

Louisiana State University System Glossary of Terms

The following terms help with the navigation through a college or university system. They represent only a few of the terms that are important to higher education navigation. For a more detail list visit the websites listed at the end of this list.

People

Academic Advisor - The Academic Advisor counsels undergraduate students on the selection of appropriate coursework to satisfy degree requirements. Students consult their academic advisor when they are not sure to the courses required for degree completion.

Admissions Officer - The admission Officer has the primary responsibility of the admission of student to the college or university.

Board of Supervisors -The decision making group in charge of the general running of the college, university or system. The LSU System Board of Supervisors are appointed by the governor of the state. They are often tapped because of their experience and leadership in management or fundraising. Boards often have one or two students as representatives who may or may not have voting power. The LSU System has one student non-voting member.

Board of Regents – The Board of Regents is a policy-making and coordinating board only; it is not directly involved in overseeing the day-to-day operations of the various college campuses; that responsibility lies with Louisiana’s four higher education management boards: the LSU Board of Supervisors, the Southern University Board of Supervisors, the University of Louisiana System Board, and the Louisiana Community and Technical College Board.

Chancellor - Also referred to as presidents on some campuses, the College and University Chancellor have a wide variety of roles, and the roles that are given the most time and emphasis depends on the individual Chancellor. Chancellor’s major responsibilities include representing the university, fund raising, and overall decision making for the campus. The Chancellor often reports to the Board of Trustees. However, in university system, the Chancellor reports to the President of the system.

Chief Academic Officers (CAO)- This person is also called *Provost, Academic Dean, Dean of Faculty, or Vice-President of Academic Affairs* – the CAO is the primary administrator in charge of the academic core of the institution. CAOs and their staff oversee department chairs, approve new classes, minors, and majors, as well as review cases of struggling students. These people are instrumental in implementing change in the educational structure of a course, department, or campus. Students tend not to come in contact with CAOs unless they are in academic trouble, and therefore CAOs often go unknown for most students.

CONTINUING STUDENT: Any student who was registered at one of the LSU System institutions in the same enrollment status category during the immediate previous semester and are currently enrolled in the institution.

Dean of Students- Dean of Students represents the head of the “student life side” of the campus. Contemporary colleges and universities have created a split identity between what is most commonly known as student affairs and academic affairs. This division is odd, considering that students rarely draw a line between their academic lives and their personal interests. It may be useful to know what departments answer to what Dean. Often times community service offices will be housed under the Dean of Students, whereas service-learning offices will be located in academic affairs.

Department Chair – The Department chair is usually a tenured faculty member who has taken a leadership role in a department. The department chair approves courses for the major, manages the department budget, supervises other faculty members’ workload, and ensures that the department’s activities are consistent with university requirements.

Faculty- Persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined with research and/or public service. The designation as "faculty" is separate from the activities to which they may be currently assigned. For example, a newly appointed president of an institution may also be appointed as a faculty member. Graduate, instruction, and research assistants are not included in this category. (IPEDS)

Headcount enrollment: An unduplicated count of enrolled students. Unless otherwise identified student headcount data represents actively enrolled persons in credit courses as of the 14th instructional day of each semester.

President - The president answers to the governing board. He or she is responsible for the overall management of a system, district or other defined group of institutions.

Provost - The provost is also referred to as a Vice President or Vice Chancellor for Academic Affairs. The primary responsibilities include the management of academic units, the formulation of academic missions and goals for the institution, and the operation of academic support services such as the library and the academic computer center.

PLACES

Admissions Office

The admissions office is generally a student’s first point of contact with the college or university. The admissions office performs many useful functions. Specifically, they coordinate many events such as service events that help promote the institutions appearance

Campus: An organizational aggregation of departments into a major academic and administrative organizational unit located physically away from the System and whose overall supervisory responsible resides with the chancellor.

Career Office

The Office of Career Services (OCS) supports all students and alumni of Harvard College and the Graduate School of Arts and Sciences in exploring and making effective career and educational choices. OCS also supports Harvard Extension School degree and certificate candidates and alumni.

College/School: An aggregation of one or more departments into a major academic organizational unit supervised by a Dean e.g., College of Arts & Sciences, School of Nursing. Its primary purposes are to provide governance, resource management, and planning support for carrying out instruction, research and public service functions.

Development Office

The development office is the office that is in charge of fund raising for the university. Many campuses have alumni and parent giving programs as integral parts of this office. This office can be very useful for contacting alumni and parents about your issue/cause, or in an attempt to raise money for a club or event on campus. Development offices also work on writing and securing grants for the university around research and other projects.

Student Affairs Office – The Student Affairs Office directs the life of the student on campus through program development and other activities that helps to integrate students into the college or university environment.

Terms that are Often Confusing

Academic Year - The period of time generally extending from September to June; usually equated to 2 semesters or trimesters, 3 quarters, or the period covered by a 4-1-4 calendar system.

Asset-based One who takes an asset-based approach to work with others focuses on others' resources and strengths rather than needs and deficiencies.

Calendar Year - The method by which an institution structures most of its courses for the academic year.

