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State of Iowa
DEPARTMENT OF EDUCATION
Bureau of Community Colleges
Grimes State Office Building
Des Moines, Iowa 50319-0146

IOWA COMMUNITY COLLEGES

MIS DATA DICTIONARY

1999

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State of Iowa
DEPARTMENT OF EDUCATION
Grimes State Office Building
Des Moines, Iowa 50319-0146

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March 3, 1999

IOWA COMMUNITY COLLEGES
MANAGEMENT INFORMATION SYSTEM
DICTIONARY OF DATA ELEMENTS

Introduction

This dictionary is intended to clarify and standardize definitions used in the Management Information System as well as other documents, such as the year-end reporting manual. It is important to ensure that all individuals use the same definition and have the same understanding of data elements in the Management Information System or any other documents circulated between and among the Department of Education and the Community Colleges.

Financial accounting definitions are not included in this dictionary, but can be found in the Iowa Community College Accounting Manual. Some definitions listed in this document will give the source of the definition. Other definitions come from the Community College Reference and Reporting Manual and the Adult Continuing and General Education Categories. Other definitions were determined or refined when the Management Information System data elements were established. Those elements will have letters in parentheses following the definition as follows: HR=human resource data element; SC=student characteristics data element; FR=financial resource data element, and; P=program data element. As you will note, some data elements are common to more than one area of the Management Information System.

**IOWA COMMUNITY COLLEGES
MANAGEMENT INFORMATION SYSTEM
DICTIONARY OF DATA ELEMENTS**

Data Element/Term	Definition
28E Agreement	An agreement between two or more public or private agencies for the purpose of providing joint or cooperative action, including the creation of a separate entity to carry out the purpose of the agreement. A 28E agreement must be recorded with the Secretary of State and County Recorder. (Iowa Code, Section 28E.4.)
28E Contract	An agreement between two or more public agencies to jointly provide services and activities they are authorized by law to perform. A 28E contract requires board approval of the contract and must include purpose, powers, rights, objectives and responsibilities of the parties to the contract. (Iowa Code, Section 28E.12.)
Academic Year	A period of time that begins with the first day of the fall term for each community college and continues through the day preceding the start of the next fall term as indicated in the official college calendar.
Academically Disadvantaged	Individuals who score at or below the 25 th percentile on a standardized achievement or aptitude test, who achieve grades below 2.0 on a 4.0 scale, or who fail to maintain minimal academic competence. This term does not include individuals with learning disabilities.
Accounting Manual	A document used by community colleges to record, classify, summarize and report financial transactions.
Adjunct Faculty	A faculty position where one has an occasional or temporary affiliation with an institution or another faculty member in performing a duty or service in an auxiliary capacity. (College Aid Commission.) (FR, HR)
Administrative and Program Sharing Agreement	An agreement entered into by two or more community colleges or by a community college and another institution of higher education under the control of the Board of Regents to increase student access to programs, enhance educational program offerings throughout the state, and enhance inter-institutional cooperation in program offerings. (Iowa Code, Section 260C.46.)

Data Element/Term	Definition
Administrative Staff	See Staff, Administrative.
Adult Basic Education (ABE)	Adult basic education provides services and/or instruction for adults who lack a sufficient mastery of basic educational skills to enable them to function effectively in society, or who do not have a certificate of graduation from a school providing secondary education and have not achieved an equivalent level of education. Types of instruction include beginning and intermediate English-as-a-second language, high school diploma program, and high school equivalency program. (National Literacy Act, 1991.)
Adult Basic Education, Beginning	Instruction designed for adults unable to read, write, and compute sufficiently to meet the requirements of adult life in the United States. The instructional level is equivalent to grades 0 through 5.9.
Adult Basic Education, Intermediate	Instruction designed for adults who have some competency in reading, writing, and computation. The instructional level is equivalent to grades 6.0 through 8.9.
Adult Farmer	Programming that provides life-long learning opportunities to meet specific needs of agriculturists and to enhance decision-making, improve management skills, and increase human development skills that foster profitability and sustainability of the agriculture industry. (SC)
Adult Secondary Education	Instruction at a level equivalent to the instruction in grades nine through twelve. The instruction may lead to an adult high school diploma or its equivalency. Students enrolled in adult secondary classes must function at the ninth grade level in mathematics, reading, science, social studies, and writing.
Advisory Council/Committee (General)	An overall council or committee, appointed by the local board of trustees, composed of public representatives who make recommendations to a community college based on identified unmet needs. Membership must be gender-balanced; representative of agriculture, business, and labor; and include members of ethnic groups residing in the district. (Iowa Code, Section 258.9.)
Advisory Council/Committee (Program)	A council or committee of individuals with specific expertise organized to provide advice for the development and improvement of instructional programs and activities. Membership must be gender-balanced.
Agency, Private	An individual and any form of business organization authorized under the laws of this or any other state. (Iowa Code, Section 28E.2.)

Data Element/Term	Definition
Agency, Public	Any political subdivision of the state; any agency of the state government or of the United States; and any political subdivision of another state. (Iowa code, Section 28E.2.)
Agreement	See 28E Agreement .
Alternative School	An established environment within or apart from the regular high school with policies and rules, educational objectives, staff and resources designed to accommodate student needs and to provide a comprehensive high school education consistent with the goals established by school districts in the area. Students attend via choice. More than one district may be involved. Community colleges establishing alternative schools serving community school districts on a contractual basis under Iowa Code, Subsection 256.9(43) are not eligible for general contact hours for students served in the alternative school unless such students take courses above and beyond the defined programs for high school completion. Whether or not an individual student may choose to attend an alternative school may be limited by court order or by approval of the local school district.
American Indian or Alaskan Native	A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliations or community recognition. (SC,HR)
Anticipated Number of Graduates	The number of students approved by the State Board to receive a degree, diploma or certificate for completion of a specified program during a school year. (P)
Apprentice	A person at least 16 years of age (except where a higher minimum age standard is otherwise fixed by law) who enters into any contract of service registered with the appropriate apprentice agency. An apprentice receives instruction from his or her employer in an apprenticeable occupation.
Apprenticeable Occupation	An occupation that is customarily learned in a practical way through a structured systematic program of on-the-job supervised training; is clearly recognized throughout an industry; involves manual mechanical or technical knowledge which requires a minimum of 2,000 hours of on-the-job experience; and requires related instruction to supplement the on-the-job training.
Apprenticeship Program	A program registered with the Department of Labor or the state apprenticeship agency in accordance with the National Apprenticeship Act. An apprenticeship program is conducted or sponsored by an employer, a group of employers, or a joint apprenticeship committee representing both employers and labor, and contains all of the terms and conditions for the qualification, recruitment, selection, and training of apprentices.

Data Element/Term	Definition
Approval Date (Program)	The month and year a program was approved by the State Board of Education. (mmccyy) All Vocational/Technical and College Parallel/Career Option programs require State Board approval. (Iowa Code, Section 260C.14.) (P)
Approval Type (Program)	The type of approval received by a program. (1= anticipated, 2= career education approval, 3=State Board approval, 4= approval removed, 5= not approved, 6= area school approval). This data item is used in the Program portion of the management information system and indicates the current approval status of the program. (P)
Area Education Agency	An educational entity organized as a school corporation for the purpose of providing educational services, including special education and staff development, for local education agencies. (Iowa Code, Chapter 273.)
Articulation	The process of mutually agreeing upon courses and programs earned at a sending institution for credit or advanced placement at a receiving institution. The courses and programs are transferable either from secondary to postsecondary institutions or between postsecondary institutions,
Arts and Science	Courses in the liberal arts and sciences, pre-professional, or other instructional areas that partially fulfill the requirements for a baccalaureate degree. (Iowa Code, Section 260C.2.)
Arts and Science Credit Hours	Total number of credit hours taught in Arts & Sciences courses during the year. (HR)
AS-28	A form used to collect curriculum information, including course numbers, course names, and terms offered are included on the form that accompanies a new program proposal or a major revision to an existing program. (P)
AS-28A	A form used to collect revisions to curriculum information. Course numbers, course names, and terms offered are included on this form, as well as the justification for changes to the curriculum. (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 area includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam. (SC, HR)
Assessment	Any systematic practice or procedure used to measure or otherwise evaluate, identify, or document student skills, goals, interests, progress, achievement, aptitudes, learning outcomes, or abilities.
Assignment Code	A number that indicates the teaching assignment for an instructional area. (See Appendix B for assignment codes.)

Data Element/Term	Definition
Associate in Applied Arts	The degree issued to a person who has satisfied the curricular requirements and demonstrated competence for employment in the occupational field for which the program was designed. Typically, these degrees apply to occupations requiring significant amounts of applied scientific and mathematical knowledge or occupations in which the individual will work in direct support of a professional. (281 Iowa Administrative Code 21.2(10)(b).)
Associate in Applied Science	See Associate in Applied Arts . The AAS is awarded for completion of technical and other appropriate occupations.
Associate in Arts	The degree issued to a person who has satisfied the curricular requirements that consist of content equivalent to a two-year college parallel curriculum. (P, SC, HR) (281 Iowa Administrative Code 21.2(10)(a).)
Associate in General Studies	The degree issued to a person who has satisfied the curricular requirements of a two-year program other than set forth in subrule 281 Iowa Administrative Code 21.2(10)(associate of arts or science). (281 Iowa Administrative Code 21.2(10)(c).) The requirement for this degree is flexible for individual students and is not intended for transfer.
Associate in Science	See Associate in Arts .
Avocational/Recreational Courses	Courses that provide instruction in recreation, hobbies, casual culture, or self-enjoyment subjects.
Award Code	The program degree, diploma, or certificate given for completion of a specified curriculum. 1= AA (Associate of Arts), 2= AS (Associate of Science), 3= AGS (Associate of General Studies), 4= AAA (Associate of Applied Arts), 5= AAS (Associate of Applied Science), 6= Diploma, 7= Certificate, 8= Other, Z= non-graduate program completer. (SC)
Award Date	The year, month, and day of an award. Use the ending date of the term the award was granted, if appropriate. (ccyymmdd.) (SC)
Base Funding	The amount of general state financial aid each community college received as an allocation from appropriations made from the state general fund in the base year. (281 Iowa Administrative Code 21.45(2)(a).)
Base Year	The school year ending during the calendar year in which a budget is certified. (Iowa Code Subsection 257.2(2).)
Birth Date	Date of birth, including month, day, and year. (ccyymmdd.) (SC, HR)

