

ADDENDA
TO THE
INSTITUTIONAL
SELF · STUDY
SUPPLEMENT

BASIC
INSTITUTIONAL
DATA

SEPTEMBER 1969



OAKLAND
COMMUNITY
COLLEGE



Addenda to the Instructional Self Study Supplement, July, 1969

The material which follows this paragraph was prepared after receipt of the new North Central Statement Regarding the Program for Institutions Seeking Membership in the North Central Association (May 30, 1969). The numbers and letters of the enclosed paragraphs are keyed to the appropriate numbers and letters in the previously mentioned statement.

2B. Control and Administration

Role of the Board of Control of the Institution.

The Board of Trustees of Oakland Community College is composed of seven (7) members who are elected at large from the territory in the Community College District and their term of office is six years. Elections are held biannually in even years on annual school election dates. In the year 1966 all six board members were up for re-election for terms of two, four or six years in order to start a rotating system in which all subsequent terms would be for six years. At that time (1966) one incumbent was defeated and a vacancy created by a resignation was filled, resulting in two new Board members. In the 1968 election, a seventh Board member was added in compliance with legal requirement.

The present Board consists of the following:

- George R. Mosher, Chairman
Initially elected June 8, 1964
Re-elected for a 6-year term on June 13, 1966
Occupation - patent attorney
- Lila R. Johnson, Vice Chairman
Initially elected June 8, 1964
Re-elected for a 6-year term on June 13, 1966
Occupation - homemaker
- Earl M. Anderson
Initially elected June 8, 1964
Re-elected for a 4-year term on June 13, 1966
Up for election for a 6-year term in June, 1970
Occupation - labor relations
- Douglas J. Collins
Initially elected for a 6-year term on June 10, 1968
Occupation - veterinarian
- David W. Hackett
Appointed to fill a vacancy on November 25, 1964
Elected for 2-year term June 13, 1966
Re-elected for 6-year term on June 10, 1968
Occupation - member of the Teacher Corps

1/9/87

Gordon C. Henderson

Initially elected for 2-year term on June 13, 1966

Re-elected for 6-year term on June 10, 1968

Occupation - corporation accounting review and
marketing manager

David M. Preston

Appointed to fill a vacancy on December 19, 1968

Up for election for a 6-year term in June, 1970

Occupation - attorney

2E. Control and Administration

List of administrative officers and their responsibilities.

President
Vice-President - Instruction
Vice-President for Business Services
Vice-President for Administrative Services
Executive Director of Education Services
Executive Director of Community Services
Provost - Auburn Hills
Provost - Highland Lakes
Provost - Orchard Ridge

Job Description: President of the College

The President is the chief executive and administrative officer for the Board of Trustees. He will execute directly or by delegation all executive and administrative duties in connection with the operation of the College.

His responsibilities include:

1. Working within the guidelines established by the Board of Trustees and utilizing the services of the professional staff at the College, the President shall be responsible for the organization and administration of the College.
2. Following Board guidelines, the President will make policy recommendations to the Board on all matters that affect the College.
3. As indicated within Board policy, the President will recommend all additions and changes in personnel and in personnel policies.
4. As directed by the Board of Trustees policy, the President will submit an annual budget and administrate the approved budget.
5. As delegated by the Board, the President will have the authority to exercise broad discretionary power along lines established by the Board, including the recommendation and implementation of new programs, as well as the establishment of other procedures as deemed necessary by the President.
6. As required by Board policy, the President will be responsible for the formulation of all reports that may be required by the Board, or by local, state or national agencies.
7. Within the authority delegated to him by the Board, the President will recommend to the Board site locations and site utilization for programs of the College.

8. Within the guidelines established by the Board, the President will direct the development of the building programs of the various campuses and other physical facilities required by the College.
9. The President, by the authority vested in him by the Board of Trustees, will recommend the establishment of citizen advisory committees to work with appropriate faculty and staff in the identification and strengthening of programs offered by the College.
10. As the representative of the College, the President will exert his influence in the development of higher education programs in local, state and national committees and organizations.
11. As the chief administrative officer of the College the President will review legislation providing assistance to the College and report the substance thereof to the Board of Trustees.
12. As required by the policy of the Board of Trustees, the President will prepare the annual report of the College for presentation to the Board.
13. As the chief executive and administrative officer of the College, the President will perform such other duties as may be assigned or delegated by the Board of Trustees or required by law.

Job Description: Vice President for Instruction

Characteristics of the Job

Under administrative direction of the President, is responsible for instructional and curricular activities of the College. Performs other duties as required, and acts for the President in his absence.

Examples of Duties:

1. Supervises the development, modification, and evaluation of programs of instruction, consistent with short-and long-range objectives of the College.
2. Works with academic personnel and specialists in the development of a variety of courses.
3. Coordinates all course offerings, materials of instruction, and other academic activities associated with curricular and instructional programs of the College.

4. Directs research and development activities designed to improve instructional programs offered by the College.
5. Assists in the development of instructional budgets.
6. Coordinates the instructional activities of the College.
7. Reviews for decision all matters pertaining to instructional and curricular activities of the College.

Job Description: Vice President for Administrative Services

Characteristics of the Job

Under administrative direction of the President, is responsible for the administrative services of the College. Supervises all personnel practices of the institution. Directs the operation of the systems analysis network, including the Diagnostic Center. Performs other duties as required.

Examples of Duties:

1. Provides leadership in the recruitment and development of faculty members, all staff, and classified personnel.
2. Supervises administrators, faculty members, staff, and classified personnel in matters concerning administrative organization of various aspects of the College.
3. Expedites the collection, interpretation, and presentation of data needed for continuous evaluation, revision, and development of all educational programs of the institution.
4. Analyzes and reviews data pertaining to all operations of the College for the purposes of: recognizing achievements, detecting possible unsatisfactory trends or developments, and insuring the opportunity for remedial action to be taken.
5. Develops and directs a College-wide coordinated systems and procedures program in order to improve methods of administration at, and between campuses, divisions and departments of the College.
6. Reviews for decision all personnel appointments in the College.
7. Coordinates administrative practices of the College.

Job Description: Vice President for Business Services

Characteristics of the Job

Under administrative direction of the President, is responsible for effecting business and financial policies established by the Board of Trustees, directing the operation of the College's physical facilities and business management services. Performs other duties as required.

Examples of Duties

1. Directs the activities of the business management services, finance and physical facilities divisions.
2. Furnishes functional guidance to Campus Provosts and other College officials in the proper utilization of finance and business management services in the process of attaining College objectives.
3. Develops, coordinates and publishes information relating to methods, practices, and procedures concerning matters within his jurisdiction.
4. Makes recommendations through the President to the Board of Trustees regarding matters of financial policy.
5. Establishes and administers procedures required to safeguard and insure the conservation and effective utilization of the College's assets.
6. Advises the President regarding systems for predicting potential financial requirements that might be associated with long- and short-term plans for operating the College.
7. Promotes efficient and practical utilization of College facilities to maximize service to administrative and instructional operations.

Job Description: Executive Director of Educational Services

Responsibilities:

The Executive Director of Educational Services shall be responsible to the President for the development, coordination, supervision and evaluation of the total Educational Services of the College. In fulfilling his responsibilities, he shall perform the following:

Functions:

1. Be responsible for the admission process of the College.
2. Be responsible for the registration process of the College.

3. Maintain student records of all students enrolled at Oakland Community College.
4. Be responsible for the Financial Aids Program of the College.
5. Be responsible for the development and operation of a placement program for students and graduates of Oakland Community College.
6. Be responsible for the development and operation of the intercollegiate athletic and intramural programs of the College.
7. Be responsible for the development and operation of the College's Educational Media Services.
8. Coordinate the operation of the Prescription Centers with the Coordinator-Director of Student Personnel.
9. Recommend appointment, promotion, demotion or dismissal of all classified and professional staff.
10. Conduct various studies and collect data related to Campus and College operation.
11. Prepare department budget and be accountable for its administration.
12. Prepare reports and other necessary data as requested by the President.
13. Perform other functions as assigned by the President.

Job Description: Executive Director of Community Services

Responsibilities:

The Executive Director of Community Services shall be responsible to the President for administering an overall college-level program of Community Services including Allied Health: MDTA Practical Nurse Program, MDTA Registered Nurse Refresher Program, extension credit courses in allied health field; Community Development: Project SERVE, selected community development short courses and community development proposals, Kellogg Foundation Community Services Leadership Program, Project COPE; Community Education: Extension college credit courses; Conferences, Institutes and Special Services: Conferences and institutes, information services, Speakers Bureau, tours and visits, use of college facilities, master calendar, Recording for the Blind, Inc., Community Services Newsletter-Calendar; Cultural Affairs: Forums, lectures, fine arts and film series, exhibits, cultural tours, short courses, community chorus, band and theatre groups; Human Resource Training: MDTA, WIN, Apprentice, Pre-Apprentice, EIT (Employees-in-Training), Technical and Occupational Training Programs; Oakland Police Academy: Basic, specialized and supervisory training programs for law enforcement officers.

Functions:

1. Administer the College Community Services program so that it functions in harmony with other community educational institutions' programs and activities.
2. Administer the developmental planning of all Community Services catalogs, bulletins, brochures, flyers and annual reports.
3. Administer the development of all Community Services proposals.
4. Determine the cost requirements and administer the Community Services annual budget.
5. Allocate functions to Directors and Assistant Directors supervising their performance and recommending promotion, demotion or dismissal.
6. Evaluate the Community Services activities and programs to determine the extent to which they meet College educational objectives and the needs and interests of the Oakland County community.
7. Administer the implementation of an Advisory Council and appropriate committees in order to strengthen communications between various segments of the community and the College; to provide recommendations for the implementation of programs and to serve as a clearing house.
8. Participate in the formulation and administration of general college policies as a member of the President's Council.
9. Administer the implementation of all extension college credit courses and non-credit short courses or programs such as MDTA, OEO, Oakland Police Academy, Para-medical, apprentice, pre-apprentice, EIT (Employees-in-Training), technical and occupational programs.
10. Perform such other functions as may be assigned by the President.

Job Description: Provost

Responsibilities:

The Provost is responsible to the President of the College for the daily operations of his Campus within established College policy and administrative regulations and procedures. In fulfilling his responsibilities, he performs the following:

Functions:

1. Carries on responsibility for the implementation, supervision, and evaluation of the total year-round day and evening educational program.

2. Carries on responsibility for the compilation of all reports and other data, as required.
3. Recommends facility requirements, including additional facilities or modifications to existing ones.
4. Makes recommendations concerning all matters that affect the Campus and participates in the development of policy for the total College.
5. Recommends appointment, promotion, demotion, or dismissal of all personnel assigned to his Campus.
6. Makes all professional and classified staff assignments.
7. Conducts in-service training programs for faculty and staff.
8. Carries on responsibility for evaluation and recommendation, for retention and dismissal of all faculty members.
9. Supervises the preparation of the Campus budget and is accountable for its administration.
10. Certifies students eligible for degrees or certificates.
11. Officially represents the Campus at official meetings, as required.
12. Performs such other duties as assigned by the President of the College.

Duties of the Office of Provost:

1. The Provost will maintain and promote fiscal and financial management.
2. The Provost will create an environment for optimum learning.
3. The Provost will provide open channels of communication regarding the campus needs and activities.
4. The Provost will seek and retain quality faculty in conjunction with the campus administrators.
5. The Provost will execute and fulfill the educational objectives and philosophy of the College.
6. The Provost will be responsible for maintaining the physical plant of the campus.
7. The Provost will lead consistently with dedication, decision and dynamics.
8. The Provost will use democratic procedures in decision making.

9. The Provost will act consistently and decisively in implementing college policy and campus procedures.
10. The Provost will represent the best interests of the campus in college decision-making bodies.

2F. Control and Administration

List of faculty standing committees and the chairman of each. Describe the duties and responsibilities of each committee and indicate how the chairman and members are selected.

Oakland Community College has an Academic Senate instituted by the faculty. Senate by-laws state that committees will be formed as needs are identified. There are presently, the following standing committees:

Student Affairs Committee	-	Cremeans, Terrance
Budget	-	Taylor, Jack
Curriculum	-	Mendez, William
Instructional Methods	-	Kelty, Joseph

North Central Accreditation- Zussman, Steven

4G. Faculty

Provisions for sabbatical and other leaves of absence. Provisions for remuneration while on leave. Number of faculty currently eligible for leaves and number on leave.

Oakland Community College has provisions for sabbatical leaves of absence as well as for leaves of absence based on health reasons. A copy of the regulations covering these different kinds of leave situations are included.

There are, at the present time, 98 faculty members who are eligible for sabbatical leave. Two faculty members are currently on sabbatical leaves and one faculty member has applied for and has been given approval for sabbatical leave.

4H. Faculty

Adequacy of faculty office space. Provisions for stenographic and clerical assistance, and for student assistance.

The Michigan State Departments of Public Instruction has established as a guideline the assignments of a minimum of 100 square feet per faculty member for office space. Oakland Community College strives to achieve at least this minimum. The attached sheet indicates the square foot averages for each of the three campuses of the College. It will be seen that in each instance the College exceeds the minimum number of square feet appreciably.

Provisions for stenographic and clerical space are made based on departmental and administrative requirements.

SUMMARY OF OFFICE SPACES AND AREAS

	<u>Total Offices</u>	<u>Total Office Areas</u>	<u>Square Foot Average Per Office</u>
AUBURN HILLS	95	12,986 sq.ft.	136
HIGHLAND LAKES	87	13,585 sq.ft.	156
ORCHARD RIDGE	<u>138</u>	<u>19,771 sq.ft.</u>	143
	320	46,342 sq.ft.	

4J. Faculty

Evidences of scholarly attainment on the part of the faculty, e.g., research, publications, honors.

Oakland Community College as a two-year transfer and terminal program institution does not emphasize research and publications. There are, however, many instances where faculty have actively participated in research, and had professional material published, and have received professional honors. The College is in the process of collecting information relating to these areas from all faculty. Because of the summer recess, it is impossible at this date to provide the North Central Association with a complete list.

The attached materials are indicative of some of the achievements of the College faculty in the areas of research, publications and honors.

STAFF MEMBER

HONORS AND AWARDS AND *Professional Activities*

Sandra Dalka

Member, Public Relations Advisory Board of Wayne State University, Women of Wayne, Alumnae Assoc.

Mildred Friedman

Art exhibit at the Lawrence Stevens Gallery
Art exhibit at the Detroit Artist Market

Raymond Katz

Art exhibit at the Birmingham Gallery

Eugene Larson

"Media Network" - Macomb Community College
Michigan Library Association Workshop, "Library Orientation"

Melba Marlette

Published fiction recently; listed in Who's Who in American Women

Lawrence Murphy

Published program book - "Overview of Political Science"

Donald Nichols

Mott Fellowship for 1969-70

Marion Rice

Selected as one of 18 educators for NDEA guidance and counseling instructor workshop, 1969

Michael Stolnicki

Engaged in research under a National Science Foundation grant in the summer of 1968. He wrote a paper entitled "Some Generalizations of a Dynamic Theory of Thermo-elasticity", presented by him at the Illinois Institute of Technology. He has published problems and solutions to problems in the American Mathematical Monthly, the Mathematics Magazine, and Scientific American. He has received an invitation to continue his research in thermoelasticity during the summer, 1969, under a National Science Foundation Grant at the Illinois Institute of Technology.

Tamar Susskind

Research project in the "Kinetics of Ethyl Chloride" (measurement of activation energies and catalytic effects)

Mitchell Tendler

President, Michigan Association of Community College Public Information Officers

Susie Villa

Published fiction recently

R. Keith Wittenstrom

Has given numerous speeches on the U.S. Peace Corps: "Goals, Scope and Effectiveness" for the U.S. Peace Corps Council, of which he is past president.

4K. Faculty

Arrangements for and extent of faculty participation in meetings of learned and/or professional societies.

The faculty travel budget is based upon forty per cent of our actual personnel attending a professional conference per year at an average rate of \$150.00 per person. This is a guide or standard but is actually allocated by the department chairman to the individual based upon the needs for development and/or conferences to be attended. Since it is obvious that some conferences cost more than others, a specific dollar encumbrance per person has not been used.

During 1968-69, through faculty interests and the encouragement of the College, faculty members participated in a number of local, regional and national conferences. These included participation in the American Association for Higher Education Conference in Chicago, the American Library Association Conference in Atlantic City, the Association for Educational Data Systems and the Department of Audio-Visual Instruction Conference in Portland, Oregon in May, as well as many other professional meetings.

5H. Instructional Program

The way in which the institution recognizes and rewards excellence in teaching. Submit the names of persons recently honored. Submit copies of promotion forms, rating scales, or other documents used in assessing and rewarding teaching effectiveness.

Oakland Community College recognizes and rewards professional excellence through double increments in salary, as well as in merit promotions. The materials attached to this page include the names of faculty members who have received either a merit promotion or a double increment. In addition to this information, copies of promotion forms, rating scales, and other documents used in assessing teacher effectiveness are included.

AUBURN HILLS CAMPUS

Lorelie Cooley	Instructor 7 to Assistant Professor 6
Robert Higgins	Double Increment
Jon Lundgren	Double Increment
Harold Richards	Associate Professor 2 to Professor 1
Michael Stolnicki	Double Increment

HIGHLAND LAKES CAMPUS

Kathleen Grill	Assistant Professor 7 to Associate Professor 6
Melba Marlette	Associate Professor 4 to Professor 2
James Stackhouse	Assistant Professor 7 to Associate Professor 6
Richard Thompson	Double Increment

ORCHARD RIDGE CAMPUS

Nancy Antisdell	Instructor 6 to Assistant Professor 5
Mae Boughner	Instructor 5 to Instructor 7
David Doidge	Instructor 6 to Assistant Professor 5
Albert Grasser	Instructor 7 to Assistant Professor 6
Sarah Keidan	Instructor 3 to Instructor 5
Charles Shuler	Assistant Professor 6 to Assistant Professor 8
Richard Smith	Instructor 2 to Instructor 4
Theodore Striewski	Assistant Professor 6 to Assistant Professor 8
Waymond Tinsley	Assistant Professor 7 to Associate Professor 6

Other faculty status adjustments have been made and are recorded in the appropriate faculty files.

5J. Instructional Program

Professional or specialized accrediting agencies which have accredited programs within the institution, and indicate date of accreditation or most recent reaccreditation.

At the present time, Oakland Community College has programs in Dentistry, Nursing, Practical Nursing, and Medical Technology which have received either approval or a form of accreditation by either a state organization or an accrediting organization. The following situations now exist in regard to these programs:

1. Dental - the Dental Program at Oakland Community College has received preliminary provisional accreditation from the American Dental Association (May, 1969). The College has the responsibility of reporting to the American Dental Association in May, 1970, for review of the program.
2. Nursing - the Nursing Program has been given reaffirmed recognition by the Michigan Board of Nursing (June, 1969). The program was first given affirmed recognition in 1965, and this program is reviewed each year for affirmed recognition.
3. Practical Nursing - the College program in Practical Nursing was given approved status by the Michigan Board of Nursing in 1962. The most recent approval occurred in 1968.
4. Medical Technology - the Medical Technology Program of the College was given fully accredited status by the American Medical Technologists Association in 1966.

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SECTION I

Suggested list of data and information about an institution of higher education

I. Purposes

1. Definition of the institution's educational task.
2. Recent changes in definition of educational task and contemplated changes.

II. Control and Administration

1. Sponsorship of the institution. Indicate and define service area (local, state, regional, national).
2. Role of the board of control of the institution.
3. Relationship of the board of control to other boards exercising some measure of control over the institution, e.g., coordinating boards.
4. Composition of the board of control, size, term of office, occupation, and date of initial appointment for each board member. Are board members elected or appointed? By whom?
5. List of administrative officers and their responsibilities.
6. List of faculty standing committees and the chairman of each. Describe the duties and responsibilities of each committee and indicate how the chairman and members are selected.

III. Students**A. Numbers of Students**

1. Enrollment trends, undergraduate and graduate, and projected enrollments.
2. Distribution of students by state and foreign country.
3. Number of students from local area — perhaps within approximately 25 miles.
4. If the institution is church related, number of students from the sponsoring religious body.
5. Stated admissions requirements; deviations in practice, if any.
6. Student applicants and acceptances.
7. Limitation, if any, on size of student body and/or on number of students admitted to the freshman class.
8. Data on student attrition and reasons for withdrawal from the institution.

III. Students (continued)

- B. Student Characteristics (Intellectual, Socio-economic, etc.) and Institutional Climate (as measured by such instruments as American College Test, School and College Abilities Tests, Scholastic Aptitude Test, College Entrance Examination Board, Graduate Record Examinations, Comprehensive College Tests; College Student Questionnaires, College and University Environment Scales)**
1. Ability level of entering undergraduate students as measured by rank in high school class, standardized aptitude tests and/or achievement tests.
 2. Ability level of entering graduate students.
 3. Results of standardized tests and other measures of student achievement, undergraduate and graduate.
 4. Analyses of student cultures, student body profiles, institutional climate and campus environment.
- C. Student Life**
1. Provisions for student orientation.
 2. Provisions for student counseling, academic and personal, undergraduate and graduate.
 3. Housing and boarding arrangements for students and provisions for supervision.
 4. Information on student extra-class activities and extent of participation.
 5. Cultural events on campus — lectures, musical events, dramatic performances, etc.
 6. Extent of program of intercollegiate athletics. Amount of financial aid to athletes.
 7. Extent of program of intramural athletics.
 8. Arrangements for protection of student health.
 9. Arrangements for student job placement and graduate placement.
 10. Provisions for financial assistance to students.
 11. Provisions for student participation in institutional policy determination (student membership on committees, student government, and other channels).
- D. Performance of Graduates**
1. Data on performance of graduates in graduate and professional schools.
 2. Data on success of alumni in employment and other activities.

(continued on next page)

IV. Faculty

1. Faculty appointment policies and procedures. Attach copy of faculty contract.
2. Number of faculty who have been added to the staff and number who have left the institution, and reasons for leaving, during the last three years.
3. Teaching loads for full-time and part-time instructional staff.
4. Faculty tenure policies, including reasons for dismissal and procedures followed in dismissing persons on indefinite tenure.
5. Data on faculty salaries by rank.
6. Provisions for faculty retirement, insurance, and other fringe benefits.
7. Provisions for sabbatical and other leaves of absence. Provisions for remuneration while on leave. Number of faculty currently eligible for leaves and number on leave.
8. Adequacy of faculty office space. Provisions for stenographic and clerical assistance, and for student assistance.
9. Faculty data on earned degrees held by the faculty, amount of graduate study and types of institutions represented by such advanced study.
10. Evidences of scholarly attainment on the part of the faculty, e.g., research, publications, honors.
11. Arrangements for and extent of faculty participation in meetings of learned and/or professional societies.

V. Instructional Program

1. Degrees, certificates, and diplomas offered by the institution. List of majors or areas of concentration in each degree program and enrollment in each.
2. Requirements for the several degrees, certificates, and diplomas. Indicate the general education core for undergraduate degrees.
3. Recent innovations or significant changes in the instructional program.
4. Contemplated changes in the instructional program.

V. Instructional Program (continued)

5. Extent to which courses in the catalog are regularly offered.
6. Procedures employed in adding or discontinuing courses or in introducing other changes in the instructional program.
7. Data on class size, undergraduate and graduate.
8. The ways in which the institution recognizes and rewards excellence in teaching. Submit the names of persons recently honored. Submit copies of promotion forms, rating scales, or other documents used in assessing and rewarding teaching effectiveness.
9. A list of all off-campus locations where credit-bearing courses of instruction are offered. Include individual courses or small groups of courses, extension centers, branch campuses, graduate centers, and foreign study programs. Indicate level of offerings, nature of facilities, enrollment at each location, and number of faculty involved.
10. A list of professional or specialized accrediting agencies which have accredited programs within the institution. Dates of accreditation or most recent reaccreditation.

VI. Library

1. Number and distribution of volumes and number of periodicals to which the institution currently subscribes.
2. Data on use of the library.
3. Provisions for instructing students in the use of the library.
4. The library staff, their education and experience.
5. Library budget.

VII. Physical Plant

1. Description of physical plant and facilities.
2. Significant additions to physical plant in last five years and methods of financing the additions.

(continued on next page)

Name of Institution _____

VII. Physical Plant (continued)

3. Plans for further additions to plant and contemplated plans for financing the additions.
4. Summary of available data on space utilization.

VIII. Financial Resources

1. Current operating statement, educational and general income and expenditures for the past three years.
2. History of institutional indebtedness.

SECTION II
BASIC INSTITUTIONAL DATA
NCA Data Form A — Comprehensive Report on Enrollment
Parts A and B — Main Campus and Branches

Please read the definitions and instructions before filling in the data for your institution. The definitions for Part A (Main Campus) and Part B (Branch Campus) are identical.

DEFINITIONS

I. Students--By Level

1. Undergraduate -- A student who has not yet obtained a bachelor's degree. The term undergraduate includes: (a) All students in bachelor's degree programs which require at least four years but not more than five years of college work; and (b) students in occupational or general studies programs which require one, two, or three years of college work and which are designed to prepare for immediate employment or to provide general education rather than as the first one, two, or three years of a bachelor's degree program.

2. First-time--New freshmen not previously enrolled in your institution or in any institution of higher education. Include students admitted under "Advance Credit or Advance Placement" plans (who received some credits through examinations, test scores, etc.) if they have never been previously enrolled in an institution of higher education. Exclude transfers.

3. Lower Division--Freshmen and sophomores.

4. Upper Division--Students who have completed the sophomore year but have not completed a four-year or five-year bachelor's degree.

5. First-professional--One who is enrolled in a professional school or program which requires at least two or more academic years of previous college work for entrance and which requires a total of at least six academic years of college work for a degree; specifically, one who is enrolled for professional degrees in the following fields; Dentistry (D.D.S. or D.M.D. only), Law (LL.B. or J.D. only), Medicine (M.D. only), Theology (B.D. only), Veterinary Medicine (D.V.M. only), Chiropractic or Podiatry (D.S.C. or D.P.), Optometry (O.D.), or Osteopathy (D.O.). All students in programs which require only four academic years or five academic years of college work (i.e., only four or five years beyond high school) for completion of the academic requirements for the degree should be reported as undergraduate. All students enrolled in work leading to a master's degree are to be reported as graduate (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level).

6. Graduate--One who has attained at least one standard bachelor's degree or first-professional degree (in dentistry, law, medicine, theology, or veterinary medicine, etc.) and is or might be a candidate for a master's or doctor's degree.

7. Unclassified--A student who can not be classified by level.

II. Normal Load

8. Undergraduate--Number of credit hours required for graduation divided by the number of semesters or terms (exclusive of summer sessions) normally required for graduation. For example, in a program requiring 124 semester hours, normally taken in 8 semesters, for the bachelor's degree, the normal load would be 16 hours ($124 \div 8 = 16$); in a program requiring 180 quarter hours, normally taken in 12 quarters, for a bachelor's degree, the normal load would be 15 hours ($180 \div 12 = 15$).

9. Graduate and First-Professional--The load in terms of academic course work or other required activity (such as a thesis for graduate students and required training or practice for professional students) normally recommended for full-time students in these programs.

10. Semester hour--Usually the unit of measure for a class meeting one hour per week for a semester of 16 weeks.

11. Quarter hour--Usually the unit of measure for a class meeting one hour per week for a quarter of 12 weeks.

Students--By Type

12. In-State Student--One whose legal residence, as determined at the institution, is in the same State as the institution.

13. Out-of-State Student--One whose legal residence, as determined at the institution, is in a State other than the State in which the institution is located. Generally, such students are subject to the out-of-State fee assessed by a State university.

14. Full-time Students--Students enrolled in credits equal to at least 75 percent of the normal full-time load.

15. Part-time Students--Students enrolled in credits equal to fewer than 75 percent of the normal full-time load.

16. Full-time Equivalent of Part-time Undergraduate Students is the total number of credit hours of part-time undergraduates divided by the normal full-time load, and similarly for weekly clock hours if these are used in place of credit hours. If the normal full-time load differs in various programs, convert each program according to its own particular normal load, where possible, and report the sum of the full-time equivalent students in the different programs.

17. Full-time Equivalent of Part-time Graduate and First-Professional Students is the total number of credit hours (in terms of academic course-work or other required activity) of part-time students divided by the normal full-time load. If the normal full-time load differs in various programs, convert each program according to its own particular normal load, where possible, and sum the full-time equivalent students in the different programs to get the full-time equivalent for the level being reported.

18. Resident--Resident students are students who take their college work on the main campus or on a branch campus, either in the day or evening, under the instructional staff of the institution. The students' living quarters (whether on campus or off) and their legal domiciles (whether in-State or out-of-State) are irrelevant. "Resident students" are usually contrasted with "extension students" and "correspondence students."

19. Extension--Extension is not defined uniformly in all institutions. Most commonly it means face-to-face instruction in centers or places away from the main campus or branch campuses. It may also include on-campus instruction offered by an extension division. Extension centers differ from branch campuses in that students are not counted as resident students. Note that in Part II A, to be completed by the main campus, only credit extension enrollment is requested (i.e., enrollment in courses creditable toward a degree, diploma, certificate, or other formal award). Enrollment in interest courses, short courses, and other community-type programs not so creditable are to be excluded even though they may be offered under the auspices of the extension division.

20. Correspondence--Correspondence students are those taking one or more courses at their homes, offices, etc. by mail. (Exclude students taking courses at their homes, offices, etc. by radio or TV). Courses by mail are subclassified as (1) creditable toward a bachelor's or higher degree and (2) creditable toward a one, two, or three-year undergraduate terminal occupational or general studies program (but not toward a bachelor's degree).

IV. Branch Campus means a campus of an institution of higher education which is organized on a relatively permanent basis (i.e., has a relatively permanent administration), which offers an organized program or programs of work of at least two years (as opposed to courses), and which is located in a community different from that in which its parent institution is located. To be considered in a community different from that of the parent institution, a branch shall be located beyond a reasonable commuting distance from the main campus of the parent institution.

V. Extension--See definition 19 under "type of student."

Instructions for Part A. (Main Campus)

General

1. Please report enrollment as of the fall term.

Section 1

2. Include all students enrolled in credit courses offered on the main campus during regular school hours, in the late afternoon or evening, or on Saturday. Include "special" and "unclassified" students, regardless of their intentions concerning a degree; and students in theological programs even if such programs lead to ecclesiastical recognition, such as ordination, rather than a degree.

3. Exclude students enrolled in adult education; students taking courses at home by mail, radio or TV; students enrolled for "short courses"; and auditors.

4. Report in column 2 students taking work which is creditable toward an undergraduate program of less than 4 years which prepares for immediate employment or provides general education. Such programs usually lead to a one-, two-, or three-year certificate, diploma, or associate degree but are not chiefly creditable toward a bachelor's degree.

Students in open-ended or dual-purpose programs (i.e., programs which prepare for occupational competence, but are also chiefly creditable toward a bachelor's degree) should be reported as bachelor's-degree credit, not in column 2.

5. Report in column 3 students taking work which is chiefly creditable toward a bachelor's degree but who have not yet completed the sophomore year.

6. Report in column 4 students who have completed the sophomore year of bachelor's degree-credit work but who have not yet received a four-year or five-year bachelor's degree.

7. Report in column 5 students in professional schools of dentistry, law, medicine, theology, veterinary medicine, chiropody or podiatry, optometry, or osteopathy whose work is creditable toward first-professional degrees in these fields (i.e., the D.D.S., or the D.M.D., the

LL.B. or J.D., the M.D., the B.D., the D.V.M., the D.S.C. or D.P., O.D., or the D.O.). Exclude from column 5 students in five-year bachelor's degree programs (e.g., architecture, engineering, pharmacy, etc.) which prepare for a profession but which do not require the equivalent college work before beginning the program that professions named require; such students are to be reported as undergraduate. Similarly, exclude students enrolled for a master's degree (even though the master's in some fields such as Library Science, Social Work, etc. are considered first-professional degrees); such students are to be reported in column 6 as graduate.

8. Report in column 6 students who have attained at least a standard bachelor's or first-professional degree and who are or might be candidates for a master's or doctor's degree.

9. Report in column 7 only those students whose level of progress cannot be determined. "Special" or "unclassified" students (i.e., those not pursuing a certificate; diploma; associate, bachelor, or high school degree program either because they do not fulfill minimum requirements for entrance as regular students, or, although eligible for degree candidacy, have been permitted to take a limited number or special selection of credit courses without regard to requirements for a formal award) should be reported by level if possible; not in column 7.

10. Report on line 6 the quotient of the total credit hours or hours of other required activity (such as a thesis, dissertation, required practice, or training) divided by the load normally recommended for a student at each of the various levels.

11. Report on lines 8a, b, and c students living in institutional residence facilities (i.e., in housing or living quarters owned or operated by your institution for students attending on the main campus).

Section 2

12. Report the total number of students enrolled during the regular academic year for the past five years, and omit "unclassified" students defined in definition 7.

NCA DATA FORM A - Comprehensive Report On Enrollment
Part A - Resident and Extensive Enrollment Fall Term
SECTION 1 - Main Campus Only

TYPE OF STUDENT (1)	PROGRAM LEVELS						
	UNDERGRADUATE (DEF. 1)			1ST PROFESSIONAL (DEF. 5) (5)	GRADUATE (DEF. 6) (6)	STUDENTS WHO CANNOT BE CLASSIFIED BY LEVEL (DEF. 7) (7)	TOTAL (COL. 2-7) (8)
	TERMINAL OCCUPATIONAL AND GENERAL STUDIES PROGRAMS NOT CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1b) (2)	WHOLLY OR CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1a)					
		LOWER DIVISION (FRESHMAN AND SOPHOMORES) (3)	UPPER DIVISION (JUNIORS AND SENIORS) (4)				
1. Resident Students, Total (a + b)	1,766	5,718	n/a	n/a	n/a	362	7,846
a. Men	928	3,888	n/a	n/a	n/a	185	5,000
b. Women	838	1,830	n/a	n/a	n/a	177	2,846
2. In-State students (Def. 12) -	1,762	5,705	n/a	n/a	n/a	361	7,828
3. Out-State students (Def. 13) -	4	13	n/a	n/a	n/a	1	18
4. Full-time students (Def. 14) -	920	3,562	n/a	n/a	n/a	93	4,575
5. Part time students (Def. 15) -	846	2,156	n/a	n/a	n/a	269	3,271
a. those in 5 above enrolled for at least 1/2 but less than 3/4 normal load	-0-	-0-	n/a	n/a	n/a	1,207	1,207
6. Full-time equivalent of part-time students reported in 5 above (Def. 16 & 17)	444.1	1,148.4	n/a	n/a	n/a	144.9	1,737.4
7. Total (a + b)	410	411	n/a	n/a	n/a	1,354	2,175
a. Men	278	169	n/a	n/a	n/a	891	1,338
b. Women	132	242	n/a	n/a	n/a	463	837
8. No. of students living in institutionally owned or operated housing for:	n/a	n/a	n/a	n/a	n/a	n/a	n/a
a. Men only	n/a	n/a	n/a	n/a	n/a	n/a	n/a
b. Women only	n/a	n/a	n/a	n/a	n/a	n/a	n/a
c. Married students	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Section 2 - Enrollment Trends for last Five Years (Main Campus)

Program Levels	F.Y.	1965	1966	1967	1968	1969
Full-Time Students						
Freshmen	New Students	3860	3,860	2,796	3,356	4,259
Sophomores	O.C.C. did not	↑	-0-	1,245	2,118	5,762
Juniors	separately identify	NOT	n/a	n/a	n/a	n/a
Seniors	freshmen and sophomores	AVAILABLE	n/a	n/a	n/a	n/a
Total	when the college opened		2,563	2,291	2,918	4,606
Graduates	in 1965.		n/a	n/a	n/a	n/a
Part-time students			1,297	1,750	2,556	5,415
Professional students			n/a	n/a	n/a	n/a

Section 2 — Enrollment Trends for last Five Years (~~Branch Campus Report Each Branch Sep.~~)

Program Levels	FY	19 <u>65</u>	19 <u>66</u>	19 <u>67</u>	19 <u>68</u>	19 <u>69</u>
Full-Time Students						
Freshmen	New Students	NA	3,860	2,796	3,356	4,259
Sophomores	Returning	NA	-0-	1,245	2,118	5,762
Juniors		NA	NA	NA	NA	NA
Seniors		NA	NA	NA	NA	NA
Total	Full Time	NA	2,563	2,291	2,918	4,606
Graduates		NA	NA	NA	NA	NA
Part-time students		NA	1,297	1,750	2,556	5,415
Professional students		NA	NA	NA	NA	NA

NCA Data Form A - Part C — Enrollment and Credit Hours in Third Trimester,
Fourth Quarter, or Summer Sessions

Please Examine the definitions and instructions carefully.

If Your Institution Operates on the Semester or Quarter System and You had no Enrollment in Summer, "X" Here

Term	Number of weeks in term	Enrollment by program level						Total (Col. 3-7)
		Undergraduate		1st professional (dentistry, law, medicine, theology, veterinary medicine, chiropractic or podiatry, optometry, and osteopathy, only) (Inst. 5)	Graduate (Inst. 6)	Students who cannot be classified by level (Inst. 7)		
		1, 2, or 3 year occupational or general studies program not chiefly creditable toward a bachelor's degree (Inst. 3)	Program wholly or chiefly creditable toward a 4 or 5 year bachelor's degree (Inst. 4)					
1	2	3	4	5	6	7	8	
RESIDENT								
1 Third Trimester	1							
2 Fourth Quarter	2							
3 Summer Session No. 1	8 3	1,651	4,376				6,027	
4 Summer Session No. 2	8 4	314	2,263				2,577	
5 Summer Session No. 3	5			N/A	N/A	N/A		
6 Summer Session No. 4	6							
7 Extension	7							
8 Total number of credit hours for which students were registered	8							
A Qtr	9							
B Sem 1st	10	6,866	22,133				28,999	
2nd		1,357	10,440				11,797	
C Other	11							

Specify type of credit hours if other than Sem or Qtr

General Instructions

1. This schedule is intended to be a count of students enrolled at a given time. In the case of (say) an 11 week session which may be attended either as a whole, or during the first 6 weeks as a unit, or the last 5 weeks as a unit, the 11 week session may be considered as "No. 1," the first 6 week session as "No. 2," and the second 5 week session as "No. 3." A student enrolled in a course or courses which run for the full 11 weeks who is also enrolled in a course or courses which may be completed in either of the shorter sessions should be counted only in the 11 week session (No. 1). On the other hand, a student enrolled only in Session 2 and Session 3 as separate units, should be reported in each of these sessions (not in Session 1).

2. Include all students enrolled on the main campus, on a branch campus, or in an extension center. Students to be reported may be enrolled for only one course or for a number of courses. Include "special" and "unclassified" students, regardless of their intentions with regard to completion of the program in which enrolled. Include students in theological curriculums in columns 4, 7, as appropriate, even if their programs lead to ecclesiastical recognition (such as ordination) rather than a degree.

Exclude from this report students in adult education courses; students taking courses at home by mail, radio or TV, auditors; and students enrolled at a branch campus or extension center in a foreign country. Also exclude enrollments in any term or session of less than 2 weeks duration.

Instructions for Specific Items

3. Column 3. Report those students enrolled in undergraduate programs designed to prepare for immediate employment or to provide general education rather than for further study. Such programs normally lead to a certificate, diploma, or associate degree but are not chiefly transferable to a bachelor's degree program. (Students in open ended programs should not be reported here. See paragraph No. 4 below.)

4. Column 4. Report all students enrolled in work creditable toward a bachelor's degree either in your institution or by transfer, as from a junior college to a four year institution. Include "special" and "unclassified" students taking such work regardless of their intentions

concerning a degree. Also include all students in "open-ended" (dual-purpose) programs which are designed to prepare for immediate employment, but which may also be applied toward a bachelor's degree program with little or no loss of credits or requirement for remedial work.

5. Column 5. First-professional students for the purpose of this survey are students enrolled in programs leading to a first-professional degree (dentistry, law, medicine, theology (B.D.), veterinary medicine, chiropractic or podiatry, optometry, and osteopathy) which requires at least two years of previous college work before beginning the professional program and a total of six or more years for the degree. (Report all students in four-year first-professional programs and all students in five-year first-professional programs in Engineering, Pharmacy, etc., which do not require previous college study for admission, column 4.)

6. Column 6. Graduate students for the purpose of this survey are students enrolled beyond the first-professional degree in dentistry, law, medicine, theology, veterinary medicine, chiropractic or podiatry, optometry, and osteopathy, and those enrolled beyond the bachelor's degree in all other fields.

7. Column 7. Report all students by level of program if possible. Report students column 7 only when the level of program cannot be determined.

8. Line 7. Report on line 7 the total number of registrations at each level enrolled at some time during the summer, in extension courses.

9. Line 8. Report on line 8 the total number of credit hours for which all resident and extension students were enrolled in the summer. If different divisions of your institution are on different credit hour bases do not convert to a common basis but simply report the total number of credit hours of each type. For example, credits on the main campus may be in terms of semester hours and credits on a branch campus may be in terms of quarter hours. If this is the case, report total number of semester hours and the total number of quarter hours separately.

NCA DATA FORM A - PART D - LOWER DIVISION ENROLLMENT IN BACHELOR'S DEGREE PROGRAMS AND ENROLLMENT IN ORGANIZED OCCUPATIONAL CURRICULUMS FALL

This Form seeks information on freshman and sophomore enrollments in bachelor's degree programs and enrollments in programs which prepare for employment in less than four years.

Please read the instructions and definitions before completing the form.

DEFINITIONS

1. Lower division undergraduate enrollments are students below the junior-year (third year of college) level who are enrolled in the first or second year of a four-year or five-year bachelor's degree program. Lower division enrollments are classified as freshman and sophomore or as first-year level and second-year students. Generally two-year institutions and sometimes four-year institutions award an associate degree, diploma, or certificate upon completion of the sophomore year. However, such awards signify only the completion of lower division college requirements and eligibility for admission to upper-division work; they do not signify competence for immediate employment in an occupation.
2. Organized Occupational Curriculums are curriculums of at least one but less than four years of college work which are designed to prepare students for immediate employment in an occupation or cluster of occupations. These curriculums differ from pre-professional curriculums in that the latter do not prepare students for immediate employment. For example, engineering technology is an organized occupational curriculum, for purposes of this survey, because this curriculum is designed to prepare students for immediate employment; pre-engineering is not an organized occupational curriculum, for purposes of this survey, because it is not designed to prepare students for immediate employment, but rather for transfer to an engineering curriculum.
Organized occupational curriculums may be "open-ended" or "terminal", but for inclusion here they must meet all four criteria (a - d) listed below.
 - a. High school graduation (or its equivalent), but no work beyond high school, is required for admission to the curriculum. The general level of these curriculums is the first one to three years beyond high school.
 - b. The curriculum is a series of required and elective courses constituting an integrated program prescribed by the institution to assist in the occupational education and training of the individual. A group of courses, even though all of them be in a given subject area, do not necessarily constitute a curriculum.
 - c. Completion of the curriculum requires at least one but less than four years of full-time attendance, or the equivalent in part-time attendance over a longer period. A "year" means an academic year of approximately nine months.
 - d. The curriculum leads to any type of formal recognition (certificate, associate degree, diploma, a transcript recognizing successful completion, a statement of completion from an administrator of your institution, or other formal recognition) signifying that the student has completed an organized curriculum; or the State grants a license or other formal recognition, upon examination, to all graduates of the curriculum.
3. Open-ended curriculums (also known as dual-purpose curriculums) are undergraduate curriculums of at least one year but less than four years of college work designed to prepare for immediate employment and whose credits are wholly or chiefly applicable toward a bachelor's degree in the students own institution or upon transfer (as from a junior college to a four-year institution).
4. Terminal curriculums are undergraduate curriculums of at least one year but less than four years of college work which prepare for immediate employment but whose credits are NOT chiefly creditable toward a bachelor's degree either in the student's own institution or by transfer (as from a junior college to a four-year institution).
5. Organized occupational curriculums below the technical or semiprofessional level are designed for training artisans, craftsmen, skilled machine-operators, or clerical workers for routine office or similar positions.
6. Organized occupational curriculums at the technical or semiprofessional level generally include work of greater academic complexity than curriculums at the craftsmen or clerical level. Technical education or semiprofessional level curriculums (Section 2 of Part D2, for example, involve mathematics and science study more advanced and accelerated than the mathematics and science required for curriculums below this level (Section 1, item 2700). Thus, chemical or mechanical technology curriculums which emphasize the study of principles of chemistry, mathematics, or physics are examples of curriculums to be recorded in Section 2. Automotive repair and carpentry which do not emphasize study of principles in these subjects are examples of curriculums to be recorded in Section 1, item 2700.

Similarly, curriculums in nonscience-related technical or semi-professional level education (Section 3) are to be distinguished from curriculums below this level (Section 1, item 9200) in terms of the academic complexity of the curriculum. Thus, enrollments in secretarial curriculums are to be reported in Section 3, item 2080, enrollments in curriculums which prepare students as routine clerical workers, comptometer operators, or other routine office workers are to be reported in Section 1, item 9200.

INSTRUCTIONS

1. Please report enrollment as of October 1, or as soon as enrollment becomes stabilized in the fall term.
2. Include students in extension or evening programs if they are enrolled in curriculums or programs, as opposed to courses.
3. Exclude from the report "special" or "unclassified" students taking courses but not enrolled in a curriculum leading to a formal award and enrollments in correspondence courses, short courses, individual lessons only, and courses taken at home by radio or TV.
4. Report as full-time students enrolled for at least 75% of a normal full-time student load. A normal full-time student load is the number of credits required for graduation divided by the number of semesters or terms normally required for graduation. For example, in a bachelor's degree program normally requiring 128 semester hours which are normally earned in 8 semesters, the normal full-time load would be 16 semester hours ($128 \div 8 = 16$). Similarly, in a 2-year occupational curriculum normally requiring 64 credit hours which are normally earned in 4 semesters, the normal full-time load would be 16 hours ($64 \div 4 = 16$).
5. Report as part time students enrolled for less than 75% of a normal full-time student load.
6. Do not duplicate enrollments in Parts D1 & D2, they are intended to be mutually exclusive.
7. In Part D1 4-year institutions (those offering the bachelor's degree or its equivalent) should report students in the first and second years of 4-year or 5-year bachelor's degree programs.
8. In Part D1, 2-year institutions should report students in the first and second years of programs (1) which are acceptable at full or almost full credit toward a bachelor's degree upon transfer to a 4-year institution and (2) for which no formal award signifying competence for immediate employment in an occupation is given at the end of the first or second year.
9. In Part D2, institutions should report ONLY enrollments in organized curriculums (NOT individual courses) which meet all four criteria listed in a-d of paragraph 2 of the definitions.
10. Please review the curriculum titles and record the enrollment opposite the title which most nearly describes the content of the curriculum. If you do not find a title that represents the curriculum, report the enrollment in an "all other" category of the appropriate section. Curriculums should be reported by their purpose and content and not by the administrative unit responsible for them. For example, agricultural engineering technology should be reported in item 2698. "All other engineering-related curriculums," instead of item 1034, "Agriculture," even though the curriculum is administered by the school of agriculture.

OAKLAND COMMUNITY COLLEGE

ENROLLMENT BY PROGRAM

FALL, 1968 SESSION

SEPT. 30, 1968

	AUBURN HILLS	HIGHLAND LAKES	ORCHARD RIDGE	APPREN TECH	EXTENSION	COLLEGE TOTAL
TRANSFER PROGRAMS						
BUSINESS ADMINISTRATION	353	152	540	4	46	1,095
EDUCATION	174	188	401	1	73	837
ENGINEERING	55	64	163	6	5	293
MATH AND SCIENCE	28	23	46	2	1	100
LIBERAL ARTS	924	536	1,870	13	260	3,603
TOTAL TRANSFER STUDENTS	1,534*	963*	3,020*	26*	385*	5,928*
CAREER PROGRAMS						
ACCOUNTING	44	18	46	2	3	113
AUDIOVISUAL			2			2
AUTOMOTIVE TECHNOLOGY	3	67	18	2		90
CLERICAL ASSISTANCE (1 yr)		1	1		2	4
COMMERCIAL ART	19	18	167		4	208
COMMERCIAL COOKING AND BAKING (1yr)		2	8	1		11
DATA PROCESSING	12	6	144	2	2	166
DENTAL ASSISTING (1 yr)	7	46	14			67
DRAFTING (1 yr)	3	35	12	1		51
ELECTRONICS TECHNOLOGY	5	62	17	4	1	89
EXECUTIVE SECRETARIAL	39	39	80		19	177
FOOD SERVICE TECHNOLOGY (open-ended)	1	3	38	97		139
INDUSTRIAL SECURITY						
LANDSCAPE TECHNOLOGY	32	1	2			35
LAW ENFORCEMENT (open-ended)	139	7	31		5	182
LEGAL SECRETARIAL					1	1
LIBRARY TECHNOLOGY	4	1	46		5	56
MECHANICAL DESIGN TECHNOLOGY	5	40	11	8	1	65
MECHANICAL PRODUCTION TECHNOLOGY	3	5	3			11
MEDICAL LABORATORY TECHNOLOGY	6	30	17	1		54
MEDICAL OFFICE ASSISTANT (1 yr)		21	8			29

	AUBURN HILLS	HIGHLAND LAKES	ORCHARD RIDGE	APPREN TECH	EXTENSION	COLLEGE TOTAL
PIPE FITTER				7		7
TINSMITH						
TOOL MAKER				17		17
WELDER						
TOTAL EIT STUDENTS	*	*	*	76*	*	76*
ADULT TECH PROGRAMS						
REFRIGERATION				1		1
OPERATIONAL AND MAINTENANCE				12		16
POLICE ACEDEMY	2		2			
TOTAL ADULT TECH STUDENTS	2*	*	2*	13*	*	17*
HIGH SCHOOL CO-OP		67	134			201
SPECIAL STUDENTS	95	65	202	700	654	1,716

OAKLAND COMMUNITY COLLEGE

ENROLLMENT BY PROGRAM

FALL, 1968 SESSION

SEPT. 30, 1968

	AUBURN HILLS	HIGHLAND LAKES	ORCHARD RIDGE	APPREN TECH	EXTENSION	COLLEGE TOTAL
TOTAL STUDENTS	2,018**	1,721**	4,107**	1,068**	1,107**	10,021**

	AUBURN HILLS	HIGHLAND LAKES	ORCHARD RIDGE	APPREN TECH	EXTENSION	COLLEGE TOTAL
MEDICAL SECRETARIAL (1yr)	1	1				2
NURSING ASSOC. DEGREE	30	210	48		19	307
NURSING (PNC)						
RADIO AND TV REPAIR	1	2	3			6
RETAILING	27	8	25		2	62
RETAIL SECURITY						
STENOGRAPHY (1 yr)	6	3	8		4	21
PRACTICAL NURSING						
TOTAL CAREER STUDENTS	387*	626*	749*	118*	68*	1,948*

APPRENTICE PROGRAMS

CARPENTER				1		1
DIE MAKER				29		29
INDUSTRIAL PLANT ELECTRICIAN				11		11
JIG - FIXTURE				1		1
MACHINE REPAIR				12		12
METAL HARDENER				1		1
PATTERN MAKER - METAL				3		3
PATTERN MAKER - WOOD				1		1
PIPE FITTER				22		22
TOOL MAKER				19		19
WELDER				9		9
MILLWRIGHT				21		21
TINSMITH				5		5
TOTAL APPRENTICE STUDENTS	*	*	*	135*	*	135*

EIT PROGRAMS

CARPENTER						
DIE MAKER				18		18
INDUSTRIAL PLANT ELECTRICIAN				16		16
JIG - FIXTURE						
MACHINE REPAIR				11		11
MILLWRIGHT				7		7

Oakland Community College does not presently identify full vs. part-time students within these programs.

NCA DATA FORM A - PART D - LOWER DIVISION ENROLLMENT (Continued)

CURRICULUMS (1)	ITEM NO.	ENROLLMENT IN -							
		CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS				CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS			
		OPEN-ENDED		TERMINAL		OPEN-ENDED		TERMINAL	
		FULL-TIME (2)	PART-TIME (3)	FULL-TIME (4)	PART-TIME (5)	FULL-TIME (6)	PART-TIME (7)	FULL-TIME (8)	PART-TIME (9)
B. SCIENCE - RELATED CURRICULUMS									
AGRICULTURE	9 1034			35					
FORESTRY	10 3900								
HEALTH SERVICE CURRICULUMS									
DENTAL ASSISTANT	11 4402								67
DENTAL HYGIENE	12 4403								
DENTAL LABORATORY ASSISTANT	13 4405								
MEDICAL OR BIOLOGICAL LABORATORY TECHNICIAN	14 4414			54					29
NURSING, PRACTICAL	15 4417								
NURSING, DIPLOMA PROGRAM	16 4418			307					
X-RAY TECHNOLOGY	17 4439								
ALL OTHER HEALTH SERVICE CURRICULUMS	18 4498								
SCIENTIFIC DATA PROCESSING (INCLUDE COMPUTER AND EAM PROCESSING EXCLUDE KEY PUNCH. REPORT IN ITEM 9200 INSTEAD.)	19 2190								
ALL OTHER SCIENCE-RELATED CURRICULUMS	20 4920								
TOTALS FOR SEC. 2	21 0093			651					147
SEC. 3 NONSCIENCE AND NONENGINEERING-RELATED ORGANIZED OCCUPATIONAL CURRICULUMS AT THE TECHNICAL OR SEMI-PROFESSIONAL LEVEL									
BUSINESS AND COMMERCE (EXCLUDE SECRETARIAL, SEE ITEM 2080.)	1 2054			341					4
SECRETARIAL	2 2080			178					23
EDUCATION	3 2360								
FINE, APPLIED, AND GRAPHIC ARTS	4 3294			208					
XXXXXXXXXX HOME ECONOMICS Food Services	5 4780	139							11
BIBLE STUDY OR RELIGIOUS WORK	6 7490								
POLICE TECHNOLOGY OR LAW ENFORCEMENT	7 7742	182							
ALL OTHER NONSCIENCE AND NONENGINEERING-RELATED CURRICULUMS	8 8350			64					
TOTALS FOR SEC. 3	9 0094	321		791					38

225 Students in Apprentice Technical Programs
1,920 Students - no curriculum designated

NCA DATA FORM A - PART E - UPPER DIVISION UNDERGRADUATE STUDENTS, FALL
NUMBER OF JUNIOR AND SENIOR YEAR STUDENTS,
BY MAJOR AREA OF STUDY AND BY MAJOR FIELD OF STUDY IN SELECTED AREAS.

Please read the definitions and instructions before completing this form.

DEFINITIONS

- Upper division undergraduate students are students who have completed at least two full-time years (or the equivalent in part-time study) of bachelor's degree-credit work but have not received a bachelor's degree. A student should be classified, for purposes of this survey, as upper division if he is enrolled at the third (junior) year or higher level of a 4-year or 5-year bachelor's degree program. Upper-division students are generally classified juniors or seniors in 4-year bachelor's degree programs; as third-year, fourth-year, or fifth-year level students in 5-year bachelor's degree programs. See paragraphs No. 2 & 3 below.
- Junior-year students, for purposes of this survey, are students who have completed two full-time years of college work (or the equivalent in part-time work) and are enrolled in the third year of a 4-year or 5-year bachelor's degree program. In institutions where the academic curriculum is combined with a work program, the third year of the academic part of the curriculum should be considered the junior year.
- Senior-year students, for purposes of this survey, are students enrolled in the fourth year of a 4-year bachelor's degree program and in the fourth or fifth years of a 5-year bachelor's degree program. Thus all students who have completed three full-time years of college work (or the equivalent in part-time work) are to be counted as seniors.
- A student's major field of study is, in general, his "declared" or "planned" major. Please classify students as specifically as the student's subject-matter concentration and the list of fields permit. Thus, the classification of "Biochemistry" (item 1721) is preferable to "Chemistry" (item 6807) when the former is applicable.

INSTRUCTIONS

- Report data as of fall term.
- INCLUDE both full-time and part-time students enrolled on the main campus, on a branch campus, or in an extension center. (See paragraph 3 below.)
- EXCLUDE special or unclassified students; students in terminal-occupational programs or adult education courses; students enrolled only in short courses; students taking work at home by mail, radio or TV; auditors; and students enrolled on a branch campus or in an extension center in a foreign country.
- Before entering data for your institution, please glance through the form to see which majors are to be reported by area (Business and Commerce, for example) and which major areas are to be reported by specialized major fields (Agriculture, for example).
- Report majors in the specified fields or areas whether the students are enrolled in purely subject-matter curriculums or in teacher-preparatory curriculums in which the fields listed constitute "teaching majors", unless otherwise requested on the form. (See footnotes 1 and 6 on page 5 for exceptions.)
 - Report majors in the specified fields or areas irrespective of the department or division in which the student is enrolled. For example, students majoring in teaching of English as a foreign language should be reported in item 8310 whether such students are enrolled in the Department of English, Department of Education, a language division, or some other organizational unit of the institution.
 - Report students with "double" or "split" majors in the field or area of greater specialization. Where two majors are of equal specialization, report half of the students in each major. For example, 10 students majoring in mathematics and physics with equal concentration in each field should be reported as 5 in mathematics and 5 in physics.

NUMBER OF UNDERGRADUATE JUNIOR-YEAR AND SENIOR-YEAR STUDENTS IN

MAJOR AREA OR FIELD (1)	ITEM NO.	JUNIORS (DEF. 2) (2)	SENIORS (DEF. 3) (3)
AGRICULTURE <u>1/</u>	1000		

Report the following Agriculture - Related Fields of study as specified below:

Botany (Report in item 1707)	Food & Nutrition (Report in item 4710)	Nutrition (Report in item 1798)
Dairy Manufacturing, Dairy Technology (Report in item 1016)	Genetics & Experimental Breeding (Report in item 1736)	Plant Pathology (Report in item 1751)
Entomology (Report in item 1733)	Home Economics (Report in items 4701-4798)	Plant Physiology (Report in item 1754)

AGRICULTURE, GENERAL (General agriculture curriculum without major specialization)	1001		
AGRICULTURE BUSINESS (If a separate curriculum)	1003		
AGRONOMY, FIELD CROPS (Crop production Tropical crop production)	1002		
ANIMAL SCIENCE (An. husbandry, nutrition, breeding, industry, livestock production, wool production, livestock sanitation)	1004		
DAIRY SCIENCE (Dairy husbandry)	1007		
FARM MANAGEMENT (Distinguish from AGRICULTURAL ECONOMICS)	1013		
FISH & GAME, OR WILDLIFE MANAGEMENT	1014		
FOOD SCIENCE (Food technology and processing, dairy m'fg. and technology, food industry)	1016		
HORTICULTURE (fruit & vegetable production)	1019		

SECTION 2 — STUDENTS ENROLLED FOR FIRST PROFESSIONAL DEGREES IN SELECTED FIELDS

LINE NO.	ITEM NO	X IF 1ST TIME	SUBJECT AREA AND FIELD OF STUDY (3)	SEX (4)	IN FIRST YEAR OF WORK		IN INTERMEDIATE YEARS OF WORK		EXPECTED TO RECEIVED DEGREE BY END OF ACADEMIC YEAR	
					ATTENDING FULL-TIME (5)	ATTENDING PART-TIME (6)	ATTENDING FULL-TIME (7)	ATTENDING PART-TIME (8)	ATTENDING FULL-TIME (9)	ATTENDING PART-TIME (10)
254	4401		CHIROPODY OR PODIATRY (D.S.C. or Pod.D.)	M						
				W						
255	4407		DENTISTRY (D.D.S. or D.M.D.)	M						
				W						
256	4416		MEDICINE (M.D.)	M						
				W						
257	4425		OPTOMETRY (O.D.)	M						
				W						
258	4428		OSTEOPATHY (D.O.)	M						
				W						
259	4443		VETERINARY MEDICINE (D.V.M.)	M						
				W						
260	5000		LAW (LL.B or J.D.)	M						
				W						
261	7404		THEOLOGY (B.D. only)	M						
				W						
9799			OTHER (Specify)	M						
				W						
262				M						
				W						
263				M						
				W						
264	9700		TOTAL	M						
				W						

BASIC INSTITUTIONAL DATA
NCA DATA FORM B - PART 1

STUDENT ADMISSIONS

Provide as much of the following information as is available about applicants for admission in the last three years. If exact figures cannot be supplied, careful estimates may be given. Students enrolled in a previous year should not be included as applicants in a subsequent year.

	Fall, 19 <u>66</u>	Fall, 19 <u>67</u>	Fall, 19 <u>68</u>
Number of applications with complete credentials and provisional Freshman class for admission to the	3,400	4,000	6,500
Number of first-time Freshman applicants accepted	3,400	4,000	6,490
Number of first-time Freshman applicants actually enrolled	not available	3,343	5,625
Number of applications with complete credentials for admission with advanced standing	850	600	900
Number of advanced-standing undergraduate applicants accepted	825	575	880
Number of advanced-standing undergraduate applicants actually enrolled	600	400	500
Number of applicants with complete credentials for admission to graduate program	n/a	n/a	n/a
Number of applicants accepted for graduate program	n/a	n/a	n/a
Number of applicants actually enrolled in graduate program	n/a	n/a	n/a
Number of students enrolled in non-degree classification	694	890	1,529

*First-time Freshman

NCA DATA FORM B — PART 2 MEASURES OF FRESHMAN STUDENT ABILITY
 (Complete as applicable for your institution)

A. Class ranking of entering freshmen

Percent in top 10% of high school class 4 % COLLEGE WIDE
 Percent in top 25% of high school class 22 %
 Percent in top 50% of high school class 66 %
 Percent in top 75% of high school class 9 % (per centages rounded off)

B. SAT scores for freshman class

OAKLAND COMMUNITY COLLEGE does not use S.A.T. scores.

Class average SAT score on Verbal _____ Mathematical _____
 Percent scoring above 500 on Verbal _____ % Mathematical _____ %
 Percent scoring above 600 on Verbal _____ % Mathematical _____ %
 Percent scoring above 700 on Verbal _____ % Mathematical _____ %

C. Mean ACT scores for freshman class

Composite 16.4
 Mathematics 15.0
 English 15.3
 Natural Sciences 17.9
 Social Studies 17.1

NCA DATA FORM B — PART 3 STUDENT FINANCIAL AID

In reporting student financial aid include only programs awarded by and through your institution. For example, include Federal Opportunity and Work-Study program participants, NDEA loans, NDEA Title IV Fellows, NASA and NSF Trainees, but exclude National Merit Scholarship holders, Woodrow Wilson Fellows, NSF regular fellows, etc.

A. Aid to Undergraduates

1. Number of scholarships awarded 1208 ; total value \$ 210,992 ; average value \$ 175.00
 - a. Academic 1208 ; total value \$ 210,992 ; average value \$ 175
 - b. Athletic N/A ; total value \$ N/A ; average value \$ N/A
2. Number of loans made 199 ; total loaned \$ 42,499 ; average loan \$ 275.00
3. Number of college-assigned jobs filled 170 ; total earnings \$ 43,367 ; average earnings \$ 255.00
4. Total number of undergraduates who received one or more kinds of aid through your institution (count each student only once) _____ This information will be available for 1969-70; it has not been collected for previous academic years.

B. Aid to Graduates N/A

1. Number of individuals holding fellowships awarded by and through your institution _____ ; total value \$ _____
 average value \$ _____
2. Number of loans made _____ ; total loaned \$ _____ ; average loan \$ _____
3. Number of teaching assistantships awarded _____ ; total value \$ _____ ; average value \$ _____
4. Number of research assistantships awarded _____ ; total value \$ _____ ; average value \$ _____
5. Total number of graduate students who received one or more kinds of aid through your institution (count each student only once) _____

BASIC INSTITUTIONAL DATA
NCA Data Form C - Part 1 — Number of Full-time and Part-time Faculty by Major Area of Teaching and/or Research

SCHEDULE I: NUMBER OF FULL-TIME AND PART-TIME PERSONNEL

Part A. By Primary Function, Fall Term

INSTRUCTIONS AND DEFINITIONS

Please report each person only once according to his primary function. If he is assigned to more than one function and each function occupies equal time, then count the person for the position of the higher level.

The employees to be reported are only those occupying regular positions with an institution of higher education, including all of its components, located in the United States and its territories. A regular position is to be considered as one that functions for at least one full term thereby excluding such personnel as those hired for peak periods only or those employed for brief periods of consultation.

