



Caldwell Community College and Technical Institute

2013-2018 Fact Book

Report updated: 12/6/2018

Glossary of Terms

Academic Year

The academic year runs from the month of August until the month of July the following calendar year (to include fall, spring, and summer semesters).

Semesters are abbreviated using the four digit year followed by a two letter code (FA = fall, SP = spring, SU = summer).

Annual

Unless otherwise specified, Annual refers to one or more academic years (ex. 2014-2015), as defined above.

Basic Skills

Basic Skills is used to refer to all programs and courses taught at the high school level for high school equivalency and is organized under the Curriculum and Adult Education division. It also includes English Language Acquisition (ELA, formerly ESL) courses and students.

Campus

Caldwell Community College and Technical Institute has two campus locations. Caldwell Campus is the main campus, which opened in 1974 and is located in Caldwell County. It also includes the Transportation and Public Services Center (TAPS), the J.E. Broyhill Civic Center (JEBCC), and the Broyhill House. Watauga Campus is located in Watauga County and opened in 1998.

Continuing Education

Continuing Education is used to refer to all courses and course sequences taught for continuing education units (CEUs), not academic credit, and is organized under the Continuing Education and Workforce Development division.

Curriculum

Curriculum is used to refer to all programs and courses taught at the college level, for academic credit, and is organized under the Curriculum and Adult Education division. Curriculum includes any high school students taking classes or enrolled in these college programs. It also includes developmental education courses and students but does not include high school equivalency courses or students.



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Headcount

Headcount is reported by semester or annually following the academic year. It includes all students who receive a grade in at least one course, including W (withdrawal) grades. Students who withdraw before census or do not attend are excluded. Unduplicated headcount does not count a student twice when the sum of the enrollment headcount for the fall, spring, and summer semesters is calculated. All counts reported are unduplicated unless otherwise stated.

First Generation

A student whose parents have not earned a bachelor's degree from a four-year college or university at the time of the student's enrollment.

Full-Time Equivalency (FTE) Calculation

Annualized full-time equivalency attributable to a particular class is calculated as the total weekly credit hours multiplied by the number of students in the class (at the census (10%) date) multiplied by 16 (number of weeks in the semester) and divided by 512 (the annual contact hours accumulated by a single, full-time students). The annualized FTE is calculated for a semester, but is reflective of only half the course load carried by a full-time student. Continuing Education and Basic Skills students also earn FTE, however, these hours x students are divided by 688.

Instructional Area

Instruction is divided among two divisions: Curriculum and Adult Education and Continuing Education and Workforce Development. For clarity, the Fact Book reports three instructional areas; curriculum (college-level programs), continuing education, and basic skills.

Unduplicated

All data presented in this report is unduplicated by student by reported category unless otherwise specified. Unduplicated is when a student is counted only once in the total and by the reported area, type, or category (such as campus or instructional area). Because of this, student headcounts may be duplicated between categories and cannot be added together to reach the total headcount. For example, a student may be enrolled in both Curriculum and Continuing Education courses. This student will be counted once in the Curriculum headcount and once in the Continuing Education headcount, but only counted once for the total unduplicated headcount for the institution.