Data Element/Term	Definition
Black	A person having origins in any of the black racial groups of Africa. (SC, HR)
Budget Year	The school year beginning during the calendar year in which a budget is certified. (Iowa Code Subsection 257.2(4).)
Calendar Day	Each day on a community college official academic calendar.
Calendar Year	The time period commencing on the first day of January and ending on the last day of December.
Career Option Program	See College Parallel Career Option .
Certificate	The recognition of completion of a course of study (forty-seven or less semester credit hours in length) prescribed by an institution other than one that is intended to result in the awarding of a diploma or degree. (SC)
Class Year	1 st or 2 nd year student at the college. (1= 1 st year less than 31 earned credit hours; 2= 2 nd year, 31 or more earned credit hours. (SC)
Classification of Instructional Program (CIP)	The numbering system developed by the U.S. Department of Education's National Center for Education Statistics to classify and define instructional programs. CIP is the accepted government standard for education information surveys. (P, SC)
Classroom Instruction	Lecture or other formalized classroom instruction under the supervision of an instructor.
Class-Size Project	A project funded with JTPA funds through a contractual agreement which produces identified results for a specified number of JTPA participants. Examples include: (1) contracts from the Department of Education for JTPA participants, (2) contracts from JTPA administrative entities for any type of instructional program. Normally these contracts are on a cost reimbursement approach but could include a negotiated tuition approach. The JTPA act expires June 30, 1999.
Clinical Practice	An applied learning experience in a health agency or office under the supervision of an instructor.
Code Set	The system devised to identify unique characteristics of individual programs by instructional level, type of program, service and/or activity, special emphasis, and object and purpose. (See Appendix C for complete listing of code sets.) (P, SC, FR)
College Number	The number assigned to identify Iowa's school districts and community colleges; also referred to as "district number".
College Parallel program	A program of arts and sciences courses that is the equivalent of the first two years of a baccalaureate program.

Data Element/Term	Definition
College Parallel/Career Option	The degree issued for completion of courses that are the equivalent of the first two years of a baccalaureate program and also include such courses as may be necessary to develop skills that are prerequisite to other courses and objectives, and specialized courses required to provide career options for immediate employment. Student have a choice of articulating their program to an approved four-year institutions or seeking employment in an identifiable occupation or group of occupations. (SC, P)
Community College	A publicly supported school which may offer programs of adult and continuing education, lifelong learning, community education, and up to two years of liberal arts, pre-professional, or occupational instruction partially fulfilling the requirements for a baccalaureate degree, but conferring no more than an associate degree; or which offers as a whole or as part of the curriculum up to two years of vocational or technical education, training, or retraining to persons who are preparing to enter the labor market. (Iowa Code Subsection 260C(2)1.) Community colleges also offer programs of developmental education as well as cultural activities, economic development initiatives, and a wide range of student services and activities.
Community Education	A life long education process concerning itself with every facet affecting the well being of all citizens within a given community. Community education extends the role of the college from instructional programs to providing for citizen participation in identifying the wants, needs, and concerns of the neighborhood/community for the purpose of coordinating educational, recreational, and cultural opportunities within the community.
Community Services	A program designed to meet the needs of persons residing in the merged area. The purpose of community service programs is to foster agricultural, business, cultural, industrial, recreational, and social development activities within the community. (281 Iowa Administrative Code 21.4(5).) Programs and services such as workshops, meetings, festivals, cultural events, speaker bureaus, and seminars that use community or college facilities.
Community-Based Organization (CBO)	A private non-profit organization representative of a community or significant segments of a community that may provide education, vocational education or rehabilitation, job training, or internship services and programs. CBOs may include neighborhood groups and organizations, community action agencies, community development corporations, union-related organizations, employer-related organizations, tribal governments, or organizations serving Native Alaskans and Indians.

Data Element/Term	Definition
Completer	
Consortium	An entity formed by educational agencies to undertake projects, activities, or services for its members. The role of each member may be defined in a letter of agreement, 28E agreement or contract.
Contact Hour	Fifty (50) minutes of contact between an instructor and student(s) in a scheduled course offering for which students are registered. (281 Iowa Administrative code 21.45(1).)
Contact Hour of Classroom Work	A contact hour (50 minutes) of lecture and other formalized classroom instruction under the supervision of an instructor. (P, SC)
Contact Hour of Clinical Practice	A contact hour of applied learning experience in a health agency or office under the supervision of an instructor. (P, SC)
Contact Hour of Laboratory	A contact hour of experimentation and practice under the supervision of an instructor. (P,SC)
Contact Hour of Work Experience.	A contact hour of work experience planned and coordinated by an institutional representative and the employer, with the control and supervision of the student on the job being the responsibility of the employer. (P, SC)
Continuing Education	Credit or non-credit educational offerings that provide adults with learning opportunities throughout their lifetime.
Continuing Education Unit	A uniform unit of measurement for non-credit continuing education. One continuing education unit (CEU) equals 10 contact hours (based on one 50-minute classroom hour) of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.
Contract Activity	An educational program, course, or service designed to meet a specific educational/training need of a business, industry, agency, or governmental or institutional entity. Such contracts are not usually offered by the community college as a part of its ongoing educational activities and enrollment is usually limited to students identified by the contractor.

Data Element/Term	Definition
Cooperative Education	A method of instruction of education for individuals who, through written and on file cooperative agreements between a school or college and employers, receive instruction, including required academic courses and related vocational and technical education instruction, by alternation of study in school with a job in any occupational field, which alternation shall be planned and supervised by the school and employer so that each contributes to the education and employability of the individual, and may include an arrangement in which work periods and school attendance may be on alternate half days, full days, weeks, or other periods of time in fulfilling the cooperative program. (P, SC) (Carl D. Perkins Vocational and Technical Education Act of 1998, Section 3(6).)
Correctional Institution	Any prison, jail, reformatory, work farm, detention center, halfway house, community-based rehabilitation center, or any other similar institution designed for the confinement or rehabilitation of criminal offenders. (Federal Register.)
Corrections Title IIC	A category in federal vocational funding available for funding vocational programs for persons who have been convicted of a criminal offense. (P)
Corrections Education	Educational activities provided by the community colleges in cooperation with four types of correctional agencies or institutions. Those institutions and agencies are: Correctional institutions directly under the control of the Department Corrections, such as Iowa State Prison and Iowa Men's Reformatory; Community-Based Corrections, such as the residential centers operated by judicial districts; youth correctional institutions, such as the State Training School and the State Juvenile Home; and community youth correctional services. Federal sources: Section 225 of the Carl Perkins Vocational and Applied Technology Education Act, the Job Training Partnership Act (JTPA) and Chapter I of the Elementary and Secondary Education Act of 1965. State sources: State appropriations for correctional institutions which are jointly administered by the Department of Education and the Department of Corrections, state corrections funds from the Department of Corrections provided through contracts with Community-Based Corrections agencies or other correctional agencies, and state funds from the Department of Human Services for programs for juvenile offenders. Local sources: Other funds available to community colleges used to provide services to both adult and juvenile offenders. Funds which are not received specifically for programs serving offenders may be identified as local. Examples include: funds generated locally, state general aid, Adult Basic Education funds, and funds not identified in A or B above.

Data Element/Term	Definition
Correspondence Course	A course offered outside of the classroom setting in which the instruction is not delivered directly by the instructor to the student, but through another medium, such as written material, computer, or television. Course materials are sent to a student who follows a detailed syllabus to complete assignments. Students correspond with and transmit assignments to the instructor by telephone, computer, or mail. Tests may be administered by a third party.
Cost Analysis	The determination of program, institutional, and statewide direct and indirect costs by CIP number, FTEE, or contact hour.
Cost Center	A unit used to organize contact hours relating to specific instructional or non-instructional activities within the community college accounting system. Instructional cost centers are arts and sciences, vocational preparatory, vocational supplementary, adult basic education and high school completion, continuing and general education, developmental education (identified but not implemented), and equipment replacement. Non-instructional cost centers are general institutional, student services, physical plant (including plant maintenance and utility costs), library services, and equipment replacement. (Refer to the Iowa Community College Accounting Manual for further details.)
County	The number assigned to Iowa's 99 counties. (P, SC, FR)
Course	A unit of instruction which has a formalized syllabus that is approved in accordance with local Board policy and is a minimum of one contact hour or one-half credit hour in length.
Course Contact Hours	The total contact hours of instructional activity in a scheduled course offering for which students are registered. (One contact hour equals 50 minutes). (SC)
Course Credit Hours	The number of hours of college credit assigned to a specific course. (P, SC)
Course End Date	The month, day, and year a course ended. (ccyymmdd.) (SC)
Course Number	The combination of numbers and/or characters assigned by a college to a course. (P, SC)
Course Outline	A detailed outline of a course including the content required, objectives, competencies or expected outcomes, expectations of students, and evaluation procedures.
Course Start Date	The month, day and year a course started. (ccyymmdd.) (SC)
Course Title	The name given to a specific course by a school district or community college. (P)

Data Element/Term	Definition
Credit Hour	The computation of minutes to equal a credit hour of instruction under the supervision of an instructor as defined in the Iowa Code. The minimum requirement of one semester hour of credit in classroom work shall be 800 minutes (533 minutes for one quarter hour) of scheduled instruction plus, when applicable, a scheduled culminating activity. The minimum requirement of one semester hour of credit in laboratory work shall be 1,600 minutes (1,066 minutes for one quarter hour); the minimum requirement for clinical practice shall be 2,400 minutes (1,599 minutes for one quarter hour); and the minimum requirement for work experience shall be 3,200 minutes (2,132 minutes for one quarter hour). (P, SC) (281 Iowa Administrative Code 21.2(13).)
Criminal Offender	An individual who has been charged with or convicted of any criminal offense, including a youth offender or a juvenile offender. (1= yes, 0 or blank = no. (SC)
Current College Experience	The total number of years an employee has served at the current college. (HR)
Current Position Experience	The total number of years an employee has served in the current position at the college. (HR)
Customized Training Activity	An educational program, course, or service designed to meet specific training needs of business, industry, agency, or governmental or institutional entities. Such an activity may already be offered by the community college and enrollment is not limited to those identified by a business or industry.
Degree	The award given for completion of a specified program. (See Award). (P)
Developmental Course	A course designed to provide an opportunity for each student who requires assistance to successfully meet a career goal through postsecondary education. (1= yes, 0 or blank = no.) (SC)
Developmental Education	Instructional and support services designed to provide opportunities for students who require assistance to successfully meet a career goal through postsecondary education. Developmental education assumes that each student has the ability to succeed in his or her program of choice, given the needed support services.
Diploma	The recognition granted to a person who has been graduated from a curriculum other than that required for a degree program, but who has not earned less than 15 semester hours or more than 48 semester hours, but not less than 12 weeks in length. (281 Iowa Administrative Code 21.2(10).)