The count should include, but not be limited to, the following:

- 1) Professional and non-professional staff (including student employees, both full-time and part-time). (Professional persons are those occupying a position which normally requires a bachelor's or higher degree.),
- 2) Salaried and non-salaried personnel, including "contributed services", as defined in Instructions and Definitions Item 3b., of Schedule II,
- 3) Personnel on sabbatical leave.

This count should exclude the following:

- 1) Personnel on leave without pay,
- 2) Employees on overseas service,
- 3) Employees on temporary assignment for less than one full term,
- 4) Employees on retirement status,
- 5) Persons cooperating with, but not employees of the institution.

In addition to classifying employed personnel as full-time and part-time, please estimate the full-time equivalent of part-time employee (e.g., one person employed $\frac{1}{2}$ time plus two persons employed $\frac{1}{4}$ time each equals one full-time equivalent. Round to nearest whole number).

If exact data are not available, please estimate.

Item 1 - Resident Instruction and Departmental Research

a. Professional personnel

- (1) Senior professional personnel (Exclude teaching and departmental research assistants - to be reported below). - Should include academic deans, department and division heads; all professional ranks in this function except as noted above; consultants on continuing basis; and all others whose primary function is resident instruction and departmental research at college level such as coaches, clinicians, military personnel, and "critic" teachers of elementary or secondary students in a laboratory school.
- (2) Junior professional personnel who are teaching and departmental research assistants. - Includes assistant instructors, teaching fellows or assistants, laboratory assistants, readers, etc., whose primary functions are connected with resident instruction and departmental research.

b. Nonprofessional personnel. Clerks, secretaries, stockroom attendants, audiovisual assistants, etc.

Item 2 - Organized Research. Sponsored or other separately organized research, including contract research centers, with agricultural experiment stations (for land-grant institutions only).

a. Professional personnel

- (1) Senior professional personnel (Exclude research assistants) - Persons engaged primarily in organized research, usually holding an academic or equivalent rank.
- (2) Junior professional personnel - research assistants (Not included above) - All professional research assistants connected with organized research.

b. Nonprofessional personnel - Clerks, secretaries, stockroom attendants, etc.

NOTE: No teaching (full-time) faculty are assigned to the Central Office. (This includes the Community Services Division)

Oakland Community College

Name of Institution _____
Central Office

NCA DATA FORM C - PART 1 (Continued)
NUMBER OF FULL-TIME AND PART-TIME FACULTY
BY MAJOR AREA OF TEACHING AND/OR RESEARCH

INSTRUCTIONS AND DEFINITIONS

Include only faculty personnel with professional status who are primarily assigned to RESIDENT INSTRUCTION, AND DEPARTMENTAL OR ORGANIZED RESEARCH. The instructions for such professional personnel are identical to those in Part A of this Schedule I and are identified by items 1 a. and 2 a. Please refer to Part A. Exclude all non-professional personnel and those professional personnel whose primary function is NOT resident instruction, departmental research or organized research.

Please report each person only according to his major field of academic activity. If assigned to two or more fields, classify the person in the field of his PRINCIPAL ACADEMIC COMPETENCE.

Please read instructions before completing report.

3 MAJOR AREA OF TEACHING AND/OR RESEARCH (1)	PROFESSORS		ASSOCIATE PROFESSORS		ASSISTANT PROFESSORS	
	FULL TIME (2)	PART TIME (3)	FULL TIME (4)	PART TIME (5)	FULL TIME (6)	PART TIME (7)
Agriculture and related fields (Including Agricultural Economics)	1					
Architecture	2					
Biological Sciences (Including Bacteriology, Biochemistry, General Biology, General Botany, General Zoology, Genetics, Microbiology, Pharmacology, Physiology, Other Biological Sciences)	3					
Business and Commerce (Including Accounting, Business (or Commerce) Education, Finance, General Business, Management, Other Business and Commerce)	4					
Education and Related Fields (Including Educational Psychology, Elementary Education, Foundations, Hist., Soc., Philos., Industrial Arts, Secondary Education, Services - Adminis., Supervis., Student Personnel, Couns., Guid., Agricultural Ed., Home Ec. Ed., Other Education Fields, excluding Physical and Health Education)	5					
Engineering (Including Aeronautical, Agricultural, Chemical, Civil, Electrical, Engineering Science Fields, Graphics, Industrial Materials, Mechanical, and Other Engineering)	6					
English and Journalism	7					
Fine and Applied Arts (Including Art, Dramatics and Speech, Music, Other Fine Arts)	8					
Foreign Languages and Literature (Including Classical Hebrew, Greek, Latin, French, German, Spanish, Russian, Other (Including Philology))	9					
Forestry	10					
Geography	11					
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields)	12					
Home Economics	13					
Law	14					
Library Science	15					
Mathematics	16					
Military Science	17					
Philosophy	18					
Physical and Health Education	19					

NCA DATA FORM C - PART 1 - NO. OF FULL-TIME & PART-TIME FACULTY (Continued)

3 MAJOR AREA OF TEACHING AND/OR RESEARCH (1)	PROFESSORS		ASSOCIATE PROFESSORS		ASSISTANT PROFESSORS	
	FULL TIME (2)	PART TIME (3)	FULL TIME (4)	PART TIME (5)	FULL TIME (6)	PART TIME (7)
Physical Sciences (Including Chemistry, Geology and Other Earth Sciences, Physics, Other Physical Sciences)	20					
Psychology	21					
Religion and Theology	22					
Social Sciences (Including Anthropology, Economics, History, Political Science and Government, Social Work, Sociology, Other Social Sciences)	23					
Trade and Industrial (Include here all Teachers of Terminal Occupational Subjects)	24					
All Other Fields (Please Specify) Such as City Planning, Computer Science, Folklore and Records Management.	25					
TOTAL						
MAJOR AREA OF TEACHING AND/OR RESEARCH	INSTRUCTORS		JUNIOR STAFF		OTHER ACADEMIC FACULTY	
	FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)
Agriculture and related fields (Including Agricultural Economics)	1					
Architecture	2					
Biological Sciences (Including Bacteriology, Biochemistry, General Biology, General Botany, General Zoology, Genetics, Microbiology, Pharmacology, Physiology, Other Biological Sciences)	3					
Business and Commerce (Including Accounting, Business (or Commerce) Education, Finance, General Business, Management, Other Business and Commerce)	4					
Education and Related Fields (Including Educational Psychology, Elementary Education, Foundations, Hist., Soc., Philos., Industrial Arts, Secondary Education, Services Adminis., Supervis., Student Personnel, Couns., Guid., Agricultural Ed., Home Ec. Ed., Other Education Fields, excluding Physical and Health Education)	5					
Engineering (Including Aeronautical, Agricultural, Chemical, Civil, Electrical, Engineering Science Fields, Graphics, Industrial, Materials, Mechanical, and Other Engineering)	6					
English and Journalism	7					
Fine and Applied Arts (Including Art, Dramatics and Speech, Music, Other Fine Arts)	8					
Foreign Languages and Literature (Including Classical Hebrew, Greek, Latin, French, German, Spanish, Russian, Other (including Philology))	9					
Forestry	10					
Geography	11					
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields)	12					
Home Economics	13					

NCA DATA FORM C — PART 1 — NO. OF FULL-TIME & PART-TIME FACULTY (Continued)

MAJOR AREA OF TEACHING AND/OR RESEARCH	4	INSTRUCTORS		JUNIOR STAFF		OTHER ACADEMIC FACULTY	
		FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)
Law	14						
Library Science	15						
Mathematics	16						
Military Science	17						
Philosophy	18						
Physical and Health Education	19						
Physical Sciences (Including Chemistry, Geology and Other Earth Sciences, Physics, Other Physical Sciences)	20						
Psychology	21						
Religion and Theology	22						
Social Sciences (Including Anthropology, Economics, History, Political Science and Government, Social Work, Sociology, Other Social Sciences)	23						
Trade and Industrial (Include here all Teachers of Terminal Occupational Subjects)	24						
All Other Fields (Please Specify) Such as City Planning, Computer Science, Folklore and Records Management)	25						
TOTAL							

*Vocational schools, technical institutes, and community colleges should add sections or sheets with faculty listed by appropriate subject matter areas where this chart is not applicable.

**NCA DATA FORM C - PART 2 — NUMBER OF FULL-TIME AND PART-TIME FACULTY
SUMMER SESSION(S)**

INSTRUCTIONS AND DEFINITIONS

1. Include all resident instructional components (including all branches) of the institution (as defined for item 1 a. of Part A of this form).
2. Include only faculty personnel with professional status (in positions normally requiring a bachelor's or higher degree) who are primarily assigned to RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH.
3. Enumerate each faculty member teaching in one or more summer sessions (June through August). A summer session is an enrollment period of at least two weeks. If more than one summer session is held, count only the total number of different instruction departmental research staff, regardless of the number of sessions (this is an unduplicated count). In other words, a person is counted only once even if he teaches in more than one summer session.
4. Full-time faculty are those employed on a full-time basis, as full-time defined by the institution. Part-time faculty are all other professional employees assigned primarily to instruction and departmental research for the summer session(s) on less than a full-time basis. Estimate the full-time equivalent of part-time employees (e.g., one person employed 1/2 time plus two persons employed 1/4 time each equals one full-time equivalent. Do not enter fractions).
5. If exact data are not available, enter an estimate.

2	TYPE OF SUMMER SESSION (1)	FULL-TIME AND PART-TIME FACULTY IN RESIDENT INSTRUCTION OR DEPARTMENTAL RESEARCH		
		FULL-TIME (2)	PART-TIME (3)	FULL-TIME EQUIVALENT OF PART-TIME (4)
NUMBER OF FACULTY EMPLOYED SUMMER, (AN UNDUPLICATED COUNT OF FACULTY EMPLOYED AT LEAST 2 WEEKS OR LONGER)				
	a. IN A REGULAR FOURTH QUARTER OF FOUR-QUARTER CALENDAR YEAR.			
	b. IN A REGULAR THIRD TRIMESTER OF A THREE-TRIMESTER CALENDAR YEAR.			
	c. IN ALL OTHER SUMMER SESSIONS NOT A PART OF A QUARTER OR TRIMESTER CALENDAR YEAR.	3		

BASIC INSTITUTIONAL DATA
NCA DATA FORM D — SALARIES OF FULL-TIME FACULTY

Report the basic contract salaries of academic deans and faculty for resident degree-credit instruction and departmental research who are employed on a full-time basis for at least two semesters, three quarters, or two trimesters of the current academic year. Academic deans and faculty for preclinical and clinical medicine should be excluded.

Academic Deans are deans of schools (*the Vice-President of Academic Administration and the Dean of Instruction are not reported here*) whose primary function is the administration of resident degree-credit instructional programs. Part of their time may be devoted to classroom instruction, but this is not a necessary requirement. Chairmen of Departments and associates and assistants to deans and chairmen should be reported by their faculty titles, and not as academic deans. Other deans as other officers of the (*Students*) are excluded from this part of the survey, and are not reported here.

Report the salaries of full-time academic deans and faculty who spend the majority of their time in resident degree-credit instruction and departmental research. Do not report the salaries of those who are engaged in organized research, or other functions, for more than one-half of their time. Coaches, librarians, critic teachers, and counselors should be excluded unless they devote more than one-half of their time to resident degree-credit instruction. Teaching assistants and teaching fellows should also be excluded.

On Lines 1-25, report the number of persons in each salary interval by the appropriate rank and contract. Academic deans and faculty members on sabbatical leave should be reported according to their regular salary. Do not report the actual amount to be received by persons on sabbatical leave if this represents a reduced annuity by virtue of being on leave. Institutions that do not have academic ranks should report all faculty members (*except Deans*) in the column labeled "UNDESIGNATED RANK." Sum the persons reported on Lines 1-25 in each column and enter these sums on Line 26.

Enter the mean salaries for each column on Line 27. The mean is computed by summing the salaries paid (*use actual salaries instead of the grouped data reported on the questionnaire*) to persons reported in a column, and dividing by the number of persons on Line 26.

On Line 28, report the TOTAL NUMBER OF PERSONS who contribute their services or receive a salary from other sources. An example of the latter would be military personnel who are paid by the Department of Defense to teach ROTC courses.

SALARIES OF ACADEMIC DEANS AND FACULTY (Continued)

SALARY INTERVALS	3 LINE NO.	NUMBERS OF PERSONNEL AND MEAN SALARIES					
		INSTRUCTORS		LECTURERS		UNDESIGNATED RANK	
		9-10 MOS. (11)	11-12 MOS. (12)	9-10 MOS. (13)	11-12 MOS. (14)	9-10 MOS. (15)	11-12 MOS. (16)
\$40,000 AND OVER	1						
35,000 - 39,999	2						
30,000 - 34,999	3						
28,000 - 29,999	4						
26,000 - 27,999	5						
24,000 - 25,999	6						
22,000 - 23,999	7						
20,000 - 21,999	8						
19,000 - 19,999	9						
18,000 - 18,999	10						
17,000 - 17,999	11						
16,000 - 16,999	12						
15,000 - 15,999	13						
14,000 - 14,999	14						
13,000 - 13,999	15						
12,000 - 12,999	16						
11,000 - 11,999	17						
10,000 - 10,999	18						
9,000 - 9,999	19						
8,000 - 8,999	20						
7,000 - 7,999	21						
6,000 - 6,999	22						
5,000 - 5,999	23						
4,000 - 4,999	24						
UNDER \$4,000	25						
TOTAL SALARIED PERSONNEL (Sum of lines 1-25)	26						
MEAN SALARIES (Sum of salaries divided by sum of salaried personnel)	27	\$	\$	\$	\$	\$	\$
CONTRIBUTED SERVICES AND SALARIED BY OTHER SOURCES PERSONNEL	28	-0-	-0-	-0-	-0-	-0-	-0-

Date

BASIC INSTITUTIONAL DATA
NCA DATA FORM E — PART 1 — CHARACTERISTICS OF FULL-TIME FACULTY AND STAFF

PLEASE ENTER THE NUMBER OF FULL-TIME FACULTY AND STAFF, WHOSE PRIMARY FUNCTION IS INSTRUCTION, DEPARTMENTAL RESEARCH OR ORGANIZED RESEARCH, ACCORDING TO THEIR RANK, SEX, AND HIGHEST EDUCATIONAL LEVEL. (PLEASE REFER TO THE INSTRUCTION BELOW BEFORE COMPLETING SCHEDULE.)

RANK OF FULL-TIME FACULTY, FALL (1)	HIGHEST EDUCATIONAL LEVEL OF FACULTY									
	BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1)		SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2)		MASTER'S DEGREES (SEE INSTR. B3)		SPECIALIST'S DEGREE (SEE INSTR. B4)		DOCTOR'S DEGREES (SEE INSTR. B5)	
	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)
10										
ACADEMIC DEAN	1									
PROFESSOR	2									
ASSOCIATE PROFESSOR	3				1					
ASSISTANT PROFESSOR	4				1	1				
INSTRUCTOR	5									
JUNIOR STAFF	6									
OTHER FACULTY	7									
TOTAL	8				2	1				

INSTRUCTIONS AND DEFINITIONS

A. Rank

- Academic deans are deans of instructional divisions such as Dean of the School of Education. Associate or Assistant Deans should be classified according to their respective rank of professor through instructor and not classified as deans. Administrative deans such as Dean of Admissions and Dean of Summer Session, should not be included.
- Persons who do not hold the exact titles of professor, associate professor, assistant professor, or instructor, but who hold comparable positions, should be classified according to the rank of the corresponding position. Please equate titles, such as Director of Research, Associate Director of Research, Assistant for Research, Adjunct Professor, etc., to the comparable faculty rank, if possible. If not possible, see paragraph A4 below.
- Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- Other academic faculty are persons who: 1) have no faculty rank, but teach courses, or 2) hold a full-time professional position in instruction or research that cannot be equated to a faculty rank. An institution may add a sheet indicating faculty qualifications other than that based on earned degrees, if appropriate; e.g. work experience.

B. Highest educational level

- Bachelor's degrees or lower. Bachelor's degrees require the equivalent of at least four years of academic work, and include all bachelor's degrees, except the following which are classified here as first-professional: Law-LL.B. and Theology-B.C.
- First-professional degrees in selected fields. The first-professional degrees are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least 2 academic years of previous college work for entrance and which require a total of at least 6 academic years of college work for completion. Examples are: Professional degrees in Dentistry (D.D.S. or D.M.D.), Law (LL.B or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.). Exclude all master's degrees (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though as in the case of Social Work 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion).
- Master's degrees. The master's degree is a second-level degree, beyond the bachelor's or first professional degree and below the doctorate. Include in this category all those holding the Master's as the highest degree, even though some master's degrees may be considered as first-professional.
- Specialist's Degree. The Specialist degree usually requires advanced study between the Master's and Doctor's degree; e.g. Educational Specialist (Ed.S.), etc.
- Doctor's degrees. The doctorate classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. degree in any field — whether Agronomy, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. All other doctorates should be included except those classified as first-professional in instruction B.2., above.

BASIC INSTITUTIONAL DATA
NCA DATA FORM E — PART 2 — RETENTION AND REPLACEMENT OF FULL-TIME FACULTY, FALL
(Please refer to instructions below before completing)

RETENTION AND REPLACEMENT OF FULL-TIME FACULTY (1)	11	HIGHEST EDUCATIONAL LEVEL OF FACULTY				
		BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1) (2)	SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2) (3)	MASTER'S DEGREES (SEE INSTR. B3) (4)	SPECIALIST DEGREES (SEE INSTR. B4) (5)	DOCTOR'S DEGREES (SEE INSTR. B5) (6)
1. NEW TO THE INSTITUTION (NOT HERE PREVIOUS FALL						
a. FROM STUDENT STATUS THIS YEAR SINCE FALL	1	---	---	17	---	---
b. EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	2	---	---	47	---	2
c. FROM OTHER STATUS	3	---	2	---	---	---
2. WITH THIS INSTITUTION AT LEAST SINCE PREVIOUS FALL	4	35	---	111	1	3
3. EMPLOYED FULL-TIME PREVIOUS FALL AT THIS INSTITUTION, BUT NOT EMPLOYED FULL-TIME THIS YEAR AT THIS INSTITUTION		---	---	---	---	---
a. RETIRED OR DIED	5	---	---	---	---	---
b. EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	6	---	---	---	---	---
c. OTHER	7	5	---	12	1	---

INSTRUCTIONS AND DEFINITIONS

A. Retention and Replacement

1. Include all full-time personnel with academic status who are primarily assigned to instruction, departmental research, or organized research. Full-time personnel are those employed by the institution on a full-time basis, as defined by the institution. The total faculty reported in Sections 1a, 1b, 1c, and 2 of this form should equal the total faculty reported in Form 1, Part A (Items 1a and 2a, col. 3).

2. Retention is defined as the number of faculty who were employed full-time in the previous fall and who are still employed full-time this fall. Persons employed part-time by this institution in the previous fall which were full-time this fall should be classified as "new to this institution, as of fall" and should be (1) listed under item 1 b. above if the faculty member came to this institution as a full-time faculty member from another higher education institution, or (2) listed under item 1 c. above if the faculty member came to this institution from other circumstances.

3. A new professional employee who was both a student and an employee elsewhere last year should be classified as having been an employee (whether in higher education or other employment) if such employment was full-time and as a student if employment was less than full-time.

4. In exceptional cases, a full-time employee may be classified as having been a student if:

- (a). Such employment was non-professional and only incidental to the pursuit of further education, and
- (b). Enrollment as a student was necessary to complete work on a degree which was a condition of undertaking current employment.

B. Highest educational level

1. Bachelor's degrees or lower. Bachelor's degrees require the equivalent of at least four years of academic work, and include all bachelor's degrees, except the following which are classified here as first-professional: Law-LL.B. and Theology-B.D.

2. First-professional degrees in selected fields. The first-professional degrees are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least 2 academic years of previous college work for entrance and which require a total of at least 6 academic years of college work for completion. Examples are: Professional degrees in Dentistry (D.D.S. or D.M.D.), Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), and Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.) and Osteopathy (D.O.). Exclude all master's degrees (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though as in the case of Social Work 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion).

3. Master's degrees. The master's degree is a second-level degree, beyond the bachelor's and below the doctorate. Include in this category all those holding the Master's as the highest degree, even though some master's degrees may be considered as first-professional.

4. Specialist's Degree. The Specialist degree usually requires advanced study between the Master's and Doctor's degree; e.g. Educational Specialist (Ed.S.), etc.

5. Doctor's degrees. The doctorate classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. degree in any field -- whether Agronomy, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. All other doctorates should be included except those classified here as first-professional in instruction B.2., above.

BASIC INSTITUTIONAL DATA
 NCA DATA FORM E — PART 3 — CHARACTERISTICS OF PART-TIME FACULTY AND STAFF

PLEASE ENTER THE NUMBER OF PART-TIME FACULTY AND STAFF, WHOSE PRIMARY FUNCTION IS INSTRUCTION, DEPARTMENTAL RESEARCH OR ORGANIZED RESEARCH, ACCORDING TO THEIR RANK, SEX, AND HIGHEST EDUCATIONAL LEVEL. (PLEASE REFER TO THE INSTRUCTIONS BELOW BEFORE COMPLETING SCHEDULE.)

RANK OF PART-TIME FACULTY, FALL (1)	HIGHEST EDUCATIONAL LEVEL OF FACULTY										
	BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1)		SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2)		MASTER'S DEGREES (SEE INSTR. B3)		SPECIALIST'S DEGREE (SEE INSTR. B4)		DOCTOR'S DEGREES (SEE INSTR. B5)		
	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)	
10											
ACADEMIC DEAN	1		n/a	n/a							
PROFESSOR	2		n/a	n/a							
ASSOCIATE PROFESSOR	3	1		n/a	n/a	18	3			1	
ASSISTANT PROFESSOR	4	2	3	n/a	n/a	15	3				
INSTRUCTOR	5	12	3	n/a	n/a	11	2				
JUNIOR STAFF	6			n/a	n/a						
OTHER FACULTY	7			n/a	n/a						
TOTAL	8	15	6	n/a	n/a	44	8			1	

INSTRUCTIONS AND DEFINITIONS

A. Rank

- Academic deans are deans of instructional divisions such as Dean of the School of Education. Associate or Assistant Deans should be classified according to their respective rank of professor through instructor and not classified as deans. Administrative deans such as Dean of Admissions and Dean of Summer Session, should not be included.
- Persons who do not hold the exact titles of professor, associate professor, assistant professor, or instructor, but who hold comparable positions, should be classified according to the rank of the corresponding position. Please equate titles, such as Director of Research, Associate Director of Research, Assistant for Research, Adjunct Professor, etc., to the comparable faculty rank, if possible. If not possible see paragraph A4 below.
- Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- Other academic faculty are persons who: 1) have no faculty rank, but teach courses, or 2) hold a full-time professional position in instruction or research that cannot be equated to a faculty rank. An institution may add a sheet indicating faculty qualifications other than those based on earned degrees, if appropriate; e.g. work experience.

B. Highest educational level

- Bachelor's degrees or lower. Bachelor's degrees require the equivalent of at least four years of academic work, and include all bachelor degrees, except the following which are classified here as first-professional: Law-LL.B. and Theology-B.C.
- First-professional degrees in selected fields. The first-professional degrees are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least 2 academic years of previous college work for entrance and which require a total of at least 6 academic years of college work for completion. Examples are: Professional degree in Dentistry (D.D.S. or D.M.D.), Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.). Exclude all master's degrees (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though as in the case of Social Work 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion).
- Master's degrees. The master's degree is a second-level degree, beyond the bachelor's or first professional degree and below the doctorate. Include in this category all those holding the Master's as the highest degree, even though some master's degrees may be considered as first-professional.
- Specialist's Degree. The Specialist degree usually requires advanced study between the Master's and Doctor's degree; e.g. Educational Specialist (Ed.S.), etc.
- Doctor's degrees. The doctorate classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. degree in any field — whether Agronomy, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. All other doctorates should be included except those classified as first-professional in instruction B.2., above.

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Schedule I

Name of Institution _____

Date _____

BASIC INSTITUTIONAL DATA
NCA Data Form F — Degrees and Other Formal Awards Conferred

THIS FORM IS DIVIDED INTO THREE PARTS

PART A is concerned with first-professional degrees only. Formerly, these degrees were reported in the same section as bachelor's, master's, and doctor's degrees. Because first-professional degrees are awarded in relatively few fields, it seemed desirable to place them in a separate part of the questionnaire rather than in the complete field listing.

PART B is concerned with bachelor's, master's, and doctor's degrees.

PART C is concerned with awards below the bachelor's level (*Associate in Arts degrees and other formal awards*).

Many institutions will appropriately skip one or more of the three parts. If a particular part (*A, B, or C*) does not apply to you, please indicate that fact and forward that part to us along with those you did complete.

SEPARATE SPECIFIC INSTRUCTIONS ARE PROVIDED FOR EACH OF THE THREE PARTS

GENERAL INSTRUCTIONS FOR ALL PARTS

Please examine the definitions and instructions which accompany each part.

If degrees or other awards were conferred in the last academic year for the **FIRST TIME** in a field of study new to your institution, please place a check mark beside the item number. This will save correspondence later regarding the entry.

BRANCH INSTITUTIONS. Please be sure to indicate in Items 6 and 7 whether your report includes or excludes awards to students at branches of your institution. (*Please do not include awards by branches outside the United States, its Territories, or possessions.*)

Name of Institution _____

INSTRUCTIONS FOR PART A. FIRST-PROFESSIONAL DEGREES IN SELECTED FIELDS

FIRST-PROFESSIONAL DEGREES IN SELECTED FIELDS. The first-professional degrees to be reported in columns 4 and 5 are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least two academic years of previous college work for entrance and which require a total of at least six academic years of college work for completion. For example, include professional degrees in Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), and so forth. Degrees beyond the first-professional in these fields are to be reported in Part B.

Report all master's degrees in Part B, columns 6 and 7, even though the master's degree is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though, as in the case of Social Work, 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion of the master's degree.

PART A. FIRST-PROFESSIONAL DEGREES CONFERRED IN SELECTED FIELDS (Requiring At Least Six Years of Study)

IS PART A APPLICABLE TO YOUR INSTITUTION?
(If not applicable, proceed to Parts B and C.)

YES

NO

LINE NO.	ITEM NO. (1)	X IF 1ST TIME (2)	MAJOR FIELD OF STUDY (3)	NUMBER OF FIRST-PROFESSIONAL DEGREES CONFERRED	
				MEN (4)	WOMEN (5)
1	1400		ARCHITECTURE		
2	4401		CHIROPODY OR PODIATRY (D.S.C. or Pod. D.)		
3	4407		DENTISTRY (D.D.S. or D.M.D.)		
4	4416		MEDICINE (M.D.)		
5	4425		OPTOMETRY (O.D.)		
6	4428		OSTEOPATHY (D.O.)		
7	4431		PHARMACY		
8	4443		VETERINARY MEDICINE (D.V.M.)		
9	5000		LAW (LL.B. or J.D.)		
10	7404		THEOLOGY (B.D., Rabbi, or other first-professional degree. Report all other Theology in Item 7407)		
11	9799		OTHER (Specify)		
12	9799				
13	9700		TOTALS		

PART B. BACHELOR'S, MASTER'S, AND DOCTOR'S DEGREES (Continued)

LINE NO.	ITEM NO. (1)	X IF 1ST TIME (2)	MAJOR FIELD OF STUDY (3)	BACHELOR'S DEGREES (Requiring 4-5 Yrs.)		MASTER'S DEGREES		SPECIALIST'S DEGREES		DOCTOR'S DEGREES (Ph.D., Ed.D., etc.)	
				MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN	WOMEN	MEN (8)	WOMEN (9)
				BROAD GENERAL CURRICULUMS AND MISCELLANEOUS FIELDS (Continued)							
			INTER-AREA STUDIES (Specify subject areas)								
268	8313										
269	8313										
270	8313										
271	8313										
	8314		FIELDS OF STUDY NOT LISTED ABOVE (Specify)								
272	8314										
273	8314										
274	8314										
275	8314										
276	8314										
277	8399		FIELD OF STUDY NOT IDENTIFIED (Use only when no information on the field of study or the subject area)								
278	8399										
279	8399										
280	8399										
281	8399										
282	8399										
283	8399										
284	9800		GRAND TOTAL, ALL DEGREES (From July 1, 1967 to June 30, 1968)								
	9900		NUMBER INCLUDED IN ITEM 9800 ABOVE WHICH PREPARED RECIPIENT FOR TEACHER CERTIFICATION AT THE—								
285	9901		ELEMENTARY LEVEL								
286	9902		SECONDARY LEVEL								
287	9903		BOTH ELEMENTARY AND SECONDARY LEVELS								

INSTRUCTIONS FOR PART C, DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS

1. Report in Section 1 all associate degrees requiring at least 2 but less than 4 years of work beyond high school. Include in Section 1 associate degrees reported in columns 2 and 3 of Sections 2, 3, and 4. Thus, for example, a student who completed an organized occupational program in Chemical Technology and received an Associate in Science degree would be included both in Section 3 (*Item 2619*) and in Section 1 (*Item 0040*).

2. Report in Sections 2, 3, and 4 completions of whole curriculums only, NOT individual courses. For purposes of this survey, an ORGANIZED CURRICULUM is one which meets all four of the following criteria:

A. High school graduation (or its equivalent), but no work beyond high school, is required for admission to the curriculum. The general level of these curriculums is the first one to three years beyond high school.

B. The curriculum is a series of required and elective courses constituting an integrated program designed to prepare students for immediate employment in a specific occupation or cluster of occupations. A group of courses, even though all of them are in a given subject area, do not necessarily constitute a curriculum.

C. Completion of the curriculum requires at least one but less than four years of full-time attendance, or the equivalent in part-time attendance over a longer period. A "year" means an academic year of approximately nine months.

D. The curriculum leads to any type of formal recognition (*certificate, associate degree, diploma, a transcript recognizing successful completion, a statement of completion from an administrator of your institution, or other formal recognition*) signifying that the student has completed an organized curriculum; or the State grants a license or other formal recognition, upon examination, to all graduates of the curriculum.

Report in columns 3 through 6 of Sections 2, 3, and 4 only those associate degrees, diplomas, certificates, or other formal awards signifying the completion of organized curriculums which prepare for occupational competence in the specified fields or areas. The associate degrees reported here should also be included in the totals requested in Section 1. Formal awards other than associate degrees in organized occupational curriculums should be reported only in Sections 2, 3, and 4.

3. Note that, for purposes of this survey, organized occupational programs are not designed as the equivalent of the first one, two, or three years of a baccalaureate degree program. Example: preengineering is NOT an organized occupational curriculum as defined in this survey, because it is designed to prepare students for continuation in the regular engineering program. Engineering technology is an organized occupational curriculum, as defined in this survey, because it is designed to prepare students for immediate employment upon completion. Note that work taken in an organized occupational curriculum may be partly or wholly creditable toward a bachelor's degree and it may lead to an associate degree; the essential point is that the organized occupational curriculum prepares for immediate employment in a specific occupation.

PART C. DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS OF WORK BEYOND HIGH SCHOOL

SECTION 1. ASSOCIATE DEGREES (Based on at least 2 years of work that is wholly or chiefly creditable toward a bachelor's degree in your institution or by transfer.)

LINE NO.	ITEM NO. (1)	TYPE OF ASSOCIATE DEGREE (2)	MEN (3)	WOMEN (4)
288	0010	ASSOCIATE IN ARTS	81	44
289	0040	ASSOCIATE IN SCIENCE		
290	0070	ALL OTHER ASSOCIATE DEGREES Business Administration	14	
291	0090	TOTAL ASSOCIATE DEGREES	95	44

SECTION 2. ORGANIZED OCCUPATIONAL CURRICULUMS BELOW THE TECHNICAL OR SEMI-PROFESSIONAL LEVEL

LINE NO.	ITEM NO.	CURRICULUMS (2)	CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS		CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS	
			MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
			292	2700	SCIENCE- OR ENGINEERING-RELATED Apprentice Practical Nursing,	
293	9200	NONSCIENCE- AND NONENGINEERING-RELATED				
294	0092	TOTALS FOR SECTION 2			77	51

SECTION 3. SCIENCE- OR ENGINEERING-RELATED ORGANIZED OCCUPATIONAL CURRICULUMS AT THE TECHNICAL OR SEMI-PROFESSIONAL LEVEL

LINE NO.	ITEM NO.	CURRICULUMS	MEN	WOMEN	MEN	WOMEN
295	2606	ENGINEERING-RELATED CURRICULUMS AERONAUTICAL TECHNOLOGY				
296	2610	ARCHITECTURAL OR BUILDING TECHNOLOGY				
297	2619	CHEMICAL TECHNOLOGY				
298	2630	CIVIL TECHNOLOGY				
299	2636	ELECTRICAL OR ELECTRONICS TECHNOLOGY	4			
300	2658	INDUSTRIAL TECHNOLOGY	1			
301	2662	INSTRUMENTATION TECHNOLOGY				
302	2668	MECHANICAL TECHNOLOGY	1		2	
303	2675	METALLURGICAL TECHNOLOGY				
304	2677	NUCLEAR TECHNOLOGY				
305	2698	OTHER ENGINEERING-RELATED CURRICULUMS (Specify)				
306	2698					
307	2698					
308	2698					
309	1034	SCIENCE-RELATED CURRICULUMS AGRICULTURE				
310	3900	FORESTRY				

PART C. DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS OF WORK BEYOND HIGH SCHOOL - (Continued)

SECTION 3. (Continued)

LINE NO.	ITEM NO. (1)	CURRICULUMS (2)	CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS		CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS	
			MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
311	4920	SCIENCE-RELATED CURRICULUMS - (Continued) OTHER SCIENCE-RELATED CURRICULUMS (Specify)				
312	4920					
313	4920					
314	4920					
315	4402	HEALTH SERVICE CURRICULUMS DENTAL ASSISTANT				5
316	4403	DENTAL HYGIENE				
317	4405	DENTAL LABORATORY ASSISTANT				
318	4414	MEDICAL OR BIOLOGICAL LABORATORY TECHNICIAN	1	2		
319	4439	MEDICAL X-RAY TECHNICIAN				
320	4417	NURSING, PRACTICAL				
321	4418	NURSING, ASSOCIATE DEGREE OR DIPLOMA PROGRAM	2	29		
322	4424	OCCUPATIONAL THERAPY ASSISTANT				
323	4450	SURGICAL TECHNICIAN				
	4498	OTHER HEALTH SERVICE CURRICULUMS (Specify)				
324	4498	Medical Secretarial		1		1
325	4498	Medical Office Assisting				5
326	4498					
OTHER						
327	2190	SCIENTIFIC DATA PROCESSING (Include computer and EAM processing. Exclude key punch; report in Item 9200. Exclude business data processing; report in Item 2065.)				
328	0093	TOTALS FOR SECTION 3	9	32	2	11

SECTION 4. NONSCIENCE- AND NONENGINEERING-RELATED ORGANIZED OCCUPATIONAL CURRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL

329	2054	BUSINESS- AND COMMERCE-RELATED CURRICULUMS GENERAL BUSINESS, BUSINESS ADMINISTRATION				
330	2060	ACCOUNTING	1			
331	2065	BUSINESS DATA PROCESSING		1		
332	2070	MARKETING, DISTRIBUTIVE EDUCATION	2	1		
333	2080	SECRETARIAL STUDIES		7		

PART C. DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS OF WORK BEYOND HIGH SCHOOL - (Continued)

SECTION 4. (Continued)

LINE NO.	ITEM NO. (1)	CURRICULUMS (2)	CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS		CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS	
			MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
		BUSINESS- AND COMMERCE-RELATED CURRICULUMS (Continued)				
	2095	OTHER BUSINESS- OR COMMERCE-RELATED CURRICULUMS (Specify)				
334	2095					
335	2095					
336	7490	OTHER BIBLE STUDY, RELIGIOUS WORK				
337	2360	EDUCATION (2-year teacher training or teacher aides)				
338	3294	FINE, APPLIED, OR GRAPHIC ARTS	7	1		
339	4780	HOME ECONOMICS				
340	5310	LIBRARY ASSISTANT OR TECHNICAL AIDE				
341	7742	POLICE TECHNOLOGY, LAW ENFORCEMENT	5			
	8350	OTHER NONSCIENCE- AND NONENGINEERING-RELATED (Specify)				
342	8350	Food Service Management	4			2
343	8350	Library Technical Assisting		4		
344	8350	Recreational Supervision	1			
345	0094	TOTALS FOR SECTION 4	20	14		2

BASIC INSTITUTIONAL DATA
NCA DATA FORM G — LIBRARY COLLECTION, STAFF, EXPENDITURES, AND SALARIES

EXPLANATIONS AND INSTRUCTIONS

In this form, basic data are requested on the collections, staff, expenditures and salaries in college and university libraries. The compilations of these data have proved to be valuable tools for administrators, chief librarians, and others concerned with the improvement of library services to higher education.

The following changes have been made in the procedure and questionnaire since last year:

A. *Reorganization:* All data concerning the library have been consolidated into one form.

B. *New Items:*

1. Statistics on PROJECTED EXPENDITURES for this fiscal year — in order to provide more up-to-date information.
2. Statistics on INTERLIBRARY TRANSACTIONS.

GENERAL INSTRUCTIONS

- A. **TIME PERIODS COVERED.** The data concerning library collection and transactions (Part I) and actual expenditures and hourly assistance (Part II) should be reported for this fiscal year. The items concerning budgeted expenditures (Part II) are for the fiscal year. Expenditure data in Part III are for your institution's actual fiscal year and next budgeted fiscal year. Data on staff (Part III) and salaries (Part IV) are for the fall.
- B. **LIBRARY UNITS COVERED.** Report consolidated data for ALL of the library units in your college, university, or university system, including libraries in branches, extension centers, and research installations. If it is necessary to omit any library unit(s), please give name and location in Item 5.
- C. **NEED FOR ESTIMATES.** If exact information is not available for an item, PLEASE ENTER AN ESTIMATE for the requested figure. If data are available for a combination of items but not for each component, enter an estimate for each component. Thus, except for the salary table (Part IV, Lines 11-25), each item on the form should show (a) an appropriate figure, (b) an "X" for check boxes, or (c) "O" when the quantity to be reported is nothing or zero; DO NOT LEAVE ANY ITEM BLANK.

SPECIFIC INSTRUCTIONS

PART I - LIBRARY COLLECTION AND TRANSACTIONS.

- A. For reporting purposes, a VOLUME is a physical unit of any printed, typewritten, handwritten, mimeographed or processed work contained in one binding or portfolio, hardbound or paper bound, which has been classified, cataloged, or otherwise prepared for use. Include bound periodical volumes. Include Government documents that have been classified and cataloged, counting as a volume such material as is contained in one binding or portfolio.
- B. All forms of microtext (including microfilm) are to be excluded from Lines 1-4, but ARE TO BE REPORTED SEPARATELY on Lines 5 and 6. If the number of reels or other units of microtext are not separately available in your records, please estimate their number for purposes of providing separate data here.
- C. For Line 7, a PERIODICAL is defined as a publication issued in parts that usually contain articles by several contributors. It generally has a distinctive title and the successive numbers or parts are intended to appear at stated intervals, and usually for an indefinite period. Other serials, such as monographs, newspapers, annuals, proceedings, transactions, yearbooks, and reports, should be reported on Line 8.

PART II - LIBRARY OPERATING EXPENDITURES,
ACTUAL AND BUDGETED

- A. In order to provide current data, expenditure items are being requested for the institutional fiscal year.
- B. In the budgeted figures, include any funds, the receipt of which may not be certain but can plausibly be anticipated for the next fiscal year.

- C. On Line 1, include expenditures for salaries, before any deductions, of professional and nonprofessional staff of the library. Staff benefits, such as social security, retirement, pension contributions, and other "fringe benefits" paid by the institution should be excluded. Also exclude bindery salaries and wages (see Paragraph E).
- D. The estimated value of personal services (salary equivalents) contributed by members of religious orders should be included on Line 2.
- E. If your library operates its own bindery, report on Line 5 the total expenditures for this operation, including those for salaries, wages, and supplies.
- F. Note that Lines 8 through 10 provide for the estimated value or cost of certain materials or services which are not included in your library's budget. On Line 10, specify other types of services, such as, students working for part payment of tuition or other hourly help under programs charged to the institution's budget.

PART III - GENERAL INSTITUTIONAL DATA

- A. Note that the information required in this Part is concerned with the entire institution. However, it is needed in the analysis of library data and will expedite final publication if supplied here.
- B. Figures for Items 1 through 5 should be obtained from the business officer and the chief academic officer, respectively.

PART IV - LIBRARY STAFF AND SALARIES, FALL TERM

SECTION A - TOTAL LIBRARY STAFF

- A. In this section report all staff (including contributed-service staff) serving the library in regular positions, i.e., full-time or part-time positions functioning during at least the fall term.
- B. For reporting purposes, PROFESSIONAL LIBRARIANS (Lines 1, 2, and 3) are defined as staff doing work that requires training and skill in the theoretical or scientific aspect of library work, as distinct from its mechanical or clerical aspect. Note that the group designated "Heads of major library units" (Line 2) includes head of school, college, or branch libraries and heads of major library departments or divisions.
- C. PROFESSIONAL STAFF OTHER THAN LIBRARIANS are defined as persons who, though not librarians, are in positions normally requiring at least a bachelor's degree (line 4).
- D. NONPROFESSIONAL STAFF are persons in receiving, shipping, storing, secretarial duties, etc. (Line 5).
- E. To compute the full-time equivalent (FTE) of the part-time staff reported in Column (e), add the hours worked in a typical week by all regular part-time staff, and divide by the number of hours in your full-time work week; round to nearest tenth of a position, and enter the result in Column (d). Complete Column (e) (FTE of total staff) by adding Columns (b) and (d). NOTE:—Hourly employees who work only intermittently should be reported in Part II, Line 12.
- F. As appropriate, use a similar procedure to obtain, in terms of full-time equivalents, the components of Column (e) that are represented by contributed-service staff and enter this figure in Column (f).

SECTION B - SALARIES OF FULL-TIME STAFF

- A. This section requests salary data for all FULL-TIME library staff members who, at the beginning of the fall term, held contracts for periods of at least 9 months. Exclude staff serving full time for less than 9 months. The definitions in Section A for types of position also apply here.
- B. Report salaries in terms of contract salaries before deductions. Staff on 9-10 month and 11-12 month contracts should be entered, respectively, in tier A and tier B of the table. Estimate salary equivalents of contributed-service staff members (equating them to an 11-12 month rate) and report them in tier C.
- C. For staff reported on each line of the table, compute the mean salary (Column (b)) by summing the salaries and dividing by the number of staff in Column (c).
- Note that the salary of the director of libraries is to be reported separately (Item 7), and that use of his salary will be restricted if you so specify in Item 9.

NCA Data Form G — Library Collection, Staff, Expenditures, and Salaries (continued)

LIBRARY UNIT(S) OMITTED FROM THIS REPORT

NAME OF LIBRARY UNIT	ADDRESS	ZIP CODE

PART I — LIBRARY COLLECTION AND TRANSACTIONS		PART II — LIBRARY OPERATING EXPENDITURES ACTUAL AND BUDGETED		
			ACTUAL 1968-69	BUDGETED 1969-70
1. NUMBER OF VOLUMES HELD AT END OF PREVIOUS YEAR 1968	60,553	1. TOTAL SALARIES, BEFORE DEDUCTIONS, OF REGULAR LIBRARY STAFF	\$ 276,866	\$ 234,039
2. NUMBER OF VOLUMES ADDED DURING YEAR (Without subtraction of volumes withdrawn) 1969	8,169	2. SALARY EQUIVALENTS OF CONTRIBUTED-SERVICE STAFF	\$ -0-	\$ -0-
3. NUMBER OF VOLUMES WITHDRAWN DURING YEAR 1968-69	0	3. TOTAL WAGES PAID TO STUDENTS AND OTHER HOURLY ASSISTANTS, BEFORE DEDUCTIONS	\$ 44,875	\$ 30,500
4. TOTAL NUMBER OF VOLUMES HELD AT END OF YEAR (Sum of Lines 1 and 2, minus 3) 1969	68,722	4. EXPENDITURES FOR BOOKS AND OTHER LIBRARY MATERIALS	\$ 182,239	\$ 123,393
5. NUMBER OF REELS OF MICROFILM HELD AT END OF YEAR	8,434	5. EXPENDITURES FOR BINDING AND REBINDING	\$ 1,936	\$ 1,600
6. NUMBER OF PHYSICAL UNITS OF OTHER FORMS OF MICROTEXT (e.g., number of microcards, microprints, or microfiche cards) HELD AT END OF YEAR (Estimate if necessary)	0	6. OTHER OPERATING EXPENDITURES (INCLUDING replacement of equipment and furnishings but EXCLUDING all capital outlay)	\$ 73,536	\$ 64,950
7. NUMBER OF PERIODICAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	625	7. GRAND TOTAL (Sum of Lines 1 through 6)	\$ 579,452	\$ 454,482
8. NUMBER OF OTHER (nonperiodical) SERIAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	837	ESTIMATED COST OF ITEMS WHICH, THOUGH NOT CHARGED TO YOUR LIBRARY ACCOUNTS, CONSTITUTE LIBRARY MATERIALS OR SERVICES.		
INTERLIBRARY TRANSACTIONS. (Exclude requests not filled or still pending and transactions between library units of your institution. Estimate if necessary)		8. BINDING	\$ 1,945.53	\$ 1,260.00
9. NUMBER OF ITEMS BORROWED (Including nonreturnable items received)	1,108	9. AUTOMATION SERVICES	\$ 20,819.40	\$ 20,250.00
NUMBER OF ITEMS LENT BY YOUR LIBRARY:	763	10. OTHER (Specify)	\$	
10. NONRETURNABLE ITEMS SUPPLIED	18	N/A	\$	
11. RETURNABLE ITEMS SUPPLIED	1,090	STUDENT AND OTHER HOURLY ASSISTANCE		
		11. ANNUAL TOTAL NUMBER OF HOURS OF STUDENT ASSISTANCE	22,270	
		12. ANNUAL TOTAL NUMBER OF HOURS OF OTHER HOURLY ASSISTANCE	1,081 est.	

NCA DATA FORM G — LIBRARY COLLECTION, STAFF
EXPENDITURES, AND SALARIES (Continued)

Analysis of resources

For your present total collection (sum of items 4-7 part A), enter in column 4 below the approximate percents which are devoted to the areas in column 1. Likewise, enter in column 5 the approximate percents for your current acquisitions (item 2 part A). In each column the percents should total 100. (Provide approximations by measuring your shelf list cards at 10[^] cards per inch; estimate for unclassified serials or periodicals. The numbers and letters below refer to the approximate D.C. and L.C. schedules.)

AREA	CLASSIFICATION		%OF TOTAL COLLECTION	% OF CURRENT ACQUISITIONS Estimate
	D.C.	L.C.		
1	2	3	4	5
10 HUMANITIES AND GENERAL WORKS	000,100,200, 400,700,800	<u>3514</u> A, B, M, N, P, Z,	31%	28%
11 SOCIAL SCIENCES	300,900	<u>4295</u> C, D, E, F, G, H, J, K*, L	32%	36%
12 PHYSICAL SCIENCES, INCLUDING MATHEMATICS	500 - 559	<u>1314</u> Q - QE	11.8%	9%
13 BIOMEDICAL SCIENCES	560 - 599 610 - 619	<u>2085</u> QH - QR R, S	14.2%	1.3%
14 TECHNOLOGY (ENGINEERING)	600 - 609 620 - 699	T, U, V	11%	14%
15 UNCLASSIFIED MATERIALS (INCLUDING UNCLASSIFIED BOUND PERIODICALS)	----	----	0%	0%

*i.e., LAW (pending)

NUMBER OF TITLES, EXCLUSIVE OF TOTAL NUMBER OF VOLUMES (WHICH INCLUDES DUPLICATES) 25,718

Numbers in L.C. Boxes represent Laboratory Text Materials divided according to L.C. Classifications (Total 11,208)

NCA Data Form G - Part III - General Institutional Data

EXPENDITURES OF YOUR INSTITUTION FOR EDUCATIONAL AND GENERAL PURPOSES, INCLUDING FUNDS FOR ORGANIZED RESEARCH FOR THE INSTITUTION'S FISCAL YEAR (Please coordinate with your institution's business officer)		PROFESSIONAL STAFF OF YOUR INSTITUTION IN RESIDENT INSTRUCTION, DEPARTMENTAL RESEARCH, AND ORGANIZED RESEARCH, FALL TERM (Please coordinate with your institution's chief academic officer)		
1. ACTUAL EXPENDITURES FOR LATEST FISCAL YEAR	2. BUDGETED EXPENDITURES FOR NEXT FISCAL YEAR	3. FULL-TIME	4. PART-TIME	5. FTE OF PART-TIME
\$ 579,452	\$ 454,482	221	5	223 1/2

PART IV - LIBRARY STAFF COUNT AND SALARIES, FALL TERM

SECTION A - TOTAL LIBRARY STAFF

TYPE OF POSITION (See Page 4 for definitions)	NUMBER OF STAFF		FTE OF PART-TIME STAFF	FTE OF TOTAL STAFF (Col. (b) Plus Col. (d))	FTE CONTRIBUTED-SERVICE STAFF INCLUDED IN COLUMN (e)
	FULL-TIME	PART-TIME			
(a)	(b)	(c)	(d)	(e)	(f)
1. ASSOCIATE AND ASSISTANT LIBRARIANS	6	0	0	6	6
2. HEADS OF MAJOR LIBRARY UNITS	4	0	0	4	4
3. OTHER PROFESSIONAL LIBRARIANS	0	0	0	0	0
4. PROFESSIONAL STAFF OTHER THAN LIBRARIANS	1	0	0	1	1
5. NONPROFESSIONAL STAFF	29	3	1 1/2	30 1/2	30 1/2
6. TOTAL STAFF (Sum of Lines 1 through 5)	40	3	1 1/2	41 1/2	41 1/2

SECTION B - SALARIES OF FULL-TIME STAFF

7. SALARY OR SALARY EQUIVALENT OF DIRECTOR OF LIBRARIES (Chief Librarian) \$ 15,400.	8. CHECK APPROPRIATE BOX TO SHOW CONTRACT STATUS OF DIRECTOR OF LIBRARIES <input type="checkbox"/> A. 9-10 MONTHS <input checked="" type="checkbox"/> B. 11-12 MONTHS <input type="checkbox"/> C. CONTRIBUTED SERVICE		
9. IF THE SALARY OF THE CHIEF LIBRARIAN IS TO BE KEPT CONFIDENTIAL AND USED ONLY FOR SUMMARY TABULATIONS, ENTER AN "X" HERE → <input type="checkbox"/>			
10. REPORT BEGINNING ANNUAL SALARY WHICH YOUR LIBRARY IS PAYING TO A LIBRARY SCHOOL GRADUATE (Fifth-Year Degree without experience) (If none recruited this term, enter an "X" in Item C.)	A. FOR 9-10 MONTHS \$8,500.	B. FOR 11-12 MONTHS \$ n/a	C. NONE RECRUITED THIS TERM <input checked="" type="checkbox"/>

NCA Data Form G -- PART IV, SECTION B (continued)
MEAN SALARY AND DISTRIBUTION OF FULL-TIME LIBRARY STAFF BY SALARY

TYPE OF POSITION (a)	MEAN SALARY* (b)	TOTAL FULL-TIME STAFF (Sum of cols. (d)-(p)) (c)	NUMBER OF FULL-TIME STAFF EMPLOYED AT LEAST 9 MONTHS, BY SALARY BRACKET						
			LESS THAN \$4,000 (d)	\$4,000 to \$4,999 (e)	\$5,000 to \$5,999 (f)	\$6,000 to \$6,999 (g)	\$7,000 to \$7,999 (h)	\$8,000 to \$8,999 (i)	\$9,000 to \$9,999 (j)
A. STAFF EMPLOYED 9-10 MONTHS									
11. ASSOCIATE & ASSISTANT LIBRARIANS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
12. HEADS OF MAJOR LIBRARY UNITS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
13. OTHER PROFESSIONAL LIBRARIANS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
15. NONPROFESSIONAL STAFF	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
B. STAFF EMPLOYED 11-12 MONTHS									
16. ASSOCIATE & ASSISTANT LIBRARIANS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
17. HEADS OF MAJOR LIBRARY UNITS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
18. OTHER PROFESSIONAL LIBRARIANS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
20. NONPROFESSIONAL STAFF	5554.34	29	n/a	13	8	3	3	1	1
C. CONTRIBUTED-SERVICE STAFF (Equate all to 11-12 month rate)									
21. ASSOCIATE & ASSISTANT LIBRARIANS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
22. HEADS OF MAJOR LIBRARY UNITS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
23. OTHER PROFESSIONAL LIBRARIANS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
25. NONPROFESSIONAL STAFF	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

*MEAN SALARY FOR EACH LINE = SUM OF ACTUAL SALARIES (OR EQUIVALENTS) DIVIDED BY SUM OF PERSONNEL ON THAT LINE.

NCA Data Form G — PART IV, SECTION B (continued)
MEAN SALARY AND DISTRIBUTION OF FULL-TIME LIBRARY STAFF BY SALARY

TYPE OF POSITION (a)	MEAN SALARY* (b)	TOTAL FULL-TIME STAFF (Sum of cols. (d)-(p)) (c)	NUMBER OF FULL-TIME STAFF EMPLOYED AT LEAST 9 MONTHS, BY SALARY BRACKET					
			\$10,000 to \$11,999 (k)	\$12,000 to \$13,999 (l)	\$14,000 to \$15,999 (m)	\$16,000 to \$17,999 (n)	\$18,000 to \$19,999 (o)	\$20,000 or MORE (p)
A. STAFF EMPLOYED 9-10 MONTHS								
11. ASSOCIATE & ASSISTANT LIBRARIANS	N/A							
12. HEADS OF MAJOR LIBRARY UNITS								
13. OTHER PROFESSIONAL LIBRARIANS								
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
15. NONPROFESSIONAL STAFF								
B. STAFF EMPLOYED 11-12 MONTHS								
16. ASSOCIATE & ASSISTANT LIBRARIANS	12,288	6	3	3				
17. HEADS OF MAJOR LIBRARY UNITS	15,180	4			3	1		
18. OTHER PROFESSIONAL LIBRARIANS	11,576	1	1					
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
20. NONPROFESSIONAL STAFF								
C. CONTRIBUTED-SERVICE STAFF (Equate all to 11-12 month rate)								
21. ASSOCIATE & ASSISTANT LIBRARIANS								
22. HEADS OF MAJOR LIBRARY UNITS								
23. OTHER PROFESSIONAL LIBRARIANS								
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
25. NONPROFESSIONAL STAFF								

*MEAN SALARY FOR EACH LINE = SUM OF ACTUAL SALARIES (OR EQUIVALENTS) DIVIDED BY SUM OF PERSONNEL ON THAT LINE.

BASIC INSTITUTIONAL DATA

NCA Data Form H — Financial Statistics of Institutions of Higher Education

These financial schedules are designed, in general, in categories which are compatible with groupings and definitions in College and University Business Administration, Volumes I and II, published by the American Council on Education, 1785 Massachusetts Ave., N. W., Washington, D. C.

Please examine the definitions and instructions.

General Instructions and definitions.

1. Data requested on financial statistics are for the fiscal year of your institution.
2. Data on all of the organizational units of your institution (e.g., *Federally Funded Research and Development Centers, branches, extensions*) should be included. Any support provided an independent organization, such as a consortium (e.g., *committee on institutional cooperation*) should also be included.
3. Data for your institution which are not kept on the books of account of your institution, but are kept on the records of another organization or agency for your institution, should be included (e.g., *State agency keeping records on physical plant*).
4. Estimated value of "contributed services" (*members of a religious order only*) should be included under revenue (*private gifts*) and under expenditures by appropriate categories.
5. In reporting Federal funds received, include those Federal funds channeled through State agencies.
6. Exclude agency funds — i.e., funds handled by the institution in a custodial capacity only (e.g., *funds for student organizations*).
7. No one institution will have data for all of the cells in these schedules (e.g., *in schedule 1, item A 5a only applies to institutions which manage a center which is designated as a Federally Funded Research and Development Center by a Federal agency*).
8. Detailed instructions and definitions are provided for each schedule, with the box-head items of each schedule included first and sub-items included second.
9. In reporting dollar amounts, omit cents.

NOTE: The Schedules are not numbered sequentially, nor are the instructions. This is because certain of the Schedules have been omitted.

SCHEDULE I — CURRENT-FUNDS REVENUE BY SOURCE FOR FISCAL YEAR

In schedule I, report all current-funds revenue (*unrestricted, those restricted by the source, and those designated by the institution*) received for the fiscal year. Report all current-funds revenue as shown on your accounting records, regardless of the accounting basis used (e.g., *cash accrual, etc.*).

Line A. Report as educational and general all revenues for the instructional, research, extension and public services programs of the institution, and for general expenses.

Line 1. Student tuition and fees — all tuition and fees assessed against students for educational and general purposes. Tuition and fee remissions (*not intended to be collected*) should be included here and also a corresponding amount under student aid grants (*Schedule IV, line 2*).

Line 2. Governmental appropriations — all educational and general revenues from governmental sources except funds for sponsored research and other sponsored programs. Line 2a, Federal Government, should include such revenues from all Federal agencies including Federal funds channeled through State agencies. Line 2c, local government, should include revenues from a municipality, county, district, or any other political subdivision within a State. Include direct tax levies if appropriate.

Line 3. Endowment income — report all educational and general revenues derived from the earnings of endowment, term endowment, and quasi-endowment funds. Include income from funds held in irrevocable trusts by others. Land-grant institutions should include earnings from Federal and State land-grant funds.

Line 4. Private gifts — report educational and general revenues given to the institution by any nongovernmental source. Include estimated value of services contributed by members of religious orders (*a corresponding amount should be reported under expenditures*). Bequests should be included. Do not include funds received for specific research or other sponsored programs in accordance with contract, grants, or other written agreements.

Item 5. Sponsored research — include revenues from governmental agencies or other outside organizations or individuals for specific research projects for which payments are made in accordance with contracts, grants, or other written agreements. Include amounts received as allowances or reimbursement for indirect costs. Line 5a should include all revenues for organizations which are designated as *Federally Funded Research and Development Centers* by the sponsoring Federal agency. Line 5c should include revenues for specific research projects from nongovernmental sources such as foundations, business corporations, and other organizations and individuals.

Line 6. Other separately budgeted research — include the revenues or gross income from all separately organized research divisions which are not financed in the manner described for sponsored research. Examples are research bureaus, research institutes, and agriculture and engineering experiment stations.

Line 7. Other sponsored programs — include revenues for all separately budgeted programs, other than research, which are supported by sponsors outside the institution. Examples are training programs, workshops, training and instructional institutes, such as counseling institutes, college work-study program, and similar activities for which payments are made in accordance with contracts, grants, or other written agreements. Revenues from governmental sources should be reported in lines 7a, 7b, and 7c. Line 7d, Nongovernmental, should include revenues from foundations and other nongovernmental sources.

NCA Data Form H — Financial Statistics of Institutions of Higher Education (Continued)

SCHEDULE I INSTRUCTIONS (Continued)

Line 8. Hospitals — public service only. The revenues of hospitals should be reported in this line only by institutions operating hospitals in which service to the community or State is paramount and if the accounts are not reported by the institution as a part of "Other Organized Activities of Educational Departments."

Line 9. Other organized activities of educational departments — report the gross revenues of activities organized and operated in connection with instructional departments and conducted primarily to provide an instructional or laboratory training of students. Examples of such activities are medical-school hospitals (excluding those reported in line 8 above), home economics cafeterias, agricultural college creameries, dental clinics, and laboratory or demonstration schools. The revenue of other activities of a general educational and cultural nature, such as lecture courses, concerts, dramatic productions, and artists' series may also be included.

Line 10. Sales and services of educational departments—include the incidental revenues of educational departments, such as proceeds from the sale of publications.

Line 11. Other educational and general—report all items of revenues for educational and general purposes not included in items above.

Line B. Student aid—report revenues for use in the form of grants to students. Do not include funds for loans to students or for the employment of students (such as teaching fellowships, working scholarships, or work-study programs). The grants to students may be in the form of scholarships, fellowships, grants-in-aid, and prizes or awards for which no services are required of the student. Report the revenues by source on lines B1 and B6.

Line C. Auxiliary enterprises—report the gross revenues of all activities which exist to furnish a service to students, faculty, or staff, and which charge a fee which is directly related to, although not necessarily equal to, the cost of the service. For contracted services, report only revenue as shown on the records of your institution.

Line C1 and 2. Housing and food services — include revenues on all housing and food service owned or leased by the institution.

Line C3: Other auxiliary enterprises—include the gross revenues of all auxiliary enterprises except housing and food services. Examples are college unions, student stores, and laundries. Revenues of intercollegiate athletics should be included unless the program is operated as an integral part of a department of physical education, in which case its transactions should be reported under organized activities relating to educational departments.

SCHEDULE IV. - CURRENT-FUNDS EXPENDITURES BY FUNCTION (PURPOSE) FOR THE FISCAL YEAR

On Schedule IV, report expenditures made from current-funds for current operating purposes. Also include any expenditures made from current-funds for physical plant assets (i.e., any expenditures made which will not be repaid to current-funds from plant funds).

Line 1 a. - Instruction and departmental research includes all resident (not extension) instruction and departmental (not separately organized) research in all colleges or schools and the administrative expense for operating these units.

Line 1 b. - Extension and public service includes educational and other activities designed primarily to serve the general public (e.g., correspondence courses, adult and continuing education courses, agricultural extension, and other community services).

Line 1 c. - Libraries include all expenses of general and departmental libraries; salaries and wages, binding, books, periodicals, newspapers, other library materials, operating expenses, and equipment.

Line 1 d. - Physical plant maintenance and operation includes expenditures for all facilities except those properly charged to auxiliary enterprises and organized activities relating to instructional departments.

Line 1 e. - General administration, general institutional expense, and student services includes expenditures (1) for such offices as governing board, president, vice-president, administrative dean of faculties, business office, public relations, student personnel, registration, admission, and placement; (2) for such other expenses as auditing, bulletins, catalogs, commencement, convocations, memberships, financial campaigns; and (3) for staff benefits not distributed to other budgetary units.

Line 1 f. - Organized activities relating to educational departments includes activities organized and operating in connection with educational departments and conducted primarily as a necessary part of the work of the departments.

Line 1 g. - Organized research includes sponsored and other separately budgeted research. (Exclude Federally Funded Research and Development Centers)

Line 1 h. - Other sponsored programs is a category included in this schedule for reporting such activities as training institutes and other sponsored activities which are specifically financed by outside sources such as Federal departments and agencies.

Line 1 i. - All other educational and general is used here for only those items which cannot be classified in categories above.

Line 2. - Student-aid includes grants-in-aid, scholarships, and fellowships, not student work assignments (chargeable directly to using departments) or student loans. Intercollegiate athletics grants-in-aid may be reported under intercollegiate athletics, if your institution allocates in this manner.

Line 3. - Auxiliary enterprises should include the gross expenditures of all auxiliary enterprises. Physical plant charges, general institutional expenses, administrative charges, and other indirect costs should also be included. Current-funds expended as principal or interest payments on auxiliary enterprise facility indebtedness should also be included here.

Line 3, j and k. - Housing and food service includes the operation of all such facilities owned or leased by the institution.

Line 3, m. - Other auxiliary enterprises are other than housing and food service enterprises which are intended to be self-supporting.

Line 4. - Report here all current-fund expenditures for physical plant not included in any other current-fund expenditure such as annual replacement of equipment and furnishings.

Line 5. - Please note that the total current-funds expenditures should be the sum of lines 1, 2, 3, and 4.

NCA Data Form H — Financial Statistics of Institutions of Higher Education (Continued)

SCHEDULE V. - PHYSICAL PLANT FIXED ASSETS BY BEGINNING AND ENDING VALUES AND ADDITIONS AND DEDUCTIONS DURING THE YEAR FOR THE FISCAL YEAR

In Schedule V, report data on physical plant fixed assets: land, improvements other than buildings, buildings, and equipment (not plant cash or investments of plant cash).

Column (2) - Land - report all land values except those land values which are a part of endowment or other capital-fund investments in real estate.

