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

1/9/87

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 Carps

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:

- 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.
- Following Board guidelines, the President will make policy recommendations to the Board on all matters that affect the College.
- As indicated within Board policy, the President will recommend all additions and changes in personnel and in personnel policies.
- 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 decretionary 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.
- 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.
- 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.
- 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:

- Supervises the development, modification, and evaluation of programs of instruction, consistent with short-and long-range objectives of the College.
- Works with academic personnel and specialists in the development of a variety of courses.
- 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.
- 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:

- Provides leadership in the recruitment and development of faculty members, all staff, and classified personnel.
- Supervises administrators, faculty members, staff, and classified personnel in matters concerning administrative organization of various aspects of the College.
- 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.
- 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.
- 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

- Directs the activities of the business management services, finance and physical facilities divisions.
- 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.
- 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.
- Advises the President regarding systems for predicting potential financial requirements that might be associated with long- and short-term plans for operating the College.
- 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:

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

- Maintain student records of all students enrolled at Oakland Community College.
- 4. Be responsible for the Financial Aids Program of the College.
- Be responsible for the development and operation of a placement program for students and graduates of Oakland Community College.
- Be responsible for the development and operation of the intercollegiate athletic and intramural programs of the College.
- Be responsible for the development and operation of the College's Educational Media Services.
- Coordinate the operation of the Prescription Centers with the Coordinator-Director of Student Personnel.
- Recommend appointment, promotion, demotion or dismissal of all classified and professional staff.
- 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:

- Administer the College Community Services program so that it functions in harmony with other community educational institutions' programs and activities.
- Administer the developmental planning of all Community Services catalogs, bulletins, brochures, flyers and annual reports.
- 3. Administer the development of all Community Services proposals.
- Determine the cost requirements and administer the Community Services annual budget.
- Allocate functions to Directors and Assistant Directors supervising their performance and recommending promotion, demotion or dismissal.
- 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 committies 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:

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

- Carries on responsibility for the compilation of all reports and other data, as required.
- 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.
- 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.
- The Provost will provide open channels of communication regarding the campus needs and activities.
- The Provost will seek and retain quality faculty in conjunction with the campus administrators.
- 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.

- The Provost will act consistently and decisively in implementing college policy and campus procedures.
- 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

	Total Offices	Total Office Areas	Square Foot Average Per Office
AUBURN HILLS	95	12,986 sq.ft.	136
HIGHLAND LAKES	87	13,585 sq.ft.	156
ORCHARD RIDGE	138	19,771 sq.ft.	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

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 Scien

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

HIGHLAND LAKES CAMPUS

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

ORCHARD RIDGE CAMPUS

Nancy Antisdel
Mae Boughner
David Doidge
Albert Grasser
Sarah Keidan
Charles Shuler
Richard Smith
Theodore Striewski
Waymond Tinsley

Instructor 6 to Assistant Professor 5
Instructor 5 to Instructor 7
Instructor 6 to Assistant Professor 5
Instructor 7 to Assistant Professor 6
Instructor 3 to Instructor 5
Assistant Professor 6 to Assistant Professor 8
Instructor 2 to Instructor 4
Assistant Professor 6 to Assistant Professor 8
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:

- 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.
- 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.
- Practical Nursing the College program in Practical Nursing was given approved status by the Michigan Board of Nursing in 1962. The most recent approval occured in 1968.
- 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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Name of	Institution_		25.0
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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.
- 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.
- 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.
- 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.
- Distribution of students by state and foreign country.
- 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.
- 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.

Name of	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)
 - Ability level of entering undergraduate students as measured by rank in high school class, standardized aptitude tests and/or achievement tests.
 - Ability level of entering graduate students.
 - Results of standardized tests and other measures of student achievement, undergraduate and graduate.
 - 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.
 - 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.
 - Provisions for student participation in institutional policy determination (student membership on committees, student government, and other channels).

D. Performance of Graduates

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

IV. Faculty

- 1. Faculty appointment policies and procedures. Attach copy of faculty contract.
- 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.
- 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.
- 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.
- Faculty data on earned degrees held by the faculty, amount of graduate study and types of institutions represented by such advanced study.
- Evidences of scholarly attainment on the part of the faculty, e.g., research, publications, honors.
- Arrangements for and extent of faculty participation in meetings of learned and/or professional societies.

V. Instructional Program

- Degrees, certificates, and diplomas offered by the institution. List of majors or areas of concentration in each degree program and enrollment in each.
- 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.

Name of	Institution	
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V. Instructional Program (continued)

- 5. Extent to which courses in the catalog are regularly offered.
- Procedures employed in adding or discontinuing courses or in introducing other changes in the instructional program.
- 7. Data on class size, undergraduate and graduate.
- 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.
- A list of professional or specialized accrediting agencies which have accredited programs within the institution. Dates of accreditation or most recent reaccreditation.

VI. Library

- 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.
- 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.

Name of In	stitution			

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

- 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

r. Students--By Level

- 1. <u>Undergraduate</u> -- 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 tive 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. <u>First-time</u>. 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 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 \pm 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 \pm 12 = 15).
- 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 <u>sum</u> 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 thay 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

- 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 und graduate. 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 croto be reported in column 6 as graduate.
- 8. Report in column 6 students who have attained at least c 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 progrecannot be determined. "Special" or "unclassified" students (i.e., the not pursuing a certificate; diploma; associate, bachelor, or high... 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 spec selection of credit courses without regard to requirements for a forn 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 to 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

 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

	PROGRAM LEVELS						
	UNDERGRADUATE (DEF. 1) STUDENTS WHO						
TYPE OF STUDENT	TERMINAL OCCUPATIONA	WHOLLY OR CHI	EFLY CREDITABLE OR'S DEGREE (DEF Ta)	PROFESSIONAL	GRADUATE	CANNOT BE CLASSIFIED	TOTAL
(1)	TERMINAL OCCUPATIONA AND GENERAL STUDIES PROGRAMS NOT CHIEFTY CREDITABLE TOWARD A BACHELOR'S DEGREE IDEF. (2)	(EDWER DIVISION (FRESHMAN AND SOPHOMORES)	UPPER DIVISION 1JUNIORS AND SENIORS1 (4)	(DEF. 5)	(DEF. 6)	BY LEVEL (DEF. 7) (7)	(COL. 2-7
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 % but less than % normal load	-0-	-0-	n/a	n/a	n/a	1,207	1,207
Full-time equivalent of part- 6. 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
Extension students, 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
No. of students living in 8. 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
Se	ction 2 — Enrolln	ment Trends fo	r last Five Ye	ears (Main ((ampus)		
Program Levels	F.Y.	19 65	1966	1967		1968	1969
Full-Time Students Freshmen New Students	dents 3860	PATRICIA	3,860	2,796	3	3,356	4,259
Sophomores O.C.C. did no	ot	1	-0-	1,245	, 2	2,118	5,762
Juniors separately i		NOT	n/a	n/a		n/a	n/a
Seniors freshmen and	sophomores	VAILABLE	n/a	n/a		n/a	n/a
Total when the col		1	2,563	2,291		2,918	4,606
Graduates in 1965.			n/a	n/a		n/a	n/a
Part-time students		W. 6	1,297	1,750		2,556	5,415
			n/a	n/a		n/a	n/a

CENTRAL OFFICE

Branch

NCA Data Form A — Comprehensive Report on Enrollment Part B — Branch Campus Enrollment (Please report each branch separately. Add additional charts as necessary)

Instructions for Part B (Branch campus)

General

1. Please report enrollment as of the fall term.

Section 1

- 2. Include all students enrolled in credit courses offered on the branch 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 tour-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 asteopathy 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 degre (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 migh 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 highe degree program either because they do not fulfill minimum requirement for entrance as regular students, or, although eligible for degrecandidacy, 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 7 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 campus).

	PROGRAM LEVELS							
	UNDERGRADUATE (DEF. 1)					STUDENTS WHO		
TYPE OF STUDENT	TERMINAL OCCUPATIONAL AND GENERAL STUDIES	WHOLLY OR CHIE		PROFESSIONAL	GRADUATE	CANNOT BE CLASSIFIED	TOTAL	
	PROGRAMS NOT CHIEFTY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1b)	LOWER DIVISION (FRESHMAN AND SOPHOMORES) (3)	(JUNIORS AND SENIORS)	(DEF. 5)	(DEF. 6)	BY LEVEL (DEF. 7)	(COL 2-7)	
Students, Total	2,176	6,129	n/a	n/a	n/a	1,716	10,021	
1. Men	1,206	4,057	n/a	n/a	n/a	1,076	6,339	
2. Women	970	2,072	n/a	n/a	n/a	640	3,682	
3. In-State students (Def. 12)	2,172	6,115	n/a	n/a	n/a	1,715	10,002	
4. Out-State students (Def. 13)	4	14	n/a	n/a	n/a	1	19	
5. Full-time students (See Det. 14)	920	3,581	n/a	n/a	n/a	105	4,606	
6. Part time students (Def. 15)	1,256	2,548	n/a	n/a	n/a	1,611	5,415	
a. Enrolled for at least 3 but less than 4 normal load (See Det. 8 and 9)	-0-	-0-	n/a	n/a	n/a	1,593	1,593	
7. Full-time equivalent of part time students reported in 6 above (Det. 16 & 17) by schools	572.6	1,868.1	n/a	n/a	n/a	-0-	2,440.8	
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	

Name of Institution_	Oakland	Community	Colleg
Name of institution.			

	C	000	
Branch	Central	Office	

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

ogram Levels	FY	19.65	19.66	19_67	19_68	19_69
Full-Time Students						and the second
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

Page	6	
USOE	2300-2	2

Name of	Oakland Institution	Community	College
	Central	Office	

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

	-			Enrollment by	program level		
Term		Underg	raduate	1st-professional		The second of	dentify the first
	Number of weeks in term	1, 7, or 3 year occupational or general studies program not chiefly credit able toward a bachelor's degree (Inst. 3)	Program wholly or chiefly credit able toward a 4 or 5 year bache- lor's degree (Inst. 4)	(dentistry, law, medicine, theology, veterinary medicine, chi- ropody or podiatry, and osteopathy, and) (Inst. 5)	Graduate (Inst. 6)	Students who cannot be classified by level	Total (Col. 3-7)
1	2	3	4	5	6	7	8
RESIDENT				1 - A 1 - A			
I Third Trimester	1				1		
2 Fourth Quarter	2		The Part of the Pa				
3 Summer Session No.1	8 3	1,651	4,376				6,027
	100		NIL MAN, COPPER, COLLAR	THE PROPERTY.	10 × 30 × 10 × 10 × 10	MARINE MARINE	
Summer Session No. 2	8 4	314	2,263		Peter Service Control		2,577
				27.1			
5. Summer Session No. 3	5	O TOTAL OF STATE	CTURY TYPE COME OF THE	N/A	N/A	N/A	
	L. Link						
Summer Session No. 4	6						
	1000	4		The state of the s			
Extension	7		THE PARTY				
lotal number of credit		17 42					
hours for which stu- dents were registered	8						
A On	9						
8 Sem 1st	10	6,866	22,133		1		28, 999
2nd	-	1,357	10,440	7 7 7 7			11,797
(Other	11				/	1	
Specify type of credit hours							

General Instructions

- 1. This schedule is intended to be a count of students enrolled at a given time. In the case of(say) on 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 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 continuously.
- 7. 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 IV; 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 jumor 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) prograr 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 enrolling programs leading to a first-professional degree (dentistry, law, medicine, theoloi (B.D.), veterinary medicine, chiropody or podiatry, optometry, and osteopathy) whi 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,
- 6. Column 6. Graduate students for the purpose of this survey are students enrolle beyond the first-professional degree in dentistry, law, medicine, theology, veterinary medicine, chiropody or podiatry, optometry, and osteopathy, and those enrolled beyond the bachelor's degree in all other fields.
- 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 boses do not convert to a common bosis but simply reported to the total number of credit hours of each type. For example, credits on the main camputing be in terms of semester hours and credits on a branch campus may be in terms 6, 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 treshman 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).
- 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 ÷ 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 ÷ 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 of 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.

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

PART D1 — FRESHMAN AND SOPHOMORE ENROLLMENTS IN 4-YEAR OR 5-YEAR BACHELOR'S DEGREE-CREDIT PROGRAMS: (INCLUDE here enrollment in pr grams which are designed only as the first two years of a four-year or 5-year Bachelor's degree program. Such programs prepare only for admission to the junior-year, either in the student's own institution or by transfer (as from a junior college to a 4-year institution). EXCLUDE here enrollments in programs which prepare for employment in less than 4 years.

			Total ENROLLMENT IN -						
CURRICULUMS	5		SHAAAN XEAR	SOPHIOM ONEXYEAR					
(1)			FULL-TIME (2)	PART-TIME (3)	FULL-TIME (4)	PART-TIME (5)			
. AGRICULTURE CURRICULUMS	3	1			Total stay				
ENGINEERING CURRICULUMS	293	2	a where you	egelso e dian indicase	and the same				
HOME ECONOMICS CURRICULUMS		3							
ALL OTHER BACHELOR'S DEGREE CURRICULUM (LIBERAL ARTS AND SCIENCES AND PREPROFE		4							
5. TOTAL OF LINES 1 4	5,928	5	3,512	2,416					

USOE 2300-2.6 Part B

PART D2 — ENROLLMENT IN ORGANIZED OCCUPATIONAL CURRICULUMS OF AT LEAST ONE YEAR BUT LESS THAN 4 YEARS (INCLUDE here enrollments in curriculums of at least 1 but less than 4 years designed to prepare for immediate employment. Such curriculums may be open-ended or terminal. "Open-ended", as the term is used here, refers to curriculums which prepare for immediate employment, but credits earned in these curriculums are wholly or chiefly, creditable toward a bachelor's degree, either in the student's own institution or upon transfer (as from a junior college to a 4-year institution). "Terminal" refer to curriculums which prepare for immediate employment, but credits earned in these curriculums are not chiefly creditable toward a bachelor's degree.)

	ENROLLMENT IN -								
CURRICULUMS	ITEM	CURRICULUMS	OF 2 OR MOR	E BUT LESS TH	IAN 4 YEARS	CURRICULUM	AS OF AT LEAS	T 1 BUT LESS TH	AN 2 YEARS
CORRICOLOMS	NO.	OPEN-E	NDED	TERA	AINAL	OPEN	-ENDED	TERM	INAL
2 (0)		FULL-TIME (2)	PART-TIME	FULL-TIME (4)	PART TIME (5)	FULL-TIME	PART-TIME (7)	FULL-TIME (8)	PART-TIME
SEC. 1 ORGANIZED OCCUPATIONAL CURRICULUMS BELOW THE TECHNICAL OR SEMIPROFESSIONAL LEVEL						ganized o			
SCIENCE OR ENGINEERING-RELATED	1 2700	as falli	ng at the	technical	or semi-p	rofessiona			
SCIENCE OR	1 2700	as falli column	ng at the	technical	or semi-p		l level in		

SEC. 2 SCIENCE OR ENGINEERING RELATED ORGANIZED OCCUPATIONAL CHERICULUMS AT THE TECHNICAL OR SEMI

A. ENGINEERING - RELATED CURRICULUMS

AFRONAUTICAL II CHNOLOGY	1	2606				and hard-			
ARCHITECTURAL AND BUILDING TECHNOLOGY	2	2610					n Han		
CHEMICAL TECHNOLOGY	3	2619	-	- 2	The give			THE MAN TO SERVICE	
CIVIL TECHNOLOGY	4	2630	1 10						
ELECTRICAL AND/OR ELECTRONICS TECHNOLOGY	5	2636		39	1				
INDUSTRIAL TECHNOLOGY	6	2658					3 44-	Lieu Alak	
MECHANICAL TECHNOLOGY	7	2668		166					
ALL OTHER ENGINEERING RELATED CURRICULUMS	8	2698				- 14		51	

OAKLAND COMMUNITY COLLEGE

ENROLLMENT BY PROGRAM

FALL, 1968 SESSION

SEPT. 30, 1968

and the second of the second o	AUBURN	HIGHLAND	ORCHARD	APPREN	EXTENSION	COLLEGE
	HILLS	LAKES	RIDGE	TECH		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	1.6	2		***
AUDIOVISUAL	44	. 10	46	2	3	113
AUTOMOTIVE TECHNOLOGY	3	67	18	2		90
CLERICAL ASSISTANCE (1 yr)		1	1	2	- 2	4
COMMERCIAL ART	19	18	167		4	208
COMMERCIAL COOKING AND BAKING (lyr)		2	8	1		11
DATA PROCESSING	12	6	144	2	2	166
DENTAL ASSISTING (1 yr)	7	46	14	1	-	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 EX	TENSION	COLLEGE TOTAL
PIPE FITTER TINSMITH TOOL MAKER			* * ****	7		7
WELDER						
TOTAL EIT STUDENTS	*	*		76*	*	76*
ADULT TECH PROGRAMS REFRIGERATION						
OPERATIONAL AND MAINTENANCE POLICE ACEDEMY	2		2	1 12		16
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, 196	68 SESSION		SEPT. 30, 19	68		
	AUBURN HILLS	HIGHLAND LAKES	ORCHARD RIDGE	APPREN TECH	EXTENSION	COLLEGE
TOTAL STUDENTS	2,018**	1,721**	4,107**	1,068**	1,107**	10,021**