Data Element/Term	Definition
Disabled	Individuals who are mentally disabled, hard of hearing, deaf, speech impaired, visually disabled, seriously emotionally disturbed, orthopedically impaired, or have specific learning disabilities, or other health impaired persons by reason thereof, cannot succeed in programs without special educational assistance or who require a modified program. Disabled includes: all identified who receive special education at the secondary level; and students not qualifying for special education services, but who need additional help to succeed in programs and who have a verifiable disability as provided via written psychological, medical, audiological, speech pathology, or rehabilitation report at the secondary or post-secondary level. (1= yes, 0 or blank = no.) (SC)
Disadvantaged	Individuals, other than handicapped and Limited English Proficiency, who have economic or academic disadvantages and need special assistance to participate and succeed in State Board approved programs or who require specially designed programs. (1= yes, 0 or blank = no.) (SC)
Displaced Homemaker	An individual who: (a) (i) has worked primarily without remuneration to care for the home and family, and for that reason has diminished marketable skills; (ii) has been dependent on the income of another family member but is no longer supported by that income; or (iii) is a parent whose youngest dependent child will become ineligible to receive assistance under <i>part A of Title IV of the Social Security Act</i> (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under this title; and (B) is unemployed or under employed and is experiencing difficulty in obtaining or upgrading employment. (1= yes, 0 or blank = no.) (SC) (Carl D. Perkins Vocational and Technical Education Act of 1998, Section 3(7).)
District Number	A number assigned to identify Iowa's school districts and community colleges. See College Number . (P, SC)
Earned Credit Hours	The total credit hours posted to student transcript at the time of the report, including transfer, test-out, tech prep, life experience, articulation, or any other source. (SC)
Economically Depressed Area	An area in which a chronically low level of economic activity or a deteriorating economic base has caused such adverse effects as the following: (a) a rate of unemployment which is 50% or greater or above the average unemployment rate for the state for three consecutive years, or (b) a large concentration of low-income families such that the percentage of the low-income population exceeds the state average for the identified year.

Data Element/Term	Definition
Economically Disadvantaged	Individuals who are educationally disadvantaged because of low income. An institution may use any one of the following standards as an indicator of low income: (a) eligible for aid to families with dependent children under part A of Title IV of Social Security Act; (b) eligible for benefits under the Food Stamp Act of 1977; (c) eligible to be counted for purposes of section 1005 of Chapter 1 of Title I of the Elementary and Secondary Education Act of 1965 as amended; (d) eligible for free or reduced-priced meal programs under the National School Lunch Act; (e) determined by the Secretary (Educational) to be low income according to the latest available data from the Department of Commerce; (f) receipt of a Pell Grant or comparable state program of need-based financial assistance; (g) eligible for participation in programs assisted under Title II of the Job Training Partnership Act (JTPA) is classified as economically disadvantaged; and (h) may include foster children.
Eligible Credit Course	A course that is eligible for general state financial aid and which must be part of an approved program of study. (281 Iowa Administrative Code 21.2(13).) Includes developmental education courses that award credit hours.
Eligible Legalized Aliens	Adult aliens whose status has been adjusted to lawful temporary resident under Section 245A, 210, or 210a of the Immigration and Nationality Act, beginning on the effective date of such adjustment as established by the Immigration and Naturalization Services, and continuing until the end of the five-year period, provided that during that time, the alien remains in lawful temporary or permanent resident status granted under the Act.
Eligible Noncredit Course	A non-credit course eligible for general state financial aid that must fit one of the ten eligible categories for non-credit courses: 1, Community resource development, 2, State-mandated or state-approved, 3, Legal and consumer rights, 4, Health, 5, Employment and business, 6, Programs for individuals with restricted incomes, 7, Environmental education, 8, Consumer and homemaking adult education, 9, Adult vocational training/retraining, and 10, ABE/adult high school completion/ESL. (281 Iowa Administrative Code 21.45(1).)
Eligible Student	A student enrolled in eligible credit or eligible non-credit courses. (281 Iowa Administrative Code 21.45(1).)
Employment Type	An indicator of whether an employee is full-time, part-time, adjunct or temporary. (HR)

Data Element/Term	Definition
English-as-a-Second Language	Instruction designed to assist persons who cannot read, write, or speak the English language to become functional in English. The objective of the program is to teach English to adults whose native language is something other than English. Levels include beginning, intermediate and advanced English-as-a-Second Language.
English-as-a-Second Language, Advanced	Instruction designed for adults who are able to communicate in English, but who need instruction in idiomatic usage. At the advanced instructional level, emphasis is placed on idioms, language for specific purposes, and grammatical structure. Reading and writing are integrated with speaking and listening.
English-as-a-Second language, beginning	Instruction designed for adults who have limited or no proficiency in the English language. At the beginning level, instructional emphasis is placed on listening and speaking.
English-as-a-second Language, Intermediate	Instruction designed for adults who have some competence in communicating in English. At the intermediate level, instruction in reading and writing is introduced and continued emphasis is placed on speaking and listening.
Faculty	See individual definitions for full-time, part-time and adjunct faculty.
Family Literacy	See Literacy, Family .
Federal Grant, Title IIC	Federal Vocational Grant given to educational institutions, often referred to as the "basic grant."
Fees	Incidental fees collected from students: such as lab, graduation, transcript and other similar type fees.
Field Experience	See Work Experience .
First Enrollment Date, This College	The month and year a student first enrolled at the community college. (ccyymm.) (SC)
First Pay Date	The first date in the academic year that the college paid the employee. (HR)
Fiscal Agent Position	An indicator of a person who is employed by another agencies, but for whom the college is acting as the fiscal agent. (HR)
Fiscal Year (Federal)	The year that commences on the first day of October and ends on the last day of September.

Data Element/Term	Definition
Fiscal Year (State)	The year that commences on the first day of July and ends on the last day of June. This fiscal year shall be used for purposes of making appropriations and of financial reporting and shall be uniformly adopted by all departments and establishments of the government. However, the department of workforce development may use the federal fiscal year instead of the fiscal year commencing on July 1. (Iowa Code, Section 8.36.)
Full-Time (Faculty)	A member of the instruction/research staff who is employed full time (as defined by the institution) and whose major (more than 50%) regular assignment is instruction, including those with released time for research. Also included are full time instructional faculty on sabbatical leave, full-time replacements for instructional faculty on leave without pay, and chairs of departments (if they have no other administrative title and hold a full-time faculty rank). (Student Aid Commission.) (FR, HR)
Full-Time (Student)	A student enrolled for 12 or more semester credits, 12 or more quarter credits, or 24 contact hours a week each term. (Student Aid Commission.) (SC)
Full-Time Equivalent Enrollment (FTEE)	The equivalent number of students attending a single community college. One FTEE in credit hours equals twenty-four (24) credit hours. One FTEE in non-credit (contact) hours equals 600 contact hours.
Full-Time Vocational Preparatory Program	See Vocational Preparatory Program, Full-Time.
Full-Time-Part-Time Enrollment	The state definition of a full-time enrolled student is one who enrolls for 12 or more semester credit hours or its equivalent in the most recent regular term of enrollment. A part-time student is one who enrolls for less than 12 semester credit hours or its equivalent in the most recent regular term of enrollment. The summer term, with appropriate adjustments for length of summer term, will be used if the student has not attended a regular term during the academic year. Community colleges may still define full-time and part-time enrollments as they wish, though they may want to adopt the state definition.
Function (Accounting)	A one-digit code used to identify the classification of educational or supportive functions. (1= arts and science education, 2= vocational-technical education, 3= general adult education, 4= cooperative programs or services, 5= general administration, 6= student services, 7= learning resources, 8= physical plant, 9= general institution. (Refer to the Iowa Community College Accounting Manual for further details.)

