

APPENDIX M DEFINITIONS

ACCREDITATION

The process whereby a non-governmental association recognizes an educational institution or program of study as having voluntarily met established standards as determined through initial and periodic evaluations.

Non-public and out-of-state institutions seeking certification to offer college-level courses/degree programs customarily offered by colleges and universities must be accredited by an accrediting agency recognized by the U.S. Department of Education.

ASSESSMENT

Data-gathering strategies, analyses, and reporting processes that provide information that can be used to determine the achievement of student learning outcomes.

CHURCH-RELATED TRAINING

Degree programs designed for the primary purpose of preparing individuals for positions of leadership and responsibility in a church or other religious institution (i.e., ministry, music ministry, youth ministry, etc.).

CLASS/CONTACT HOUR

A unit of measure that represents an hour of scheduled instruction. Also referred to as class or clock hour.

COLLEGE-LEVEL DEGREE

An authorized award conferred by an approved educational institution acknowledging the satisfactory completion of a program of study.

College-level degrees are those customarily awarded by colleges and universities accredited by an accrediting agency recognized by the U.S. Department of Education.

Degrees include, but not limited to: Associate of Arts, Associate of Applied Science, Bachelor of Arts, Bachelor of Science, Master of Science, Master of Arts, Master of Fine Arts, Master of Education, Doctor of Education, Doctor of Philosophy.

COLLEGE-LEVEL COURSE

A unit of learning activities.

College-level courses are those customarily offered by colleges and universities accredited by an accrediting agency recognized by the U.S. Department of Education.

CURRICULUM

A program of instruction or an overall set of courses or programs offered by an institution that comprises a specific area of study.

DECERTIFICATION

An action taken when a course/degree program will no longer be offered to Arkansas residents, or an institution closes. Decertification occurs (1) at the request of the certified institution, which is either closing a course/degree program or closing the institution; (2) as a result of failure by the institution to provide sufficient information for recertification; or (3) as a result of failure to meet certification requirements. No new students may be enrolled. A teach-out plan must be approved by the Arkansas Department of Higher Education and offered to the students for an opportunity to complete the course/degree program.

DISTANCE INSTRUCTION

Part of the distance education process in which the majority of the instruction occurs while educator and learner are at a distance from one another.

DISTANCE LEARNING

Part of the distance education process that connects learners with providers via distance technology. All distance learning is characterized by (1) separation of place and/or time between instructor and learner, among learners, and/or between learners and learning resources; and (2) interaction between the learner and the instructor and/or interaction among learners conducted through one or more media.

LETTER OF EXEMPTION

Some educational institutions might not require AHECB certification and may be eligible for a Letter of exemption. Part III identifies those institutions that may be exempt and the documentation that must be submitted to ADHE. A letter of exemption is valid for two years and must be renewed biannually.

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| FULL-TIME FACULTY | One who occupies a full-time faculty position and whose primary employment is directly related to teaching, research, and/or other aspects of the educational programs of institutions. |
| GENERAL EDUCATION | College-level courses which apply toward the general education core curriculum requirements for baccalaureate degrees that are transferable between Arkansas public institutions. Courses are in English/Communications, Math, Science, Fine Arts/Humanities, Social Sciences and total 35 credit hours. |
| NEW PROGRAM | Identified as (a) a program of study that has not been offered previously or has been offered and then discontinued; (b) an existing program in which the program objective has been revised and provides preparation for a different job title; (c) an existing program in which the content, total hours in the program of study, or number of hours of content have decreased or increased by more than 18 hours. |
| NON-CREDIT COURSES | Courses, seminars, workshops and other instructional activities or experiences offered by an education institution which do not result in college credit and may not be applied to meet requirements of the institution's formal degree/diploma/certificate programs. |
| PHYSICAL PRESENCE | Established when an institution offers courses/degree programs at a physical campus in Arkansas and/or advertising distance delivery/online programs by direct mail and/or advertising to Arkansas citizens, and targeted e-mails and U.S. postal mail to specific occupations. |
| REMEDIAL/DEVELOPMENTAL INSTRUCTION | Special instruction designed and delivered to alleviate deficiencies in basic skills (usually verbal and computational) needed to complete a course. |
| RECERTIFICATION | A renewal of certification which occurs two years after the initial certification of college-level course/degree programs. Recertification is granted for two to five years. |
| STUDENT LEARNING OUTCOME | A particular/specified level of knowledge, skill, and ability that a student has achieved as a result of engagement in a particular/specific instructional experience or set of instructional experiences. |