	AUBURN HILLS	HIGHLAND LAKES	ORCHARD RIDGE	APPREN EXT	ENSION	COLLEGE TOTAL
MEDICAL SECRETARIAL (1yr)	1	1			\$ 200 m	2
NURSING ASSOC. DEGREE NURSING (PNC)	30	210	48		19	307
RADIO AND TV REPAIR	1	2	3			6
RETAILING RETAIL SECURITY	27	8	25		2	62
STENOGRAPHY (1 yr) PRACTICAL NURSING	6	3	8		4	21
TOTAL CAREER STUDENTS	387*	626*	749*	118*	68*	1,948*
APPRENTICE PROGRAMS		A STATE OF THE STA				
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			1 - 1 -	3		3
PATTERN MAKER - WOOD				1		1
PIPE FITTER				22		22
TOOL MAKER				19		19
WELDER			2 N	9		9
MILLWRIGHT				21		21
TINSMITH				5		5
TOTAL APPRENTICE STUDENTS	*	*	*	135*	*	135*
EIT PROGRAMS						
CARPENTER						
DIE MAKER				18		18
INDUSTRIAL PLANT ELECTRICIAN JIG - FIXTURE				16		16
MACHINE REPAIR				11		11
MILLWRIGHT				7		7

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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)

			ENROLLMENT IN -								
CURRICULIVAS		ITEM	CURRICULUMS	OF 2 OR MOI	RE BUT LESS THA	AN 4 YEARS	CURRICULUM	S OF AT LEAST	1 BUT LESS TH	AN 2 YEAR	
CURRICULUMS		NO.	OPEN-	ENDED	TERMI	NAL	OPEN	I-ENDED	TERMI	INAL	
(1)		Service St.	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME (5)	FULL-TIME (6)	PART-TIME (7)	FULL-TIME (8)	PART-TIME	
B. SCIENCE - RELATE	D CL	JRRICL		(0)	3-7	(0)		1.7			
AGRICULTURE		1034			3	5		1			
				All the same		HEWEN	The state of	WORLD THE			
FORESTRY	10	3900					Maria San Carlo	- X		Mary Cons	
HEALTH SERVICE C	URRI	CULUN	AS								
DENTAL ASSISTANT	11	4402	S. S. Berry				The Property of		6	7	
DENTAL HYGIENE	12	4403	A STATE OF THE STA							1013	
out the little		1100					THE WAY	1			
DENTAL LABORATORY	1				Total Section			F. 1984			
ASSISTANT	13	4405						The All Charles			
MEDICAL OR BIOLOGICAL					Total office	The same of the same of					
LABORATORY TECHNICIAN	14	4414			5	+		3 4 4 5 3	29	9	
NURSING, PRACTICAL	15	4417			100 TONES		- Comment	-		With the	
	-										
PROGRAM	16	4418			30	7					
		44.0		OF COLUMN	30						
X-RAY TECHNOLOGY	17	4439					A CONTRACTOR	- Decimina		The sale	
ALL OTHER HEALTH											
SERVICE CURRICULUMS	18	4498	ALCOHOLD TO SERVICE	The same of the			A STATE OF				
SCIENTIFIC DATA PROCESSING				100				1000000			
INCLUDE COMPUTER AND EAM PROCESSING EXCLUDE KEY PUNCH: REPORT IN ITEM 9200 INSTEAD)	19	2190			5 5 F T		to Lamo				
ALL OTHER SCIENCE-	The same										
RELATED CURRICULUMS	20	4920					1				
	COS		7							- 1/P	
TOTALS FOR SEC. 2	21	0093	4		65				14	7	
SEC. 3 NONSCIENCE AND											
ORGANIZED OCCUPATIONAL		art of	N. A.						-	+	
TECHNICAL OR SEMIPROFESSIONAL											
BUSINESS AND COMMERCE EXCLUDE SECRETARIAL	1	2054	5		341			EL SES			
SEE ITEM 2080.)								132 4 3 5		1000	
SECRETARIAL	2	2080			1.7	,			2		
				7 97//	178	<u> </u>			-	-	
EDUCATION	3	2360						Total Control	1 1 1 1 1		
FINE, APPLIED, AND	1-01	0004			1					10.0	
GRAPHIC ARTS	4	3294			208	3		1	12070		
HOME ECONOMICS -		4790		0		V. A. D.	H Comment				
KAMERARNAMAS Food S	ervi	ces	13	9		A PORT OF			1.		
BIBLE STUDY OR	6	7490						1			
RELIGIOUS WORK				1 40 1 1			1 1 1 1 1 1				
POLICE TECHNOLOGY	7	7742	18	2				THE PARTY			
OR LAW ENFORCEMENT			10								
ALL OTHER NONSCIENCE AND NONENGINEERING	8	8350			64		1	Ser Maria			
RELATED CURRICULUMS					0.		W. W.	4		-	
TOTALS FOR SEC. 3	9	0094	32	1	791				38	3	
								-			

²²⁵ Students in Apprentice Technical Programs

^{1,920} Students - no curriculum designated

THE INFORMATION REQUESTED ON PAGES 10 THROUGH 43 INCLUSIVE DO NOT PERTAIN TO THE COMMUNITY COLLEGE.

Page 10 USOE 2300-2.7 Schedule VII

Name of	Institution	
---------	-------------	--

1019

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

- 1. 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. S paragraphs No. 2 & 3 below.
- 2. 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 combin—with a work program, the third year of the academic part of the curriculum should be considered the junior year.
- 3. 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 a 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.
- 4. 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

1. Report data as of fall term.

HORTICULTURE

(truit & vegetable production)

- 2. 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.)
- 3. 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, f example) and which major areas are to be reported by specialized major fields (Agriculture, for example).
- 5. 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.)
 - 6. Report majors in the specified fields or areas irrespective of the department or division in which the student is enrolled. For example, st dents 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.
 - 7. Report students with "double" or "split" majors in the field or area of greater specialization. Where two majors are of equal special zation, 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		ACCOUNT OF	
MAJOR	ITEM NO.	JUNIORS (DEF. 2)	SENIORS (DEF. 3)		
	(1)		(2)	(3)	
AGRICULTURE 1/		1000			
Botany (Report in item 1707) Dairy Manufacturing, Dairy Technology (Report in item 1016) Entomology (Report in item 1733)	as specified below: Nutrition (Report in item 1798) Plant Pathology (Report in item 1751) 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 Trapical crop production)		1002	-	16/16	
ANIMAL SCIENCE (An. husbandry, nutrition, breeding, industry, livestock production, wool production, livestock sanitation)		1004	ALL MARK		
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'f'g, and technology, food industry)		1016			

Name of Institution	1

LINE NO.	ITEM NO	X IF 1ST TIME	SUBJECT AREA AND FIELD OF STUDY	0 1	TIRST F WORK	IN INTERMEDIATE YEARS OF WORK		EXPECTED TO RECEIVED DEGREE BY END OF ACADEMIC YEAR		
		(2)	(3)	(4)	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 4	4401		CHIROPODY OR PODIATRY	м						98
		3.	(D.S.C. or Pod,D.)	w						
255	4407		DENTISTRY (D.D.S. or D.M.D.)	м	100	i jilali				
				w						
256 4	4416		MEDICINE (M.D.)	м						
				w						
257	4425		OPTOMETRY (O.D.)	м						
		Or TOME		w						
258 44	4428		OSTEOPATHY (D.O.)	м	***					
				w						
259	4443		VETERINARY MEDICINE (D.V.M.)							
									Albania I	
260	5000		LAW (LL.B or J.D.)							
				w						
261	7404		THEOLOGY (B.D. only)	М			red -			
				w						
97	9799		OTHER (Specify)	M	•					
				w						
262				м						
				w						
263				м						
				w						
264	9700		TOTAL	м						
		-		w	18	Editor!				

Name of	Institution.	OAKLAND	COMMUNITY	COL
		CENTRAL	OFFICE	

Da	0	

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 <u>last three years</u>. 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_68
and provisional jumber of applications with complete credentials for admission to the reshman class	3,400	4,000	6,500
lumber of first-time Freshman applicants accepted	3,400	4,000	6,490
lumber of first-time Freshman applicants actually enrolled	not available	3,343	5,625
lumber of applications with complete credentials for admission with dvanced standing	850	600	900
lumber of advanced-standing undergraduate applicants accepted	825	575	880
lumber of advanced-standing undergraduate applicants actually enrolled	600	400	500
lumber of applicants with complete credentials for admission to graduate program	n/a	n/a	n/a
lumber of applicants accepted for graduate program	n/a	n/a	n/a
lumber of applicants actually enrolled in graduate program	n/a	n/a	n/a
umber 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
	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%
	rescent scoring above 700 on verbal // Maintenancal //
-	Mean ACT scores for freshman class
C.	
	Composite 16.4
	Mathematics 15.0 15.3
	English
	Natural Sciences
	Social Studies 17.1
	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 \$\frac{43,367}{255.00}; average earnings \$\frac{255.00}{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
В.	Aid to Graduates N/A collected for previous academic years.
	Number of individuals holding fellowships awarded by and through your institution; total value \$ average value \$
	2. Number of loans made; total loaned \$; average loan \$
	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)

Name	of InstitutionOAKLAND	COMMUNITY	COLL
	CENTRAL	OFFICE	VIII A
Data.			

Date:	

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 conponents, located in the United States and its territories. A regular position is to be considered as one that functions for at least one full territories because 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 thos 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 ½ time plus two persons employed ¼ 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 of 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 at 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 Name of Institution.	Community	College
Central		etha and

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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 OR-GANIZED 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.

	PROFESSORS		ASSOCIATE PROFESSORS		ASSISTANT PROFESSORS	
3 MAJOR AREA OF TEACHING AND/OR RESEARCH (1)	FULL TIME (2)	PART TIME (3)	FULL TIME (4)	PART TIME (5)	FULL TIME (6)	PART TIME (7)
Agriculture and related fields (Including Agricultural						
Architecture 2						1
iological Sciences (Including Bacteriology, Biochemistry, ieneral Biology, General Botany, General Zoology, Genetics, Acrobiology, Pharmacology, Physiology, Other Biological Sciences)						
usiness and Commerce (Including Accounting, Business (or ommerce) Education, Finance, General Business, Manage 4 nent, Other Business and Commerce)					- x	1004
ducation and Related Fields (Including Educational Psychology, Elementary Education, Foundations Hist., Soc., hilos, Industrial Arts, Secondary Education, Services - sidminis., Supervis., Student Personnel, Couns., Guid., signicultural Ed., Home Ec. Ed., Other Education 5				NE ave		
ngineering (Including Aeronautical, Agricultural, Chemical, ivil, Electrical, Engineering Science Fields, Graphics, adustrial, Materials, Mechanical, and Other Engineering)						
nglish and Journalism 7						
nne and Applied Arts (Including Art, Dramatics and Speech. Music, Other Fine Arts) 8					ely Library	
oreign Languages and Literature (Including Classical lebrew, Greek, Latin, French, German, Spanish, Russian. 2ther (Including Philology))						
orestry 10						3-11
Geography 11						
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields) 12					100	
Home Economics						
ow 14				No.	7	
ibrary Science . 15						
Mathematics 16						
Additory Science 17					7	
Philosophy 18						
Physical and Health Education 19		1-4-4				

Home Economics

Schedule I - Part C NCA DATA FORM C - PART 1 - NO. OF FULL-TIME & PART-TIME FACULTY (Continued) ASSOCIATE ASSISTANT **PROFESSORS PROFESSORS PROFESSORS** MAJOR AREA OF TEACHING AND/OR RESEARCH FULL PART FULL PART FULL PART TIME TIME TIME TIME TIME TIME (5) (2) (3) (4) (6) (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 Specity) Such as City Planning, Computer Science, Folklore and Records Management. 25 TOTAL JUNIOR OTHER ACADEMIC **INSTRUCTORS** FACULTY STAFF MAJOR AREA OF TEACHING AND/OR **FULL** PART FULL PART PART RESEARCH TIME TIME TIME TIME TIME TIME (8) (9) (10) (11)(12)(13)Agriculture and related fields (Including Agricultural Leonomics 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 Line 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, 12 Nursing, Pharmacy, Other Health Fields)

13

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

		INSTRUCTORS			JUNIOR STAFF		OTHER ACADEMIC FACULTY	
MAJOR AREA OF TEACHING AND/OR RESEARCH	4	FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)	
low	14						THE RESERVE	
library Science	15						A LIVER	
Mathematics	16	in the same	MAN TO THE		er sol			
Military Science	17				300			
Philosophy	18	7.4.1						
Physical and Health Education	19							
Physical Sciences (Including Chemistry, Geology and Other Earth Sciences, Physics, Other Physical Sciences)	20							
Psychology	21			Mary 1917				
Religion and Theology	22							
Social Sciences (Including Anthropology, Econom- cs, 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			2000		18 4 17		
				a Walter Harry				
			_ Julyani		**			
TOTAL	1		30 June 740	- diament	The St			

^{*}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.

Name of I	Institution.	OAKLAND	COMMUNITY	COLI
		CENTRAL.		

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 true form).
- 2. Include only faculty personnel with professional status (in positions normally requiring a bachelor's or higher degree) who c 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 enroment 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 count 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 prefessional 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.

			FULL-TIME AND PART-TIME FACULTY IN RESIDENT INSTRUCTION OR DEPARTMENTAL RESEARCH		
2	TYPE OF SUMMER SESSION	FULL-TIME	PART-TIME	FULL-TIME EQUIVALENT OF	
	(1)	(2)	(3)	PART-TIME (4)	
	MPLOYED SUMMER, (AN UNDUPLICATED COUNT AT LEAST 2 WEEKS OR LONGER)			124	
	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		OF THE	

Page 51	
USOE 23	00-3
Schedule	11

Name of Institution	OAKLAND	COMMUNITY	COLLEGE
	CENTRAL		

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

2	LINE			NUMBERS	OF PERSONN	EL AND MEA			
SALARY INTERVALS	NO.	ACADEN	HC DEANS	PROF	ESSORS	ASSOCIATE	PROFESSORS	ASSISTANT	
(1)	(2)	9-10 MOS. (3)	11-12 MOS. (4)	9-10 MOS. (5)	11-12 MOS. (6)	9-10 MOS. (7)	11-12 MOS. (8)	9-10 MOS. (9)	11-12 MO: (10)
\$40,000 AND OVER	1	1			-				7
35,000 - 39,999	2					3.7.2			
30,000 - 34,999	3		- 10 al	had a	MOTO R	AP ADV			
28,000 - 29,999	4					1777			
26,000 - 27,999	5								
24,000 - 25,999	6	read and		10.3		DIENT PA	G. p.en		
22,000 - 23,999	7	, pi		rejusti	CAT-1-L				
20,000 - 21,999	8			- Prints			1	W. 197	
19,000 - 19,999	9			he year			COTE !		
18,000 - 18,999	10	N. D. J. Janes	Taries a		Span and		100	M -SE	
17,000 - 17,999	11	10 St. 1		here	1 1 2 7	The Park	ary they	y P	
16,000 - 16,999	12	Service and		epit u	ubjeu neja Musi	1.0	an day in	1-50	
15,000 - 15,999	13	100	h 1 1 1 1 1 1 1 1 1 1 1	the base	gracifico.	6,77	1	11.17%	
14,000 - 14,999	14			of retries	N English	to a mile	CAST TE		1
13,000 - 13,999	15							113	
12,000 - 12,999	16		Here Your	20-3	S. Igo etc	R projection	The little	A	2
11,000 - 11,999	17	القيدة فرا	100		a splenije:	mod in	1		
10,000 - 10,999	18	y ost myon	present		R. C. T. AV	le min			
9,000 - 9,999	19						V H		
8,000 - 8,999	20	S in America	the same of	100	100		111	illa di	
7,000 - 7,999	21				115	7.4			
6,000 - 6,999	22	-alisable	and tonio	9 109 90		distribution	min . Ju		
5,000 - 5,999	23					111		7	
4,000 - 4,999	24								
UNDER \$4,000	25								
OTAL SALARIED PERSONNEL Sum of Lines 1-25)	26						1		2
REAN SALARIES (Sum of salaries ivided by sum of salaried person-	27	\$	s	\$	s	s	\$ 15,500	\$	\$ 12,50
CONTRIBUTED SERVICES AND SALARIED BY OTHER SOURCES	28	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-

3			CADEMIC DEAN		EL AND MEAN SA	LARIES	To the same of
SALARY INTERVALS	NO.	INSTE	RUCTORS		TURERS		ATED RANK
	1	9-10 MOS.	11-12 MOS.	9-10 MOS.	11-12 MOS.	9-10 MOS.	11-12 MOS
40,000 AND OVER	1	(11)	(12)	(13)	(14)	(15)	(16)
		at harris		No.		200	
35,000 - 39,999	2					organian in	Real Marie
30,000 - 34,999	3	N. S. Alley			4		
28,000 - 29,999	4		ANT LEE LINE			- IA III A	
26,000 - 27,999	5				100		
24,000 - 25,999	6						
22,000 - 23,999	7				- W		100
20,000 - 21,999	8						
19,000 - 19,999	9				10.75	T. Bank	
18,000 - 18,999	10		2-33			To Windy	N RES
17,000 - 17,999	11						No.
16,000 - 16,999	12						
15,000 - 15,9,99	13	harte min	ALI CALSTON	Man Z			
14,000 - 14,999	14			Av. Carlo		is the state	
13,000 - 13,999	15		removement of			And the second	
12,000 - 12,999	16		A Samuel	N N N N	Albana Total	Hamilton.	17/9/2
11,000 - 11,999	17		To the			and and	
10,000 - 10,999	18						100
9,000 - 9,999	19					ose tron of the same and	N. Tri
8,000 - 8,999	20					- Marian Maria	The same
7,000 - 7,999	21	1000	and the second	and the law	2 March - (200 12)	North Side	
6,000 - 6,999	22		Programme and	e de de la composición dela composición de la composición dela composición de la composición de la composición de la com	Market Colored	And Land	
5,000 - 5,999	23		1		du yay	Toler !	- Deed
4,000 - 4,999	24		E. V. T E. V.			Carlo de la	
UNDER \$4,000	25	roles es	The second	THAN			
TOTAL SALARIED PERSONNEL (Sum of lines 1-25)	26						
MEAN SALARIES (Sum of ealaries divided by sum of ealaried personnel)	27	s	s	s	s	s	\$
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.)

