<b>Environmental scan</b>	The collection and evaluation of data and information from the local environment that can influence the College's marketing and planning strategies
<b>Executive Staff</b>	A body of administrators selected by the President that is responsible for strategic planning at the College
<b>Faculty and Staff Assembly</b>	A body consisting of all Blue Ridge CTC employees that participate in information sharing with the President
<b>Faculty Council</b>	A body consisting of all Blue Ridge CTC faculty that conducts the professional business of the faculty, approves changes submitted to the Curriculum and Instruction Committee, and participates in information sharing with administrators and staff
<b>Fast-track program</b>	Workforce training programs that are delivered in 90 calendar days or less and provide participants to quick, convenient training for specific jobs that are currently in demand in West Virginia
<b>Federal work study</b>	A government program that provides funds that are earned through part-time employment to assist students in financing the costs of their postsecondary education

## Fl - Intel

<b>Flexible spending program</b>	<p>1) A tax-favored program offered by employers that allows their employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars</p> <p>2) By using pre-tax dollars to pay for eligible health care and dependent care expenses, the program gives employees an immediate discount on expenses that equal the taxes they would otherwise pay on that money</p>
<b>General education</b>	General education is defined as the common knowledge and intellectual concepts and skills necessary for all students—regardless of major—to be deemed “college educated” by the faculty of an institution
<b>General Institution Requirements (GIRs)</b>	Preliminary requirements which determine candidacy for an institution seeking accreditation with the North Central Association of Colleges and Schools
<b>Higher Education Adult Part-Time Student (HEAPS)</b>	A financial aid program designed by the state of West Virginia to enable needy students who have been out of high school for at least two years and who desire to continue their education on a part-time basis at the post-secondary level; recipients are eligible for renewal consideration until the program of study is completed but not to exceed an additional nine years beyond the first year of the award
<b>Higher Education Reauthorization Act</b>	Federal legislation which authorizes, among other things, financial aid and spending programs to institutions of higher education
<b>Higher Learning Commission (HLC)</b>	An independent corporation and member of the North Central Association of Colleges and Schools (NCA), which was founded in 1895 as a regional institutional accreditor in the United States; the Commission grants membership in the Commission and in the NCA to degree-granting educational institutions in the North Central region
<b>Instructional Performance Strategies, Inc. (IPSI)</b>	A trademark name for a curriculum building software package utilized by West Virginia community and technical colleges for resource sharing
<b>Intellectual property</b>	<p>1) Legal rights over creations of the mind, both artistic and commercial, wherein owners are granted certain exclusive rights to a variety of intangible assets, such as musical, literary, and artistic works; ideas, discoveries and inventions; and words, phrases, symbols, and designs</p> <p>2) Common types of intellectual property include copyrights, trademarks, patents, industrial design rights and trade secrets</p>

**Inter - Mem**

<b>Interface</b>	An aggregate of means by which people interact with a system such as a computer program or other complex tool; provides means of input, allowing the users to manipulate a system, and output, allowing the system to indicate the effects of the users' manipulation
<b>Inter-library loan</b>	A service by which a user of one library can borrow books or receive photocopies of documents that are owned by another library; the user makes a request with their local library, which, acting as an intermediary, identifies owners of the desired item, places the request, receives the item, makes it available to the user and then arranges for its return
<b>Labor market research</b>	1) The use of labor market information, such as occupational data and career outlook statistics, to provide economic insight to help decide if an occupation is in high demand or provides high wages  2) Occupational details for selected employment positions, such as entry level wage, hourly mean wage, experience level wage, and job growth, are investigated to determine the relevancy of programs of study for the College's service area and constituents
<b>Learner-centered</b>	Instruction that places the focus of learning on the student rather than the teacher and requires active rather than passive acquisition of knowledge
<b>Learning disability</b>	A neurological disorder that results from a difference in the way a person's brain responds to stimuli; students with learning disabilities are as smart as their peers but may have difficulty reading, writing, spelling, reasoning, recalling and/or organizing information, and can be benefited by follow-up instruction, accommodations, or other unconventional instructional techniques
<b>Learning objectives</b>	An outcome statement that captures specifically what knowledge, skills, and attitudes learners should be able to exhibit following instruction
<b>Learning outcomes</b>	1) Statements that specify what learners will know or be able to do as a result of a learning activity; outcomes should flow from assessment that determines the gap between an existing condition and a desired condition; therefore, learning outcomes are statements which describe a desired condition  2) Learning outcomes tend to represent the "big picture" as opposed to the specific details and discrete aspects of learning objectives
<b>Learning styles</b>	A student's preferable approach to learning based on his/her strengths and weaknesses
<b>Memorandum of Understanding</b>	An agreement between a host institution and its component college to provide services for specified costs