Column (3) - Improvements include sidewalks, streets, parking lots, monuments, and all other, except improvements to building.

Column (4) - Buildings include all buildings except those which are a part of endowment or other capital-funds investments on real estate.

Column (5) - Equipment includes all equipment which your institution includes as an asset on inventory records.

Line 1. - Book value of plant at the beginning of the fiscal year is intended as the dollar amount of value as shown on the institution's accounting records. Please provide estimates for assets not recorded in the accounts of the institution.

Line 2 a. - Additions to plant by expenditure are additions made through purchase, regardless of the funds expended (*current-funds or plant funds*).

Line 2 b. - Additions to plant by gift-in-kind from donor are additions made through transfer of property to the institution, regardless of source.

Line 2 c. - Additions to plant by reappraisal are additions in dollar amounts which are added to the accounting records of your institution, resulting from appreciation of plant values.

Line 2 d. - Other additions to the plant are the exceptional circumstances of additions which do not fit any of the categories listed above.

Line 3. - Deductions from the plant are deductions resulting from selling, razing, fire or other hazards, or other disposition of assets, or from obsolescence.

Line 4. - Book value of plant at the ending of the fiscal year is intended as the dollar amount of value as shown on the institution's accounting records. Please provide estimates for assets not recorded in the accounts of the institution.

NCA DATA FORM H — FINANCIAL STATISTICS OF INSTITUTIONS OF HIGHER EDUCATION

Schedule I — Current Funds Revenue By Source

Indicate by a check mark whether:

1. Income is reported on cash basis or accrual basis

2. Expenditures are reported on cash basis or accrual basis

(Cash basis: Items are reported as income and as expenditures only when cash is received or made available to the institution and when it is paid out. Accrual basis: Income is taken into the accounts as it becomes due the institution or when a bill is rendered; expenditures are taken into the accounts when obligations are incurred.)

SOURCE (A)	ADP USE	AMOUNT (Whole Dollars Only) (B)			
		THREE PRIOR YEARS			CURRENT YEAR 19 <u>69</u>
		19 <u>68</u>	19 <u>67</u>	19 <u>66</u>	
A. EDUCATION AND GENERAL (Sum of Lines 1,2,3,4,5,6,7,8,9,10 and 11)	1	\$5,961,161	\$5,093,325	\$4,112,019	\$9,126,296
1. STUDENT TUITION AND FEES	2	1,221,574	769,415	696,019	1,973,261
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		20.5%	15.1%	16.9%	21.6%
2. GOVERNMENTAL APPROPRIATIONS (Sum of Lines 2,4 thru C)	3	4,629,702	3,763,439	3,388,126	6,615,819
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		77.7%	73.9%	82.4%	72.5%
A. FEDERAL GOVERNMENT	4				
B. STATE GOVERNMENT	5	1,603,344	1,084,055	936,808	3,185,517
C. LOCAL GOVERNMENT	6	3,026,359	2,679,384	2,451,318	3,430,302
3. ENDOWMENT INCOME	7	500.	-0-	-0-	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		-0-	-0-	-0-	
4. PRIVATE GIFTS	8	-0-	198,004	-0-	951
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		-0-	3.9%	-0-	-0-
5. SPONSORED RESEARCH (Sum of Lines 5,4 thru E)	9	-0-	-0-	-0-	-0-
A. FEDERALLY FUNDED RESEARCH AND DEVELOPMENT CENTERS	10				
B. OTHER FEDERAL GOVERNMENT	11				
C. STATE GOVERNMENT	12				
D. LOCAL GOVERNMENT	13				
E. NONGOVERNMENTAL	14				
6. OTHER SEPARATELY BUDGETED RESEARCH	15	-0-	-0-	-0-	-0-
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		-0-	-0-	-0-	
7. OTHER SPONSORED PROGRAMS (Sum of Lines 7A thru D)	16	101,478	34,000	-0-	319,115
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		1.7%	.7%	-0-	3.5%
A. FEDERAL GOVERNMENT	17		34,000	-0-	319,115
B. STATE GOVERNMENT	18	101,478			
C. LOCAL GOVERNMENT	19				
D. NONGOVERNMENTAL	20				

NCA DATA FORM H — FINANCIAL STATISTICS OF INSTITUTIONS OF HIGHER EDUCATION (Continued)

SOURCE (A)	ADP USE	AMOUNT (Whole Dollars Only) (B)			
		THREE PRIOR YEARS			CURRENT YEAR 19 69
		19 68	19 67	19 66	
8. HOSPITALS-PUBLIC SERVICE ONLY (See Instruction for Line 8)	21	\$ -0-	\$ -0-	\$ -0-	\$ -0-
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		---	---	---	---
9. OTHER ORGANIZED ACTIVITIES OF EDUCATIONAL DEPARTMENTS	22	-0-	197,733	-0-	-0-
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		---	3.9%	---	---
10. SALES AND SERVICES OF EDUCATIONAL DEPARTMENTS	23	7,907	-0-	-0-	3,6
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		.1%	---	---	.1%
11. OTHER EDUCATIONAL AND GENERAL	24	-0-	130,734	27,874	213,5
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		---	2.6%	.7%	2.3%
B. STUDENT AID (Sum of Lines 1 thru 6)	25	277,753	8,088	120,283	101,1
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		4.7%	.2%	2.9%	1.1%
1. FEDERAL GOVERNMENT	26	54,812		114,014	92,9
2. STATE GOVERNMENT	27	190,984			
3. LOCAL GOVERNMENT	28				
4. PRIVATE GIFTS AND GRANTS	29	6,805	8,088	2,352	8,297
5. ENDOWMENT INCOME	30				
6. OTHER	31	25,152		3,917	
C. AUXILIARY ENTERPRISES (Sum of Lines 1, 2 and 3)	32	393,712	286,235	169,306	694,8
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		6.6%	5.6%	4.1%	7.6%
1. HOUSING	33				
2. FOOD SERVICES	34	43,158	30,538		175,950
3. OTHER AUXILIARY ENTERPRISES	35	350,554	255,697	169,306	518,9
D. TOTAL CURRENT-FUNDS REVENUE (Sum of Items A, B and C)	36	\$ 6,632,626	\$ 3,387,648	\$ 4,401,608	\$ 9,922,386

SCHEDULE IV -- CURRENT-FUNDS EXPENDITURES BY FUNCTION (Purpose)

FUNCTION (Purpose) (A)	ADP USE	AMOUNT (Whole Dollars Only)			
		THREE PRIOR YEARS			CURRENT YEAR
		19 68	1967	1966	19 69
1. TOTAL EDUCATIONAL AND GENERAL (Sum of Lines A thru I)	37	\$ 5,588,268	\$ 4,737,613	\$ 3,204,594	\$ 8,647,389
A. INSTRUCTION AND DEPARTMENTAL RESEARCH	38	2,062,251	2,052,138	1,748,850	3,740,965
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		36.9	43.3	54.6	43.3
B. EXTENSION AND PUBLIC SERVICE	39	130,113	63,325	-0-	142,740
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		2.3	1.3	-0-	1.6
C. LIBRARIES	40	244,072	448,789	167,524	538,659
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		4.4	9.5	5.2	6.2
D. PHYSICAL PLANT MAINTENANCE AND OPERATION	41	877,590	570,094	365,760	1,403,418
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		15.7	12.0	11.4	16.2
E. GENERAL ADMINISTRATION, GENERAL INSTITUTIONAL EXPENSE, AND STUDENT SERVICES	42	2,256,909	1,394,252	889,471	1,961,904
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		40.4	29.4	27.8	22.7
F. ORGANIZED ACTIVITIES RELATING TO EDUCATIONAL DEPARTMENTS	43	17,333	209,015	11,683	3,616
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		-0-	4.4	.4	-0-
G. ORGANIZED (Sponsored and other separately budgeted) RESEARCH	44	-0-	-0-	-0-	-0-
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		-0-	-0-	-0-	-0-
H. OTHER SPONSORED PROGRAMS	45	-0-	-0-	-0-	108,415
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		-0-	-0-	-0-	1.3
I. ALL OTHER EDUCATIONAL AND GENERAL	46	-0-	-0-	21,306	747,622
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		-0-	-0-	.7	8.6
2. TOTAL STUDENT AID	47	84,604	45,518	2,222	151,977
3. TOTAL AUXILIARY ENTERPRISES (Sum of Lines J thru L)	48	904,513	308,648	166,361	677,249
J. HOUSING	49	-0-	-0-	-0-	-0-
K. FOOD SERVICES	50	71,503	50,574	-0-	216,864
L. OTHER AUXILIARY ENTERPRISES	51	833,010	258,074	166,361	460,385
4. CURRENT FUNDS EXPENDED FOR PHYSICAL PLANT ASSETS NOT INCLUDED ABOVE	52	171,533	-0-	22,451	201,010
5. TOTAL CURRENT FUNDS EXPENDITURES (Sum of Lines 1, 2, 3, 4)	53	\$ 6,748,918	\$ 5,091,779	\$ 3,395,628	\$ 9,677,625

SCHEDULE V — PHYSICAL PLANT FIXED ASSETS BY BEGINNING AND ENDING VALUES
AND ADDITIONS AND DEDUCTIONS DURING FISCAL YEAR 1968

BALANCE AND TRANSACTION (1)	ADP USE	TYPE OF ASSET				
		LAND (2)	IMPROVE- MENTS (3)	BUILDINGS (4)	EQUIPMENT (5)	TOTAL (6)
1. BOOK VALUE OF PLANT FIXED ASSETS AT BEGINNING OF FISCAL YEAR	54	\$ 1,058,554	\$ 748,032	\$ 13,483,581	\$ 1,522,608	16,812,775
2. ADDITIONS TO PLANT FIXED ASSETS DURING THE YEAR (Sum of Lines 2A - D)	55	710,179	95,432	7,816,475	1,366,096	9,988,182
A. BY EXPENDITURES	56	710,179	95,432	7,816,475	1,366,096	9,988,182
B. BY GIFT-IN-KIND FROM DONOR	57					
C. BY REAPPRAISAL OF PLANT VALUE	58					
D. BY OTHER ADDITIONS	59					
3. DEDUCTION FROM PLANT FIXED ASSETS DURING THE YEAR	60					
4. BOOK VALUE OF PLANT FIXED ASSETS AT ENDING OF FISCAL YEAR	61	1,768,733	843,464	21,300,056	2,888,704	26,800,957

BASIC INSTITUTIONAL DATA
NCA Data Form I — Institutional Indebtedness

Amount of indebtedness at the end of each of the last seven fiscal years. Exclude annuity contracts for which the institution maintains an adequate reserve. Exclude short-term debt incurred in anticipation of accrued income which permits liquidation of the debt within the subsequent financial year. (Indicate indebtedness which is self-liquidating.)

Fiscal Year	Total Amount of Debt to Outside Parties		Plan for Liquidating Debt
	For Capital Outlay	For Operations	For Operations
19 <u>68</u> — <u>69</u>	\$27,925,000		
19 <u>67</u> — <u>68</u>	\$27,750,000		
19 <u>66</u> — <u>67</u>	\$28,000,000		
19 <u>65</u> — <u>66</u>	\$16,000,000		
19 _____ — _____			
19 _____ — _____			
19 _____ — _____			

Date _____

BASIC INSTITUTIONAL DATA
NCA Data Form J — Selected Adult Higher Education Activities

This form is designed to determine adult or continuing education activities in institutions of higher education and to obtain estimates of the volume of these activities.

Higher adult or continuing education includes activities designed for adults and out-of-school youth who are not regularly enrolled as students and whose needs are not ordinarily met by regular degree courses.

The survey is *institution-wide* in scope and activities of all schools or units are to be reported. Include activities of undergraduate, graduate and professional schools, schools of general studies, technical institutes, in addition to those conducted by extension departments, special institutes, bureaus, or other units of your institution.

An activity should be reported if it is *sponsored wholly or partly by your institution* and it is part of the instructional

staffs (*resident and extension*) official university program. The activities are often offered by a distinct administrative unit, e.g., extension division, evening college. Registration is for courses of instruction given under programs of optional degree credit and/or noncredit. Activities conducted jointly with nonacademic organizations are also reportable.

To insure full coverage it is recommended that your institution designate *one* person as coordinator with responsibility for assuring that the requested information is obtained from all relevant institutional components.

Please read the instructions, definitions, and schedules that follow before compiling the data.

INSTRUCTIONS

1. **TIME PERIOD COVERED.** Include all courses of instruction completed by your institution for the previous academic year or for another 12-month period that includes summer sessions and intersessions. (Do not include programs begun, but not completed in the 12-month period.)

2. **SCOPE OF THE STUDY.** Report consolidated data; include the activities of the main campus, branches, extension centers, other campuses, all departments or divisions, and all other units of your institution. Report activities conducted on or off-campus, including activities scheduled during any time of the year with meetings conducted during the day, afternoon, or evening or weekends.

3. **ESTIMATED REGISTRATIONS.** Registrations refer to the total number of participants for each type of activity, not to individual persons; i.e., one individual may account for more than one registration. Include registrations for all of the sections of the activity each time it is offered during the twelve-month period. The estimated total number of registrations for each type of activity is requested.

4. **EXCEPTIONS AND EXCLUSIONS** are listed below:

a. Exclude activities which include less than 3 hours of planned instruction.

b. Exclude activities which are primarily social or recreational. (This exclusion would not apply, however, to swimming classes or other organized recreational courses which include 3 or more hours of planned instruction.)

c. Exclude high school courses and activities for high school youths.

d. Exclude courses creditable toward academic degrees or similar awards, including courses based on 1-year or 2-year curriculums. Enrollees in such courses should be reported in the regular enrollment forms of this survey.

(Courses not reportable here include: (i) Correspondence courses creditable toward a degree or other formal award; (ii) Courses leading to certificates which are essentially equivalent to bachelor's or higher degrees; and (iii) Curriculums of 1-, 2-, or 3-year programs leading to degrees or other awards in occupational areas, including curriculums of at least 1 year whose completion makes the student eligible, upon examination, for licensing by a State authority.)

DEFINITIONS

CREDIT CATEGORIES

DEGREE-CREDIT—OPTIONAL. This term refers to certain types of recognition other than credit normally used toward a degree or other formal award. An example of a degree-credit—optional activity might be that contributing toward occupational advancement, or certification or other recognition of attendance; such recognition may be a kind which, though not automatically credited toward a degree or other formal award, may be so credited on the initiative of the student.

NONCREDIT. This term includes instructional activities exclusive of the degree-credit—optional activities defined above.

TYPE OF ACTIVITY

1. **CLASS.** A regularly scheduled meeting of a group formally organized for instruction in a specific topic or area, and extending over an entire session or intersession.
2. **SHORT COURSE.** A short course differs from a class as defined above only insofar as it extends over a more limited time period and may begin and terminate at any time.
3. **CONFERENCE, INSTITUTE, AND/OR WORKSHOP.** An organized instructional program which meets for 3 hours or more in continuous session except for meals and recesses.
4. **LECTURE SERIES.** A form of activity consisting essentially of a series of lectures. The presentations are often based on a common theme. Registration for the entire series is encouraged although attendance at individual lectures may be permitted.
5. **DISCUSSION GROUP.** A method of instruction with regularly scheduled meetings that have intervening time periods. The major emphasis is upon the intellectual interaction of the group. Participation is emphasized.
6. **CORRESPONDENCE COURSE.** A course of instruction involving a continuing exchange between instructor and student and conducted primarily by written communication.
7. **CLOSED CIRCUIT TV INSTRUCTION.** Instruction through the medium of TV with program preparation and distribution completely controlled by the institution.

8. **BROADCAST TV INSTRUCTION.** Instruction over commercial or educational TV channels which is available to the public but permits viewers the option of registering with your institution and meeting its requirements. The registration to be reported is that for which there is some evidence of participation, e.g., registration for credit, purchase of a study guide, etc.

9. **CLOSED CIRCUIT AUDIO-INSTRUCTION.** Instruction over a closed circuit audio system completely controlled by the institution.

10. **BROADCAST RADIO INSTRUCTION.** Instructions broadcast over one or more radio stations available to the public but allows listeners to exercise the option of registering with your institution and meeting its requirements. The registration to be reported is that for which there is some evidence of participation, e.g., registration for credit, purchase of a study guide, etc.

COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS

Community development and community service programs ordinarily focus on (a) citizen participation in improving the physical and social environment, (b) the problem-solving process, and/or (c) services to the public as a whole.

CONSULTATION OR TRAINING SERVICES

This includes counseling or training services given as part of a community development or community service program.

PROFESSIONAL REFRESHER COURSE

This includes study carried on by practicing members of a profession (*dentistry, engineering, law, medicine, etc.*), as a means of keeping abreast of developments which directly affect them.

NOTE: Since community development and community service programs, and professional refresher courses utilize one or several of the types of activity listed above. They should be reported in terms of those activities in Part I and they should also be reported separately in Parts IV and VI, respectively.

5. IF YOUR INSTITUTION CONDUCTED NO ADULT EDUCATION ACTIVITIES AS DEFINED IN THIS SURVEY, CHECK BOX BELOW, COMPLETE ITEMS 1 THROUGH 4 ONLY. OTHERWISE, COMPLETE ALL APPLICABLE ITEMS.

NO ACTIVITIES IN SCOPE OF THIS SURVEY

ADULT EDUCATION ACTIVITIES IN THE PREVIOUS ACADEMIC YEAR

PART I - TYPES OF ACTIVITIES AND REGISTRATION. In Columns (b) and (c), enter the estimated or anticipated total registration for this type of activity. For each activity with over 200 registrants, please report details in Part III. This tabulation includes activities of community development and community service programs with 3 or more hours of planned instruction. Professional refresher courses also may involve more than one type of activity and are included in this tabulation. Details are reported in Parts IV and VI. These data do not reflect consultation services which are separately reported in Part V.

TYPE OF ACTIVITY (a)	ESTIMATED REGISTRATIONS		TYPE OF ACTIVITY (a)	ESTIMATED REGISTRATIONS	
	DEGREE-CREDIT OPTIONAL ACTIVITIES (b)	NONCREDIT ACTIVITIES (c)		DEGREE-CREDIT OPTIONAL ACTIVITIES (b)	NONCREDIT ACTIVITIES (c)
1. CLASSES	2163		8. BROADCAST TV INSTRUCTION		
2. SHORT COURSES		2265	9. CLOSED CIRCUIT AUDIO-INSTRUCTION		
3. CONFERENCES, INSTITUTES, AND/OR WORKSHOPS		270	10. BROADCAST RADIO INSTRUCTION		
4. LECTURE SERIES		2000	11. OTHER (Specify) Speakers' Bureau Audience		1,160
5. DISCUSSION GROUPS		315			
6. CORRESPONDENCE COURSES			12.		
7. CLOSED CIRCUIT TV INSTRUCTION					

PART II - SUMMARY OF LISTINGS. Enter the total number of activities in 1967-68 for each item listed below. An activity is defined as an individual lecture series, correspondence course, discussion group, etc.

ITEM	NUMBER OF ACTIVITIES
1. COURSES OF INSTRUCTION WITH 200 OR MORE TOTAL REGISTRATIONS (List in Part III)	3,364
2. COMMUNITY DEVELOPMENT PROGRAMS AND COMMUNITY SERVICE PROGRAMS (List in Part IV)	9,550
3. PROFESSIONAL REFRESHER COURSES (List in Part VI)	400

Community Services -
Central Office

PART III - ACTIVITIES WITH OVER 200 REGISTRATIONS. For any individual adult education activity such as an institute, a conference, short course, etc., with 200 or more registrations, please furnish the detail outlined below. NOTE: Exclude community development and community service program activities, consultative service, and professional refresher courses. They are separately reported in Parts IV, V, and VI, respectively.

NAME OF PROGRAM (a)	ESTIMATED REGISTRATIONS (b)	SPONSORING ADMINISTRATIVE UNIT (c)	TYPE OF ACTIVITY (Use categories listed in Part I.) (d)	SUBJECT OR AREA OF MAJOR PROGRAM INTEREST* (e)
1. College extension (8 Centers)	2,163	Community Services	Classes	college credit extension courses
2. MDTA	215	Community Services	Short courses	health occupations
3. Human Resources Training	986	Community Services	Apprenticeship Programs	Skilled
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

*Select subject or area of major program interest from the following list:

- | | | |
|------------------------|--------------------|---------------------------------|
| Agriculture & forestry | Education | Humanities |
| Biological sciences | Engineering | Law |
| Business & commerce | Health professions | Physical sciences & mathematics |

Social science & psychology
Interdisciplinary (if no single area was the focus)
All other areas (specify)

PART IV - COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS. Exclude consultation services, which are to be reported in Part V, if offered. Each activity of the program which includes 3 or more hours of planned instruction is to be listed separately. Select from Part I the type of activity applicable, record it in Column (e) and report details in Columns (f) and (g).

NAME OF PROGRAM (a)	TOPICS COVERED (If not fully indicated by name of program) (b)	PROGRAM FEDERALLY SPONSORED IN WHOLE OR PART		TYPE OF ACTIVITY (Use categories listed in Part I.) (e)	ESTIMATED REGISTRATIONS	
		YES	NO		DEGREE-CREDIT OPTIONAL ACTIVITIES (f)	NON-CREDIT ACTIVITIES (g)
		(c)	(d)			
1. Project SERVE	Health Education Personal Problems Employment Hobbies	X		short courses	531	
2. Social Problems	Discrimination in An Age of Revolution Sex, Morals, & Society A Parent's Dilemma		X	short courses	221*	
3. Woman's Programs	Party P's and Q's Party FUNDamentals Total Woman Interior Design		X	short courses	315	
4. CONTRAST Series	Fine Arts		X	lectures	2000	
				performances	5500	
				short courses	983	
5. Additional Social Problems courses	Writing for Market Writing to Publish Secrets of Man				see above	
					total	
6.						
7.						
8.						

**PART V - CONSULTATION SERVICE IN CONJUNCTION WITH
COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS**

NAME OF COMMUNITY DEVELOPMENT OR COMMUNITY SERVICE PROGRAM, AS IN PART IV <i>(a)</i>	RECIPIENT OF SERVICE OFFERED <i>(b)</i>	PURPOSE OF CONSULTATION <i>(Brief description)</i> <i>(c)</i>
1. Project FIND	O.E.O.	training of Project personnel
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

PART VI - PROFESSIONAL REFRESHER COURSES. Each professional refresher course which includes 3 or more hours of instructional activities is to be listed separately. Since each course may combine several types of instruction, select from Part I, the type of instruction(s) applicable to each course and record it in Column (d).

PROFESSION <i>(a)</i>	ESTIMATED REGISTRA- TIONS <i>(b)</i>	SPONSORING ADMINISTRA- TIVE UNIT <i>(c)</i>	TYPE OF ACTIVITY (Use categories listed in Part I.) <i>(d)</i>	TOPIC <i>(e)</i>
1. Oakland Police Academy	352	Community Services		Law Enforcement
2. Nurse Refresher Course	48	Community Services	Health profession	Nursing
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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SECTION I

Suggested list of data and information about an institution of higher education

I. Purposes

1. Definition of the institution's educational task.
2. Recent changes in definition of educational task and contemplated changes.

II. Control and Administration

1. Sponsorship of the institution. Indicate and define service area (local, state, regional, national).
2. Role of the board of control of the institution.
3. Relationship of the board of control to other boards exercising some measure of control over the institution, e.g., coordinating boards.
4. Composition of the board of control, size, term of office, occupation, and date of initial appointment for each board member. Are board members elected or appointed? By whom?
5. List of administrative officers and their responsibilities.
6. List of faculty standing committees and the chairman of each. Describe the duties and responsibilities of each committee and indicate how the chairman and members are selected.

III. Students

A. Numbers of Students

1. Enrollment trends, undergraduate and graduate, and projected enrollments.
2. Distribution of students by state and foreign country.
3. Number of students from local area — perhaps within approximately 25 miles.
4. If the institution is church related, number of students from the sponsoring religious body.
5. Stated admissions requirements; deviations in practice, if any.
6. Student applicants and acceptances.
7. Limitation, if any, on size of student body and/or on number of students admitted to the freshman class.
8. Data on student attrition and reasons for withdrawal from the institution.

III. Students (continued)

B. Student Characteristics (Intellectual, Socio-economic, etc.) and Institutional Climate (as measured by such instruments as American College Test, School and College Abilities Tests, Scholastic Aptitude Test, College Entrance Examination Board, Graduate Record Examinations, Comprehensive College Tests; College Student Questionnaires, College and University Environment Scales)

1. Ability level of entering undergraduate students as measured by rank in high school class, standardized aptitude tests and/or achievement tests.
2. Ability level of entering graduate students.
3. Results of standardized tests and other measures of student achievement, undergraduate and graduate.
4. Analyses of student cultures, student body profiles, institutional climate and campus environment.

C. Student Life

1. Provisions for student orientation.
2. Provisions for student counseling, academic and personal, undergraduate and graduate.
3. Housing and boarding arrangements for students and provisions for supervision.
4. Information on student extra-class activities and extent of participation.
5. Cultural events on campus — lectures, musical events, dramatic performances, etc.
6. Extent of program of intercollegiate athletics. Amount of financial aid to athletes.
7. Extent of program of intramural athletics.
8. Arrangements for protection of student health.
9. Arrangements for student job placement and graduate placement.
10. Provisions for financial assistance to students.
11. Provisions for student participation in institutional policy determination (student membership on committees, student government, and other channels).

D. Performance of Graduates

1. Data on performance of graduates in graduate and professional schools.
2. Data on success of alumni in employment and other activities.

(continued on next page)

IV. Faculty

1. Faculty appointment policies and procedures. Attach copy of faculty contract.
2. Number of faculty who have been added to the staff and number who have left the institution, and reasons for leaving, during the last three years.
3. Teaching loads for full-time and part-time instructional staff.
4. Faculty tenure policies, including reasons for dismissal and procedures followed in dismissing persons on indefinite tenure.
5. Data on faculty salaries by rank.
6. Provisions for faculty retirement, insurance, and other fringe benefits.
7. Provisions for sabbatical and other leaves of absence. Provisions for remuneration while on leave. Number of faculty currently eligible for leaves and number on leave.
8. Adequacy of faculty office space. Provisions for stenographic and clerical assistance, and for student assistance.
9. Faculty data on earned degrees held by the faculty, amount of graduate study and types of institutions represented by such advanced study.
10. Evidences of scholarly attainment on the part of the faculty, e.g., research, publications, honors.
11. Arrangements for and extent of faculty participation in meetings of learned and/or professional societies.

V. Instructional Program

1. Degrees, certificates, and diplomas offered by the institution. List of majors or areas of concentration in each degree program and enrollment in each.
2. Requirements for the several degrees, certificates, and diplomas. Indicate the general education core for undergraduate degrees.
3. Recent innovations or significant changes in the instructional program.
4. Contemplated changes in the instructional program.

V. Instructional Program (continued)

5. Extent to which courses in the catalog are regularly offered.
6. Procedures employed in adding or discontinuing courses or in introducing other changes in the instructional program.
7. Data on class size, undergraduate and graduate.
8. The ways in which the institution recognizes and rewards excellence in teaching. Submit the names of persons recently honored. Submit copies of promotion forms, rating scales, or other documents used in assessing and rewarding teaching effectiveness.
9. A list of all off-campus locations where credit-bearing courses of instruction are offered. Include individual courses or small groups of courses, extension centers, branch campuses, graduate centers, and foreign study programs. Indicate level of offerings, nature of facilities, enrollment at each location, and number of faculty involved.
10. A list of professional or specialized accrediting agencies which have accredited programs within the institution. Dates of accreditation or most recent reaccreditation.

VI. Library

1. Number and distribution of volumes and number of periodicals to which the institution currently subscribes.
2. Data on use of the library.
3. Provisions for instructing students in the use of the library.
4. The library staff, their education and experience.
5. Library budget.

VII. Physical Plant

1. Description of physical plant and facilities.
2. Significant additions to physical plant in last five years and methods of financing the additions.

(continued on next page)

VII. Physical Plant (continued)

3. Plans for further additions to plant and contemplated plans for financing the additions.
4. Summary of available data on space utilization.

VIII. Financial Resources

1. Current operating statement, educational and general income and expenditures for the past three years.
2. History of institutional indebtedness.

SECTION II
BASIC INSTITUTIONAL DATA
NCA Data Form A — Comprehensive Report on Enrollment
Parts A and B — ~~Main Campus and Branches~~

Please read the definitions and instructions before filling in the data for your institution. The definitions for Part A (Main Campus) and Part B (Branch Campus) are identical.

DEFINITIONS

Students--By Level

1. Undergraduate -- A student who has not yet obtained a bachelor's degree. The term undergraduate includes: (a) All students in bachelor's degree programs which require at least four years but not more than five years of college work; and (b) students in occupational or general studies programs which require one, two, or three years of college work and which are designed to prepare for immediate employment or to provide general education rather than as the first one, two, or three years of a bachelor's degree program.

2. First-time--New freshmen not previously enrolled in your institution or in any institution of higher education. Include students admitted under "Advance Credit or Advance Placement" plans (who received some credits through examinations, test scores, etc.) if they have never been previously enrolled in an institution of higher education. Exclude transfers.

3. Lower Division--Freshmen and sophomores.

4. Upper Division--Students who have completed the sophomore year but have not completed a four-year or five-year bachelor's degree.

5. First-professional--One who is enrolled in a professional school or program which requires at least two or more academic years of previous college work for entrance and which requires a total of at least six academic years of college work for a degree; specifically, one who is enrolled for professional degrees in the following fields; Dentistry (D.D.S. or D.M.D. only), Law (LL.B. or J.D. only), Medicine (M.D. only), Theology (B.D. only), Veterinary Medicine (D.V.M. only), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), or Osteopathy (D.O.). All students in programs which require only four academic years or five academic years of college work (i.e., only four or five years beyond high school) for completion of the academic requirements for the degree should be reported as undergraduate. All students enrolled in work leading to a master's degree are to be reported as graduate (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level).

6. Graduate--One who has attained at least one standard bachelor's degree or first-professional degree (in dentistry, law, medicine, theology, or veterinary medicine, etc.) and is or might be a candidate for a master's or doctor's degree.

7. Unclassified--A student who can not be classified by level.

II. Normal Load

8. Undergraduate--Number of credit hours required for graduation divided by the number of semesters or terms (exclusive of summer sessions) normally required for graduation. For example, in a program requiring 124 semester hours, normally taken in 8 semesters, for the bachelor's degree, the normal load would be 16 hours ($124 \div 8 = 16$); in a program requiring 180 quarter hours, normally taken in 12 quarters, for a bachelor's degree, the normal load would be 15 hours ($180 \div 12 = 15$).

9. Graduate and First-Professional--The load in terms of academic course-work or other required activity (such as a thesis for graduate students and required training or practice for professional students) normally recommended for full-time students in these programs.

10. Semester hour--Usually the unit of measure for a class meeting one hour per week for a semester of 16 weeks.

11. Quarter hour--Usually the unit of measure for a class meeting one hour per week for a quarter of 12 weeks.

Students--By Type

12. In-State Student--One whose legal residence, as determined at the institution, is in the same State as the institution.

13. Out-of-State Student--One whose legal residence, as determined at the institution, is in a State other than the State in which the institution is located. Generally, such students are subject to the out-of-State fee assessed by a State university.

14. Full-time Students--Students enrolled in credits equal to at least 75 percent of the normal full-time load.

15. Part-time Students--Students enrolled in credits equal to fewer than 75 percent of the normal full-time load.

16. Full-time Equivalent of Part-time Undergraduate Students is the total number of credit hours of part-time undergraduates divided by the normal full-time load, and similarly for weekly clock hours if these are used in place of credit hours. If the normal full-time load differs in various programs, convert each program according to its own particular normal load, where possible, and report the sum of the full-time equivalent students in the different programs.

17. Full-time Equivalent of Part-time Graduate and First-Professional Students is the total number of credit hours (in terms of academic course-work or other required activity) of part-time students divided by the normal full-time load. If the normal full-time load differs in various programs, convert each program according to its own particular normal load, where possible, and sum the full-time equivalent students in the different programs to get the full-time equivalent for the level being reported.

18. Resident--Resident students are students who take their college work on the main campus or on a branch campus, either in the day or evening, under the instructional staff of the institution. The students' living quarters (whether on campus or off) and their legal domiciles (whether in-State or out-of-State) are irrelevant. "Resident students" are usually contrasted with "extension students" and "correspondence students."

19. Extension--Extension is not defined uniformly in all institutions. Most commonly it means face-to-face instruction in centers or places away from the main campus or branch campuses. It may also include on-campus instruction offered by an extension division. Extension centers differ from branch campuses in that students are not counted as resident students. Note that in Part II A, to be completed by the main campus, only credit extension enrollment is requested (i.e., enrollment in courses creditable toward a degree, diploma, certificate, or other formal award). Enrollment in interest courses, short courses, and other community-type programs not so creditable are to be excluded even though they may be offered under the auspices of the extension division.

20. Correspondence--Correspondence students are those taking one or more courses at their homes, offices, etc. by mail. (Exclude students taking courses at their homes, offices, etc. by radio or TV). Courses by mail are subclassified as (1) creditable toward a bachelor's or higher degree and (2) creditable toward a one, two, or three-year undergraduate terminal occupational or general studies program (but not toward a bachelor's degree).

IV. Branch Campus means a campus of an institution of higher education which is organized on a relatively permanent basis (i.e., has a relatively permanent administration), which offers an organized program or programs of work of at least two years (as opposed to courses), and which is located in a community different from that in which its parent institution is located. To be considered in a community different from that of the parent institution, a branch shall be located beyond a reasonable commuting distance from the main campus of the parent institution.

V. Extension--See definition 19 under "type of student."

Instructions for Part A. (Main Campus)

General

1. Please report enrollment as of the fall term.

Section 1

2. Include all students enrolled in credit courses offered on the main campus during regular school hours, in the late afternoon or evening, or on Saturday. Include "special" and "unclassified" students, regardless of their intentions concerning a degree; and students in theological programs even if such programs lead to ecclesiastical recognition, such as ordination, rather than a degree.

3. Exclude students enrolled in adult education; students taking courses at home by mail, radio or TV; students enrolled for "short courses"; and auditors.

4. Report in column 2 students taking work which is creditable toward an undergraduate program of less than 4 years which prepares for immediate employment or provides general education. Such programs usually lead to a one-, two-, or three-year certificate, diploma, or associate degree but are not chiefly creditable toward a bachelor's degree.

Students in open-ended or dual-purpose programs (i.e., programs which prepare for occupational competence, but are also chiefly creditable toward a bachelor's degree) should be reported as bachelor's-degree credit, not in column 2.

5. Report in column 3 students taking work which is chiefly creditable toward a bachelor's degree but who have not yet completed the sophomore year.

6. Report in column 4 students who have completed the sophomore year of bachelor's degree-credit work but who have not yet received a four-year or five-year bachelor's degree.

7. Report in column 5 students in professional schools of dentistry, law, medicine, theology, veterinary medicine, chiropraxy or podiatry, optometry, or osteopathy whose work is creditable toward first-professional degrees in these fields (i.e., the D.D.S., or the D.M.D., the

LL.B. or J.D., the M.D., the B.D., the D.V.M., the D.S.C. or D.P., the O.D., or the D.O.). Exclude from column 5 students in five-year bachelor's degree programs (e.g., architecture, engineering, pharmacy etc.) which prepare for a profession but which do not require the equivalent college work before beginning the program that the professions named require; such students are to be reported as undergraduate. Similarly, exclude students enrolled for a master's degree (even though the master's in some fields such as Library Science, Social Work, etc. are considered first-professional degrees); such students are to be reported in column 6 as graduate.

8. Report in column 6 students who have attained at least one standard bachelor's or first-professional degree and who are or might be candidates for a master's or doctor's degree.

9. Report in column 7 only those students whose level of program cannot be determined. "Special" or "unclassified" students (i.e., those not pursuing a certificate, diploma, associate, bachelor, or higher degree program either because they do not fulfill minimum requirements for entrance as regular students, or, although eligible for degree candidacy, have been permitted to take a limited number or special selection of credit courses without regard to requirements for a formal award) should be reported by level if possible; not in column 7.

10. Report on line 6 the quotient of the total credit hours or hours of other required activity (such as a thesis, dissertation, required practice, or training) divided by the load normally recommended for a student at each of the various levels.

11. Report on lines 8a, b, and c students living in institution's residence facilities (i.e., in housing or living quarters owned or operated by your institution for students attending on the main campus).

Section 2

12. Report the total number of students enrolled during the regular academic year for the past five years, and omit "unclassified" students defined in definition 7.

NCA DATA FORM A — Comprehensive Report On Enrollment
Part A — Resident and Extensive Enrollment Fall Term
SECTION 1 — Main Campus Only

TYPE OF STUDENT (1)	PROGRAM LEVELS						
	UNDERGRADUATE (DEF. 1)			1ST PROFESSIONAL (DEF. 5) (5)	GRADUATE (DEF. 6) (6)	STUDENTS WHO CANNOT BE CLASSIFIED BY LEVEL (DEF. 7) (7)	TOTAL (COL. 2-7) (8)
	TERMINAL OCCUPATIONAL AND GENERAL STUDIES PROGRAMS NOT CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1b) (2)	WHOLLY OR CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1a) LOWER DIVISION (FRESHMAN AND SOPHOMORES) (3)	UPPER DIVISION (JUNIORS AND SENIORS) (4)				
1. Resident Students, Total (a + b)	389	1,534	n/a	n/a	n/a	95	2,018
a. Men	253	1,081	n/a	n/a	n/a	59	1,393
b. Women	136	453	n/a	n/a	n/a	36	625
In-State students (Def. 12) -	388	1,529	n/a	n/a	n/a	94	2,011
Out-State students (Def. 13) -	1	5	n/a	n/a	n/a	1	7
4. Full-time students (Def. 14) -	186	890	n/a	n/a	n/a	24	1,100
Part time students (Def. 15) -	203	644	n/a	n/a	n/a	71	918
a. those in 5 above enrolled for at least 1/2 but less than 3/4 normal load	-0-	-0-	n/a	n/a	n/a	373	373
d. Full-time equivalent of part-time students reported in 5 above (Def. 16 & 17)	106.8	339.3	n/a	n/a	n/a	37.2	483.3
Extension students, Total (a + b)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
a. Men	n/a	n/a	n/a	n/a	n/a	n/a	n/a
b. Women	n/a	n/a	n/a	n/a	n/a	n/a	n/a
No. of students living in institutionally owned or operated housing for:	n/a	n/a	n/a	n/a	n/a	n/a	n/a
a. Men only	n/a	n/a	n/a	n/a	n/a	n/a	n/a
b. Women only	n/a	n/a	n/a	n/a	n/a	n/a	n/a
c. Married students	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Section 2 — Enrollment Trends for last Five Years (Main Campus)

Program Levels	F.Y.	1965	1966	1967	1968	1969
Full-Time Students						
Freshmen	New Students	n/a	1,272	997	852	1,016
Sophomores	Returning	n/a	-0-	630	885	1,002
Juniors		n/a	n/a	n/a	n/a	n/a
Seniors		n/a	n/a	n/a	n/a	n/a
Total	(Full-Time)	n/a	844	862	939	1,100
Graduates		n/a	n/a	n/a	n/a	n/a
Part-time students		n/a	428	709	798	918
Professional students		n/a	n/a	n/a	n/a	n/a

Name of Institution OAKLAND COMMUNITY COLLEGEAUBURN HILLS CAMPUS

Branch _____

Section 2 — Enrollment Trends for last Five Years (Branch Campus-Report Each Branch Sep.)

Program Levels	F.Y.	19 <u>65</u>	19 <u>66</u>	19 <u>67</u>	19 <u>68</u>	19 <u>69</u>
Full-Time Students						
Freshmen	New Students	NA	1,272	997	852	1,016
Sophomores	Returning	NA	-0-	630	885	1,002
Juniors		NA	NA	NA	NA	NA
Seniors		NA	NA	NA	NA	NA
Total	(Full Time)	NA	844	862	939	1,100
Graduates		NA	NA	NA	NA	NA
Part-time students		NA	428	709	798	918
Professional students		NA	NA	NA	NA	NA

NCA Data Form A - Part C — Enrollment and Credit Hours in Third Trimester,
Fourth Quarter, or Summer Sessions

Please Examine the definitions and instructions carefully.

If Your Institution Operates on the Semester or Quarter System and You had no Enrollment in Summer, "X" Here

Term	Number of weeks in term	Enrollment by program level						
		Undergraduate		1st-professional (dentistry, law, medicine, theology, veterinary medicine, chiropraxy or podiatry, optometry, and osteopathy only) (Inst. 5)	Graduate (Inst. 6)	Students who cannot be classified by level (Inst. 7)	Total (Col. 3-7)	
		1-, 2-, or 3-year occupational or general studies program not chiefly creditable toward a bachelor's degree (Inst. 3)	Program wholly or chiefly creditable toward a 4- or 5-year bachelor's degree (Inst. 4)					
1	2	3	4	n/a 5	n/a 6	n/a 7	8	
RESIDENT								
1 Third Trimester	1							
2 Fourth Quarter	2							
3 Summer Session No. 1	8	3	115	850				965
4 Summer Session No. 2	8	4	20	418				438
5 Summer Session No. 3	5							
6 Summer Session No. 4	6							
7 Extension	7							
8 Total number of credit hours for which students were registered	8							
A Qtr	9							
B Sem 1st.	10		541	4,013				4,554
2nd.			87	1,834				1,921
C Other	11							

Specify type of credit hours if other than Sem or Qtr

General Instructions

1. This schedule is intended to be a count of students enrolled at a given time. In the case of (say) an 11 week session which may be attended either as a whole, or during the first 6 weeks as a unit, or the last 5 weeks as a unit, the 11 week session may be considered as "No. 1," the first 6 week session as "No. 2," and the second 5 week session as "No. 3." A student enrolled in a course or courses which run for the full 11 weeks who is also enrolled in a course or courses which may be completed in either of the shorter sessions should be counted only in the 11 week session (No. 1). On the other hand, a student enrolled only in Session 2 and Session 3 as separate units, should be reported in each of these sessions (not in Session 1).

2. Include all students enrolled on the main campus, on a branch campus, or in an extension center. Students to be reported may be enrolled for only one course or for a number of courses. Include "special" and "unclassified" students, regardless of their intentions with regard to completion of the program in which enrolled. Include students in theological curricula in columns 4, 7, as appropriate, even if their programs lead to ecclesiastical recognition (such as ordination) rather than a degree.

Exclude from this report students in adult education courses; students taking courses at home by mail, radio or TV; auditors; and students enrolled at a branch campus or extension center in a foreign country. Also exclude enrollments in any term or session of less than 2 weeks duration.

Instructions for Specific Items

3. Column 3. Report those students enrolled in undergraduate programs designed to prepare for immediate employment or to provide general education rather than for further study. Such programs normally lead to a certificate, diploma, or associate degree but are not chiefly transferable to a bachelor's degree program. (Students in open ended programs should not be reported here. See paragraph No. 4 below.)

4. Column 4. Report all students enrolled in work creditable toward a bachelor's degree either in your institution or by transfer, as from a junior college to a four-year institution. Include "special" and "unclassified" students taking such work regardless of their intentions

concerning a degree. Also include all students in "open-ended" (dual-purpose) programs which are designed to prepare for immediate employment, but which may also be applied toward a bachelor's degree program with little or no loss of credits or requirement for remedial work.

5. Column 5. First professional students for the purpose of this survey are students enrolled in programs leading to a first professional degree (dentistry, law, medicine, theology (B.D.), veterinary medicine, chiropraxy or podiatry, optometry, and osteopathy) which requires at least two years of previous college work before beginning the professional program and a total of six or more years for the degree. (Report all students in four-year first professional programs and all students in five-year first professional programs; Engineering, Pharmacy, etc., which do not require previous college study for admission, in column 4.)

6. Column 6. Graduate students for the purpose of this survey are students enrolled beyond the first-professional degree in dentistry, law, medicine, theology, veterinary medicine, chiropraxy or podiatry, optometry, and osteopathy, and those enrolled beyond the bachelor's degree in all other fields.

7. Column 7. Report all students by level of program if possible. Report students in column 7 only when the level of program cannot be determined.

8. Line 7. Report on line 7 the total number of registrations at each level enrolled at some time during the summer, in extension courses.

9. Line 8. Report on line 8 the total number of credit hours for which all resident and extension students were enrolled in the summer. If different divisions of your institution are on different credit hour bases do not convert to a common basis but simply report the total number of credit hours of each type. For example, credits on the main campus may be in terms of semester hours and credits on a branch campus may be in terms of quarter hours. If this is the case, report total number of semester hours and the total number of quarter hours separately.

NCA DATA FORM A - PART D - LOWER DIVISION ENROLLMENT IN BACHELOR'S DEGREE PROGRAMS AND ENROLLMENT IN ORGANIZED OCCUPATIONAL CURRICULUMS FALL

This Form seeks information on freshman and sophomore enrollments in bachelor's degree programs and enrollments in programs which prepare for employment in less than four years.

Please read the instructions and definitions before completing the form.

DEFINITIONS

1. Lower division undergraduate enrollments are students below the junior-year (third year of college) level who are enrolled in the first or second year of a four-year or five-year bachelor's degree program. Lower division enrollments are classified as freshman and sophomore or as first-year level and second-year students. Generally two-year institutions and sometimes four-year institutions award an associate degree, diploma, or certificate upon completion of the sophomore year. However, such awards signify only the completion of lower-division college requirements and eligibility for admission to upper-division work; they do not signify competence for immediate employment in an occupation.
2. Organized Occupational Curriculums are curriculums of at least one but less than four years of college work which are designed to prepare students for immediate employment in an occupation or cluster of occupations. These curriculums differ from pre-professional curriculums in that the latter do not prepare students for immediate employment. For example, engineering technology is an organized occupational curriculum, for purposes of this survey, because this curriculum is designed to prepare students for immediate employment; pre-engineering is not an organized occupational curriculum, for purposes of this survey, because it is not designed to prepare students for immediate employment, but rather for transfer to an engineering curriculum.
Organized occupational curriculums may be "open-ended" or "terminal", but for inclusion here they must meet all four criteria (a - d) listed below.
 - a. High school graduation (or its equivalent), but no work beyond high school, is required for admission to the curriculum. The general level of these curriculums is the first one to three years beyond high school.
 - b. The curriculum is a series of required and elective courses constituting an integrated program prescribed by the institution to assist in the occupational education and training of the individual. A group of courses, even though all of them be in a given subject area, do not necessarily constitute a curriculum.
 - c. Completion of the curriculum requires at least one but less than four years of full-time attendance, or the equivalent in part-time attendance over a longer period. A "year" means an academic year of approximately nine months.
 - d. The curriculum leads to any type of formal recognition (certificate, associate degree, diploma, a transcript recognizing successful completion, a statement of completion from an administrator of your institution, or other formal recognition) signifying that the student has completed an organized curriculum; or the State grants a license or other formal recognition, upon examination, to all graduates of the curriculum.
3. Open-ended curriculums (also known as dual-purpose curriculums) are undergraduate curriculums of at least one year but less than four years of college work designed to prepare for immediate employment and whose credits are wholly or chiefly applicable toward a bachelor's degree in the student's own institution or upon transfer (as from a junior college to a four-year institution).
4. Terminal curriculums are undergraduate curriculums of at least one year but less than four years of college work which prepare for immediate employment but whose credits are NOT chiefly creditable toward a bachelor's degree either in the student's own institution or by transfer (as from a junior college to a four-year institution).
5. Organized occupational curriculums below the technical or semiprofessional level are designed for training artisans, craftsmen, skilled machine-operators, or clerical workers for routine office or similar positions.
6. Organized occupational curriculums at the technical or semiprofessional level generally include work of greater academic complexity than curriculums at the craftsmen or clerical level. Technical education or semiprofessional level curriculums (Section 2 of Part D2, for example, involve mathematics and science study more advanced and accelerated than the mathematics and science required for curriculums below this level (Section 1, item 2700). Thus, chemical or mechanical technology curriculums which emphasize the study of principles of chemistry, mathematics, or physics are examples of curriculums to be recorded in Section 2. Automotive repair and carpentry which do not emphasize study of principles in these subjects are examples of curriculums to be recorded in Section 1, item 2700.

Similarly, curriculums in nonscience-related technical or semi-professional level education (Section 3) are to be distinguished from curriculums below this level (Section 1, item 9200) in terms of the academic complexity of the curriculum. Thus, enrollments in secretarial curriculums are to be reported in Section 3, item 2080, enrollments in curriculums which prepare students as routine clerical workers, comptometer operators, or other routine office workers are to be reported in Section 1, item 9200.

INSTRUCTIONS

1. Please report enrollment as of October 1, or as soon as enrollment becomes stabilized in the fall term.
2. Include students in extension or evening programs if they are enrolled in curriculums or programs, as opposed to courses.
3. Exclude from the report "special" or "unclassified" students taking courses but not enrolled in a curriculum leading to a formal award and enrollments in correspondence courses, short courses, individual lessons only, and courses taken at home by radio or TV.
4. Report as full-time students enrolled for at least 75% of a normal full-time student load. A normal full-time student load is the number of credits required for graduation divided by the number of semesters or terms normally required for graduation. For example, in a bachelor's degree program normally requiring 128 semester hours which are normally earned in 8 semesters, the normal full-time load would be 16 semester hours ($128 \div 8 = 16$). Similarly, in a 2-year occupational curriculum normally requiring 64 credit hours which are normally earned in 4 semesters, the normal full-time load would be 16 hours ($64 \div 4 = 16$).
5. Report as part-time students enrolled for less than 75% of a normal full-time student load.
6. Do not duplicate enrollments in Parts D1 & D2, they are intended to be mutually exclusive.
7. In Part D1 4-year institutions (those offering the bachelor's degree or its equivalent) should report students in the first and second years of 4-year or 5-year bachelor's degree programs.
8. In Part D1, 2-year institutions should report students in the first and second years of programs (1) which are acceptable at full or almost full credit toward a bachelor's degree upon transfer to a 4-year institution and (2) for which no formal award signifying competence for immediate employment in an occupation is given at the end of the first or second year.
9. In Part D2, institutions should report ONLY enrollments in organized curriculums (NOT individual courses) which meet all four criteria listed in a-d of paragraph 2 of the definitions.
10. Please review the curriculum titles and record the enrollment opposite the title which most nearly describes the content of the curriculum. If you do not find a title that represents the curriculum, report the enrollment in an "all other" category of the appropriate section. Curriculums should be reported by their purpose and content and not by the administrative unit responsible for them. For example, agricultural engineering technology should be reported in item 2698, "All other engineering-related curriculums," instead of item 1034, "Agriculture," even though the curriculum is administered by the school of agriculture.

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USOE 2300-2.6
Part B

Oakland Community College does not presently identify full vs. part-time students within these programs.

NCA DATA FORM A — PART D — LOWER DIVISION ENROLLMENT (Continued)

CURRICULUMS (1)	ITEM NO.	ENROLLMENT IN -							
		CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS				CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS			
		OPEN-ENDED		TERMINAL		OPEN-ENDED		TERMINAL	
		FULL TIME (2)	PART TIME (3)	FULL TIME (4)	PART TIME (5)	FULL TIME (6)	PART TIME (7)	FULL TIME (8)	PART TIME (9)
B. SCIENCE — RELATED CURRICULUMS									
AGRICULTURE	9 1034			32					
FORESTRY	10 3900								
HEALTH SERVICE CURRICULUMS									
DENTAL ASSISTANT	11 4402						7		
DENTAL HYGIENE	12 4403								
DENTAL LABORATORY ASSISTANT	13 4405								
MEDICAL OR BIOLOGICAL LABORATORY TECHNICIAN	14 4414			6					
NURSING, PRACTICAL	15 4417			30					
NURSING, DIPLOMA PROGRAM	16 4418								
X-RAY TECHNOLOGY	17 4439								
ALL OTHER HEALTH SERVICE CURRICULUMS	18 4498								
SCIENTIFIC DATA PROCESSING (INCLUDE COMPUTER AND EAM PROCESSING - EXCLUDE KEY PUNCH REPORT IN ITEM 9200 INSTEAD)	19 2190								
ALL OTHER SCIENCE-RELATED CURRICULUMS	20 4920								
TOTALS FOR SEC. 2	21 0093			84			10		
SEC. 3 NONSCIENCE AND NONENGINEERING-RELATED ORGANIZED OCCUPATIONAL CURRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL									
BUSINESS AND COMMERCE (EXCLUDE SECRETARIAL; SEE ITEM 2080)	1 2054			83					
SECRETARIAL	2 2080			39			7		
EDUCATION	3 2360								
FINE, APPLIED, AND GRAPHIC ARTS	4 3294			19					
HOME ECONOMICS	5 4780								
Food Services			1						
BIBLE STUDY OR RELIGIOUS WORK	6 7490								
POLICE TECHNOLOGY OR LAW ENFORCEMENT	7 7742		139						
ALL OTHER NONSCIENCE AND NONENGINEERING-RELATED CURRICULUMS	8 8350			5					
TOTALS FOR SEC. 3	9 0094		140	146			7		

**NCA DATA FORM A — PART E — UPPER DIVISION UNDERGRADUATE STUDENTS, FALL
NUMBER OF JUNIOR AND SENIOR YEAR STUDENTS,
BY MAJOR AREA OF STUDY AND BY MAJOR FIELD OF STUDY IN SELECTED AREAS.**

Please read the definitions and instructions before completing this form.

DEFINITIONS

- Upper division undergraduate students are students who have completed at least two full-time years (or the equivalent in part-time study) of bachelor's degree-credit work but have not received a bachelor's degree. A student should be classified, for purposes of this survey, as upper division if he is enrolled at the third (junior) year or higher level of a 4-year or 5-year bachelor's degree program. Upper-division students are generally classified as juniors or seniors in 4-year bachelor's degree programs; as third-year, fourth-year, or fifth-year level students in 5-year bachelor's degree programs. See paragraphs No. 2 & 3 below.
- Junior-year students, for purposes of this survey, are students who have completed two full-time years of college work (or the equivalent in part-time work) and are enrolled in the third year of a 4-year or 5-year bachelor's degree program. In institutions where the academic curriculum is combined with a work program, the third year of the academic part of the curriculum should be considered the junior year.
- Senior-year students, for purposes of this survey, are students enrolled in the fourth year of a 4-year bachelor's degree program and in the fourth and fifth years of a 5-year bachelor's degree program. Thus all students who have completed three full-time years of college work (or the equivalent in part-time work) are to be counted as seniors.
- A student's major field of study is, in general, his "declared" or "planned" major. Please classify students as specifically as the student's subject-matter concentration and the list of fields permit. Thus, the classification of "Biochemistry" (item 1721) is preferable to "Chemistry" (item 6807) when the former is applicable.

INSTRUCTIONS

- Report data as of fall term.
- INCLUDE both full-time and part-time students enrolled on the main campus, on a branch campus, or in an extension center. (See paragraph 3 below.)
- EXCLUDE special or unclassified students; students in terminal-occupational programs or adult education courses; students enrolled only in short courses; students taking work at home by mail, radio or TV; auditors; and students enrolled on a branch campus or in an extension center in a foreign country.
- Before entering data for your institution, please glance through the form to see which majors are to be reported by area (Business and Commerce, for example) and which major areas are to be reported by specialized major fields (Agriculture, for example).
- Report majors in the specified fields or areas whether the students are enrolled in purely subject-matter curriculums or in teacher-preparatory curriculums in which the fields listed constitute "teaching majors", unless otherwise requested on the form. (See footnotes 1 and 6 on page 5 for exceptions.)
 - Report majors in the specified fields or areas irrespective of the department or division in which the student is enrolled. For example, students majoring in teaching of English as a foreign language should be reported in item 8310 whether such students are enrolled in the Department of English, Department of Education, a language division, or some other organizational unit of the institution.
 - Report students with "double" or "split" majors in the field or area of greater specialization. Where two majors are of equal specialization, report half of the students in each major. For example, 10 students majoring in mathematics and physics with equal concentration in each field should be reported as 5 in mathematics and 5 in physics.

NUMBER OF UNDERGRADUATE JUNIOR-YEAR AND SENIOR-YEAR STUDENTS IN

MAJOR AREA OR FIELD (1)	ITEM NO.	JUNIORS (DEF. 2) (2)	SENIORS (DEF. 3) (3)
AGRICULTURE 1/	1000		

Report the following Agriculture - Related Fields of study as specified below:

- | | | |
|---|--|--|
| Botany (Report in item 1707) | Foods & Nutrition (Report in item 4710) | Nutrition (Report in item 1798) |
| Dairy Manufacturing, Dairy Technology (Report in item 1016) | Genetics & Experimental Breeding (Report in item 1736) | Plant Pathology (Report in item 1751) |
| Entomology (Report in item 1733) | Home Economics (Report in items 4701-4798) | Plant Physiology (Report in item 1754) |

AGRICULTURE, GENERAL (General agriculture curriculum without major specialization)	1001		
AGRICULTURE BUSINESS (If a separate curriculum)	1003		
AGRONOMY, FIELD CROPS (Crop production Tropical crop production)	1002		
ANIMAL SCIENCE (An. husbandry, nutrition, breeding, industry, livestock production, wool production, livestock sanitation)	1004		
DAIRY SCIENCE (Dairy husbandry)	1007		
FARM MANAGEMENT (Distinguish from AGRICULTURAL ECONOMICS)	1013		
FISH & GAME, OR WILDLIFE MANAGEMENT	1014		
FOOD SCIENCE (Food technology and processing, dairy m'g. and technology, food industry)	1016		
HORTICULTURE (fruit & vegetable production)	1019		

SECTION 2 — STUDENTS ENROLLED FOR FIRST PROFESSIONAL DEGREES IN SELECTED FIELDS

LINE NO.	ITEM NO	X IF 1ST TIME	SUBJECT AREA AND FIELD OF STUDY	SEX	IN FIRST YEAR OF WORK		IN INTERMEDIATE YEARS OF WORK		EXPECTED TO RECEIVED DEGREE BY END OF ACADEMIC YEAR	
					ATTENDING FULL-TIME (5)	ATTENDING PART-TIME (6)	ATTENDING FULL-TIME (7)	ATTENDING PART-TIME (8)	ATTENDING FULL-TIME (9)	ATTENDING PART-TIME (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
254	4401		CHIROPODY OR PODIATRY (D.S.C. or Pod.D.)	M						
				W						
255	4407		DENTISTRY (D.D.S. or D.M.D.)	M						
				W						
256	4416		MEDICINE (M.D.)	M						
				W						
257	4425		OPTOMETRY (O.D.)	M						
				W						
258	4428		OSTEOPATHY (D.O.)	M						
				W						
259	4443		VETERINARY MEDICINE (D.V.M.)	M						
				W						
260	5000		LAW (LL.B or J.D.)	M						
				W						
261	7404		THEOLOGY (B.D. only)	M						
				W						
	9799		OTHER (Specify)	M						
				W						
262				M						
				W						
263				M						
				W						
264	9700		TOTAL	M						
				W						

BASIC INSTITUTIONAL DATA
NCA DATA FORM B - PART 1

STUDENT ADMISSIONS

Provide as much of the following information as is available about applicants for admission in the last three years. If exact figures cannot be supplied, careful estimates may be given. Students enrolled in a previous year should not be included as applicants in a subsequent year.

	Fall, 19 ____	Fall, 19 ____	Fall, 19 ____
Number of applications with complete credentials for admission to the Freshman class			
Number of first-time Freshman applicants accepted			
Number of first-time Freshman applicants actually enrolled			
Number of applications with complete credentials for admission with advanced standing			
Number of advanced-standing undergraduate applicants accepted			
Number of advanced-standing undergraduate applicants actually enrolled			
Number of applicants with complete credentials for admission to graduate program			
Number of applicants accepted for graduate program			
Number of applicants actually enrolled in graduate program			
Number of students enrolled in non-degree classification			

*First-time Freshman

NCA DATA FORM B — PART 2 MEASURES OF FRESHMAN STUDENT ABILITY
 (Complete as applicable for your institution)

A. Class ranking of entering freshmen

- Percent in top 10% of high school class _____ %
 Percent in top 25% of high school class _____ %
 Percent in top 50% of high school class _____ %
 Percent in top 75% of high school class _____ %

B. SAT scores for freshman class

- Class average SAT score on Verbal _____ Mathematical _____
 Percent scoring above 500 on Verbal _____ % Mathematical _____ %
 Percent scoring above 600 on Verbal _____ % Mathematical _____ %
 Percent scoring above 700 on Verbal _____ % Mathematical _____ %

C. Mean ACT scores for freshman class

- Composite _____
 Mathematics _____
 English _____
 Natural Sciences _____
 Social Studies _____

NCA DATA FORM B — PART 3 STUDENT FINANCIAL AID

In reporting student financial aid include only programs awarded by and through your institution. For example, include Federal Opportunity and Work-Study program participants, NDEA loans, NDEA Title IV Fellows, NASA and NSF Trainees, but exclude National Merit Scholarship holders, Woodrow Wilson Fellows, NSF regular fellows, etc.

A. Aid to Undergraduates

1. Number of scholarships awarded _____ ; total value \$ _____ ; average value \$ _____
 - a. Academic _____ ; total value \$ _____ ; average value \$ _____
 - b. Athletic _____ ; total value \$ _____ ; average value \$ _____
2. Number of loans made _____ ; total loaned \$ _____ ; average loan \$ _____
3. Number of college-assigned jobs filled _____ ; total earnings \$ _____ ; average earnings \$ _____
4. Total number of undergraduates who received one or more kinds of aid through your institution (count each student only once) _____

B. Aid to Graduates

1. Number of individuals holding fellowships awarded by and through your institution _____ ; total value \$ _____
 average value \$ _____
2. Number of loans made _____ ; total loaned \$ _____ ; average loan \$ _____
3. Number of teaching assistantships awarded _____ ; total value \$ _____ ; average value \$ _____
4. Number of research assistantships awarded _____ ; total value \$ _____ ; average value \$ _____
5. Total number of graduate students who received one or more kinds of aid through your institution (count each student only once) _____

BASIC INSTITUTIONAL DATA
NCA Data Form C - Part 1 — Number of Full-time and Part-time Faculty by Major Area of Teaching and/or Research

SCHEDULE I: NUMBER OF FULL-TIME AND PART-TIME PERSONNEL

Part A. By Primary Function, Fall Term

INSTRUCTIONS AND DEFINITIONS

Please report each person only once according to his primary function. If he is assigned to more than one function and each function occupies equal time, then count the person for the position of the higher level.

The employees to be reported are only those occupying regular positions with an institution of higher education, including all of its components, located in the United States and its territories. A regular position is to be considered as one that functions for at least one full term thereby excluding such personnel as those hired for peak periods only or those employed for brief periods of consultation.

The count should include, but not be limited to, the following:

- 1) Professional and non-professional staff (including student employees, both full-time and part-time). (Professional persons are those occupying a position which normally requires a bachelor's or higher degree.)
- 2) Salaried and non-salaried personnel, including "contributed services", as defined in Instructions and Definitions Item 3b., of Schedule II,
- 3) Personnel on sabbatical leave.

This count should exclude the following:

- 1) Personnel on leave without pay,
- 2) Employees on overseas service,
- 3) Employees on temporary assignment for less than one full term,
- 4) Employees on retirement status,
- 5) Persons cooperating with, but not employees of the institution.

In addition to classifying employed personnel as full-time and part-time, please estimate the full-time equivalent of part-time employees (e.g., one person employed $\frac{1}{2}$ time plus two persons employed $\frac{1}{4}$ time each equals one full-time equivalent. Round to nearest whole number.

If exact data are not available, please estimate.

Item 1 - Resident Instruction and Departmental Research

a. Professional personnel

- (1) Senior professional personnel (Exclude teaching and departmental research assistants - to be reported below). - Should include academic deans, department and division heads; all professional ranks in this function except as noted above; consultants on continuing basis; and all others whose primary function is resident instruction and departmental research at college level such as coaches, clinicians, military personnel, and "critic" teachers of elementary or secondary students in a laboratory school.
- (2) Junior professional personnel who are teaching and departmental research assistants. - Includes assistant instructors, teaching fellows or assistants, laboratory assistants, readers, etc., whose primary functions are connected with resident instruction and departmental research.

b. Nonprofessional personnel. Clerks, secretaries, stockroom attendants, audiovisual assistants, etc.