Data Element/Term	Definition
GED	A standardized testing program entitled "The Tests of General Educational Development." The test battery includes five parts: (1) Writing Skills, (2) Social Studies, (3) Science, (4) Literature and the Arts, and (5) Mathematics. The questions in each of the five tests require use of general knowledge and higher order cognitive skills. The Iowa High School Equivalency Diploma is issued by the Department of Education upon successful completion of the GED test battery.
Gender	1= male, 2= female; zero or left blank indicates no response. (SC, HR)
General Ledger Classification Code	A one-digit number used to indicate the type of transaction or account. (1= assets, 2= liabilities, 3= appropriations, resources & fund balance, 4= revenue, 5= expenditures for salary, 6= expenditures for current expenses, 7= expenditures for capital outlay. (Refer to the Iowa Community College Accounting Manual for further details.)
Guidance (Career Guidance and Counseling)	Programs which pertain to the subject matter and related techniques/methods organized for the individual's development in career awareness; career planning; career decision making; placement skills; and knowledge and understanding of local, state, and national occupational, educational, and labor market needs, trends, and opportunities; guidance programs assist individuals in making and implementing informed educational and occupational choices. (Federal Register.) (FR, P)
Headcount	The actual number of students enrolled in a given instructional category or unit during a given period of time.
Health Contract	Agreement with a health related industry for on the job training for students in a health program. (P)
High School Award Type	The type of award a student has received for high school attendance. (1= traditional high school graduate, 2= GED, 3= non-graduate, 4= still in high school, 0 or blank = unknown.) (SC)
High School Diploma Program	An organized effort to provide high school courses for credit toward a high school diploma granted by a community college or a diploma granted by a local school district.
Highest Degree Earned	The highest degree earned by a student at other postsecondary institution(s). (1= 2 year degree; 2= 4 year degree; 3= graduate degree; 4= none; 0 or blank = unknown.) (SC)

Data Element/Term	Definition
Highest Educational Achievement/Award	The highest degree, award, or educational achievement an employee has attained. (0= unknown, 1= Doctorate, 2= Education Specialist, 3= Master's Degree, 4= Bachelor's Degree, 5= Associate Degree, 6= Diploma, 7= Certificate, 8= High School/GED, 9= Less than High School/GED.) (HR)
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. (SC, HR)
Homeless Person	A person lacking a fixed, regular, and adequate nighttime residence or a person who has a primary nighttime residence that is: (1) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transition housing for the mentally ill); (2) an institution that provides a temporary residence for individuals intended to be institutionalized; or (3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. The terms "homeless" or "homeless person" do not include any individual imprisoned or otherwise detained pursuant to an Act of Congress or by state law. (281 Iowa Administrative Code 33.)
Immigrant	A person from a foreign country who has been legally admitted into the United States.
Independent Study	<u>A program of study with provision for interaction between the student and the regularly employed faculty of the institution. The interaction may be personal or through use of communications technology, including mail, telephone, videoconferencing, computer technology (to include electronic mail) and other electronic means.</u>
Individual Learning Experience	A structured learning experience designed by a college to meet the educational needs of an individual student.
Individualized Instruction	Instruction in which the student works one-on-one with the instructor. Course content may be individually tailored to the student's needs.
Ineligible Student	An ineligible student includes students enrolled in courses that deal with recreation, hobbies, casual culture, or self-enjoyment subjects; programs or contracts funded from 260E sources; students in high school completion programs registered with a community college on or before the third Friday in September, which are claimed for funding by a K-12 school district; students registered as a part of the department of corrections contracts through the state penal institutions; students served for the sole purpose of testing; or students who reside in nursing homes.

Data Element/Term	Definition
Inflation Rate	The percent change in the consumer price index for all urban consumers (CPI-U) as a percent change from the value for the quarter ending June 30 twelve months prior to the beginning of the base year to the value for the quarter ending June 30 prior to the base year.
Instructional Level	A number assigned to each program to describe the level of education being offered. (01 = elementary, 02 = secondary, 03 = postsecondary, 04 = adult, 05 = any combination of the above.) (P, SC)
Instructional Services	Activities directly related to the delivery of a specific course curriculum provided (on either an individualized or group basis) by a qualified instructor of record.
Internship	See Work Experience .
Job Training Partnership Act (JTPA)	A program to prepare youth and adults facing serious barriers to employment for participation in the labor force by providing job training and other services that will result in increased employment and earnings, increased educational and occupational skills, and decreased welfare dependency, thereby improving the quality of the workforce and enhancing the productivity and competitiveness of the nation. (Job Training Reform Amendments of 1992, Sec. 2 "statement of purpose.") This Act expires June 30, 1999.
Jobs Training Program	A project or projects established by a community college for the training of employees under the Iowa Jobs Training Act. (Iowa Code Subsection 260F.2(7).)
Jointly Administered Program	A program entered into by two or more eligible institutions to provide instructional or administrative services jointly, to the mutual advantage of the constituents of each institution. (SC, FR)
JTPA Participant	A student enrolled in an educational program where JTPA is reimbursing the educational costs.
Laboratory Instruction	Experimentation and practice by students under the supervision of an instructor.
Ladder Program	A program which has built-in levels of education. Usually students may opt out of a ladder program at different levels. (i.e., certificate and/or diploma before completing an associate degree.) (P)
Last Pay Date	The last date in the academic year that the college paid the employee. (HR)

Data Element/Term	Definition
Learning Center	A learning environment in which a variety of educational services are provided for the following groups: (1) students preparing to enter instructional programs or courses; (2) disadvantaged students and students with disabilities; (3) students enrolled in a program or course who need developmental instruction or support to be successful; and (4) those individuals who need basic language, reading, math, and communication skills.
Learning Resource Center	Library, media, and information services that include a range of information sources, associated equipment, and services accessible to students, staff, and the community.
Limited English Proficient	Individuals who A. Were not born in the United States or whose native language is a language other than English; who come from environments where a language other than English is dominant; or who are American Indian and Alaskan Native students who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and B, who by reason thereof have sufficient difficulty speaking, reading, writing, or understanding the English language impeding their opportunity to learn successfully in classrooms where the language of instruction is English. 1= yes; 0 or blank = no. (SC)
Literacy	An individual's ability to read, write, and speak in English, and to compute and solve problems at levels of proficiency necessary to function on-the-job and in society, to achieve one's goals and to develop one's knowledge and potential. (National Literacy Act, 1991.)
Literacy, Family	A learning approach that recognizes that, in some instances, parents lack the learning skills needed to assist in early learning for their children. In family-centered education projects, parents will be instructed in basic skills and the process of becoming partners in the education of their children.
Literacy, Workplace	Partnerships with business and industry that demonstrate a relationship between the skills taught and the literacy requirements of actual jobs which address the measured skill requirements of the changing workplace. The primary target population, focusing on adults with inadequate basic skills for training, will translate into: (1) new employment; (2) continued employment; and (3) increased productivity.
Local Education Agency (LEA)	A legally constituted local school authority having administrative control and direction of educational programs, e.g., secondary school districts, community college districts, and area education agencies.

Data Element/Term	Definition
Local Name/Title	The program name assigned to a specific CIP by the local district or college. (P)
Mainstreaming	The placement of students who are members of special populations, and may need additional support services in order to be successful, in regular educational programs or courses.
Major	The program identifier which describes a student's declared major. If a student has not declared a major, he/she will be assigned to a vocational major based on the program in which the student has enrolled and/or completed the most vocational courses. If he/she has not enrolled and/or completed vocational courses, the student will be assigned to an Arts and Science major.
Merged Area	An area where two or more school systems or parts of school systems merge resources to operate a community college in the manner provided in the Iowa Code, Subsection 260C.2(3).
Migrant	An individual who has moved regularly to find work, especially in agricultural or related food processing activities, forestry, or fishery. A migrant should have a history of moving for work and should have moved in the last 12 months within or across state boundaries.
New Jobs Training Program	A project or projects established by a community college for the creation of jobs by providing education and training of workers for new jobs for new or expanding industry in the merged area served by the community college. (Iowa Code Subsection 260E.2(12).)
Non-Credit Course Contact Hours	The total number of non-credit course contact hours taught during the year. (HR) (SC)
Object and Purpose	A number assigned to programs to identify the source of funds. (See Appendix C for object and purpose codes.) (P, SC)
Object Code (Accounting)	A number used in combination with the General Ledger Classification Code to distinguish the type of expenditure or revenue item. (Refer to the Iowa Community College Accounting Manual for further details.) (FR)
On-the-Job Training	Training provided by business and industry in conjunction with a program using the cooperative method of instruction. (SC, FR)
Open Entry/Open Exit	The allowance of entry and exit at points other than the scheduled term beginning and ending dates specified on the community college's academic calendar.
Operational Status	A code that identifies the current status of programs. (01=operational; 02= not operational; 03=alternate year; 04=approval removed; 05=not approved; 06=area school approval.) (P, FR)

Data Element/Term	Definition
Part Time (Faculty)	A faculty member who is less than full time. This definition is determined independently by each community college.
Part Time (Student)	A student who is less than full time. This definition is determined independently by each community college.
Part-Time Vocational Preparatory Program	See Vocational Preparatory Program, Part-time.
Personnel Development	Activities or programs to upgrade personnel.
Position Code	A number code which indicates the employee's position at the college. (See Appendix A for employee position codes.) (HR)
Position Total Earned	The amount of money earned by an individual (by position code) for the year, excluding benefits. (HR)
Postsecondary Enrollment Options	An individual enrolled under the Postsecondary Enrollment Options Act. (1= yes; 0 or blank = no.) (Iowa Code, Chapter 261C.) (SC)
Practicum	See Work Experience.
Preparatory Program	A program designed to provide the specific skills and knowledge essential for successful entry into an occupation.
Preparatory Shared Program	An agreement entered into by two or more community colleges to provide instructional or administrative programs and/or services jointly, to the mutual advantage of the constituents of each institution.
Previous Teaching Experience	The total number of years of teaching experience, any level, prior to employment at this college. (HR)
Previously Attended Another Post-Secondary Institution	(1= yes, 2= no, 0 or blank = unknown.) (SC)
Professional Staff Program	See Staff, Professional.
Program	A coherent sequence of courses designed to prepare individuals for employment in a specific occupational area, which leads to a degree, diploma, or certificate. (P)

Data Element/Term	Definition
Program Completer	A student who graduates or leaves a program after completing the entire sequence of occupational course in the program, with or without fulfilling all the necessary requirements leading to a degree, diploma, or certificate. (Iowa Department of Education, <u>Performance Measures and Standards</u> , January 21, 1994.) (1=yes, 0 or blank = no.) (SC)
Program Graduate	A program completer who has completed all of the necessary requirements leading to a degree, diploma, or certificate.
Program Identifier	The CIP number, district, site, level, types, special emphasis, and object and purpose codes for a program. (SC, FR, P)
Program Sharing	See administrative and program sharing.
Race/Ethnicity	Traits possessed by members of a group as a product of their common heredity, racial, and/or cultural tradition. (American Indian or Alaskan Native, Asian or Pacific Islander, Black, Hispanic, White). (SC, HR)
Reciprocity Agreement	Recognition by one institution of the validity of licenses or privileges granted by another institution. A reciprocity agreement is usually an agreement between a community college in Iowa and a college in a contiguous state.
Recreational/Avocational Courses	A course that provides instruction in recreation, hobbies, casual culture, or self-enjoyment subjects.
Refugee	An individual who flees from one country to another country to escape danger and political persecution.
Registration	A process of enrolling students for courses or programs.
Registration Type	The type of registration in a course. (0= regular student, 1= contracted training/services, 2= Iowa Code, Chapter 260E, Iowa New Jobs Training, 3= Iowa Code, Chapter 260F, Iowa Jobs Training.) (SC)
Regular Length	The total length, in weeks, of an approved program. (P)
Research, Vocational	Activities or applied research which contribute to improving the access to vocational education programs by individuals who are disadvantaged; handicapped; women who are entering nontraditional occupations, adults who are in need of retraining, individuals who are single parents, displaced homemakers, or single pregnant women, individuals with limited English proficiency, or individuals who are incarcerated in correctional institutions. (Federal Register.) (P)