The state of the s					HIGHEST EI	DUCATION	AL LEVEL O	FACULTY		- In line	
ASSOCIATE PROFESSOR		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	
	10	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)
ACADEMIC DEAN	1										
PROFESSOR	2										
ASSOCIATE PROFESSOR	3					1			1		
ASSISTANT PROFESSOR	4					1	1			12	
INSTRUCTOR	5		4 11							Louis	
UNIOR STAFF	6					- 2					
OTHER FACULTY	7		-								
TOTAL	8					2	1				

A. Rank

INSTRUCTIONS AND DEFINITIONS

- 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.
- 3. Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- 4. 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.
- 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.), 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.
- 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.
- 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)

		the state of the s			HIGHEST EDU	CATIONAL LEVEL	OF FACULTY	
		FROM STUDENT STATUS THIS YEAR SINCE FALL EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION FROM OTHER STATUS THIS INSTITUTION AT LEAST SINCE PREVIOUS FALL DYED FULL-TIME PREVIOUS FALL AT THIS INSTITUTI EMPLOYED FULL-TIME THIS YEAR AT THIS INSTITUT RETIRED OR DIED	11	BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1) (2)	SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2) (3)	DEGREES	SPECIALIST DEGREES (SEE INSTR. B4) (5)	DOCTOR'S DEGREES (SEE INSTR. B5) (6)
1.		TO THE INSTITUTION (NOT HERE PREVIOUS FALL FROM STUDENT STATUS THIS YEAR SINCE FALL	1	200		17		
	ь.	EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	2			47	Thomas .	2
	c.	FROM OTHER STATUS	3		2			
2.	WITH	THIS INSTITUTION AT LEAST SINCE PREVIOUS FALL	4	35		111	1	3
		OYED FULL-TIME PREVIOUS FALL AT THIS INSTITUTION, EMPLOYED FULL-TIME THIS YEAR AT THIS INSTITUTION			4			
	a.	RETIRED OR DIED	5	1			A Company	
	Ь.	EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	6			1	1	
	c.	OTHER	7	5		12	1	

A. Retention and Replacement

INSTRUCTIONS AND DEFINITIONS

- 1. Include all tull-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.

CENTRAL OFFICE

(COMMUNITY SERVICES)

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 RESEARC' OR ORGANIZED RESEARCH, ACCORDING TO THEIR RANK, SEX, AND HIGHEST EDUCATIONAL LEVEL. (PLEASE REFER TO THE INSTRUCTION BELOW BEFORE COMPLETING SCHEDULE.)

		A. L.	-18 -21 10		HIGHEST EL	DUCATION	AL LEVEL OF	FACULTY			
RANK OF PART-TIME FACULTY, FALL		BACHELOR'S DEGREES WKXWWEK (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)	
	10	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN.
ACADEMIC DEAN	1	Tyris		n/a	n/a						
PROFESSOR	2		1-16-1	n/a	n/a						
ASSOCIATE PROFESSOR	3	1	* 1	n/a	n/a	18	3	ete ja	PA 0,548	1	N. War
ASSISTANT PROFESSOR	4	2	3	n/a	n/a	15	3		1.00 1.00	Toursey.	
INSTRUCTOR	5	12	3	n/a	n/a	11	2	Men	100	CONTROL OF	
JUNIOR STAFF	6			n/a	n/a				7.4		
OTHER FACULTY	7			n/a	n/a						
TOTAL	8	15	6	n/a	n/a	44	8			1	

Rank

INSTRUCTIONS AND DEFINITIONS

- Academic deans are deans of instructional divisions such as Dean of the School of Education. Associate or Assistant Deans should I 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.
- 2. Persons who do not hold the exact titles of professor, associate professor, assistant professor, or instructor, but who hold comparab 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.
- 3. Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- 4. Other academic faculty are persons who: 1) have no faculty rank, but teach courses, or 2) hold a full-time professional position in instru tion or research that cannot be equated to a faculty rank. An institution may add a sheet indicating faculty qualifications other then the based on earned degrees, if appropriate; e.g. work experience.
- 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 academ requirements for selected professions, which are based on programs which require at least 2 academic years of previous college wor for entrance and which require a total of at least 6 academic years of college work for completion. Examples are: Professional degreein 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 som fields, such as Library Science and Social Work, for employment at the professional level and even though as in the case of Social Wor 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 or first professional degree and below the doctoate. Include in this category all those holding the Master's as the highest degree, even though some master's degrees may be considere 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

NOT PERTAIN TO THE COMMUNITY COLLEGE.

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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 <u>first-professional</u> 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 <u>below</u> 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.)

Page 58	
USOE 2300-2.1	
Schedule I	

Name of	Institution	
1.180.08.81		

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.)

VE

NO

	ITEM NO.	X IF	entropies in the second of the	NUMBER OF FIRS DEGREES C	
NO.		1ST TIME (2)	MAJOR FIELD OF STUDY (3)		WOMEN (5)
1	1400		ARCHITECTURE		
2	4401		CHIROPODY OR PODIATRY (D.S.C. or Pod. D.)		
3	4407	9 8 8	DENTISTRY (D.D.S. or D.M.D.)	in the same	
4	4416		MEDICINE (M.D.)	Live bib Milio	
5	4425		OPTOMETRY (O.D.)	440	
6	4428		OSTEOPATHY (D.O.)		
7	4431		PHARMACY THE PHARM		
8	4443	347	VETERINARY MEDICINE (D.V.M.)		
9	5000		LAW (LL.B. or J.D.)	ANAET IN	
10	7404	Kiseni Buran	THEOLOGY (B.D., Rabbi, or other first-professional degree. Report all other Theology in Item 7407)	(A) (B)	
11	9799		OTHER (Specify)		
12	9799				
13	9700		TOTALS		

LINE	ITEM	1000	MAJOR FIELD OF STUDY	DEG	REES		TER'S		ALIST'S REES	1	TOR'S GREES Ed.D., etc
NO.	NO.	TIME (2)	(1)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN	WOMEN.	MEN	WOMEN
		1	BROAD GENERAL CURRICULUMS AND MISCELLANEOUS FIELDS (Cor		1	107	177			(8)	(9)
268	8313		INTER-AREA STUDIES (Specify subject areas)								
269	8313		properties of the street of the street of								
270	8313										
271	8313		AND THE RESERVE OF THE ADMINISTRATION OF THE PROPERTY OF THE P	John?	Harris	ane es					
	8314		FIELDS OF STUDY NOT LISTED ABOVE (Specify)	100	le ve			- 5-7-0			,111
272	8314				e Parisar a	M N		(Marie			
273	8314			d district	Tay 1		Serie de				
274	8314							Pw.			
275	8314		and the second property of the second			943 S					
276	8314				70,74		1	(c)			
277	8399		FIELD OF STUDY NOT IDENTIFIED (Use only when no information on the field of study or the subject area)					Dans			
278	8399		variable in the second second second		100 1180						2
279	8399										
280	8399			20.00	1,000 L			Company of the Compan			
251	8399		The state of the s	20130							
282	8399		The second section is a second section of the second section in the second section is a second section of the second section in the second section is a second section of the second section in the second section is a second section of the second section in the second section is a second section of the second section in the second section is a second section of the second section is a section of the section of the second section is a section of the se	DOMPA	in a						
283	8399)			-1	- 11			
284	9800		GRAND TOTAL, ALL DEGREES (From July 1, 1967 to June 30, 1968)								
	9900	NUMBE	R INCLUDED IN ITEM 9800 ABOVE WHICH PREPARED RECIPIENT FOR	TEACHER	CERTIFICA	TION AT	THE-				
285	9901		ELEMENTARY LEVEL								
286	9902		SECONDARY LEVEL					1			
287	9903		BOTH ELEMENTARY AND SECONDARY LEVELS		1						

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 <u>immediate</u> employment in a <u>specific</u> 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 <u>any</u> 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 <u>formal</u> 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 <u>not</u> 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 <u>is</u> 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.

CENTRAL OFFICES/COMMUNITY SERVICES

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.)

NO.	NO.	TYPE OF ASSOCIATE DEGREE		MEN		OMEN
	(1)	(2)	VANDO VAL	(3)		(4)
288	0010	ASSOCIATE IN ARTS		81	4	14
289	0040	ASSOCIATE IN SCIENCE				
290	0070	ALL OTHER ASSOCIATE DEGREES Business Administration		14	173	
291	0090	TOTAL ASSOCIATE DEGREES		95	1	44
ECTI		RGANIZED OCCUPATIONAL CURRICULUMS <u>BELOW</u> THE TECHNICAL OR EMIPROFESSIONAL LEVEL				
				S OF 2 OR MORE	CURRICULUMS BUT LESS T	OF AT LEAST HAN 2 YEARS
		CURRICULUMS	MEN	WOMEN	MEN	WOMEN
292	2700	Apprentice Practical Nursing,	(3)	(4)	77	51
					11	31
293	9200	NONSCIENCE- AND NONENGINEERING-RELATED				
294	0092	TOTALS FOR SECTION 2			77	51
ECTI	ON 3. SC	CIENCE- OR ENGINE ERING-RELATED ORGANIZED OCCUPATIONAL URRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL				
295	2606	ENGINEERING-RELATED CURRICULUMS AERON AU TICAL TECHNOLOGY				MARKET AND
296	2610	ARCHITECTURAL OR BUILDING TECHNOLOGY		and the box	Tage in	
297	2619	CHEMICAL TECHNOLOGY				
298	2630	CIVIL TECHNOLOGY				
299	2636	ELECTRICAL OR ELECTRONICS TECHNOLOGY	4			
300	2658	INDUSTRIAL TECHNOLOGY	1	A Water		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)			Control of	
306	2698					
307	2698					
308	2698					
309	1034	SCIENCE-RELATED CURRICULUMS AGRICULTURE			the one	MARIN.
-						

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

SECTION 3. (Continued)

INE	ITEM					ICULUMS OF AT LEAST T LESS THAN 2 YEARS		
10.	NO.	CURRICULUMS (2)	MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)		
11	49 20	SCIENCE-RELATED CURRICULUMS - (Continued) OTHER SCIENCE-RELATED CURRICULUMS (Specify)				al skin		
12	4920	And Alexander Property and	Sakaue c	The same and the same and				
13	49 20			- Balanta	707			
14	4920	The second of th	Carlo mar	auto Til		Thursday.		
15	4402	HEALTH SERVICE CURRICULUMS DENTAL ASSISTANT				5		
16	4403	DENTAL HYGIENE						
17	4405	DENTAL LABORATORY ASSISTANT	est may	w to design and	4 49 5			
8	4414	MEDICAL OR BIOLOGICAL LABORATORY TECHNICIAN	1	2	70-10-1			
19	4439	MEDICAL X-RAY TECHNICIAN		7.00	range of			
20	4417	NURSING. PRACTICAL	SI BITTE INFO	Managara Managara		Report to		
21	4418	NURSING, ASSOCIATE DEGREE OR DIPLOMA PROGRAM	2	29				
22	4424	OCCUPATIONAL THERAPY ASSISTANT	FORE WAY	and Street Land	No. 2			
23	4450	SURGICAL TECHNICIAN		W LINE	and the			
	4498	OTHER HEALTH SERVICE CURRICULUMS (Specify)						
24	4498	Medical Secretarial	Million .	1		1		
25	4498	Medical Office Assisting		Marco Cas		5		
26	4498			The state of the s		ALTERNATION		
-		OTHER						
27	2190	SCIENTIFIC DATA PROCESSING (Include computer and EAM processing, Exclude key punch; report in Item 9200, Exclude business data processing; report in Item 2005.)						
28	0093	TOTALS FOR SECTION 3	9	32	2	11		
TIO		NSCIENCE- AND NONENGINEERING-RELATED ORGANIZED OCCUPATIONAL RRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL		In Managery	N STORY			
29	2054	BUSINESS- AND COMMERCE-RELATED CURRICULUMS GENERAL BUSINESS, BUSINESS ADMINISTRATION						
10	2060	ACCOUNTING	1					
17	2065	BUSINESS DATA PROCESSING		1				
32	2070	MARKETING, DISTRIBUTIVE EDUCATION	2	1	two selections			
33	2080	SECRETARIAL STUDIES		7				

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

SECTION 4. (Continued)

INE	ITEM		EVENUAL PROPERTY OF STREET, THE STREET, TH	OF 2 OR MORE	BUT LESS THAN 2 YEARS		
NO.	NO.	CURRICULUMS	MEN	WOMEN	MEN	WOMEN	
- PARTIES N	(1)	(2)	(3)	(4)	(5)	(6)	
		BUSINESS- AND COMMERCE-RELATED CURRICULUMS (Continued)	4				
	2095	OTHER BUSINESS- OR COMMERCE-RELATED CURRICULUMS (Specify)					
334	2095						
335	2095	The state of the s		NATE OF THE PARTY			
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	very general		Maria I	
	8 350	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	

CENTRAL OFFICES/COMMUNITY SERVICES

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.
 - 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 VOI UME 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 La, but ARF TO BF 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 I me 7, a PFRIODICAL 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 I inc. 8.

PART II-LIBRARY OPERATING EXPENDITURES, ACTUAL AND BUDGETED

- A In order to provide current data, expenditure items are being requested tures 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 Une 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 of scientific aspect of library work, as distinct from its mechanica 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).
- 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 fig. 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)

NAME OF LIBRARY UNIT	ADDRESS	ZIP CODE
THE REPORT OF THE PARTY OF THE	the second temps in the like attall to map in taking	JANOUS NO
	na Kario na mili na malio i filozofia na malio di problem.	
	to the series of	Market Land
was a programme with the programme of th	A COLOMBIA COLOMBIAN IN COMPANION DE LA COLOMBIA	
		Proceeding.

PART I - LIBRARY COLLECTION A	ND	PART II - LIBRARY OPERA ACTUAL AND B		TURES
TRANSACTIONS		1968-		BUDGETED 1969-70
I. NUMBER OF VOLUMES HELD AT END OF PREVIOUS YEAR 1968	60,553	1. TOTAL SALARIES, BEFORE DEDUC- TIONS, OF REGULAR LIBRARY STAFF	s 276,866	234,039
2. NUMBER OF VOLUMES ADDED DURING YEAR (Without subtraction of volumes		2. SALARY EQUIVALENTS OF CONTRIBUTED-SERVICE STAFF	s -0-	s -0-
withdrawn) 1969	8,169	3. TOTAL WAGES PAID TO STUDENTS	s	\$
3. NUMBER OF VOLUMES WITHDRAWN DURING YEAR 1968-69	0	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,		4. EXPENDITURES FOR BOOKS AND OTHER LIBRARY MATERIALS	\$ 182,239	s 123,393
minus 39 1969	68,722	5. EXPENDITURES FOR BINDING	s	5
5. NUMBER OF REELS OF MICROFILM HELD AT		AND REBINDING	1,936	1,600
6. NUMBER OF PHYSICAL UNITS OF OTHER FORMS OF MICROTEXT (e.g., number of microcards,	8,434	6. OTHER OPERATING EXPENDITURES (INCLUDING replacement of equipment and furnishings but EXCLUDING all capital outlay)	73,536	64,950
microprints, or microfiche cards) HELD AT END OF YEAR (Estimate if necessary)	0	7. GRAND TOTAL (Sum of Lines 1 through 6)	\$579,452	s 454,482
7. NUMBER OF PERIODICAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	625	ESTIMATED COST OF ITEMS WHICH, THOUGH NOT CHARGED TO YOUR LIBRARY ACCOUNTS, CONSTITUTE LIBRARY MATERIALS OR SERVICES.		
8. NUMBER OF OTHER (nonperiodical) SERIAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	837	8. BINDING	\$1,945.53	\$1,260.00
INTERLIBRARY TRANSACTIONS. (Exclude requests no still pending and transactions between library units of you		9. AUTOMATION SERVICES	\$20,819.40	\$20,250.00
Estimate if necessary)	ATT STATE OF	10. OTHER (Specify)		
9. NUMBER OF ITEMS BORROWED (Including nonreturnable items received)	1,108	N/A	\$	
NUMBER OF ITEMS LENT BY YOUR LIBRARY:	763	STUDENT AND OTHER HOURLY ASSISTAN	NCE	
10. NONRETURNABLE ITEMS SUPPLIED	18	11. ANNUAL TOTAL NUMBER OF HOURS OF STUDENT ASSISTANCE	22,270	
11. RETURNABLE ITEMS SUPPLIED	1,090	12. ANNUAL TOTAL NUMBER OF HOURS OF OTHER HOURLY ASSISTANCE	1,08les	

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 ar 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 approximat D.C. and L.C. schedules.)