Item 2 - Organized Research. Sponsored or other separately organized research, including contract research centers, with agricultural experiment stations (for land-grant institutions only).

a. Professional personnel

- (1) Senior professional personnel (Exclude research assistants) - Persons engaged primarily in organized research, usually holding an academic or equivalent rank.
- (2) Junior professional personnel - research assistants (Not included above) - All professional research assistants connected with organized research.

b. Nonprofessional personnel - Clerks, secretaries, stockroom attendants, etc.

NCA DATA FORM C - PART 1 (Continued)
NUMBER OF FULL-TIME AND PART-TIME FACULTY
BY MAJOR AREA OF TEACHING AND/OR RESEARCH

INSTRUCTIONS AND DEFINITIONS

Include only faculty personnel with professional status who are primarily assigned to RESIDENT INSTRUCTION, AND DEPARTMENTAL OR ORGANIZED RESEARCH. The instructions for such professional personnel are identical to those in Part A of this Schedule I and are identified by items 1 a. and 2 a. Please refer to Part A. Exclude all non-professional personnel and those professional personnel whose primary function is NOT resident instruction, departmental research or organized research.

Please report each person only according to his major field of academic activity. If assigned to two or more fields, classify the person in the field of his PRINCIPAL ACADEMIC COMPETENCE.

Please read instructions before completing report.

3 MAJOR AREA OF TEACHING AND/OR RESEARCH (1)	PROFESSORS		ASSOCIATE PROFESSORS		ASSISTANT PROFESSORS	
	FULL TIME (2)	PART TIME (3)	FULL TIME (4)	PART TIME (5)	FULL TIME (6)	PART TIME (7)
Agriculture and related fields (Including Agricultural Economics)	1					
Architecture	2					
Biological Sciences (Including Bacteriology, Biochemistry, General Biology, General Botany, General Zoology, Genetics, Microbiology, Pharmacology, Physiology, Other Biological Sciences)	3		1			
Business and Commerce (Including Accounting, Business (or Commerce) Education, Finance, General Business, Management, Other Business and Commerce)	4		1		1 1/2	
Education and Related Fields (Including Educational Psychology, Elementary Education, Foundations - Hist., Soc., Philos., Industrial Arts, Secondary Education, Services - Adminis., Supervis., Student Personnel, Couns., Guid., Agricultural Ed., Home Ec. Ed., Other Education Fields, excluding Physical and Health Education)	5				5	
Engineering (Including Aeronautical, Agricultural, Chemical, Civil, Electrical, Engineering Science Fields, Graphics, Industrial Materials, Mechanical, and Other Engineering)	6					
English and Journalism	7		1/2		6	
Fine and Applied Arts (Including Art, Dramatics and Speech, Music, Other Fine Arts)	8					
Foreign Languages and Literature (Including Classical Hebrew, Greek, Latin, French, German, Spanish, Russian, Other (Including Philology))	9		2			
Forestry	10					
Geography	11					
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields)	12					
Home Economics	13					
Law	14		1		1	
Library Science	15				2	
Mathematics	16				1	
Military Science	17					
Philosophy	18					
Physical and Health Education	19				1	

NCA DATA FORM C - PART 1 - NO. OF FULL-TIME & PART-TIME FACULTY (Continued)

3 MAJOR AREA OF TEACHING AND/OR RESEARCH (1)	PROFESSORS		ASSOCIATE PROFESSORS		ASSISTANT PROFESSORS	
	FULL TIME (2)	PART TIME (3)	FULL TIME (4)	PART TIME (5)	FULL TIME (6)	PART TIME (7)
Physical Sciences (Including Chemistry, Geology and Other Earth Sciences, Physics, Other Physical Sciences)	20					
Psychology	21					
Religion and Theology	22					
Social Sciences (Including Anthropology, Economics, History, Political Science and Government, Social Work, Sociology, Other Social Sciences)	23				3 1/2	
Trade and Industrial (Include here all Teachers of Terminal Occupational Subjects)	24					
All Other Fields (Please Specify) Such as City Planning, Computer Science, Folklore and Records Management.	25				1	
<u>Developmental Studies</u>					1	
TOTAL			5 1/2		23	

MAJOR AREA OF TEACHING AND/OR RESEARCH	INSTRUCTORS		JUNIOR STAFF		OTHER ACADEMIC FACULTY	
	FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)
Agriculture and related fields (Including Agricultural Economics)	1					
Architecture	2					
Biological Sciences (Including Bacteriology, Biochemistry, General Biology, General Botany, General Zoology, Genetics, Microbiology, Pharmacology, Physiology, Other Biological Sciences)	3	4				
Business and Commerce (Including Accounting, Business (or Commerce), Education, Finance, General Business, Management, Other Business and Commerce) <u>Inc. Sec.Sci.</u>	4	4				
Education and Related Fields (Including Educational Psychology, Elementary Education, Foundations, Hist. Soc., Philos., Industrial Arts, Secondary Education, Services Adminis., Supervis., Student Personnel, Couns., Guid., Agricultural Ed., Home Ec. Ed., Other Education Fields, excluding Physical and Health Education)	5	2				
Engineering (Including Aeronautical, Agricultural, Chemical, Civil, Electrical, Engineering Science Fields, Graphics, Industrial Materials, Mechanical, and Other Engineering)	6					
English and Journalism	7	5				
Fine and Applied Arts (Including Art, Dramatics and Speech, Music, Other Fine Arts)	8	1				
Foreign Languages and Literature (Including Classical, Hebrew, Greek, Latin, French, German, Spanish, Russian, Other (Including Philology))	9					
Forestry	10					
Geography	11					
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields)	12					
Home Economics	13					

NCA DATA FORM C — PART 1 — NO. OF FULL-TIME & PART-TIME FACULTY (Continued)

MAJOR AREA OF TEACHING AND/OR RESEARCH	4	INSTRUCTORS		JUNIOR STAFF		OTHER ACADEMIC FACULTY	
		FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)
Law	14						
Library Science	15						
Mathematics	16	3					
Military Science	17						
Philosophy	18						
Physical and Health Education	19	1					
Physical Sciences (Including Chemistry, Geology and Other Earth Sciences, Physics, Other Physical Sciences)	20	1					
Psychology	21	1					
Religion and Theology	22						
Social Sciences (Including Anthropology, Economics, History, Political Science and Government, Social Work, Sociology, Other Social Sciences)	23	3					
Trade and Industrial (Include here all Teachers of Terminal Occupational Subjects)	24						
All Other Fields (Please Specify) Such as City Planning, Computer Science, Folklore and Records Management)	25						
TOTAL		25					

*Vocational schools, technical institutes, and community colleges should add sections or sheets with faculty listed by appropriate subject matter areas where this chart is not applicable.

SALARIES OF ACADEMIC DEANS AND FACULTY (Continued)

SALARY INTERVALS	3 LINE NO.	NUMBERS OF PERSONNEL AND MEAN SALARIES					
		INSTRUCTORS		LECTURERS		UNDESIGNATED RANK	
		9-10 MOS. (11)	11-12 MOS. (12)	9-10 MOS. (13)	11-12 MOS. (14)	9-10 MOS. (15)	11-12 MOS. (16)
\$40,000 AND OVER	1						
35,000 - 39,999	2						
30,000 - 34,999	3						
28,000 - 29,999	4						
26,000 - 27,999	5						
24,000 - 25,999	6						
22,000 - 23,999	7						
20,000 - 21,999	8						
19,000 - 19,999	9						
18,000 - 18,999	10						
17,000 - 17,999	11						
16,000 - 16,999	12						
15,000 - 15,999	13						
14,000 - 14,999	14						
13,000 - 13,999	15						
12,000 - 12,999	16						
11,000 - 11,999	17	2	5				
10,000 - 10,999	18	6					
9,000 - 9,999	19	6					
8,000 - 8,999	20	4					
7,000 - 7,999	21						
6,000 - 6,999	22						
5,000 - 5,999	23						
4,000 - 4,999	24						
UNDER \$4,000	25						
TOTAL SALARIED PERSONNEL (Sum of lines 1-25)	26	18	5				
MEAN SALARIES (Sum of salaries divided by sum of salaried personnel)	27	\$ 9,833.	\$ 11,500	\$	\$	\$	\$
CONTRIBUTED SERVICES AND SALARIED BY OTHER SOURCES PERSONNEL	28	-0-	-0-	-0-	-0-	-0-	-0-

BASIC INSTITUTIONAL DATA
NCA DATA FORM E — PART 1 — CHARACTERISTICS OF FULL-TIME FACULTY AND STAFF

PLEASE ENTER THE NUMBER OF FULL-TIME FACULTY AND STAFF, WHOSE PRIMARY FUNCTION IS INSTRUCTION, DEPARTMENTAL RESEARCH, OR ORGANIZED RESEARCH, ACCORDING TO THEIR RANK, SEX, AND HIGHEST EDUCATIONAL LEVEL. (PLEASE REFER TO THE INSTRUCTIONS BELOW BEFORE COMPLETING SCHEDULE.)

RANK OF FULL-TIME FACULTY, FALL (1)	HIGHEST EDUCATIONAL LEVEL OF FACULTY									
	BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1)		SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2)		MASTER'S DEGREES (SEE INSTR. B3)		SPECIALIST'S DEGREE (SEE INSTR. B4)		DOCTOR'S DEGREES (SEE INSTR. B5)	
	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)
10										
ACADEMIC DEAN	1				2					
PROFESSOR	2									
ASSOCIATE PROFESSOR	3				4					
ASSISTANT PROFESSOR	4	1	1		10	6			1	
INSTRUCTOR	5	6	6		9	2				
JUNIOR STAFF	6									
OTHER FACULTY	7									
TOTAL	8	7	7		25	8			1	

INSTRUCTIONS AND DEFINITIONS

A. Rank

- Academic deans are deans of instructional divisions such as Dean of the School of Education. Associate or Assistant Deans should be classified according to their respective rank of professor through instructor and not classified as deans. Administrative deans such as Dean of Admissions and Dean of Summer Session, should not be included.
- Persons who do not hold the exact titles of professor, associate professor, assistant professor, or instructor, but who hold comparable positions, should be classified according to the rank of the corresponding position. Please equate titles, such as Director of Research, Associate Director of Research, Assistant for Research, Adjunct Professor, etc., to the comparable faculty rank, if possible. If not possible, see paragraph A4 below.
- Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- Other academic faculty are persons who: 1) have no faculty rank, but teach courses, or 2) hold a full-time professional position in instruction or research that cannot be equated to a faculty rank. An institution may add a sheet indicating faculty qualifications other than that based on earned degrees, if appropriate; e.g. work experience.

B. Highest educational level

- Bachelor's degrees or lower. Bachelor's degrees require the equivalent of at least four years of academic work, and include all bachelor's degrees, except the following which are classified here as first-professional: Law-LL.B. and Theology-B.C.
- First-professional degrees in selected fields. The first-professional degrees are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least 2 academic years of previous college work for entrance and which require a total of at least 6 academic years of college work for completion. Examples are: Professional degrees in Dentistry (D.D.S. or D.M.D.), Law (LL.B or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.). Exclude all master's degrees (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though as in the case of Social Work 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion).
- Master's degrees. The master's degree is a second-level degree, beyond the bachelor's or first professional degree and below the doctorate. Include in this category all those holding the Master's as the highest degree, even though some master's degrees may be considered as first-professional.
- Specialist's Degree. The Specialist degree usually requires advanced study between the Master's and Doctor's degree; e.g. Educational Specialist (Ed.S.), etc.
- Doctor's degrees. The doctorate classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. degree in any field — whether Agronomy, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. All other doctorates should be included except those classified as first-professional in instruction B.2., above.

BASIC INSTITUTIONAL DATA
NCA DATA FORM E — PART 2 — RETENTION AND REPLACEMENT OF FULL-TIME FACULTY, FALL
(Please refer to instructions below before completing)

RETENTION AND REPLACEMENT OF FULL-TIME FACULTY (1)	11	HIGHEST EDUCATIONAL LEVEL OF FACULTY				
		BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1) (2)	SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2) (3)	MASTER'S DEGREES (SEE INSTR. B3) (4)	SPECIALIST DEGREES (SEE INSTR. B4) (5)	DOCTOR'S DEGREES (SEE INSTR. B5) (6)
1. NEW TO THE INSTITUTION (NOT HERE PREVIOUS FALL						
a. FROM STUDENT STATUS THIS YEAR SINCE FALL	1	Because the hiring of faculty is				
b. EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	2	channelled through Central Office,				
c. FROM OTHER STATUS	3	page 55 of the Central Office Report				
2. WITH THIS INSTITUTION AT LEAST SINCE PREVIOUS FALL	4	provides this information.				
3. EMPLOYED FULL-TIME PREVIOUS FALL AT THIS INSTITUTION, BUT NOT EMPLOYED FULL-TIME THIS YEAR AT THIS INSTITUTION						
a. RETIRED OR DIED	5					
b. EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	6					
c. OTHER	7					

INSTRUCTIONS AND DEFINITIONS

A. Retention and Replacement

1. Include all full-time personnel with academic status who are primarily assigned to instruction, departmental research, or organized research. Full-time personnel are those employed by the institution on a full-time basis, as defined by the institution. The total faculty reported in Sections 1a, 1b, 1c, and 2 of this form should equal the total faculty reported in Form 1, Part A (Items 1a and 2a, col. 3).
2. Retention is defined as the number of faculty who were employed full-time in the previous fall and who are still employed full-time this fall. Persons employed part-time by this institution in the previous fall which were full-time this fall should be classified as "new to this institution, as of fall" and should be (1) listed under item 1 b. above if the faculty member came to this institution as a full-time faculty member from another higher education institution, or (2) listed under item 1 c. above if the faculty member came to this institution from other circumstances.
3. A new professional employee who was both a student and an employee elsewhere last year should be classified as having been an employee (whether in higher education or other employment) if such employment was full-time and as a student if employment was less than full-time.
4. In exceptional cases, a full-time employee may be classified as having been a student if:
 - (a). Such employment was non-professional and only incidental to the pursuit of further education, and
 - (b). Enrollment as a student was necessary to complete work on a degree which was a condition of undertaking current employment.

B. Highest educational level

1. Bachelor's degrees or lower. Bachelor's degrees require the equivalent of at least four years of academic work, and include all bachelor's degrees, except the following which are classified here as first-professional: Law-LL.B. and Theology-B.D.
2. First-professional degrees in selected fields. The first-professional degrees are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least 2 academic years of previous college work for entrance and which require a total of at least 6 academic years of college work for completion. Examples are: Professional degrees in Dentistry (D.D.S. or D.M.D.), Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), and Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.) and Osteopathy (D.O.). Exclude all master's degrees (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though as in the case of Social Work 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion).
3. Master's degrees. The master's degree is a second-level degree, beyond the bachelor's and below the doctorate. Include in this category all those holding the Master's as the highest degree, even though some master's degrees may be considered as first-professional.
4. Specialist's Degree. The Specialist degree usually requires advanced study between the Master's and Doctor's degree; e.g. Educational Specialist (Ed.S.), etc.
5. Doctor's degrees. The doctorate classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. degree in any field -- whether Agronomy, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. All other doctorates should be included except those classified here as first-professional in instruction B.2., above.

BASIC INSTITUTIONAL DATA

NCA DATA FORM E — PART 3 — CHARACTERISTICS OF PART-TIME FACULTY AND STAFF

PLEASE ENTER THE NUMBER OF PART-TIME FACULTY AND STAFF, WHOSE PRIMARY FUNCTION IS INSTRUCTION, DEPARTMENTAL RESEARCH OR ORGANIZED RESEARCH, ACCORDING TO THEIR RANK, SEX, AND HIGHEST EDUCATIONAL LEVEL. (PLEASE REFER TO THE INSTRUCTION BELOW BEFORE COMPLETING SCHEDULE.)

RANK OF PART-TIME FACULTY, (1)	HIGHEST EDUCATIONAL LEVEL OF FACULTY									
	BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1)		SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2)		MASTER'S DEGREES (SEE INSTR. B3)		SPECIALIST'S DEGREE (SEE INSTR. B4)		DOCTOR'S DEGREES (SEE INSTR. B5)	
	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)
10										
ACADEMIC DEAN	1									
PROFESSOR	2									
ASSOCIATE PROFESSOR	3									
ASSISTANT PROFESSOR	4	1				1	5			
INSTRUCTOR	5					1	1			
JUNIOR STAFF	6									
OTHER FACULTY	7									
TOTAL	8	1				2	6			

INSTRUCTIONS AND DEFINITIONS

A. Rank

- Academic deans are deans of instructional divisions such as Dean of the School of Education. Associate or Assistant Deans should be classified according to their respective rank of professor through instructor and not classified as deans. Administrative deans such as Dean of Admissions and Dean of Summer Session, should not be included.
- Persons who do not hold the exact titles of professor, associate professor, assistant professor, or instructor, but who hold comparable positions, should be classified according to the rank of the corresponding position. Please equate titles, such as Director of Research, Associate Director of Research, Assistant for Research, Adjunct Professor, etc., to the comparable faculty rank, if possible. If not possible see paragraph A4 below.
- Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- Other academic faculty are persons who: 1) have no faculty rank, but teach courses, or 2) hold a full-time professional position in instruction or research that cannot be equated to a faculty rank. An institution may add a sheet indicating faculty qualifications other than the based on earned degrees, if appropriate; e.g. work experience.

B. Highest educational level

- Bachelor's degrees or lower. Bachelor's degrees require the equivalent of at least four years of academic work, and include all bachelor's degrees, except the following which are classified here as first-professional: Law-LL.B. and Theology-B.C.
- First-professional degrees in selected fields. The first-professional degrees are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least 2 academic years of previous college work for entrance and which require a total of at least 6 academic years of college work for completion. Examples are: Professional degrees in Dentistry (D.D.S. or D.M.D.), Law (LL.B or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropraxy or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.). Exclude all master's degrees (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though as in the case of Social Work 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion).
- Master's degrees. The master's degree is a second-level degree, beyond the bachelor's or first professional degree and below the doctorate. Include in this category all those holding the Master's as the highest degree, even though some master's degrees may be considered as first-professional.
- Specialist's Degree. The Specialist degree usually requires advanced study between the Master's and Doctor's degree; e.g. Educational Specialist (Ed.S.), etc.
- Doctor's degrees. The doctorate classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. degree in any field — whether Agronomy, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. All other doctorates should be included except those classified as first-professional in instruction B.2., above.

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Schedule I

Name of Institution _____

Date _____

BASIC INSTITUTIONAL DATA
NCA Data Form F — Degrees and Other Formal Awards Conferred

THIS FORM IS DIVIDED INTO THREE PARTS

PART A is concerned with first-professional degrees only. Formerly, these degrees were reported in the same section as bachelor's, master's, and doctor's degrees. Because first-professional degrees are awarded in relatively few fields, it seemed desirable to place them in a separate part of the questionnaire rather than in the complete field listing.

PART B is concerned with bachelor's, master's, and doctor's degrees.

PART C is concerned with awards below the bachelor's level (*Associate in Arts degrees and other formal awards*).

Many institutions will appropriately skip one or more of the three parts. If a particular part (*A, B, or C*) does not apply to you, please indicate that fact and forward that part to us along with those you did complete.

SEPARATE SPECIFIC INSTRUCTIONS ARE PROVIDED FOR EACH OF THE THREE PARTS

GENERAL INSTRUCTIONS FOR ALL PARTS

Please examine the definitions and instructions which accompany each part.

If degrees or other awards were conferred in the last academic year for the **FIRST TIME** in a field of study new to your institution, please place a check mark beside the item number. This will save correspondence later regarding the entry.

BRANCH INSTITUTIONS. Please be sure to indicate in Items 6 and 7 whether your report includes or excludes awards to students at branches of your institution. (*Please do not include awards by branches outside the United States, its Territories, or possessions.*)

Name of Institution _____

INSTRUCTIONS FOR PART A. FIRST-PROFESSIONAL DEGREES IN SELECTED FIELDS

FIRST-PROFESSIONAL DEGREES IN SELECTED FIELDS. The first-professional degrees to be reported in columns 4 and 5 are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least two academic years of previous college work for entrance and which require a total of at least six academic years of college work for completion. For example, include professional degrees in Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), and so forth. Degrees beyond the first-professional in these fields are to be reported in Part B.

Report all master's degrees in Part B, columns 6 and 7, even though the master's degree is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though, as in the case of Social Work, 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion of the master's degree.

PART A. FIRST-PROFESSIONAL DEGREES CONFERRED IN SELECTED FIELDS (Requiring At Least Six Years of Study)

IS PART A APPLICABLE TO YOUR INSTITUTION?
(If not applicable, proceed to Parts B and C.)

YES

NO

LINE NO.	ITEM NO. (1)	X IF 1ST TIME (2)	MAJOR FIELD OF STUDY (3)	NUMBER OF FIRST-PROFESSIONAL DEGREES CONFERRED	
				MEN (4)	WOMEN (5)
1	1400		ARCHITECTURE		
2	4401		CHIROPODY OR PODIATRY (D.S.C. or Pod. D.)		
3	4407		DENTISTRY (D.D.S. or D.M.D.)		
4	4416		MEDICINE (M.D.)		
5	4425		OPTOMETRY (O.D.)		
6	4428		OSTEOPATHY (D.O.)		
7	4431		PHARMACY		
8	4443		VETERINARY MEDICINE (D.V.M.)		
9	5000		LAW (LL.B. or J.D.)		
10	7404		THEOLOGY (B.D., Rabbi, or other first-professional degree. Report all other Theology in Item 7407)		
11	9799		OTHER (Specify)		
12	9799				
13	9700		TOTALS		

PART B. BACHELOR'S, MASTER'S, AND DOCTOR'S DEGREES (Continued)

LINE NO.	ITEM NO. (1)	X IF 1ST TIME (2)	MAJOR FIELD OF STUDY (3)	BACHELOR'S DEGREES (Requiring 4-5 Yrs.)		MASTER'S DEGREES		SPECIALIST'S DEGREES		DOCTOR'S DEGREES (Ph.D., Ed.D., etc.)	
				MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN	WOMEN	MEN (8)	WOMEN (9)
				BROAD GENERAL CURRICULUMS AND MISCELLANEOUS FIELDS (Continued)							
			INTER-AREA STUDIES (Specify subject areas)								
268	8313										
269	8313										
270	8313										
271	8313										
	8314		FIELDS OF STUDY NOT LISTED ABOVE (Specify)								
272	8314										
273	8314										
274	8314										
275	8314										
276	8314										
277	8399		FIELD OF STUDY NOT IDENTIFIED (Use only when no information on the field of study or the subject area)								
278	8399										
279	8399										
280	8399										
281	8399										
282	8399										
283	8399										
284	9800		GRAND TOTAL, ALL DEGREES								
	9900		NUMBER INCLUDED IN ITEM 9800 ABOVE WHICH PREPARED RECIPIENT FOR TEACHER CERTIFICATION AT THE								
285	9901		ELEMENTARY LEVEL								
286	9902		SECONDARY LEVEL								
287	9903		BOTH ELEMENTARY AND SECONDARY LEVELS								

INSTRUCTIONS FOR PART C, DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS

1. Report in Section 1 all associate degrees requiring at least 2 but less than 4 years of work beyond high school. Include in Section 1 associate degrees reported in columns 2 and 3 of Sections 2, 3, and 4. Thus, for example, a student who completed an organized occupational program in Chemical Technology and received an Associate in Science degree would be included both in Section 3 (*Item 2619*) and in Section 1 (*Item 0040*).

2. Report in Sections 2, 3, and 4 completions of whole curriculums only, NOT individual courses. For purposes of this survey, an ORGANIZED CURRICULUM is one which meets all four of the following criteria:

A. High school graduation (or its equivalent), but no work beyond high school, is required for admission to the curriculum. The general level of these curriculums is the first one to three years beyond high school.

B. The curriculum is a series of required and elective courses constituting an integrated program designed to prepare students for immediate employment in a specific occupation or cluster of occupations. A group of courses, even though all of them are in a given subject area, do not necessarily constitute a curriculum.

C. Completion of the curriculum requires at least one but less than four years of full-time attendance, or the equivalent in part-time attendance over a longer period. A "year" means an academic year of approximately nine months.

D. The curriculum leads to any type of formal recognition (*certificate, associate degree, diploma, a transcript recognizing successful completion, a statement of completion from an administrator of your institution, or other formal recognition*) signifying that the student has completed an organized curriculum; or the State grants a license or other formal recognition, upon examination, to all graduates of the curriculum.

Report in columns 3 through 6 of Sections 2, 3, and 4 only those associate degrees, diplomas, certificates, or other formal awards signifying the completion of organized curriculums which prepare for occupational competence in the specified fields or areas. The associate degrees reported here should also be included in the totals requested in Section 1. Formal awards other than associate degrees in organized occupational curriculums should be reported only in Sections 2, 3, and 4.

3. Note that, for purposes of this survey, organized occupational programs are not designed as the equivalent of the first one, two, or three years of a baccalaureate degree program. Example: preengineering is NOT an organized occupational curriculum as defined in this survey, because it is designed to prepare students for continuation in the regular engineering program. Engineering technology is an organized occupational curriculum, as defined in this survey, because it is designed to prepare students for immediate employment upon completion. Note that work taken in an organized occupational curriculum may be partly or wholly creditable toward a bachelor's degree and it may lead to an associate degree; the essential point is that the organized occupational curriculum prepares for immediate employment in a specific occupation.

PART C. DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS OF WORK BEYOND HIGH SCHOOL

SECTION 1. ASSOCIATE DEGREES (Based on at least 2 years of work that is wholly or chiefly creditable toward a bachelor's degree in your institution or by transfer.)

LINE NO.	ITEM NO. (1)	TYPE OF ASSOCIATE DEGREE (2)	MEN (3)	WOMEN (4)
288	0010	ASSOCIATE IN ARTS	23	9
289	0040	ASSOCIATE IN SCIENCE Do not award		
290	0070	ALL OTHER ASSOCIATE DEGREES Business Administration	4	0
291	0090	TOTAL ASSOCIATE DEGREES	27	9

SECTION 2. ORGANIZED OCCUPATIONAL CURRICULUMS BELOW THE TECHNICAL OR SEMI-PROFESSIONAL LEVEL

LINE NO.	ITEM NO.	CURRICULUMS (2)	CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS		CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS	
			MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
292	2700	SCIENCE- OR ENGINEERING-RELATED				
293	9200	NONSCIENCE- AND NONENGINEERING-RELATED				
294	0092	TOTALS FOR SECTION 2				

SECTION 3. SCIENCE- OR ENGINEERING-RELATED ORGANIZED OCCUPATIONAL CURRICULUMS AT THE TECHNICAL OR SEMI-PROFESSIONAL LEVEL

LINE NO.	ITEM NO.	CURRICULUMS	MEN	WOMEN	MEN	WOMEN
295	2606	ENGINEERING-RELATED CURRICULUMS AERONAUTICAL TECHNOLOGY				
296	2610	ARCHITECTURAL OR BUILDING TECHNOLOGY				
297	2619	CHEMICAL TECHNOLOGY				
298	2630	CIVIL TECHNOLOGY				
299	2636	ELECTRICAL OR ELECTRONICS TECHNOLOGY				
300	2658	INDUSTRIAL TECHNOLOGY				
301	2662	INSTRUMENTATION TECHNOLOGY				
302	2668	MECHANICAL TECHNOLOGY			1	
303	2675	METALLURGICAL TECHNOLOGY				
304	2677	NUCLEAR TECHNOLOGY				
305	2698	OTHER ENGINEERING-RELATED CURRICULUMS (Specify)				
306	2698					
307	2698					
308	2698					
309	1034	SCIENCE-RELATED CURRICULUMS AGRICULTURE				
310	3900	FORESTRY				

PART C. DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS OF WORK BEYOND HIGH SCHOOL - (Continued)

SECTION 3. (Continued)

LINE NO.	ITEM NO. (1)	CURRICULUMS (2)	CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS		CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS	
			MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
		SCIENCE-RELATED CURRICULUMS - (Continued)				
311	4920	OTHER SCIENCE-RELATED CURRICULUMS (Specify)				
312	4920					
313	4920					
314	4920					
		HEALTH SERVICE CURRICULUMS				
315	4402	DENTAL ASSISTANT				
316	4403	DENTAL HYGIENE				
317	4405	DENTAL LABORATORY ASSISTANT				
318	4414	MEDICAL OR BIOLOGICAL LABORATORY TECHNICIAN				
319	4439	MEDICAL X-RAY TECHNICIAN				
320	4417	NURSING, PRACTICAL				
321	4418	NURSING, ASSOCIATE DEGREE OR DIPLOMA PROGRAM				
322	4424	OCCUPATIONAL THERAPY ASSISTANT				
323	4450	SURGICAL TECHNICIAN				
	4498	OTHER HEALTH SERVICE CURRICULUMS (Specify)				
324	4498					
325	4498					
326	4498					
		OTHER				
327	2190	SCIENTIFIC DATA PROCESSING (Include computer and EAM processing. Exclude key punch; report in Item 9.200. Exclude business data processing; report in Item 2065.)				
328	0093	TOTALS FOR SECTION 3			1	
		SECTION 4. NONSCIENCE- AND NONENGINEERING-RELATED ORGANIZED OCCUPATIONAL CURRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL				
		BUSINESS- AND COMMERCE-RELATED CURRICULUMS				
329	2054	GENERAL BUSINESS, BUSINESS ADMINISTRATION				
330	2060	ACCOUNTING	1			
331	2065	BUSINESS DATA PROCESSING				
332	2070	MARKETING, DISTRIBUTIVE EDUCATION	2	1		
333	2080	SECRETARIAL STUDIES		1		

PART C. DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS OF WORK BEYOND HIGH SCHOOL - (Continued)

SECTION 4. (Continued)

LINE NO.	ITEM NO. (1)	CURRICULUMS (2)	CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS		CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS	
			MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
		BUSINESS- AND COMMERCE-RELATED CURRICULUMS (Continued)				
	2095	OTHER BUSINESS- OR COMMERCE-RELATED CURRICULUMS (Specify)				
334	2095					
335	2095					
336	7490	OTHER BIBLE STUDY, RELIGIOUS WORK				
337	2360	EDUCATION (2-year teacher training or teacher aides)				
338	3294	FINE, APPLIED, OR GRAPHIC ARTS				
339	4780	HOME ECONOMICS				
340	5310	LIBRARY ASSISTANT XX TECHNICAL XXX				
341	7742	POLICE TECHNOLOGY, LAW ENFORCEMENT				
	8350	OTHER NONSCIENCE- AND NONENGINEERING-RELATED (Specify)				
342	8350					
343	8350					
344	8350					
345	0094	TOTALS FOR SECTION 4	3	2		

BASIC INSTITUTIONAL DATA
NCA DATA FORM G — LIBRARY COLLECTION, STAFF, EXPENDITURES, AND SALARIES

EXPLANATIONS AND INSTRUCTIONS

In this form, basic data are requested on the collections, staff, expenditures and salaries in college and university libraries. The compilations of these data have proved to be valuable tools for administrators, chief librarians, and others concerned with the improvement of library services to higher education.

The following changes have been made in the procedure and questionnaire since last year:

A. *Reorganization:* All data concerning the library have been consolidated into one form.

B. *New Items:*

1. Statistics on **PROJECTED EXPENDITURES** for this fiscal year — in order to provide more up-to-date information.
2. Statistics on **INTERLIBRARY TRANSACTIONS**.

GENERAL INSTRUCTIONS

- A. **TIME PERIODS COVERED.** The data concerning library collection and transactions (Part I) and actual expenditures and hourly assistance (Part II) should be reported for this fiscal year. The items concerning budgeted expenditures (Part II) are for the fiscal year. Expenditure data in Part III are for your institution's actual fiscal year and next budgeted fiscal year. Data on staff (Part III) and salaries (Part IV) are for the fall.
- B. **LIBRARY UNITS COVERED.** Report consolidated data for ALL of the library units in your college, university, or university system, including libraries in branches, extension centers, and research installations. If it is necessary to omit any library unit(s), please give name and location in Item 5.
- C. **NEED FOR ESTIMATES.** If exact information is not available for an item, PLEASE ENTER AN ESTIMATE for the requested figure. If data are available for a combination of items but not for each component, enter an estimate for each component. Thus, except for the salary table (Part IV, Lines 11-25), each item on the form should show (a) an appropriate figure, (b) an "X" for check boxes, or (c) "0" when the quantity to be reported is nothing or zero. **DO NOT LEAVE ANY ITEM BLANK.**

SPECIFIC INSTRUCTIONS

PART I — LIBRARY COLLECTION AND TRANSACTIONS.

- A. For reporting purposes, a **VOLUME** is a physical unit of any printed, typewritten, handwritten, mimeographed or processed work contained in one binding or portfolio, hardbound or paper bound, which has been classified, cataloged, or otherwise prepared for use. Include bound periodical volumes. Include Government documents that have been classified and cataloged, counting as a volume such material as is contained in one binding or portfolio.
- B. All forms of microtext (including microfilm) are to be excluded from Lines 1-4, but **ARE TO BE REPORTED SEPARATELY** on Lines 5 and 6. If the number of reels or other units of microtext are not separately available in your records, please estimate their number for purposes of providing separate data here.
- C. For Line 7, a **PERIODICAL** is defined as a publication issued in parts that usually contain articles by several contributors. It generally has a distinctive title and the successive numbers or parts are intended to appear at stated intervals, and usually for an indefinite period. Other serials, such as monographs, newspapers, annuals, proceedings, transactions, yearbooks, and reports, should be reported on Line 8.

PART II — LIBRARY OPERATING EXPENDITURES, ACTUAL AND BUDGETED

- A. In order to provide current data, expenditure items are being requested for the institutional fiscal year.
- B. In the budgeted figures, include any funds, the receipt of which may not be certain but can plausibly be anticipated for the next fiscal year.

- C. On Line 1, include expenditures for salaries, before any deductions, of professional and nonprofessional staff of the library. Staff benefits, such as social security, retirement, pension contributions, and other "fringe benefits" paid by the institution should be excluded. Also exclude bindery salaries and wages (see Paragraph E).
- D. The estimated value of personal services (salary equivalents) contributed by members of religious orders should be included on Line 2.
- E. If your library operates its own bindery, report on Line 5 the total expenditures for this operation, including those for salaries, wages, and supplies.
- F. Note that Lines 8 through 10 provide for the estimated value or cost of certain materials or services which are not included in your library's budget. On Line 10, specify other types of services, such as, students working for part-payment of tuition or other hourly help under programs charged to the institution's budget.

PART III — GENERAL INSTITUTIONAL DATA

- A. Note that the information required in this Part is concerned with the entire institution. However, it is needed in the analysis of library data and will expedite final publication if supplied here.
- B. Figures for Items 1 through 5 should be obtained from the business officer and the chief academic officer, respectively.

PART IV — LIBRARY STAFF AND SALARIES, FALL TERM

SECTION A — TOTAL LIBRARY STAFF

- A. In this section report all staff (including contributed-service staff) serving the library in regular positions, i.e., full-time or part-time positions functioning during at least the fall term.
- B. For reporting purposes, **PROFESSIONAL LIBRARIANS** (Lines 1, 2, and 3) are defined as staff doing work that requires training and skill in the theoretical or scientific aspect of library work, as distinct from its mechanical or clerical aspect. Note that the group designated "Heads of major library units" (Line 2) includes head of school, college, or branch libraries and heads of major library departments or divisions.
- C. **PROFESSIONAL STAFF OTHER THAN LIBRARIANS** are defined as persons who, though not librarians, are in positions normally requiring at least a bachelor's degree (line 4).
- D. **NONPROFESSIONAL STAFF** are persons in receiving, shipping, storing, secretarial duties, etc. (Line 5).
- E. To compute the full-time equivalent (FTE) of the part-time staff reported in Column (e), add the hours worked in a typical week by all regular part-time staff, and divide by the number of hours in your full-time work week; round to nearest tenth of a position, and enter the result in Column (d). Complete Column (e) (FTE of total staff) by adding Columns (b) and (d). **NOTE:**—Hourly employees who work only intermittently should be reported in Part II, Line 12.
- F. As appropriate, use a similar procedure to obtain, in terms of full-time equivalents, the components of Column (e) that are represented by contributed-service staff and enter this figure in Column (f).

SECTION B — SALARIES OF FULL-TIME STAFF

- A. This section requests salary data for all **FULL-TIME** library staff members who, at the beginning of the fall term, held contracts for periods of at least 9 months. Exclude staff serving full time for less than 9 months. The definitions in Section A for *types of position* also apply here.
- B. Report salaries in terms of *contract* salaries before deductions. Staff on 9-10 month and 11-12 month contracts should be entered, respectively, in tier A and tier B of the table. Estimate *salary equivalents* of contributed-service staff members (equating them to an 11-12 month rate) and report them in tier C.
- C. For staff reported on each line of the table, compute the *mean* salary (Column (b)) by summing the salaries and dividing by the number of staff in Column (c).

Note that the salary of the *director* of libraries is to be reported separately (Item 7), and that use of his salary will be restricted if you so specify in Item 9.

NCA Data Form G — Library Collection, Staff, Expenditures, and Salaries (continued)

LIBRARY UNIT(S) OMITTED FROM THIS REPORT

NAME OF LIBRARY UNIT	ADDRESS	ZIP CODE
Oakland Community College Auburn Hills Campus	2900 Featherstone Road Auburn Heights, Michigan	48057

PART I — LIBRARY COLLECTION AND TRANSACTIONS 1968-69		PART II — LIBRARY OPERATING EXPENDITURES ACTUAL AND BUDGETED		
			ACTUAL	BUDGETED
1. NUMBER OF VOLUMES HELD AT END OF PREVIOUS YEAR	19,357	1. TOTAL SALARIES, BEFORE DEDUCTIONS, OF REGULAR LIBRARY STAFF	\$ 40,056.50	\$ 40,000.00
2. NUMBER OF VOLUMES ADDED DURING YEAR (Without subtraction of volumes withdrawn)	2,398	2. SALARY EQUIVALENTS OF CONTRIBUTED-SERVICE STAFF	\$ 28,114.61	\$ 28,196.00
3. NUMBER OF VOLUMES WITHDRAWN DURING YEAR	23	3. TOTAL WAGES PAID TO STUDENTS AND OTHER HOURLY ASSISTANTS, BEFORE DEDUCTIONS	\$ 9,218.84	\$ 3,000.00
4. TOTAL NUMBER OF VOLUMES HELD AT END OF YEAR (Sum of Lines 1 and 2, minus 3)	21,732	4. EXPENDITURES FOR BOOKS AND OTHER LIBRARY MATERIALS	\$ 34,230.19	\$ 24,300.00
5. NUMBER OF REELS OF MICROFILM HELD AT END OF YEAR	1,105	5. EXPENDITURES FOR BINDING AND REBINDING	\$ 1,045.55	\$ 360.00
6. NUMBER OF PHYSICAL UNITS OF OTHER FORMS OF MICROTEXT (e.g., number of microcards, microprints, or microfiche cards) HELD AT END OF YEAR (Estimate if necessary)	123	6. OTHER OPERATING EXPENDITURES (INCLUDING replacement of equipment and furnishings but EXCLUDING all capital outlay)	\$ 9,505.31	\$ 10,632.00
7. NUMBER OF PERIODICAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	511	7. GRAND TOTAL (Sum of Lines 1 through 6)	\$ 122,171.00	\$ 122,188.88
8. NUMBER OF OTHER (nonperiodical) SERIAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	44	ESTIMATED COST OF ITEMS WHICH, THOUGH NOT CHARGED TO YOUR LIBRARY ACCOUNTS, CONSTITUTE LIBRARY MATERIALS OR SERVICES.		
INTERLIBRARY TRANSACTIONS. (Exclude requests not filled or still pending and transactions between library units of your institution. Estimate if necessary)		8. BINDING	\$	
9. NUMBER OF ITEMS BORROWED (Including nonreturnable items received)	316	9. AUTOMATION SERVICES	\$	
NUMBER OF ITEMS LENT BY YOUR LIBRARY:		10. OTHER (Specify)	\$	
10. NONRETURNABLE ITEMS SUPPLIED	127	STUDENT AND OTHER HOURLY ASSISTANCE		
11. RETURNABLE ITEMS SUPPLIED	156	11. ANNUAL TOTAL NUMBER OF HOURS OF STUDENT ASSISTANCE	6,146.00	2,000.00
		12. ANNUAL TOTAL NUMBER OF HOURS OF OTHER HOURLY ASSISTANCE		

NCA DATA FORM G — LIBRARY COLLECTION, STAFF
EXPENDITURES, AND SALARIES (Continued)

Analysis of resources

For your present total collection (sum of items 4-7 part A), enter in column 4 below the approximate percents which are devoted to the areas in column 1. Likewise, enter in column 5 the approximate percents for your current acquisitions (item 2 part A). In each column the percents should total 100. (Provide approximations by measuring your shelf list cards at 100 cards per inch; estimate for unclassified serials or periodicals. The numbers and letters below refer to the approximate D.C. and L.C. schedules.)

AREA	CLASSIFICATION		% OF TOTAL COLLECTION	% OF CURRENT ACQUISITIONS
	D.C.	L.C.		
1	2	3	4	5
10 HUMANITIES AND GENERAL WORKS	000,100,200, 400,700,800	A, B, M, N, P, Z,	36	33
11 SOCIAL SCIENCES	300,900	C, D, E, F, G, H, J, K*, L	31	29
12 PHYSICAL SCIENCES, INCLUDING MATHEMATICS	500 - 559	Q - QE	15	14
13 BIOMEDICAL SCIENCES	560 - 599 610 - 619	QH - QR R, S	15	14
14 TECHNOLOGY (ENGINEERING)	600 - 609 620 - 699	T, U, V	01	06
15 UNCLASSIFIED MATERIALS (INCLUDING UNCLASSIFIED BOUND PERIODICALS)			02	04

*i.e., LAW (pending)

NUMBER OF TITLES, EXCLUSIVE OF TOTAL NUMBER OF VOLUMES (WHICH INCLUDES DUPLICATES) 20,729 *

*Does not include Lab Text which is 3,087 Volumes Approximately 196 Titles.

NCA Data Form G - Part III -- General Institutional Data

EXPENDITURES OF YOUR INSTITUTION FOR EDUCATIONAL AND GENERAL PURPOSES, INCLUDING FUNDS FOR ORGANIZED RESEARCH FOR THE INSTITUTION'S FISCAL YEAR (Please coordinate with your institution's business officer)		PROFESSIONAL STAFF OF YOUR INSTITUTION IN RESIDENT INSTRUCTION, DEPARTMENTAL RESEARCH, AND ORGANIZED RESEARCH, FALL TERM (Please coordinate with your institution's chief academic officer)		
1. ACTUAL EXPENDITURES FOR LATEST FISCAL YEAR \$ 1,439,500.00	2. BUDGETED EXPENDITURES FOR NEXT FISCAL YEAR \$ 1,807,710.00	3. FULL-TIME 44	4. PART-TIME 3 1/2	5. FTE OF PART-TIME -

PART IV - LIBRARY STAFF COUNT AND SALARIES, FALL TERM

SECTION A - TOTAL LIBRARY STAFF

TYPE OF POSITION (See Page 4 for definitions) (a)	NUMBER OF STAFF		FTE OF PART-TIME STAFF (d)	FTE OF TOTAL STAFF (Col. (b) Plus Col. (d)) (e)	FTE CONTRIBUTED-SERVICE STAFF INCLUDED IN COLUMN (e) (f)
	FULL-TIME (b)	PART-TIME (c)			
1. ASSOCIATE AND ASSISTANT LIBRARIANS	2	-	-	2	
2. HEADS OF MAJOR LIBRARY UNITS	1	-	-	1	
3. OTHER PROFESSIONAL LIBRARIANS	-	-	-	-	
4. PROFESSIONAL STAFF OTHER THAN LIBRARIANS	-	-	-	-	
5. NONPROFESSIONAL STAFF	4	-	-	4	
6. TOTAL STAFF (Sum of Lines 1 through 5)	7	-	-	7	

SECTION B - SALARIES OF FULL-TIME STAFF

7. SALARY OR SALARY EQUIVALENT OF DIRECTOR OF LIBRARIES (Chief Librarian) \$ 15,400.00	8. CHECK APPROPRIATE BOX TO SHOW CONTRACT STATUS OF DIRECTOR OF LIBRARIES <input type="checkbox"/> A. 9-10 MONTHS <input checked="" type="checkbox"/> B. 11-12 MONTHS <input type="checkbox"/> C. CONTRIBUTED SERVICE		
9. IF THE SALARY OF THE CHIEF LIBRARIAN IS TO BE KEPT CONFIDENTIAL AND USED ONLY FOR SUMMARY TABULATIONS, ENTER AN "X" HERE <input type="checkbox"/>			
10. REPORT BEGINNING ANNUAL SALARY WHICH YOUR LIBRARY IS PAYING TO A LIBRARY SCHOOL GRADUATE (Fifth-Year Degree without experience) (If none recruited this term, enter an "X" in Item C.)	A. FOR 9-10 MONTHS \$	B. FOR 11-12 MONTHS \$	C. NONE RECRUITED THIS TERM <input checked="" type="checkbox"/>

NCA Data Form G - PART IV, SECTION B (continued)
MEAN SALARY AND DISTRIBUTION OF FULL-TIME LIBRARY STAFF BY SALARY

TYPE OF POSITION (a)	MEAN SALARY* (b)	TOTAL FULL-TIME STAFF (Sum of cols. (d)-(p)) (c)	NUMBER OF FULL-TIME STAFF EMPLOYED AT LEAST 9 MONTHS, BY SALARY BRACKET						
			LESS THAN \$4,000 (d)	\$4,000 to \$4,999 (e)	\$5,000 to \$5,999 (f)	\$6,000 to \$6,999 (g)	\$7,000 to \$7,999 (h)	\$8,000 to \$8,999 (i)	\$9,000 to \$9,999 (j)
A. STAFF EMPLOYED 9-10 MONTHS									
11. ASSOCIATE & ASSISTANT LIBRARIANS									
12. HEADS OF MAJOR LIBRARY UNITS									
13. OTHER PROFESSIONAL LIBRARIANS									
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS									
15. NONPROFESSIONAL STAFF									
B. STAFF EMPLOYED 11-12 MONTHS									
16. ASSOCIATE & ASSISTANT LIBRARIANS									
17. HEADS OF MAJOR LIBRARY UNITS									
18. OTHER PROFESSIONAL LIBRARIANS									
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS									
20. NONPROFESSIONAL STAFF	5,639.00	5		2	2		1		
C. CONTRIBUTED-SERVICE STAFF (Equate all to 11-12 month rate)									
21. ASSOCIATE & ASSISTANT LIBRARIANS									
22. HEADS OF MAJOR LIBRARY UNITS									
23. OTHER PROFESSIONAL LIBRARIANS									
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS									
25. NONPROFESSIONAL STAFF									

*MEAN SALARY FOR EACH LINE = SUM OF ACTUAL SALARIES (OR EQUIVALENTS) DIVIDED BY SUM OF PERSONNEL ON THAT LINE.

NCA Data Form G -- PART IV, SECTION B (continued)
MEAN SALARY AND DISTRIBUTION OF FULL-TIME LIBRARY STAFF BY SALARY

TYPE OF POSITION (a)	MEAN SALARY* (b)	TOTAL FULL-TIME STAFF (Sum of cols. (d)-(p)) (c)	NUMBER OF FULL-TIME STAFF EMPLOYED AT LEAST 9 MONTHS, BY SALARY BRACKET					
			\$10,000 to \$11,999 (k)	\$12,000 to \$13,999 (l)	\$14,000 to \$15,999 (m)	\$16,000 to \$17,999 (n)	\$18,000 to \$19,999 (o)	\$20,000 or MORE (p)
A. STAFF EMPLOYED 9-10 MONTHS								
11. ASSOCIATE & ASSISTANT LIBRARIANS								
12. HEADS OF MAJOR LIBRARY UNITS								
13. OTHER PROFESSIONAL LIBRARIANS								
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
15. NONPROFESSIONAL STAFF								
B. STAFF EMPLOYED 11-12 MONTHS								
16. ASSOCIATE & ASSISTANT LIBRARIANS	12,300.00	2		2				
17. HEADS OF MAJOR LIBRARY UNITS	15,400.00	1			1			
18. OTHER PROFESSIONAL LIBRARIANS								
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
20. NONPROFESSIONAL STAFF								
C. CONTRIBUTED-SERVICE STAFF (Equate all to 11-12 month rate)								
21. ASSOCIATE & ASSISTANT LIBRARIANS								
22. HEADS OF MAJOR LIBRARY UNITS								
23. OTHER PROFESSIONAL LIBRARIANS								
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
25. NONPROFESSIONAL STAFF								

*MEAN SALARY FOR EACH LINE = SUM OF ACTUAL SALARIES (OR EQUIVALENTS) DIVIDED BY SUM OF PERSONNEL ON THAT LINE.

BASIC INSTITUTIONAL DATA

NCA Data Form H — Financial Statistics of Institutions of Higher Education

These financial schedules are designed, in general, in categories which are compatible with groupings and definitions in College and University Business Administration, Volumes I and II, published by the American Council on Education, 1785 Massachusetts Ave., N. W., Washington, D. C.

Please examine the definitions and instructions.

General Instructions and definitions.

1. Data requested on financial statistics are for the fiscal year of your institution.
2. Data on all of the organizational units of your institution (e.g., *Federally Funded Research and Development Centers, branches, extensions*) should be included. Any support provided an independent organization, such as a consortium (e.g., *committee on institutional cooperation*) should also be included.
3. Data for your institution which are not kept on the books of account of your institution, but are kept on the records of another organization or agency for your institution, should be included (e.g., *State agency keeping records on physical plant*).
4. Estimated value of "contributed services" (*members of a religious order only*) should be included under revenue (*private gifts*) and under expenditures by appropriate categories.
5. In reporting Federal funds received, include those Federal funds channeled through State agencies.
6. Exclude agency funds — i.e., funds handled by the institution in a custodial capacity only (e.g., *funds for student organizations*).
7. No one institution will have data for all of the cells in these schedules (e.g., *in schedule 1, item A 5a only applies to institutions which manage a center which is designated as a Federally Funded Research and Development Center by a Federal agency*).
8. Detailed instructions and definitions are provided for each schedule, with the box-head items of each schedule included first and sub-items included second.
9. In reporting dollar amounts, omit cents.

NOTE: The Schedules are not numbered sequentially, nor are the instructions. This is because certain of the Schedules have been omitted.

SCHEDULE I — CURRENT-FUNDS REVENUE BY SOURCE FOR FISCAL YEAR

In schedule I, report all current-funds revenue (*unrestricted, those restricted by the source, and those designated by the institution*) received for the fiscal year. Report all current-funds revenue as shown on your accounting records, regardless of the accounting basis used (e.g., *cash accrual, etc.*).

Line A. Report as educational and general all revenues for the instructional, research, extension and public services programs of the institution, and for general expenses.

Line 1. Student tuition and fees — all tuition and fees assessed against students for educational and general purposes. Tuition and fee remissions (*not intended to be collected*) should be included here and also a corresponding amount under student aid grants (*Schedule IV, line 2*).

Line 2. Governmental appropriations — all educational and general revenues from governmental sources except funds for sponsored research and other sponsored programs. Line 2a, Federal Government, should include such revenues from all Federal agencies including Federal funds channeled through State agencies. Line 2c, local government, should include revenues from a municipality, county, district, or any other political subdivision within a State. Include direct tax levies if appropriate.

Line 3. Endowment income — report all educational and general revenues derived from the earnings of endowment, term endowment, and quasi-endowment funds. Include income from funds held in irrevocable trusts by others. Land-grant institutions should include earnings from Federal and State land-grant funds.

Line 4. Private gifts — report educational and general revenues given to the institution by any nongovernmental source. Include estimated value of services contributed by members of religious orders (*a corresponding amount should be reported under expenditures*). Bequests should be included. Do not include funds received for specific research or other sponsored programs in accordance with contract, grants, or other written agreements.

Item 5. Sponsored research — include revenues from governmental agencies or other outside organizations or individuals for specific research projects for which payments are made in accordance with contracts, grants, or other written agreements. Include amounts received as allowances or reimbursement for indirect costs. Line 5a should include all revenues for organizations which are designated as *Federally Funded Research and Development Centers* by the sponsoring Federal agency. Line 5c should include revenues for specific research projects from nongovernmental sources such as foundations, business corporations, and other organizations and individuals.

Line 6. Other separately budgeted research — include the revenues or gross income from all separately organized research divisions which are not financed in the manner described for sponsored research. Examples are research bureaus, research institutes, and agriculture and engineering experiment stations.

Line 7. Other sponsored programs — include revenues for all separately budgeted programs, other than research, which are supported by sponsors outside the institution. Examples are training programs, workshops, training and instructional institutes, such as counseling institutes, college work-study program, and similar activities for which payments are made in accordance with contracts, grants, or other written agreements. Revenues from governmental sources should be reported in lines 7a, 7b, and 7c. Line 7d, Nongovernmental, should include revenues from foundations and other nongovernmental sources.

NCA Data Form H — Financial Statistics of Institutions of Higher Education (Continued)

SCHEDULE I INSTRUCTIONS (Continued)

Line 8. Hospitals — public service only. The revenues of hospitals should be reported in this line only by institutions operating hospitals in which service to the community or State is paramount and if the accounts are not reported by the institution as a part of Other Organized Activities of Educational Departments."

Line 9. Other organized activities of educational departments — report the gross revenues of activities organized and operated in connection with instructional departments and conducted primarily to provide an instructional or laboratory training of students. Examples of such activities are medical-school hospitals (excluding those reported in line 8 above), home economics cafeterias, agricultural college creameries, dental clinics, and laboratory or demonstration schools. The revenue of other activities of a general educational and cultural nature, such as lecture courses, concerts, dramatic productions, and artists' series may also be included.

Line 10. Sales and services of educational departments—include the incidental revenues of educational departments, such as proceeds from the sale of publications.

Line 11. Other educational and general—report all items of revenues for educational and general purposes not included in items above.
Line B. Student aid—report revenues for use in the form of grants to students. Do not include funds for loans to students or for the employment of students (such as teaching fellowships, working scholarships, or work-study programs). The grants to students may be in the form of scholarships, fellowships, grants-in-aid, and prizes or awards for which no services are required of the student. Report the revenues by source in lines B1 and B6.

Line C. Auxiliary enterprises—report the gross revenues of all activities which exist to furnish a service to students, faculty, or staff, and which charge a fee which is directly related to, although not necessarily equal to, the cost of the service. For contracted services, report only revenue as shown on the records of your institution.

Line C1 and 2. Housing and food services — include revenues on all housing and food service owned or leased by the institution.
Line C3: Other auxiliary enterprises—include the gross revenues of all auxiliary enterprises except housing and food services. Examples are college unions, student stores, and laundries. Revenues of intercollegiate athletics should be included unless the program is operated as an integral part of a department of physical education, in which case its transactions should be reported under organized activities relating to educational departments.

SCHEDULE IV. - CURRENT-FUNDS EXPENDITURES BY FUNCTION (PURPOSE) FOR THE FISCAL YEAR

In Schedule IV, report expenditures made from current-funds for current operating purposes. Also include any expenditures made from current-funds for physical plant assets (i.e., any expenditures made which will not be repaid to current-funds from plant funds).

Line 1 a. - Instruction and departmental research includes all resident (not extension) instruction and departmental (not separately organized) research in all colleges or schools and the administrative expense for operating these units.

Line 1 b. - Extension and public service includes educational and other activities designed primarily to serve the general public (e.g., correspondence courses, adult and continuing education courses, agricultural extension, and other community services).

Line 1 c. - Libraries include all expenses of general and departmental libraries: salaries and wages, binding, books, periodicals, newspapers, other library materials, operating expenses, and equipment.

Line 1 d. - Physical plant maintenance and operation includes expenditures for all facilities except those properly charged to auxiliary enterprises and organized activities relating to instructional departments.

Line 1 e. - General administration, general institutional expense, and student services includes expenditures (1) for such offices as governing board, president, vice-president, administrative dean of faculties, business office, public relations, student personnel, registration, admission, and placement; (2) for such other expenses as auditing, bulletins, catalogs, commencement, convocations, memberships, financial campaigns; and (3) for staff benefits not distributed to other budgetary units

Line 1 f. - Organized activities relating to educational departments includes activities organized and operating in connection with educational departments and conducted primarily as a necessary part of the work of the departments.

Line 1 g. - Organized research includes sponsored and other separately budgeted research. (Exclude Federally Funded Research and Development Centers)

Line 1 h. - Other sponsored programs is a category included in this schedule for reporting such activities as training institutes and other sponsored activities which are specifically financed by outside sources such as Federal departments and agencies.

Line 1 i. - All other educational and general is used here for only those items which cannot be classified in categories above.

Line 2. - Student-aid includes grants-in-aid, scholarships, and fellowships, not student work assignments (chargeable directly to using departments) or student loans. Intercollegiate athletics grants-in-aid may be reported under intercollegiate athletics, if your institution allocates in this manner.

Line 3. - Auxiliary enterprises should include the gross expenditures of all auxiliary enterprises. Physical plant charges, general institutional expenses, administrative charges, and other indirect costs should also be included. Current-funds expended as principal or interest payments on auxiliary enterprise facility indebtedness should also be included here.

Line 3, j and k. - Housing and food service includes the operation of all such facilities owned or leased by the institution.

Line 3.m. - Other auxiliary enterprises are other than housing and food service enterprises which are intended to be self-supporting.

Line 4. - Report here all current-fund expenditures for physical plant not included in any other current-fund expenditure such as annual replacement of equipment and furnishings.

Line 5. - Please note that the total current-funds expenditures should be the sum of lines 1, 2, 3, and 4.

NCA Data Form H — Financial Statistics of Institutions of Higher Education (Continued)

SCHEDULE V. - PHYSICAL PLANT FIXED ASSETS BY BEGINNING AND ENDING VALUES AND ADDITIONS AND DEDUCTIONS DURING THE YEAR FOR THE FISCAL YEAR

In Schedule V, report data on physical plant fixed assets: land, improvements other than buildings, buildings, and equipment (not plant cash or investments of plant cash).

Column (2) - Land — report all land values except those land values which are a part of endowment or other capital-fund investments in real estate.

Column (3) - Improvements include sidewalks, streets, parking lots, monuments, and all other, except improvements to building.

Column (4) - Buildings include all buildings except those which are a part of endowment or other capital-funds investments on real estate.

Column (5) - Equipment includes all equipment which your institution includes as an asset on inventory records.

Line 1. - Book value of plant at the beginning of the fiscal year is intended as the dollar amount of value as shown on the institution's accounting records. Please provide estimates for assets not recorded in the accounts of the institution.

Line 2 a. - Additions to plant by expenditure are additions made through purchase, regardless of the funds expended (*current-funds or plant funds*).

Line 2 b. - Additions to plant by gift-in-kind from donor are additions made through transfer of property to the institution, regardless of source.

Line 2 c. - Additions to plant by reappraisal are additions in dollar amounts which are added to the accounting records of your institution, resulting from appreciation of plant values.

Line 2 d. - Other additions to the plant are the exceptional circumstances of additions which do not fit any of the categories listed above.

Line 3. - Deductions from the plant are deductions resulting from selling, razing, fire or other hazards, or other disposition of assets, or from obsolescence.

Line 4. - Book value of plant at the ending of the fiscal year is intended as the dollar amount of value as shown on the institution's accounting records. Please provide estimates for assets not recorded in the accounts of the institution.

NCA DATA FORM H — FINANCIAL STATISTICS OF INSTITUTIONS OF HIGHER EDUCATION

Schedule I — Current Funds Revenue By Source

Indicate by a check mark whether:

1. Income is reported on cash basis or accrual basis

2. Expenditures are reported on cash basis or accrual basis

(Cash basis: Items are reported as income and as expenditures only when cash is received or made available to the institution and when it is paid out. Accrual basis: Income is taken into the accounts as it becomes due the institution or when a bill is rendered; expenditures are taken into the accounts when obligations are incurred.)

SOURCE (A)	ADP USE	AMOUNT (Whole Dollars Only) (B)			
		THREE PRIOR YEARS			CURRENT YEAR
		19 ____	19 ____	19 ____	
A. EDUCATION AND GENERAL (Sum of Lines 1,2,3,4,5,6,7,8,9,10 and 11)	1	\$	\$	\$	\$
1. STUDENT TUITION AND FEES	2				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
2. GOVERNMENTAL APPROPRIATIONS (Sum of Lines 2,4 thru C)	3				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
A. FEDERAL GOVERNMENT	4				
B. STATE GOVERNMENT	5				
C. LOCAL GOVERNMENT	6				
3. ENDOWMENT INCOME	7				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
4. PRIVATE GIFTS	8				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
5. SPONSORED RESEARCH (Sum of Lines 5,4 thru E)	9				
A. FEDERALLY FUNDED RESEARCH AND DEVELOPMENT CENTERS	10				
B. OTHER FEDERAL GOVERNMENT	11				
C. STATE GOVERNMENT	12				
D. LOCAL GOVERNMENT	13				
E. NONGOVERNMENTAL	14				
6. OTHER SEPARATELY BUDGETED RESEARCH	15				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
7. OTHER SPONSORED PROGRAMS (Sum of Lines 7A thru D)	16				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
A. FEDERAL GOVERNMENT	17				
B. STATE GOVERNMENT	18				
C. LOCAL GOVERNMENT	19				
D. NONGOVERNMENTAL	20				

NCA DATA FORM H — FINANCIAL STATISTICS OF INSTITUTIONS OF HIGHER EDUCATION (Continued)

SOURCE (A)	ADP USE	AMOUNT (Whole Dollars Only) (B)			
		THREE PRIOR YEARS			CURRENT YEAR
		19 ____	19 ____	19 ____	19 ____
8. HOSPITALS-PUBLIC SERVICE ONLY (See Instruction for Line 8)	21	\$	\$	\$	\$
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
9. OTHER ORGANIZED ACTIVITIES OF EDUCATIONAL DEPARTMENTS	22				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
10. SALES AND SERVICES OF EDUCATIONAL DEPARTMENTS	23				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
11. OTHER EDUCATIONAL AND GENERAL	24				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
B. STUDENT AID (Sum of Lines 1 thru 6)	25				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
1. FEDERAL GOVERNMENT	26				
2. STATE GOVERNMENT	27				
3. LOCAL GOVERNMENT	28				
4. PRIVATE GIFTS AND GRANTS	29				
5. ENDOWMENT INCOME	30				
6. OTHER	31				
C. AUXILIARY ENTERPRISES (Sum of Lines 1, 2 and 3)	32				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
1. HOUSING	33				
2. FOOD SERVICES	34				
3. OTHER AUXILIARY ENTERPRISES	35				
D. TOTAL CURRENT-FUNDS REVENUE (Sum of Items A, B and C)	36	\$	\$	\$	\$

AUBURN HILLS CAMPUS

SEE CENTRAL OFFICE

SCHEDULE IV – CURRENT-FUNDS EXPENDITURES BY FUNCTION (Purpose)

FUNCTION (Purpose) (A)	ADP USE	AMOUNT (Whole Dollars Only)			
		THREE PRIOR YEARS			CURRENT YEAR
		19 ____	19 ____	19 ____	19 ____
1. TOTAL EDUCATIONAL AND GENERAL (Sum of Lines A thru I)	37	\$	\$	\$	\$
A. INSTRUCTION AND DEPARTMENTAL RESEARCH	38				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
B. EXTENSION AND PUBLIC SERVICE	39				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
C. LIBRARIES	40				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
D. PHYSICAL PLANT MAINTENANCE AND OPERATION	41				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
E. GENERAL ADMINISTRATION, GENERAL INSTITUTIONAL EXPENSE, AND STUDENT SERVICES	42				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
F. ORGANIZED ACTIVITIES RELATING TO EDUCATIONAL DEPARTMENTS	43				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
G. ORGANIZED (Sponsored and other separately budgeted) RESEARCH	44				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
H. OTHER SPONSORED PROGRAMS	45				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
I. ALL OTHER EDUCATIONAL AND GENERAL	46				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
2. TOTAL STUDENT AID	47				
3. TOTAL AUXILIARY ENTERPRISES (Sum of Lines J thru L)	48				
J. HOUSING	49				
K. FOOD SERVICES	50				
L. OTHER AUXILIARY ENTERPRISES	51				
4. CURRENT FUNDS EXPENDED FOR PHYSICAL PLANT ASSETS NOT INCLUDED ABOVE	52				
5. TOTAL CURRENT FUNDS EXPENDITURES (Sum of Lines 1, 2, 3, 4)	53	\$	\$	\$	\$

Name of Institution OAKLAND COMMUNITY COLLEGE
AUBURN HILLS CAMPUS
SEE CENTRAL OFFICE

**SCHEDULE V — PHYSICAL PLANT FIXED ASSETS BY BEGINNING AND ENDING VALUES
 AND ADDITIONS AND DEDUCTIONS DURING FISCAL YEAR**

BALANCE AND TRANSACTION (1)	ADP USE	TYPE OF ASSET				
		LAND (2)	IMPROVE- MENTS (3)	BUILDINGS (4)	EQUIPMENT (5)	TOTAL (6)
1. BOOK VALUE OF PLANT FIXED ASSETS AT BEGINNING OF FISCAL YEAR	54	\$	\$	\$	\$	\$
2. ADDITIONS TO PLANT FIXED ASSETS DURING THE YEAR (Sum of Lines 2A - D)	55					
A. BY EXPENDITURES	56					
B. BY GIFT-IN-KIND FROM DONOR	57					
C. BY REAPPRAISAL OF PLANT VALUE	58					
D. BY OTHER ADDITIONS	59					
3. DEDUCTION FROM PLANT FIXED ASSETS DURING THE YEAR	60					
4. BOOK VALUE OF PLANT FIXED ASSETS AT ENDING OF FISCAL YEAR	61					

Date _____

BASIC INSTITUTIONAL DATA
NCA Data Form J — Selected Adult Higher Education Activities

This form is designed to determine adult or continuing education activities in institutions of higher education and to obtain estimates of the volume of these activities.