**Mer - P**

<b>Merit pay</b>	The process of determining faculty compensation on the basis of how well each individual performs professionally
<b>Middle College Program</b>	A comprehensive program for students that addresses educational, career and personal goals and empowers adult students to successfully transition into post-secondary programs; the College Transition course of the program includes pre- and post-assessment, career counseling, coursework in Reading, Writing, and Math, and basic computer skills
<b>Multicultural competence</b>	An appreciation of different cultures especially in regards to education, research and psychology; because the motivation to develop skills and to behave in particular ways derives from both individual characteristics as well as the organizational and institutional contexts in which we are embedded, multicultural competence can be seen as an attribute of both individuals and of organizations
<b>Non-Classified Staff</b>	An employee, designated by the President, who is responsible for policy formation at the department or institutional level or reports directly to the President of the institution, or is in a position considered critical to the institution by the President.
<b>North Central Association of Colleges and Schools (NCA)</b>	The North Central Association of Colleges and Schools was founded in 1895 for the purpose of establishing close relations between the colleges and secondary schools of the region. Throughout its history, the Association has been committed to the improvement of education at all levels through evaluation and accreditation.
<b>Performance Indicator</b>	Measures that provide concise data and other information that effectively measure the degree of success in achieving statewide goals for the delivery of community and technical college education, as outlined in the Compact
<b><i>Plan for Progress: West Virginia Higher Education in the Seventies</i></b>	The study which first indicated that a separate and distinct community college system would be beneficial for West Virginia
<b>Phi Theta Kappa (PTK)</b>	The largest honor society in higher education serving two-year schools by promoting academic achievement, career preparation, networking, and community service
<b>Professional development</b>	Skills and knowledge attained for both personal development and career advancement encompassing all types of facilitated learning opportunities ranging from college degrees to formal coursework, as well as conferences and informal learning opportunities situated in practice; it has been described as intensive and collaborative, ideally incorporating an evaluative stage

**R - Web**

<b>Ready Reference</b>	A database accessible via the Martinsburg-Berkeley County Public Library website that organizes information such as journals, websites, and online articles that are arranged by subject area to facilitate research
<b>Return on Investment (ROI)</b>	The concept that expenses of a business are actually an investment and will return a certain percentage per dollar invested
<b>RESA VIII</b>	The Regional Education Service Agency for the Eastern Panhandle of West Virginia; the agency operates to consolidate and administer educational programs and services more effectively so individual districts will have more discretionary funding for educational improvement; the agency also works to equalize and extend educational opportunities to everyone in the service region
<b>Rubric</b>	An assessment tool used to standardize the evaluation of student performance based on a set of criteria that is linked to learning objectives
<b>SMART Board</b>	An interactive whiteboard with a touch-sensitive display that connects to a computer and digital projector; using a finger, an instructor can control computer applications, write notes, pull up charts and images, search the Internet, play videos and save files
<b>Stakeholder</b>	A party that affects or can be affected by the actions of the College
<b>Strategic Plan</b>	The three- to five-year development plan for all major aspects of Blue Ridge CTC
<b>Strategies for Institutional and Consortium Compact (Compact)</b>	The negotiated agreement between West Virginia community colleges and the West Virginia Council for Community and Technical College Education in which six major goals and strategies for attaining those goals are outlined; the Compact is updated annually by the College and reviewed by the Council
<b>Student Transfer Education Program (STEP)</b>	A program of the School of Liberal Arts and Transitional Studies assuring that students who transfer from one state college or university to another will receive credit for liberal arts courses at the receiving institution as outlined in the Core Coursework Transfer Agreement
<b>Symposium</b>	An academic and community gathering where there is an interchange of ideas, findings, and opinions
<b>Tenure</b>	A senior academic's contractual right not to have their position terminated without just cause
<b>WebCT</b>	An online learning system used to deliver online courses and online components of face-to-face courses which includes tools such as e-mail, discussion boards, live chat, and other content-related tools

## W

<b>West Virginia Advance grant</b>	One of several grant opportunities available for West Virginia community colleges to assist companies with contracted training development and delivery
<b>West Virginia Community and Technical College System (CTCS)</b>	Ten community and technical colleges in the State of West Virginia, governed by a council, that share in the mission of delivering affordable, accessible, and high-quality education and training to dynamically advance the economic and social development of West Virginia
<b>West Virginia Core Coursework Transfer Agreement</b>	A policy by which undergraduate level credits and grades earned at any public institution in West Virginia shall generally be transferable to any other such institution in an effort to ensure that students may transfer and apply toward the requirements for a degree the maximum number of credits earned at a regionally accredited institution with as few requirements to repeat courses or to take additional courses
<b>West Virginia Council for Community and Technical College Education</b>	The statewide governing body for the community college system
<b>West Virginia Higher Education Policy Commission (WVHEPC)</b>	The statewide governing body for baccalaureate colleges and universities. Generally has oversight for the direction of the entire higher education system
<b>Workforce Investment Act (WIA)</b>	The Workforce Investment Act of 1998 reformed federal employment, training, adult education, and vocational rehabilitation programs by creating an integrated "one-stop" system of workforce investment and education services for adults, dislocated workers, and youth