Data Element/Term	Definition
Residency	The residency status as of the date of the report. (1= Iowa resident; 2= non-Iowa U.S. Citizen or permanent resident; 3= Foreign/ international student [I-20]); 0 or blank = no response.) (SC)
Resident	A student who has established a permanent domicile in Iowa for at least ninety days. A student must show proof of residency by documenting at least three of the following: A, an Iowa driver's license; B, an Iowa vehicle registration; C, evidence of ownership of Iowa property; D, an Iowa income tax return; E, a voter's registration card for the state of Iowa (by county); F, rent receipts for habitation (house, apartment, etc.) in the State of Iowa (for 90 days prior to academic term for which residency status is sought). A student who is not a citizen of the United States must hold "permanent residence status" as classified by the Immigration and Naturalization Service.
School Site	See Site .
Secondary Title IIB	Vocational Perkins Federal funds designated for secondary level basic vocational programs. (Title I is for assistance to the states; Title II is for basic state grants; Title III is for special programs; and Title IV is for national programs. (Federal Register.) (FR)
Secretarial and Clerical Staff	See Staff, Secretarial and Clerical .
Self-Paced Instruction	A program or course that allows students to progress at their own rate of speed and enter at variable times. Contact or credit hours for self-paced programs or courses shall be computed by assigning to each registration the total number of contact or credit hours the students would have received if enrolled in a conventional program or course with a stipulated beginning and ending date.
Served with Support Services	An individual who is a member of one or more special populations who received supplemental assistance beyond what is provided other students in order to succeed in his/her program. (1= yes; 0 or blank = no.) (SC)
Service Staff	See Staff, Service .
Sex Equity (Non-Traditional)	An individual who is enrolled in a program where students of the opposite sex comprise 75.1 to 99.99 percent of all students enrolled.
Short Term Preparatory Program	See Vocational Preparatory Program, Short-Term .
Short-Term Vocational Preparatory Program	See Vocational Preparatory Program, Short-Term .

Data Element/Term	Definition
Single Parent	An individual who is unmarried or legally separated from a spouse, and has a minor child(ren) for which the parent has either custody or joint custody , or an individual who is pregnant. (1= yes; 0 or blank = no.) (SC)
Site	The number used to identify different locations within a school district or community college. (P, SC)
Social Security Number (SSN)	The employee or student's social security number. (SC, FR)
Special Emphasis	A number assigned to a program to further clarify the type of activity within that program, i.e., research or work experience. (See Appendix C for special emphasis codes.) (P, SC, FR)
Special Needs Activities	See Supplemental Services .
Special Populations	Individuals with disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals with other barriers to educational achievement, including individuals with limited English proficiency. (SC)
Specific Unit	A number code used to identify each organizational unit or activity of an institution. (Refer to the Iowa Community College Accounting Manual for further details.) (FR)
Staff, Administrative	The chief executive officer and cabinet/administrative team.
Staff, Instructional	All personnel involved in direct instructional contact with students, including faculty, counselors, and librarians.
Staff, Professional	All personnel not accounted for in administrative, instructional, secretarial/clerical, or service staff.
Staff, Secretarial and Clerical	All personnel performing secretarial or clerical office functions.
Staff, Service	All personnel performing custodial duties, maintenance and repair, machine operations, and personnel who are vehicle drivers, security guards, etc.
State Name/Title	The program name assigned to a specific Classification of Instructional Program (CIP) by the state. (P, SC, FR)

Data Element/Term	Definition
Student Intent/Goal	The most recent reason stated by the student for enrolling at the college or in a course. Choices are: 1 = Transfer to another college/university, 2 = prepare to enter job market, 3 = explore courses to decide on career, 4 = self-improvement/improve basic skills, 5 = take courses for personal interest, 6 = improve skills for present job, 7 = prepare to change careers, 8 = meet certification/licensure requirements, and 9 = undecided/unknown/other. (SC)
Supervisory	An indicator of a person whose job responsibilities include the supervision of licensed staff/faculty. (FR, HR)
Supplemental Services	Services or activities considered essential or necessary for individuals to be successful in their programs or courses. Supplemental services are designed to provide additional or supplemental assistance beyond what is provided in regular courses or programs. Examples of the kinds of services that can be provided include tutoring, assessment, counseling, financial aid, child care, transportation, adaptation/modification of tools/equipment, curriculum modification, waiver of fees, purchase of special equipment, enlarged print books, tape recorders, reading of tests, note takers, transition services, or staff development for instructors.
Supplemental/Vocational	A vocational course, complete in itself and designed for the specific purpose of training persons for employment, upgrading the skills of persons presently employed, or retraining persons for new employment. (P)
Support Services	Activities designed to be supplementary to "instructional" activities, in which a student receives assistance necessary to successfully meet a career goal. See Supplemental Services .
Syllabus	A condensed outline with a narrative of the main points of a course of study and the identification of general objectives.
Tech Prep Program	A program consisting of two years of secondary school preceding graduation and two years of higher education or an apprenticeship program of at least two years following secondary instruction.
Telecommunications Course	A course offered through a long distance communications network, such as telenet, fiber optics, or satellite.
Temporary/Seasonal Employee	A person employed by the college for short-time periods for specific purposes. Such an employee may be full- or part-time, but would probably not be provided benefits as would "regular" college employees.
Term	A predetermined period with a definite starting and ending date, during which classes are regularly scheduled.

Data Element/Term	Definition
Terms (Program)	The number of terms in a program, including summer terms.
Transfer Credit Hours Granted	The credit hours posted to a student's transcript indicating that the college has awarded transfer credit for credit hours earned at another postsecondary institution. (SC)
Tuition	The charges established by a community college for student enrollment in programs, courses, or individualized learning situations.
Type of Program, Service and/or Activity	A number assigned to a program to further describe programs, services, and/or activities, i.e., preparatory or supplementary. (See Appendix A for type codes.) (P, FR, SC)
Unduplicated headcount	If a person was enrolled in more than one program during a reporting period, the individual is to be reported in the program in which they were most recently enrolled. If this criterion does not discriminate, then the student is to be reported in the program in which they received the most credit or contact hours of instruction. In any case, the student should be counted only once during a specified period of enrollment
Unique Identifier (Accounting)	A two-digit code used to identify the instructional level and type of program. (Refer to the Iowa Community College Accounting Manual for further details.) (FR)
Unique Student Identifier	The social security number or locally assigned unique identifier for a student who will not give a SSN. (SC)
Unique Student Identifier Locally Assigned	An indicator of whether the student identifier is a locally assigned number rather than a SSN. If a locally assigned unique identifier is used, the college has the responsibility to ensure that a student carries the same locally assigned identifier throughout his/her attendance at the college. (1=yes, 0 or blank = no.) (SC)
Vocational Credit Hours	The total number of credit hours taught in vocational courses during the year. (HR)
Vocational Education	Education which is directly related to the preparation of individuals with employability and job specific skills required for paid or unpaid employment or for additional preparation for a career. Skill development is provided by educational programs where the requirements of a baccalaureate degree are not necessary for initial employment and/or further specialized training.
Vocational Preparatory Program-Full-Time	A program designed to provide the specific skills and knowledge essential for successful entry into an occupation and which operates, on average, 15 or more credit hours per term and is a minimum of one term in length.

Data Element/Term	Definition
Vocational Preparatory Program-Part-Time	A program designed to provide the specific skills and knowledge essential for successful entry into an occupation, which operates, on average, less than 15 credit hours per term and is a minimum of two terms in length.
Vocational Preparatory Program-Short-Term	A program designed to provide the specific skills and knowledge essential for successful entry into an occupation, which operates less than 22 credit hours.
Vocational Supplementary	An individual vocational course, each complete in itself, which is designed for the specific purpose of training persons for employment, upgrading the skills of persons presently employed, or retraining persons for new employment.
White	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. (SC, HR)
Work Experience	Experience planned and coordinated by an institutional representative and the employer with control and supervision of the student on the job being the responsibility of the employer. Work experience may be considered or listed as internship, field experience, cooperative education, or practicum.
Workplace Literacy	See Literacy, Workplace.
Year of High School Award	The year a high school award was received. (ccyy.) (SC)
Young Farmer	Programming that provides continued educational and leadership development opportunities to post-secondary learners to enhance the profitability of national levels based on support of agribusinesses and other agricultural groups. (SC)

Appendix A

Human Resources Position Codes

Human Resources

All staff employed by the college will be reported in the Human Resource files which includes an employee file and an employee position file. This file will include all administrators, instructional (including adjunct), professional, secretarial and clerical, and service staff. The employee position codes, employee assignment codes, and Human Resource files follow.

Administrative (510)

Chief executive officer and the cabinet/administrative team.

Chancellor President	Vice President Executive officer	Director Dean
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Instructional (520)

Personnel involved in direct instructional contact (credit or no-credit) with students, including counselors and librarians, if the principal activity (50% or more) is instructional:

Assistant professor	Assistant dean	Lecturer
Associate professor	Assistant director	Professor
Counselor	Associate dean	Department head
Instructor	Associate director	Executive officer

Professional Staff (530)

Persons employed for the primary purpose of performing academic support, student services, and institutional support activities. Includes all data processing staff (non-data entry), media support staff and business office personnel. Note: this category includes all professional staff not elsewhere classified.

Accountant	Dietitian	Purchasing agent
Administrative assistant	Drafters	Radio operator
Assistant dean/director	Engineering aide	Scientific assistant
Associate dean/director	Junior engineer	Social worker computer operators
Coaches	Licensed practical nurse	Technical illustrator
Computer programmers	Mathematical aide	Technician
Controller	Photographer	Vocational nurse
Coordinator	Psychologist	Systems analyst
Department head/chairperson		

Secretarial and Clerical (540)

Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieving data (other than computer programmers), and/or information and other paperwork required in an office.