Higher adult or continuing education includes activities designed for adults and out-of-school youth who are not regularly enrolled as students and whose needs are not ordinarily met by regular degree courses.

The survey is *institution-wide* in scope and activities of all schools or units are to be reported. Include activities of undergraduate, graduate and professional schools, schools of general studies, technical institutes, in addition to those conducted by extension departments, special institutes, bureaus, or other units of your institution.

An activity should be reported if it is *sponsored wholly or partly by your institution* and it is part of the instructional

staffs (*resident and extension*) official university program. The activities are often offered by a distinct administrative unit, e.g., extension division, evening college. Registration is for courses of instruction given under programs of optional degree credit and/or noncredit. Activities conducted jointly with nonacademic organizations are also reportable.

To insure full coverage it is recommended that your institution designate *one* person as coordinator with responsibility for assuring that the requested information is obtained from all relevant institutional components.

Please read the instructions, definitions, and schedules that follow before compiling the data.

INSTRUCTIONS

1. **TIME PERIOD COVERED.** Include all courses of instruction completed by your institution for the previous academic year or for another 12-month period that includes summer sessions and intersessions. (*Do not include programs begun, but not completed in the 12-month period.*)

2. **SCOPE OF THE STUDY.** Report consolidated data; include the activities of the main campus, branches, extension centers, other campuses, all departments or divisions, and all other units of your institution. Report activities conducted on or off-campus, including activities scheduled during any time of the year with meetings conducted during the day, afternoon, or evening or weekends.

3. **ESTIMATED REGISTRATIONS.** Registrations refer to the total number of participants for each type of activity, not to individual persons; i.e., one individual may account for more than one registration. Include registrations for all of the sections of the activity each time it is offered during the twelve-month period. The estimated total number of registrations for each type of activity is requested.

4. **EXCEPTIONS AND EXCLUSIONS** are listed below:

a. Exclude activities which include less than 3 hours of planned instruction.

b. Exclude activities which are primarily social or recreational. (*This exclusion would not apply, however, to swimming classes or other organized recreational courses which include 3 or more hours of planned instruction.*)

c. Exclude high school courses and activities for high school youths.

d. Exclude courses creditable toward academic degrees or similar awards, including courses based on 1-year or 2-year curriculums. Enrollees in such courses should be reported in the regular enrollment forms of this survey.

(*Courses not reportable here include: (i) Correspondence courses creditable toward a degree or other formal award; (ii) Courses leading to certificates which are essentially equivalent to bachelor's or higher degrees; and (iii) Curriculums of 1-, 2-, or 3-year programs leading to degrees or other awards in occupational areas, including curriculums of at least 1 year whose completion makes the student eligible, upon examination, for licensing by a State authority.*)

DEFINITIONS

CREDIT CATEGORIES

DEGREE-CREDIT—OPTIONAL. This term refers to certain types of recognition other than credit normally used toward a degree or other formal award. An example of a degree-credit—optional activity might be that contributing toward occupational advancement, or certification or other recognition of attendance; such recognition may be a kind which, though not automatically credited toward a degree or other formal award, may be so credited on the initiative of the student.

NONCREDIT. This term includes instructional activities exclusive of the degree-credit—optional activities defined above.

TYPE OF ACTIVITY

1. **CLASS.** A regularly scheduled meeting of a group formally organized for instruction in a specific topic or area, and extending over an entire session or intersession.
2. **SHORT COURSE.** A short course differs from a class as defined above only insofar as it extends over a more limited time period and may begin and terminate at any time.
3. **CONFERENCE, INSTITUTE, AND/OR WORKSHOP.** An organized instructional program which meets for 3 hours or more in continuous session except for meals and recesses.
4. **LECTURE SERIES.** A form of activity consisting essentially of a series of lectures. The presentations are often based on a common theme. Registration for the entire series is encouraged although attendance at individual lectures may be permitted.
5. **DISCUSSION GROUP.** A method of instruction with regularly scheduled meetings that have intervening time periods. The major emphasis is upon the intellectual interaction of the group. Participation is emphasized.
6. **CORRESPONDENCE COURSE.** A course of instruction involving a continuing exchange between instructor and student and conducted primarily by written communication.
7. **CLOSED CIRCUIT TV INSTRUCTION.** Instruction through the medium of TV with program preparation and distribution completely controlled by the institution.

8. **BROADCAST TV INSTRUCTION.** Instruction over commercial or educational TV channels which is available to the public but permits viewers the option of registering with your institution and meeting its requirements. The registration to be reported is that for which there is some evidence of participation, e.g., registration for credit, purchase of a study guide, etc.

9. **CLOSED CIRCUIT AUDIO-INSTRUCTION.** Instruction over a closed circuit audio system completely controlled by the institution.

10. **BROADCAST RADIO INSTRUCTION.** Instructions broadcast over one or more radio stations available to the public but allows listeners to exercise the option of registering with your institution and meeting its requirements. The registration to be reported is that for which there is some evidence of participation, e.g., registration for credit, purchase of a study guide, etc.

COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS

Community development and community service programs ordinarily focus on (a) citizen participation in improving the physical and social environment, (b) the problem-solving process, and/or (c) services to the public as a whole.

CONSULTATION OR TRAINING SERVICES

This includes counseling or training services given as part of a community development or community service program.

PROFESSIONAL REFRESHER COURSE

This includes study carried on by practicing members of a profession (*dentistry, engineering, law, medicine, etc.*), as a means of keeping abreast of developments which directly affect them.

NOTE: Since community development and community service programs, and professional refresher courses utilize one or several of the types of activity listed above. They should be reported in terms of those activities in Part I and they should also be reported separately in Parts IV and VI, respectively.

5. IF YOUR INSTITUTION CONDUCTED NO ADULT EDUCATION ACTIVITIES AS DEFINED IN THIS SURVEY, CHECK BOX BELOW, COMPLETE ITEMS 1 THROUGH 4 ONLY. OTHERWISE, COMPLETE ALL APPLICABLE ITEMS.

NO ACTIVITIES IN SCOPE OF THIS SURVEY

ADULT EDUCATION ACTIVITIES IN THE PREVIOUS ACADEMIC YEAR

PART I – TYPES OF ACTIVITIES AND REGISTRATION. In Columns (b) and (c), enter the estimated or anticipated total registration for this type of activity. For each activity with over 200 registrants, please report details in Part III. This tabulation includes activities of community development and community service programs with 3 or more hours of planned instruction. Professional refresher courses also may involve more than one type of activity and are included in this tabulation. Details are reported in Parts IV and VI. These data do not reflect consultation services which are separately reported in Part V.

TYPE OF ACTIVITY (a)	ESTIMATED REGISTRATIONS		TYPE OF ACTIVITY (a)	ESTIMATED REGISTRATIONS	
	DEGREE-CREDIT OPTIONAL ACTIVITIES (b)	NONCREDIT ACTIVITIES (c)		DEGREE-CREDIT OPTIONAL ACTIVITIES (b)	NONCREDIT ACTIVITIES (c)
1. CLASSES			8. BROADCAST TV INSTRUCTION		
2. SHORT COURSES			9. CLOSED CIRCUIT AUDIO-INSTRUCTION		
3. CONFERENCES, INSTI- TUTES, AND/OR WORKSHOPS			10. BROADCAST RADIO INSTRUCTION		
4. LECTURE SERIES			11. OTHER (Specify)		
5. DISCUSSION GROUPS					
6. CORRESPONDENCE COURSES			12.		
7. CLOSED CIRCUIT TV INSTRUCTION					

PART II – SUMMARY OF LISTINGS. Enter the total number of activities in for each item listed below. An activity is defined as an individual lecture series, correspondence course, discussion group, etc.

ITEM	NUMBER OF ACTIVITIES
1. COURSES OF INSTRUCTION WITH 200 OR MORE TOTAL REGISTRATIONS (List in Part III)	
2. COMMUNITY DEVELOPMENT PROGRAMS AND COMMUNITY SERVICE PROGRAMS (List in Part IV)	
3. PROFESSIONAL REFRESHER COURSES (List in Part VI)	

AUBURN HILLS CAMPUS
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PART III – ACTIVITIES WITH OVER 200 REGISTRATIONS. For any individual adult education activity such as an institute, a conference, short course, etc., with 200 or more registrations, please furnish the detail outlined below. **NOTE:** Exclude community development and community service program activities, consultative service, and professional refresher courses. They are separately reported in Parts IV, V, and VI, respectively.

NAME OF PROGRAM (a)	ESTIMATED REGISTRATIONS (b)	SPONSORING ADMINISTRATIVE UNIT (c)	TYPE OF ACTIVITY (Use categories listed in Part I.) (d)	SUBJECT OR AREA OF MAJOR PROGRAM INTEREST* (e)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

*Select subject or area of major program interest from the following list:

- | | | | |
|------------------------|--------------------|---------------------------------|---|
| Agriculture & forestry | Education | Humanities | Social science & psychology |
| Biological sciences | Engineering | Law | Interdisciplinary (if no single area was the focus) |
| Business & commerce | Health professions | Physical sciences & mathematics | All other areas (specify) |

PART IV - COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS. Exclude consultation services, which are to be reported in Part V, if offered. Each activity of the program which includes 3 or more hours of planned instruction is to be listed separately. Select from Part I the type of activity applicable, record it in Column (c) and report details in Columns (f) and (g).

NAME OF PROGRAM <i>(a)</i>	TOPICS COVERED <i>(If not fully indicated by name of program)</i> <i>(b)</i>	PROGRAM FEDERALLY SPONSORED IN WHOLE OR PART		TYPE OF ACTIVITY <i>(Use categories listed in Part I.)</i> <i>(c)</i>	ESTIMATED REGISTRATIONS	
		YES <i>(c)</i>	NO <i>(d)</i>		DEGREE-CREDIT OPTIONAL ACTIVITIES <i>(f)</i>	NON-CREDIT ACTIVITIES <i>(g)</i>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

**PART V - CONSULTATION SERVICE IN CONJUNCTION WITH
COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS**

NAME OF COMMUNITY DEVELOPMENT OR COMMUNITY SERVICE PROGRAM, AS IN PART IV (a)	RECIPIENT OF SERVICE OFFERED (b)	PURPOSE OF CONSULTATION (Brief description) (c)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

PART VI - PROFESSIONAL REFRESHER COURSES. Each professional refresher course which includes 3 or more hours of instructional activities is to be listed separately. Since each course may combine several types of instruction, select from Part I. the type of instruction(s) applicable to each course and record it in Column (d).

PROFESSION <i>(a)</i>	ESTIMATED REGISTRA- TIONS <i>(b)</i>	SPONSORING ADMINISTRA- TIVE UNIT <i>(c)</i>	TYPE OF ACTIVITY <i>(Use categories listed in Part I.)</i> <i>(d)</i>	TOPIC <i>(e)</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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SECTION I

Suggested list of data and information about an institution of higher education

I. Purposes

1. Definition of the institution's educational task.
2. Recent changes in definition of educational task and contemplated changes.

II. Control and Administration

1. Sponsorship of the institution. Indicate and define service area (local, state, regional, national).
2. Role of the board of control of the institution.
3. Relationship of the board of control to other boards exercising some measure of control over the institution, e.g., coordinating boards.
4. Composition of the board of control, size, term of office, occupation, and date of initial appointment for each board member. Are board members elected or appointed? By whom?
5. List of administrative officers and their responsibilities.
6. List of faculty standing committees and the chairman of each. Describe the duties and responsibilities of each committee and indicate how the chairman and members are selected.

III. Students

A. Numbers of Students

1. Enrollment trends, undergraduate and graduate, and projected enrollments.
2. Distribution of students by state and foreign country.
3. Number of students from local area — perhaps within approximately 25 miles.
4. If the institution is church related, number of students from the sponsoring religious body.
5. Stated admissions requirements; deviations in practice, if any.
6. Student applicants and acceptances.
7. Limitation, if any, on size of student body and/or on number of students admitted to the freshman class.
8. Data on student attrition and reasons for withdrawal from the institution.

III. Students (continued)

B. Student Characteristics (Intellectual, Socio-economic, etc.) and Institutional Climate (as measured by such instruments as American College Test, School and College Abilities Tests, Scholastic Aptitude Test, College Entrance Examination Board, Graduate Record Examinations, Comprehensive College Tests; College Student Questionnaires, College and University Environment Scales)

1. Ability level of entering undergraduate students as measured by rank in high school class, standardized aptitude tests and/or achievement tests.
2. Ability level of entering graduate students.
3. Results of standardized tests and other measures of student achievement, undergraduate and graduate.
4. Analyses of student cultures, student body profiles, institutional climate and campus environment.

C. Student Life

1. Provisions for student orientation.
2. Provisions for student counseling, academic and personal, undergraduate and graduate.
3. Housing and boarding arrangements for students and provisions for supervision.
4. Information on student extra-class activities and extent of participation.
5. Cultural events on campus — lectures, musical events, dramatic performances, etc.
6. Extent of program of intercollegiate athletics. Amount of financial aid to athletes.
7. Extent of program of intramural athletics.
8. Arrangements for protection of student health.
9. Arrangements for student job placement and graduate placement.
10. Provisions for financial assistance to students.
11. Provisions for student participation in institutional policy determination (student membership on committees, student government, and other channels).

D. Performance of Graduates

1. Data on performance of graduates in graduate and professional schools.
2. Data on success of alumni in employment and other activities.

(continued on next page)

IV. Faculty

1. Faculty appointment policies and procedures. Attach copy of faculty contract.
2. Number of faculty who have been added to the staff and number who have left the institution, and reasons for leaving, during the last three years.
3. Teaching loads for full-time and part-time instructional staff.
4. Faculty tenure policies, including reasons for dismissal and procedures followed in dismissing persons on indefinite tenure.
5. Data on faculty salaries by rank.
6. Provisions for faculty retirement, insurance, and other fringe benefits.
7. Provisions for sabbatical and other leaves of absence. Provisions for remuneration while on leave. Number of faculty currently eligible for leaves and number on leave.
8. Adequacy of faculty office space. Provisions for stenographic and clerical assistance, and for student assistance.
9. Faculty data on earned degrees held by the faculty, amount of graduate study and types of institutions represented by such advanced study.
10. Evidences of scholarly attainment on the part of the faculty, e.g., research, publications, honors.
11. Arrangements for and extent of faculty participation in meetings of learned and/or professional societies.

V. Instructional Program

1. Degrees, certificates, and diplomas offered by the institution. List of majors or areas of concentration in each degree program and enrollment in each.
2. Requirements for the several degrees, certificates, and diplomas. Indicate the general education core for undergraduate degrees.
3. Recent innovations or significant changes in the instructional program.
4. Contemplated changes in the instructional program.

(continued on next page)

V. Instructional Program (continued)

5. Extent to which courses in the catalog are regularly offered.
6. Procedures employed in adding or discontinuing courses or in introducing other changes in the instructional program.
7. Data on class size, undergraduate and graduate.
8. The ways in which the institution recognizes and rewards excellence in teaching. Submit the names of persons recently honored. Submit copies of promotion forms, rating scales, or other documents used in assessing and rewarding teaching effectiveness.
9. A list of all off-campus locations where credit-bearing courses of instruction are offered. Include individual courses or small groups of courses, extension centers, branch campuses, graduate centers, and foreign study programs. Indicate level of offerings, nature of facilities, enrollment at each location, and number of faculty involved.
10. A list of professional or specialized accrediting agencies which have accredited programs within the institution. Dates of accreditation or most recent reaccreditation.

VI. Library

1. Number and distribution of volumes and number of periodicals to which the institution currently subscribes.
2. Data on use of the library.
3. Provisions for instructing students in the use of the library.
4. The library staff, their education and experience.
5. Library budget.

VII. Physical Plant

1. Description of physical plant and facilities.
2. Significant additions to physical plant in last five years and methods of financing the additions.

(continued on next page)

v
Name of Institution _____

VII. Physical Plant (continued)

3. Plans for further additions to plant and contemplated plans for financing the additions.
4. Summary of available data on space utilization.

VIII. Financial Resources

1. Current operating statement, educational and general income and expenditures for the past three years.
2. History of institutional indebtedness.

SECTION II
BASIC INSTITUTIONAL DATA
NCA Data Form A — Comprehensive Report on Enrollment
Parts A and B — ~~Main Campus and Branches~~

Please read the definitions and instructions before filling in the data for your institution. The definitions for Part A (Main Campus) and Part B (Branch Campus) are identical.

DEFINITIONS

I. Students--By Level

1. Undergraduate -- A student who has not yet obtained a bachelor's degree. The term undergraduate includes: (a) All students in bachelor's degree programs which require at least four years but not more than five years of college work; and (b) students in occupational or general studies programs which require one, two, or three years of college work and which are designed to prepare for immediate employment or to provide general education rather than as the first one, two, or three years of a bachelor's degree program.
2. First-time--New freshmen not previously enrolled in your institution or in any institution of higher education. Include students admitted under "Advance Credit or Advance Placement" plans (who received some credits through examinations, test scores, etc.) if they have never been previously enrolled in an institution of higher education. Exclude transfers.
3. Lower Division--Freshmen and sophomores.
4. Upper Division--Students who have completed the sophomore year but have not completed a four-year or five-year bachelor's degree.
5. First-professional--One who is enrolled in a professional school or program which requires at least two or more academic years of previous college work for entrance and which requires a total of at least six academic years of college work for a degree; specifically, one who is enrolled for professional degrees in the following fields: Dentistry (D.D.S. or D.M.D. only), Law (LL.B. or J.D. only), Medicine (M.D. only), Theology (B.D. only), Veterinary Medicine (D.V.M. only), Chiropractic or Podiatry (D.S.C. or D.P.), Optometry (O.D.), or Osteopathy (D.O.). All students in programs which require only four academic years or five academic years of college work (i.e., only four or five years beyond high school) for completion of the academic requirements for the degree should be reported as undergraduate. All students enrolled in work leading to a master's degree are to be reported as graduate (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level).
6. Graduate--One who has attained at least one standard bachelor's degree or first-professional degree (in dentistry, law, medicine, theology, or veterinary medicine, etc.) and is or might be a candidate for a master's or doctor's degree.
7. Unclassified--A student who can not be classified by level.

II. Normal Load

8. Undergraduate--Number of credit hours required for graduation divided by the number of semesters or terms (exclusive of summer sessions) normally required for graduation. For example, in a program requiring 124 semester hours, normally taken in 8 semesters, for the bachelor's degree, the normal load would be 16 hours ($124 \div 8 = 16$); in a program requiring 180 quarter hours, normally taken in 12 quarters, for a bachelor's degree, the normal load would be 15 hours ($180 \div 12 = 15$).
9. Graduate and First-Professional--The load in terms of academic course-work or other required activity (such as a thesis for graduate students and required training or practice for professional students) normally recommended for full-time students in these programs.
10. Semester hour--Usually the unit of measure for a class meeting one hour per week for a semester of 16 weeks.
11. Quarter hour--Usually the unit of measure for a class meeting one hour per week for a quarter of 12 weeks.

Students--By Type

12. In-State Student--One whose legal residence, as determined at the institution, is in the same State as the institution.

13. Out-of-State Student--One whose legal residence, as determined at the institution, is in a State other than the State in which the institution is located. Generally, such students are subject to the out-of-State fee assessed by a State university.

14. Full-time Students--Students enrolled in credits equal to at least 75 percent of the normal full-time load.

15. Part-time Students--Students enrolled in credits equal to fewer than 75 percent of the normal full-time load.

16. Full-time Equivalent of Part-time Undergraduate Students is the total number of credit hours of part-time undergraduates divided by the normal full-time load, and similarly for weekly clock hours if these are used in place of credit hours. If the normal full-time load differs in various programs, convert each program according to its own particular normal load, where possible, and report the sum of the full-time equivalent students in the different programs.

17. Full-time Equivalent of Part-time Graduate and First-Professional Students is the total number of credit hours (in terms of academic course-work or other required activity) of part-time students divided by the normal full-time load. If the normal full-time load differs in various programs, convert each program according to its own particular normal load, where possible, and sum the full-time equivalent students in the different programs to get the full-time equivalent for the level being reported.

18. Resident--Resident students are students who take their college work on the main campus or on a branch campus, either in the day or evening, under the instructional staff of the institution. The students' living quarters (whether on campus or off) and their legal domiciles (whether in-State or out-of-State) are irrelevant. "Resident students" are usually contrasted with "extension students" and "correspondence students."

19. Extension--Extension is not defined uniformly in all institutions. Most commonly it means face-to-face instruction in centers or places away from the main campus or branch campuses. It may also include on-campus instruction offered by an extension division. Extension centers differ from branch campuses in that students are not counted as resident students. Note that in Part II A, to be completed by the main campus, only credit extension enrollment is requested (i.e., enrollment in courses creditable toward a degree, diploma, certificate, or other formal award). Enrollment in interest courses, short courses, and other community-type programs not so creditable are to be excluded even though they may be offered under the auspices of the extension division.

20. Correspondence--Correspondence students are those taking one or more courses at their homes, offices, etc. by mail. (Exclude students taking courses at their homes, offices, etc. by radio or TV). Courses by mail are subclassified as (1) creditable toward a bachelor's or higher degree and (2) creditable toward a one, two, or three-year undergraduate terminal occupational or general studies program (but not toward a bachelor's degree).

IV. Branch Campus means a campus of an institution of higher education which is organized on a relatively permanent basis (i.e., has a relatively permanent administration), which offers an organized program or programs of work of at least two years (as opposed to courses), and which is located in a community different from that in which its parent institution is located. To be considered in a community different from that of the parent institution, a branch shall be located beyond a reasonable commuting distance from the main campus of the parent institution.

V. Extension--See definition 19 under "type of student."

Instructions for Part A. (Main Campus)

General

1. Please report enrollment as of the fall term.

Section 1

2. Include all students enrolled in credit courses offered on the main campus during regular school hours, in the late afternoon or evening, or on Saturday. Include "special" and "unclassified" students, regardless of their intentions concerning a degree; and students in theological programs even if such programs lead to ecclesiastical recognition, such as ordination, rather than a degree.

3. Exclude students enrolled in adult education; students taking courses at home by mail, radio or TV; students enrolled for "short courses"; and auditors.

4. Report in column 2 students taking work which is creditable toward an undergraduate program of less than 4 years which prepares for immediate employment or provides general education. Such programs usually lead to a one-, two-, or three-year certificate, diploma, or associate degree but are not chiefly creditable toward a bachelor's degree.

Students in open-ended or dual-purpose programs (i.e., programs which prepare for occupational competence, but are also chiefly creditable toward a bachelor's degree) should be reported as bachelor's-degree credit, not in column 2.

5. Report in column 3 students taking work which is chiefly creditable toward a bachelor's degree but who have not yet completed the sophomore year.

6. Report in column 4 students who have completed the sophomore year of bachelor's degree-credit work but who have not yet received a four-year or five-year bachelor's degree.

7. Report in column 5 students in professional schools of dentistry, law, medicine, theology, veterinary medicine, chiropraxy or podiatry, optometry, or osteopathy whose work is creditable toward first-professional degrees in these fields (i.e., the D.D.S., or the D.M.D., the

LL.B. or J.D., the M.D., the B.D., the D.V.M., the D.S.C. or D.P., the O.D., or the D.O.). Exclude from column 5 students in five-year bachelor's degree programs (e.g., architecture, engineering, pharmacy, etc.) which prepare for a profession but which do not require the equivalent college work before beginning the program that the professions named require; such students are to be reported as undergraduate. Similarly, exclude students enrolled for a master's degree (even though the master's in some fields such as Library Science, Social Work, etc. are considered first-professional degrees); such students are to be reported in column 6 as graduate.

8. Report in column 6 students who have attained at least one standard bachelor's or first-professional degree and who are or might be candidates for a master's or doctor's degree.

9. Report in column 7 only those students whose level of program cannot be determined. "Special" or "unclassified" students (i.e., those not pursuing a certificate; diploma; associate, bachelor, or higher degree program either because they do not fulfill minimum requirements for entrance as regular students, or, although eligible for degree candidacy, have been permitted to take a limited number or special selection of credit courses without regard to requirements for a formal award) should be reported by level if possible; not in column 7.

10. Report on line 6 the quotient of the total credit hours or hours of other required activity (such as a thesis, dissertation, required practice, or training) divided by the load normally recommended for a student at each of the various levels.

11. Report on lines 8a, b, and c students living in institutional residence facilities (i.e., in housing or living quarters owned or operated by your institution for students attending on the main campus).

Section 2

12. Report the total number of students enrolled during the regular academic year for the past five years, and omit "unclassified" students defined in definition 7.

NCA DATA FORM A — Comprehensive Report On Enrollment
Part A — Resident and Extensive Enrollment Fall Term
SECTION 1 — ~~Main Campus Only~~

TYPE OF STUDENT (1)	PROGRAM LEVELS						TOTAL (COL. 2.7) (8)
	UNDERGRADUATE (DEF. 1)			1ST PROFESSIONAL (DEF. 5) (5)	GRADUATE (DEF. 6) (6)	STUDENTS WHO CANNOT BE CLASSIFIED BY LEVEL (DEF. 7) (7)	
	TERMINAL OCCUPATIONAL AND GENERAL STUDIES PROGRAMS NOT CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1b) (2)	WHOLLY OR CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1a) LOWER DIVISION (FRESHMAN AND SOPHOMORES) (3)	UPPER DIVISION (JUNIORS AND SENIORS) (4)				
1. Resident Students, Total (a + b)	626	1,030	n/a	n/a	n/a	65	1,721
a. Men	285	641	n/a	n/a	n/a	35	960
b. Women	341	389	n/a	n/a	n/a	30	761
2. In-State students (Def. 12) -	625	1,030	n/a	n/a	n/a	65	1,720
3. Out-State students (Def. 13) -	1	-0-	n/a	n/a	n/a	-0-	1
4. Full-time students (Def. 14) - *	280	508	n/a	n/a	n/a	16	804
5. Part time students (Def. 15) - *	346	522	n/a	n/a	n/a	49	917
a. those in 5 above enrolled for at least 1/2 but less than 3/4 normal load	-0-	-0-	n/a	n/a	n/a	340	340
6. Full-time equivalent of part- time students reported in 5 above (Def. 16 & 17)	172.3	260.1	n/a	n/a	n/a	24.7	457.1
7. Extension students, Total (a + b)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
a. Men	n/a	n/a	n/a	n/a	n/a	n/a	n/a
b. Women	n/a	n/a	n/a	n/a	n/a	n/a	n/a
8. No. of students living in institutionally owned or operated housing for:	n/a	n/a	n/a	n/a	n/a	n/a	n/a
a. Men only	n/a	n/a	n/a	n/a	n/a	n/a	n/a
b. Women only	n/a	n/a	n/a	n/a	n/a	n/a	n/a
c. Married students	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Section 2 — Enrollment Trends for last Five Years (~~Main Campus~~)

Program Levels	F.Y.	19_65	19_66	19_67	19_68	19_69
Full-Time Students						
Freshmen	New Students	n/a	2,588	1,783	946	862
Sophomores	Returning	n/a	-0-	607	873	859
Juniors		n/a	n/a	n/a	n/a	n/a
Seniors		n/a	n/a	n/a	n/a	n/a
Total	Full-Time	n/a	1,719	1,429	986	804
Graduates		n/a	n/a	n/a	n/a	n/a
Part-time students		n/a	869	1,017	833	917
Professional students		n/a	n/a	n/a	n/a	n/a

Section 2 — Enrollment Trends for last Five Years (Branch Campus-Report Each Branch Sep.)

Program Levels		19 <u>65</u>	19 <u>66</u>	19 <u>67</u>	19 <u>68</u>	19 <u>69</u>
Full-Time Students						
Freshmen	New Students	NA	2,588	1,783	946	862
Sophomores	Returning	NA	-0-	607	873	859
Juniors		NA	NA	NA	NA	NA
Seniors		NA	NA	NA	NA	NA
Total	Full Time	NA	1,719	1,429	986	804
Graduates		NA	NA	NA	NA	NA
Part-time students		NA	869	1,017	833	917
Professional students		NA	NA	NA	NA	NA

NCA Data Form A - Part C — Enrollment and Credit Hours in Third Trimester,
Fourth Quarter, or Summer Sessions

Please Examine the definitions and instructions carefully.

If Your Institution Operates on the Semester or Quarter System and You had no Enrollment in Summer, "X" Here

Term	Number of weeks in term	Enrollment by program level						Total (Col. 3-7)
		Undergraduate		1st-professional (dentistry, law, medicine, theology, veterinary medicine, chiroprody or podiatry, optometry, and osteopathy only) (Inst. 5)	Graduate (Inst. 6)	Students who cannot be classified by level (Inst. 7)		
		1-, 2-, or 3-year occupational or general studies program not chiefly creditable toward a bachelor's degree (Inst. 3)	Program wholly or chiefly creditable toward a 4- or 5-year bachelor's degree (Inst. 4)					
1	2	3	4	n/a 5	n/a 6	n/a 7	8	
RESIDENT								
1 Third Trimester	1							
2 Fourth Quarter	2							
3 Summer Session No. 1	8 3	220	636				856	
4 Summer Session No. 2	8 4	60	318				378	
5 Summer Session No. 3	5							
6 Summer Session No. 4	6							
7 Extension	7							
8 Total number of credit hours for which students were registered	8							
A. Qtr.	9							
B. Sem. 1st	10	1,125	3,244				4,369	
2nd		258	1,366				1,624	
C. Other	11							

Specify type of credit hours if other than Sem or Qtr

General Instructions

1. This schedule is intended to be a count of students enrolled at a given time. In the case of (say) an 11-week session which may be attended either as a whole, or during the first 6 weeks as a unit, or the last 5 weeks as a unit, the 11 week session may be considered as "No. 1," the first 6 week session as "No. 2," and the second 5 week session as "No. 3." A student enrolled in a course or courses which run for the full 11 weeks who is also enrolled in a course or courses which may be completed in either of the shorter sessions should be counted only in the 11 week session (No. 1). On the other hand, a student enrolled only in Session 2 and Session 3 as separate units, should be reported in each of these sessions (not in Session 1).

2. Include all students enrolled on the main campus, on a branch campus, or in an extension center. Students to be reported may be enrolled for only one course or for a number of courses. Include "special" and "unclassified" students, regardless of their intentions with regard to completion of the program in which enrolled. Include students in theological curricula in columns 4, 7, as appropriate, even if their programs lead to ecclesiastical recognition (such as ordination) rather than a degree.

Exclude from this report students in adult education courses; students taking courses at home by mail, radio or TV; auditors; and students enrolled at a branch campus or extension center in a foreign country. Also exclude enrollments in any term or session of less than 2 weeks duration.

Instructions for Specific Items

3. Column 3. Report those students enrolled in undergraduate programs designed to prepare for immediate employment or to provide general education rather than for further study. Such programs normally lead to a certificate, diploma, or associate degree but are not chiefly transferable to a bachelor's degree program. (Students in open-ended programs should not be reported here. See paragraph No. 4 below.)

4. Column 4. Report all students enrolled in work creditable toward a bachelor's degree either in your institution or by transfer, as from a junior college to a four-year institution. Include "special" and "unclassified" students taking such work regardless of their intentions

concerning a degree. Also include all students in "open-ended" (dual-purpose) programs which are designed to prepare for immediate employment, but which may also be applied toward a bachelor's degree program with little or no loss of credits or requirement for remedial work.

5. Column 5. First-professional students for the purpose of this survey are students enrolled in programs leading to a first-professional degree (dentistry, law, medicine, theology (B.D.), veterinary medicine, chiroprody or podiatry, optometry, and osteopathy) which requires at least two years of previous college work before beginning the professional program and a total of six or more years for the degree. (Report all students in four year first-professional programs and all students in five-year first-professional programs in Engineering, Pharmacy, etc., which do not require previous college study for admission, in column 4.)

6. Column 6. Graduate students for the purpose of this survey are students enrolled beyond the first-professional degree in dentistry, law, medicine, theology, veterinary medicine, chiroprody or podiatry, optometry, and osteopathy, and those enrolled beyond the bachelor's degree in all other fields.

7. Column 7. Report all students by level of program if possible. Report students in column 7 only when the level of program cannot be determined.

8. Line 7. Report on line 7 the total number of registrations at each level enrolled at some time during the summer, in extension courses.

9. Line 8. Report on line 8 the total number of credit hours for which all resident and extension students were enrolled in the summer. If different divisions of your institution are on different credit hour bases do not convert to a common basis but simply report the total number of credit hours of each type. For example, credits on the main campus may be in terms of semester hours and credits on a branch campus may be in terms of quarter hours. If this is the case, report total number of semester hours and the total number of quarter hours separately.

NCA DATA FORM A - PART D — LOWER DIVISION ENROLLMENT IN BACHELOR'S DEGREE PROGRAMS AND ENROLLMENT IN ORGANIZED OCCUPATIONAL CURRICULUMS FALL

This Form seeks information on freshman and sophomore enrollments in bachelor's degree programs and enrollments in programs which prepare for employment in less than four years.

Please read the instructions and definitions before completing the form.

DEFINITIONS

1. Lower division undergraduate enrollments are students below the junior-year (third year of college) level who are enrolled in the first or second year of a four-year or five-year bachelor's degree program. Lower division enrollments are classified as freshman and sophomore or as first-year level and second-year students. Generally two-year institutions and sometimes four-year institutions award an associate degree, diploma, or certificate upon completion of the sophomore year. However, such awards signify only the completion of lower-division college requirements and eligibility for admission to upper-division work; they do not signify competence for immediate employment in an occupation.
2. Organized Occupational Curriculums are curriculums of at least one but less than four years of college work which are designed to prepare students for immediate employment in an occupation or cluster of occupations. These curriculums differ from pre-professional curriculums in that the latter do not prepare students for immediate employment. For example, engineering technology is an organized occupational curriculum, for purposes of this survey, because this curriculum is designed to prepare students for immediate employment; pre-engineering is not an organized occupational curriculum, for purposes of this survey, because it is not designed to prepare students for immediate employment, but rather for transfer to an engineering curriculum.
Organized occupational curriculums may be "open-ended" or "terminal", but for inclusion here they must meet all four criteria (a - d) listed below.
 - a. High school graduation (or its equivalent), but no work beyond high school, is required for admission to the curriculum. The general level of these curriculums is the first one to three years beyond high school.
 - b. The curriculum is a series of required and elective courses constituting an integrated program prescribed by the institution to assist in the occupational education and training of the individual. A group of courses, even though all of them be in a given subject area, do not necessarily constitute a curriculum.
 - c. Completion of the curriculum requires at least one but less than four years of full-time attendance, or the equivalent in part-time attendance over a longer period. A "year" means an academic year of approximately nine months.
 - d. The curriculum leads to any type of formal recognition (certificate, associate degree, diploma, a transcript recognizing successful completion, a statement of completion from an administrator of your institution, or other formal recognition) signifying that the student has completed an organized curriculum; or the State grants a license or other formal recognition, upon examination, to all graduates of the curriculum.
3. Open-ended curriculums (also known as dual-purpose curriculums) are undergraduate curriculums of at least one year but less than four years of college work designed to prepare for immediate employment and whose credits are wholly or chiefly applicable toward a bachelor's degree in the students own institution or upon transfer (as from a junior college to a four-year institution).
4. Terminal curriculums are undergraduate curriculums of at least one year but less than four years of college work which prepare for immediate employment but whose credits are NOT chiefly creditable toward a bachelor's degree either in the student's own institution or by transfer (as from a junior college to a four-year institution).
5. Organized occupational curriculums below the technical or semiprofessional level are designed for training artisans, craftsmen, skilled machine-operators, or clerical workers for routine office or similar positions.
6. Organized occupational curriculums at the technical or semiprofessional level generally include work of greater academic complexity than curriculums at the craftsmen or clerical level. Technical education or semiprofessional level curriculums (Section 2 of Part D2, for example, involve mathematics and science study more advanced and accelerated than the mathematics and science required for curriculums below this level (Section 1, item 2700). Thus, chemical or mechanical technology curriculums which emphasize the study of principles of chemistry, mathematics, or physics are examples of curriculums to be recorded in Section 2. Automotive repair and carpentry which do not emphasize study of principles in these subjects are examples of curriculums to be recorded in Section 1, item 2700.

Similarly, curriculums in nonscience-related technical or semi-professional level education (Section 3) are to be distinguished from curriculums below this level (Section 1, item 9200) in terms of the academic complexity of the curriculum. Thus, enrollments in secretarial curriculums are to be reported in Section 3, item 2080, enrollments in curriculums which prepare students as routine clerical workers, comptometer operators, or other routine office workers are to be reported in Section 1, item 9200.

INSTRUCTIONS

1. Please report enrollment as of October 1, or as soon as enrollment becomes stabilized in the fall term.
2. Include students in extension or evening programs if they are enrolled in curriculums or programs, as opposed to courses.
3. Exclude from the report "special" or "unclassified" students taking courses but not enrolled in a curriculum leading to a formal award and enrollments in correspondence courses, short courses, individual lessons only, and courses taken at home by radio or TV.
4. Report as full-time students enrolled for at least 75% of a normal full-time student load. A normal full-time student load is the number of credits required for graduation divided by the number of semesters or terms normally required for graduation. For example, in a bachelor's degree program normally requiring 128 semester hours which are normally earned in 8 semesters, the normal full-time load would be 16 semester hours ($128 \div 8 = 16$). Similarly, in a 2-year occupational curriculum normally requiring 64 credit hours which are normally earned in 4 semesters, the normal full-time load would be 16 hours ($64 \div 4 = 16$).
5. Report as part time students enrolled for less than 75% of a normal full-time student load.
6. Do not duplicate enrollments in Parts D1 & D2, they are intended to be mutually exclusive.
7. In Part D1 4-year institutions (those offering the bachelor's degree or its equivalent) should report students in the first and second years of 4-year or 5-year bachelor's degree programs.
8. In Part D1, 2-year institutions should report students in the first and second years of programs (1) which are acceptable at full or almost full credit toward a bachelor's degree upon transfer to a 4-year institution and (2) for which no formal award signifying competence for immediate employment in an occupation is given at the end of the first or second year.
9. In Part D2, institutions should report ONLY enrollments in organized curriculums (NOT individual courses) which meet all four criteria listed in a-d of paragraph 2 of the definitions.
10. Please review the curriculum titles and record the enrollment opposite the title which most nearly describes the content of the curriculum. If you do not find a title that represents the curriculum, report the enrollment in an "all other" category of the appropriate section. Curriculums should be reported by their purpose and content and not by the administrative unit responsible for them. For example, agricultural engineering technology should be reported in item 2698. "All other engineering-related curriculums," instead of item 1034, "Agriculture," even though the curriculum is administered by the school of agriculture.

Oakland Community College does not presently identify full vs. part-time students within these programs.

NCA DATA FORM A - PART D - LOWER DIVISION ENROLLMENT (Continued)

CURRICULUMS (1)	ITEM NO.	ENROLLMENT IN							
		CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS				CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS			
		OPEN-ENDED		TERMINAL		OPEN-ENDED		TERMINAL	
FULL TIME (2)	PART TIME (3)	FULL TIME (4)	PART TIME (5)	FULL TIME (6)	PART TIME (7)	FULL TIME (8)	PART TIME (9)		
B. SCIENCE - RELATED CURRICULUMS									
AGRICULTURE	9 1034			1					
FORESTRY	10 3900								
HEALTH SERVICE CURRICULUMS									
DENTAL ASSISTANT	11 4402							46	
DENTAL HYGIENE	12 4403								
DENTAL LABORATORY ASSISTANT	13 4405								
MEDICAL OR BIOLOGICAL LABORATORY TECHNICIAN	14 4414			30				21	
NURSING, PRACTICAL	15 4417								
NURSING, DIPLOMA PROGRAM	16 4418			210					
X-RAY TECHNOLOGY	17 4439								
ALL OTHER HEALTH SERVICE CURRICULUMS	18 4498								
SCIENTIFIC DATA PROCESSING (INCLUDE COMPUTER AND EAM PROCESSING EXCLUDE KEY PUNCH REPORT IN ITEM 9200 INSTEAD)	19 2190								
ALL OTHER SCIENCE-RELATED CURRICULUMS	20 4920								
TOTALS FOR SEC. 2	21 0093			415				102	
SEC. 3 NONSCIENCE AND NONENGINEERING RELATED ORGANIZED OCCUPATIONAL CURRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL				32				1	
BUSINESS AND COMMERCE (EXCLUDE SECRETARIAL; SEE ITEM 2080)	1 2054								
SECRETARIAL	2 2080			39				4	
EDUCATION	3 2360								
FINE, APPLIED, AND GRAPHIC ARTS	4 3294			18					
HOME ECONOMICS Food Service	5 4780		3					2	
BIBLE STUDY OR RELIGIOUS WORK	6 7490								
POLICE TECHNOLOGY OR LAW ENFORCEMENT	7 7742								
ALL OTHER NONSCIENCE AND NONENGINEERING-RELATED CURRICULUMS	8 8350			3					
TOTALS FOR SEC. 3	9 0094		10	92				7	

132 students no curriculum designated.

NCA DATA FORM A — PART E — UPPER DIVISION UNDERGRADUATE STUDENTS, FALL
NUMBER OF JUNIOR AND SENIOR YEAR STUDENTS,
BY MAJOR AREA OF STUDY AND BY MAJOR FIELD OF STUDY IN SELECTED AREAS.

Please read the definitions and instructions before completing this form.

DEFINITIONS

- Upper division undergraduate students are students who have completed at least two full-time years (or the equivalent in part-time study) of bachelor's degree-credit work but have not received a bachelor's degree. A student should be classified, for purposes of this survey, as upper division if he is enrolled at the third (junior) year or higher level of a 4-year or 5-year bachelor's degree program. Upper-division students are generally classified as juniors or seniors in 4-year bachelor's degree programs; as third-year, fourth-year, or fifth-year level students in 5-year bachelor's degree programs. See paragraphs No. 2 & 3 below.
- Junior-year students, for purposes of this survey, are students who have completed two full-time years of college work (or the equivalent in part-time work) and are enrolled in the third year of a 4-year or 5-year bachelor's degree program. In institutions where the academic curriculum is combined with a work program, the third year of the academic part of the curriculum should be considered the junior year.
- Senior-year students, for purposes of this survey, are students enrolled in the fourth year of a 4-year bachelor's degree program and in the fourth and fifth years of a 5-year bachelor's degree program. Thus all students who have completed three full-time years of college work (or the equivalent in part-time work) are to be counted as seniors.
- A student's major field of study is, in general, his "declared" or "planned" major. Please classify students as specifically as the student's subject-matter concentration and the list of fields permit. Thus, the classification of "Biochemistry" (item 1721) is preferable to "Chemistry" (item 6807) when the former is applicable.

INSTRUCTIONS

- Report data as of fall term.
- INCLUDE both full-time and part-time students enrolled on the main campus, on a branch campus, or in an extension center. (See paragraph 3 below.)
- EXCLUDE special or unclassified students; students in terminal-occupational programs or adult education courses; students enrolled only in short courses; students taking work at home by mail, radio or TV; auditors; and students enrolled on a branch campus or in an extension center in a foreign country.
- Before entering data for your institution, please glance through the form to see which majors are to be reported by area (Business and Commerce, for example) and which major areas are to be reported by specialized major fields (Agriculture, for example).
- Report majors in the specified fields or areas whether the students are enrolled in purely subject-matter curriculums or in teacher-preparatory curriculums in which the fields listed constitute "teaching majors", unless otherwise requested on the form. (See footnotes 1 and 6 on page 5 for exceptions.)
 - Report majors in the specified fields or areas irrespective of the department or division in which the student is enrolled. For example, students majoring in teaching of English as a foreign language should be reported in item 8310 whether such students are enrolled in the Department of English, Department of Education, a language division, or some other organizational unit of the institution.
 - Report students with "double" or "split" majors in the field or area of greater specialization. Where two majors are of equal specialization, report half of the students in each major. For example, 10 students majoring in mathematics and physics with equal concentration in each field should be reported as 5 in mathematics and 5 in physics.

NUMBER OF UNDERGRADUATE JUNIOR-YEAR AND SENIOR-YEAR STUDENTS IN

MAJOR AREA OR FIELD (1)	ITEM NO.	JUNIORS (DEF. 2) (2)	SENIORS (DEF. 3) (3)
AGRICULTURE <input checked="" type="checkbox"/>	1000		

Report the following Agriculture - Related Fields of study as specified below:

- | | | |
|---|--|--|
| Botany (Report in item 1707) | Foods & Nutrition (Report in item 4710) | Nutrition (Report in item 1798) |
| Dairy Manufacturing, Dairy Technology (Report in item 1016) | Genetics & Experimental Breeding (Report in item 1736) | Plant Pathology (Report in item 1751) |
| Entomology (Report in item 1733) | Home Economics (Report in items 4701-4798) | Plant Physiology (Report in item 1754) |

AGRICULTURE, GENERAL (General agriculture curriculum without major specialization)	1001		
AGRICULTURE BUSINESS (If a separate curriculum)	1003		
AGRONOMY, FIELD CROPS (Crop production Tropical crop production)	1002		
ANIMAL SCIENCE (An. husbandry, nutrition, breeding, industry, livestock production, wool production, livestock sanitation)	1004		
DAIRY SCIENCE (Dairy husbandry)	1007		
FARM MANAGEMENT (Distinguish from AGRICULTURAL ECONOMICS)	1013		
FISH & GAME, OR WILDLIFE MANAGEMENT	1014		
FOOD SCIENCE (Food technology and processing, dairy m'fg. and technology, food industry)	1016		
HORTICULTURE (fruit & vegetable production)	1019		

SECTION 2 — STUDENTS ENROLLED FOR FIRST PROFESSIONAL DEGREES IN SELECTED FIELDS

LINE NO.	ITEM NO	X IF 1ST TIME	SUBJECT AREA AND FIELD OF STUDY	SEX	IN FIRST YEAR OF WORK		IN INTERMEDIATE YEARS OF WORK		EXPECTED TO RECEIVED DEGREE BY END OF ACADEMIC YEAR	
					ATTENDING FULL-TIME (5)	ATTENDING PART-TIME (6)	ATTENDING FULL-TIME (7)	ATTENDING PART-TIME (8)	ATTENDING FULL-TIME (9)	ATTENDING PART-TIME (10)
(1)	(2)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
254	4401		CHIROPODY OR PODIATRY (D.S.C. or Pod.D.)	M						
				W						
255	4407		DENTISTRY (D.D.S. or D.M.D.)	M						
				W						
256	4416		MEDICINE (M.D.)	M						
				W						
257	4425		OPTOMETRY (O.D.)	M						
				W						
258	4428		OSTEOPATHY (D.O.)	M						
				W						
259	4443		VETERINARY MEDICINE (D.V.M.)	M						
				W						
260	5000		LAW (LL.B or J.D.)	M						
				W						
261	7404		THEOLOGY (B.D. only)	M						
				W						
9799			OTHER (Specify)	M						
				W						
262				M						
				W						
263				M						
				W						
264	9700		TOTAL	M						
				W						

BASIC INSTITUTIONAL DATA
 NCA DATA FORM B - PART 1

STUDENT ADMISSIONS

Provide as much of the following information as is available about applicants for admission in the last three years. If exact figures cannot be supplied, careful estimates may be given. Students enrolled in a previous year should not be included as applicants in a subsequent year.

	Fall, 19____	Fall, 19____	Fall, 19____
Number of applications with complete credentials for admission to the Freshman class			
Number of first-time Freshman applicants accepted			
Number of first-time Freshman applicants actually enrolled			
Number of applications with complete credentials for admission with advanced standing			
Number of advanced-standing undergraduate applicants accepted			
Number of advanced-standing undergraduate applicants actually enrolled			
Number of applicants with complete credentials for admission to graduate program			
Number of applicants accepted for graduate program			
Number of applicants actually enrolled in graduate program			
Number of students enrolled in non-degree classification			

*First-time Freshman

NCA DATA FORM B — PART 2 MEASURES OF FRESHMAN STUDENT ABILITY
 (Complete as applicable for your institution)

A. Class ranking of entering freshmen

- Percent in top 10% of high school class _____ %
 Percent in top 25% of high school class _____ %
 Percent in top 50% of high school class _____ %
 Percent in top 75% of high school class _____ %

B. SAT scores for freshman class

- Class average SAT score on Verbal _____ Mathematical _____
 Percent scoring above 500 on Verbal _____ % Mathematical _____ %
 Percent scoring above 600 on Verbal _____ % Mathematical _____ %
 Percent scoring above 700 on Verbal _____ % Mathematical _____ %

C. Mean ACT scores for freshman class

- Composite _____
 Mathematics _____
 English _____
 Natural Sciences _____
 Social Studies _____

NCA DATA FORM B — PART 3 STUDENT FINANCIAL AID

In reporting student financial aid include only programs awarded by and through your institution. For example, include Federal Opportunity and Work-Study program participants, NDEA loans, NDEA Title IV Fellows, NASA and NSF Trainees, but exclude National Merit Scholarship holders, Woodrow Wilson Fellows, NSF regular fellows, etc.

A. Aid to Undergraduates

1. Number of scholarships awarded _____ ; total value \$ _____ ; average value \$ _____
 - a. Academic _____ ; total value \$ _____ ; average value \$ _____
 - b. Athletic _____ ; total value \$ _____ ; average value \$ _____
2. Number of loans made _____ ; total loaned \$ _____ ; average loan \$ _____
3. Number of college-assigned jobs filled _____ ; total earnings \$ _____ ; average earnings \$ _____
4. Total number of undergraduates who received one or more kinds of aid through your institution (count each student only once) _____

B. Aid to Graduates

1. Number of individuals holding fellowships awarded by and through your institution _____ ; total value \$ _____
 average value \$ _____
2. Number of loans made _____ ; total loaned \$ _____ ; average loan \$ _____
3. Number of teaching assistantships awarded _____ ; total value \$ _____ ; average value \$ _____
4. Number of research assistantships awarded _____ ; total value \$ _____ ; average value \$ _____
5. Total number of graduate students who received one or more kinds of aid through your institution (count each student only once) _____

BASIC INSTITUTIONAL DATA
NCA Data Form C - Part 1 — Number of Full-time and Part-time Faculty by Major
Area of Teaching and/or Research

SCHEDULE I: NUMBER OF FULL-TIME AND PART-TIME PERSONNEL

Part A. By Primary Function, Fall Term

INSTRUCTIONS AND DEFINITIONS

Please report each person only once according to his primary function. If he is assigned to more than one function and each function occupies equal time, then count the person for the position of the higher level.

The employees to be reported are only those occupying regular positions with an institution of higher education, including all of its components, located in the United States and its territories. A regular position is to be considered as one that functions for at least one full term thereby excluding such personnel as those hired for peak periods only or those employed for brief periods of consultation.

The count should include, but not be limited to, the following:

- 1) Professional and non-professional staff (including student employees, both full-time and part-time). (Professional persons are those occupying a position which normally requires a bachelor's or higher degree.),
- 2) Salaried and non-salaried personnel, including "contributed services", as defined in Instructions and Definitions Item 3b., of Schedule II,
- 3) Personnel on sabbatical leave.

This count should exclude the following:

- 1) Personnel on leave without pay,
- 2) Employees on overseas service,
- 3) Employees on temporary assignment for less than one full term,
- 4) Employees on retirement status,
- 5) Persons cooperating with, but not employees of the institution.

In addition to classifying employed personnel as full-time and part-time, please estimate the full-time equivalent of part-time employees (e.g., one person employed $\frac{1}{2}$ time plus two persons employed $\frac{1}{4}$ time each equals one full-time equivalent. Round to nearest whole number.

If exact data are not available, please estimate.

Item 1 - Resident Instruction and Departmental Research

a. Professional personnel

- (1) Senior professional personnel (Exclude teaching and departmental research assistants - to be reported below). - Should include academic deans, department and division heads; all professional ranks in this function except as noted above; consultants on continuing basis; and all others whose primary function is resident instruction and departmental research at college level such as coaches, clinicians, military personnel, and "critic" teachers of elementary or secondary students in a laboratory school.
- (2) Junior professional personnel who are teaching and departmental research assistants. - Includes assistant instructors, teaching fellows or assistants, laboratory assistants, readers, etc., whose primary functions are connected with resident instruction and departmental research.

b. Nonprofessional personnel. Clerks, secretaries, stockroom attendants, audiovisual assistants, etc.

Item 2 - Organized Research. Sponsored or other separately organized research, including contract research centers, with agricultural experiment stations (for land-grant institutions only).

a. Professional personnel

- (1) Senior professional personnel (Exclude research assistants) - Persons engaged primarily in organized research, usually holding an academic or equivalent rank.
- (2) Junior professional personnel - research assistants (Not included above) - All professional research assistants connected with organized research.

b. Nonprofessional personnel - Clerks, secretaries, stockroom attendants, etc.

NCA DATA FORM C - PART 1 (Continued)
NUMBER OF FULL-TIME AND PART-TIME FACULTY
BY MAJOR AREA OF TEACHING AND/OR RESEARCH

INSTRUCTIONS AND DEFINITIONS

Include only faculty personnel with professional status who are primarily assigned to RESIDENT INSTRUCTION, AND DEPARTMENTAL OR ORGANIZED RESEARCH. The instructions for such professional personnel are identical to those in Part A of this Schedule I and are identified by items 1 a. and 2 a. Please refer to Part A. Exclude all non-professional personnel and those professional personnel whose primary function is NOT resident instruction, departmental research or organized research.

Please report each person only according to his major field of academic activity. If assigned to two or more fields, classify the person in the field of his PRINCIPAL ACADEMIC COMPETENCE.

Please read instructions before completing report.

3 MAJOR AREA OF TEACHING AND/OR RESEARCH (1)	PROFESSORS		ASSOCIATE PROFESSORS		ASSISTANT PROFESSORS	
	FULL TIME (2)	PART TIME (3)	FULL TIME (4)	PART TIME (5)	FULL TIME (6)	PART TIME (7)
Agriculture and related fields (Including Agricultural Economics)	1					
Architecture	2					
Biological Sciences (Including Bacteriology, Biochemistry, General Biology, General Botany, General Zoology, Genetics, Microbiology, Pharmacology, Physiology, Other Biological Sciences)	3		1			
Business and Commerce (Including Accounting, Business (or Commerce) Education, Finance, General Business, Management, Other Business and Commerce)	4				1	
Education and Related Fields (Including Educational Psychology, Elementary Education, Foundations, Hist., Soc., Philos., Industrial Arts, Secondary Education, Services, Adminis., Supervis., Student Personnel, Couns., Guid., Agricultural Ed., Home Ec. Ed., Other Education Fields, excluding Physical and Health Education)	5				2	
Engineering (Including Aeronautical, Agricultural, Chemical, Civil, Electrical, Engineering Science Fields, Graphics, Industrial, Materials, Mechanical, and Other Engineering) & Auto Tech. Electronics	1		1		3	
English and Journalism	7		2		4	
Fine and Applied Arts (Including Art, Dramatics and Speech, Music, Other Fine Arts)	8				1	
Foreign Languages and Literature (Including Classical, Hebrew, Greek, Latin, French, German, Spanish, Russian, Other (Including Philology))	9		1/2			
Forestry	10					
Geography	11					
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields)	12		2		5	
Home Economics	13					
Law	14					
Library Science	15				1	
Mathematics	16				2	
Military Science	17					
Philosophy	18					
Physical and Health Education	19					

NCA DATA FORM C — PART 1 — NO. OF FULL-TIME & PART-TIME FACULTY (Continued)

3 MAJOR AREA OF TEACHING AND/OR RESEARCH (1)	PROFESSORS		ASSOCIATE PROFESSORS		ASSISTANT PROFESSORS	
	FULL TIME (2)	PART TIME (3)	FULL TIME (4)	PART TIME (5)	FULL TIME (6)	PART TIME (7)
Physical Sciences (Including Chemistry, Geology and Other Earth Sciences, Physics, Other Physical Sciences)	20		1		2	
Psychology	21		1			
Religion and Theology	22					
Social Sciences (Including Anthropology, Economics, History, Political Science and Government, Social Work, Sociology, Other Social Sciences)	23		1		1	
Trade and Industrial (Include here all Teachers of Terminal Occupational Subjects)	24					
All Other Fields (Please Specify) Such as City Planning, Computer Science, Folklore and Records Management.	25					
<u>Developmental Studies</u>					1	
TOTAL	1		9 1/2		23	
MAJOR AREA OF TEACHING AND/OR RESEARCH	INSTRUCTORS		JUNIOR STAFF		OTHER ACADEMIC FACULTY	
	FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)
Agriculture and related fields (Including Agricultural Economics)	1					
Architecture	2					
Biological Sciences (Including Bacteriology, Biochemistry, General Biology, General Botany, General Zoology, Genetics, Microbiology, Pharmacology, Physiology, Other Biological Sciences)	3	1				
Business and Commerce (Including Accounting, Business (or Commerce), Education, Finance, General Business, Management, Other Business and Commerce) (Sec. Sci. incl.) ⁴	4	5				
Education and Related Fields (Including Educational Psychology, Elementary Education, Foundations, Hist. Soc. Philos., Industrial Arts, Secondary Education, Services, Adminis., Supervis., Student Personnel, Couns., Guid., Agricultural Ed., Home Ec. Ed., Other Education Fields, excluding Physical and Health Education)	5	4				
Engineering (Including Aeronautical, Agricultural, Chemical, Civil, Electrical, Engineering Science Fields, Graphics, Industrial, Materials, Mechanical, and Other Engineering) <u>Auto. Tech.</u>	6	3				
English and Journalism	7					
Fine and Applied Arts (Including Art, Dramatics and Speech, Music, Other Fine Arts)	8	1				
Foreign Languages and Literature (Including Classical, Hebrew, Greek, Latin, French, German, Spanish, Russian, Other (Including Philology))	9	1				
Forestry	10					
Geography	11					
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields)	12	6				
Home Economics	13					

NCA DATA FORM C — PART 1 — NO. OF FULL-TIME & PART-TIME FACULTY (Continued)

MAJOR AREA OF TEACHING AND/OR RESEARCH	4	INSTRUCTORS		JUNIOR STAFF		OTHER ACADEMIC FACULTY	
		FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)
Law	14	1					
Library Science	15	1					
Mathematics	16	2					
Military Science	17						
Philosophy	18	1					
Physical and Health Education	19	1					
Physical Sciences (Including Chemistry, Geology and Other Earth Sciences, Physics, Other Physical Sciences)	20	1					
Psychology	21						
Religion and Theology	22						
Social Sciences (Including Anthropology, Economics, History, Political Science and Government, Social Work, Sociology, Other Social Sciences)	23	5					
Trade and Industrial (Include here all Teachers of Terminal Occupational Subjects)	24						
All Other Fields (Please Specify) Such as City Planning, Computer Science, Folklore and Records Management)	25						
<u>Developmental Studies</u>		1					
TOTAL		34					

*Vocational schools, technical institutes, and community colleges should add sections or sheets with faculty listed by appropriate subject matter areas where this chart is not applicable.

NCA DATA FORM C - PART 2 — NUMBER OF FULL-TIME AND PART-TIME FACULTY
SUMMER SESSION(S)

INSTRUCTIONS AND DEFINITIONS

1. Include all resident instructional components (including all branches) of the institution (as defined for item 1 a. of Part A of this form).
2. Include only faculty personnel with professional status (in positions normally requiring a bachelor's or higher degree) who are primarily assigned to RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH.
3. Enumerate each faculty member teaching in one or more summer sessions (June through August). A summer session is an enrollment period of at least two weeks. If more than one summer session is held, count only the total number of different instructional, departmental research staff, regardless of the number of sessions (this is an unduplicated count). In other words, a person is counted only once even if he teaches in more than one summer session.
4. Full-time faculty are those employed on a full-time basis, as full-time defined by the institution. Part-time faculty are all other professional employees assigned primarily to instruction and departmental research for the summer session(s) on less than a full-time basis. Estimate the full-time equivalent of part-time employees (e.g., one person employed 1/2 time plus two persons employed 1/4 time each equals one full-time equivalent. Do not enter fractions).
5. If exact data are not available, enter an estimate.

2	TYPE OF SUMMER SESSION (1)	FULL-TIME AND PART-TIME FACULTY IN RESIDENT INSTRUCTION OR DEPARTMENTAL RESEARCH		
		FULL-TIME (2)	PART-TIME (3)	FULL-TIME EQUIVALENT OF PART-TIME (4)
NUMBER OF FACULTY EMPLOYED SUMMER, (AN UNDUPLICATED COUNT OF FACULTY EMPLOYED AT LEAST 2 WEEKS OR LONGER)				
	a. IN A REGULAR FOURTH QUARTER OF FOUR-QUARTER CALENDAR YEAR.			
	b. IN A REGULAR THIRD TRIMESTER OF A THREE-TRIMESTER CALENDAR YEAR.			
	c. IN ALL OTHER SUMMER SESSIONS NOT A PART OF A QUARTER OR TRIMESTER CALENDAR YEAR.	29*		

* For Summer
2 Sections considered full time

BASIC INSTITUTIONAL DATA
NCA DATA FORM D — SALARIES OF FULL-TIME FACULTY

Report the basic contract salaries of academic deans and faculty for resident degree-credit instruction and departmental research who are employed on a full-time basis for at least two semesters, three quarters, or two trimesters of the current academic year. Academic deans and faculty for preclinical and clinical medicine should be excluded.

Academic Deans are deans of schools (*the Vice-President of Academic Administration and the Dean of Instruction are not reported here*) whose primary function is the administration of resident degree-credit instructional programs. Part of their time may be devoted to classroom instruction, but this is not a necessary requirement. Chairmen of Departments and associates and assistants to deans and chairmen should be reported by their faculty titles, and not as academic deans. Other deans as other officers of the *Students*) are excluded from this part of the survey, and are not reported here.

Report the salaries of full-time academic deans and faculty who spend the majority of their time in resident degree-credit instruction and departmental research. Do not report the salaries of those who are engaged in organized research, or other functions, for more than one-half of their time. Coaches, librarians, critic teachers, and counselors should be excluded unless they devote more than one-half of their time to resident degree-credit instruction. Teaching assistants and teaching fellows should also be excluded.

On Lines 1-25, report the number of persons in each salary interval by the appropriate rank and contract. Academic deans and faculty members on sabbatical leave should be reported according to their regular salary. Do not report the actual amount to be received by persons on sabbatical leave if this represents a reduced annuity by virtue of being on leave. Institutions that do not have academic ranks should report all faculty members (*except Deans*) in the column labeled "UNDESIGNATED RANK." Sum the persons reported on Lines 1-25 in each column and enter these sums on Line 26.

Enter the mean salaries for each column on Line 27. The mean is computed by summing the salaries paid (*use actual salaries instead of the grouped data reported on the questionnaire*) to persons reported in a column, and dividing by the number of persons on Line 26.

