Glossary of Terms

s. 36.31 Wis. Stats.:
Statutory authority given to the Wisconsin Technical College Board and to the University of Wisconsin Board of Regents to approve Wisconsin Technical College System Collegiate Transfer Degree programs.

Aid Code: The first two-digits of the eight digit course number. A detailed description of each aid code can be found in the Educational Services Manual.

Already Approved Degree: any Associate in Applied Arts, Associate in Applied Science or short-term, 1-year or 2-year Technical Diploma for which a district has Wisconsin Technical College State Board approval to award.

Approved Course Status: A status code, which reflects the conformance to state standards of a WTCS course. System Office Education Directors review requests and either approve or disapprove courses as appropriate.

Associate in Applied Science (AAS): a two-year, postsecondary program in an occupational area designated and approved by the WTCS Board and for which the course requirements are established by the WTCS Board. In the WTCS context, the general education and, to a more limited extent, the occupational credits earned in associate degree programs may be transferable to a two- or four-year institution of higher education. The degree is awarded for successful completion of a program primarily intended for employment. About 30% of the course work is in general education; the remaining 70% is in technical studies.

Associate in Arts (AA): offered with an emphasis in the Arts. The curriculum typically includes more history, humanities, and social and behavior science courses than the corresponding Associate in Science degree. It is designed to constitute the first two years of a four-year degree in the arts, humanities, social sciences, and similar areas.

Associate in Science (AS): offered with an emphasis in Science. The curriculum typically includes more mathematics and science courses than the corresponding Associate in Arts degree in the liberal arts. It is designed to constitute the first two years of a four-year degree in the arts, humanities, social sciences, and similar areas.

Associate in Pre-Professional Arts (AA): offered with an emphasis in Arts. The curriculum typically includes more history, humanities, and social and behavior science courses than the corresponding Associate in Pre-Professional Science degree. It is designed to meet the needs of the two-year college student who is planning to transfer to a baccalaureate of arts degree program in a specific professional field.

Associate in Pre-Professional Science (AS): offered with an emphasis in Science. The curriculum typically includes more mathematics and science courses than the corresponding Associate in Pre-Professional Arts degree. It is designed to meet the needs of the two-year college student who is planning to transfer to a baccalaureate of science degree program in a specific professional field.

Career Pathway: Career Pathways offer an efficient and customer-centered approach to training and education by successfully articulating the appropriate secondary, adult basic

education, postsecondary education and training, career, and academic advising, and supportive services to enter and progress in a career.

While there are a number of definitions of career pathways, this term generally refers to a series of connected education and training strategies and support services that enable individuals to secure stackable industry relevant credentials and obtain employment within an occupational area and to advance to higher levels of future education and employment in that area.

Classification of Instructional Programs (CIP codes): United States Department of Education (USDE) taxonomy used to identify appropriate program titles based on expected instructional outcomes.

Client Reporting System: One of three main computer databases used by the System Office to manage student and course activities and the activities of grants provided to 16 Wisconsin Technical Colleges.

Collegiate Transfer/Liberal Arts program: An overarching term for multiple programs that are based on student intent to transfer. Collegiate transfer/Liberal Arts program means a two-year program, designated and approved by the WTCS Board, in which the credits earned may be transferable to a two- or four-year institution of higher education. Collegiate Transfer/Liberal Arts Degrees include the Associate in Science, Associate in Arts, and the Pre-professional Associate in Science or Associate in Arts degrees.

Collegiate Transfer/Liberal Arts program approval process: The process which justifies the need and cost-benefit of opening a new Collegiate Transfer Program at the district.

Community service: Community service program means an avocational or self-enrichment course that does not lead to a paying occupation or present essential skills needed in nonpaying occupations. In the WTCS context, these include instruction in leisure-time, self-enrichment activities including arts, crafts, games, hobbies, sports, recreation and foreign language conversation.

Concept Review: First step in the WTCS program approval process. This step involves compiling and analyzing the detailed need and cost data related to opening an academic program. In addition, information regarding collaborative inter-institutional opportunities and impacts of opening a new program on existing programs and resources are provided. Local District board approval is a key criteria in this step.

Course Number: A unique eight-digit identifier of approved courses. The System Office assigns the first five digits. The first two digits identify the aid code and the third, fourth, and fifth digits identify the instructional area. The sixth, seventh, and eighth digit are assigned by the district. In the case of System-wide curriculum the System Office will assign the entire course number.

Credit for Prior Learning: This term refers to a process whereby technical college students may receive credit for prior learning under a college's written policies. Colleges review a student's request according to their policy and award credit for prior learning to students who present appropriate documentation.

Course Title: A short description of a course used to summarize the course's content.

Curriculum: This summary term describes the entire list of courses required for a WTCS Board approved program. This includes the course title, credits, hours, and the sequence of the courses.

Educational Services Manual (ESM): The System Office policy manual for the development of programs and courses in the Wisconsin Technical College System.