Bookkeeper	Office machine operator	Statistical clerk
Clerk-typist	Payroll clerk	Stenographer
Library clerk	Sales clerk	

Service Staff (550)

Include maintenance and repair staff, machine operators, vehicle drivers, and security.

Cafeteria/restaurant worker	Garage laborer	Repairer
Carpenter	Gardener	Security officer
Chauffeur	Groundskeeper	Stationary engineer
Compositor	Laundry/dry cleaning operative	Truck driver
Construction laborer	Machinist	Type-setter bus drivers
Custodian	Mechanic	Upholsterer
Electrician	Refuse collector	

Appendix B

Human Resources Assignment Codes

ASSIGNMENT CODES

Listed below, in alphabetic order by area, are assignment codes for all instructional staff , selected administrators and other college personnel. If you need further assistance, you may contact the Bureau of Practitioner Preparation and Licensure, 515/281-3245.

310	Librarian/Learn Res Spec	PS
311	Media Specialist	PS
312	Counselor	PS
313	Curriculum Specialist	PS
314	Staff Dev Officer	PS
315	Coach	PS
Administrators		
316	Instr Administrator	PS
317	Adm Instr Unit/Dept	PS
Arts & Sciences		
406	Accounting	PS
398	Advertising	PS
397	Agriculture	PS
446	Alcohol/Drug Abuse Specialty	PS
427	Amer Govt	PS
428	Amer Hist	PS
408	Amer Lit	PS
443	Anthropology	PS
405	Art	PS
399	Astronomy	PS
404	Biological Science	PS
420	Biology	PS
441	Business Admin./Management	PS
407	Business Law	PS
394	Career Prep	PS
421	Chemistry	PS
445	Computer Science - Masters	PS
437	Dramatic Art	PS
434	Earth Science	PS
425	Economics	PS
431	Education	PS
409	Eng Lit	PS
410	English	PS
396	ESL	PS
413	French	PS
401	Gen Bus Subjects	PS
422	General Science	PS
426	Geography	PS
414	German	PS
400	Health	PS
444	Health Care Administration	PS
448	International Business/Relations	PS

Arts & Sciences - continued

449	Japanese	PS
412	Journalism	PS
415	Latin	PS
439	Law Enforcement	PS
442	Legal Assistant	PS
417	Mathematics	PS
418	Music	PS
402	Philosophy	PS
419	Physical Ed	PS
433	Physical Science	PS
423	Physics	PS
424	Physiology	PS
395	Political Science	PS
432	Psychology	PS
436	Reading	PS
438	Recreation Specialist	PS
403	Religion	PS
435	Russian	PS
430	Sociology	PS
416	Spanish	PS
440	Special Education	PS
411	Speech	PS
447	Statistics	PS
429	World History	PS
	Agriculture	
453	Ag Structures, Equipment, and Facilities	OccPS
453	Agri Power Mechanics	OccPS
468	Agricultural Bio-Technology	OccPS
451	Agricultural Business Management, General	OccPS
452	Agricultural Economics	OccPS
453	Agricultural Electrification	OccPS
461	Agricultural Marketing	OccPS
453	Agricultural Mechanics	OccPS
454	Agricultural Production	OccPS
454	Agricultural Production-Vets Ed	OccPS
460	Agricultural Products and Processing	OccPS
450	Agricultural Science, Technology and Marketing Marketing	OccPS
461	Agricultural Services	OccPS
461	Agricultural Supplies and Services	OccPS
462	Animal Grooming	OccPS
455	Animal Health	OccPS
455	Animal Nutrition	OccPS
455	Animal Science	OccPS
455	Animal Science, Beef	OccPS
455	Animal Science, Dairy	OccPS
455	Animal Science, Horse	OccPS
455	Animal Science, Sheep	OccPS

Agriculture - continued

455	Animal Science, Swine	OccPS
462	Animal Training	OccPS
456	Aquaculture	OccPS
463	Arboriculture	OccPS
457	Crop Science	OccPS
460	Ethanol Production	OccPS
463	Floriculture	OccPS
460	Food Products	OccPS
459	Game Management	OccPS
463	Greenhouse Management	OccPS
462	Horseshoing	OccPS
463	Horticulture	OccPS
465	International Agriculture	OccPS
463	Landscaping	OccPS
460	Nonfood Products	OccPS
463	Nursery Management	OccPS
466	Parks Management	OccPS
458	Plant Science	OccPS
458	Plant Science, Vegetables and Fruits	OccPS
467	Renewable Natural Resources	OccPS
453	Soil & Water Conservation Construction	OccPS
464	Turf Management	OccPS
	Business & Office	
500	Accounting and Computing	OccPS
506	Administrative Assistants	OccPS
506	Administrative Assistants-Adv. Standing	OccPS
502	Banking and Related Financial Prog., Gen	OccPS
501	Bookkeeping	OccPS
501	Bookkeeping Clerk	OccPS
503	Business Computer and Console Operation	OccPS
504	Business Data Entry Equipment Operation	OccPS
504	Business Data Peripheral Equip. Operation	OccPS
503	Business Data Processing and Rel Prog, Gen	OccPS
503	Business Data Programming	OccPS
503	Business Systems Analysis	OccPS
501	Cashier/Checker	OccPS
506	Clerical and Office Supervisors	OccPS
501	Clerical Bookkeeping	OccPS
512	Clerk-Typist	OccPS
512	Correspondence Clerk	OccPS
508	Correspondence Secretarial	OccPS
511	Court Reporting	OccPS
502	Credit Collection Clerk	OccPS
503	Data Processing Supervision and Management	OccPS
512	Duplicating Machine Operation	OccPS
507	Educational Assisting and Training	OccPS
508	Executive Secretarial	OccPS

Business & Office - continued

512	General Office Clerk	OccPS
502	Insurance Clerk	OccPS
508	Insurance Secretarial	OccPS
507	Interviewing and Testing Assisting	OccPS
513	Inventory Control-Bar Coding	OccPS
509	Legal Secretarial	OccPS
509	Legal Secretarial- 2 year	OccPS
509	Legal Secretarial-1 year	OccPS
502	Loan Clerk	OccPS
501	Machine Billing, Bookkeeping, and Computing	OccPS
512	Mail and Order Clerk	OccPS
512	Medical Office Clerk	OccPS
510	Medical Secretarial	OccPS
510	Medical Secretarial Specialist	OccPS
510	Medical Secretary	OccPS
505	Micro Computer Operation	OccPS
505	Micro Computer Operation Management	OccPS
514	Multi-Occupations Preparatory	OccPS
506	Office Managers and Chief Clerks	OccPS
512	Office Operations Specialist	OccPS
500	Office Supervision & Management , Accounting	OccPS
506	Office Supervision and Management	OccPS
507	Personnel and Training Programs, General	OccPS
507	Personnel Assisting	OccPS
512	Receptionist and Communications Sys. Oper	OccPS
501	Record Keeping Clerk	OccPS
508	Secretarial	OccPS
513	Shipping, Receiving, and Stock Clerk	OccPS
511	Stenographic	OccPS
502	Teller	OccPS
513	Traffic, Rate, and Trans. Clerk	OccPS
502	Transit Clerk	OccPS
512	Typing	OccPS
512	Typing, Gen. Off and Rel Programs, Gen	OccPS
512	Typing, General Office	OccPS
508	Word Processing	OccPS
508	Word Processing Specialist	OccPS

Family and Consumer Sciences		
553	Baking	OccPS
553	Chef/Cook	OccPS
551	Child Abuse Continuing Ed-Mandatory Reporting	OccPS
551	Child Care Aide/Assisting	OccPS
551	Child Care and Guidance Mgmt Svcs, General	OccPS
551	Child Care Management	OccPS
551	Child Care Management - Handicapped	OccPS
551	Child Care Management - Residential	OccPS
550	Child Development, Care, and Guidance	OccPS
550	Clothing and Textiles	OccPS
552	Clothing Maintenance Aide	OccPS
552	Clothing, App/Textiles Mgmt, Prod	OccPS
552	Commercial Garment and Apparel Constru.	OccPS
556	Companion to the Aged	OccPS
550	Comprehensive Consumer and Homemaking	OccPS
550	Cons/Hmkg Econ Depressed Area Grant	OccPS
556	Consumer Aid/Assisting	OccPS
550	Consumer and Homemaking Home Economics	OccPS
550	Consumer Education	OccPS
553	Culinary Arts	OccPS
556	Custodial Services	OccPS
552	Custom Alteration	OccPS
552	Custom Apparel/Garment Seamstress	OccPS
555	Custom Drapery/Window Treat Design/Making	OccPS
555	Custom Slipcovering and Upholstering	OccPS
552	Custom tailoring and Alteration	OccPS
554	Dietetic Aide/Assisting	OccPS
554	Dietetic Assistant	OccPS
555	Drapery and Slip Covers	OccPS
556	Executive Housekeeping	OccPS
550	Exploratory Homemaking	OccPS
550	Family Living and Parenthood	OccPS
550	Family/Individual Health	OccPS
552	Fashion/Fabric Coordination	OccPS
550	Food and Nutrition	OccPS
553	Food Catering	OccPS
553	Food Prod. Mgmt. Svcs, General	OccPS
553	Food Production, Mgmt. Y Svce., Health	OccPS
553	Food Service	OccPS
553	Food Service Supervision	OccPS
553	Food Testing	OccPS
551	Foster Care/Family Care	OccPS
555	Home Decorating and Designing	OccPS
555	Home Furn/Equip Mgmt, Prod, Svce., Other	OccPS
555	Home Furnishings Aide	OccPS
550	Home Management	OccPS