On Line 28, report the TOTAL NUMBER OF PERSONS who contribute their services or receive a salary from other sources. An example of the latter would be military personnel who are paid by the Department of Defense to teach ROTC courses.

SALARIES OF ACADEMIC DEANS AND FACULTY (Continued)

SALARY INTERVALS	3 LINE NO.	NUMBERS OF PERSONNEL AND MEAN SALARIES					
		INSTRUCTORS		LECTURERS		UNDESIGNATED RANK	
		9-10 MOS. (11)	11-12 MOS. (12)	9-10 MOS. (13)	11-12 MOS. (14)	9-10 MOS. (15)	11-12 MOS. (16)
\$40,000 AND OVER	1						
35,000 - 39,999	2						
30,000 - 34,999	3						
28,000 - 29,999	4						
26,000 - 27,999	5						
24,000 - 25,999	6						
22,000 - 23,999	7						
20,000 - 21,999	8						
19,000 - 19,999	9						
18,000 - 18,999	10						
17,000 - 17,999	11						
16,000 - 16,999	12						
15,000 - 15,999	13						
14,000 - 14,999	14						
13,000 - 13,999	15		1				
12,000 - 12,999	16		4				
11,000 - 11,999	17		4				
10,000 - 10,999	18	2	4				
9,000 - 9,999	19	11					
8,000 - 8,999	20	7					
7,000 - 7,999	21						
6,000 - 6,999	22						
5,000 - 5,999	23						
4,000 - 4,999	24						
UNDER \$4,000	25						
TOTAL SALARIED PERSONNEL (Sum of lines 1-25)	26	20	13				
MEAN SALARIES (Sum of salaries divided by sum of salaried personnel)	27	\$ 9,250.	\$ 11,654.	\$	\$	\$	\$
CONTRIBUTED SERVICES AND SALARIED BY OTHER SOURCES PERSONNEL	28	-0-	-0-	-0-	-0-	-0-	-0-

BASIC INSTITUTIONAL DATA

NCA DATA FORM E — PART 1 — CHARACTERISTICS OF FULL-TIME FACULTY AND STAFF

PLEASE ENTER THE NUMBER OF FULL-TIME FACULTY AND STAFF, WHOSE PRIMARY FUNCTION IS INSTRUCTION, DEPARTMENTAL RESEARCH, OR ORGANIZED RESEARCH, ACCORDING TO THEIR RANK, SEX, AND HIGHEST EDUCATIONAL LEVEL. (PLEASE REFER TO THE INSTRUCTIONS BELOW BEFORE COMPLETING SCHEDULE.)

RANK OF FULL-TIME FACULTY, FALL (1)	HIGHEST EDUCATIONAL LEVEL OF FACULTY									
	BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1)		SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2)		MASTER'S DEGREES (SEE INSTR. B3)		SPECIALIST'S DEGREE (SEE INSTR. B4)		DOCTOR'S DEGREES (SEE INSTR. B5)	
	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)
10										
ACADEMIC DEAN	1				2					
PROFESSOR	2				1					
ASSOCIATE PROFESSOR	3	1		1	3	3			2	
ASSISTANT PROFESSOR	4	2	2		13	7				
INSTRUCTOR	5	7	7	2	11	6				
JUNIOR STAFF	6									
OTHER FACULTY	7									
TOTAL	8	10	9	1	2	30	16		2	

INSTRUCTIONS AND DEFINITIONS

A. Rank

- Academic deans are deans of instructional divisions such as Dean of the School of Education. Associate or Assistant Deans should be classified according to their respective rank of professor through instructor and not classified as deans. Administrative deans such as Dean of Admissions and Dean of Summer Session, should not be included.
- Persons who do not hold the exact titles of professor, associate professor, assistant professor, or instructor, but who hold comparable positions, should be classified according to the rank of the corresponding position. Please equate titles, such as Director of Research, Associate Director of Research, Assistant for Research, Adjunct Professor, etc., to the comparable faculty rank, if possible. If not possible, see paragraph A4 below.
- Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- Other academic faculty are persons who: 1) have no faculty rank, but teach courses, or 2) hold a full-time professional position in instruction or research that cannot be equated to a faculty rank. An institution may add a sheet indicating faculty qualifications other than that based on earned degrees, if appropriate; e.g. work experience.

B. Highest educational level

- Bachelor's degrees or lower. Bachelor's degrees require the equivalent of at least four years of academic work, and include all bachelor's degrees, except the following which are classified here as first-professional: Law-LL.B. and Theology-B.C.
- First-professional degrees in selected fields. The first-professional degrees are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least 2 academic years of previous college work for entrance and which require a total of at least 6 academic years of college work for completion. Examples are: Professional degrees in Dentistry (D.D.S. or D.M.D.), Law (LL.B or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.). Exclude all master's degrees (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though as in the case of Social Work 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion).
- Master's degrees. The master's degree is a second-level degree, beyond the bachelor's or first professional degree and below the doctorate. Include in this category all those holding the Master's as the highest degree, even though some master's degrees may be considered as first-professional.
- Specialist's Degree. The Specialist degree usually requires advanced study between the Master's and Doctor's degree: e.g. Educational Specialist (Ed.S.), etc.
- Doctor's degrees. The doctorate classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. degree in any field — whether Agronomy, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. All other doctorates should be included except those classified as first-professional in instruction B.2., above.

BASIC INSTITUTIONAL DATA
NCA DATA FORM E — PART 2 — RETENTION AND REPLACEMENT OF FULL-TIME FACULTY, FALL
(Please refer to instructions below before completing)

RETENTION AND REPLACEMENT OF FULL-TIME FACULTY (1)		HIGHEST EDUCATIONAL LEVEL OF FACULTY				
		BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1) (2)	SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2) (3)	MASTER'S DEGREES (SEE INSTR. B3) (4)	SPECIALIST DEGREES (SEE INSTR. B4) (5)	DOCTOR'S DEGREES (SEE INSTR. B5) (6)
1. NEW TO THE INSTITUTION (NOT HERE PREVIOUS FALL	11					
a. FROM STUDENT STATUS THIS YEAR SINCE FALL	1	Because the hiring of faculty is				
b. EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	2	channelled through Central Office,				
c. FROM OTHER STATUS	3	page 55 of the Central Office Report				
2. WITH THIS INSTITUTION AT LEAST SINCE PREVIOUS FALL	4	provides this information.				
3. EMPLOYED FULL-TIME PREVIOUS FALL AT THIS INSTITUTION, BUT NOT EMPLOYED FULL-TIME THIS YEAR AT THIS INSTITUTION						
a. RETIRED OR DIED	5					
b. EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	6					
c. OTHER	7					

INSTRUCTIONS AND DEFINITIONS

A. Retention and Replacement

1. Include all full-time personnel with academic status who are primarily assigned to instruction, departmental research, or organized research. Full-time personnel are those employed by the institution on a full-time basis, as defined by the institution. The total faculty reported in Sections 1a, 1b, 1c, and 2 of this form should equal the total faculty reported in Form 1, Part A (Items 1a and 2a, col. 3).

2. Retention is defined as the number of faculty who were employed full-time in the previous fall and who are still employed full-time this fall. Persons employed part-time by this institution in the previous fall which were full-time this fall should be classified as "new to this institution, as of fall" and should be (1) listed under item 1 b. above if the faculty member came to this institution as a full-time faculty member from another higher education institution, or (2) listed under item 1 c. above if the faculty member came to this institution from other circumstances.

3. A new professional employee who was both a student and an employee elsewhere last year should be classified as having been an employee (whether in higher education or other employment) if such employment was full-time and as a student if employment was less than full-time.

4. In exceptional cases, a full-time employee may be classified as having been a student if:

- (a). Such employment was non-professional and only incidental to the pursuit of further education, and
- (b). Enrollment as a student was necessary to complete work on a degree which was a condition of undertaking current employment.

B. Highest educational level

1. Bachelor's degrees or lower. Bachelor's degrees require the equivalent of at least four years of academic work, and include all bachelor's degrees, except the following which are classified here as first-professional: Law-LL.B. and Theology-B.D.

2. First professional degrees in selected fields. The first-professional degrees are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least 2 academic years of previous college work for entrance and which require a total of at least 6 academic years of college work for completion. Examples are: Professional degrees in Dentistry (D.D.S. or D.M.D.), Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), and Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.) and Osteopathy (D.O.). Exclude all master's degrees (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though as in the case of Social Work 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion).

3. Master's degrees. The master's degree is a second-level degree, beyond the bachelor's and below the doctorate. Include in this category all those holding the Master's as the highest degree, even though some master's degrees may be considered as first-professional.

4. Specialist's Degree. The Specialist degree usually requires advanced study between the Master's and Doctor's degree; e.g. Educational Specialist (Ed.S.), etc.

5. Doctor's degrees. The doctorate classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. degree in any field -- whether Agronomy, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. All other doctorates should be included except those classified here as first-professional in instruction B.2., above.

BASIC INSTITUTIONAL DATA

NCA DATA FORM E — PART 3 — CHARACTERISTICS OF PART-TIME FACULTY AND STAFF

PLEASE ENTER THE NUMBER OF PART-TIME FACULTY AND STAFF, WHOSE PRIMARY FUNCTION IS INSTRUCTION, DEPARTMENTAL RESEARCH OR ORGANIZED RESEARCH, ACCORDING TO THEIR RANK, SEX, AND HIGHEST EDUCATIONAL LEVEL. (PLEASE REFER TO THE INSTRUCTIONS BELOW BEFORE COMPLETING SCHEDULE.)

RANK OF PART-TIME FACULTY, FALL (1)	HIGHEST EDUCATIONAL LEVEL OF FACULTY									
	BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1)		SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2)		MASTER'S DEGREES (SEE INSTR. B3)		SPECIALIST'S DEGREE (SEE INSTR. B4)		DOCTOR'S DEGREES (SEE INSTR. B5)	
	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)
10										
ACADEMIC DEAN	1									
PROFESSOR	2									
ASSOCIATE PROFESSOR	3									
ASSISTANT PROFESSOR	4									
INSTRUCTOR	5		1							
JUNIOR STAFF	6									
OTHER FACULTY	7									
TOTAL	8		1							

INSTRUCTIONS AND DEFINITIONS

A. Rank

- Academic deans are deans of instructional divisions such as Dean of the School of Education. Associate or Assistant Deans should be classified according to their respective rank of professor through instructor and not classified as deans. Administrative deans such as Dean of Admissions and Dean of Summer Session, should not be included.
- Persons who do not hold the exact titles of professor, associate professor, assistant professor, or instructor, but who hold comparable positions, should be classified according to the rank of the corresponding position. Please equate titles, such as Director of Research, Associate Director of Research, Assistant for Research, Adjunct Professor, etc., to the comparable faculty rank, if possible. If not possible see paragraph A4 below.
- Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- Other academic faculty are persons who: 1) have no faculty rank, but teach courses, or 2) hold a full-time professional position in instruction or research that cannot be equated to a faculty rank. An institution may add a sheet indicating faculty qualifications other than that based on earned degrees, if appropriate; e.g. work experience.

B. Highest educational level

- Bachelor's degrees or lower. Bachelor's degrees require the equivalent of at least four years of academic work, and include all bachelor's degrees, except the following which are classified here as first-professional: Law-LL.B. and Theology-B.C.
- First-professional degrees in selected fields. The first-professional degrees are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least 2 academic years of previous college work for entrance and which require a total of at least 6 academic years of college work for completion. Examples are: Professional degrees in Dentistry (D.D.S. or D.M.D.), Law (LL.B or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.). Exclude all master's degrees (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though as in the case of Social Work 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion).
- Master's degrees. The master's degree is a second-level degree, beyond the bachelor's or first professional degree and below the doctorate. Include in this category all those holding the Master's as the highest degree, even though some master's degrees may be considered as first-professional.
- Specialist's Degree. The Specialist degree usually requires advanced study between the Master's and Doctor's degree; e.g. Educational Specialist (Ed.S.), etc.
- Doctor's degrees. The doctorate classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. degree in any field — whether Agronomy, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. All other doctorates should be included except those classified as first-professional in instruction B.2., above.

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USOE 2300-2.1
Schedule I

Name of Institution _____

Date _____

BASIC INSTITUTIONAL DATA
NCA Data Form F — Degrees and Other Formal Awards Conferred

THIS FORM IS DIVIDED INTO THREE PARTS

PART A is concerned with first-professional degrees only. Formerly, these degrees were reported in the same section as bachelor's, master's, and doctor's degrees. Because first-professional degrees are awarded in relatively few fields, it seemed desirable to place them in a separate part of the questionnaire rather than in the complete field listing.

PART B is concerned with bachelor's, master's, and doctor's degrees.

PART C is concerned with awards below the bachelor's level (*Associate in Arts degrees and other formal awards*).

Many institutions will appropriately skip one or more of the three parts. If a particular part (*A, B, or C*) does not apply to you, please indicate that fact and forward that part to us along with those you did complete.

SEPARATE SPECIFIC INSTRUCTIONS ARE PROVIDED FOR EACH OF THE THREE PARTS

GENERAL INSTRUCTIONS FOR ALL PARTS

Please examine the definitions and instructions which accompany each part.

If degrees or other awards were conferred in the last academic year for the **FIRST TIME** in a field of study new to your institution, please place a check mark beside the item number. This will save correspondence later regarding the entry.

BRANCH INSTITUTIONS. Please be sure to indicate in Items 6 and 7 whether your report includes or excludes awards to students at branches of your institution. (*Please do not include awards by branches outside the United States, its Territories, or possessions.*)

INSTRUCTIONS FOR PART A. FIRST-PROFESSIONAL DEGREES IN SELECTED FIELDS

FIRST-PROFESSIONAL DEGREES IN SELECTED FIELDS. The first-professional degrees to be reported in columns 4 and 5 are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least two academic years of previous college work for entrance and which require a total of at least six academic years of college work for completion. For example, include professional degrees in Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), and so forth. Degrees beyond the first-professional in these fields are to be reported in Part B.

Report all master's degrees in Part B, columns 6 and 7, even though the master's degree is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though, as in the case of Social Work, 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion of the master's degree.

PART A. FIRST-PROFESSIONAL DEGREES CONFERRED IN SELECTED FIELDS (Requiring At Least Six Years of Study)

IS PART A APPLICABLE TO YOUR INSTITUTION?
(If not applicable, proceed to Parts B and C.)

YES

NO

LINE NO.	ITEM NO. (1)	X IF 1ST TIME (2)	MAJOR FIELD OF STUDY (3)	NUMBER OF FIRST-PROFESSIONAL DEGREES CONFERRED	
				MEN (4)	WOMEN (5)
1	1400		ARCHITECTURE		
2	4401		CHIROPODY OR PODIATRY (D.S.C. or Pod. D.)		
3	4407		DENTISTRY (D.D.S. or D.M.D.)		
4	4416		MEDICINE (M.D.)		
5	4425		OPTOMETRY (O.D.)		
6	4428		OSTEOPATHY (D.O.)		
7	4431		PHARMACY		
8	4443		VETERINARY MEDICINE (D.V.M.)		
9	5000		LAW (LL.B. or J.D.)		
10	7404		THEOLOGY (B.D., Rabbi, or other first-professional degree. Report all other Theology in Item 7407)		
11	9799		OTHER (Specify)		
12	9799				
13	9700		TOTALS		

PART B. BACHELOR'S, MASTER'S, AND DOCTOR'S DEGREES (Continued)

LINE NO.	ITEM NO. (1)	X IF 1ST TIME (2)	MAJOR FIELD OF STUDY (3)	BACHELOR'S DEGREES (Requiring 4-5 Yrs.)		MASTER'S DEGREES		SPECIALIST'S DEGREES		DOCTOR'S DEGREES (Ph.D., Ed.D., etc.)	
				MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN	WOMEN	MEN (8)	WOMEN (9)
				BROAD GENERAL CURRICULUMS AND MISCELLANEOUS FIELDS (Continued)							
268	8313		INTER-AREA STUDIES (Specify subject areas)								
269	8313										
270	8313										
271	8313										
	8314		FIELDS OF STUDY NOT LISTED ABOVE (Specify)								
272	8314										
273	8314										
274	8314										
275	8314										
276	8314										
277	8399		FIELD OF STUDY NOT IDENTIFIED (Use only when no information on the field of study or the subject area)								
278	8399										
279	8399										
280	8399										
281	8399										
282	8399										
283	8399										
284	9800		GRAND TOTAL, ALL DEGREES (From July 1, 1967 to June 30, 1968)								
	9900		NUMBER INCLUDED IN ITEM 9800 ABOVE WHICH PREPARED RECIPIENT FOR TEACHER CERTIFICATION AT THE								
285	9901		ELEMENTARY LEVEL								
286	9902		SECONDARY LEVEL								
287	9903		BOTH ELEMENTARY AND SECONDARY LEVELS								

INSTRUCTIONS FOR PART C, DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS

1. Report in Section 1 all associate degrees requiring at least 2 but less than 4 years of work beyond high school. Include in Section 1 associate degrees reported in columns 2 and 3 of Sections 2, 3, and 4. Thus, for example, a student who completed an organized occupational program in Chemical Technology and received an Associate in Science degree would be included both in Section 3 (*Item 2619*) and in Section 1 (*Item 0040*).

2. Report in Sections 2, 3, and 4 completions of whole curriculums only, NOT individual courses. For purposes of this survey, an ORGANIZED CURRICULUM is one which meets all four of the following criteria:

A. High school graduation (or its equivalent), but no work beyond high school, is required for admission to the curriculum. The general level of these curriculums is the first one to three years beyond high school.

B. The curriculum is a series of required and elective courses constituting an integrated program designed to prepare students for immediate employment in a specific occupation or cluster of occupations. A group of courses, even though all of them are in a given subject area, do not necessarily constitute a curriculum.

C. Completion of the curriculum requires at least one but less than four years of full-time attendance, or the equivalent in part-time attendance over a longer period. A "year" means an academic year of approximately nine months.

D. The curriculum leads to any type of formal recognition (*certificate, associate degree, diploma, a transcript recognizing successful completion, a statement of completion from an administrator of your institution, or other formal recognition*) signifying that the student has completed an organized curriculum; or the State grants a license or other formal recognition, upon examination, to all graduates of the curriculum.

Report in columns 3 through 6 of Sections 2, 3, and 4 only those associate degrees, diplomas, certificates, or other formal awards signifying the completion of organized curriculums which prepare for occupational competence in the specified fields or areas. The associate degrees reported here should also be included in the totals requested in Section 1. Formal awards other than associate degrees in organized occupational curriculums should be reported only in Sections 2, 3, and 4.

3. Note that, for purposes of this survey, organized occupational programs are not designed as the equivalent of the first one, two, or three years of a baccalaureate degree program. Example: preengineering is NOT an organized occupational curriculum as defined in this survey, because it is designed to prepare students for continuation in the regular engineering program. Engineering technology is an organized occupational curriculum, as defined in this survey, because it is designed to prepare students for immediate employment upon completion. Note that work taken in an organized occupational curriculum may be partly or wholly creditable toward a bachelor's degree and it may lead to an associate degree; the essential point is that the organized occupational curriculum prepares for immediate employment in a specific occupation.

PART C. DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS OF WORK BEYOND HIGH SCHOOL

SECTION 1. ASSOCIATE DEGREES (Based on at least 2 years of work that is wholly or chiefly creditable toward a bachelor's degree in your institution or by transfer.)

LINE NO.	ITEM NO. (1)	TYPE OF ASSOCIATE DEGREE (2)	MEN (3)	WOMEN (4)
288	0010	ASSOCIATE IN ARTS	33	25
289	0040	ASSOCIATE IN SCIENCE Do not award		
290	0070	ALL OTHER ASSOCIATE DEGREES Business administration	3	0
291	0090	TOTAL ASSOCIATE DEGREES	36	25

SECTION 2. ORGANIZED OCCUPATIONAL CURRICULUMS BELOW THE TECHNICAL OR SEMI-PROFESSIONAL LEVEL

LINE NO.	ITEM NO.	CURRICULUMS (2)	CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS		CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS	
			MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
292	2700	SCIENCE- OR ENGINEERING-RELATED				
293	9200	NONSCIENCE- AND NONENGINEERING-RELATED				
294	0092	TOTALS FOR SECTION 2				

SECTION 3. SCIENCE- OR ENGINEERING-RELATED ORGANIZED OCCUPATIONAL CURRICULUMS AT THE TECHNICAL OR SEMI-PROFESSIONAL LEVEL

LINE NO.	ITEM NO.	CURRICULUMS	MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
295	2606	ENGINEERING-RELATED CURRICULUMS AERONAUTICAL TECHNOLOGY				
296	2610	ARCHITECTURAL OR BUILDING TECHNOLOGY				
297	2619	CHEMICAL TECHNOLOGY				
298	2630	CIVIL TECHNOLOGY				
299	2636	ELECTRICAL OR ELECTRONICS TECHNOLOGY	4			
300	2658	INDUSTRIAL TECHNOLOGY	1			
301	2662	INSTRUMENTATION TECHNOLOGY				
302	2668	MECHANICAL TECHNOLOGY	1		1	
303	2675	METALLURGICAL TECHNOLOGY				
304	2677	NUCLEAR TECHNOLOGY				
305	2698	OTHER ENGINEERING-RELATED CURRICULUMS (Specify)				
306	2698					
307	2698					
308	2698					
309	1034	SCIENCE-RELATED CURRICULUMS AGRICULTURE				
310	3900	FORESTRY				

PART C. DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS OF WORK BEYOND HIGH SCHOOL - (Continued)

SECTION 3. (Continued)

LINE NO.	ITEM NO. (1)	CURRICULUMS (2)	CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS		CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS	
			MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
311	4920	SCIENCE-RELATED CURRICULUMS - (Continued) OTHER SCIENCE-RELATED CURRICULUMS (Specify)				
312	4920					
313	4920					
314	4920					
315	4402	HEALTH SERVICE CURRICULUMS DENTAL ASSISTANT				5
316	4403	DENTAL HYGIENE				
317	4405	DENTAL LABORATORY ASSISTANT				
318	4414	MEDICAL OR BIOLOGICAL LABORATORY TECHNICIAN	1	2		
319	4439	MEDICAL X-RAY TECHNICIAN				
320	4417	NURSING, PRACTICAL (above)				
321	4418	NURSING, ASSOCIATE DEGREE OR DIPLOMA PROGRAM	2	29		
322	4424	OCCUPATIONAL THERAPY ASSISTANT				
323	4450	SURGICAL TECHNICIAN				
	4498	OTHER HEALTH SERVICE CURRICULUMS (Specify)				
324	4498	Medical Office Assisting				5
325	4498					
326	4498					
OTHER						
327	2190	SCIENTIFIC DATA PROCESSING (Include computer and EAM processing. Exclude key punch; report in Item 9200. Exclude business data processing; report in Item 2065.)				
328	0093	TOTALS FOR SECTION 3	9	31	1	10

SECTION 4. NONSCIENCE- AND NONENGINEERING-RELATED ORGANIZED OCCUPATIONAL CURRICULUMS AT THE TECHNICAL OR SEMI-PROFESSIONAL LEVEL

329	2054	BUSINESS- AND COMMERCE-RELATED CURRICULUMS GENERAL BUSINESS, BUSINESS ADMINISTRATION				
330	2060	ACCOUNTING				
331	2065	BUSINESS DATA PROCESSING				
332	2070	MARKETING, DISTRIBUTIVE EDUCATION				
333	2080	SECRETARIAL STUDIES		2		

PART C. DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS OF WORK BEYOND HIGH SCHOOL - (Continued)

SECTION 4. (Continued)

LINE NO.	ITEM NO. (1)	CURRICULUMS (2)	CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS		CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS	
			MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
		BUSINESS- AND COMMERCE-RELATED CURRICULUMS (Continued)				
	2095	OTHER BUSINESS- OR COMMERCE-RELATED CURRICULUMS (Specify)				
334	2095					
335	2095					
336	7490	OTHER BIBLE STUDY, RELIGIOUS WORK				
337	2360	EDUCATION (2-year teacher training or teacher aides)				
338	3294	FINE, APPLIED, OR GRAPHIC ARTS				
339	4780	HOME ECONOMICS				
340	5310	LIBRARY ASSISTANT OR TECHNICAL AIDE				
341	7742	POLICE TECHNOLOGY, LAW ENFORCEMENT				
	8350	OTHER NONSCIENCE- AND NONENGINEERING-RELATED (Specify)				
342	8350	Food Service Management	1			2
343	8350					
344	8350					
345	0094	TOTALS FOR SECTION 4	1	2		2

BASIC INSTITUTIONAL DATA
NCA DATA FORM G — LIBRARY COLLECTION, STAFF, EXPENDITURES, AND SALARIES
EXPLANATIONS AND INSTRUCTIONS

In this form, basic data are requested on the collections, staff, expenditures and salaries in college and university libraries. The compilations of these data have proved to be valuable tools for administrators, chief librarians, and others concerned with the improvement of library services to higher education.

The following changes have been made in the procedure and questionnaire since last year:

A. *Reorganization:* All data concerning the library have been consolidated into one form.

B. New Items:

1. Statistics on **PROJECTED EXPENDITURES** for this fiscal year — in order to provide more up-to-date information.
2. Statistics on **INTERLIBRARY TRANSACTIONS**.

GENERAL INSTRUCTIONS

A. **TIME PERIODS COVERED.** The data concerning library collection and transactions (Part I) and actual expenditures and hourly assistance (Part II) should be reported for this fiscal year. The items concerning budgeted expenditures (Part II) are for the fiscal year. Expenditure data in Part III are for your institution's actual fiscal year and next budgeted fiscal year. Data on staff (Part III) and salaries (Part IV) are for the fall.

B. **LIBRARY UNITS COVERED.** Report consolidated data for ALL of the library units in your college, university, or university system, including libraries in branches, extension centers, and research installations. If it is necessary to omit any library unit(s), please give name and location in Item 5.

C. **NEED FOR ESTIMATES.** If exact information is not available for an item, PLEASE ENTER AN ESTIMATE for the requested figure. If data are available for a combination of items but not for each component, enter an estimate for each component. Thus, except for the salary table (Part IV, Lines 11-25), each item on the form should show (a) an appropriate figure, (b) an "X" for check boxes, or (c) "O" when the quantity to be reported is nothing or zero; DO NOT LEAVE ANY ITEM BLANK.

SPECIFIC INSTRUCTIONS

PART I - LIBRARY COLLECTION AND TRANSACTIONS,

- A. For reporting purposes, a **VOLUME** is a physical unit of any printed, typewritten, handwritten, mimeographed or processed work contained in one binding or portfolio, hardbound or paper bound, which has been classified, cataloged, or otherwise prepared for use. Include bound periodical volumes. Include Government documents that have been classified and cataloged, counting as a volume such material as is contained in one binding or portfolio.
- B. All forms of microtext (including microfilm) are to be excluded from Lines 1-4, but ARE TO BE REPORTED SEPARATELY on Lines 5 and 6. If the number of reels or other units of microtext are not separately available in your records, please estimate their number for purposes of providing separate data here.
- C. For Line 7, a **PERIODICAL** is defined as a publication issued in parts that usually contain articles by several contributors. It generally has a distinctive title and the successive numbers or parts are intended to appear at stated intervals, and usually for an indefinite period. Other serials, such as monographs, newspapers, annuals, proceedings, transactions, yearbooks, and reports, should be reported on Line 8.

**PART II - LIBRARY OPERATING EXPENDITURES,
ACTUAL AND BUDGETED**

- A. In order to provide current data, expenditure items are being requested for the institutional fiscal year.
- B. In the budgeted figures, include any funds, the receipt of which may not be certain but can plausibly be anticipated for the next fiscal year.

- C. On Line 1, include expenditures for salaries, before any deductions, of professional and nonprofessional staff of the library. Staff benefits, such as social security, retirement, pension contributions, and other "fringe benefits" paid by the institution should be excluded. Also exclude bindery salaries and wages (see Paragraph E).
- D. The estimated value of personal services (salary equivalents) contributed by members of religious orders should be included on Line 2.
- E. If your library operates its own bindery, report on Line 5 the total expenditures for this operation, including those for salaries, wages, and supplies.
- F. Note that Lines 8 through 10 provide for the estimated value or cost of certain materials or services which are not included in your library's budget. On Line 10, specify other types of services, such as, students working for part-payment of tuition or other hourly help under programs charged to the institution's budget.

PART III - GENERAL INSTITUTIONAL DATA

- A. Note that the information required in this Part is concerned with the entire institution. However, it is needed in the analysis of library data and will expedite final publication if supplied here.
- B. Figures for Items 1 through 5 should be obtained from the business officer and the chief academic officer, respectively.

PART IV - LIBRARY STAFF AND SALARIES, FALL TERM

SECTION A - TOTAL LIBRARY STAFF

- A. In this section report all staff (including contributed-service staff) serving the library in regular positions, i.e., full-time or part-time positions functioning during at least the fall term.
- B. For reporting purposes, **PROFESSIONAL LIBRARIANS** (Lines 1, 2, and 3) are defined as staff doing work that requires training and skill in the theoretical or scientific aspect of library work, as distinct from its mechanical or clerical aspect. Note that the group designated "Heads of major library units" (Line 2) includes head of school, college, or branch libraries and heads of major library departments or divisions.
- C. **PROFESSIONAL STAFF OTHER THAN LIBRARIANS** are defined as persons who, though not librarians, are in positions normally requiring at least a bachelor's degree (line 4).
- D. **NONPROFESSIONAL STAFF** are persons in receiving, shipping, storing, secretarial duties, etc. (Line 5).
- E. To compute the full-time equivalent (FTE) of the part-time staff reported in Column (c), add the hours worked in a typical week by all regular part-time staff, and divide by the number of hours in your full-time work week; round to nearest tenth of a position, and enter the result in Column (d). Complete Column (e) (FTE of total staff) by adding Columns (b) and (d). NOTE:— Hourly employees who work only intermittently should be reported in Part II, Line 12.
- F. As appropriate, use a similar procedure to obtain, in terms of full-time equivalents, the components of Column (e) that are represented by contributed-service staff and enter this figure in Column (f).

SECTION B - SALARIES OF FULL-TIME STAFF

- A. This section requests salary data for all **FULL-TIME** library staff members who, at the beginning of the fall term, held contracts for periods of at least 9 months. Exclude staff serving full time for less than 9 months. The definitions in Section A for types of position also apply here.
- B. Report salaries in terms of *contract* salaries before deductions. Staff on 9-10 month and 11-12 month contracts should be entered, respectively, in tier A and tier B of the table. Estimate *salary equivalents* of contributed-service staff members (equating them to an 11-12 month rate) and report them in tier C.
- C. For staff reported on each line of the table, compute the *mean* salary (Column (b)) by summing the salaries and dividing by the number of staff in Column (c).

Note that the salary of the *director* of libraries is to be reported separately (Item 7), and that use of his salary will be restricted if you so specify in Item 9.

NCA Data Form G — Library Collection, Staff, Expenditures, and Salaries (continued)

LIBRARY UNIT(S) OMITTED FROM THIS REPORT

NAME OF LIBRARY UNIT	ADDRESS	ZIP CODE
Highland Lakes Campus Learning Resources Center Oakland Community College	7350 Cooley Lake Road Union Lake, Michigan 48085	

PART I — LIBRARY COLLECTION AND TRANSACTIONS		PART II — LIBRARY OPERATING EXPENDITURES ACTUAL AND BUDGETED		
			ACTUAL	BUDGETED
(A. LRC 19,775)				
1. NUMBER OF VOLUMES HELD AT END OF PREVIOUS YEAR	*(B. LAB 3,371) TOTAL 23,146	1. TOTAL SALARIES, BEFORE DEDUCTIONS, OF REGULAR LIBRARY STAFF	\$ *** 68,006	\$ 62,828
2. NUMBER OF VOLUMES ADDED DURING YEAR (Without subtraction of volumes withdrawn)	(A. LRC 1,515) (B. LAB 810) TOTAL 2,325	2. SALARY EQUIVALENTS OF CONTRIBUTED-SERVICE STAFF	\$ NONE	\$ NONE
3. NUMBER OF VOLUMES WITHDRAWN DURING YEAR	50	3. TOTAL WAGES PAID TO STUDENTS AND OTHER HOURLY ASSISTANTS, BEFORE DEDUCTIONS	\$ ** 12,597	\$ 18,000
4. TOTAL NUMBER OF VOLUMES HELD AT END OF YEAR (Sum of Lines 1 and 2, minus 3)	25,411	4. EXPENDITURES FOR BOOKS AND OTHER LIBRARY MATERIALS	\$ **** 39,231	\$ 32,750
5. NUMBER OF REELS OF MICROFILM HELD AT END OF YEAR	1,961	5. EXPENDITURES FOR BINDING AND REBINDING	\$ NONE	\$ 300.00
6. NUMBER OF PHYSICAL UNITS OF OTHER FORMS OF MICROTEXT (e.g., number of microcards, microprints, or microfiche cards) HELD AT END OF YEAR (Estimate if necessary)	NONE	6. OTHER OPERATING EXPENDITURES (INCLUDING replacement of equipment and furnishings but EXCLUDING all capital outlay)	\$ 12,658	\$ 14,900
7. NUMBER OF PERIODICAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	339	7. GRAND TOTAL (Sum of Lines 1 through 6)	\$ 132,492	\$ 128,778
8. NUMBER OF OTHER (nonperiodical) SERIAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	NONE	ESTIMATED COST OF ITEMS WHICH, THOUGH NOT CHARGED TO YOUR LIBRARY ACCOUNTS, CONSTITUTE LIBRARY MATERIALS OR SERVICES.		
INTERLIBRARY TRANSACTIONS. (Exclude requests not filled or still pending and transactions between library units of your institution. Estimate if necessary)		8. BINDING	\$	
9. NUMBER OF ITEMS BORROWED (Including nonreturnable items received)	205	9. AUTOMATION SERVICES	\$	
NUMBER OF ITEMS LENT BY YOUR LIBRARY:		10. OTHER (Specify)	\$	
10. NONRETURNABLE ITEMS SUPPLIED	5	STUDENT AND OTHER HOURLY ASSISTANCE		
11. RETURNABLE ITEMS SUPPLIED	7,384	11. ANNUAL TOTAL NUMBER OF HOURS OF STUDENT ASSISTANCE	10,243	12,000
		12. ANNUAL TOTAL NUMBER OF HOURS OF OTHER HOURLY ASSISTANCE	NONE	NONE

* LAB means LAB Textbooks
** \$2,225 Transferred Out

*** Includes Addition of AV Assistant Position
**** Includes Title II Funds

NCA DATA FORM G — LIBRARY COLLECTION, STAFF
EXPENDITURES, AND SALARIES (Continued)

Analysis of resources

For your present total collection (sum of items 4-7 part A), enter in column 4 below the approximate percents which are devoted to the areas in column 1. Likewise, enter in column 5 the approximate percents for your current acquisitions (item 2 part A). In each column the percents should total 100. (Provide approximations by measuring your shelf list cards at 10 cards per inch; estimate for unclassified serials or periodicals. The numbers and letters below refer to the approximate D.C. and L.C. schedules.)

AREA	CLASSIFICATION		% OF TOTAL COLLECTION	% OF CURRENT ACQUISITIONS
	D.C.	L.C.		
1	2	3	4	5
10 HUMANITIES AND GENERAL WORKS	000,100,200, 400,700,800	A, B, M, N, P, Z,	42	40%
11 SOCIAL SCIENCES	300,900	C, D, E, F, G, H, J, K*, L	40	35%
12 PHYSICAL SCIENCES, INCLUDING MATHEMATICS	500 - 559	Q - QE	7	11%
13 BIOMEDICAL SCIENCES	560 - 599 610 - 619	QH - QR R, S	7	8%
14 TECHNOLOGY (ENGINEERING)	600 - 609 620 - 699	T, U, V	4	6%
15 UNCLASSIFIED MATERIALS (INCLUDING UNCLASSIFIED BOUND PERIODICALS)				

*i.e., LAW (pending)

NUMBER OF TITLES, EXCLUSIVE OF TOTAL NUMBER OF VOLUMES (WHICH INCLUDES DUPLICATES) 22,870

NCA Data Form G - Part III - General Institutional Data

EXPENDITURES OF YOUR INSTITUTION FOR EDUCATIONAL AND GENERAL PURPOSES, INCLUDING FUNDS FOR ORGANIZED RESEARCH FOR THE INSTITUTION'S FISCAL YEAR (Please coordinate with your institution's business officer)		PROFESSIONAL STAFF OF YOUR INSTITUTION IN RESIDENT INSTRUCTION, DEPARTMENTAL RESEARCH, AND ORGANIZED RESEARCH, FALL TERM (Please coordinate with your institution's chief academic officer)		
1. ACTUAL EXPENDITURES FOR LATEST FISCAL YEAR	2. BUDGETED EXPENDITURES FOR NEXT FISCAL YEAR	3. FULL-TIME	4. PART-TIME	5. FTE OF PART-TIME
\$	\$			

PART IV - LIBRARY STAFF COUNT AND SALARIES, FALL TERM

SECTION A - TOTAL LIBRARY STAFF

TYPE OF POSITION (See Page 4 for definitions)	NUMBER OF STAFF		FTE OF PART-TIME STAFF	FTE OF TOTAL STAFF (Col. (b) Plus Col. (d))	FTE CONTRIBUTED-SERVICE STAFF INCLUDED IN COLUMN (e)
	FULL-TIME	PART-TIME			
(a)	(b)	(c)	(d)	(e)	(f)
1. ASSOCIATE AND ASSISTANT LIBRARIANS	2	0	0	2	0
2. HEADS OF MAJOR LIBRARY UNITS	1	0	0	1	0
3. OTHER PROFESSIONAL LIBRARIANS	0	0	0	0	0
4. PROFESSIONAL STAFF OTHER THAN LIBRARIANS	1	0	0	1	0
5. NONPROFESSIONAL STAFF	4	0	0	4	0
6. TOTAL STAFF (Sum of Lines 1 through 5)	8	0	0	8	0

SECTION B - SALARIES OF FULL-TIME STAFF

7. SALARY OR SALARY EQUIVALENT OF DIRECTOR OF LIBRARIES (Chief Librarian) \$ 15,700	8. CHECK APPROPRIATE BOX TO SHOW CONTRACT STATUS OF DIRECTOR OF LIBRARIES <input type="checkbox"/> A. 9-10 MONTHS <input checked="" type="checkbox"/> B. 11-12 MONTHS <input type="checkbox"/> C. CONTRIBUTED SERVICE		
9. IF THE SALARY OF THE CHIEF LIBRARIAN IS TO BE KEPT CONFIDENTIAL AND USED ONLY FOR SUMMARY TABULATIONS, ENTER AN "X" HERE <input type="checkbox"/>			
10. REPORT BEGINNING ANNUAL SALARY WHICH YOUR LIBRARY IS PAYING TO A LIBRARY SCHOOL GRADUATE (Fifth-Year Degree without experience) (If none recruited this term, enter an "X" in Item C.)	A. FOR 9-10 MONTHS \$ 9,300	B. FOR 11-12 MONTHS \$ 11,160	C. NONE RECRUITED THIS TERM <input checked="" type="checkbox"/>

NCA Data Form G — PART IV, SECTION B (continued)
MEAN SALARY AND DISTRIBUTION OF FULL-TIME LIBRARY STAFF BY SALARY

TYPE OF POSITION (a)	MEAN SALARY* (b)	TOTAL FULL-TIME STAFF (Sum of cols. (d)-(p)) (c)	NUMBER OF FULL-TIME STAFF EMPLOYED AT LEAST 9 MONTHS, BY SALARY BRACKET						
			LESS THAN \$4,000 (d)	\$4,000 to \$4,999 (e)	\$5,000 to \$5,999 (f)	\$6,000 to \$6,999 (g)	\$7,000 to \$7,999 (h)	\$8,000 to \$8,999 (i)	\$9,000 to \$9,999 (j)
A. STAFF EMPLOYED 9-10 MONTHS									
11. ASSOCIATE & ASSISTANT LIBRARIANS									
12. HEADS OF MAJOR LIBRARY UNITS									
13. OTHER PROFESSIONAL LIBRARIANS									
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS									
15. NONPROFESSIONAL STAFF									
B. STAFF EMPLOYED 11-12 MONTHS									
16. ASSOCIATE & ASSISTANT LIBRARIANS									
17. HEADS OF MAJOR LIBRARY UNITS									
18. OTHER PROFESSIONAL LIBRARIANS									
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS									
20. NONPROFESSIONAL STAFF				1	3				1
C. CONTRIBUTED-SERVICE STAFF (Equate all to 11-12 month rate)									
21. ASSOCIATE & ASSISTANT LIBRARIANS									
22. HEADS OF MAJOR LIBRARY UNITS									
23. OTHER PROFESSIONAL LIBRARIANS									
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS									
25. NONPROFESSIONAL STAFF									

*MEAN SALARY FOR EACH LINE = SUM OF ACTUAL SALARIES (OR EQUIVALENTS) DIVIDED BY SUM OF PERSONNEL ON THAT LINE.

NCA Data Form G — PART IV, SECTION B (continued)
MEAN SALARY AND DISTRIBUTION OF FULL-TIME LIBRARY STAFF BY SALARY

TYPE OF POSITION (a)	MEAN SALARY* (b)	TOTAL FULL-TIME STAFF (Sum of cols. (d)-(p)) (c)	NUMBER OF FULL-TIME STAFF EMPLOYED AT LEAST 9 MONTHS, BY SALARY BRACKET					
			\$10,000 to \$11,999 (k)	\$12,000 to \$13,999 (l)	\$14,000 to \$15,999 (m)	\$16,000 to \$17,999 (n)	\$18,000 to \$19,999 (o)	\$20,000 or MORE (p)
A. STAFF EMPLOYED 9-10 MONTHS								
11. ASSOCIATE & ASSISTANT LIBRARIANS								
12. HEADS OF MAJOR LIBRARY UNITS								
13. OTHER PROFESSIONAL LIBRARIANS								
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
15. NONPROFESSIONAL STAFF								
B. STAFF EMPLOYED 11-12 MONTHS								
16. ASSOCIATE & ASSISTANT LIBRARIANS			1		1			
17. HEADS OF MAJOR LIBRARY UNITS					1			
18. OTHER PROFESSIONAL LIBRARIANS								
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
20. NONPROFESSIONAL STAFF								
C. CONTRIBUTED-SERVICE STAFF (Equate all to 11-12 month rate)								
21. ASSOCIATE & ASSISTANT LIBRARIANS								
22. HEADS OF MAJOR LIBRARY UNITS								
23. OTHER PROFESSIONAL LIBRARIANS								
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
25. NONPROFESSIONAL STAFF								

*MEAN SALARY FOR EACH LINE = SUM OF ACTUAL SALARIES (OR EQUIVALENTS) DIVIDED BY SUM OF PERSONNEL ON THAT LINE.

BASIC INSTITUTIONAL DATA

NCA Data Form H — Financial Statistics of Institutions of Higher Education

These financial schedules are designed, in general, in categories which are compatible with groupings and definitions in College and University Business Administration, Volumes I and II, published by the American Council on Education, 1785 Massachusetts Ave., N. W., Washington, D. C.

Please examine the definitions and instructions.

General Instructions and definitions.

1. Data requested on financial statistics are for the fiscal year of your institution.
2. Data on all of the organizational units of your institution (e.g., *Federally Funded Research and Development Centers, branches, extensions*) should be included. Any support provided an independent organization, such as a consortium (e.g., *committee on institutional cooperation*) should also be included.
3. Data for your institution which are not kept on the books of account of your institution, but are kept on the records of another organization or agency for your institution, should be included (e.g., *State agency keeping records on physical plant*).
4. Estimated value of "contributed services" (*members of a religious order only*) should be included under revenue (*private gifts*) and under expenditures by appropriate categories.
5. In reporting Federal funds received, include those Federal funds channeled through State agencies.
6. Exclude agency funds — i.e., funds handled by the institution in a custodial capacity only (e.g., *funds for student organizations*).
7. No one institution will have data for all of the cells in these schedules (e.g., *in schedule I, item A 5a only applies to institutions which manage a center which is designated as a Federally Funded Research and Development Center by a Federal agency*).
8. Detailed instructions and definitions are provided for each schedule, with the box-head items of each schedule included first and sub-items included second.
9. In reporting dollar amounts, omit cents.

NOTE: The Schedules are not numbered sequentially, nor are the instructions. This is because certain of the Schedules have been omitted.

SCHEDULE I — CURRENT-FUNDS REVENUE BY SOURCE FOR FISCAL YEAR

In schedule I, report all current-funds revenue (*unrestricted, those restricted by the source, and those designated by the institution*) received for the fiscal year. Report all current-funds revenue as shown on your accounting records, regardless of the accounting basis used (e.g., *cash, accrual, etc.*).

Line A. Report as educational and general all revenues for the instructional, research, extension and public services programs of the institution, and for general expenses.

Line 1. Student tuition and fees — all tuition and fees assessed against students for educational and general purposes. Tuition and fee remissions (*not intended to be collected*) should be included here and also a corresponding amount under student aid grants (*Schedule IV, line 2*).

Line 2. Governmental appropriations — all educational and general revenues from governmental sources except funds for sponsored research and other sponsored programs. Line 2a, Federal Government, should include such revenues from all Federal agencies including Federal funds channeled through State agencies. Line 2c, local government, should include revenues from a municipality, county, district, or any other political subdivision within a State. Include direct tax levies if appropriate.

Line 3. Endowment income — report all educational and general revenues derived from the earnings of endowment, term endowment, and quasi-endowment funds. Include income from funds held in irrevocable trusts by others. Land-grant institutions should include earnings from Federal and State land-grant funds.

Line 4. Private gifts — report educational and general revenues given to the institution by any nongovernmental source. Include estimated value of services contributed by members of religious orders (*a corresponding amount should be reported under expenditures*). Bequests should be included. Do not include funds received for specific research or other sponsored programs in accordance with contract, grants, or other written agreements.

Item 5. Sponsored research — include revenues from governmental agencies or other outside organizations or individuals for specific research projects for which payments are made in accordance with contracts, grants, or other written agreements. Include amounts received as allowances or reimbursement for indirect costs. Line 5a should include all revenues for organizations which are designated as *Federally Funded Research and Development Centers* by the sponsoring Federal agency. Line 5c should include revenues for specific research projects from nongovernmental sources such as foundations, business corporations, and other organizations and individuals.

Line 6. Other separately budgeted research — include the revenues or gross income from all separately organized research divisions which are not financed in the manner described for sponsored research. Examples are research bureaus, research institutes, and agriculture and engineering experiment stations.

Line 7. Other sponsored programs — include revenues for all separately budgeted programs, other than research, which are supported by sponsors outside the institution. Examples are training programs, workshops, training and instructional institutes, such as counseling institutes, college work-study program, and similar activities for which payments are made in accordance with contracts, grants, or other written agreements. Revenues from governmental sources should be reported in lines 7a, 7b, and 7c. Line 7d, Nongovernmental, should include revenues from foundations and other nongovernmental sources.

NCA Data Form H — Financial Statistics of Institutions of Higher Education (Continued)

SCHEDULE I INSTRUCTIONS (Continued)

- Line 8. Hospitals — public service only. The revenues of hospitals should be reported in this line only by institutions operating hospitals in which service to the community or State is paramount and if the accounts are not reported by the institution as a part of "Other Organized Activities of Educational Departments."
- Line 9. Other organized activities of educational departments — report the gross revenues of activities organized and operated in connection with instructional departments and conducted primarily to provide an instructional or laboratory training of students. Examples of such activities are medical-school hospitals (excluding those reported in line 8 above), home economics cafeterias, agricultural college creameries, dental clinics, and laboratory or demonstration schools. The revenue of other activities of a general educational and cultural nature, such as lecture courses, concerts, dramatic productions, and artists' series may also be included.
- Line 10. Sales and services of educational departments—include the incidental revenues of educational departments, such as proceeds from the sale of publications.
- Line 11. Other educational and general—report all items of revenues for educational and general purposes not included in items above.
- Line B. Student aid—report revenues for use in the form of grants to students. Do not include funds for loans to students or for the employment of students (such as teaching fellowships, working scholarships, or work-study programs). The grants to students may be in the form of scholarships, fellowships, grants-in-aid, and prizes or awards for which no services are required of the student. Report the revenues by source on lines B1 and B6.
- Line C. Auxiliary enterprises—report the gross revenues of all activities which exist to furnish a service to students, faculty, or staff, and which charge a fee which is directly related to, although not necessarily equal to, the cost of the service. For contracted services, report only revenue as shown on the records of your institution.
- Line C1 and 2. Housing and food services — include revenues on all housing and food service owned or leased by the institution.
- Line C3: Other auxiliary enterprises—include the gross revenues of all auxiliary enterprises except housing and food services. Examples are college unions, student stores, and laundries. Revenues of intercollegiate athletics should be included unless the program is operated as an integral part of a department of physical education, in which case its transactions should be reported under organized activities relating to educational departments.

SCHEDULE IV. - CURRENT-FUNDS EXPENDITURES BY FUNCTION (PURPOSE) FOR THE FISCAL YEAR

- In Schedule IV, report expenditures made from current-funds for current operating purposes. Also include any expenditures made from current-funds for physical plant assets (i.e., any expenditures made which will not be repaid to current-funds from plant funds).
- Line 1 a. - Instruction and departmental research includes all resident (not extension) instruction and departmental (not separately organized) research in all colleges or schools and the administrative expense for operating these units.
- Line 1 b. - Extension and public service includes educational and other activities designed primarily to serve the general public (e.g., correspondence courses, adult and continuing education courses, agricultural extension, and other community services).
- Line 1 c. - Libraries include all expenses of general and departmental libraries: salaries and wages, binding, books, periodicals, newspapers, other library materials, operating expenses, and equipment.
- Line 1 d. - Physical plant maintenance and operation includes expenditures for all facilities except those properly charged to auxiliary enterprises and organized activities relating to instructional departments.
- Line 1 e. - General administration, general institutional expense, and student services includes expenditures (1) for such offices as governing board, president, vice-president, administrative dean of faculties, business office, public relations, student personnel, registration, admission, and placement; (2) for such other expenses as auditing, bulletins, catalogs, commencement, convocations, memberships, financial campaigns; and (3) for staff benefits not distributed to other budgetary units.
- Line 1 f. - Organized activities relating to educational departments includes activities organized and operating in connection with educational departments and conducted primarily as a necessary part of the work of the departments.
- Line 1 g. - Organized research includes sponsored and other separately budgeted research. (Exclude Federally Funded Research and Development Centers)
- Line 1 h. - Other sponsored programs is a category included in this schedule for reporting such activities as training institutes and other sponsored activities which are specifically financed by outside sources such as Federal departments and agencies.
- Line 1 i. - All other educational and general is used here for only those items which cannot be classified in categories above.
- Line 2. - Student-aid includes grants-in-aid, scholarships, and fellowships, not student work assignments (chargeable directly to using departments) or student loans. Intercollegiate athletics grants-in-aid may be reported under intercollegiate athletics, if your institution allocates in this manner.
- Line 3. - Auxiliary enterprises should include the gross expenditures of all auxiliary enterprises. Physical plant charges, general institutional expenses, administrative charges, and other indirect costs should also be included. Current-funds expended as principal or interest payments on auxiliary enterprise facility indebtedness should also be included here.
- Line 3, j and k. - Housing and food service includes the operation of all such facilities owned or leased by the institution.
- Line 3.m. - Other auxiliary enterprises are other than housing and food service enterprises which are intended to be self-supporting.
- Line 4. - Report here all current-fund expenditures for physical plant not included in any other current-fund expenditure such as annual replacement of equipment and furnishings.
- Line 5. - Please note that the total current-funds expenditures should be the sum of lines 1, 2, 3, and 4.

NCA Data Form H — Financial Statistics of Institutions of Higher Education (Continued)

SCHEDULE V. - PHYSICAL PLANT FIXED ASSETS BY BEGINNING AND ENDING VALUES AND ADDITIONS AND DEDUCTIONS DURING THE YEAR FOR THE FISCAL YEAR

In Schedule V, report data on physical plant fixed assets: land, improvements other than buildings, buildings, and equipment (not plant cash or investments of plant cash).

Column (2) - Land — report all land values except those land values which are a part of endowment or other capital-fund investments in real estate.

Column (3) - Improvements include sidewalks, streets, parking lots, monuments, and all other, except improvements to building.

Column (4) - Buildings include all buildings except those which are a part of endowment or other capital-funds investments on real estate.

Column (5) - Equipment includes all equipment which your institution includes as an asset on inventory records.

Line 1. - Book value of plant at the beginning of the fiscal year is intended as the dollar amount of value as shown on the institution's accounting records. Please provide estimates for assets not recorded in the accounts of the institution.

Line 2 a. - Additions to plant by expenditure are additions made through purchase, regardless of the funds expended (*current-funds or plant funds*).

Line 2 b. - Additions to plant by gift-in-kind from donor are additions made through transfer of property to the institution, regardless of source.

Line 2 c. - Additions to plant by reappraisal are additions in dollar amounts which are added to the accounting records of your institution, resulting from appreciation of plant values.

Line 2 d. - Other additions to the plant are the exceptional circumstances of additions which do not fit any of the categories listed above.

Line 3. - Deductions from the plant are deductions resulting from selling, razing, fire or other hazards, or other disposition of assets, or from obsolescence.

Line 4. - Book value of plant at the ending of the fiscal year is intended as the dollar amount of value as shown on the institution's accounting records. Please provide estimates for assets not recorded in the accounts of the institution.

NCA DATA FORM H — FINANCIAL STATISTICS OF INSTITUTIONS OF HIGHER EDUCATION

Schedule I — Current Funds Revenue By Source

Indicate by a check mark whether:

1. Income is reported on cash basis or accrual basis

2. Expenditures are reported on cash basis or accrual basis

(Cash basis: Items are reported as income and as expenditures only when cash is received or made available to the institution and when it is paid out. Accrual basis: Income is taken into the accounts as it becomes due the institution or when a bill is rendered; expenditures are taken into the accounts when obligations are incurred.)

SOURCE (A)	ADP USE	AMOUNT (Whole Dollars Only) (B)			
		THREE PRIOR YEARS			CURRENT YEAR
		19 ____	19 ____	19 ____	
A. EDUCATION AND GENERAL (Sum of Lines 1,2,3,4,5,6,7,8,9,10 and 11)	1	\$	\$	\$	\$
1. STUDENT TUITION AND FEES	2				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
2. GOVERNMENTAL APPROPRIATIONS (Sum of Lines 2,4 thru C)	3				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
A. FEDERAL GOVERNMENT	4				
B. STATE GOVERNMENT	5				
C. LOCAL GOVERNMENT	6				
3. ENDOWMENT INCOME	7				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
4. PRIVATE GIFTS	8				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
5. SPONSORED RESEARCH (Sum of Lines 5,4 thru E)	9				
A. FEDERALLY FUNDED RESEARCH AND DEVELOPMENT CENTERS	10				
B. OTHER FEDERAL GOVERNMENT	11				
C. STATE GOVERNMENT	12				
D. LOCAL GOVERNMENT	13				
E. NONGOVERNMENTAL	14				
6. OTHER SEPARATELY BUDGETED RESEARCH	15				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
7. OTHER SPONSORED PROGRAMS (Sum of Lines 7A thru D)	16				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
A. FEDERAL GOVERNMENT	17				
B. STATE GOVERNMENT	18				
C. LOCAL GOVERNMENT	19				
D. NONGOVERNMENTAL	20				

NCA DATA FORM H — FINANCIAL STATISTICS OF INSTITUTIONS OF HIGHER EDUCATION (Continued)

SOURCE (A)	ADP USE	AMOUNT (Whole Dollars Only) (B)			
		THREE PRIOR YEARS			CURRENT YEAR
		19 ____	19 ____	19 ____	19 ____
8. HOSPITALS-PUBLIC SERVICE ONLY (See Instruction for Line 8)	21	\$	\$	\$	\$
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
9. OTHER ORGANIZED ACTIVITIES OF EDUCATIONAL DEPARTMENTS	22				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
10. SALES AND SERVICES OF EDUCATIONAL DEPARTMENTS	23				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
11. OTHER EDUCATIONAL AND GENERAL	24				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
B. STUDENT AID (Sum of Lines 1 thru 6)	25				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
1. FEDERAL GOVERNMENT	26				
2. STATE GOVERNMENT	27				
3. LOCAL GOVERNMENT	28				
4. PRIVATE GIFTS AND GRANTS	29				
5. ENDOWMENT INCOME	30				
6. OTHER	31				
C. AUXILIARY ENTERPRISES (Sum of Lines 1, 2 and 3)	32				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
1. HOUSING	33				
2. FOOD SERVICES	34				
3. OTHER AUXILIARY ENTERPRISES	35				
D. TOTAL CURRENT-FUNDS REVENUE (Sum of Items A, B and C)	36	\$	\$	\$	\$

SCHEDULE IV - CURRENT-FUNDS EXPENDITURES BY FUNCTION (Purpose)

FUNCTION (Purpose) (A)	ADP USE	AMOUNT (Whole Dollars Only)			
		THREE PRIOR YEARS			CURRENT YEAR
		19 ____	19 ____	19 ____	19 ____
1. TOTAL EDUCATIONAL AND GENERAL (Sum of Lines A thru I)	37	\$	\$	\$	\$
A. INSTRUCTION AND DEPARTMENTAL RESEARCH	38				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
B. EXTENSION AND PUBLIC SERVICE	39				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
C. LIBRARIES	40				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
D. PHYSICAL PLANT MAINTENANCE AND OPERATION	41				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
E. GENERAL ADMINISTRATION, GENERAL INSTITUTIONAL EXPENSE, AND STUDENT SERVICES	42				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
F. ORGANIZED ACTIVITIES RELATING TO EDUCATIONAL DEPARTMENTS	43				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
G. ORGANIZED (Sponsored and other separately budgeted) RESEARCH	44				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
H. OTHER SPONSORED PROGRAMS	45				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
I. ALL OTHER EDUCATIONAL AND GENERAL	46				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
2. TOTAL STUDENT AID	47				
3. TOTAL AUXILIARY ENTERPRISES (Sum of Lines J thru L)	48				
J. HOUSING	49				
K. FOOD SERVICES	50				
L. OTHER AUXILIARY ENTERPRISES	51				
4. CURRENT FUNDS EXPENDED FOR PHYSICAL PLANT ASSETS NOT INCLUDED ABOVE	52				
5. TOTAL CURRENT FUNDS EXPENDITURES (Sum of Lines 1, 2, 3, 4)	53	\$	\$	\$	\$

**SCHEDULE V — PHYSICAL PLANT FIXED ASSETS BY BEGINNING AND ENDING VALUES
 AND ADDITIONS AND DEDUCTIONS DURING FISCAL YEAR**

BALANCE AND TRANSACTION (1)	ADP USE	TYPE OF ASSET				
		LAND (2)	IMPROVE- MENTS (3)	BUILDINGS (4)	EQUIPMENT (5)	TOTAL (6)
1. BOOK VALUE OF PLANT FIXED ASSETS AT BEGINNING OF FISCAL YEAR	54	\$	\$	\$	\$	\$
2. ADDITIONS TO PLANT FIXED ASSETS DURING THE YEAR (Sum of Lines 2A - D)	55					
A. BY EXPENDITURES	56					
B. BY GIFT-IN-KIND FROM DONOR	57					
C. BY REAPPRAISAL OF PLANT VALUE	58					
D. BY OTHER ADDITIONS	59					
3. DEDUCTION FROM PLANT FIXED ASSETS DURING THE YEAR	60					
4. BOOK VALUE OF PLANT FIXED ASSETS AT ENDING OF FISCAL YEAR	61					

Name of Institution Oakland Community Col

See Community Services

Date Central Office

BASIC INSTITUTIONAL DATA
NCA Data Form J — Selected Adult Higher Education Activities

This form is designed to determine adult or continuing education activities in institutions of higher education and to obtain estimates of the volume of these activities.

Higher adult or continuing education includes activities designed for adults and out-of-school youth who are not regularly enrolled as students and whose needs are not ordinarily met by regular degree courses.

The survey is *institution-wide* in scope and activities of all schools or units are to be reported. Include activities of undergraduate, graduate and professional schools, schools of general studies, technical institutes, in addition to those conducted by extension departments, special institutes, bureaus, or other units of your institution.

An activity should be reported if it is *sponsored wholly or partly by your institution* and it is part of the instructional

staffs' (*resident and extension*) official university program. The activities are often offered by a distinct administrative unit, e.g., extension division, evening college. Registration is for courses of instruction given under programs of optional degree credit and/or noncredit. Activities conducted jointly with nonacademic organizations are also reportable.

To insure full coverage it is recommended that your institution designate *one* person as coordinator with responsibility for assuring that the requested information is obtained from all relevant institutional components.

Please read the instructions, definitions, and schedules that follow before compiling the data.

INSTRUCTIONS

1. **TIME PERIOD COVERED.** Include all courses of instruction completed by your institution for the previous academic year or for another 12-month period that includes summer sessions and inter-sessions. (*Do not include programs begun, but not completed in the 12-month period.*)

2. **SCOPE OF THE STUDY.** Report consolidated data; include the activities of the main campus, branches, extension centers, other campuses, all departments or divisions, and all other units of your institution. Report activities conducted on or off-campus, including activities scheduled during any time of the year with meetings conducted during the day, afternoon, or evening or weekends.

3. **ESTIMATED REGISTRATIONS.** Registrations refer to the total number of participants for each type of activity, not to individual persons; i.e., one individual may account for more than one registration. Include registrations for all of the sections of the activity each time it is offered during the twelve-month period. The estimated total number of registrations for each type of activity is requested.

4. **EXCEPTIONS AND EXCLUSIONS** are listed below:
a. Exclude activities which include less than 3 hours of planned instruction.

b. Exclude activities which are primarily social or recreational. (*This exclusion would not apply, however, to swimming classes or other organized recreational courses which include 3 or more hours of planned instruction.*)

c. Exclude high school courses and activities for high school youths.

d. Exclude courses creditable toward academic degrees or similar awards, including courses based on 1-year or 2-year curriculums. Enrollees in such courses should be reported in the regular enrollment forms of this survey.
(*Courses not reportable here include: (i) Correspondence courses creditable toward a degree or other formal award; (ii) Courses leading to certificates which are essentially equivalent to bachelor's or higher degrees; and (iii) Curriculums of 1-, 2-, or 3-year programs leading to degrees or other awards in occupational areas, including curriculums of at least 1 year whose completion makes the student eligible, upon examination, for licensing by a State authority.*)

DEFINITIONS

CREDIT CATEGORIES

DEGREE-CREDIT—OPTIONAL. This term refers to certain types of recognition other than credit normally used toward a degree or other formal award. An example of a degree-credit—optional activity might be that contributing toward occupational advancement, or certification or other recognition of attendance; such recognition may be a kind which, though not automatically credited toward a degree or other formal award, may be so credited on the initiative of the student.

NONCREDIT. This term includes instructional activities exclusive of the degree-credit—optional activities defined above.

TYPE OF ACTIVITY

1. **CLASS.** A regularly scheduled meeting of a group formally organized for instruction in a specific topic or area, and extending over an entire session or intersession.
2. **SHORT COURSE.** A short course differs from a class as defined above only insofar as it extends over a more limited time period and may begin and terminate at any time.
3. **CONFERENCE, INSTITUTE, AND/OR WORKSHOP.** An organized instructional program which meets for 3 hours or more in continuous session except for meals and recesses.
4. **LECTURE SERIES.** A form of activity consisting essentially of a series of lectures. The presentations are often based on a common theme. Registration for the entire series is encouraged although attendance at individual lectures may be permitted.
5. **DISCUSSION GROUP.** A method of instruction with regularly scheduled meetings that have intervening time periods. The major emphasis is upon the intellectual interaction of the group. Participation is emphasized.
6. **CORRESPONDENCE COURSE.** A course of instruction involving a continuing exchange between instructor and student and conducted primarily by written communication.
7. **CLOSED CIRCUIT TV INSTRUCTION.** Instruction through the medium of TV with program preparation and distribution completely controlled by the institution.

8. **BROADCAST TV INSTRUCTION.** Instruction over commercial or educational TV channels which is available to the public but permits viewers the option of registering with your institution and meeting its requirements. The registration to be reported is that for which there is some evidence of participation, e.g., registration for credit, purchase of a study guide, etc.

9. **CLOSED CIRCUIT AUDIO-INSTRUCTION.** Instruction over a closed circuit audio system completely controlled by the institution.