AREA	CLASSI	FICATION	%OF TOTAL	% OF	
ANEA	D.C.	L.C.	COLLECTION	ACQUISITIONS Estimate	
5 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	2	She was sing	4 4	5	
HUMANITIES AND GENERAL WORKS	000,100,200, 400,700,800	3514 A. B. M. N. P. Z.	31%	28%	
1 SOCIAL SCIENCES	300,900	4295 C, D, E, F, G, H, J, K*, L	32%	36%	
2 PHYSICAL SCIENCES, INCLUDING MATHMATICS	500 - 559	1314 Q - QE	11.8%	9%	
3 BIOMEDICAL SCIENCES	560 - 599 610 - 619	2085 QH - QR R, S	14.2%	1.3%	
4 TECHNOLOGY (ENGINEERING)	600 - 609 620 - 699	T, U, V	11%	14%	
5 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)

EXPENDITURES OF YOUR INSTITUTION FOR EDUCA- TIONAL 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 EXPENDI- TURES FOR NEXT FISCAL YEAR	3. FULL-TIME	4. PART-TIME	5. FTE OF PART-TIME		
s 579,452	s 454,482	221	5	223 1/2		

	NUMBER	FSTAFF	FTEOF	FTEOF	FTE CONTRIBUTED-
TYPE OF POSITION (See Page 4 for definitions)	FULL-TIME	PART-TIME	PART-TIME STAFF	(Col. (b) Plus Col. (d))	SERVICE STAFF INCLUDED IN COLUMN (e)
(a)	(b)	(c)	(d)	(e)	(f)
1. ASSOCIATE AND ASSISTANT LIBRARIANS	an To Marcold	MATERIAL SECTION			
	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	8. CHECK APPROPRIATE BOX	TO SHOW CO	NTRACT STATUS	OF DIRECTOR OF	LIBRARIES
	Librarian) s 15,400.	A. 9-10 MONTHS	[X] B.	11-12 MONTHS	_ c. co	NTRIBUTED SERVICE
9.	IF THE SALARY OF THE CHIEF LIBRAR AND USED ONLY FOR SUMMARY TABULA		AL	→ □		
10.	REPORT BEGINNING ANNUAL SALARY LIBRARY SCHOOL GRADUATE (Fifth-Yea (If none recruited this term, enter as "X" i	то А	A. FOR 9-10 MONTHS \$8,500.	B. FOR 1.1-12 MONTHS \$ n/a	C. NONE RE- CRUITED THIS TERM X	

CENTRAL OFFICE

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

		TOTAL FULL-TIME	NUMBER OF FULL-TIME STAFF EMPLO AT LEAST 9 MONTHS, BY SALARY BRA						
TYPE OF POSITION	MEAN SALARY*	STAFF (Sum of cols.	LESS THAN \$4,000	\$4,000 to \$4,999	\$5,000 to \$5,999	\$6,000 to \$6,999	\$7,000 to \$7,999	\$8,000 to \$8,999	\$9,00 to \$9,99
(0)	(b)	(d)-(p)) (c)	(d)	(e)	(f)	(g)	(h)	(i)	(i)
The parties of the control of the co	A. STAFF	EMPLOYED 9-10	MONTHS	er - Li			7.18	3723	
1. ASSOCIATE & ASSISTANT LIBRARIANS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2. HEADS OF MAJOR LIBRARY UNITS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
3. OTHER PROFESSIONAL LIBRARIANS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
4. PROFESSIONAL STAFF OTHER THAN LIBRARIANS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
5. NONPROFESSIONAL STAFF	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	B. STAFF E	MPLOYED 11-1	MONTHS		- Seas		100		
6. 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
8. OTHER PROFESSIONAL LIBRARIANS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
9. 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. cc	ONTRIBUTED-SERVIC	E STAFF (Equat	e 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

CENTRAL OFFICE

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

						ULL-TIME STAFF EMPLOYED NTHS, BY SALARY BRACKET			
TYPE OF POSITION	MEAN SALARY*	STAFF (Sum of cols. (d)-(p)) (c)	to	\$12,000 to \$13,999 (I)	to	to	\$18,000 to \$19,999 (o)	\$20,000 or MORE (p)	
- I AND WEST OF THE PARTY OF TH	A. STAFF EMPLOYED	1							
11. ASSOCIATE & ASSISTANT LIBRARIANS	N/A								
12. HEADS OF MAJOR LIBRARY UNITS			31			2			
13. OTHER PROFESSIONAL LIBRARIANS		Y SKY U		700					
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS				(SIBLE DE					
15. NONPROFESSIONAL STAFF		over her to							
	B. STAFF EMPLOYED	11-12 MONTH	is			44.0		A SHORE	
16. ASSOCIATE & ASSISTANT LIBRARIANS	12,288	6	3	3					
17. HEADS OF MAJOR LIBRARY UNITS	15,180	4	1		3	1			
18. OTHER PROFESSIONAL LIBRARIANS	11,576	1	1						
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS					7				
20. NONPROFESSIONAL STAFF									
C. CONTRI	BUTED-SERVICE STAFF (Equate all to 1	1-12 month	rate)	A.		4-17		
21. ASSOCIATE & ASSISTANT LIBRARIANS					AL I				
22. HEADS OF MAJOR LIBRARY UNITS									
23. OTHER PROFESSIONAL LIBRARIANS				To Merca y					
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS	yn i di sal yngalisati Garage yn elland			Alway Cart					
25. NONPROFESSIONAL STAFF									

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USOE 2300-4
Schedules I, IV and V

Name of	Institution	OAKLAND	COMMUNITY	COLLEG_
		CENTRAL	OFFICE	

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., Pederally 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 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-
 - 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) receive 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 (accorresponding 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 5e should include all revenues for organizations which are designated as Federally Funded Research and Development Centers by the sponsoring Federal agency. Line 5e 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)

"CHEDULE 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 ith instructional departments and conducted primarily to provide an instructional or laboratory training of students. Examples of such ctivities 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 'ecture 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 se 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 cholarships, 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 hich charge a fee which is directly related to, although not necessarily equal to the cost of the service. For contracted services, report nly 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 n integral part of a department of physical education, in which case its transactions should be reported under organized activities relating educational departments.

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

a Schedule IV, report expenditures made from current-funds for current operating purposes. Also include any expenditures made from currentunds 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., orrespondence 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 nterprises 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 ampaigns; 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 ponsored 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 lepartments) or student loans. Intercollegiate athletics grants-in-aid may be reported under intercollegiate athletics, if your institution alloates 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 anyments 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.

OAKLAND COMMUNITY COLLEGE

CENTRAL OFFICE

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-junds 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.

CENTRAL OFFICE

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 X
2.	Expenditures are reported on cash basi	or accrual basis X

(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.)

	The state of	A DESIGNATION	AMOUNT (Whole	Dollars Only) (B)
SOURCE (A)	ADP USE	TH	REE PRIOR YEAR	RS	CURRENT
		19_68_	19_67_	19_66	19 69
A. EDUCATION AND GENERAL (Sum of Lines 1,2,3,4,5,6,7,8,9,10 and 11)	1	5,961,161	\$,093,325	4,112,019	\$9,126,296
1. STUDENT TUITION AND FEES	2	1,221,574	769,415	696,019	1,973,26
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			SAME POR	
B. OTHER FEDERAL GOVERNMENT	11				
C. STATE GOVERNMENT	12				70%
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	La grand	34,000	-0-	319,115
B. STATE GOVERNMENT	18	101,478			
C. LOCAL GOVERNMENT	19				
D. NONGOVERNMENTAL	20		Eliza de la		

CENTRAL OFFICE

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

		A	MOUNT (Whol	e Dollars Only)	(B)
SOURCE (A)	21 22 23 24 25	ТН	REE PRIOR YEA	ARS	CURRENT
TX1 moneyes	nia w	19_68	19 67	19_66_	19 69
8. HOSPITALS-PUBLIC SERVICE ONLY (See Instruction for Line 8)	21	\$ -0-	\$ -0-	\$ -0-	\$ -0-
PERCENT OF TOTAL EDUCATIONAL AND GENERAL	Histophan-Agr	W. J. J. 775	Halle Cada	usus / 2 HE/8-7	NEAD TO SERVICE SERVIC
9. OTHER ORGANIZED ACTIVITIES OF EDUCATIONAL DEPARTMENTS	22	-0-	197,733	-0-	-0-
PERCENT OF TOTAL EDUCATIONAL AND GENERAL	14	1	3.9%		
10. SALES AND SERVICES OF EDUCATIONAL DEPARTMENTS	23	7,907	-0-	-0-	3,6
PERCENT OF TOTAL EDUCATIONAL AND GENERAL	TAX Section - AND	.1%			.1%
11. OTHER EDUCATIONAL AND GENERAL	24	-0-	130,734	27,874	213,5
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		determina	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	1/0	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		- 1,17	100	2.00
4. PRIVATE GIFTS AND GRANTS	29	6,805	8,088	2,352	8,29
5. ENDOWMENT INCOME	30	1300 2			
6. OTHER	31	25,152	-	3,917	
C. AUXILIARY ENTERPRISES (Sum of Lines 1, 2 and 3)	32	393,712		169,306	694,8
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		6.6%	5.6%	4.1%	7.6%
1. HOUSING	33	V.U/2	7.0%	7.2/3	7.00
2. FOOD SERVICES	34	43,158	30,538		175,95
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	8,632,626	5,387,648	A,401,608	\$9,922,38

Central Office

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

		AMOUNT (Whole Dollars Only)				
FUNCTION (Purpose) (A)	USE	THREE PRIOR YEARS			CURRENT	
		19_68	1967_	1966	19.69	
. TOTAL EDUCATIONAL AND GENERAL (Sum of Lines A thru I)	37	5,588,268	\$ 4,737,61	3-3,204,59	4-8,647.	
A. INSTRUCTION AND DEPARTMENTAL RESEARCH	38	2,062,251	2,052,13	8-1,748,85	0-3,740,	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		36.9	43.3	54.6	43.3	
B. EXTENSION AND PUBLIC SERVICE	39	130,113	63,32	5 -0-	142,	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL	- 128	2.3	1.3	-0-	1.6	
C. LIBRARIES	40	244,072	448,789	167,52	4- 538.	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		4.4	9.5	5.2	6.2	
D. PHYSICAL PLANT MAINTENANCE AND OPERATION	41	877,590)-1,403,4	
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,	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		40.4	29.4	27.8	22 7	
F. ORGANIZED ACTIVITIES RELATING TO EDUCATIONAL DEPARTMENTS	43	17,333				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL	PALS.	-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-	108,4	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		-0-	-0	-0-	1 3	
I. ALL OTHER EDUCATIONAL AND GENERAL	46	-0-	-0-	21,306	747.6	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		-0-	-0-	7	2 6	
TOTAL STUDENT AID	47	84,604	45,518	2, 222	. 151,9	
TOTAL AUXILIARY ENTERPRISES (Sum of Lines J thru L)	48	904,513	308.648		677.2	
J. HOUSING	49	-()-	-0-	-0-	-()-	
K. FOOD SERVICES	50	71,503	50,574		216.8	
L. OTHER AUXILIARY ENTERPRISES	51	833,010	258,074			
CURRENT FUNDS EXPENDED FOR PHYSICAL PLANT ASSETS NOT INCLUDED ABOVE	52	171,533	-0-	22,451	201.0	
TOTAL CURRENT FUNDS EXPENDITURES (Sum of Lines 1, 2, 3, 4)	53			\$3,395,628	.150	

Central Office

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

		TYPE OF ASSET				
BALANCE AND TRANSACTION (1)	ADP USE	LAND (2)	IMPROVE- MENTS (3)	BUILDINGS (4)	EQUIPMENT (5)	TOTAL (6)
BOOK VALUE OF PLANT FIXED ASSETS AT BEGINNING OF FISCAL YEAR	54	\$ 1,058,554	\$748,032	\$ 13,483,58	\$1,522,60	8 16,812,
. ADDITIONS TO PLANT FIXED ASSETS DURING THE YEAR (Sum of Lines 2A - D)	55	710,179	95,432			0 088
A. BY EXPENDITURES	56	710,179	95,432	7,816,47	1,366,09	9,988,
B. BY GIFT-IN-KIND FROM DONOR	57		milda i Torresa			
C. BY REAPPRAISAL OF PLANT VALUE	58	euana land		The Manager	A 8 8 8 14	AND COMMENTS
D. BY OTHER ADDITIONS	59			A TOTAL COM	Alor suite	
DEDUCTION FROM PLANT FIXED ASSETS DURING THE YEAR	60		estern ask		mic este	* 0 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
4. BOOK VALUE OF PLANT FIXED ASSETS AT ENDING OF FISCAL YEAR	61	1,768,733	843,464	21,300,05	2,888,704	26,800,

Name of Institution	Oakland	Community	College
	See		Company of the Compan
	Central	Office	

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				
	For Capital Outlay	For Operations	For Operations			
19 68 _ 69	\$27,925,000					
19 67 68	\$27,750,000		Name -			
19 66 _ 67	\$28,000,000	The second section of the sect				
19 <u>65 — 66</u>	\$16,000,000					
19	The Market of the Market of the Community of the Communit					
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. FSTIMATED 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. FXCEPTIONS AND EXCLUSIONS are listed below:
- a. Exclude activities which include less than 3 hours of planned instruction.

- 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.)
- 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.)

Community Services-Central Office

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

- 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.
- 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.
- 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.
- 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.
- CORRESPONDENCE COURSE. A course of instruction involving a continuing exchange between instructor and student and conducted primarily by written communication.
- 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.
- 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.

CONSULATION 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 ACT PLETE ITEMS 1 THROUGH 4 ONLY. OTHERWISE, COMPLETE ALL	
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.

	ESTIMATED RE			ESTIMATED REGISTRATIONS		
ACTIVITY OPTIONAL ACTIVITIES		NONCREDIT ACTIVITIES	TYPE OF ACTIVITY	DEGREE-CREDIT OPTIONAL ACTIVITIES (b)	NONCREDIT ACTIVITIES	
(a)	(b)	(c)		107	107	
1. CLASSES	2163		8. BROADCAST TV			
2. SHORT COURSES		2265	9. CLOSED CIRCUIT AUDIO-INSTRUCTION	egan xino di ma	armen betong	
3. CONFERENCES, INSTI- TUTES, AND/OR	and of the second	270	10. BROADCAST RADIO			
WORKSHOPS			11. OTHER (Specify)			
4. LECTURE SERIES		2000	Speakers' Bureau	Mary Indian	E OF SAME	
5. DISCUSSION GROUPS		315	Audience		1,160	
6. CORRESPONDENCE COURSES	A STATE OF THE PARTY OF THE PAR		12. Final Challenger			
7. CLOSED CIRCUIT TV						

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.

Difference of the second of th	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,

	NAME OF PROGRAM	REGISTRA- TIONS	SPONSORING ADMINISTRA- TIVE 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.					physical areas in
5.					
6.					
7.					
8.					
9.			g. 126		
0.	27				
0.					
1.					
2.					

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

Agriculture & forestry Biological sciences Business & commerce Education Engineering Health professions Humanities
Law
Physical sciences & mathemathics

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).

		TOPICS COVERED (If not	FED	GRAM ERAL-	TYPE OF ACTIVITY (Use	ESTIMA REGISTRA	
NAME OF PROGRAM		fully indicated by name of program)	LY SPON- SORED IN WHOLE OR PART		categories listed in Part I.)	DEGREE- CREDIT OPTIONAL	NON- CREDITACTIVI
	(a) (b)		YES (c)	NO (d)	(e)	ACTIVITIES (f)	TIES (g)
1.	Project SERVE	Health Education Personal Problems Employment	х		short courses	531	
2.	Social Problems	Discrimination in An Age of Revolution Sex, Morals, & Societ A Parent's Dilemma	у	Х	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 performances	2000 5500	
	Additional Social Problems courses	Writing for Market Writing to Publish Secrets of Man			short courses	983 see abo	ove
6.							
· .				2.0			
8.		42				212.94	

Community Services
Central Office

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	RECIPIENT OF SERVICE OFFERED	PURPOSE OF CONSULTATION (Brief description) (c)
1.		
Project FIND	0.E.O.	training of Project personnel
2.		
1.		

5.		
7.		
3.		
ı.		
2. *		

Community Services
Central Office

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	ESTIMATED REGISTRA- TIONS	SPONSORING ADMINISTRA- TIVE UNIT	TYPE OF ACTIVITY (Use categories listed in Part I.) (d)	TOPIC (e)
1.	(6)	(c)	(4)	107
Oakland Police Academy	352	Community Services		Law Enforcement
2. Nurse Refresher Course	48	Community Services	Health profession	Nursing
3.		ř		
•				
5.				
0.				
7.				
8.		, ,		
0.				
0.				

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SECTION I

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

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.
- 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.
- 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.
- 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.
- Student applicants and acceptances.
- 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)
 - 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.
 - Results of standardized tests and other measures of student achievement, undergraduate and graduate.
 - 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.
- 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.

- Faculty appointment policies and procedures. Attach copy of faculty contract.
- 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.
- 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.
- Faculty data on earned degrees held by the faculty, amount of graduate study and types of institutions represented by such advanced study.
- Evidences of scholarly attainment on the part of the faculty, e.g., research, publications, honors.
- Arrangements for and extent of faculty participation in meetings of learned and/or professional societies.

V. Instructional Program

- Degrees, certificates, and diplomas offered by the institution. List of majors or areas of concentration in each degree program and enrollment in each.
- 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.
- Procedures employed in adding or discontinuing courses or in introducing other changes in the instructional program.
- 7. Data on class size, undergraduate and graduate.
- 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.
- 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.
- A list of professional or specialized accrediting agencies which have accredited programs within the institution. Dates of accreditation or most recent reaccreditation.

VI. Library

- 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.
- Significant additions to physical plant in last five years and methods of financing the additions.