Family and Consumer Sciences - continued

555	Home Service Assisting	OccPS
556	Homemaker/Home Health Aide	OccPS
556	Homemaker's Aide	OccPS
550	Housing, Home Furnishing and Equipment	OccPS
556	Instit, Home Mgmt, Supp Svcs, General	OccPS
553	School Food Service	OccPS
551	Teacher Aide	OccPS
552	Textiles Testing	OccPS
556	Therapeutic Recreation Aide	OccPS
552	Wedding/Specialty Consulting	OccPS
	Health Occupations	
613	Alcohol/Drug Abuse Specialty	OccPS
632	Allied Health- Core Curriculum	OccPS
623	Animal Technology	OccPS
617	Associate Degree Medical Assisting	OccPS
611	Blood Bank Technology	OccPS
616	Central Supply Technology	OccPS
611	Chemistry Technology	OccPS
611	Clinical laboratory Assisting	OccPS
631	Community Health	OccPS
610	Cytotechnology	OccPS
600	Dental Assisting	OccPS
600	Dental Assisting-Administration	OccPS
600	Dental Assisting-Preventive	OccPS
601	Dental Hygiene	OccPS
602	Dental Laboratory Technology	OccPS
603	Electroencephalograph Technology	OccPS
605	Emergency Medical Technology - Paramedic	OccPS
604	Emergency Medical Technology !	OccPS
604	Emergency Medical Technology-Ambulance	OccPS
628	Exercise Physiology	OccPS
634	Health Care Administration	OccPS
611	Hematology Technology	OccPS
611	Histologic Technology	OccPS
617	Medical Assisting	OccPS
611	Medical laboratory Technology	OccPS
619	Medical Records Technology	OccPS
618	Medical Records Transcription	OccPS
612	Medical Technology	OccPS
614	Mental Health/Human Services Technology	OccPS
614	Mental Health/Human Svcs Assisting	OccPS
611	Microbiology Technology	OccPS
625	Nursing Assisting	OccPS
633	Nursing, Associate Degree	OccPS
629	Occupational Therapy Assisting	OccPS
627	Ophthalmic Medical Assisting	OccPS

Health Occupations- continued

627	Optometric Assisting	OccPS
620	Pharmacy Assisting	OccPS
611	Phlebotomy	OccPS
630	Physical Therapy Assisting	OccPS
621	Physician Assisting-Specialty	OccPS
606	Radiograph Medical Technology	OccPS
606	Radiography	OccPS
607	Respiratory Therapy	OccPS
607	Respiratory Therapy Technology	OccPS
608	Surgical Technology	OccPS
615	Training Interpreter (Deaf)	OccPS
609	Ultrasound Technology	OccPS
622	Veterinarian Aide	OccPS
622	Veterinarian Assisting	OccPS
624	Ward Clerk	OccPS
	Marketing Education	
712	Accident and Health Insurance Marketing	OccPS
703	Appliance Marketing	OccPS
708	Auctioneering	OccPS
705	Banking Marketing	OccPS
703	Building Materials Marketing	OccPS
703	Convenience Store Marketing	OccPS
705	Credit Union Marketing	OccPS
704	Entrepreneurship, General	OccPS
717	Equipment Rental	OccPS
717	Equipment Rental and Management	OccPS
706	Farm and Garden Supplies Marketing	OccPS
703	Fashion Merchandising	OccPS
703	Fashion Merchandising Specialist	OccPS
705	Financial Services Marketing, Agriculture	OccPS
705	Financial Services Marketing, General	OccPS
706	Floristry	OccPS
707	Food Marketing	OccPS
707	Food Marketing Specialist	OccPS
703	Footwear Marketing	OccPS
713	Freight Transportation Marketing	OccPS
703	General Merchandise	OccPS
703	General Merchandise Specialist	OccPS
703	Hardware Marketing	OccPS
700	Hotel/Motel Management	OccPS
709	Industrial Marketing	OccPS
709	Industrial Marketing Specialist	OccPS
709	Industrial Sales	OccPS
712	Insurance Marketing, General	OccPS
710	International Marketing	OccPS
703	Jewelry Marketing	OccPS
712	Life Insurance Marketing	OccPS

Marketing Education – continued

703	Marketing Management	OccPS
700	Marketing of Hotel/Motel Services	OccPS
700	Marketing of Recreational Services	OccPS
718	Marketing/Distribution	OccPS
708	Metallurgical Technology	OccPS
715	Parts Clerk	OccPS
715	Parts Clerk Specialist	OccPS
714	Passenger Transportation Marketing	OccPS
716	Petroleum Marketing	OccPS
716	Petroleum Wholesaling	OccPS
712	Property and Casualty Insurance Marketing	OccPS
703	Purchasing	OccPS
702	Real Estate sales	OccPS
702	Real Estate Sales Apprenticeship	OccPS
700	Recreational Enterprises Management	OccPS
703	Recreational Products Marketing	OccPS
700	Resort Management	OccPS
701	Restaurant Management	OccPS
703	Retailing	OccPS
703	Sales	OccPS
705	Savings and Loan Marketing	OccPS
705	Securities and Commodities Marketing	OccPS
716	Service Station Retailing	OccPS
704	Small Business Management	OccPS
704	Small Business Mgmt And Ownership	OccPS
704	Small Business Ownership	OccPS
707	Specialty Foods Marketing	OccPS
707	Supermarket Marketing	OccPS
703	Telemarketing	OccPS
714	Tourism	OccPS
714	Travel Services Marketing	OccPS
711	Warehouse Services Marketing	OccPS
707	Wholesale Food Marketing	OccPS
711	Wholesaling	OccPS
	Trade and Industry	
796	Aeronautical Technology	OccPS
797	Agricultural Equipment Technology	OccPS
778	Air Condit, Htg, and Refr Tech-Heating	OccPS
778	Air Conditioning, Heating and Refr Technology	OccPS
778	Air Conditioning, Htg., & Refr Tech	OccPS
778	Air Pollution Control Technology	OccPS
890	Air Traffic Control	OccPS
886	Air Transportation General	OccPS
857	Aircraft Mechanics	OccPS
887	Airplane Piloting and Navigation	OccPS
762	Arch Design and Constr Tech-Metal Bldgs	OccPS
762	Architectural Design and Construction	OccPS
865	Architectural Drafting	OccPS

Trade and Industry - continued

865	Architectural Drafting Technology	OccPS
759	Architectural Engineering	OccPS
762	Architectural Interior Design Technology	OccPS
833	Asbestos Worker	OccPS
833	Assoc Building Contractor's Apprentice	OccPS
754	Audio Recording Technology, Music	OccPS
859	Auto Mechanics	OccPS
858	Automotive Body Repair	OccPS
863	Automotive Component Assembler	OccPS
863	Automotive Component Assembler - Carburetor	OccPS
877	Automotive Machinist	OccPS
859	Automotive Mechanics	OccPS
859	Automotive Mechanics Technology	OccPS
798	Automotive Technology	OccPS
798	Automotive Technology - Advanced Standing	OccPS
888	Aviation Computer Technology	OccPS
889	Aviation Management	OccPS
849	Band and Instrument Repair	OccPS
849	Band Instrument Repair Technology	OccPS
757	Barbering	OccPS
822	Basic Housekeeping for Health Care Facil	OccPS
760	Bioengineering and Biomedical Engineering	OccPS
775	Biomedical Equipment Technology	OccPS
791	Biotechnology	OccPS
873	Blue Print Reading	OccPS
855	Boiler Maintenance	OccPS
869	Bookbinding	OccPS
864	Brakes	OccPS
816	Brick, Block, and Stonemasonry	OccPS
816	Brick, Stone Masonry, Tile Setting, Gen	OccPS
821	Building Maintenance	OccPS
836	Business Machine Repair	OccPS
819	Cable Installer - Television	OccPS
864	Carburetion	OccPS
899	Career Option	OccPS
817	Carpentry	OccPS
817	Carpentry-Remodeling	OccPS
781	Chemical Manufacturing Technology	OccPS
807	Chemical Materials Handling Technology	OccPS
807	Chemical Technology	OccPS
763	Civil Technology	OccPS
763	Civil Technology-Roadway	OccPS
764	Civil Technology-Structural	OccPS
866	Civil/Structural Drafting	OccPS
843	Climate Control Tech	OccPS
803	Coal Mining Technology	OccPS
880	Combination Welding	OccPS
870	Commercial Art	OccPS

Trade and Industry - continued

870	Commercial Art-Airbrush	OccPS
870	Commercial Art-Product Design	OccPS
870	Commercial Art-Production Artist	OccPS
871	Commercial Photography	OccPS
845	Communication Center Operation	OccPS
836	Communication Electronics	OccPS
836	Communication Electronics Technology	OccPS
901	Communication Skills - Related	OccPS
837	Communication System Operators	OccPS
752	Communication Technologies	OccPS
810	Community Corrections	OccPS
872	Composition, Make-up and Typesetting	OccPS
872	Composition, Make-up and Typesetting Spec	OccPS
793	Computer Aided Design (Drafting) CAD	Oc
794	Computer Aided Manufacturing CAM	OccPS
792	Computer Aided-Numerical Control	Oc
839	Computer Electronics	OccPS
794	Computer Integrated Manufacturing	OccPS
839	Computer Servicing	OccPS
776	Computer Servicing Technology	OccPS
768	Computer Technology	OccPS
823	Concrete Placing and Finishing	OccPS
892	Construction Equipment Operation	OccPS
824	Construction Inspection	OccPS
833	Construction Laborer	OccPS
833	Construction Maintenance Trades, Other	OccPS
833	Construction Technology	OccPS
855	Conventional Electric Power Generation	OccPS
843	Cooling and Refrigeration	OccPS
810	Correctional Administration	OccPS
810	Corrections	OccPS
758	Cosmetology	OccPS
758	Cosmetology Management	OccPS
810	Criminal Justice Administration	OccPS
810	Criminal Justice Studies	OccPS
810	Criminal Justice Technology	OccPS
810	Criminal Justice, Other	OccPS
810	Criminalistics	OccPS
894	Defensive Driving	OccPS
879	Die Design	OccPS
861	Diesel Engine Mechanics	OccPS
861	Diesel Engine Mechanics Technology	OccPS
861	Diesel Mechanics	OccPS
765	Drafting and Design Technology	OccPS
800	Drafting and Design Technology - Mechanical	OccPS
755	Dry-cleaning	OccPS
755	Dry-cleaning and Laundering Services, Gen	OccPS
825	Drywall Installation	OccPS