10. **BROADCAST RADIO INSTRUCTION.** Instructions broadcast over one or more radio stations available to the public but allows listeners to exercise the option of registering with your institution and meeting its requirements. The registration to be reported is that for which there is some evidence of participation, e.g., registration for credit, purchase of a study guide, etc.

COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS

Community development and community service programs ordinarily focus on (a) citizen participation in improving the physical and social environment, (b) the problem-solving process, and/or (c) services to the public as a whole.

CONSULTATION OR TRAINING SERVICES

This includes counseling or training services given as part of a community development or community service program.

PROFESSIONAL REFRESHER COURSE

This includes study carried on by practicing members of a profession (*dentistry, engineering, law, medicine, etc.*), as a means of keeping abreast of developments which directly affect them.

NOTE: Since community development and community service programs, and professional refresher courses utilize one or several of the types of activity listed above. They should be reported in terms of those activities in Part I and they should also be reported separately in Parts IV and VI, respectively.

5. IF YOUR INSTITUTION CONDUCTED NO ADULT EDUCATION ACTIVITIES AS DEFINED IN THIS SURVEY, CHECK BOX BELOW, COMPLETE ITEMS 1 THROUGH 4 ONLY. OTHERWISE, COMPLETE ALL APPLICABLE ITEMS.

NO ACTIVITIES IN SCOPE OF THIS SURVEY

ADULT EDUCATION ACTIVITIES IN THE PREVIOUS ACADEMIC YEAR

PART I - TYPES OF ACTIVITIES AND REGISTRATION. In Columns (b) and (c), enter the estimated or anticipated total registration for this type of activity. For each activity with over 200 registrants, please report details in Part III. This tabulation includes activities of community development and community service programs with 3 or more hours of planned instruction. Professional refresher courses also may involve more than one type of activity and are included in this tabulation. Details are reported in Parts IV and VI. These data do not reflect consultation services which are separately reported in Part V.

TYPE OF ACTIVITY <i>(a)</i>	ESTIMATED REGISTRATIONS		TYPE OF ACTIVITY <i>(a)</i>	ESTIMATED REGISTRATIONS	
	DEGREE-CREDIT OPTIONAL ACTIVITIES <i>(b)</i>	NONCREDIT ACTIVITIES <i>(c)</i>		DEGREE-CREDIT OPTIONAL ACTIVITIES <i>(b)</i>	NONCREDIT ACTIVITIES <i>(c)</i>
1. CLASSES			8. BROADCAST TV INSTRUCTION		
2. SHORT COURSES			9. CLOSED CIRCUIT AUDIO-INSTRUCTION		
3. CONFERENCES, INSTITUTES, AND/OR WORKSHOPS			10. BROADCAST RADIO INSTRUCTION		
4. LECTURE SERIES			11. OTHER (<i>Specify</i>)		
5. DISCUSSION GROUPS					
6. CORRESPONDENCE COURSES			12.		
7. CLOSED CIRCUIT TV INSTRUCTION					

PART II - SUMMARY OF LISTINGS. Enter the total number of activities in 1967-68 for each item listed below. An activity is defined as an individual lecture series, correspondence course, discussion group, etc.

ITEM	NUMBER OF ACTIVITIES
1. COURSES OF INSTRUCTION WITH 200 OR MORE TOTAL REGISTRATIONS (<i>List in Part III</i>)	
2. COMMUNITY DEVELOPMENT PROGRAMS AND COMMUNITY SERVICE PROGRAMS (<i>List in Part IV</i>)	
3. PROFESSIONAL REFRESHER COURSES (<i>List in Part VI</i>)	

PART III - ACTIVITIES WITH OVER 200 REGISTRATIONS. For any individual adult education activity such as an institute, a conference, short course, etc., with 200 or more registrations, please furnish the detail outlined below. **NOTE:** Exclude community development and community service program activities, consultative service, and professional refresher courses. They are separately reported in Parts IV, V, and VI, respectively.

NAME OF PROGRAM (a)	ESTIMATED REGISTRATIONS (b)	SPONSORING ADMINISTRATIVE UNIT (c)	TYPE OF ACTIVITY (Use categories listed in Part I.) (d)	SUBJECT OR AREA OF MAJOR PROGRAM INTEREST* (e)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

*Select subject or area of major program interest from the following list:

- | | | | |
|------------------------|--------------------|---------------------------------|---|
| Agriculture & forestry | Education | Humanities | Social science & psychology |
| Biological sciences | Engineering | Law | Interdisciplinary (if no single area was the focus) |
| Business & commerce | Health professions | Physical sciences & mathematics | All other areas (specify) |

PART IV - COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS. Exclude consultation services, which are to be reported in Part V, if offered. Each activity of the program which includes 3 or more hours of planned instruction is to be listed separately. Select from Part I the type of activity applicable, record it in Column (e) and report details in Columns (f) and (g).

NAME OF PROGRAM (a)	TOPICS COVERED (If not fully indicated by name of program) (b)	PROGRAM FEDERALLY SPONSORED IN WHOLE OR PART		TYPE OF ACTIVITY (Use categories listed in Part I.) (e)	ESTIMATED REGISTRATIONS	
		YES	NO		DEGREE-CREDIT OPTIONAL ACTIVITIES (f)	NON-CREDIT ACTIVITIES (g)
		(c)	(d)			
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

**PART V - CONSULTATION SERVICE IN CONJUNCTION WITH
COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS**

NAME OF COMMUNITY DEVELOPMENT OR COMMUNITY SERVICE PROGRAM, AS IN PART IV <i>(a)</i>	RECIPIENT OF SERVICE OFFERED <i>(b)</i>	PURPOSE OF CONSULTATION <i>(Brief description)</i> <i>(c)</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

PART VI - PROFESSIONAL REFRESHER COURSES. Each professional refresher course which includes 3 or more hours of instructional activities is to be listed separately. Since each course may combine several types of instruction, select from Part I, the type of instruction(s) applicable to each course and record it in Column (d).

PROFESSION <i>(a)</i>	ESTIMATED REGISTRA- TIONS <i>(b)</i>	SPONSORING ADMINISTRA- TIVE UNIT <i>(c)</i>	TYPE OF ACTIVITY (Use categories listed in Part I.) <i>(d)</i>	TOPIC <i>(e)</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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SECTION I

Suggested list of data and information about an institution of higher education

I. Purposes

1. Definition of the institution's educational task.
2. Recent changes in definition of educational task and contemplated changes.

II. Control and Administration

1. Sponsorship of the institution. Indicate and define service area (local, state, regional, national).
2. Role of the board of control of the institution.
3. Relationship of the board of control to other boards exercising some measure of control over the institution, e.g., coordinating boards.
4. Composition of the board of control, size, term of office, occupation, and date of initial appointment for each board member. Are board members elected or appointed? By whom?
5. List of administrative officers and their responsibilities.
6. List of faculty standing committees and the chairman of each. Describe the duties and responsibilities of each committee and indicate how the chairman and members are selected.

III. Students

A. Numbers of Students

1. Enrollment trends, undergraduate and graduate, and projected enrollments.
2. Distribution of students by state and foreign country.
3. Number of students from local area — perhaps within approximately 25 miles.
4. If the institution is church related, number of students from the sponsoring religious body.
5. Stated admissions requirements; deviations in practice, if any.
6. Student applicants and acceptances.
7. Limitation, if any, on size of student body and/or on number of students admitted to the freshman class.
8. Data on student attrition and reasons for withdrawal from the institution.

III. Students (continued)

B. Student Characteristics (Intellectual, Socio-economic, etc.) and Institutional Climate (as measured by such instruments as American College Test, School and College Abilities Tests, Scholastic Aptitude Test, College Entrance Examination Board, Graduate Record Examinations, Comprehensive College Tests; College Student Questionnaires, College and University Environment Scales)

1. Ability level of entering undergraduate students as measured by rank in high school class, standardized aptitude tests and/or achievement tests.
2. Ability level of entering graduate students.
3. Results of standardized tests and other measures of student achievement, undergraduate and graduate.
4. Analyses of student cultures, student body profiles, institutional climate and campus environment.

C. Student Life

1. Provisions for student orientation.
2. Provisions for student counseling, academic and personal, undergraduate and graduate.
3. Housing and boarding arrangements for students and provisions for supervision.
4. Information on student extra-class activities and extent of participation.
5. Cultural events on campus — lectures, musical events, dramatic performances, etc.
6. Extent of program of intercollegiate athletics. Amount of financial aid to athletes.
7. Extent of program of intramural athletics.
8. Arrangements for protection of student health.
9. Arrangements for student job placement and graduate placement.
10. Provisions for financial assistance to students.
11. Provisions for student participation in institutional policy determination (student membership on committees, student government, and other channels).

D. Performance of Graduates

1. Data on performance of graduates in graduate and professional schools.
2. Data on success of alumni in employment and other activities.

(continued on next page)

IV. Faculty

1. Faculty appointment policies and procedures. Attach copy of faculty contract.
2. Number of faculty who have been added to the staff and number who have left the institution, and reasons for leaving, during the last three years.
3. Teaching loads for full-time and part-time instructional staff.
4. Faculty tenure policies, including reasons for dismissal and procedures followed in dismissing persons on indefinite tenure.
5. Data on faculty salaries by rank.
6. Provisions for faculty retirement, insurance, and other fringe benefits.
7. Provisions for sabbatical and other leaves of absence. Provisions for remuneration while on leave. Number of faculty currently eligible for leaves and number on leave.
8. Adequacy of faculty office space. Provisions for stenographic and clerical assistance, and for student assistance.
9. Faculty data on earned degrees held by the faculty, amount of graduate study and types of institutions represented by such advanced study.
10. Evidences of scholarly attainment on the part of the faculty, e.g., research, publications, honors.
11. Arrangements for and extent of faculty participation in meetings of learned and/or professional societies.

V. Instructional Program

1. Degrees, certificates, and diplomas offered by the institution. List of majors or areas of concentration in each degree program and enrollment in each.
2. Requirements for the several degrees, certificates, and diplomas. Indicate the general education core for undergraduate degrees.
3. Recent innovations or significant changes in the instructional program.
4. Contemplated changes in the instructional program.

V. Instructional Program (continued)

5. Extent to which courses in the catalog are regularly offered.
6. Procedures employed in adding or discontinuing courses or in introducing other changes in the instructional program.
7. Data on class size, undergraduate and graduate.
8. The ways in which the institution recognizes and rewards excellence in teaching. Submit the names of persons recently honored. Submit copies of promotion forms, rating scales, or other documents used in assessing and rewarding teaching effectiveness.
9. A list of all off-campus locations where credit-bearing courses of instruction are offered. Include individual courses or small groups of courses, extension centers, branch campuses, graduate centers, and foreign study programs. Indicate level of offerings, nature of facilities, enrollment at each location, and number of faculty involved.
10. A list of professional or specialized accrediting agencies which have accredited programs within the institution. Dates of accreditation or most recent reaccreditation.

VI. Library

1. Number and distribution of volumes and number of periodicals to which the institution currently subscribes.
2. Data on use of the library.
3. Provisions for instructing students in the use of the library.
4. The library staff, their education and experience.
5. Library budget.

VII. Physical Plant

1. Description of physical plant and facilities.
2. Significant additions to physical plant in last five years and methods of financing the additions.

(continued on next page)

Name of Institution _____

VII. Physical Plant (continued)

3. Plans for further additions to plant and contemplated plans for financing the additions.
4. Summary of available data on space utilization.

VIII. Financial Resources

1. Current operating statement, educational and general income and expenditures for the past three years.
2. History of institutional indebtedness.

SECTION II
BASIC INSTITUTIONAL DATA
NCA Data Form A — Comprehensive Report on Enrollment
Parts A and B — ~~Main Campus and Branches~~

Please read the definitions and instructions before filling in the data for your institution. The definitions for Part A (Main Campus) and Part B (Branch Campus) are identical.

DEFINITIONS

I. Students--By Level

1. Undergraduate -- A student who has not yet obtained a bachelor's degree. The term undergraduate includes: (a) All students in bachelor's degree programs which require at least four years but not more than five years of college work; and (b) students in occupational or general studies programs which require one, two, or three years of college work and which are designed to prepare for immediate employment or to provide general education rather than as the first one, two, or three years of a bachelor's degree program.

2. First-time--New freshmen not previously enrolled in your institution or in any institution of higher education. Include students admitted under "Advance Credit or Advance Placement" plans (who received some credits through examinations, test scores, etc.) if they have never been previously enrolled in an institution of higher education. Exclude transfers.

3. Lower Division--Freshmen and sophomores.

4. Upper Division--Students who have completed the sophomore year but have not completed a four-year or five-year bachelor's degree.

5. First-professional--One who is enrolled in a professional school or program which requires at least two or more academic years of previous college work for entrance and which requires a total of at least six academic years of college work for a degree; specifically, one who is enrolled for professional degrees in the following fields: Dentistry (D.D.S. or D.M.D. only), Law (LL.B. or J.D. only), Medicine (M.D. only), Theology (B.D. only), Veterinary Medicine (D.V.M. only), Chiroprody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), or Osteopathy (D.O.). All students in programs which require only four academic years or five academic years of college work (i.e., only four or five years beyond high school) for completion of the academic requirements for the degree should be reported as undergraduate. All students enrolled in work leading to a master's degree are to be reported as graduate (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level).

6. Graduate--One who has attained at least one standard bachelor's degree or first-professional degree (in dentistry, law, medicine, theology, or veterinary medicine, etc.) and is or might be a candidate for a master's or doctor's degree.

7. Unclassified--A student who can not be classified by level.

II. Normal Load

8. Undergraduate--Number of credit hours required for graduation divided by the number of semesters or terms (exclusive of summer sessions) normally required for graduation. For example, in a program requiring 124 semester hours, normally taken in 8 semesters, for the bachelor's degree, the normal load would be 16 hours ($124 \div 8 = 16$); in a program requiring 180 quarter hours, normally taken in 12 quarters, for a bachelor's degree, the normal load would be 15 hours ($180 \div 12 = 15$).

9. Graduate and First-Professional--The load in terms of academic course-work or other required activity (such as a thesis for graduate students and required training or practice for professional students) normally recommended for full-time students in these programs.

10. Semester hour--Usually the unit of measure for a class meeting one hour per week for a semester of 16 weeks.

11. Quarter hour--Usually the unit of measure for a class meeting one hour per week for a quarter of 12 weeks.

13. Out-of-State Student--One whose legal residence, as determined at the institution, is in a State other than the State in which the institution is located. Generally, such students are subject to the out-of-State fee assessed by a State university.

14. Full-time Students--Students enrolled in credits equal to at least 75 percent of the normal full-time load.

15. Part-time Students--Students enrolled in credits equal to fewer than 75 percent of the normal full-time load.

16. Full-time Equivalent of Part-time Undergraduate Students is the total number of credit hours of part-time undergraduates divided by the normal full-time load, and similarly for weekly clock hours if these are used in place of credit hours. If the normal full-time load differs in various programs, convert each program according to its own particular normal load, where possible, and report the sum of the full-time equivalent students in the different programs.

17. Full-time Equivalent of Part-time Graduate and First-Professional Students is the total number of credit hours (in terms of academic course-work or other required activity) of part-time students divided by the normal full-time load. If the normal full-time load differs in various programs, convert each program according to its own particular normal load, where possible, and sum the full-time equivalent students in the different programs to get the full-time equivalent for the level being reported.

18. Resident--Resident students are students who take their college work on the main campus or on a branch campus, either in the day or evening, under the instructional staff of the institution. The students' living quarters (whether on campus or off) and their legal domiciles (whether in-State or out-of-State) are irrelevant. "Resident students" are usually contrasted with "extension students" and "correspondence students."

19. Extension--Extension is not defined uniformly in all institutions. Most commonly it means face-to-face instruction in centers or places away from the main campus or branch campuses. It may also include on-campus instruction offered by an extension division. Extension centers differ from branch campuses in that students are not counted as resident students. Note that in Part II A, to be completed by the main campus, only credit extension enrollment is requested (i.e., enrollment in courses creditable toward a degree, diploma, certificate, or other formal award). Enrollment in interest courses, short courses, and other community-type programs not so creditable are to be excluded even though they may be offered under the auspices of the extension division.

20. Correspondence --Correspondence students are those taking one or more courses at their homes, offices, etc. by mail. (Exclude students taking courses at their homes, offices, etc. by radio or TV). Courses by mail are subclassified as (1) creditable toward a bachelor's or higher degree and (2) creditable toward a one, two, or three-year undergraduate terminal occupational or general studies program (but not toward a bachelor's degree).

IV. Branch Campus means a campus of an institution of higher education which is organized on a relatively permanent basis (i.e., has a relatively permanent administration), which offers an organized program or programs of work of at least two years (as opposed to courses), and which is located in a community different from that in which its parent institution is located. To be considered in a community different from that of the parent institution, a branch shall be located beyond a reasonable commuting distance from the main campus of the parent institution.

V. Extension--See definition 19 under "type of student."

Students--By Type

12. In-State Student--One whose legal residence, as determined at the institution, is in the same State as the institution.

Instructions for Part A. (Main Campus)

General

1. Please report enrollment as of the fall term.

Section 1

2. Include all students enrolled in credit courses offered on the main campus during regular school hours, in the late afternoon or evening, or on Saturday. Include "special" and "unclassified" students, regardless of their intentions concerning a degree; and students in theological programs even if such programs lead to ecclesiastical recognition, such as ordination, rather than a degree.

3. Exclude students enrolled in adult education; students taking courses at home by mail, radio or TV; students enrolled for "short courses"; and auditors.

4. Report in column 2 students taking work which is creditable toward an undergraduate program of less than 4 years which prepares for immediate employment or provides general education. Such programs usually lead to a one-, two-, or three-year certificate, diploma, or associate degree but are not chiefly creditable toward a bachelor's degree.

Students in open-ended or dual-purpose programs (i.e., programs which prepare for occupational competence, but are also chiefly creditable toward a bachelor's degree) should be reported as bachelor's-degree credit, not in column 2.

5. Report in column 3 students taking work which is chiefly creditable toward a bachelor's degree but who have not yet completed the sophomore year.

6. Report in column 4 students who have completed the sophomore year of bachelor's degree-credit work but who have not yet received a four-year or five-year bachelor's degree.

7. Report in column 5 students in professional schools of dentistry, law, medicine, theology, veterinary medicine, chiropody or podiatry, optometry, or osteopathy whose work is creditable toward first-professional degrees in these fields (i.e., the D.D.S., or the D.M.D., the

LL.B. or J.D., the M.D., the B.D., the D.V.M., the D.S.C. or D.P., the O.D., or the D.O.). Exclude from column 5 students in five-year bachelor's degree programs (e.g., architecture, engineering, pharmacy, etc.) which prepare for a profession but which do not require the equivalent college work before beginning the program that the professions named require; such students are to be reported as undergraduate. Similarly, exclude students enrolled for a master's degree (even though the master's in some fields such as Library Science, Social Work, etc. are considered first-professional degrees); such students are to be reported in column 6 as graduate.

8. Report in column 6 students who have attained at least one standard bachelor's or first-professional degree and who are or might be candidates for a master's or doctor's degree.

9. Report in column 7 only those students whose level of program cannot be determined. "Special" or "unclassified" students (i.e., those not pursuing a certificate, diploma, associate, bachelor, or higher degree program either because they do not fulfill minimum requirements for entrance as regular students, or, although eligible for degree candidacy, have been permitted to take a limited number or specific selection of credit courses without regard to requirements for a formal award) should be reported by level if possible; not in column 7.

10. Report on line 6 the quotient of the total credit hours or hours of other required activity (such as a thesis, dissertation, required practice, or training) divided by the load normally recommended for a student at each of the various levels.

11. Report on lines 8a, b, and c students living in institutional residence facilities (i.e., in housing or living quarters owned or operated by your institution for students attending on the main campus).

Section 2

12. Report the total number of students enrolled during the regular academic year for the past five years, and omit "unclassified" student defined in definition 7.

NCA DATA FORM A — Comprehensive Report On Enrollment
Part A — Resident and Extensive Enrollment Fall Term
SECTION 1 — ~~Main Campus Only~~

TYPE OF STUDENT (1)	PROGRAM LEVELS						
	UNDERGRADUATE (DEF. 1)			1ST PROFESSIONAL (DEF. 5) (5)	GRADUATE (DEF. 6) (6)	STUDENTS WHO CANNOT BE CLASSIFIED BY LEVEL (DEF. 7) (7)	TOTAL (COL. 2-7) (8)
	TERMINAL OCCUPATIONAL AND GENERAL STUDIES PROGRAMS NOT CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1b) (2)	WHOLLY OR CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1a) LOWER DIVISION (FRESHMAN AND SOPHOMORES) (3)	UPPER DIVISION (JUNIORS AND SENIORS) (4)				
1. Resident Students, Total (a + b)	751	3,154	n/a	n/a	n/a	202	4,107
a. Men	390	2,166	n/a	n/a	n/a	91	2,647
b. Women	361	988	n/a	n/a	n/a	111	1,460
2. In-State students (Def. 12) -	749	3,146	n/a	n/a	n/a	202	4,097
3. Out-State students (Def. 13) -	2	8	n/a	n/a	n/a	-0-	10
4. Full-time students (Def. 14) -	454	2,164	n/a	n/a	n/a	53	2,671
5. Part time students (Def. 15) -	297	990	n/a	n/a	n/a	149	1,436
a. those in 5 above enrolled for at least 1/2 but less than 3/4 normal load	-0-	-0-	n/a	n/a	n/a	494	494
6. Full-time equivalent of part-time students reported in 5 above (Def. 16 & 17)	165	549	n/a	n/a	n/a	83	797.0
7. Extension students, Total (a + b)	n/a	n/a	n/a	n/a	n/a	n/a	n/a
a. Men	n/a	n/a	n/a	n/a	n/a	n/a	n/a
b. Women	n/a	n/a	n/a	n/a	n/a	n/a	n/a
8. No. of students living in institutionally owned or operated housing for:	n/a	n/a	n/a	n/a	n/a	n/a	n/a
a. Men only	n/a	n/a	n/a	n/a	n/a	n/a	n/a
b. Women only	n/a	n/a	n/a	n/a	n/a	n/a	n/a
c. Married students	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Section 2 — Enrollment Trends for last Five Years (Main Campus)

Program Levels	F.Y.	19_65	19_66	19_67	19_68	1969
Full-Time Students						
Freshmen	New Students	n/a	n/a	n/a	1,315	1,646
Sophomores	Returning	n/a	n/a	n/a	334	2,461
Juniors		n/a	n/a	n/a	n/a	n/a
Seniors		n/a	n/a	n/a	n/a	n/a
Total	Full-Time	n/a	n/a	n/a	989	2,671
Graduates		n/a	n/a	n/a	n/a	n/a
Part-time students		n/a	n/a	n/a	660	1,068
Professional students		n/a	n/a	n/a	n/a	n/a

Section 2 — Enrollment Trends for last Five Years (Branch Campus-Report Each Branch Sep.)

Program Levels		19 <u>65</u>	19 <u>66</u>	19 <u>67</u>	19 <u>68</u>	19 <u>69</u>
Full-Time Students						
Freshmen	New Students	NA	NA	NA	1,315	1,646
Sophomores	Returning	NA	NA	NA	334	2,461
Juniors		NA	NA	NA	NA	NA
Seniors		NA	NA	NA	NA	NA
Total		NA	NA	NA	989	2,671
Graduates		NA	NA	NA	NA	NA
Part-time students		NA	NA	NA	660	1,068
Professional students		NA	NA	NA	NA	NA

NCA Data Form A - Part C — Enrollment and Credit Hours in Third Trimester,
Fourth Quarter, or Summer Sessions

Please Examine the definitions and instructions carefully.

If Your Institution Operates on the Semester or Quarter System and You had no Enrollment in Summer, "X" Here

Term	Number of weeks in term	Enrollment by program level					
		Undergraduate		1st professional (dentistry, law, medicine, theology, veterinary medicine, chiropractic or podiatry, optometry, and osteopathy, only) (Inst. 5)	Graduate (Inst. 6)	Students who cannot be classified by level (Inst. 7)	Total (Col. 3-7)
		1-, 2-, or 3-year occupational or general studies program not chiefly creditable toward a bachelor's degree (Inst. 3)	Program wholly or chiefly creditable toward a 4- or 5-year bachelor's degree (Inst. 4)				
1	2	3	4	n/a 5	n/a 6	n/a 7	8
RESIDENT							
1 Third Trimester	1						
2 Fourth Quarter	2						
3 Summer Session No. 1	8	3	214	2,309			2,523
4 Summer Session No. 2	8	4	182	1,491			1,673
5 Summer Session No. 3	5						
6 Summer Session No. 4	6						
7 Extension	7						
8 Total number of credit hours for which students were registered	8						
A Qtr.	9						
B Sem. 1st	10		1,143	12,349			13,492
2nd			855	7,018			7,873
C Other	11						

Specify type of credit hours if other than Sem. or Qtr.

General Instructions

1. This schedule is intended to be a count of students enrolled at a given time. In the case of (say) an 11 week session which may be attended either as a whole, or during the first 6 weeks as a unit, or the last 5 weeks as a unit, the 11 week session may be considered as "No. 1," the first 6 week session as "No. 2," and the second 5 week session as "No. 3." A student enrolled in a course or courses which run for the full 11 weeks who is also enrolled in a course or courses which may be completed in either of the shorter sessions should be counted only in the 11 week session (No. 1). On the other hand, a student enrolled only in Session 2 and Session 3 as separate units, should be reported in each of these sessions (not in Session 1).

2. Include all students enrolled on the main campus, on a branch campus, or in an extension center. Students to be reported may be enrolled for only one course or for a number of courses. Include "special" and "unclassified" students, regardless of their intentions with regard to completion of the program in which enrolled. Include students in theological curriculums in columns 4, 7, as appropriate, even if their programs lead to ecclesiastical recognition (such as ordination) rather than a degree.

Exclude from this report students in adult education courses; students taking courses at home by mail, radio or TV; auditors; and students enrolled at a branch campus or extension center in a foreign country. Also exclude enrollments in any term or session of less than 2 weeks duration.

Instructions for Specific Items

3. Column 3. Report those students enrolled in undergraduate programs designed to prepare for immediate employment or to provide general education rather than for further study. Such programs normally lead to a certificate, diploma, or associate degree but are not chiefly transferable to a bachelor's degree program. (Students in open ended programs should not be reported here. See paragraph No. 4 below.)

4. Column 4. Report all students enrolled in work creditable toward a bachelor's degree either in your institution or by transfer, as from a junior college to a four-year institution. Include "special" and "unclassified" students taking such work regardless of their intentions

concerning a degree. Also include all students in "open-ended" (dual-purpose) programs which are designed to prepare for immediate employment, but which may also be applied toward a bachelor's degree program with little or no loss of credits or requirement for remedial work.

5. Column 5. First professional students for the purpose of this survey are students enrolled in programs leading to a first professional degree (dentistry, law, medicine, theology (B.D.), veterinary medicine, chiropractic or podiatry, optometry, and osteopathy) which requires at least two years of previous college work before beginning the professional program and a total of six or more years for the degree. (Report all students in four-year first professional programs and all students in five-year first professional programs in Engineering, Pharmacy, etc., which do not require previous college study for admission, in column 4.)

6. Column 6. Graduate students for the purpose of this survey are students enrolled beyond the first professional degree in dentistry, law, medicine, theology, veterinary medicine, chiropractic or podiatry, optometry, and osteopathy, and those enrolled beyond the bachelor's degree in all other fields.

7. Column 7. Report all students by level of program if possible. Report students in column 7 only when the level of program cannot be determined.

8. Line 7. Report on line 7 the total number of registrations at each level enrolled at some time during the summer, in extension courses.

9. Line 8. Report on line 8 the total number of credit hours for which all resident and extension students were enrolled in the summer. If different divisions of your institution are on different credit hour bases do not convert to a common basis but simply report the total number of credit hours of each type. For example, credits on the main campus may be in terms of semester hours and credits on a branch campus may be in terms of quarter hours. If this is the case, report total number of semester hours and the total number of quarter hours separately.

NCA DATA FORM A - PART D — LOWER DIVISION ENROLLMENT IN BACHELOR'S DEGREE PROGRAMS AND ENROLLMENT IN ORGANIZED OCCUPATIONAL CURRICULUMS FALL

This Form seeks information on freshman and sophomore enrollments in bachelor's degree programs and enrollments in programs which prepare for employment in less than four years.

Please read the instructions and definitions before completing the form.

DEFINITIONS

1. Lower division undergraduate enrollments are students below the junior-year (third year of college) level who are enrolled in the first or second year of a four-year or five-year bachelor's degree program. Lower division enrollments are classified as freshman and sophomore or as first-year level and second-year students. Generally two-year institutions and sometimes four-year institutions award an associate degree, diploma, or certificate upon completion of the sophomore year. However, such awards signify only the completion of lower-division college requirements and eligibility for admission to upper-division work; they do not signify competence for immediate employment in an occupation.
2. Organized Occupational Curriculums are curriculums of at least one but less than four years of college work which are designed to prepare students for immediate employment in an occupation or cluster of occupations. These curriculums differ from pre-professional curriculums in that the latter do not prepare students for immediate employment. For example, engineering technology is an organized occupational curriculum, for purposes of this survey, because this curriculum is designed to prepare students for immediate employment; pre-engineering is not an organized occupational curriculum, for purposes of this survey, because it is not designed to prepare students for immediate employment, but rather for transfer to an engineering curriculum.
Organized occupational curriculums may be "open-ended" or "terminal", but for inclusion here they must meet all four criteria (a - d) listed below.
 - a. High school graduation (or its equivalent), but no work beyond high school, is required for admission to the curriculum. The general level of these curriculums is the first one to three years beyond high school.
 - b. The curriculum is a series of required and elective courses constituting an integrated program prescribed by the institution to assist in the occupational education and training of the individual. A group of courses, even though all of them be in a given subject area, do not necessarily constitute a curriculum.
 - c. Completion of the curriculum requires at least one but less than four years of full-time attendance, or the equivalent in part-time attendance over a longer period. A "year" means an academic year of approximately nine months.
 - d. The curriculum leads to any type of formal recognition (certificate, associate degree, diploma, a transcript recognizing successful completion, a statement of completion from an administrator of your institution, or other formal recognition) signifying that the student has completed an organized curriculum; or the State grants a license or other formal recognition, upon examination, to all graduates of the curriculum.
3. Open-ended curriculums (also known as dual-purpose curriculums) are undergraduate curriculums of at least one year but less than four years of college work designed to prepare for immediate employment and whose credits are wholly or chiefly applicable toward a bachelor's degree in the student's own institution or upon transfer (as from a junior college to a four-year institution).
4. Terminal curriculums are undergraduate curriculums of at least one year but less than four years of college work which prepare for immediate employment but whose credits are NOT chiefly creditable toward a bachelor's degree either in the student's own institution or by transfer (as from a junior college to a four-year institution).
5. Organized occupational curriculums below the technical or semiprofessional level are designed for training artisans, craftsmen, skilled machine-operators, or clerical workers for routine office or similar positions.
6. Organized occupational curriculums at the technical or semiprofessional level generally include work of greater academic complexity than curriculums at the craftsmen or clerical level. Technical education or semiprofessional level curriculums (Section 2 of Part D2, for example, involve mathematics and science study more advanced and accelerated than the mathematics and science required for curriculums below this level (Section 1, item 2700). Thus, chemical or mechanical technology curriculums which emphasize the study of principles of chemistry, mathematics, or physics are examples of curriculums to be recorded in Section 2. Automotive repair and carpentry which do not emphasize study of principles in these subjects are examples of curriculums to be recorded in Section 1, item 2700.

Similarly, curriculums in nonscience-related technical or semi-professional level education (Section 3) are to be distinguished from curriculums below this level (Section 1, item 9200) in terms of the academic complexity of the curriculum. Thus, enrollments in secretarial curriculums are to be reported in Section 3, item 2080, enrollments in curriculums which prepare students as routine clerical workers, comptometer operators, or other routine office workers are to be reported in Section 1, item 9200.

INSTRUCTIONS

1. Please report enrollment as of October 1, or as soon as enrollment becomes stabilized in the fall term.
2. Include students in extension or evening programs if they are enrolled in curriculums or programs, as opposed to courses.
3. Exclude from the report "special" or "unclassified" students taking courses but not enrolled in a curriculum leading to a formal award and enrollments in correspondence courses, short courses, individual lessons only, and courses taken at home by radio or TV.
4. Report as full-time students enrolled for at least 75% of a normal full-time student load. A normal full-time student load is the number of credits required for graduation divided by the number of semesters or terms normally required for graduation. For example, in a bachelor's degree program normally requiring 128 semester hours which are normally earned in 8 semesters, the normal full-time load would be 16 semester hours ($128 \div 8 = 16$). Similarly, in a 2-year occupational curriculum normally requiring 64 credit hours which are normally earned in 4 semesters, the normal full-time load would be 16 hours ($64 \div 4 = 16$).
5. Report as part time students enrolled for less than 75% of a normal full-time student load.
6. Do not duplicate enrollments in Parts D1 & D2, they are intended to be mutually exclusive.
7. In Part D1 4-year institutions (those offering the bachelor's degree or its equivalent) should report students in the first and second years of 4-year or 5-year bachelor's degree programs.
8. In Part D1, 2-year institutions should report students in the first and second years of programs (1) which are acceptable at full or almost full credit toward a bachelor's degree upon transfer to a 4-year institution and (2) for which no formal award signifying competence for immediate employment in an occupation is given at the end of the first or second year.
9. In Part D2, institutions should report ONLY enrollments in organized curriculums (NOT individual courses) which meet all four criteria listed in a-d of paragraph 2 of the definitions.
10. Please review the curriculum titles and record the enrollment opposite the title which most nearly describes the content of the curriculum. If you do not find a title that represents the curriculum, report the enrollment in an "all other" category of the appropriate section. Curriculums should be reported by their purpose and content and not by the administrative unit responsible for them. For example, agricultural engineering technology should be reported in item 2698. "All other engineering-related curriculums," instead of item 1034, "Agriculture," even though the curriculum is administered by the school of agriculture.

Oakland Community College does not presently identify full vs. part-time students within these programs.

NCA DATA FORM A — PART D — LOWER DIVISION ENROLLMENT (Continued)

CURRICULUMS (1)	ITEM NO.	ENROLLMENT IN -							
		CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS				CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS			
		OPEN ENDED		TERMINAL		OPEN ENDED		TERMINAL	
		FULL TIME (2)	PART TIME (3)	FULL TIME (4)	PART-TIME (5)	FULL TIME (6)	PART TIME (7)	FULL TIME (8)	PART TIME (9)
B. SCIENCE — RELATED CURRICULUMS									
AGRICULTURE	9 1034				2				
FORESTRY	10 3900								
HEALTH SERVICE CURRICULUMS									
DENTAL ASSISTANT	11 4402								14
DENTAL HYGIENE	12 4403								
DENTAL LABORATORY ASSISTANT	13 4405								
MEDICAL OR BIOLOGICAL LABORATORY TECHNICIAN	14 4414				17				8
NURSING, PRACTICAL	15 4417								
NURSING, DIPLOMA PROGRAM	16 4418				48				
X-RAY TECHNOLOGY	17 4439								
ALL OTHER HEALTH SERVICE CURRICULUMS	18 4498								
SCIENTIFIC DATA PROCESSING (INCLUDE COMPUTER AND PAM PROCESSING EXCLUDE KEY PUNCH. REPORT IN ITEM 9200 INSTEAD.)	19 2190								
ALL OTHER SCIENCE-RELATED CURRICULUMS	20 4920								
TOTALS FOR SEC. 2	21 0093				116				34
SEC. 3 NONSCIENCE AND NONENGINEERING-RELATED ORGANIZED OCCUPATIONAL CURRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL									
BUSINESS AND COMMERCE (EXCLUDE SECRETARIAL. SEE ITEM 2080.)	1 2054				215				1
SECRETARIAL	2 2080				80				8
EDUCATION	3 2360								
FINE, APPLIED, AND GRAPHIC ARTS	4 3294				167				
HOME ECONOMICS Food Services	5 4780		38						8
BIBLE STUDY OR RELIGIOUS WORK	6 7490								
POLICE TECHNOLOGY OR LAW ENFORCEMENT	7 7742		31						
ALL OTHER NONSCIENCE AND NONENGINEERING-RELATED CURRICULUMS	8 8350				46				2
TOTALS FOR SEC. 3	9 0094		69		513				17

338 Students no curriculum designated.

NCA DATA FORM A — PART E — UPPER DIVISION UNDERGRADUATE STUDENTS, FALL
NUMBER OF JUNIOR AND SENIOR YEAR STUDENTS,
BY MAJOR AREA OF STUDY AND BY MAJOR FIELD OF STUDY IN SELECTED AREAS.

Please read the definitions and instructions before completing this form.

DEFINITIONS

- Upper division undergraduate students are students who have completed at least two full-time years (or the equivalent in part-time study) of bachelor's degree-credit work but have not received a bachelor's degree. A student should be classified, for purposes of this survey, as upper division if he is enrolled at the third (junior) year or higher level of a 4-year or 5-year bachelor's degree program. Upper-division students are generally classified juniors or seniors in 4-year bachelor's degree programs; as third-year, fourth-year, or fifth-year level students in 5-year bachelor's degree programs. See paragraphs No. 2 & 3 below.
- Junior-year students, for purposes of this survey, are students who have completed two full-time years of college work (or the equivalent in part-time work) and are enrolled in the third year of a 4-year or 5-year bachelor's degree program. In institutions where the academic curriculum is combined with a work program, the third year of the academic part of the curriculum should be considered the junior year.
- Senior-year students, for purposes of this survey, are students enrolled in the fourth year of a 4-year bachelor's degree program and in the fourth or fifth years of a 5-year bachelor's degree program. Thus all students who have completed three full-time years of college work (or the equivalent in part-time work) are to be counted as seniors.
- A student's major field of study is, in general, his "declared" or "planned" major. Please classify students as specifically as the student's subject-matter concentration and the list of fields permit. Thus, the classification of "Biochemistry" (item 1721) is preferable to "Chemistry" (item 6807) when the former is applicable.

INSTRUCTIONS

- Report data as of fall term.
- INCLUDE both full-time and part-time students enrolled on the main campus, on a branch campus, or in an extension center. (See paragraph 3 below.)
- EXCLUDE special or unclassified students; students in terminal-occupational programs or adult education courses; students enrolled only in short course-students taking work at home by mail, radio or TV; auditors; and students enrolled on a branch campus or in an extension center in a foreign country.
- Before entering data for your institution, please glance through the form to see which majors are to be reported by area (Business and Commerce, for example) and which major areas are to be reported by specialized major fields (Agriculture, for example).
- Report majors in the specified fields or areas whether the students are enrolled in purely subject-matter curriculums or in teacher-preparatory curriculums in which the fields listed constitute "teaching majors", unless otherwise requested on the form. (See footnotes 1 and 6 on page 5 for exceptions.)
 - Report majors in the specified fields or areas irrespective of the department or division in which the student is enrolled. For example, students majoring in teaching of English as a foreign language should be reported in item 8310 whether such students are enrolled in the Department of English, Department of Education, a language division, or some other organizational unit of the institution.
 - Report students with "double" or "split" majors in the field or area of greater specialization. Where two majors are of equal specialization, report half of the students in each major. For example, 10 students majoring in mathematics and physics with equal concentration in each field should be reported as 5 in mathematics and 5 in physics.

NUMBER OF UNDERGRADUATE JUNIOR-YEAR AND SENIOR-YEAR STUDENTS IN

MAJOR AREA OR FIELD (1)	ITEM NO.	JUNIORS (DEF. 2) (2)	SENIORS (DEF. 3) (3)
AGRICULTURE ✓	1000		

Report the following Agriculture - Related Fields of study as specified below:

- | | | |
|---|--|--|
| Botany (Report in item 1707) | Foods & Nutrition (Report in item 4710) | Nutrition (Report in item 1798) |
| Dairy Manufacturing, Dairy Technology (Report in item 1016) | Genetics & Experimental Breeding (Report in item 1736) | Plant Pathology (Report in item 1751) |
| Entomology (Report in item 1733) | Home Economics (Report in items 4701-4798) | Plant Physiology (Report in item 1754) |

AGRICULTURE, GENERAL (General agriculture curriculum without major specialization)	1001		
AGRICULTURE BUSINESS (If a separate curriculum)	1003		
AGRONOMY, FIELD CROPS (Crop production Tropical crop production)	1002		
ANIMAL SCIENCE (An. husbandry, nutrition, breeding, industry, livestock production, wool production, livestock sanitation)	1004		
DAIRY SCIENCE (Dairy husbandry)	1007		
FARM MANAGEMENT (Distinguish from AGRICULTURAL ECONOMICS)	1013		
FISH & GAME, OR WILDLIFE MANAGEMENT	1014		
FOOD SCIENCE (Food technology and processing, dairy m'fg. and technology, food industry)	1016		
HORTICULTURE (fruit & vegetable production)	1019		

SECTION 2 — STUDENTS ENROLLED FOR FIRST PROFESSIONAL DEGREES IN SELECTED FIELDS

LINE NO.	ITEM NO	X IF 1ST TIME	SUBJECT AREA AND FIELD OF STUDY	SEX	IN FIRST YEAR OF WORK		IN INTERMEDIATE YEARS OF WORK		EXPECTED TO RECEIVED DEGREE BY END OF ACADEMIC YEAR	
					ATTENDING FULL-TIME (5)	ATTENDING PART-TIME (6)	ATTENDING FULL-TIME (7)	ATTENDING PART-TIME (8)	ATTENDING FULL-TIME (9)	ATTENDING PART-TIME (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
254	4401		CHIROPODY OR PODIATRY (D.S.C. or Pod.D.)	M						
				W						
255	4407		DENTISTRY (D.D.S. or D.M.D.)	M						
				W						
256	4416		MEDICINE (M.D.)	M						
				W						
257	4425		OPTOMETRY (O.D.)	M						
				W						
258	4428		OSTEOPATHY (D.O.)	M						
				W						
259	4443		VETERINARY MEDICINE (D.V.M.)	M						
				W						
260	5000		LAW (LL.B or J.D.)	M						
				W						
261	7404		THEOLOGY (B.D. only)	M						
				W						
	9799		OTHER (Specify)	M						
				W						
262				M						
				W						
263				M						
				W						
264	9700		TOTAL	M						
				W						

**BASIC INSTITUTIONAL DATA
NCA DATA FORM B - PART 1**

STUDENT ADMISSIONS

Provide as much of the following information as is available about applicants for admission in the last three years. If exact figures cannot be supplied, careful estimates may be given. Students enrolled in a previous year should not be included as applicants in a subsequent year.

	Fall, 19 ____	Fall, 19 ____	Fall, 19 ____
Number of applications with complete credentials for admission to the Freshman class			
Number of first-time Freshman applicants accepted			
Number of first-time Freshman applicants actually enrolled			
Number of applications with complete credentials for admission with advanced standing			
Number of advanced-standing undergraduate applicants accepted			
Number of advanced-standing undergraduate applicants actually enrolled			
Number of applicants with complete credentials for admission to graduate program			
Number of applicants accepted for graduate program			
Number of applicants actually enrolled in graduate program			
Number of students enrolled in non-degree classification			

*First-time Freshman

NCA DATA FORM B — PART 2 MEASURES OF FRESHMAN STUDENT ABILITY
 (Complete as applicable for your institution)

A. Class ranking of entering freshmen

- Percent in top 10% of high school class _____ %
 Percent in top 25% of high school class _____ %
 Percent in top 50% of high school class _____ %
 Percent in top 75% of high school class _____ %

B. SAT scores for freshman class

- Class average SAT score on Verbal _____ Mathematical _____
 Percent scoring above 500 on Verbal _____ % Mathematical _____ %
 Percent scoring above 600 on Verbal _____ % Mathematical _____ %
 Percent scoring above 700 on Verbal _____ % Mathematical _____ %

C. Mean ACT scores for freshman class

- Composite _____
 Mathematics _____
 English _____
 Natural Sciences _____
 Social Studies _____

NCA DATA FORM B — PART 3 STUDENT FINANCIAL AID

In reporting student financial aid include only programs awarded by and through your institution. For example, include Federal Opportunity and Work-Study program participants, NDEA loans, NDEA Title IV Fellows, NASA and NSF Trainees, but exclude National Merit Scholarship holders, Woodrow Wilson Fellows, NSF regular fellows, etc.

A. Aid to Undergraduates

1. Number of scholarships awarded _____ ; total value \$ _____ ; average value \$ _____
 - a. Academic _____ ; total value \$ _____ ; average value \$ _____
 - b. Athletic _____ ; total value \$ _____ ; average value \$ _____
2. Number of loans made _____ ; total loaned \$ _____ ; average loan \$ _____
3. Number of college-assigned jobs filled _____ ; total earnings \$ _____ ; average earnings \$ _____
4. Total number of undergraduates who received one or more kinds of aid through your institution (count each student only once) _____

B. Aid to Graduates

1. Number of individuals holding fellowships awarded by and through your institution _____ ; total value \$ _____
 average value \$ _____
2. Number of loans made _____ ; total loaned \$ _____ ; average loan \$ _____
3. Number of teaching assistantships awarded _____ ; total value \$ _____ ; average value \$ _____
4. Number of research assistantships awarded _____ ; total value \$ _____ ; average value \$ _____
5. Total number of graduate students who received one or more kinds of aid through your institution (count each student only once) _____

BASIC INSTITUTIONAL DATA
NCA Data Form C - Part 1 — Number of Full-time and Part-time Faculty by Major Area of Teaching and/or Research

SCHEDULE I: NUMBER OF FULL-TIME AND PART-TIME PERSONNEL

Part A. By Primary Function, Fall Term

INSTRUCTIONS AND DEFINITIONS

Please report each person only once according to his primary function. If he is assigned to more than one function and each function occupies equal time, then count the person for the position of the higher level.

The employees to be reported are only those occupying regular positions with an institution of higher education, including all of its components, located in the United States and its territories. A regular position is to be considered as one that functions for at least one full term thereby excluding such personnel as those hired for peak periods only or those employed for brief periods of consultation.

The count should include, but not be limited to, the following:

- 1) Professional and non-professional staff (including student employees, both full-time and part-time). (Professional persons are those occupying a position which normally requires a bachelor's or higher degree.)
- 2) Salaried and non-salaried personnel, including "contributed services", as defined in Instructions and Definitions Item 3b., of Schedule II,
- 3) Personnel on sabbatical leave.

This count should exclude the following:

- 1) Personnel on leave without pay,
- 2) Employees on overseas service,
- 3) Employees on temporary assignment for less than one full term,
- 4) Employees on retirement status,
- 5) Persons cooperating with, but not employees of the institution.

In addition to classifying employed personnel as full-time and part-time, please estimate the full-time equivalent of part-time employee (e.g., one person employed $\frac{1}{2}$ time plus two persons employed $\frac{1}{4}$ time each equals one full-time equivalent. Round to nearest whole number

If exact data are not available, please estimate.

Item 1 - Resident Instruction and Departmental Research

a. Professional personnel

- (1) Senior professional personnel (Exclude teaching and departmental research assistants - to be reported below). - Should include academic deans, department and division heads; all professional ranks in this function except as noted above; consultants on continuing basis; and all others whose primary function is resident instruction and departmental research at college level such as coaches, clinicians, military personnel, and "critic" teachers of elementary or secondary students in a laboratory school.
- (2) Junior professional personnel who are teaching and departmental research assistants. - Includes assistant instructors, teaching fellows or assistants, laboratory assistants, readers, etc., whose primary functions are connected with resident instruction and departmental research.

b. Nonprofessional personnel. Clerks, secretaries, stockroom attendants, audiovisual assistants, etc.

Item 2 - Organized Research. Sponsored or other separately organized research, including contract research centers, with agricultural experiment stations (for land-grant institutions only).

a. Professional personnel

- (1) Senior professional personnel (Exclude research assistants) - Persons engaged primarily in organized research, usually holding an academic or equivalent rank.
- (2) Junior professional personnel - research assistants (Not included above) - All professional research assistants connected with organized research.

b. Nonprofessional personnel - Clerks, secretaries, stockroom attendants, etc.

NCA DATA FORM C — PART 1 (Continued)
NUMBER OF FULL-TIME AND PART-TIME FACULTY
BY MAJOR AREA OF TEACHING AND/OR RESEARCH

INSTRUCTIONS AND DEFINITIONS

Include only faculty personnel with professional status who are primarily assigned to RESIDENT INSTRUCTION, AND DEPARTMENTAL OR ORGANIZED RESEARCH. The instructions for such professional personnel are identical to those in Part A of this Schedule I and are identified by items 1 a. and 2 a. Please refer to Part A. Exclude all non-professional personnel and those professional personnel whose primary function is NOT resident instruction, departmental research or organized research.

Please report each person only according to his major field of academic activity. If assigned to two or more fields, classify the person in the field of his PRINCIPAL ACADEMIC COMPETENCE.

Please read instructions before completing report.

3 MAJOR AREA OF TEACHING AND/OR RESEARCH (1)	PROFESSORS		ASSOCIATE PROFESSORS		ASSISTANT PROFESSORS	
	FULL TIME (2)	PART TIME (3)	FULL TIME (4)	PART TIME (5)	FULL TIME (6)	PART TIME (7)
Agriculture and related fields (Including Agricultural Economics)	1					
Architecture	2					
Biological Sciences (Including Bacteriology, Biochemistry, General Biology, General Botany, General Zoology, Genetics, Microbiology, Pharmacology, Physiology, Other Biological Sciences)	3				2	
Business and Commerce (Including Accounting, Business (or Commerce) Education, Finance, General Business, Management, Other Business and Commerce)	(D.P. inc)		2		3	
Education and Related Fields (Including Educational Psychology, Elementary Education, Foundations - Hist., Soc., Philos., Industrial Arts, Secondary Education, Services - Adminis., Supervis., Student Personnel, Couns., Guid., Agricultural Ed., Home Ec. Ed., Other Education Fields, excluding Physical and Health Education)	(Food Serv. inc.) 5		1		6	
Engineering (Including Aeronautical, Agricultural, Chemical, Civil, Electrical, Engineering Science Fields, Graphics, Industrial, Materials, Mechanical, and Other Engineering)	6					
English and Journalism (Reading Comp. Speech inc)					9	
Fine and Applied Arts (Including Art, Dramatics and Speech, Music, Other Fine Arts)	8		1		3	
Foreign Languages and Literature (Including Classical - Hebrew, Greek, Latin; French, German, Spanish, Russian, Other (Including Philology))	9				1	
Forestry	10					
Geography	11					
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields)	12					
Home Economics	13					
Law	14					
Library Science	15				2	
Mathematics	16				2	
Military Science	17					
Philosophy	18					
Physical and Health Education	19				2	

NCA DATA FORM C - PART 1 - NO. OF FULL-TIME & PART-TIME FACULTY (Continued)

3 MAJOR AREA OF TEACHING AND/OR RESEARCH (1)	PROFESSORS		ASSOCIATE PROFESSORS		ASSISTANT PROFESSORS	
	FULL TIME (2)	PART TIME (3)	FULL TIME (4)	PART TIME (5)	FULL TIME (6)	PART TIME (7)
Physical Sciences (Including Chemistry, Geology and Other Earth Sciences, Physics, Other Physical Sciences)	20		2		2	
Psychology	21				2	
Religion and Theology	22					
Social Sciences (Including Anthropology, Economics, History, Political Science and Government, Social Work, Sociology, Other Social Sciences)	23		1		4	
Trade and Industrial (Include here all Teachers of Terminal Occupational Subjects)	24					
All Other Fields (Please Specify) Such as City Planning, Computer Science, Folklore and Records Management.	25					
TOTAL			7		38	
MAJOR AREA OF TEACHING AND/OR RESEARCH	INSTRUCTORS		JUNIOR STAFF		OTHER ACADEMIC FACULTY	
	FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)
Agriculture and related fields (Including Agricultural Economics)	1					
Architecture	2					
Biological Sciences (Including Bacteriology, Biochemistry, General Biology, General Botany, General Zoology, Genetics, Microbiology, Pharmacology, Physiology, Other Biological Sciences)	3					
Business and Commerce (Including Accounting, Business (or Commerce) Education, Finance, General Business, Management, Other Business and Commerce)	4					
Education and Related Fields (Including Educational Psychology, Elementary Education, Foundations, Hist. Soc., Philos., Industrial Arts, Secondary Education, Services Adminis., Supervis., Student Personnel, Couns., Guid., Agricultural Ed., Home Ec. Ed., Other Education fields, excluding Physical and Health Education) (Food Serv. inc.)	5	10				
Engineering (Including Aeronautical, Agricultural, Chemical, Civil, Electrical, Engineering Science Fields, Graphics, Industrial, Materials, Mechanical, and Other Engineering)	6					
English and Journalism (Speech inc.)	7	10				
Fine and Applied Arts (Including Art, Dramatics and Speech, Music, Other Fine Arts)	8	3 1/2				
Foreign Languages and Literature (Including Classical Hebrew, Greek, Latin, French, German, Spanish, Russian, Other (Including Philology))	9	1				
Forestry	10					
Geography	11					
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields)	12					
Home Economics	13					

NCA DATA FORM C — PART 1 — NO. OF FULL-TIME & PART-TIME FACULTY (Continued)

MAJOR AREA OF TEACHING AND/OR RESEARCH	4	INSTRUCTORS		JUNIOR STAFF		OTHER ACADEMIC FACULTY	
		FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)
Law	14						
Library Science	15	1					
Mathematics	16	5					
Military Science	17						
Philosophy	18						
Physical and Health Education	19	1					
Physical Sciences (Including Chemistry, Geology and Other Earth Sciences, Physics, Other Physical Sciences)	20						
Psychology	21	2					
Religion and Theology	22						
Social Sciences (Including Anthropology, Economics, History, Political Science and Government, Social Work, Sociology, Other Social Sciences)	23	10					
Trade and Industrial (Include here all Teachers of Terminal Occupational Subjects)	24						
All Other Fields (Please Specify) Such as City Planning, Computer Science, Folklore and Records Management)	25						
Media Spec.		1					
TOTAL		51 1/2					

*Vocational schools, technical institutes, and community colleges should add sections or sheets with faculty listed by appropriate subject matter areas where this chart is not applicable.

NCA DATA FORM C - PART 2 — NUMBER OF FULL-TIME AND PART-TIME FACULTY
SUMMER SESSION(S)

INSTRUCTIONS AND DEFINITIONS

1. Include all resident instructional components (including all branches) of the institution (as defined for item 1 a. of Part A of this form).
2. Include only faculty personnel with professional status (in positions normally requiring a bachelor's or higher degree) who are primarily assigned to RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH.
3. Enumerate each faculty member teaching in one or more summer sessions (June through August). A summer session is an enrollment period of at least two weeks. If more than one summer session is held, count only the total number of different instructional departmental research staff, regardless of the number of sessions (this is an unduplicated count). In other words, a person is counted only once even if he teaches in more than one summer session.
4. Full-time faculty are those employed on a full-time basis, as full-time defined by the institution. Part-time faculty are all other professional employees assigned primarily to instruction and departmental research for the summer session(s) on less than a full-time basis. Estimate the full-time equivalent of part-time employees (e.g., one person employed 1/2 time plus two persons employed 1/4 time each equals one full-time equivalent. Do not enter fractions).
5. If exact data are not available, enter an estimate.

2	TYPE OF SUMMER SESSION (1)	FULL-TIME AND PART-TIME FACULTY IN RESIDENT INSTRUCTION OR DEPARTMENTAL RESEARCH		
		FULL-TIME (2)	PART-TIME (3)	FULL-TIME EQUIVALENT OF PART-TIME (4)
NUMBER OF FACULTY EMPLOYED SUMMER, (AN UNDUPLICATED COUNT OF FACULTY EMPLOYED AT LEAST 2 WEEKS OR LONGER)				
	a. IN A REGULAR FOURTH QUARTER OF FOUR-QUARTER CALENDAR YEAR.			
	b. IN A REGULAR THIRD TRIMESTER OF A THREE-TRIMESTER CALENDAR YEAR.			
	c. IN ALL OTHER SUMMER SESSIONS NOT A PART OF A QUARTER OR TRIMESTER CALENDAR YEAR.	25*		

* For Summer
2 Sections considered full time

BASIC INSTITUTIONAL DATA
NCA DATA FORM D — SALARIES OF FULL-TIME FACULTY

Report the basic contract salaries of academic deans and faculty for resident degree-credit instruction and departmental research who are employed on a full-time basis for at least two semesters, three quarters, or two trimesters of the current academic year. Academic deans and faculty for preclinical and clinical medicine should be excluded.

Academic Deans are deans of schools (*the Vice-President of Academic Administration and the Dean of Instruction are not reported here*) whose primary function is the administration of resident degree-credit instructional programs. Part of their time may be devoted to classroom instruction, but this is not a necessary requirement. Chairmen of Departments and associates and assistants to deans and chairmen should be reported by their faculty titles, and not as academic deans. Other deans as other officers of the *Students*) are excluded from this part of the survey, and are not reported here.

Report the salaries of full-time academic deans and faculty who spend the majority of their time in resident degree-credit instruction and departmental research. Do not report the salaries of those who are engaged in organized research, or other functions, for more than one-half of their time. Coaches, librarians, critic teachers, and counselors should be excluded unless they devote more than one-half of their time to resident degree-credit instruction. Teaching assistants and teaching fellows should also be excluded.

On Lines 1-25, report the number of persons in each salary interval by the appropriate rank and contract. Academic deans and faculty members on sabbatical leave should be reported according to their regular salary. Do not report the actual amount to be received by persons on sabbatical leave if this represents a reduced annuity by virtue of being on leave. Institutions that do not have academic ranks should report all faculty members (*except Deans*) in the column labeled "UNDESIGNATED RANK." Sum the persons reported on Lines 1-25 in each column and enter these sums on Line 26.

Enter the mean salaries for each column on Line 27. The mean is computed by summing the salaries paid (*use actual salaries instead of the grouped data reported on the questionnaire*) to persons reported in a column, and dividing by the number of persons on Line 26.

On Line 28, report the TOTAL NUMBER OF PERSONS who contribute their services or receive a salary from other sources. An example of the latter would be military personnel who are paid by the Department of Defense to teach ROTC courses.

SALARIES OF ACADEMIC DEANS AND FACULTY (Continued)

SALARY INTERVALS	3 LINE NO.	NUMBERS OF PERSONNEL AND MEAN SALARIES					
		INSTRUCTORS		LECTURERS		UNDESIGNATED RANK	
		9-10 MOS. (11)	11-12 MOS. (12)	9-10 MOS. (13)	11-12 MOS. (14)	9-10 MOS. (15)	11-12 MOS. (16)
\$40,000 AND OVER	1						
35,000 - 39,999	2						
30,000 - 34,999	3						
28,000 - 29,999	4						
26,000 - 27,999	5						
24,000 - 25,999	6						
22,000 - 23,999	7						
20,000 - 21,999	8						
19,000 - 19,999	9						
18,000 - 18,999	10						
17,000 - 17,999	11						
16,000 - 16,999	12						
15,000 - 15,999	13						
14,000 - 14,999	14						
13,000 - 13,999	15		3				
12,000 - 12,999	16		1				
11,000 - 11,999	17	3	6				
10,000 - 10,999	18	11	1				
9,000 - 9,999	19	12					
8,000 - 8,999	20	12					
7,000 - 7,999	21						
6,000 - 6,999	22						
5,000 - 5,999	23						
4,000 - 4,999	24						
UNDER \$4,000	25						
TOTAL SALARIED PERSONNEL (Sum of lines 1-25)	26	38	11				
MEAN SALARIES (Sum of salaries divided by sum of salaried personnel)	27	\$ 9,632.	\$ 12,045.	\$	\$	\$	\$
CONTRIBUTED SERVICES AND SALARIED BY OTHER SOURCES PERSONNEL	28	-0-	-0-	-0-	-0-	-0-	-0-

BASIC INSTITUTIONAL DATA
NCA DATA FORM E — PART 1 — CHARACTERISTICS OF FULL-TIME FACULTY AND STAFF

PLEASE ENTER THE NUMBER OF FULL-TIME FACULTY AND STAFF, WHOSE PRIMARY FUNCTION IS INSTRUCTION, DEPARTMENTAL RESEARCH OR ORGANIZED RESEARCH, ACCORDING TO THEIR RANK, SEX, AND HIGHEST EDUCATIONAL LEVEL. (PLEASE REFER TO THE INSTRUCTION BELOW BEFORE COMPLETING SCHEDULE.)

RANK OF FULL-TIME FACULTY, FALL (1)	HIGHEST EDUCATIONAL LEVEL OF FACULTY									
	BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1)		SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2)		MASTER'S DEGREES (SEE INSTR. B3)		SPECIALIST'S DEGREE (SEE INSTR. B4)		DOCTOR'S DEGREES (SEE INSTR. B5)	
	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)
10										
ACADEMIC DEAN	1				1					
PROFESSOR	2									
ASSOCIATE PROFESSOR	3				5	1			1	
ASSISTANT PROFESSOR	4	1			23	9			1	1
INSTRUCTOR	5	2	3		29	15				
JUNIOR STAFF	6									
OTHER FACULTY	7									
TOTAL	8	3	3		58	25			2	1

INSTRUCTIONS AND DEFINITIONS

A. Rank

- Academic deans are deans of instructional divisions such as Dean of the School of Education. Associate or Assistant Deans should be classified according to their respective rank of professor through instructor and not classified as deans. Administrative deans such as Dean of Admissions and Dean of Summer Session, should not be included.
- Persons who do not hold the exact titles of professor, associate professor, assistant professor, or instructor, but who hold comparable positions, should be classified according to the rank of the corresponding position. Please equate titles, such as Director of Research, Associate Director of Research, Assistant for Research, Adjunct Professor, etc., to the comparable faculty rank, if possible. If not possible, see paragraph A4 below.
- Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- Other academic faculty are persons who: 1) have no faculty rank, but teach courses, or 2) hold a full-time professional position in instruction or research that cannot be equated to a faculty rank. An institution may add a sheet indicating faculty qualifications other than that based on earned degrees, if appropriate; e.g. work experience.

B. Highest educational level

- Bachelor's degrees or lower. Bachelor's degrees require the equivalent of at least four years of academic work, and include all bachelor's degrees, except the following which are classified here as first-professional: Law-LL.B. and Theology-B.C.
- First-professional degrees in selected fields. The first-professional degrees are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least 2 academic years of previous college work for entrance and which require a total of at least 6 academic years of college work for completion. Examples are: Professional degrees in Dentistry (D.D.S. or D.M.D.), Law (LL.B or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropractic (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.). Exclude all master's degrees (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though as in the case of Social Work 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion).
- Master's degrees. The master's degree is a second-level degree, beyond the bachelor's or first professional degree and below the doctorate. Include in this category all those holding the Master's as the highest degree, even though some master's degrees may be considered as first-professional.
- Specialist's Degree. The Specialist degree usually requires advanced study between the Master's and Doctor's degree; e.g. Educational Specialist (Ed.S.), etc.
- Doctor's degrees. The doctorate classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. degree in any field — whether Agronomy, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. All other doctorates should be included except those classified as first-professional in instruction B.2., above.

SEE CENTRAL OFFICE

BASIC INSTITUTIONAL DATA
NCA DATA FORM E — PART 2 — RETENTION AND REPLACEMENT OF FULL-TIME FACULTY, FALL
(Please refer to instructions below before completing)

RETENTION AND REPLACEMENT OF FULL-TIME FACULTY (1)	11	HIGHEST EDUCATIONAL LEVEL OF FACULTY				
		BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1) (2)	SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2) (3)	MASTER'S DEGREES (SEE INSTR. B3) (4)	SPECIALIST DEGREES (SEE INSTR. B4) (5)	DOCTOR'S DEGREES (SEE INSTR. B5) (6)
1. NEW TO THE INSTITUTION (NOT HERE PREVIOUS FALL						
a. FROM STUDENT STATUS THIS YEAR SINCE FALL	1	Because the hiring of faculty is				
b. EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	2	channelled through Central Office,				
c. FROM OTHER STATUS	3	page 55 of the Central Office Report				
2. WITH THIS INSTITUTION AT LEAST SINCE PREVIOUS FALL	4	provides this information.				
3. EMPLOYED FULL-TIME PREVIOUS FALL AT THIS INSTITUTION, BUT NOT EMPLOYED FULL-TIME THIS YEAR AT THIS INSTITUTION						
a. RETIRED OR DIED	5					
b. EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	6					
c. OTHER	7					

INSTRUCTIONS AND DEFINITIONS

A. Retention and Replacement

1. Include all full-time personnel with academic status who are primarily assigned to instruction, departmental research, or organized research. Full-time personnel are those employed by the institution on a full-time basis, as defined by the institution. The total faculty reported in Sections 1a, 1b, 1c, and 2 of this form should equal the total faculty reported in Form 1, Part A (Items 1a and 2a, col. 3).