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

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

Name of Institu	otion	NITY	COLLEGE
AUBURN	HILLS	CAMPI	JS

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. <u>Undergraduate</u> 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. <u>First-time</u>-New treshmen 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. <u>Upper Division--Students</u> 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).
- 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 \pm 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 \pm 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. <u>Full-time Students--Students enrolled in credits equal to at least 75 percent of the normal full-time load.</u>
- 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 thay may be offered under the auspices of the extension division.
- 20. <u>Correspondence</u>—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 <u>not</u> 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.
- 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 tour-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, pharmac etc.) which prepare for a profession but which do not require t equivalent college work before beginning the program that t 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, Soci Work, etc.are considered first-professional degrees); such students a 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 progracionate 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 requirement for entrance as regular students, or, although eligible for degracindidacy, 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 other required activity (such as a thesis, dissertation, require 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 residence facilities (i.e., in housing or living quarters owned or operate by your institution for students attending on the main campus).

Section 2

12. Report the total number of students enrolled during the regulacademic year for the past five years, and omit "unclassified" studen 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

	PROGRAM LEVELS							
	UNDERG	RADUATE (DEF. 1				STUDENTS WHO		
TYPE OF STUDENT	TERMINAL OCCUPATIONAL AND GENERAL STUDIES PROGRAMS NOT CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1b)	10WARD A BACHLON	R'S DEGREE (DEF To)	PROFESSIONAL	GRADUATE (DEF. 6)	CANNOT BE CLASSIFIED BY LEVEL	TOTAL (COL. 2-7)	
(1)	CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1b) (2)	(SOPHOMORES)	UPPER DIVISION (JUNIORS AND SENIORS) (4)	(DEF. 5) (5)	(6)	(DEF. 7) (7)	(8)	
. Resident Students, Total (a + b)	389	1,534	-1-	2/2		95	2 019	
a. Men	309	1,554	n/a	n/a	n/a	93	2,018	
u. 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 % but less than % normal load	-0-	-0-	n/a	n/a	n/a	373	373	
Full-time equivalent of part- D. 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	
S	section 2 — Enrollme	ent Trends for	last Five Ye	ears (Main C	(ampus)			
Program Levels	F.Y.	19.65	1966	1967		1968	1969	
Full-Time Students Freshmen New Students	dents	n/a	1,272	997		852	1,016	
Sophomores Returni	ng	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-T	ime)	n/a	844	862	The state of the s	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	

AUBURN HI	LLS	CAMP	US
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NCA Data Form A — Comprehensive Report on Enrollment Part B — Branch Campus Enrollment (Please report each branch separately. Add additional charts as necessary)

Instructions for Part B (Branch campus)

General

1. Please report enrollment as of the fall term.

- 2. Include all students enrolled in credit courses offered on the branch 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

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.

- 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 tour-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 asteopathy whose work is creditable toward first-pro fessional 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-yea 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, Socia Work, etc. are considered first-professional degrees); such students are to be reported in column 6 as graduate.

Branch

- 8. Report in column 6 students who have attained at least one standard bachelor's or first-professional degree and who are or migh 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 highe degree program either because they do not fulfill minimum requirement 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 7 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.
- 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 campus).

		PROGRAM LEVELS									
	UNDER	GRADUATE (DEF.	1)			STUDENTS WHO					
TYPE OF STUDENT	TERMINAL OCCUPATIONAL	WHOLLY OR CHIE		PROFESSIONAL	GRADUATE	CANNOT BE CLASSIFIED	TOTAL				
(1)	PROGRAMS NOT CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1b)	30FHOMORES) SENIORS)		(DEF. 5)	(DEF. 6)	BY LEVEL (DEF. 7)	(COL. 2-7)				
	(2)	(3)	(4)	(5)	(6)	(7)	(8)				
Students, Total	389	1,534	n/a	n/a	n/a	95	2,018				
I. Men	253	1,081	n/a	n/a	n/a	59	1,393				
2. Women	136	453	n/a	n/a	n/a	36	625				
3. In-State students (Det. 12)	388	1,529	n/a	n/a	n/a	94	2,011				
4. Out-State students (Def. 13)	1	5	n/a	n/a	n/a	1	7				
5. Full-time students (See Def. 14)	186	890	n/a	n/a	n/a	24	1,100				
5. Part time students (Def. 15)	203	644	n/a	n/a	n/a	71	918				
a. Enrolled for at least ! but less than ! normal load (See Def. 8 and 9)	-0-	-0-	n/a	n/a	n/a	373	373				
7 Full-time equivalent of part time students reported in 6 above (Det. 16 & 17)	106.8	339.3	n/a	n/a	n/a	37.2	483.3				
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				

Name of Institution	OAKLANI	COMMI	UNITY	COLLEGE
	AUBURN	HILLS	CAMPU	S
D	1000	10 774		

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

ogram Levels	F.Y.	19 65	1966	19.67	19_68	19.69
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

Sem or Oti

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

		Enrollment by program level									
Term		Underg	raduate	1st-professional	1-7-1	-					
	Number of weeks in term	1., 2., or 3-year occupational or general studies program not chiefly creditable toward a backelor's degree (Inst. 3)	Program wholly or chiefly credit- able toward a 4- or 5-year bache- lor's degree (Inst. 4)	(dentistry, law, medicine, theology, weterinary medicine, chi- ropody or podiatry, optometry, and osteopathy, only) (Inst. 5)	Graduate (inst. 6)	Students who cannot be classified by level	Total (Col. 3-7				
1	2	3	4	n/a 5	n/a 6	n/a 7	8				
RESIDENT		The second									
Third Trimester	1										
Fourth Quarter	2			- 3%							
Summer Session No.1	8 3	115	850				965				
Summer Session No. 7	8 4	20	418			14/	438				
5 Summer Session No. 3	5										
5 Summer Session No. 4	6										
Extension	7					1					
Total number of credit hours for which stu- dents were registered	8										
A Qtr	9										
1 Sem lst.	10	541	4,013				4,554				
2nd.		87	1,834		- 7		1,921				
C Other	11										

- 1. This schedule is intended to be a count of students enrolled at a given time. In the case of(say) on 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 IV; 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 enrolle in programs leading to a first professional degree (dentistry, law, medicine, theolog (B.D.), veterinary medicine, chiropody 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, i 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, weterinary medicine, chiropody or podiatry, opiometry, and osteopathy, and those enrolled beyond the bachelor's degree in all other fields.
- Column 7 Report all students by level of program if possible. Report students is 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 3 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 campumay 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 exceptation.
- 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 tull-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 <u>any</u> 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 <u>formal</u> 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.
- 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).
- 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).
- 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 backelor'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 ÷ 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 ÷ 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.
- 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 of 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.

Name of	Institution	OAKLAN	D COMMI	UNITY	COLLEGE
			HILLS		

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

PART D1 — FRESHMAN AND SOPHOMORE ENROLLMENTS IN 4-YEAR OR 5-YEAR BACHELOR'S DEGREE-CREDIT PROGRAMS: (INCLUDE here enrollment in programs which are designed only as the first two years of a four-year or 5-year Bachelor's degree program. Such programs prepare only for admission to the jurior-year, either in the student's own institution or by transfer (as from a junior college to a 4-year institution). EXCLUDE here enrollments in programs which prepare for employment in less than 4 years.

			Total ENROLLMENT IN -					
CURRICULUMS		PRES	CHANKEAR	SOPHOMOR	E YEAR			
(1)	FULL-TIME (2)	PART-TIME (3)	FULL-TIME (4)	PART-TIME (5)				
1. AGRICULTURE CURRICULUMS	-0-	1	10	e caparula travaca				
2. ENGINEERING CURRICULUMS	55	2		and the same	The part of			
3. HOME ECONOMICS CURRICULUMS	-0-	3						
4. ALL OTHER BACHELOR'S DEGREE CURRICULUMS (LIBERAL ARTS AND SCIENCES AND PREPROFESSIONAL)	1,479	4						
5. TOTAL OF LINES 1 - 4	1,534	5	871	663	de la company			

USOE 2300-2.6 Part B

PART D2 — ENROLLMENT IN ORGANIZED OCCUPATIONAL CURRICULUMS OF AT LEAST ONE YEAR BUT LESS THAN 4 YEARS (INCLUDE here enrollments in curriculums of at least 1 but less than 4 years designed to prepare for immediate employment. Such curriculums may be open-ended or terminal. "Open-ended", as the term is used here, refers to curriculums which prepare for immediate employment, but credits earned in these curriculums are wholly or chiefly, creditable toward a bachelor's degree, either in the student's own institution or upon transfer (as from a junior college to a 4-year institution). "Terminal" refers to curriculums which prepare for immediate employment, but credits earned in these curriculums are not chiefly creditable toward a bachelor's degree.)

			ENROLLMENT IN -								
CHRRICHHIAS	1	ITEM	CURRICULUMS	OF 2 OR MOR	E BUT LESS TH	AN 4 YEARS	CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS				
CURRICULUMS		NO.	OPEN-E	NDED	TERM	INAL	OPEN	-ENDED	TERMINAL		
(1)			FULL TIME (2)	PART TIME	FULL TIME	PART-TIME (5)	FULL-TIME	PART-TIME (7)	FULL-TIME (8)	PART-TIME	
SEC. 1 ORGANIZED OCCUPATIONAL CURRICULUMS BELOW THE TECHNICAL OR SEMIPROFESSIONAL LEVEL				141	ya Kin	the Walt			The same of		
SCIENCE OR ENGINEERING-RELATED	1	2700		1	100	Carlotte St.					
NONSCIENCE AND NONENGINEERING RELATED	2	9200			r + -011						
TOTALS FOR SEC. 1	3	0092	religion that a	The state of the s		000					

SEC. 2 SCIENCE OR ENGINEERING RELATED ORGANIZED OCCUPATIONAL CHERICULUMS AT THE TECHNICAL OR SEMI—

A. ENGINEERING - RELATED CURRICULUMS

AERONAUTICAL IECHNOLOGY	1	2606	red To a	fa Park		THE PERSON		-117	
ARCHITECTURAL AND BUILDING TECHNOLOGY	2	2610			45	Market I			122
CHEMICAL TECHNOLOGY	3	2619					1		
CIVIL TECHNOLOGY	4	2630							
ELECTRICAL AND/OR ELECTRONICS TECHNOLOGY	5	2636				5		1 331	
INDUSTRIAL TECHNOLOGY	6	2658		- 1					
MECHANICAL TECHNOLOGY	7	2668	7		1	1			3
ALL OTHER ENGINEERING- RELATED CURRICULUMS	8	2698							

PAGE 9 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)

	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		ENROLLMENT IN -							
CURRICULUMS		ITEM	CURRICULUM	S OF 2 OR MO	RE BUT LESS TI	HAN 4 YEARS	CURRICULUM	S OF AT LEAST	BUT LESS TH	IAN 2 YEAR
CORRICOTOMS		NO.	The second second second second	-ENDED		INAL	OPEN	-ENDED	TERM	INAL
(1)			FULL TIME	PART TIME	FULL TIME	PART TIME	FULL TIME	PART-TIME (7)	FULL TIME	PART TIM
B. SCIENCE - RELAT	ED CL	JRRICL	ILUMS							
AGRICULTURE	9	1034			T	32	1			
FORESTRY	10	3900							Set S	
HEALTH SERVICE	CURRI	CULLIA	AS			To be seen			17.14	
DENTAL ASSISTANT		4402	13					7		
DENTAL HYGIENE	12	4403			01-070	1000 40	10000	20		1
DENIAL LABORATORY ASSISTANT	13	4405			- 18 u.,	104,16			6 35	
MEDICAL OR BIOLOGICAL	1111		11-12-11	3,000			- APP 137 F		-10,134	1
LABORATORY TECHNICIAN	14	4414				6	DV 3000000			
NURSING, PRACTICAL	15	4417		1000		30				
NURSING, DIPLOMA PROGRAM	16	4418	why h							
X-RAY TECHNOLOGY	17	4439			Programme and the second		100	Part Bar		
ALL OTHER HEALTH SERVICE CURRICULUMS	18	4498	Margarian and w	1-0		E.E.	300			
SCIENTIFIC DATA PROCESSING INCLUDE COMPUTER AND EAM PROCESSING EXCLUDE KEY PUNCH SEPORT IN THE MEDICAL PORT OF THE ALL TO SEPORT IN THE MEDICAL PORT OF THE ALL THE PORT OF THE PROCESSING THE PORT OF THE PROCESSING THE PRO	19	2190						THE STATE OF		
ALL OTHER SCIENCE	20	4920								
TOTALS FOR SEC. 2	21	0093			199	84		1	0	
SEC. 3 NONSCIENCE AND NONENGINEERING RELATED ORGANIZED OCCUPATIONAL CURRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL	Tive to	50						-	1,44	
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				
NEWEX-BOOKOWICS	5	4780	NO.	,			75	12700		
Food Services BIBLE STUDY OR RELIGIOUS WORK	6	7490								
POLICE TECHNOLOGY OR LAW ENFORCEMENT	7	7742	1:	39						
ALL OTHER NONSCIENCE AND NONENGINEERING RELATED CURRICULUMS	8	8350				5	The state of			
TOTALS FOR SEC. 3	9	0094	14	40	1	46			7	

THE INFORMATION REQUESTED ON PAGES 10 THROUGH 43 INCLUSIVE DO NOT PERTAIN TO THE COMMUNITY COLLEGE.

Page 10 USOE 2300-2.7 Schedule VII

Name of	Institution	A STATE OF THE PARTY OF THE PAR

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

- 1. 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 a 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. Separagraphs No. 2 & 3 below.
- 2. 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 parttime work) are to be counted as seniors.
- 4. 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

- 1. Report data as of fall term.
- 2. 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.)
- 3. 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, fo example) and which major areas are to be reported by specialized major fields (Agriculture, for example).
- 5. 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.)
 6. Report majors in the specified fields or areas irrespective of the department or division in which the student is enrolled. For example, stu
 - dents 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.
 - 7. 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	The sales	
	MAJOR AREA OR FIELD	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)
Dairy Manufacturing, Dairy Technology (Report in item 1016)
Entomology (Report in item 1733)

Foods & Nutrition (Report in item 4710)
Genetics & Experimental Breeding (Report in item 1736)
Home Economics (Report in items 4701-4798)

Nutrition (Report in item 1798) Plant Pathology (Report in item 1751) Plant Physiology (Report in item 1754)

AGRICULTURE, GENERAL (General agriculture curriculum without major specialization)	1001	
AGRICULTURE BUSINESS (If a separate curriculum)	1003	The Manne
AGRONOMY, FIELD CROPS (Crop production Tropical crop production)	1002	
ANIMAL SCIENCE (An. husbandry, nutrition, breeding, industry, livestock production, wool production, livestock sanitation)	1004	2 200 across
DAIRY SCIENCE (Dairy husbandry)	1007	1222
FARM MANAGEMENT (Distinguish from AGRICULTURAL ECONOMICS)	1013	
FISH & GAME, OR WILDLIFE MANAGEMENT	1014	12-13200
FOOD SCIENCE (Food technology and processing, dairy m't'g, and technology, food industry)	1016	A LISTON ALL OR
HORTICULTURE (truit & vegetable production)	1019	
And the second s		

Name of Institution	-
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LINE NO.	ITEM NO	X IF 1ST TIME	SUBJECT AREA AND FIELD OF STUDY	SEX		IRST F WORK	IN INTER		RECEIVED BY EF	TED TO DEGREE ND OF NIC YEAR
	(1)	(2)	The Street of th	(4)	ATTENDING FULL-TIME (5)	ATTENDING PART-TIME (6)	ATTENDING FULL-TIME (7)	ATTENDING PART-TIME (8)	ATTENDING FULL-TIME (9)	PART-TIME
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			(D.S.C; or Pod.D.)	w						
255	4407		DENTISTRY (D.D.S. or D.M.D.)	м	Total of					
233	4407	4416 MEDICINE (M.D.) 4425 OPTOMETRY (O.D.) 4428 OSTEOPATHY (D.O.)	DERTISTRY (D.D.S. W. D.M.D.)	w						19 (19)
254				м						
256	4410		MEDICINE (M.D.)	w				TEXT !		
257	4405		ORTOUETRY (O.D.)	м						
23/	4425	27	OPTOMETRY (O.D.)	w						
250	58 4428 OSTEOPATHY (D.O.)		м							
258		OSTEOPATHY (D.O.)	w							
250	4443 VETERINARY MEDICINE (D.V.M.)	VETERNIA VIENENIE AR VIII.	м							
259	4443	3 VETERINARY MEDICINE (D.V.M.)	w			in-1915	Agran S		Rievir	
260	5000		LAW (II Day ID)	м						
200	5000		LAW (LL.B or J.D.)	w		in the second			Carl L	
2/1	7404			м						
261	7404		THEOLOGY (B.D. only)	w						
	9799		OTHER (Specify)	M						
	7/17			w						
242				м						
262				w						- 4
2/2				м					7771251	
263				w			7.77			
264	9700	1		м		186.77	- and		- Samuel	
2014	7700		TOTAL	w				- 1		

Name of	OAKI	LAND	COM	YTINUN	COLLEGE
-	SEE	CENT	RAL	OFFICE	

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 <u>last three years</u>. 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		VATOR ASI	
Number of first-time Freshman applicants accepted		out amanas	
Number of first-time Freshman applicants actually enrolled		THE AND THE	
Number of applications with complete credentials for admission with advanced standing		1000000	
Number of advanced-standing undergraduate applicants accepted	SU VALUE	10 PAN 1791	
Number of advanced-standing undergraduate applicants actually enrolled		To But Value	
Number of applicants with complete credentials for admission to graduate program		20-03-17-10-1 21-12-13-13-13-13-13-13-13-13-13-13-13-13-13-	
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%	
В.	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%	
	referm scoring above 700 on verbal / Mannemarical /	
-	Mana ACT annua for fresheren alam	
C.	Mean ACT scores for freshman class	
	Composite	parada ir santa
	Mathematics	
	English	
	Natural Sciences	
	Social Studies	The state of the s
-		
	In reporting student financial aid include only programs awarded by and the eral Opportunity and Work-Study program participants, NDEA loans, ND exclude National Merit Scholarship holders, Woodrow Wilson Fellows, N	EA Title IV Fellows, NASA and NSF Trainees, but
A.	Aid to Undergraduates	
	Number of scholarships awarded; total value \$; average	ge value \$
	a. Academic; total value \$; average value \$	
	b. Athletic; total value \$; average value \$	
	2. Number of loans made; total loaned \$; average loan	
	Number of college-assigned jobs filled; total earnings \$	
	Total number of undergraduates who received one or more kinds of aid	
	only once)	mrough your manionon (coom each stodem
В.	Aid to Graduates	
	Number of individuals holding fellowships awarded by and through you average value \$	r institution; total value \$
	2. Number of loans made; total loaned \$; average loan \$	s and the second
	Number of teaching assistantships awarded; total value \$	
	4. Number of research assistantships awarded; total value \$	
	5. Total number of graduate students who received one or more kinds of aid	
	only once)	miles year maniferior (coom each stodem
	only once)	

Page 46 USOE 2300-3 Schedule 1 - Part C

Name of In	TORREST DESCRIPTION		and the same of th	
AL	BURN	HILLS	CAMPU	S

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 tern 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

- 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 OR-GANIZED 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.