Trade and Industry - continued

753	Educational Media Technology	OccPS
836	Elect, Electronics Equip Repair, Gen	OccPS
842	Elect., Electronics Equipment Repair, Other	OccPS
880	Electric Welding	OccPS
769	Electrical Technology	OccPS
867	Electrical/Electronics Drafting	OccPS
776	Electromechanical Technology	OccPS
839	Electromechanical, Hydraulic, and Pneuma	OccPS
838	Electronic Components Assembler	OccPS
770	Electronic Technology	OccPS
771	Electronic Technology-Communication	OccPS
772	Electronic Technology-Diagnostic	OccPS
773	Electronic Technology-Telecommunications	OccPS
836	Electronics Occupations	OccPS
778	Energy Conservation and Use Technology	OccPS
859	Engine Mechanics	OccPS
864	Engine Overhaul and Tune-Up	OccPS
761	Engineering and Engineering-Related	OccPS
778	Environmental Control Technologies	OccPS
779	Environmental Health Assistant	OccPS
779	Environmental Health Technician	OccPS
814	Fire Control and Safety Technology	OccPS
814	Fire Protection Administration	OccPS
814	Fire Protection, Other	OccPS
814	Firefighting	OccPS
891	Flight Attendants	OccPS
826	Floor Covering Installation	OccPS
845	Fluid Power Mechanics	OccPS
875	Food Processing	OccPS
782	Food Processing Technology	OccPS
810	Forensic Studies	OccPS
876	Foundry Work	OccPS
864	Front End	OccPS
864	Front End Alignment and Brakes	OccPS
756	Funeral Services	OccPS
885	Furniture Making	OccPS
880	Gas Welding	OccPS
827	Glazing	OccPS
869	Graphic Communications	OccPS
869	Graphic Communications Specialist	OccPS
847	Gunsmithing	OccPS
847	Gunsmithing and Repair	OccPS
843	Heating and Air Conditioning	OccPS
846	Heavy Equipment Maintenance and Repair	OccPS
774	High Technology Electronics	OccPS
843	Htg, Air Cond, Refre Mechanics, Gen	OccPS
881	Industrial Ceramics Manufacturing	OccPS
820	Industrial Electrician	OccPS

Trade and Industry - continued

820	Industrial Electrician Technology	OccPS
839	Industrial Electronics Technology	OccPS
839	Industrial Electronics, General	OccPS
844	Industrial Machinery Maintenance and Repair	OccPS
855	Industrial Nuclear Energy	OccPS
788	Industrial Safety Specialist	OccPS
783	Industrial Technology	OccPS
880	Industrial Welding	OccPS
777	Instrument Maintenance	OccPS
777	Instrumentation Technology	OccPS
828	Insulation Installation	OccPS
882	Jewelry Design, Fabrication and Repair	OccPS
750	Journalism (Mass Communications)	OccPS
750	Journalism Photography	OccPS
774	Laser Electro-Optic Technology	OccPS
755	Laundering	OccPS
811	Law Enforcement	OccPS
811	Law Enforcement - One Year	OccPS
811	Law Enforcement - Two Year	OccPS
811	Law Enforcement Administration	OccPS
818	Lineworker	OccPS
872	Lithography, Photography, and Platemaking	OccPS
848	Locksmithing and Safe Repair	OccPS
801	Machine Tool and Design Technology	OccPS
877	Machine Tool Operation Technology	OccPS
877	Machine Tool Operation/Machine Shop	OccPS
877	Machine Tool Operation/Machine Shop, General	OccPS
877	Machine Tool Operator/Machine Shop	OccPS
877	Machinist/Machine Operator	OccPS
840	Major Appliance Repair	OccPS
784	Manufacturing Technology	OccPS
895	Marina Operations	OccPS
896	Marine Maintenance	OccPS
785	Marine Products Technology	OccPS
799	Marine Propulsion Technology	OccPS
892	Material Handling	OccPS
875	Meat Cutting	OccPS
875	Meat Cutting - Hamburger Line	OccPS
832	Mechanical Construction Trades - Specialist	OccPS
832	Mechanical Construction Trades - Technical	OccPS
801	Mechanical Design and Prod. Tech.	OccPS
801	Mechanical Design Technology	OccPS
868	Mechanical Drafting	OccPS
868	Mechanical Drafting Technology	OccPS
800	Mechanical Production Technology	OccPS
835	Mechanics and Repairers	OccPS
878	Metal Fabrication	OccPS
878	Metal Patternmaking	OccPS

Trade and Industry - continued

776	Microprocessor Systems Technology	OccPS
885	Millwork and Cabinet Making	OccPS
846	Mine Equipment Maintenance and Repair	OccPS
893	Mine Safety	OccPS
804	Mining (Excluding Coal) Technology	OccPS
893	Mining Equipment Operation	OccPS
756	Mortuary Science	OccPS
753	Motion Picture Technology	OccPS
841	Motor Repair	OccPS
862	Motorcycle Repair	OccPS
849	Musical Instrument Repair	OccPS
806	Nuclear Materials Handling Technology	OccPS
806	Nuclear Power Plant Operation Technology	OccPS
806	Nuclear Power Plant Radiation, Control	OccPS
788	Occupational Safety and Health Tech	OccPS
846	Oil/Gas Drilling Equipment Oprn/Maintenance	OccPS
850	Oprn, Maint, Repair of Audio Visual Equipment	OccPS
883	Optical Goods Work	OccPS
786	Optical Technology	OccPS
829	Painting and Decorating	OccPS
805	Petroleum Technology	OccPS
872	Photocomposition	OccPS
872	Photographic Laboratory and Darkroom	OccPS
753	Photographic Technology	OccPS
849	Piano Turner	OccPS
834	Pipefitting and Steamfitting	OccPS
880	Pipewelding	OccPS
830	Plastering	OccPS
884	Plastic Mold Design	OccPS
787	Plastic Technology	OccPS
884	Plastics	OccPS
834	Plumbing	OccPS
834	Plumbing, Pipefitting, and Steamfitting	OccPS
798	Power Mechanics Technology	OccPS
864	Power Train and Air Conditioning	OccPS
875	Precision Food Production, General	OccPS
872	Printing Press Operations	OccPS
809	Protective Services	OccPS
815	Protective Services, Other	OccPS
751	Public Relations	OccPS
855	Pumping Plants	OccPS
795	Quality Control Tech. Laboratory	OccPS
795	Quality Control Technology	OccPS
837	Radio/Television	OccPS
752	Radio/Television News Broadcast	OccPS
752	Radio/Television, General	OccPS
752	Radio/TV Prod and Broadcasting Technology	OccPS
902	Related Subjects	OccPS

Trade and Industry - continued

831	Roofing	OccPS
788	Safety Technology	OccPS
780	Sanitation Technology	OccPS
894	School Bus Driver	OccPS
813	Security Services	OccPS
802	Service Manager Technology	OccPS
859	Services Station Mechanic	OccPS
878	Sheet Metal	OccPS
851	Shoe and Boot Repair	OccPS
833	Siding Applicator	OccPS
872	Silk Screen Making and Printing	OccPS
875	Slaughtering and Butchering	OccPS
842	Small Appliance Repair	OccPS
862	Small Engine Repair	OccPS
778	Solar Heating and Cooling Technology	OccPS
778	Solar Heating and Cooling Technology, Other	OccPS
780	Solid Waste Management	OccPS
900	Special Needs Coordinator	OccPS
852	Sporting Goods Equipment Repair	OccPS
795	Statistical Process Control	OccPS
855	Steam Plant Operation	OccPS
766	Surveying and Mapping Technology	OccPS
854	Swimming Pool Maintenance	OccPS
897	T & I Coordinator	OccPS
837	Telecommunication	OccPS
816	Terrazzo Installation	OccPS
789	Textile Technology	OccPS
816	Tile Setting	OccPS
879	Tool and Die Making	OccPS
879	Tool Design	OccPS
892	Transportation and Material Moving	OccPS
894	Truck and Bus Driving	OccPS
864	Tune-Up	OccPS
874	Upholstering	OccPS
767	Urban Planning Technology	OccPS
856	Vechil/Mobile Equipment Mech, Repair, General	OccPS
892	Vehicle and Equipment Operation, General	OccPS
864	Vehicle Mechanics Specialization	OccPS
842	Vending and Recreational Machine Repair	OccPS
788	Vocational & Occupational Safety Tech	OccPS
780	Wastewater Technology	OccPS
853	Watch Repair	OccPS
780	Water and Wastewater	OccPS
780	Water and Wastewater-Technology	OccPS
780	Water and Wastewater-Technology Specialist	OccPS
780	Water Technology	OccPS
790	Welding Technology	OccPS
880	Welding, Brazing, and Soldering	OccPS

Appendix C

Code Sets for Classification of Instructional Programs

Code Sets for Classification of Instructional Programs

Instructional Level

2 = secondary
3 = postsecondary

4 = adult
5 = any combination of the above.

Type of Program, Service and/or Activity

01 = career awareness & exploration
02 = preparatory
03 = preparatory (short term)
04 = supplementary
05 = related service or activity
06 = college parallel/career option

07 = preparatory (part time)
08 = college parallel
09 = non-vocational
21 = ja-career awareness & exploration
22 = ja-preparatory,
28 = ja-college parallel
32 = preparatory shared program
36 = college parallel career option shared program

Special Emphasis

01 = disadvantaged
02 = disabled
03 = cooperative
04 = apprentice
06 = consumer & homemaking
07 = guidance
09 = special populations
11 = no special emphasis

12 = young farmer
13 = JTPA
20 = displaced homemakers
21 = career education
22 = clinical
23 = work experience
30 = correctional education
31 = developmental education.

Object and Purpose

01 = corrections, title II Part B
02 = secondary
03 = postsecondary
04 = adult
07 = developmental education
22 = non-reimbursable
24 = reciprocal agreement
30 = Chapter 260E Iowa New Jobs Training Program

33 = Chapter 260F, Iowa Jobs Training Program
37 = sex equity title II Part B
38 = single parents & homemakers - title II Part B
42 = correctional education initiative
85 = tech-prep grant – title III Part E
91 = Perkins federal grant – title II Part C.
93 = Customized education programs

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