Embedded Technical Diploma: a set of courses taken from the program curriculum of a Already Approved Degree that taken together provides the learner with a set of standardized and industry recognized specific occupational skills and abilities. The set of courses meets the program configuration for a technical diploma in the WTCS. Embedded technical diplomas use the appropriate course and program aid code based on the number of credits. When a technical diploma is embedded within an AAS, the courses may be offered at aid code 10.

Information Systems Manual (ISM): A computer systems policy manual for submission and use of data in conjunction with the System Office.

Instructional Area Number: A three-digit number contained within the eight-digit course number indicating the assigned industry area the course is contained within. Example: 10-**101**-100 indicates through the designation "101" that the course is contained within the *Accounting* instructional area.

Labor Market information: Information that substantiates current or predicts future need of occupations. Information may be obtained from one or more of the following sources:
- District needs assessment survey.
- U.S. Census
- U.S. Department of Labor, Bureau of Economic Analysis.
- Wisconsin Department of Workforce Development.
- Local Job Services offices/Job Centers.
- Regional planning commissions.
- Wisconsin Department of Development.
- Local labor market analysts and advisory committees.
- Wisconsin Technical College System Office staff.

Occupational Programs: Programs, both at the Associate Degree and Technical Diploma level where the intended outcome, upon completion of the program, is employment in a specific occupational role.

Occupational program approval process: The process which justifies the need and cost-benefit of opening a new Occupational Program at the district.

Postsecondary: Formal instructional programs whose curriculum is designed for students who have completed the requirements for a high school diploma or its equivalent. In the WTCS context, due to statutorily-defined differences in tuition rates, postsecondary programs include associate degree and technical diploma programs and programs providing related instruction for apprentices and journey workers, but not collegiate transfer programs.

Program: A WTCS Board approved group or cluster of courses leading to a technical diploma or associate degree. Programs are defined by a unique title and an approved curriculum.

Program Approval: The second and final step in the WTCS program approval process. During this phase the final analysis of all preceding information is presented. In addition, the

identification of how the proposed program relates to a career pathway is identified. Final System Office and WTCS Board approval are key steps in the phase.

Program Curriculum File: A collection of computer records, which are submitted electronically by the district. Each record describes the courses associated with a program.

Program of Study: a sequence of academic and CTE courses within a career pathway designed with input from business and industry and based on cluster knowledge and skills that provides a rigorous, seamless pathway from secondary to post-secondary, including the opportunity to earn post-secondary credit while in high school, and includes co-curricular activities, service and work-based learning opportunities and participation in Career and Technical Student Organizations (CTSO).

Single Source: Refers to requests received by a district from an employer or group of employers who are requesting a specific occupational program. The employer(s) guarantee both student enrollment and post-graduation placement. Program requests from a single source must be explicitly approved during the Indication of Interest phase.

Standard Occupational Classification (SOC) Code: Standard Occupational Classification (SOC) code must be obtained from the Standard Occupational Classification Manual (U.S. Department of Commerce, Office of Federal Statistical Policy and Standard, 1980). If the SOC Manual titles are not appropriate, the district and the System Office need to agree on a distinct title. An explanation must be given if a distinct title is used. The SOC Manual can be purchased from the G.P.O. Bookstore, Room 190, Federal Building, 517 East Wisconsin Avenue, Milwaukee, WI 53202.

Student Intent: Information that substantiates the student's desired outcome of program completion. In terms of program approval, intent can be related to the intent to have specific occupational employment upon completion of the program, and/or the intention to transfer to a 2-4 yr institution. Student intent information can be derived from a variety of sources and methodologies. However, the recommended question to students is "Do you intend to complete a transfer program?"

System Office: The System Office is the administrative agency responsible for the implementation of WTCS Board policy. It is a state agency statutorily responsible for system-wide policies and procedures for the Wisconsin Technical College System. This administrative authority and responsibility extends to developing and maintaining a system of course and program approval.

Technical diploma: Technical or vocational diploma program means a less than one-year, one-year, or two-year postsecondary program with a specific occupational objective in an area designated and approved by the WTCS Board and for which the course requirements are established by the WTCS Board. In the WTCS context, technical diploma programs place more emphasis on the development of specific skills and less on the development of academic competencies.

Vocational Adult (Voc-Adult): Vocational-adult courses are educational offerings with a specific occupational objective which are designed to provide either future employment, upgrade individuals in their present occupations, or promote citizenship and community safety for the general public.

WTCS Board: The Wisconsin Technical College System Board is the governing body for the Technical College System. The 13-member Board establishes statewide policies and standards for educational programs and services provided by the 16 technical colleges. The Board is also responsible for administering state and federal aids to the colleges.

WTCS Education Director: This term refers to the administrative staff from the System Office who provides leadership and technical assistance to the districts related to educational issues, including the approval of courses and programs.

WTCS Pathway Certificate: a set of courses taken from the program curriculum of an Already Approved Degree that taken together provides the learner with a set of industry recognized skills and ability. Pathway Certificates are assigned aid code 61. Pathway courses are offered in the aid code of the already approved degree program (i.e., if a pathway is in a technical diploma, then the certificate courses would be at aid code 30, 31 or 32 unless the technical diploma is also embedded in an AAS, in which case the aid code of the course could be aid code 10).