	PROFE	ESSORS	ASSO PROFE		ASSISTANT PROFESSORS		
3 MAJOR AREA OF TEACHING AND/OR RESEARCH (1)	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)							
Architecture 2							
biological Sciences (Including Bacteriology, Biochemistry Landscape Seneral Biology, General Botany, General Zoology, Genetics, Accrobiology, Pharmacology, Physiology, Other Biological Sciences (Tech. 3			1				
Justiness and Commerce (Including Accounting, Business (or Commerce) Education, Finance, General Business, Management, Other Business and Commerce)			1		1 1/2		
ducation 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 ields, excluding Physical and Health Education)		90.			5		
ingineering (Including Aeronautical, Agricultural, Chemical, Civil, Electrical, Engineering Science Fields, Graphics, Industrial, Materials, Mechanical, and Other Engineering)							
inglish and Journalism 7			1/2		6		
Fine and Applied Arts (Including Art, Dramatics and Speech, Music, Other Fine Arts).							
oreign Languages and Literature (Including Classical tebrew, Greek, Latin, French, German, Spanish, Russian, Other (Including Philology))			2				
orestry 10							
Geography 11							
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields) 12							
Home Economics 13					The state of		
low 14			1		1		
Library Science 15					2		
Mathematics 16					1		
Military Science							
Philosophy 18							
Physical and Health Education 19					1		

			PART-TIME FA			TANIT
and the second s	PROF	ESSORS	PROFES		ASSIS PROFES	
MAJOR AREA OF TEACHING AND/OR RESEARCH	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)	- 31		the second second	eri erri jegilê Bullina	Saturd V	
Psychology 21			24	MACLO TIMAS	ATE CATOMI	
Religion and Theology 22		-		Memoral act		
social Sciences (Including Anthropology, Econom- cs, History, Political Science and Government, social Work, Sociology, Other Social Sciences)					3 1/2	
rade and Industrial (Include here all Teachers of Terminal Occupational Subjects) 24					F. T. S.	
All Other Fields (Please Specify) Such as City Planning, Computer Science, Folklore and lecords Management. 25					1	
Developmental Studies					1	
			r offsorbing		3 2 5 5 5	
TOTAL			5 1/2		23	dere i
MAJOR AREA OF TEACHING AND/OR	INSTRUCTORS		JUNIOR STAFF		OTHER ACADEMIC FACULTY	
RESEARCH	FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)
sgriculture and related fields (Including Agricultural conomics)						
architecture 2						
relegical Sciences (Including Bacteriology, Biochemistry, General Biology, General Botany, General Zoology, Genetics (Incrobiology, Pharmacology, Physiology, Other Biological Sciences)	4			No.		
usiness and Commerce (Including Accounting Business for ommerce) Education, Finance, General Business, Manage nent. Other Business and Commerce). Inc. Sec.Sci.	4					
ducation and Related Fields (Including Educational Psychology, Elementary Education, Foundations Hist. Soc., Industrial Arts, Secondary Education, Services (Industrial Ed., Home Ed., Other Education (Including Physical and Health Education) 5	2					
ngineering (Including Aeronautical, Agricultural, Chemical, Ind. Electrical Engineering Science Fields, Graphics, Industrial, Materials, Mechanical, and Other Engineering)						
nglish and Journalism 7	5		8			
one and Applied Arts (Including Art. Dramatics and Speech, Ausic Other Line Arts). 8	1		, A		1	
oreign Languages and Literature (Including Classical educivity Greek, Latin, French, German, Spanish, Russian, 1998) 9 11. (Including Philology))						
Diestry 10	1					WF.
Geography 11		A SPECIAL DE		1103		
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields)			A			
Home Economics 13		ALC:			1 14 14 14	

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

		INSTR	UCTORS		NIOR AFF	OTHER ACADEMIC FACULTY	
MAJOR AREA OF TEACHING AND/OR RESEARCH	4	FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)
tow	14	A C - SAL	ALLS OF	RALCTIME P	ELLEWOITE	PEO RIMA RIM	CATCLES IN
Library Science	15						
Mathematics	16	3	Median 15	n pinten men eu Cherry, Art	SWI SHIOM	Wangi Ass 19 at Kubuk	C el torrigo
Military Science	17	rokasan ya hirib ladi ya maya sa	digitaliyew milining pa	aregum respulso-	haddense in	cut mote str	amond (
Philosophy	18	no baidly a	nations to a	e the number mover and m	sedholon i of seen ma	town of tune	0 12 14 12
Physical and Health Education	19	in I market	ed the side of	High Hollery	çormanı az ar	was wrest a	arth f .a
Physical Sciences (Including Chemistry, Geology and Other Earth Sciences, Physics, Other Physical Sciences)	20	long porme	grow, Light of	taggina a Hind malitaga a atma	gas le luve Isau uti tori	tops omville energy danii fil	ob surdi
Psychology	21	1	ed many	dian's his ball	costa . –	Lo uno braile	ine b Vc
Religion and Theology AT DATE (2005) MATE LIGHT	22						
Social Sciences (Including Anthropology, Economics, History, Political Science and Government, Social Work, Sociology, Other Social Sciences)	23	3	all amore and	amperium(s	e man		
trade and Industrial (Include here all Teachers of Terminal Occupational Subjects)	24	em, entre to	autore_ass	sarnyia s			
All Other Fields (Please Specify) Such as City Planning, Computer Science, Folklore and Records Management)	25	House While	falsone is	- De 19 (1940)	3Q (7) FW	and the led rooms	1-2-11
Cont. of the legal the min	71 0	projection at a		Mar Robbet 10	HERALINES CO.	1988	
a ording to finite regular hour	Ty.	ana mpati	an antiche	Special purgue	bid Jacob		
TOTAL	12 tal	25	C CLASS CONTRACTOR	AND IN SECURIOR	CONTRACTOR OF		

^{*}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

2	LINE	10100	W.C. D.C. 1.1.1	•	EL AND MEAN SALARIES ASSOCIATE PROFESSORS ASSISTANT PROFESSOR				
SALARY INTERVALS	NO.		IIC DEANS	-	ESSORS	-			
(1)	(2)	9-10 MOS. (3)	11-12 MOS. (4)	9-10 MOS. (5)	11-12 MOS. (6)	9-10 MOS. (7)	11-12 MOS. (8)	9-10 MOS. (9)	11-12 MO (10)
\$40,000 AND OVER	1								
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9,000 - 9,999	19	OVI SI SI		Disa Da um	obs Albabas	and the same			
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7,000 - 7,999	21	Service of	11 M X 15 X 5	2 4 5131	MILL LLT	Lastana	- A Second		
6,000 - 6,999	22	a branching	1.11	Tay benefit	Clo Jeanh	on tree the	Aller were to	71	
5,000 - 5,999	23								
4,000 - 4,999	24								
JNDER \$4,000	25						1		
Sum of Lines 1-25)	26	- 1	2				4	6	13
AEAN SALARIES (Sum of salaries livided by sum of salaried person- nel)	27	s	\$ 15,800	s	s	\$	\$ 16,500	\$ 10,667	\$ 13,35
CONTRIBUTED SERVICES AND SALARIED BY OTHER SOURCES PERSONNEL	28	-0-	-0-	-0-	-0-	0-	-0-	-0-	-0-

(Sum of lines 1-25)

MEAN SALARIES (Sum of selectes

CONTRIBUTED SERVICES AND SALARIED BY OTHER SOURCES PERSONNEL

divided by sum of salaried personnel)

ichedule II AUBURN HILLS SALARIES OF ACADEMIC DEANS AND FACULTY (Continued) 3 NUMBERS OF PERSONNEL AND MEAN SALARIES LINE SALARY INTERVALS INSTRUCTORS LECTURERS UNDESIGNATED RANK NO. 9-10 MOS. 11-12 MOS. 9-10 MOS. 11-12 MOS. 9-10 MOS. 11-12 MOS. (11) (12) (13) (14) (15)(10) \$40,000 AND OVER 1 35,000 - 39,999 2 30,000 - 34,999 3 28,000 - 29,999 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 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 26

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Page 54 USOE 2300-3 Schedule V

Name of institution COMMUNITY COLLEGE AUBURN HILLS CAMPUS

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 INSTRUCTIONS BELOW BEFORE COMPLETING SCHEDULE.)

					HIGHEST E	DUCATION	IAL LEVEL OF	FACULTY			
FACULTY, FALL		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)	
	10	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)
ACADEMIC DEAN	1					2					F 9 15
PROFESSOR	2										
ASSOCIATE PROFESSOR	3					4		TO T			
ASSISTANT PROFESSOR	4	1	1			10	6			1	
INSTRUCTOR	5	6	6			9	2				
JUNIOR STAFF	6		7				3 4 3			170	
OTHER FACULTY	7									- 66	
TOTAL	8	7	7			25	8			1	

A. Rank

INSTRUCTIONS AND DEFINITIONS

- 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.
- 3. Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- 4. 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.
- 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.), 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.

Page 55 USOE 2300-3 Schedule VI Name of Institution COMMUNITY COLLEGE

AUBURN HILLS CAMPUS

TUTIONAL DATA 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)

				HIGHEST EDUCATIONAL LEVEL OF FACULTY							
	RENTENTION AND REPLACEMENT OF FULL-TIME FACULTY (1)			BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1) (2)	SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2) (3)	DEGREES (SEE INSTR R3)	SPECIALIST DEGREES (SEE INSTR. B4) (5)	DOCTOR'S DEGREES (SEE INSTR. B5 (6)			
1.		TO THE INSTITUTION (NOT HERE PREVIOUS FALL FROM STUDENT STATUS THIS YEAR SINCE FALL	1	Becar	se the hir	ing of fact	alty is				
	b.	EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	2	chani	nelled thro	ugh Central	Office,				
	c.	FROM OTHER STATUS	3	page	55 of the	Central Off	ice Report				
2.	WITH	THIS INSTITUTION AT LEAST SINCE PREVIOUS FALL	4	prov	des this i	nformation.					
3. BU		OYED FULL-TIME PREVIOUS FALL AT THIS INSTITUTION EMPLOYED FULL-TIME THIS YEAR AT THIS INSTITUTION									
	o.	RETIRED OR DIED	5								
	b.	EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	6					THE DEED			
	c.	OTHER	7								

A. Retention and Replacement

INSTRUCTIONS AND DEFINITIONS

- 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.)

		HIGHEST EDUCATIONAL LEVEL OF FACULTY									
RANK OF PART-TIME 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)	
	10	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)
ACADEMIC DEAN	1										
PROFESSOR	2		-			Page 8.50			La Lucia		
ASSOCIATE PROFESSOR	3					with the same	M De Tok	TOT BOT	a digital	arin'	THE HILL
ASSISTANT PROFESSOR	4	1				1	5		F S	A DEFENDA	
INSTRUCTOR	5		in sille in			1	1	ALC: Sp	The same		
JUNIOR STAFF	6						*			E GAR	
OTHER FACULTY	7		18	nucks.	WAS THE	7787 Sel.					
TOTAL	8	1	1000	or warr		2	6	De T			

A. Rank

INSTRUCTIONS AND DEFINITIONS

- 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.
- 3. Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- 4. 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.
- 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.), 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 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 doctor
 ate. 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.

THE INFORMATION REQUESTED ON PAGES 57 THROUGH 75 INCLUSIVE DO NOT PERTAIN TO THE COMMUNITY COLLEGE.

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Name of Institution							
	15						

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 <u>first-professional</u> 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 <u>below</u> 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.)

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USOE 2300-2.1
Schedule I

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

		X IF				
NO.	NO.	1ST TIME (2)	MAJOR FIELD OF STUDY (3)	MEN	WOMEN (5)	
1	1400		ARCHITECTURE TO THE PARTY OF TH	THE STATE OF THE S		
2	4401		CHIROPODY OR PODIATRY (D.S.C. or Pod. D.)	A SERVICE OF THE SERV		
3	4407	-1.3	DENTISTRY (D.D.S. or D.M.D.)	act.		
4	4416		MEDICINE (M.D.)			
5	4425		OPTOMETRY (O.D.)	THE WAY		
6	4428		OSTEOPATHY (D.O.)			
7	4431		PHARMACY			
8	4443	B	VETERINARY MEDICINE (D.V.M.)	Transfer of		
9	5000	tama F	LAW (LL.B. or J.D.)		A.S.	
10	7404		THEOLOGY (B.D., Rabbi, or other first-professional degree. Report all other Theology in Item 7407)	estimate.		
11	9799	2219	OTHER (Specify)	A Section 1		
12	9799					
13	9700		TOTALS		n-arti	

Name of Institution	Control of the last of the las
Street Street Street Street	

LINE NO.	ITEM	X IF 1ST MAJOR FIELD OF STUDY TIME		BACHELOR'S DEGREES (Requiring 4-5 Yrs.)			MASTER'S DEGREES		SPECIALIST'S DEGREES		DOCTOR'S DEGREES (Ph.D., Ed.D., etc.)	
NO.	NO.	(2)		MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN	WOMEN	MEN (8)	WOMEN	
			BROAD GENERAL CURRICULUMS AND MISCELLANEOUS FIELDS (Cont	inued)		an remote		(Table)	THE STATE OF	1 (0)	177	
268	8313		INTER-AREA STUDIES (Specify subject areas)									
269	8313							A E TO				
270	8313							A F				
271	8313		to could be a survivored to the control of the country of the coun		pit je	Sax v	1					
	8314		FIELDS OF STUDY NOT LISTED ABOVE (Specify)		No. 1		Mart 1					
272	8314			THE S								
273	8314			Carl Vill				4 1 3			L W	
274	8314		ness (William 19 et al 2004) per la propertie de la companya del companya de la companya del companya de la companya de la companya de la companya de la companya del companya de la companya del companya de la companya del companya de la companya de la companya de la companya de la companya del companya de la companya del companya de l									
275	8314		Exception to the entitle and the second of the first range to	1 - 1- 5-13 - 1- 1- 5-13 - 1- 1- 13				Tests In				
276	8314				44	NE						
277	8399		FIELD OF STUDY NOT IDENTIFIED (lise only when no information on the field of study or the subject area)					3200				
278	8399		the state parties and appearance of the every law.		77.3							
279	8399					1						
280	8 399				i Des				100			
281	8399		and the second s									
282	8399			10-30-	NA _U		MATE .		15			
283	8399				See A				9	- 77		
284	9800		GRAND TOTAL, ALL DEGREES									
	9900	NUMBE	R INCLUDED IN ITEM 9800 ABOVE WHICH PREPARED RECIPIENT FOR	TEACHER	CERTIFICA	TION AT	THE-					
285	9901		ELEMENTARY LEVEL				3					
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 (tem 2619) and in Section 1 (tem 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 <u>any</u> 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 <u>formal recognition</u>) 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 <u>not</u> 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.

AUBURN HILLS CAMPUS

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.)