Civic Responsibility - The commitment of a citizen to his or her community. Service-learning and community engagement are often cited as ways of developing civic responsibility.

Discretionary Funds - Discretionary funds or budgets are pools of money set aside for specific people on campus to support projects that arise through-out the year. These are very flexible budgets that can vary in sizes. The Chief Academic Officer may use their funds to support a student research project or development of a new class. The Dean of Students may give small

grants for unique collaborative events sponsored by a number of clubs on campus. The key question you must answer when applying for funds from these budgets is how your event/project will benefit the greater campus. College deans and department chairs may also have discretionary funds in their budgets.

Facilities and administrative (F&A) costs, for the purpose of this Circular, means costs that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. F&A costs are synonymous with "indirect" costs, as previously used in this Circular and as currently used in Appendices A and B. The F&A cost categories are described in Section F.1 (NACUBO).

Engaged Campus The engaged campus is a college or university which emphasizes community engagement through its activities and its definition of scholarship. The engaged campus is involved in: community relationships; community development; community empowerment; community discourse; and educational change.

Grant & Contract Awards: Monetary amount awarded to the university by state/federal agencies, philanthropic organizations, private industries, and individuals to conduct specific research projects and training programs. Such awards are the result of competitive proposals developed by faculty members and are independent of funds received by the university through Legislative appropriations.

Epistemology A theory or philosophy of knowledge, ways of knowing, how we know.

Mentor In the context of community service, the term mentor is often used to refer to a specific type of relationship between an adult and a youth. Mentorship occurs naturally in healthy communities in the form of a variety of support systems from which young people may learn. "Structured" mentoring programs attempt to provide that guidance where it is missing. In the context of the college or university, a mentor for a student may be a useful or supportive faculty member, giving them guidance or advice.

Pedagogy A theory of teaching, how one teaches, style or art of teaching. For example: service-learning and experiential education are both pedagogies.

Social Capital 'Social capital' a term popularized by Robert Putnam, refers to features of social organization, such as networks, relationships, norms, and trust, that facilitate coordination and cooperation for mutual benefit. Social capital enhances the benefits of investment in physical and human capital.

Social change Social change describes efforts to address the root causes of problems that affect society.

Other Terms

AVERAGE CLASS SIZE (AVE CLASS SIZE): It is a weighted statistic that depicts average number of enrollees per class meeting. The weighting includes number of hours per week the class meets (hours per day X days of the week). This statistic may be derived for instructional modes and/or course levels.

Class Size: The number of students enrolled in a class meeting as of the 14th instructional day of the semester.

Course Credit: The academic credit value of a course; the value recorded for a student who successfully completes the course.

Lower Division Instruction: Courses typically associated with the first and second year of college study.

Upper division Instruction: Courses typically associated with the third and fourth year of college study.

Graduate Level instruction: Courses typically associated with post-baccalaureate study.

Indirect Cost (IDC) or Facilities and administrative (F&A) costs, for the purpose of this Circular, means costs that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other

Student Credit Hours: The credit value of a course (typically 3 or 4 credits) multiplied by the enrollment in the course.

Regular Faculty: Regular faculty are defined as those individuals who are hired for the purpose of doing teaching, and who may also do research and/or service. They are characterized by a recurring contractual relationship in which the individual and the institution both assume a continuing appointment. These faculty typically fall into two categories:

Tenured and Tenure-Eligible: Those individuals who either hold tenure, or for whom tenure is an expected outcome. At most institutions, these are full, associate, and assistant professors.

Non-Tenure Track Faculty: Those individuals who teach on a recurring contractual basis, but whose academic title renders them ineligible for academic tenure. At most institutions, these titles include instructors, lecturers, visiting faculty, etc.

Supplemental Faculty: Supplemental faculty are characteristically paid to teach out of a pool of temporary funds. Their appointment is non-recurring, although the same individual might

receive a temporary appointment in successive terms. The key point is that the funding is, by nature, temporary and there is no expectation of continuing appointment. This category includes adjuncts, administrators or professional personnel at the institution who teach but whose primary job responsibility is non-faculty, contributed service personnel, etc.

Teaching Assistants: Students at the institution that receive a stipend strictly for teaching activity. Includes teaching assistants who are instructors of record, but also includes teaching assistants who function as discussion section leaders, laboratory section leaders, and other types of organized class sections in which instruction takes place but which may not carry credit and for which there is no formal instructor of record. For purposes of this study, do not include graduate research assistants.

Tenure A status, granted after a probationary period which protects a teacher from dismissal without due process. The tenure system can be very difficult for professors and demands much of their time when they are nearing consideration. Understanding the systems of tenure and faculty rewards at your school is important as you attempt to develop faculty allies for your effort. Some schools are more supportive of quality teaching and even community involvement, however, most are based on publishing and research.

Volunteerism

The act of engaging in service that addresses immediate social needs, but does not necessarily address the conditions or root causes from which those needs emerge

For additional definitions, visit the National Center For Education Statistics (NCES)/ Integrated Postsecondary Education data System at <http://nces.ed.gov/ipeds/Glossary/>