2. Retention is defined as the number of faculty who were employed full-time in the previous fall and who are still employed full-time this fall. Persons employed part-time by this institution in the previous fall which were full-time this fall should be classified as "new to this institution, as of fall" and should be (1) listed under item 1 b. above if the faculty member came to this institution as a full-time faculty member from another higher education institution, or (2) listed under item 1 c. above if the faculty member came to this institution from other circumstances.

3. A new professional employee who was both a student and an employee elsewhere last year should be classified as having been an employee (whether in higher education or other employment) if such employment was full-time and as a student if employment was less than full-time.

4. In exceptional cases, a full-time employee may be classified as having been a student if:

- (a). Such employment was non-professional and only incidental to the pursuit of further education, and
- (b). Enrollment as a student was necessary to complete work on a degree which was a condition of undertaking current employment.

B. Highest educational level

1. Bachelor's degrees or lower. Bachelor's degrees require the equivalent of at least four years of academic work, and include all bachelor's degrees, except the following which are classified here as first-professional: Law-LL.B. and Theology-B.D.

2. First-professional degrees in selected fields. The first-professional degrees are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least 2 academic years of previous college work for entrance and which require a total of at least 6 academic years of college work for completion. Examples are: Professional degrees in Dentistry (D.D.S. or D.M.D.), Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), and Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.) and Osteopathy (D.O.). Exclude all master's degrees (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though as in the case of Social Work 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion).

3. Master's degrees. The master's degree is a second-level degree, beyond the bachelor's and below the doctorate. Include in this category all those holding the Master's as the highest degree, even though some master's degrees may be considered as first-professional.

4. Specialist's Degree. The Specialist degree usually requires advanced study between the Master's and Doctor's degree; e.g. Educational Specialist (Ed.S.), etc.

5. Doctor's degrees. The doctorate classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. degree in any field -- whether Agronomy, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. All other doctorates should be included except those classified here as first-professional in instruction B.2., above.

BASIC INSTITUTIONAL DATA
NCA DATA FORM E — PART 3 — CHARACTERISTICS OF PART-TIME FACULTY AND STAFF

PLEASE ENTER THE NUMBER OF PART-TIME FACULTY AND STAFF, WHOSE PRIMARY FUNCTION IS INSTRUCTION, DEPARTMENTAL RESEARCH, OR ORGANIZED RESEARCH, ACCORDING TO THEIR RANK, SEX, AND HIGHEST EDUCATIONAL LEVEL. (PLEASE REFER TO THE INSTRUCTIONS BELOW BEFORE COMPLETING SCHEDULE.)

RANK OF PART-TIME FACULTY, FALL (1)	HIGHEST EDUCATIONAL LEVEL OF FACULTY									
	BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1)		SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2)		MASTER'S DEGREES (SEE INSTR. B3)		SPECIALIST'S DEGREE (SEE INSTR. B4)		DOCTOR'S DEGREES (SEE INSTR. B5)	
	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)
10										
ACADEMIC DEAN	1									
PROFESSOR	2									
ASSOCIATE PROFESSOR	3									
ASSISTANT PROFESSOR	4					1	1			1
INSTRUCTOR	5					1	2			
JUNIOR STAFF	6									
OTHER FACULTY	7									
TOTAL	8					2	3			1

INSTRUCTIONS AND DEFINITIONS

- A. Rank**
- Academic deans are deans of instructional divisions such as Dean of the School of Education. Associate or Assistant Deans should be classified according to their respective rank of professor through instructor and not classified as deans. Administrative deans such as Dean of Admissions and Dean of Summer Session, should not be included.
 - Persons who do not hold the exact titles of professor, associate professor, assistant professor, or instructor, but who hold comparable positions, should be classified according to the rank of the corresponding position. Please equate titles, such as Director of Research, Associate Director of Research, Assistant for Research, Adjunct Professor, etc., to the comparable faculty rank, if possible. If not possible see paragraph A4 below.
 - Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
 - Other academic faculty are persons who: 1) have no faculty rank, but teach courses, or 2) hold a full-time professional position in instruction or research that cannot be equated to a faculty rank. An institution may add a sheet indicating faculty qualifications other than that based on earned degrees, if appropriate; e.g. work experience.
- B. Highest educational level**
- Bachelor's degrees or lower. Bachelor's degrees require the equivalent of at least four years of academic work, and include all bachelor's degrees, except the following which are classified here as first-professional: Law-LL.B. and Theology-B.C.
 - First-professional degrees in selected fields. The first-professional degrees are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least 2 academic years of previous college work for entrance and which require a total of at least 6 academic years of college work for completion. Examples are: Professional degrees in Dentistry (D.D.S. or D.M.D.), Law (LL.B or J.D.), Medicine (M.D.), Theology (B.D.), Veterinary Medicine (D.V.M.), Chiropody or Podiatry (D.S.C. or D.P.), Optometry (O.D.), and Osteopathy (D.O.). Exclude all master's degrees (even though the master's is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though as in the case of Social Work 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion).
 - Master's degrees. The master's degree is a second-level degree, beyond the bachelor's or first professional degree and below the doctorate. Include in this category all those holding the Master's as the highest degree, even though some master's degrees may be considered as first-professional.
 - Specialist's Degree. The Specialist degree usually requires advanced study between the Master's and Doctor's degree; e.g. Educational Specialist (Ed.S.), etc.
 - Doctor's degrees. The doctorate classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Ph.D. degree in any field — whether Agronomy, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. All other doctorates should be included except those classified as first-professional in instruction B.2., above.

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Schedule I

Name of Institution _____

Date _____

BASIC INSTITUTIONAL DATA
NCA Data Form F — Degrees and Other Formal Awards Conferred

THIS FORM IS DIVIDED INTO THREE PARTS

PART A is concerned with first-professional degrees only. Formerly, these degrees were reported in the same section as bachelor's, master's, and doctor's degrees. Because first-professional degrees are awarded in relatively few fields, it seemed desirable to place them in a separate part of the questionnaire rather than in the complete field listing.

PART B is concerned with bachelor's, master's, and doctor's degrees.

PART C is concerned with awards below the bachelor's level (*Associate in Arts degrees and other formal awards*).

Many institutions will appropriately skip one or more of the three parts. If a particular part (*A, B, or C*) does not apply to you, please indicate that fact and forward that part to us along with those you did complete.

SEPARATE SPECIFIC INSTRUCTIONS ARE PROVIDED FOR EACH OF THE THREE PARTS

GENERAL INSTRUCTIONS FOR ALL PARTS

Please examine the definitions and instructions which accompany each part.

If degrees or other awards were conferred in the last academic year for the FIRST TIME in a field of study new to your institution, please place a check mark beside the item number. This will save correspondence later regarding the entry.

BRANCH INSTITUTIONS. Please be sure to indicate in Items 6 and 7 whether your report includes or excludes awards to students at branches of your institution. (*Please do not include awards by branches outside the United States, its Territories, or possessions.*)

Name of Institution _____

INSTRUCTIONS FOR PART A. FIRST-PROFESSIONAL DEGREES IN SELECTED FIELDS

FIRST-PROFESSIONAL DEGREES IN SELECTED FIELDS. The first-professional degrees to be reported in columns 4 and 5 are those degrees which signify the completion of the academic requirements for selected professions, which are based on programs which require at least two academic years of previous college work for entrance and which require a total of at least six academic years of college work for completion. For example, include professional degrees in Law (LL.B. or J.D.), Medicine (M.D.), Theology (B.D.), and so forth. Degrees beyond the first-professional in these fields are to be reported in Part B.

Report all master's degrees in Part B, columns 6 and 7, even though the master's degree is required in some fields, such as Library Science and Social Work, for employment at the professional level and even though, as in the case of Social Work, 4 years of undergraduate work are required for entrance into the program and an additional 2 years for completion of the master's degree.

PART A. FIRST-PROFESSIONAL DEGREES CONFERRED IN SELECTED FIELDS (Requiring At Least Six Years of Study)

IS PART A APPLICABLE TO YOUR INSTITUTION?
(If not applicable, proceed to Parts B and C.)

YES

NO

LINE NO.	ITEM NO. (1)	X IF 1ST TIME (2)	MAJOR FIELD OF STUDY (3)	NUMBER OF FIRST-PROFESSIONAL DEGREES CONFERRED	
				MEN (4)	WOMEN (5)
1	1400		ARCHITECTURE		
2	4401		CHIROPODY OR PODIATRY (D.S.C. or Pod. D.)		
3	4407		DENTISTRY (D.D.S. or D.M.D.)		
4	4416		MEDICINE (M.D.)		
5	4425		OPTOMETRY (O.D.)		
6	4428		OSTEOPATHY (D.O.)		
7	4431		PHARMACY		
8	4443		VETERINARY MEDICINE (D.V.M.)		
9	5000		LAW (LL.B. or J.D.)		
10	7404		THEOLOGY (B.D., Rabbi, or other first-professional degree. Report all other Theology in Item 7407)		
11	9799		OTHER (Specify)		
12	9799				
13	9700		TOTALS		

PART B. BACHELOR'S, MASTER'S, AND DOCTOR'S DEGREES (Continued)

LINE NO.	ITEM NO. (1)	X IF 1ST TIME (2)	MAJOR FIELD OF STUDY (3)	BACHELOR'S DEGREES (Requiring 4-5 Yrs.)		MASTER'S DEGREES		SPECIALIST'S DEGREES		DOCTOR'S DEGREES (Ph.D., Ed.D., etc.)	
				MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN	WOMEN	MEN (8)	WOMEN (9)
				BROAD GENERAL CURRICULUMS AND MISCELLANEOUS FIELDS (Continued)							
268	8313		INTER-AREA STUDIES (Specify subject areas)								
269	8313										
270	8313										
271	8313										
	8314		FIELDS OF STUDY NOT LISTED ABOVE (Specify)								
272	8314										
273	8314										
274	8314										
275	8314										
276	8314										
277	8399		FIELD OF STUDY NOT IDENTIFIED (Use only when no information on the field of study or the subject area)								
278	8399										
279	8399										
280	8399										
281	8399										
282	8399										
283	8399										
284	9800		GRAND TOTAL, ALL DEGREES (From July 1, 1967 to June 30, 1968)								
	9900		NUMBER INCLUDED IN ITEM 9800 ABOVE WHICH PREPARED RECIPIENT FOR TEACHER CERTIFICATION AT THE—								
285	9901		ELEMENTARY LEVEL								
286	9902		SECONDARY LEVEL								
287	9903		BOTH ELEMENTARY AND SECONDARY LEVELS								

INSTRUCTIONS FOR PART C. DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS

1. Report in Section 1 all associate degrees requiring at least 2 but less than 4 years of work beyond high school. Include in Section 1 associate degrees reported in columns 2 and 3 of Sections 2, 3, and 4. Thus, for example, a student who completed an organized occupational program in Chemical Technology and received an Associate in Science degree would be included both in Section 3 (*Item 2619*) and in Section 1 (*Item 0040*).

2. Report in Sections 2, 3, and 4 completions of whole curriculums only, NOT individual courses. For purposes of this survey, an ORGANIZED CURRICULUM is one which meets all four of the following criteria:

A. High school graduation (or its equivalent), but no work beyond high school, is required for admission to the curriculum. The general level of these curriculums is the first one to three years beyond high school.

B. The curriculum is a series of required and elective courses constituting an integrated program designed to prepare students for immediate employment in a specific occupation or cluster of occupations. A group of courses, even though all of them are in a given subject area, do not necessarily constitute a curriculum.

C. Completion of the curriculum requires at least one but less than four years of full-time attendance, or the equivalent in part-time attendance over a longer period. A "year" means an academic year of approximately nine months.

D. The curriculum leads to any type of formal recognition (*certificate, associate degree, diploma, a transcript recognizing successful completion, a statement of completion from an administrator of your institution, or other formal recognition*) signifying that the student has completed an organized curriculum; or the State grants a license or other formal recognition, upon examination, to all graduates of the curriculum.

Report in columns 3 through 6 of Sections 2, 3, and 4 only those associate degrees, diplomas, certificates, or other formal awards signifying the completion of organized curriculums which prepare for occupational competence in the specified fields or areas. The associate degrees reported here should also be included in the totals requested in Section 1. Formal awards other than associate degrees in organized occupational curriculums should be reported only in Sections 2, 3, and 4.

3. Note that, for purposes of this survey, organized occupational programs are not designed as the equivalent of the first one, two, or three years of a baccalaureate degree program. Example: preengineering is NOT an organized occupational curriculum as defined in this survey, because it is designed to prepare students for continuation in the regular engineering program. Engineering technology is an organized occupational curriculum, as defined in this survey, because it is designed to prepare students for immediate employment upon completion. Note that work taken in an organized occupational curriculum may be partly or wholly creditable toward a bachelor's degree and it may lead to an associate degree; the essential point is that the organized occupational curriculum prepares for immediate employment in a specific occupation.

PART C. DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS OF WORK BEYOND HIGH SCHOOL

SECTION 1. ASSOCIATE DEGREES (Based on at least 2 years of work that is wholly or chiefly creditable toward a bachelor's degree in your institution or by transfer.)

LINE NO.	ITEM NO. (1)	TYPE OF ASSOCIATE DEGREE (2)	MEN (3)	WOMEN (4)
288	0010	ASSOCIATE IN ARTS	25	10
289	0040	ASSOCIATE IN SCIENCE Do not award		
290	0070	ALL OTHER ASSOCIATE DEGREES Business Administration	7	0
291	0090	TOTAL ASSOCIATE DEGREES	32	10

SECTION 2. ORGANIZED OCCUPATIONAL CURRICULUMS BELOW THE TECHNICAL OR SEMI-PROFESSIONAL LEVEL

LINE NO.	ITEM NO.	CURRICULUMS (2)	CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS		CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS	
			MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
292	2700	SCIENCE- OR ENGINEERING-RELATED				
293	9200	NONSCIENCE- AND NONENGINEERING-RELATED				
294	0092	TOTALS FOR SECTION 2				

SECTION 3. SCIENCE- OR ENGINEERING-RELATED ORGANIZED OCCUPATIONAL CURRICULUMS AT THE TECHNICAL OR SEMI-PROFESSIONAL LEVEL

LINE NO.	ITEM NO.	CURRICULUMS	MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
295	2606	ENGINEERING-RELATED CURRICULUMS AERONAUTICAL TECHNOLOGY				
296	2610	ARCHITECTURAL OR BUILDING TECHNOLOGY				
297	2619	CHEMICAL TECHNOLOGY				
298	2630	CIVIL TECHNOLOGY				
299	2636	ELECTRICAL OR ELECTRONICS TECHNOLOGY				
300	2658	INDUSTRIAL TECHNOLOGY				
301	2662	INSTRUMENTATION TECHNOLOGY				
302	2668	MECHANICAL TECHNOLOGY				
303	2675	METALLURGICAL TECHNOLOGY				
304	2677	NUCLEAR TECHNOLOGY				
305	2698	OTHER ENGINEERING-RELATED CURRICULUMS (Specify)				
306	2698					
307	2698					
308	2698					
309	1034	SCIENCE-RELATED CURRICULUMS AGRICULTURE				
310	3900	FORESTRY				

PART C. DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS OF WORK BEYOND HIGH SCHOOL - (Continued)

SECTION 3. (Continued)

LINE NO.	ITEM NO. (1)	CURRICULUMS (2)	CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS		CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS	
			MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
		SCIENCE-RELATED CURRICULUMS - (Continued)				
		OTHER SCIENCE-RELATED CURRICULUMS (Specify)				
311	4920					
312	4920					
313	4920					
314	4920					
		HEALTH SERVICE CURRICULUMS				
315	4402	DENTAL ASSISTANT				
316	4403	DENTAL HYGIENE				
317	4405	DENTAL LABORATORY ASSISTANT				
318	4414	MEDICAL OR BIOLOGICAL LABORATORY TECHNICIAN				
319	4439	MEDICAL X-RAY TECHNICIAN				
320	4417	NURSING, PRACTICAL				
321	4418	NURSING, ASSOCIATE DEGREE OR DIPLOMA PROGRAM				
322	4424	OCCUPATIONAL THERAPY ASSISTANT				
323	4450	SURGICAL TECHNICIAN				
		OTHER HEALTH SERVICE CURRICULUMS (Specify)				
	4498					
324	4498	Medical Secretarial		1		1
325	4498					
326	4498					
		OTHER				
327	2190	SCIENTIFIC DATA PROCESSING (Include computer and EAM processing. Exclude key punch; report in Item 9200. Exclude business data processing; report in Item 2065.)				
328	0093	TOTALS FOR SECTION 3		1		1

SECTION 4. NONSCIENCE- AND NONENGINEERING-RELATED ORGANIZED OCCUPATIONAL CURRICULUMS AT THE TECHNICAL OR SEMI-PROFESSIONAL LEVEL

		BUSINESS- AND COMMERCE-RELATED CURRICULUMS				
		GENERAL BUSINESS, BUSINESS ADMINISTRATION				
329	2054					
330	2060	ACCOUNTING				
331	2065	BUSINESS DATA PROCESSING		1		
332	2070	MARKETING, DISTRIBUTIVE EDUCATION				
333	2080	SECRETARIAL STUDIES		4		

PART C. DEGREES AND COMPLETIONS BASED ON LESS THAN 4 YEARS OF WORK BEYOND HIGH SCHOOL - (Continued)

SECTION 4. (Continued)

LINE NO.	ITEM NO. (1)	CURRICULUMS (2)	CURRICULUMS OF 2 OR MORE BUT LESS THAN 4 YEARS		CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS	
			MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)
		BUSINESS- AND COMMERCE-RELATED CURRICULUMS (Continued)				
	2095	OTHER BUSINESS- OR COMMERCE-RELATED CURRICULUMS (Specify)				
334	2095					
335	2095					
336	7490	OTHER BIBLE STUDY, RELIGIOUS WORK				
337	2360	EDUCATION (2-year teacher training or teacher aides)				
338	3294	FINE, APPLIED, OR GRAPHIC ARTS	7	1		
339	4780	HOME ECONOMICS				
340	5310	LIBRARY Technical Assisting		3		
341	7742	POLICE TECHNOLOGY, LAW ENFORCEMENT				
	8350	OTHER NONSCIENCE- AND NONENGINEERING-RELATED (Specify)				
342	8350	Food Service Management	3			
343	8350					
344	8350					
345	0094	TOTALS FOR SECTION 4	10	9		

**BASIC INSTITUTIONAL DATA
NCA DATA FORM G — LIBRARY COLLECTION, STAFF, EXPENDITURES, AND SALARIES
EXPLANATIONS AND INSTRUCTIONS**

In this form, basic data are requested on the collections, staff, expenditures and salaries in college and university libraries. The compilations of these data have proved to be valuable tools for administrators, chief librarians, and others concerned with the improvement of library services to higher education.

The following changes have been made in the procedure and questionnaire since last year:

A. *Reorganization:* All data concerning the library have been consolidated into one form.

B. *New Items:*

1. Statistics on PROJECTED EXPENDITURES for this fiscal year — in order to provide more up-to-date information.
2. Statistics on INTERLIBRARY TRANSACTIONS.

GENERAL INSTRUCTIONS

- A. **TIME PERIODS COVERED.** The data concerning library collection and transactions (Part I) and actual expenditures and hourly assistance (Part II) should be reported for this fiscal year. The items concerning budgeted expenditures (Part II) are for the fiscal year. Expenditure data in Part III are for your institution's actual fiscal year and next budgeted fiscal year. Data on staff (Part III) and salaries (Part IV) are for the fall.
- B. **LIBRARY UNITS COVERED.** Report consolidated data for ALL of the library units in your college, university, or university system, including libraries in branches, extension centers, and research installations. If it is necessary to omit any library unit(s), please give name and location in Item 5.
- C. **NEED FOR ESTIMATES.** If exact information is not available for an item, PLEASE ENTER AN ESTIMATE for the requested figure. If data are available for a combination of items but not for each component, enter an estimate for each component. Thus, except for the salary table (Part IV, Lines 11-25), each item on the form should show (a) an appropriate figure, (b) an "X" for check boxes, or (c) "0" when the quantity to be reported is nothing or zero. DO NOT LEAVE ANY ITEM BLANK.

SPECIFIC INSTRUCTIONS

PART I - LIBRARY COLLECTION AND TRANSACTIONS,

- A. For reporting purposes, a VOLUME is a physical unit of any printed, typewritten, handwritten, mimeographed or processed work contained in one binding or portfolio, hardbound or paper bound, which has been classified, cataloged, or otherwise prepared for use. Include bound periodical volumes. Include Government documents that have been classified and cataloged, counting as a volume such material as is contained in one binding or portfolio.
- B. All forms of microtext (including microfilm) are to be excluded from Lines 1-4, but ARE TO BE REPORTED SEPARATELY on Lines 5 and 6. If the number of reels or other units of microtext are not separately available in your records, please estimate their number for purposes of providing separate data here.
- C. For Line 7, a PERIODICAL is defined as a publication issued in parts that usually contain articles by several contributors. It generally has a distinctive title and the successive numbers or parts are intended to appear at stated intervals, and usually for an indefinite period. Other serials, such as monographs, newspapers, annuals, proceedings, transactions, yearbooks, and reports, should be reported on Line 8.

**PART II - LIBRARY OPERATING EXPENDITURES,
ACTUAL AND BUDGETED**

- A. In order to provide current data, expenditure items are being requested for the institutional fiscal year.
- B. In the budgeted figures, include any funds, the receipt of which may not be certain but can plausibly be anticipated for the next fiscal year.

- C. On Line 1, include expenditures for salaries, before any deductions, of professional and nonprofessional staff of the library. Staff benefits, such as social security, retirement, pension contributions, and other "fringe benefits" paid by the institution should be excluded. Also exclude bindery salaries and wages (see Paragraph E).
- D. The estimated value of personal services (salary equivalents) contributed by members of religious orders should be included on Line 2.
- E. If your library operates its own bindery, report on Line 5 the total expenditures for this operation, including those for salaries, wages, and supplies.
- F. Note that Lines 8 through 10 provide for the estimated value or cost of certain materials or services which are not included in your library's budget. On Line 10, specify other types of services, such as, students working for part-payment of tuition or other hourly help under programs charged to the institution's budget.

PART III - GENERAL INSTITUTIONAL DATA

- A. Note that the information required in this Part is concerned with the entire institution. However, it is needed in the analysis of library data and will expedite final publication if supplied here.
- B. Figures for Items 1 through 5 should be obtained from the business officer and the chief academic officer, respectively.

PART IV - LIBRARY STAFF AND SALARIES, FALL TERM

SECTION A - TOTAL LIBRARY STAFF

- A. In this section report all staff (including contributed-service staff) serving the library in regular positions, i.e., full-time or part-time positions functioning during at least the fall term.
- B. For reporting purposes, PROFESSIONAL LIBRARIANS (Lines 1, 2, and 3) are defined as staff doing work that requires training and skill in the theoretical or scientific aspect of library work, as distinct from its mechanical or clerical aspect. Note that the group designated "Heads of major library units" (Line 2) includes head of school, college, or branch libraries and heads of major library departments or divisions.
- C. PROFESSIONAL STAFF OTHER THAN LIBRARIANS are defined as persons who, though not librarians, are in positions normally requiring at least a bachelor's degree (line 4).
- D. NONPROFESSIONAL STAFF² are persons in receiving, shipping, storing, secretarial duties, etc. (Line 5).
- E. To compute the full-time equivalent (FTE) of the part-time staff reported in Column (c), add the hours worked in a typical week by all regular part-time staff, and divide by the number of hours in your full-time work week; round to nearest tenth of a position, and enter the result in Column (d). Complete Column (e) (FTE of total staff) by adding Columns (b) and (d). NOTE:— Hourly employees who work only intermittently should be reported in Part II, Line 12.
- F. As appropriate, use a similar procedure to obtain, in terms of full-time equivalents, the components of Column (e) that are represented by contributed-service staff and enter this figure in Column (f).

SECTION B - SALARIES OF FULL-TIME STAFF

- A. This section requests salary data for all FULL-TIME library staff members who, at the beginning of the fall term, held contracts for periods of at least 9 months. Exclude staff serving full time for less than 9 months. The definitions in Section A for types of position also apply here.
- B. Report salaries in terms of contract salaries before deductions. Staff on 9-10 month and 11-12 month contracts should be entered, respectively, in tier A and tier B of the table. Estimate salary equivalents of contributed-service staff members (equating them to an 11-12 month rate) and report them in tier C.
- C. For staff reported on each line of the table, compute the mean salary (Column (b) \times 2) summing the salaries and dividing by the number of staff in Column (c).

Note that the salary of the director of libraries is to be reported separately (Item 7), and that use of his salary will be restricted if you so specify in Item 9.

NCA Data Form G — Library Collection, Staff, Expenditures, and Salaries (continued)

LIBRARY UNIT(S) OMITTED FROM THIS REPORT

NAME OF LIBRARY UNIT	ADDRESS	ZIP CODE
Orchard ridge		

PART I — LIBRARY COLLECTION AND TRANSACTIONS		PART II — LIBRARY OPERATING EXPENDITURES ACTUAL AND BUDGETED		
			ACTUAL	BUDGETED
1. NUMBER OF VOLUMES HELD AT END OF PREVIOUS YEAR	24,771	1. TOTAL SALARIES, BEFORE DEDUCTIONS, OF REGULAR LIBRARY STAFF	\$ 140,000.	\$ 138,314.
2. NUMBER OF VOLUMES ADDED DURING YEAR (Without subtraction of volumes withdrawn)	2,359	2. SALARY EQUIVALENTS OF CONTRIBUTED-SERVICE STAFF	\$ 0	\$ 0
3. NUMBER OF VOLUMES WITHDRAWN DURING YEAR	0	3. TOTAL WAGES PAID TO STUDENTS AND OTHER HOURLY ASSISTANTS, BEFORE DEDUCTIONS	\$ 12,385.	\$ 10,000.
4. TOTAL NUMBER OF VOLUMES HELD AT END OF YEAR (Sum of Lines 1 and 2, minus 3)	27,130	4. EXPENDITURES FOR BOOKS AND OTHER LIBRARY MATERIALS	\$ 20,846.	\$ 20,846
5. NUMBER OF REELS OF MICROFILM HELD AT END OF YEAR	1,806	5. EXPENDITURES FOR BINDING AND REBINDING	\$ 900.	\$ 600.
6. NUMBER OF PHYSICAL UNITS OF OTHER FORMS OF MICROTEXT (e.g., number of microcards, microprints, or microfiche cards) HELD AT END OF YEAR (Estimate if necessary)	50	6. OTHER OPERATING EXPENDITURES (INCLUDING replacement of equipment and furnishings but EXCLUDING all capital outlay)	\$ 38,150.	\$ 38,150.
7. NUMBER OF PERIODICAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	600	7. GRAND TOTAL (Sum of Lines 1 through 6)	\$ 212,281.	\$ 207,910.
8. NUMBER OF OTHER (nonperiodical) SERIAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	100	ESTIMATED COST OF ITEMS WHICH, THOUGH NOT CHARGED TO YOUR LIBRARY ACCOUNTS, CONSTITUTE LIBRARY MATERIALS OR SERVICES.		
INTERLIBRARY TRANSACTIONS. (Exclude requests not filled or still pending and transactions between library units of your institution. Estimate if necessary)		8. BINDING	\$ 0	0
9. NUMBER OF ITEMS BORROWED (Including nonreturnable items received)	150	9. AUTOMATION SERVICES	\$ 500.	0
NUMBER OF ITEMS LENT BY YOUR LIBRARY:	100	10. OTHER (Specify)	\$ 0	0
10. NONRETURNABLE ITEMS SUPPLIED	15	STUDENT AND OTHER HOURLY ASSISTANCE		
11. RETURNABLE ITEMS SUPPLIED	85	11. ANNUAL TOTAL NUMBER OF HOURS OF STUDENT ASSISTANCE	8,679	
		12. ANNUAL TOTAL NUMBER OF HOURS OF OTHER HOURLY ASSISTANCE	0	0

NCA DATA FORM G — LIBRARY COLLECTION, STAFF
EXPENDITURES, AND SALARIES (Continued)

Analysis of resources

For your present total collection (sum of items 4-7 part A), enter in column 4 below the approximate percents which are devoted to the areas in column 1. Likewise, enter in column 5 the approximate percents for your current acquisitions (item 2 part A). In each column the percents should total 100. (Provide approximations by measuring your shelf list cards at 100 cards per inch; estimate for unclassified serials or periodicals. The numbers and letters below refer to the approximate D.C. and L.C. schedules.)

AREA	CLASSIFICATION		% OF TOTAL COLLECTION	% OF CURRENT ACQUISITIONS
	D.C.	L.C.		
1	2	3	4	5
10 HUMANITIES AND GENERAL WORKS	000,100,200, 400,700,800	A, B, M, N, P, Z,	28.1	
11 SOCIAL SCIENCES	300,900	C, D, E, F, G, H, J, K*, L	27.8	
12 PHYSICAL SCIENCES, INCLUDING MATHMATICS	500 - 559	Q - QE	3.6	
13 BIOMEDICAL SCIENCES	560 - 599 610 - 619	QH - QR R, S	5.4	
14 TECHNOLOGY (ENGINEERING)	600 - 609 620 - 699	T, U, V	2.4	
15 UNCLASSIFIED MATERIALS (INCLUDING UNCLASSIFIED BOUND PERIODICALS)			32.4	

*i.e., LAW (pending)

NUMBER OF TITLES, EXCLUSIVE OF TOTAL NUMBER OF VOLUMES (WHICH INCLUDES DUPLICATES) 25,000

NCA Data Form G - Part III - General Institutional Data

EXPENDITURES OF YOUR INSTITUTION FOR EDUCATIONAL AND GENERAL PURPOSES, INCLUDING FUNDS FOR ORGANIZED RESEARCH FOR THE INSTITUTION'S FISCAL YEAR (Please coordinate with your institution's business officer)		PROFESSIONAL STAFF OF YOUR INSTITUTION IN RESIDENT INSTRUCTION, DEPARTMENTAL RESEARCH, AND ORGANIZED RESEARCH, FALL TERM (Please coordinate with your institution's chief academic officer)		
1. ACTUAL EXPENDITURES FOR LATEST FISCAL YEAR	2. BUDGETED EXPENDITURES FOR NEXT FISCAL YEAR	3. FULL-TIME	4. PART-TIME	5. FTE OF PART-TIME
\$	\$			

PART IV - LIBRARY STAFF COUNT AND SALARIES, FALL TERM

SECTION A - TOTAL LIBRARY STAFF

TYPE OF POSITION (See Page 4 for definitions)	NUMBER OF STAFF		FTE OF PART-TIME STAFF	FTE OF TOTAL STAFF (Col. (b) Plus Col. (d))	FTE CONTRIBUTED-SERVICE STAFF INCLUDED IN COLUMN (e)
	FULL-TIME	PART-TIME			
(a)	(b)	(c)	(d)	(e)	(f)
1. ASSOCIATE AND ASSISTANT LIBRARIANS	1				0
2. HEADS OF MAJOR LIBRARY UNITS	1				0
3. OTHER PROFESSIONAL LIBRARIANS	1				0
4. PROFESSIONAL STAFF OTHER THAN LIBRARIANS	1				0
5. NONPROFESSIONAL STAFF	11				0
6. TOTAL STAFF (Sum of Lines 1 through 5)	15				0

SECTION B - SALARIES OF FULL-TIME STAFF

7. SALARY OR SALARY EQUIVALENT OF DIRECTOR OF LIBRARIES (Chief Librarian) \$ 16,100	8. CHECK APPROPRIATE BOX TO SHOW CONTRACT STATUS OF DIRECTOR OF LIBRARIES <input type="checkbox"/> A. 9-10 MONTHS <input checked="" type="checkbox"/> B. 11-12 MONTHS <input type="checkbox"/> C. CONTRIBUTED SERVICE		
9. IF THE SALARY OF THE CHIEF LIBRARIAN IS TO BE KEPT CONFIDENTIAL AND USED ONLY FOR SUMMARY TABULATIONS, ENTER AN "X" HERE <input type="checkbox"/>			
10. REPORT BEGINNING ANNUAL SALARY WHICH YOUR LIBRARY IS PAYING TO A LIBRARY SCHOOL GRADUATE (Fifth-Year Degree without experience) (If none recruited this term, enter an "X" in Item C.)	A. FOR 9-10 MONTHS \$	B. FOR 11-12 MONTHS \$	C. NONE RECRUITED THIS TERM <input checked="" type="checkbox"/>

NCA Data Form G — PART IV, SECTION B (continued)
MEAN SALARY AND DISTRIBUTION OF FULL-TIME LIBRARY STAFF BY SALARY

TYPE OF POSITION (a)	MEAN SALARY* (b)	TOTAL FULL-TIME STAFF (Sum of cols. (d)-(p)) (c)	NUMBER OF FULL-TIME STAFF EMPLOYED AT LEAST 9 MONTHS, BY SALARY BRACKET						
			LESS THAN \$4,000 (d)	\$4,000 to \$4,999 (e)	\$5,000 to \$5,999 (f)	\$6,000 to \$6,999 (g)	\$7,000 to \$7,999 (h)	\$8,000 to \$8,999 (i)	\$9,000 to \$9,999 (j)
A. STAFF EMPLOYED 9-10 MONTHS									
11. ASSOCIATE & ASSISTANT LIBRARIANS									
12. HEADS OF MAJOR LIBRARY UNITS									
13. OTHER PROFESSIONAL LIBRARIANS									
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS									
15. NONPROFESSIONAL STAFF									
B. STAFF EMPLOYED 11-12 MONTHS									
16. ASSOCIATE & ASSISTANT LIBRARIANS	15,680.	1							1
17. HEADS OF MAJOR LIBRARY UNITS	16,200.	1							1
18. OTHER PROFESSIONAL LIBRARIANS	13,565.	1							1
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS	15,680.	1							1
20. NONPROFESSIONAL STAFF	6,125.	11			7	1	2	1	
C. CONTRIBUTED-SERVICE STAFF (Equate all to 11-12 month rate)									
21. ASSOCIATE & ASSISTANT LIBRARIANS									
22. HEADS OF MAJOR LIBRARY UNITS									
23. OTHER PROFESSIONAL LIBRARIANS									
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS									
25. NONPROFESSIONAL STAFF									

*MEAN SALARY FOR EACH LINE = SUM OF ACTUAL SALARIES (OR EQUIVALENTS) DIVIDED BY SUM OF PERSONNEL ON THAT LINE.

NCA Data Form G — PART IV, SECTION B (continued)
MEAN SALARY AND DISTRIBUTION OF FULL-TIME LIBRARY STAFF BY SALARY

TYPE OF POSITION (a)	MEAN SALARY* (b)	TOTAL FULL-TIME STAFF (Sum of cols. (d)-(p)) (c)	NUMBER OF FULL-TIME STAFF EMPLOYED AT LEAST 9 MONTHS, BY SALARY BRACKET					
			\$10,000 to \$11,999 (k)	\$12,000 to \$13,999 (l)	\$14,000 to \$15,999 (m)	\$16,000 to \$17,999 (n)	\$18,000 to \$19,999 (o)	\$20,000 or MORE (p)
A. STAFF EMPLOYED 9-10 MONTHS								
11. ASSOCIATE & ASSISTANT LIBRARIANS								
12. HEADS OF MAJOR LIBRARY UNITS								
13. OTHER PROFESSIONAL LIBRARIANS								
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
15. NONPROFESSIONAL STAFF								
B. STAFF EMPLOYED 11-12 MONTHS								
16. ASSOCIATE & ASSISTANT LIBRARIANS								
17. HEADS OF MAJOR LIBRARY UNITS								
18. OTHER PROFESSIONAL LIBRARIANS								
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
20. NONPROFESSIONAL STAFF								
C. CONTRIBUTED-SERVICE STAFF (Equate all to 11-12 month rate)								
21. ASSOCIATE & ASSISTANT LIBRARIANS								
22. HEADS OF MAJOR LIBRARY UNITS								
23. OTHER PROFESSIONAL LIBRARIANS								
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
25. NONPROFESSIONAL STAFF								

*MEAN SALARY FOR EACH LINE = SUM OF ACTUAL SALARIES (OR EQUIVALENTS) DIVIDED BY SUM OF PERSONNEL ON THAT LINE.

Date _____

BASIC INSTITUTIONAL DATA

NCA Data Form H — Financial Statistics of Institutions of Higher Education

These financial schedules are designed, in general, in categories which are compatible with groupings and definitions in College and University Business Administration, Volumes I and II, published by the American Council on Education, 1785 Massachusetts Ave., N. W., Washington, D. C.

Please examine the definitions and instructions.

General Instructions and definitions.

1. Data requested on financial statistics are for the fiscal year of your institution.
2. Data on all of the organizational units of your institution (e.g., *Federally Funded Research and Development Centers, branches, extensions*) should be included. Any support provided an independent organization, such as a consortium (e.g., *committee on institutional cooperation*) should also be included.
3. Data for your institution which are not kept on the books of account of your institution, but are kept on the records of another organization or agency for your institution, should be included (e.g., *State agency keeping records on physical plant*).
4. Estimated value of "contributed services" (*members of a religious order only*) should be included under revenue (*private gifts*) and under expenditures by appropriate categories.
5. In reporting Federal funds received, include those Federal funds channeled through State agencies.
6. Exclude agency funds — i.e., funds handled by the institution in a custodial capacity only (e.g., *funds for student organizations*).
7. No one institution will have data for all of the cells in these schedules (e.g., in schedule I, item A 5a only applies to institutions which manage a center which is designated as a *Federally Funded Research and Development Center* by a Federal agency).
8. Detailed instructions and definitions are provided for each schedule, with the box-head items of each schedule included first and sub-items included second.
9. In reporting dollar amounts, omit cents.

NOTE: The Schedules are not numbered sequentially, nor are the instructions. This is because certain of the Schedules have been omitted.

SCHEDULE I — CURRENT-FUNDS REVENUE BY SOURCE FOR FISCAL YEAR

In schedule I, report all current-funds revenue (*unrestricted, those restricted by the source, and those designated by the institution*) received for the fiscal year. Report all current-funds revenue as shown on your accounting records, regardless of the accounting basis used (e.g., *cash, accrual, etc.*).

Line A. Report as educational and general all revenues for the instructional, research, extension and public services programs of the institution, and for general expenses.

Line 1. Student tuition and fees — all tuition and fees assessed against students for educational and general purposes. Tuition and fee remissions (*not intended to be collected*) should be included here and also a corresponding amount under student aid grants (*Schedule IV, line 2*).

Line 2. Governmental appropriations — all educational and general revenues from governmental sources except funds for sponsored research and other sponsored programs. Line 2a, Federal Government, should include such revenues from all Federal agencies including Federal funds channeled through State agencies. Line 2c, local government, should include revenues from a municipality, county, district, or any other political subdivision within a State. Include direct tax levies if appropriate.

Line 3. Endowment income — report all educational and general revenues derived from the earnings of endowment, term endowment, and quasi-endowment funds. Include income from funds held in irrevocable trusts by others. Land-grant institutions should include earnings from Federal and State land-grant funds.

Line 4. Private gifts — report educational and general revenues given to the institution by any nongovernmental source. Include estimated value of services contributed by members of religious orders (*a corresponding amount should be reported under expenditures*). Bequests should be included. Do not include funds received for specific research or other sponsored programs in accordance with contract, grants, or other written agreements.

Item 5. Sponsored research — include revenues from governmental agencies or other outside organizations or individuals for specific research projects for which payments are made in accordance with contracts, grants, or other written agreements. Include amounts received as allowances or reimbursement for indirect costs. Line 5a should include all revenues for organizations which are designated as *Federally Funded Research and Development Centers* by the sponsoring Federal agency. Line 5c should include revenues for specific research projects from nongovernmental sources such as foundations, business corporations, and other organizations and individuals.

Line 6. Other separately budgeted research — include the revenues or gross income from all separately organized research divisions which are not financed in the manner described for sponsored research. Examples are research bureaus, research institutes, and agriculture and engineering experiment stations.

Line 7. Other sponsored programs — include revenues for all separately budgeted programs, other than research, which are supported by sponsors outside the institution. Examples are training programs, workshops, training and instructional institutes, such as counseling institutes, college work-study program, and similar activities for which payments are made in accordance with contracts, grants, or other written agreements. Revenues from governmental sources should be reported in lines 7a, 7b, and 7c. Line 7d, Nongovernmental, should include revenues from foundations and other nongovernmental sources.

NCA Data Form H — Financial Statistics of Institutions of Higher Education (Continued)

SCHEDULE I INSTRUCTIONS (Continued)

- Line 8. Hospitals — public service only. The revenues of hospitals should be reported in this line only by institutions operating hospitals in which service to the community or State is paramount and if the accounts are not reported by the institution as a part of "Other Organized Activities of Educational Departments."
- Line 9. Other organized activities of educational departments — report the gross revenues of activities organized and operated in connection with instructional departments and conducted primarily to provide an instructional or laboratory training of students. Examples of such activities are medical-school hospitals (excluding those reported in line 8 above), home economics cafeterias, agricultural college creameries, dental clinics, and laboratory or demonstration schools. The revenue of other activities of a general educational and cultural nature, such as lecture courses, concerts, dramatic productions, and artists' series may also be included.
- Line 10. Sales and services of educational departments—include the incidental revenues of educational departments, such as proceeds from the sale of publications.
- Line 11. Other educational and general—report all items of revenues for educational and general purposes not included in items above.
- Line B. Student aid—report revenues for use in the form of grants to students. Do not include funds for loans to students or for the employment of students (such as teaching fellowships, working scholarships, or work-study programs). The grants to students may be in the form of scholarships, fellowships, grants-in-aid, and prizes or awards for which no services are required of the student. Report the revenues by source in lines B1 and B6.
- Line C. Auxiliary enterprises—report the gross revenues of all activities which exist to furnish a service to students, faculty, or staff, and which charge a fee which is directly related to, although not necessarily equal to, the cost of the service. For contracted services, report only revenue as shown on the records of your institution.
- Line C1 and 2. Housing and food services — include revenues on all housing and food service owned or leased by the institution.
- Line C3: Other auxiliary enterprises—include the gross revenues of all auxiliary enterprises except housing and food services. Examples are college unions, student stores, and laundries. Revenues of intercollegiate athletics should be included unless the program is operated as an integral part of a department of physical education, in which case its transactions should be reported under organized activities relating to educational departments.

SCHEDULE IV. - CURRENT-FUNDS EXPENDITURES BY FUNCTION (PURPOSE) FOR THE FISCAL YEAR

- In Schedule IV, report expenditures made from current-funds for current operating purposes. Also include any expenditures made from current-funds for physical plant assets (i.e., any expenditures made which will not be repaid to current-funds from plant funds).
- Line 1 a. - Instruction and departmental research includes all resident (not extension) instruction and departmental (not separately organized) research in all colleges or schools and the administrative expense for operating these units.
- Line 1 b. - Extension and public service includes educational and other activities designed primarily to serve the general public (e.g., correspondence courses, adult and continuing education courses, agricultural extension, and other community services).
- Line 1 c. - Libraries include all expenses of general and departmental libraries: salaries and wages, binding, books, periodicals, newspapers, other library materials, operating expenses, and equipment.
- Line 1 d. - Physical plant maintenance and operation includes expenditures for all facilities except those properly charged to auxiliary enterprises and organized activities relating to instructional departments.
- Line 1 e. - General administration, general institutional expense, and student services includes expenditures (1) for such offices as governing board, president, vice-president, administrative dean of faculties, business office, public relations, student personnel, registration, admission, and placement; (2) for such other expenses as auditing, bulletins, catalogs, commencement, convocations, memberships, financial campaigns; and (3) for staff benefits not distributed to other budgetary units
- Line 1 f. - Organized activities relating to educational departments includes activities organized and operating in connection with educational departments and conducted primarily as a necessary part of the work of the departments.
- Line 1 g. - Organized research includes sponsored and other separately budgeted research. (Exclude Federally Funded Research and Development Centers)
- Line 1 h. - Other sponsored programs is a category included in this schedule for reporting such activities as training institutes and other sponsored activities which are specifically financed by outside sources such as Federal departments and agencies.
- Line 1 i. - All other educational and general is used here for only those items which cannot be classified in categories above.
- Line 2. - Student-aid includes grants-in-aid, scholarships, and fellowships, not student work assignments (chargeable directly to using departments) or student loans. Intercollegiate athletics grants-in-aid may be reported under intercollegiate athletics, if your institution allocates in this manner.
- Line 3. - Auxiliary enterprises should include the gross expenditures of all auxiliary enterprises. Physical plant charges, general institutional expenses, administrative charges, and other indirect costs should also be included. Current-funds expended as principal or interest payments on auxiliary enterprise facility indebtedness should also be included here.
- Line 3, j and k. - Housing and food service includes the operation of all such facilities owned or leased by the institution.
- Line 3, m. - Other auxiliary enterprises are other than housing and food service enterprises which are intended to be self-supporting.
- Line 4. - Report here all current-fund expenditures for physical plant not included in any other current-fund expenditure such as annual replacement of equipment and furnishings.
- Line 5. - Please note that the total current-funds expenditures should be the sum of lines 1, 2, 3, and 4.

NCA Data Form H — Financial Statistics of Institutions of Higher Education (Continued)

SCHEDULE V. - PHYSICAL PLANT FIXED ASSETS BY BEGINNING AND ENDING VALUES AND ADDITIONS AND DEDUCTIONS DURING THE YEAR FOR THE FISCAL YEAR

In Schedule V, report data on physical plant fixed assets: land, improvements other than buildings, buildings, and equipment (not plant cash or investments of plant cash).

Column (2) - Land — report all land values except those land values which are a part of endowment or other capital-fund investments in real estate.

Column (3) - Improvements include sidewalks, streets, parking lots, monuments, and all other, except improvements to building.

Column (4) - Buildings include all buildings except those which are a part of endowment or other capital-funds investments on real estate.

Column (5) - Equipment includes all equipment which your institution includes as an asset on inventory records.

Line 1. - Book value of plant at the beginning of the fiscal year is intended as the dollar amount of value as shown on the institution's accounting records. Please provide estimates for assets not recorded in the accounts of the institution.

Line 2 a. - Additions to plant by expenditure are additions made through purchase, regardless of the funds expended (*current-funds or plant funds*).

Line 2 b. - Additions to plant by gift-in-kind from donor are additions made through transfer of property to the institution, regardless of source.

Line 2 c. - Additions to plant by reappraisal are additions in dollar amounts which are added to the accounting records of your institution, resulting from appreciation of plant values.

Line 2 d. - Other additions to the plant are the exceptional circumstances of additions which do not fit any of the categories listed above.

Line 3. - Deductions from the plant are deductions resulting from selling, razing, fire or other hazards, or other disposition of assets, or from obsolescence.

Line 4. - Book value of plant at the ending of the fiscal year is intended as the dollar amount of value as shown on the institution's accounting records. Please provide estimates for assets not recorded in the accounts of the institution.

NCA DATA FORM H — FINANCIAL STATISTICS OF INSTITUTIONS OF HIGHER EDUCATION
Schedule I — Current Funds Revenue By Source

Indicate by a check mark whether:

1. Income is reported on cash basis or accrual basis
2. Expenditures are reported on cash basis or accrual basis

(Cash basis: Items are reported as income and as expenditures only when cash is received or made available to the institution and when it is paid out. Accrual basis: Income is taken into the accounts as it becomes due the institution or when a bill is rendered; expenditures are taken into the accounts when obligations are incurred.)

SOURCE (A)	ADP USE	AMOUNT (Whole Dollars Only) (B)			
		THREE PRIOR YEARS			CURRENT YEAR
		19 ____	19 ____	19 ____	19 ____
A. EDUCATION AND GENERAL (Sum of Lines 1,2,3,4,5,6,7,8,9,10 and 11)	1	\$	\$	\$	\$
1. STUDENT TUITION AND FEES	2				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
2. GOVERNMENTAL APPROPRIATIONS (Sum of Lines 2,4 thru C)	3				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
A. FEDERAL GOVERNMENT	4				
B. STATE GOVERNMENT	5				
C. LOCAL GOVERNMENT	6				
3. ENDOWMENT INCOME	7				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
4. PRIVATE GIFTS	8				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
5. SPONSORED RESEARCH (Sum of Lines 5,4 thru E)	9				
A. FEDERALLY FUNDED RESEARCH AND DEVELOPMENT CENTERS	10				
B. OTHER FEDERAL GOVERNMENT	11				
C. STATE GOVERNMENT	12				
D. LOCAL GOVERNMENT	13				
E. NONGOVERNMENTAL	14				
6. OTHER SEPARATELY BUDGETED RESEARCH	15				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
7. OTHER SPONSORED PROGRAMS (Sum of Lines 7A thru D)	16				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
A. FEDERAL GOVERNMENT	17				
B. STATE GOVERNMENT	18				
C. LOCAL GOVERNMENT	19				
D. NONGOVERNMENTAL	20				

NCA DATA FORM H — FINANCIAL STATISTICS OF INSTITUTIONS OF HIGHER EDUCATION (Continued)

SOURCE (A)	ADP USE	AMOUNT (Whole Dollars Only) (B)			
		THREE PRIOR YEARS			CURRENT YEAR
		19 ____	19 ____	19 ____	19 ____
8. HOSPITALS-PUBLIC SERVICE ONLY (See Instruction for Line 8)	21	\$	\$	\$	\$
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
9. OTHER ORGANIZED ACTIVITIES OF EDUCATIONAL DEPARTMENTS	22				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
10. SALES AND SERVICES OF EDUCATIONAL DEPARTMENTS	23				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
11. OTHER EDUCATIONAL AND GENERAL	24				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
B. STUDENT AID (Sum of Lines 1 thru 6)	25				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
1. FEDERAL GOVERNMENT	26				
2. STATE GOVERNMENT	27				
3. LOCAL GOVERNMENT	28				
4. PRIVATE GIFTS AND GRANTS	29				
5. ENDOWMENT INCOME	30				
6. OTHER	31				
C. AUXILIARY ENTERPRISES (Sum of Lines 1, 2 and 3)	32				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
1. HOUSING	33				
2. FOOD SERVICES	34				
3. OTHER AUXILIARY ENTERPRISES	35				
D. TOTAL CURRENT-FUNDS REVENUE (Sum of Items A, B and C)	36	\$	\$	\$	\$

SCHEDULE IV - CURRENT-FUNDS EXPENDITURES BY FUNCTION (Purpose)

FUNCTION (Purpose) (A)	ADP USE	AMOUNT (Whole Dollars Only)			
		THREE PRIOR YEARS			CURRENT YEAR
		19 ____	19 ____	19 ____	19 ____
1. TOTAL EDUCATIONAL AND GENERAL (Sum of Lines A thru I)	37	\$	\$	\$	\$
A. INSTRUCTION AND DEPARTMENTAL RESEARCH	38				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
B. EXTENSION AND PUBLIC SERVICE	39				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
C. LIBRARIES	40				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
D. PHYSICAL PLANT MAINTENANCE AND OPERATION	41				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
E. GENERAL ADMINISTRATION, GENERAL INSTITUTIONAL EXPENSE, AND STUDENT SERVICES	42				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
F. ORGANIZED ACTIVITIES RELATING TO EDUCATIONAL DEPARTMENTS	43				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
G. ORGANIZED (Sponsored and other separately budgeted) RESEARCH	44				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
H. OTHER SPONSORED PROGRAMS	45				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
I. ALL OTHER EDUCATIONAL AND GENERAL	46				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
2. TOTAL STUDENT AID	47				
3. TOTAL AUXILIARY ENTERPRISES (Sum of Lines J thru L)	48				
J. HOUSING	49				
K. FOOD SERVICES	50				
L. OTHER AUXILIARY ENTERPRISES	51				
4. CURRENT FUNDS EXPENDED FOR PHYSICAL PLANT ASSETS NOT INCLUDED ABOVE	52				
5. TOTAL CURRENT FUNDS EXPENDITURES (Sum of Lines 1, 2, 3, 4)	53	\$	\$	\$	\$

**SCHEDULE V — PHYSICAL PLANT FIXED ASSETS BY BEGINNING AND ENDING VALUES
 AND ADDITIONS AND DEDUCTIONS DURING FISCAL YEAR**

BALANCE AND TRANSACTION (1)	ADP USE	TYPE OF ASSET				
		LAND (2)	IMPROVE- MENTS (3)	BUILDINGS (4)	EQUIPMENT (5)	TOTAL (6)
1. BOOK VALUE OF PLANT FIXED ASSETS AT BEGINNING OF FISCAL YEAR	54	\$	\$	\$	\$	\$
2. ADDITIONS TO PLANT FIXED ASSETS DURING THE YEAR (Sum of Lines 2A - D)	55					
A. BY EXPENDITURES	56					
B. BY GIFT-IN-KIND FROM DONOR	57					
C. BY REAPPRAISAL OF PLANT VALUE	58					
D. BY OTHER ADDITIONS	59					
3. DEDUCTION FROM PLANT FIXED ASSETS DURING THE YEAR	60					
4. BOOK VALUE OF PLANT FIXED ASSETS AT ENDING OF FISCAL YEAR	61					

BASIC INSTITUTIONAL DATA
NCA Data Form J — Selected Adult Higher Education Activities

This form is designed to determine adult or continuing education activities in institutions of higher education and to obtain estimates of the volume of these activities.

Higher adult or continuing education includes activities designed for adults and out-of-school youth who are not regularly enrolled as students and whose needs are not ordinarily met by regular degree courses.

The survey is *institution-wide* in scope and activities of all schools or units are to be reported. Include activities of undergraduate, graduate and professional schools, schools of general studies, technical institutes, in addition to those conducted by extension departments, special institutes, bureaus, or other units of your institution.

An activity should be reported if it is *sponsored wholly or partly by your institution* and it is part of the instructional

staffs (*resident and extension*) official university program. The activities are often offered by a distinct administrative unit, e.g., extension division, evening college. Registration is for courses of instruction given under programs of optional degree credit and/or noncredit. Activities conducted jointly with nonacademic organizations are also reportable.

To insure full coverage it is recommended that your institution designate *one* person as coordinator with responsibility for assuring that the requested information is obtained from all relevant institutional components.

Please read the instructions, definitions, and schedules that follow before compiling the data.

INSTRUCTIONS

1. **TIME PERIOD COVERED.** Include all courses of instruction completed by your institution for the previous academic year or for another 12-month period that includes summer sessions and intersessions. (Do not include programs begun, but not completed in the 12-month period.)

2. **SCOPE OF THE STUDY.** Report consolidated data; include the activities of the main campus, branches, extension centers, other campuses, all departments or divisions, and all other units of your institution. Report activities conducted on or off-campus, including activities scheduled during any time of the year with meetings conducted during the day, afternoon, or evening or weekends.

3. **ESTIMATED REGISTRATIONS.** Registrations refer to the total number of participants for each type of activity, not to individual persons; i.e., one individual may account for more than one registration. Include registrations for all of the sections of the activity each time it is offered during the twelve-month period. The estimated total number of registrations for each type of activity is requested.

4. **EXCEPTIONS AND EXCLUSIONS** are listed below:
a. Exclude activities which include less than 3 hours of planned instruction.

b. Exclude activities which are primarily social or recreational. (This exclusion would not apply, however, to swimming classes or other organized recreational courses which include 3 or more hours of planned instruction.)

c. Exclude high school courses and activities for high school youths.

d. Exclude courses creditable toward academic degrees or similar awards, including courses based on 1-year or 2-year curriculums. Enrollees in such courses should be reported in the regular enrollment forms of this survey. (Courses not reportable here include: (i) Correspondence courses creditable toward a degree or other formal award; (ii) Courses leading to certificates which are essentially equivalent to bachelor's or higher degrees; and (iii) Curriculums of 1-, 2-, or 3-year programs leading to degrees or other awards in occupational areas, including curriculums of at least 1 year whose completion makes the student eligible, upon examination, for licensing by a State authority.)

DEFINITIONS

CREDIT CATEGORIES

DEGREE-CREDIT—OPTIONAL. This term refers to certain types of recognition other than credit normally used toward a degree or other formal award. An example of a degree-credit—optional activity might be that contributing toward occupational advancement, or certification or other recognition of attendance; such recognition may be a kind which, though not automatically credited toward a degree or other formal award, may be so credited on the initiative of the student.

NONCREDIT. This term includes instructional activities exclusive of the degree-credit—optional activities defined above.

TYPE OF ACTIVITY

1. **CLASS.** A regularly scheduled meeting of a group formally organized for instruction in a specific topic or area, and extending over an entire session or intersession.
2. **SHORT COURSE.** A short course differs from a class as defined above only insofar as it extends over a more limited time period and may begin and terminate at any time.
3. **CONFERENCE, INSTITUTE, AND/OR WORKSHOP.** An organized instructional program which meets for 3 hours or more in continuous session except for meals and recesses.
4. **LECTURE SERIES.** A form of activity consisting essentially of a series of lectures. The presentations are often based on a common theme. Registration for the entire series is encouraged although attendance at individual lectures may be permitted.
5. **DISCUSSION GROUP.** A method of instruction with regularly scheduled meetings that have intervening time periods. The major emphasis is upon the intellectual interaction of the group. Participation is emphasized.
6. **CORRESPONDENCE COURSE.** A course of instruction involving a continuing exchange between instructor and student and conducted primarily by written communication.
7. **CLOSED CIRCUIT TV INSTRUCTION.** Instruction through the medium of TV with program preparation and distribution completely controlled by the institution.

8. **BROADCAST TV INSTRUCTION.** Instruction over commercial or educational TV channels which is available to the public but permits viewers the option of registering with your institution and meeting its requirements. The registration to be reported is that for which there is some evidence of participation, e.g., registration for credit, purchase of a study guide, etc.

9. **CLOSED CIRCUIT AUDIO-INSTRUCTION.** Instruction over a closed circuit audio system completely controlled by the institution.

10. **BROADCAST RADIO INSTRUCTION.** Instructions broadcast over one or more radio stations available to the public but allows listeners to exercise the option of registering with your institution and meeting its requirements. The registration to be reported is that for which there is some evidence of participation, e.g., registration for credit, purchase of a study guide, etc.

COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS

Community development and community service programs ordinarily focus on (a) citizen participation in improving the physical and social environment, (b) the problem-solving process, and/or (c) services to the public as a whole.

CONSULTATION OR TRAINING SERVICES

This includes counseling or training services given as part of a community development or community service program.

PROFESSIONAL REFRESHER COURSE

This includes study carried on by practicing members of a profession (*dentistry, engineering, law, medicine, etc.*), as a means of keeping abreast of developments which directly affect them.

NOTE: Since community development and community service programs, and professional refresher courses utilize one or several of the types of activity listed above. They should be reported in terms of those activities in Part I and they should also be reported separately in Parts IV and VI, respectively.

5. IF YOUR INSTITUTION CONDUCTED NO ADULT EDUCATION ACTIVITIES AS DEFINED IN THIS SURVEY, CHECK BOX BELOW, COMPLETE ITEMS 1 THROUGH 4 ONLY. OTHERWISE, COMPLETE ALL APPLICABLE ITEMS.

NO ACTIVITIES IN SCOPE OF THIS SURVEY

ADULT EDUCATION ACTIVITIES IN THE PREVIOUS ACADEMIC YEAR

PART I - TYPES OF ACTIVITIES AND REGISTRATION. In Columns (b) and (c), enter the estimated or anticipated total registration for this type of activity. For each activity with over 200 registrants, please report details in Part III. This tabulation includes activities of community development and community service programs with 3 or more hours of planned instruction. Professional refresher courses also may involve more than one type of activity and are included in this tabulation. Details are reported in Parts IV and VI. These data do not reflect consultation services which are separately reported in Part V.

TYPE OF ACTIVITY (a)	ESTIMATED REGISTRATIONS		TYPE OF ACTIVITY (a)	ESTIMATED REGISTRATIONS	
	DEGREE-CREDIT OPTIONAL ACTIVITIES (b)	NONCREDIT ACTIVITIES (c)		DEGREE-CREDIT OPTIONAL ACTIVITIES (b)	NONCREDIT ACTIVITIES (c)
1. CLASSES			8. BROADCAST TV INSTRUCTION		
2. SHORT COURSES			9. CLOSED CIRCUIT AUDIO-INSTRUCTION		
3. CONFERENCES, INSTITUTES, AND/OR WORKSHOPS			10. BROADCAST RADIO INSTRUCTION		
4. LECTURE SERIES			11. OTHER (Specify)		
5. DISCUSSION GROUPS					
6. CORRESPONDENCE COURSES			12.		
7. CLOSED CIRCUIT TV INSTRUCTION					

PART II - SUMMARY OF LISTINGS. Enter the total number of activities in 1967-68 for each item listed below. An activity is defined as an individual lecture series, correspondence course, discussion group, etc.

ITEM	NUMBER OF ACTIVITIES
1. COURSES OF INSTRUCTION WITH 200 OR MORE TOTAL REGISTRATIONS (List in Part III)	
2. COMMUNITY DEVELOPMENT PROGRAMS AND COMMUNITY SERVICE PROGRAMS (List in Part IV)	
3. PROFESSIONAL REFRESHER COURSES (List in Part VI)	

PART III - ACTIVITIES WITH OVER 200 REGISTRATIONS: For any individual adult education activity such as an institute, a conference, short course, etc., with 200 or more registrations, please furnish the detail outlined below. **NOTE:** Exclude community development and community service program activities, consultative service, and professional refresher courses. They are separately reported in Parts IV, V, and VI, respectively.

NAME OF PROGRAM (a)	ESTIMATED REGISTRATIONS (b)	SPONSORING ADMINISTRATIVE UNIT (c)	TYPE OF ACTIVITY (Use categories listed in Part I.) (d)	SUBJECT OR AREA OF MAJOR PROGRAM INTEREST* (e)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

*Select subject or area of major program interest from the following list:

- | | | | |
|------------------------|--------------------|---------------------------------|---|
| Agriculture & forestry | Education | Humanities | Social science & psychology |
| Biological sciences | Engineering | Law | Interdisciplinary (if no single area was the focus) |
| Business & commerce | Health professions | Physical sciences & mathematics | All other areas (specify) |

PART IV - COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS. Exclude consultation services, which are to be reported in Part V, if offered. Each activity of the program which includes 3 or more hours of planned instruction is to be listed separately. Select from Part I the type of activity applicable, record it in Column (e) and report details in Columns (f) and (g).

NAME OF PROGRAM <i>(a)</i>	TOPICS COVERED <i>(If not fully indicated by name of program)</i> <i>(b)</i>	PROGRAM FEDERALLY SPONSORED IN WHOLE OR PART		TYPE OF ACTIVITY <i>(Use categories listed in Part I.)</i> <i>(e)</i>	ESTIMATED REGISTRATIONS	
		YES <i>(c)</i>	NO <i>(d)</i>		DEGREE-CREDIT OPTIONAL ACTIVITIES <i>(f)</i>	NON-CREDIT ACTIVITIES <i>(g)</i>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

**PART V - CONSULTATION SERVICE IN CONJUNCTION WITH
COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE PROGRAMS**

NAME OF COMMUNITY DEVELOPMENT OR COMMUNITY SERVICE PROGRAM, AS IN PART IV (a)	RECIPIENT OF SERVICE OFFERED (b)	PURPOSE OF CONSULTATION (Brief description) (c)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

PART VI - PROFESSIONAL REFRESHER COURSES. Each professional refresher course which includes 3 or more hours of instructional activities is to be listed separately. Since each course may combine several types of instruction, select from Part I, the type of instruction(s) applicable to each course and record it in Column (d).

PROFESSION <i>(a)</i>	ESTIMATED REGISTRA- TIONS <i>(b)</i>	SPONSORING ADMINISTRA- TIVE UNIT <i>(c)</i>	TYPE OF ACTIVITY (Use <i>categories listed in Part I.)</i> <i>(d)</i>	TOPIC <i>(e)</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				