NO.	NO.	TYPE OF ASSOCIATE DEGREE		MEN	wo	DMEN
	(1)	(2)		(3)		(4)
288	0010	ASSOCIATE IN ARTS	2	23		9
289	0040	ASSOCIATE IN SCIENCE Do not award			And the second	
290	0070	ALL OTHER ASSOCIATE DEGREES Business Administration		4		0
291	0090	TOTAL ASSOCIATE DEGREES	2	27		9
ECTIO		RGANIZED OCCUPATIONAL CURRICULUMS <u>BELOW</u> THE TECHNICAL OR EMIPROFESSIONAL LEVEL				
				S OF 2 OR MORE	CURRICULUMS BUT LESS T	OF AT LEAST
		CURRICULUMS	MEN	WOMEN	MEN	WOMEN
	-	(2)	(3)	(4)	(5)	(6)
292	2700	SCIENCE- OR ENGINEERING-RELATED		The state of the s		
293	9200	NONSCIENCE- AND NONENGINEERING-RELATED				
294	0092	TOTALS FOR SECTION 2		4.4		4.6
ECTI	ON 3. SC	CIENCE- OR ENGINE ERING-RELATED ORGANIZED OCCUPATIONAL URRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL				7.6.
		ENGINEERING-RELATED CURRICULUMS	A all rests			
295	2606	AERON AU TICAL TECHNOLOGY				
296	2610	ARCHITECTURAL OR BUILDING TECHNOLOGY				101 455
297	2619	CHEMICAL TECHNOLOGY				
298	2630	CIVIL TECHNOLOGY				
299	2636	ELECTRICAL OR ELECTRONICS TECHNOLOGY				
300	2658	INDUSTRIAL TECHNOLOGY				
301	2662	INSTRUMENTATION TECHNOLOGY				
302	2668	MECHÁNICAL TECHNOLOGY			1	
303	2675	METALLURGICAL TECHNOLOGY				
304	2677	NUCLEAR TECHNOLOGY		Television of	17 S. J. Sys.	7.7
305	2698	OTHER ENGINEERING-RELATED CURRICULUMS (Specify)			7.28	1.76
306	2698					
307	2698					
308	2698		-	Aug Torre E.	Miston	
309	1034	SCIENCE-RELATED CURRICULUMS AGRICULTURE				
310	2000	FORESTRY				
310	3900	FORESTRY		ikiceta		

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

SECTION 3. (Continued)

INE	ITEM		E SECRETARION SERVICES	OF 2 OR MORE	CURRICULUMS BUT LESS T	OF AT LEAST
NO.	NO.	CURRICULUMS (2)	MEN (3)	WOMEN	MEN (5)	WOMEN
-	1.17	SCIENCE-RELATED CURRICULUMS - (Continued)	- 07	100	177	107
11	49 20	OTHER SCIENCE-RELATED CURRICULUMS (Specify)				en a
12	4920				1	Total St.
13	49 20					
14	4920	No. of Head Style	V Tagedan	Mary Avair	Supplier supplier	
15	4402	HEALTH SERVICE CURRICULUMS DENTAL ASSISTANT				
16	4403	DENTAL HYGIENE	10-7/230h			
17	4405	DENTAL LABORATORY ASSISTANT				
18	4414	MEDICAL OR BIOLOGICAL LABORATORY TECHNICIAN		A STATE OF THE STA		
19	4439	MEDICAL X-RAY TECHNICIAN		4.48		
20	4417	NURSING, PRACTICAL	- 025144027	Sin telesiquies	The day of head	
21	4418	NURSING, ASSOCIATE DEGREE OR DIPLOMA PROGRAM	e Thema	i les i ii j	CAPTE IN SET	4-13
22	4424	OCCUPATIONAL THERAPY ASSISTANT	Service even on	Automorphism		
23	4450	SURGICAL TECHNICIAN				
	4498	OTHER HEALTH SERVICE CURRICULUMS (Specify)				The second
24	4498		re a religio		12.00	
25	4498					
26	4498					
	Called to 1	OTHER				
27	2190	SCIENTIFIC DATA PROCESSING (Include computer and EAM processing. Exclude key punch; report in Item 9.200, Exclude business data processing; report in Item 2005.)		Younge of the	-	
28	0093	TOTALS FOR SECTION 3			1	Serie/F
TION	4. NOI	NSCIENCE- AND NONENGINE ERING-RELATED ORGANIZED OCCUPATIONAL RRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL	was all a	Charles		
29	2054	BUSINESS- AND COMMERCE-RELATED CURRICULUMS GENERAL BUSINESS, BUSINESS ADMINISTRATION				
30	20 60	ACCOUNTING	1			
31	2065	BUSINESS DATA PROCESSING				
32	2070	MARKETING, DISTRIBUTIVE EDUCATION	2	1		
33	2080	SECRETARIAL STUDIES				-

Name of Institution OAKLAND COMMUNITY COLLEGE AUBURN HILLS CAMPUS

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

SECTION 4. (Continued)

LINE	ITEM	CURRICULUMS	The state of the s	THAN 4 YEARS	Caracter Section Contracts	S OF AT LEAST 1
NO.	NO.	CORRICOLOMS	MEN	WOMEN	MEN	WOMEN
	(1)	(2)	(3)	(4)	(5)	(6)
		BUSINESS- AND COMMERCE-RELATED CURRICULUMS (Continued)				
	2095	OTHER BUSINESS- OR COMMERCE-RELATED CURRICULUMS (Specify)				
334	2095					
335	2095		1			
336	7490	OTHER BIBLE STUDY, RELIGIOUS WORK				
337	2360	EDUCATION (2-year teacher training or teacher aides)				
338	3294	FINE, APPLIED, OR GRAPHIC ARTS			71360 IS	
339	4780	HOME ECONOMICS		100		Teva -
340	5310	LIBRARY ASSISTANTXX TECHNICAL XXX				
341	7742	POLICE TECHNOLOGY, LAW ENFORCEMENT		anterior de	A Contract	lenciples (g)
	8 350	OTHER NONSCIENCE- AND NONENGINEERING-RELATED (Specify)		4		
342	8350					
343	8 350				Art of the last the	ALC: Y
344	8350		Tell-ferming	Law.		
345	0094	TOTALS FOR SECTION 4	3	2		

AUBURN HILLS CAMPUS

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.
 - 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 ARF 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 PFRIODICAL 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 tures 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 of scientific aspect of library work, as distinct from its mechanica 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).
- NONPROFESSIONAL STAFY 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
Oakland Community College Auburn Hills Campus	2900 Featherstone Road Auburn Heights, Michigan	48057
and the second s	and the state of t	olije Com Kew ir
		7

the state of the s				
PART I - LIBRARY COLLECTION AN	ND	PART II - LIBRARY OPERA ACTUAL AND B		RES
TRANSACTIONS	1968-69		ACTUAL	BUDGETED
I. NUMBER OF VOLUMES HELD AT END OF PREVIOUS YEAR	19,357	1. TOTAL SALARIES, BEFORE DEDUC- TIONS, OF REGULAR LIBRARY STAF	\$ 40,056.50 S	40,000.00
2. NUMBER OF VOLUMES ADDED DURING YEAR (Without subtraction of volumes withdrawn)	2,398	2. SALARY EQUIVALENTS OF CONTRIBUTED-SERVICE STAFF	28,114.6	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,	01 700	4. EXPENDITURES FOR BOOKS AND OTHER LIBRARY MATERIALS	s 34,230.19 s	24,300.00
minus 3) 5. NUMBER OF REELS OF MICROFILM HELD AT	21,732	5. EXPENDITURES FOR BINDING AND REBINDING	1,045.55	360.00
END OF YEAR	1,105	6. OTHER OPERATING EXPENDITURES	s s	
6. NUMBER OF PHYSICAL UNITS OF OTHER FORMS OF MICROTEXT (e.g., number of microcards,		(INCLUDING replacement of equipment and furnishings but EXCLUDING all capital outlay)	9,505.31	10,632.00
microprints, or microfiche cards) HELD AT END OF YEAR (Estimate if necessary)	123	7. GRAND TOTAL (Sum of Lines 1 through 6)	s 122, 171.00s	122,188.88
7. NUMBER OF PERIODICAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	511	ESTIMATED COST OF ITEMS WHICH, THO CHARGED TO YOUR LIBRARY ACCOUNT TUTE LIBRARY MATERIALS OR SERVICE	S, CONSTI-	
8. NUMBER OF OTHER (nonperiodical) SERIAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	44	8. BINDING	s	
INTERLIBRARY TRANSACTIONS. (Exclude requests not still pending and transactions between library units of you	S. M. C.	9. AUTOMATION SERVICES	s	
Estimate if necessary)		10. OTHER (Specify)	s	
9. NUMBER OF ITEMS BORROWED (Including nonreturnable items received)	316		\$	
NUMBER OF ITEMS LENT BY YOUR LIBRARY:		STUDENT AND OTHER HOURLY ASSISTAN	NCE	
10. NONRETURNABLE ITEMS SUPPLIED	127	11. ANNUAL TOTAL NUMBER OF HOURS OF STUDENT ASSISTANCE	6,146.00	2,000.00
11. RETURNABLE ITEMS SUPPLIED	156	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.)

	CLASSIF	CATION	%OF	% OF CURRENT ACQUISITIONS	
AREA	D.C.	L.C.	COLLECTION		
CELVERY OF THE PROPERTY OF	2	-CHA.//3 3 11 3.10	(4) 35 4 13 5	5	
0 HUMANITIES AND GENERAL WORKS	000,100,200, 400,700,800	A, B, M, N, P, Z,	36	33	
1 SOCIAL SCIENCES	300,900	C, D, E, F, G, H, J, K*, L	31	29	
2 PHYSICAL SCIENCES, INCLUDING MATHMATICS	500 - 559	Q - QE	15	14	
3 BIOMEDICAL SCIENCES	560 - 599 610 - 619	QH - QR R, S	15	14	
4 TECHNOLOGY (ENGINEERING)	600 - 609 620 - 699	T, U, V	01	06	
5 UNCLASSIFIED MATERIALS (INCLUDING UNCLASSIFIED BOUND PERIODICALS)			02	04	

'i.e., LAW (pending)

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

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

			C. P. A.III						
EXPENDITURES OF YOUR I TIONAL AND GENERAL PU FOR ORGANIZED RESEARC FISCAL YEAR (Please coord business officer)	INSTITUTION FOI RPOSES, INCLUD H FOR THE INST	R EDUCA-	MENTAL RESEA	STAFF OF YOUR	INSTITUTION IN	RESIDENT INSTRU H, FALL TERM (Pla			
1. ACTUAL EXPENDITURES FOR LATEST FISCAL YEAR	2. BUDGETED E TURES FOR I FISCAL YEAR	REXT	3. FULL-TIME		4. PART-TIME	5. FTE	OF PART-TIME		
s 1,439,500.00	1,439,500.00 1,807,710.00				3 1/2		-		
	PART IV	- LIBRARY	STAFF COUNT	AND SALARIE	S, FALL TERM				
		SEC	TION A - TOTAL	LIBRARY STA	FF				
TYPE OF	POSITION		NUMBER	OF STAFF	FTEOF	FTE OF TOTAL STAFF	FTE CONTRIBUTED-		
	(See Page 4 for definitions)				FULL-TIME PART-		PART-TIME STAFF	(Col. (b) Plus Col. (d))	SERVICE STAFF INCLUDED IN COLUMN (e)
-	(a)			(c)	(d)	(e)	(f)		
1. ASSOCIATE AND ASSIST ANT LIBRARIANS			2			2			
2. HEADS OF MAJOR LIBE	2. HEADS OF MAJOR LIBRARY UNITS		1		-	1	Minday #1		
3. OTHER PROFESSIONAL	LIBRARIANS		-	-	-	- SARA			
4. PROFESSIONAL STAFF	OTHER THAN L	BRARIANS	_	-		Gara Tiguari			
5. NONPROFESSIONAL ST	AFF		4			4			
6. TOTAL STAFF (Sum of t	lines 1 through 5	,	7		_	7			
		SECTION	B - SAL ARIES	OF FULL-TIME	STAFF				
7. SALARY OR SALARY ECONECTOR OF LIBRARI Librarian) \$ 15,400	ES (Chief		APPROPRIATE BO		TRACT STATUS O	F DIRECTOR OF L	IBRARIES TRIBUTED SERVIC		
9. IF THE SALARY OF TH AND USED ONLY FOR S					→				
10. REPORT BEGINNING AI LIBRARY SCHOOL GRA	NNUAL SALARY N	WHICH YOUR	LIBRARY IS PAY		A. FOR 9-10 MONTHS	B. FOR 11-12 MONTHS	C. NONE RE- CRUITED THIS TERM XX		

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

		TOTAL FULL-TIME			SER OF FU				
TYPE OF POSITION	MEAN SALARY*	STAFF (Sum of cols. (d)-(p)) (c)	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
*	A. STAFF I	EMPLOYED 9-10	The same				1-1-8		
	1	1 - 1 - 1			- NY 25				
11. ASSOCIATE & ASSISTANT LIBRARIANS									
12. HEADS OF MAJOR LIBRARY UNITS			WET						
3. OTHER PROFESSIONAL LIBRARIANS			7, 18						
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS		NT:							
5. NONPROFESSIONAL STAFF							7		
	B. STAFF E	MPLOYED 11-1	MONTHS	5	15/11/2		M. V.		
6. ASSOCIATE & ASSISTANT LIBRARIANS						er a r		**	
17. HEADS OF MAJOR LIBRARY UNITS					W-10				
18. OTHER PROFESSIONAL LIBRARIANS							6		
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS									
20. NONPROFESSIONAL STAFF	5,639.00	5		2	2	-	1		
c. c	ONTRIBUTED-SERVICE	STAFF (Equation	e all to 11	12 month	rate;				
21. ASSOCIATE & ASSISTANT LIBRARIANS									
2. HEADS OF MAJOR LIBRARY UNITS		,30		- 4		e 0			
23. OTHER PROFESSIONAL LIBRARIANS				7					
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS									
25. NONPROFESSIONAL STAFF				L					

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

		TOTAL FULL-TIME			F FULL-TI			
TYPE OF POSITION	MEAN SALARY*	STAFF (Sum of cols. (d)-(p)) (c)	\$10,000 to \$11,999 (k)	to	\$14,000 to \$15,999 (m)	to	\$18,000 to \$19,999 (o)	\$20,000 or MORE (p)
	A. STAFF EMPLOYED			(1)	(,,,	(")	(0)	(Þ)
	71. 01711 2311 2012	1						
11. ASSOCIATE & ASSISTANT LIBRARIANS	64.5		1					
12. HEADS OF MAJOR LIBRARY UNITS								
13. OTHER PROFESSIONAL LIBRARIANS		and the second						
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS					gitti .			
15. NONPROFESSIONAL STAFF								
Autor (grade) are defendant to Establish	B. STAFF EMPLOYED	11-12 MONTH	is	HAD WITH	galler of			
16. ASSOCIATE & ASSISTANT LIBRARIANS	12,300.00	2		2				
17. HEADS OF MAJOR LIBRARY UNITS	15,400.00	1	Y H	1,00	1			
18. OTHER PROFESSIONAL LIBRARIANS								
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS					77-07-1			
20. NONPROFESSIONAL STAFF								
C. CONTR	BUTED-SERVICE STAFF (Equate all to 1	1-12 month	rate)		28.07		
21. ASSOCIATE & ASSISTANT LIBRARIANS								Co.H
22. HEADS OF MAJOR LIBRARY UNITS	San							
23. OTHER PROFESSIONAL LIBRARIANS	STATE OF THE STATE OF							
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS		Part of the second	bar to tops	gries,				
25. NONPROFESSIONAL STAFF					92			

Page 86	
USOE 2300-4	
Schedules I, IV and	V

Name of Institution	OAKLAND	COMMUNITY	COLLEGE

AUBURN HILLS CAMPUS

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 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 tunds 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-
 - 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) receive 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 expanditures). 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 5e should include all revenues for organizations which are designated as Federally Funded Research and Development Centers by the sponsoring Federal agency. Line 5e 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 o educational departments.

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

n Schedule IV, report expenditures made from current-funds for current operating purposes. Also include any expenditures made from currentjunds 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

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.

OAKLAND COMMUNITY COLLEGE

AUBURN HILLS CAMPUS

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 accouning records. Please provide estimates for assets not recorded in the accounts of the institution.

D. NONGOVERNMENTAL

AUBURN HILLS CAMPUS

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 it is paid out. Accrual basis: Income is taken into the account expenditures are taken into the accounts when obligations are income.	nts as it bec	omes due	the institution	n or when a b	institution and ill is rendered;		
	repulse lis	1 KANGHIGA	AMOUNT (Whole Dollars Only) (B)				
SOURCE (A)	ADP USE	callid.	THREE PRIOR	YEARS	CURRENT		
		19	19	19	19		
EDUCATION AND GENERAL (Sum of Lines 1,2,3,4,5,6,7,8,9,10 and 11)	1	\$	5	\$	S		
1. STUDENT TUITION AND FEES	2		SI KIND I	- A AUGUAN			
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		us a curium	ay Ne	eg light o	Tuya T		
2. GOVERNMENTAL APPROPRIATIONS (Sum of Lines 2,4 thru C)	3				The state of		
PERCENT OF TOTAL EDUCATIONAL AND GENERAL	Tall Maria			4920			
A. FEDERAL GOVERNMENT	4			rated by Te	a desperi		
B. STATE GOVERNMENT	5	-	- Bide		Sill State Com		
C. LOCAL GOVERNMENT	6			Alguer /			
3. ENDOWMENT INCOME	7				A TOP TO SE		
PERCENT OF TOTAL EDUCATIONAL AND GENERAL							
4. PRIVATE GIFTS	8						
PERCENT OF TOTAL EDUCATIONAL AND GENERAL				1 48			
5. SPONSORED RESEARCH (Sum of Lines 5,4 thru E)	9		Aug Control				
A. FEDERALLY FUNDED RESEARCH AND DEVELOPMENT CENTERS	10			1.10			
B. OTHER FEDERAL GOVERNMENT	11						
C. STATE GOVERNMENT	12						
D. LOCAL GOVERNMENT	13						
E. NONGOVERNMENTAL	14		13				
6. OTHER SEPARATELY BUDGETED RESEARCH	15						
PERCENT OF TOTAL EDUCATIONAL AND GENERAL	Arriva Lan						
7. OTHER SPONSORED PROGRAMS (Sum of Lines 7A thru D)	16		The second				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL	1939		A STATE	1000			
A. FEDERAL GOVERNMENT	17						
B. STATE GOVERNMENT	18		Salva.				
C. LOCAL GOVERNMENT	19						
			The second secon				

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SEE CENTRAL OFFICE

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

		AMOUNT (Whole Dollars Only) (B)				
SOURCE (A)	ADP USE		THREE PRIOR	YEARS	CURREN	
	-10 m	19		19	19	
8. HOSPITALS-PUBLIC SERVICE ONLY (See Instruction for Line 8)	21	\$	or Stronger	\$	\$	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL	-altigration	hoterită.	A LONGON			
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	100 100		X:400 300	- i livito (ik		
11. OTHER EDUCATIONAL AND GENERAL	24			2 (3)	a pleadailte	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		9-31 m	A PARTIES		Q. II M. S. II	
3. STUDENT AID (Sum of Lines 1 thru 6)	25	Applica.		Carried in		
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		NAME OF		Meson		
1. FEDERAL GOVERNMENT	26			Marie I	Aller Control	
2. STATE GOVERNMENT	27			es de la		
3. LOCAL GOVERNMENT	28			TRY CONTRACTOR		
4. PRIVATE GIFTS AND GRANTS	29			9-24-2	Way Call Pres	
5. ENDOWMENT INCOME	30	PAREN -	ra Louis Ara	78 7-0		
6. OTHER	31					
AUXILIARY ENTERPRISES (Sum of Lines 1, 2 and 3)	32	NAC TO	de Carro			
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		13 /40 1		240	West to	
1. HOUSING	33		and the second			
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)

			AMOUNT (Whole Dollars C	Only)
FUNCTION (Purpose) (A)	ADP USE	TI	HREE PRIOR	YEARS	CURREN
"A SPEEK MONE OF HER CONTRIBUTION	V and	19	19	_ 19	. 19
. TOTAL EDUCATIONAL AND GENERAL (Sum of Lines A thru I)	37	s	\$	\$	s
A. INSTRUCTION AND DEPARTMENTAL RESEARCH		TO LA			
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		1			
B. EXTENSION AND PUBLIC SERVICE	39	\$ 111 SE 1918			
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		Prater Stein			
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		Edward A		E. VIE.
PERCENT OF TOTAL EDUCATIONAL AND GENERAL				The said	
F. ORGANIZED ACTIVITIES RELATING TO EDUCATIONAL DEPARTMENTS	43			11000	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL	ix in	er division	Mar Saxu	TO THE LOSS	Marian,
G. ORGANIZED (Sponsored and other separately budgeted) RESEARCH	44	Fire			
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
H. OTHER SPONSORED PROGRAMS	45			1025	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		1	**		
I. ALL OTHER EDUCATIONAL AND GENERAL	46				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		714			
TOTAL STUDENT AID	47				
TOTAL AUXILIARY ENTERPRISES (Sum of Lines J thru L)	48			1	
J. HOUSING	49				
K. FOOD SERVICES	50				
L. OTHER AUXILIARY ENTERPRISES	51			-1.34	
CURRENT FUNDS EXPENDED FOR PHYSICAL PLANT ASSETS NOT INCLUDED ABOVE	52				
. TOTAL CURRENT FUNDS EXPENDITURES (Sum of Lines 1, 2, 3, 4)	53	\$	\$	\$	\$

AUBURN HILLS CAMPUS SEE CENTRAL OFFICE

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

COLUMN TO THE PROPERTY OF THE		TYPE OF ASSET					
BALANCE AND TRANSACTION (1)	ADP USE	LAND (2)	IMPROVE- MENTS (3)	BUILDINGS (4)	EQUIPMENT	TOTAI (6)	
. BOOK VALUE OF PLANT FIXED ASSETS AT BEGINNING OF FISCAL YEAR	54	s	s	s	s	\$	
. ADDITIONS TO PLANT FIXED ASSETS DURING THE YEAR (Sum of Lines 2A - D)	55		0.001837	Description	And To Vi		
A. BY EXPENDITURES	56		PARE DI		per the health		
B. BY GIFT-IN-KIND FROM DONOR	57		AMBRED I	A TORREST	A SECTION AND THE		
C. BY REAPPRAISAL OF PLANT VALUE	58	2019		Fig. 7		in a	
D. BY OTHER ADDITIONS	59	MAKET A	SAL MA	Anna Cigra	11 - 07 25 LA		
DEDUCTION FROM PLANT FIXED ASSETS DURING THE YEAR	60		was on	Av gra bal	7 5 6		
BOOK VALUE OF PLANT FIXED ASSETS AT ENDING OF FISCAL YEAR	61	1.	dayles o				

			-		
AUBI	IRN	нтт	TS	CAM	PIIS

SEE CENTRAL OFFICE

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				
	For Capital Outlay	For Operations	For Operations			
19						
19						
19	CRO ROUNT					
19						
19						
19						
19						

Page 94 USOE 2300-8 Name of Institution OAKLAND COMMUNITY COLLI AUBURN HILLS CAMPUS SEE CENTRAL OFFICE

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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

- 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. FXCEPTIONS 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.)
- 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.)

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DEFINITIONS

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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

- 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.
- 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.
- 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.
- 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.
- CORRESPONDENCE COURSE. A course of instruction involving a continuing exchange between instructor and student and conducted primarily by written communication.
- 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.
- 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.

CONSULATION 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.

Name of Institution	OAKLAND COMMUNITY COLLEGI
	AUBURN HILLS CAMPUS
2	SEE CENTRAL OFFICE

5. IF YOUR INSTITUTION CONDUCTED NO ADULT EDUCATION ACTIVITIES PLETE ITEMS 1 THROUGH 4 ONLY. OTHERWISE, COMPLETE ALL APPL	
NO ACTIVITIES IN SCOPE OF THIS SURVEY	and a super large control of the state of th
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.

	ESTIMATED RE	EGISTRATIONS		ESTIMATED RE	GISTRATIONS
TYPE OF ACTIVITY	DEGREE-CREDIT OPTIONAL ACTIVITIES (b)	NONCREDIT ACTIVITIES (c)	TYPE OF ACTIVITY	DEGREE-CREDIT OPTIONAL ACTIVITIES (b)	NONCREDIT ACTIVITIES (c)
1. CLASSES		on the second	8. BROADCAST TV INSTRUCTION		
2. SHORT COURSES			9. CLOSED CIRCUIT AUDIO-INSTRUCTION	12 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
3. CONFERENCES, INSTI- TUTES, AND/OR		W	10. BROADCAST RADIO		
WORKSHOPS			11. OTHER (Specify)	A STATE OF THE STATE OF	
4. LECTURE SERIES	- Surviva	AND TO STATE OF THE STATE OF TH		this is been	
5. DISCUSSION GROUPS					
6. CORRESPONDENCE COURSES		A	12.		
7. CLOSED CIRCUIT TV	1-1-1				

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)	The state of the s
2. COMMUNITY DEVELOPMENT PROGRAMS AND COMMUNITY SERVICE PROGRAMS (List in Part IV)	
3. PROFESSIONAL REFRESHER COURSES (List in Part VI)	

AUBURN HILLS CAMPUS SEE 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	ESTIMATED REGISTRA- TIONS (b)	SPONSORING ADMINISTRA- TIVE UNIT (c)	TYPE OF ACTIVITY (Use categories listed in Part I.) (d)	SUBJECT OR AREA OF MAJOR PROGRAM INTEREST* (e)
1.			jez-		
2.					
3.					
4.					
5.					
5,					
7.					
3.					
·.					
).					
1.					
2.					

Agriculture & forestry Biological sciences Business & commerce Education Engineering Health professions Humanities Law

Physical sciences & mathemathics

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

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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).

			GRAM ERAL- PON-	TYPE OF ACTIVITY (Use	REGISTRA	TED TIONS
NAME OF PROGRAM	TOPICS COVERED (If not fully indicated by name of program)	SOR	ED IN E OR	categories listed in Part I.)	DEGREE- CREDIT OPTIONAL	NON- CREDIT
(a)	(b)	YES (c)	NO (d)	(c)	ACTIVITIES (f)	TIES (g)
				The same of the same		
		-				
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			-			
			1	Maria de Caración de	- 179-17 (20)	
		1	+	a HY SAM	Part Att No. 10	TO COL

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	RECIPIENT OF SERVICE OFFERED	PURPOSE OF CONSULTATION (Brief description) (c)
(a)	(b)	(c)
1.	Y	
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

AUBURN HILLS CAMPUS SEE CENTRAL OFFICE

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 (a)	ESTIMATED REGISTRA- TIONS	SPONSORING ADMINISTRA- TIVE UNIT (c)	TYPE OF ACTIVITY (U)se categories listed in Part I.)	TOPIC (e)
1.					
2.					
			- '-		
3.					
			* T		
4.					
				30	
5.	1 10 10	1 12 24 4			
6.			1	15	
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Name of	Institution_	

SECTION I

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

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.
- 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.
- 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.
- Distribution of students by state and foreign country.
- 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.
- 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.

Name of	Institution_		
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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)
 - 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.
 - Results of standardized tests and other measures of student achievement, undergraduate and graduate.
 - 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.

IV. Faculty

- 1. Faculty appointment policies and procedures. Attach copy of faculty contract.
- 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.
- 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.
- Adequacy of faculty office space. Provisions for stenographic and clerical assistance, and for student assistance.
- Faculty data on earned degrees held by the faculty, amount of graduate study and types of institutions represented by such advanced study.
- Evidences of scholarly attainment on the part of the faculty, e.g., research, publications, honors.
- Arrangements for and extent of faculty participation in meetings of learned and/or professional societies.

V. Instructional Program

- Degrees, certificates, and diplomas offered by the institution. List of majors or areas of concentration in each degree program and enrollment in each.
- 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.

Name of	Institution	1000	
STATEMENT STATE	300003333233000300300		

V. Instructional Program (continued)

- 5. Extent to which courses in the catalog are regularly offered.
- Procedures employed in adding or discontinuing courses or in introducing other changes in the instructional program.
- 7. Data on class size, undergraduate and graduate.
- 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.
- A list of professional or specialized accrediting agencies which have accredited programs within the institution. Dates of accreditation or most recent reaccreditation.

VI. Library

- Number and distribution of volumes and number of periodicals to which the institution currently subscribes.
- 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.
- Significant additions to physical plant in last five years and methods of financing the additions.

(continued on next page)

Name of	Institution_		2	

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

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

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Name of Institution	
Date	

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. <u>Undergraduate</u> -- 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. <u>First-time</u>-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. <u>Upper Division--Students</u> 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. <u>Graduate</u>—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.

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 \pm 8 \pm 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 \pm 12 \pm 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.
- 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 thay 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

- 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 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.

Page 3 USOE 2300-2.4 Name of Institution_______ lighland Lakes

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

	PROGRAM LEVELS								
TYPE OF STUDENT	UNDERG								
	TERMINAL OCCUPATIONAL AND GENERAL STUDIES PROGRAMS NOT CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DET. 1b.)	WHOLLY OR CHIEFLY CREDITABLE		151	GRADUATE	STUDENTS WHO	TOTAL		
		LOWER DIVISION (FRESHMAN AND SOPHOMORES)	UPPER DIVISION (JUNIORS AND SENIORS)	PROFESSIONAL (DEF 5)	(DEF. 6)	CLASSIFIED BY LEVEL (DEF. 7)	(COL 2-7		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		
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		
In-State students (Def. 12) -	625	1,030	n/a	n/a	n/a	65	1,720		
Out-State students (Def. 13) -	1	-0-	n/a	n/a	n/a	-0-	1		
. Full-time students (Def. 14) - 🔅	280	508	n/a	n/a	n/a	16	804		
. Part time students (Def. 15) - 🐰	346	522	n/a	n/a	n/a	49	917		
a. those in 5 above enrolled for at least % but less than % normal load	-0-	-0-	n/a	n/a	n/a	340	340		
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		
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)

rogram Levels	F.Y.	19_65	19_66	19_67	19_68	19_69
Full-Time Students					1 700 5	
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 studen	its	n/a	n/a	n/a	n/a	n/a

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Vakland Name of Institution	Community	College	
	5/0	Lakes	

Branch .

NCA Data Form A — Comprehensive Report on Enrollment
Part B — Branch Campus Enrollment (Please report each branch
separately. Add additional charts as necessary)

Instructions for Part B (Branch campus)

General

1. Please report enrollment as of the fall term.

Section 1

- 2. Include all students enrolled in credit courses offered on the branch 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.
- 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 <u>not</u> 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 asteopathy 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 7 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 campus).

		PROGRAM LEVELS										
	UNDER	UNDERGRADUATE (DEF. 1)				STUDENTS WHO	14 (11 26)					
TYPE OF STUDENT	TERMINAL OCCUPATIONAL AND GENERAL STUDIES	WHOLLY OR CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. In)		PROFESSIONAL	GRADUATE	CANNOT BE CLASSIFIED	TOTAL					
(n	AND GENERAL STUDIES PROGRAMS NOT CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1b) (2)	(FRESHMAN AND SOPHOMORES)	UPPER DIVISION (JUNIORS AND SENIORS)	(DEF. 5)	(DEF. 6)	BY LEVEL (DEF. 7)	(COL. 2-7)					
	(2)	(3)	(4)	(5)	(0)	(")	(0)					
Students, Total	626	1,030	n/a	n/a	n/a	65	1,721					
l. Men	285	641	n/a	n/a	n/a	35	960					
2. Women	341	389	n/a	n/a	n/a	30	761					
3. In-State students (Def. 12)	625	1,030	n/a	n/a	n/a	65	1,720					
4. Out-State students (Def. 13)	1	-0-	n/a	n/a	n/a	-0-	1					
5. Full-time students (See 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. Enrolled for at least 3 but less than 3 normal load (See Def. 8 and 9)	-0-	-0-	n/a	n/a	n/a	340	340					
Full-time equivalent of part- time students reported in 6 above (Det. 16 & 17)	172.3	260.1	n/a	n/a	n/a	24.7	457.					
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	l n/a	n/a					

Branch Highland Lakes

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

gram Levels	19 65	19_66	19.67	19_68	19.69
Full-Time Students					No.
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

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Oakland Name of Institution	d Community Colleg
Highland !	Lakes

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		Enrollment by program level										
Number of 1 weeks in 1 term		Underg	raduate	1st-professional								
	1., 2., or 3-year occupational or general studies program not chiefly creditable toward a bachelor's degree (Inst. 3)	Program wholly or chiefly credit- able toward a 4- or 5-year backe- lor's degree (Inst. 4)	(dentistry, law, medicine, theology, veterinary medicine, chi- ropody or podiatry, optometry, and osteopathy, only) (inst. 5)	Graduate (inst. 6)	Students who cannot be classified by level	Total (Col. 3-7)						
1	2	3	4	n/a 5	n/a 6	n/a 7	8					
RESIDENT							200-700					
Third Trimester	1					A. My						
+							and the					
Fourth Quarter	2			100		II. Water Comp						
			-/-									
Summer Session No.1	8 3	220	636		The State of the s		856					
		W. The second			4							
Summer Session No. 2	8 4	60	318				378					
						-						
Summer Session No. 3	5		5			Carry Carry	Name of the last					
Summer Session No. 4	6				9 - 1	The second second	She william I w					
Extension	7											
Total number of credit	1						Marie Land					
hours for which stu- dents were registered	8				Laurence Control							
					1							
A Otr.	9											
9 San 3		1 105	2 2 1 1									
8 Sem. 1st	10	1, 125	3,244	9.9			4, 369					
2nd	- ,,	258	1,366	-			1,624					
Comes	11				-							

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 IV; 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, diplôma, 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 befow.)
- 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 backelor'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 (8.D.), veterinary medicine, chiropody 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 twe-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, chiropody or podiatry, optometry, and osteopathy, and those enrolled beyond the bachelor's degree in all other fields.
- Column 7. Report all students by level of program it 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 MUTRICIPE, in extension courses.
- 9. Line 8. Report on line 8 the total number of credit hours for which all resident and extension students were encolled 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 compus 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.

Name of Institution _	Oakland	Community	Col
Traine of manional =	Highland	l Lakes	

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 treshman 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 <u>any</u> 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 <u>formal</u> recognition) signifying that the student has completed an organized curriculum; or the State grants o license or other formal recognition, upon examination, to all graduates of the curriculum.
- 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).
- 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).
- 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. <u>Organized occupational curriculums at the technical or semiprofessional level</u> 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 tull-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 ÷ 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 ÷ 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.
- 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 of 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.

Page 8
USOE 2300-2.6
Part A

Name of Institution _	Oakland	Community	College
	Highland	Lakes	

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

PART D1 — FRESHMAN AND SOPHOMORE ENROLLMENTS IN 4-YEAR OR 5-YEAR BACHELOR'S DEGREE-CREDIT PROGRAMS: (INCLUDE here enrollment in programs which are designed only as the first two years of a four-year or 5-year Bachelor's degree program. Such programs prepare only for admission to the junior-year, either in the student's own institution or by transfer (as from a junior college to a 4-year institution). EXCLUDE here enrollments in programs which prepare for employment in less than 4 years.

		Total ENROLLMENT IN -							
CURRICULUMS		XRES!	HYMAN: XEAR	SOMHOMOR	EXEAR				
(1)	and the same	FULL-TIME (2)	PART-TIME (3)	FULL-TIME (4)	PART-TIME (5)				
1. AGRICULTURE CURRICULUMS	1			was lost to					
2. ENGINEERING CURRICULUMS 64	2			T. Deta					
3. HOME ECONOMICS CURRICULUMS	3								
4. ALL OTHER BACHELOR'S DEGREE CURRICULUMS (LIBERAL ARTS AND SCIENCES AND PREPROFESSIONAL) 899	4				E The Line				
5. TOTAL OF LINES 1 - 4 963	5	496	467	37712.21					

USOE 2300-2.6 Part B

PART D2 — ENROLLMENT IN ORGANIZED OCCUPATIONAL CURRICULUMS OF AT LEAST ONE YEAR BUT LESS THAN 4 YEARS (INCLUDE here enrollments in curriculums of at least 1 but less than 4 years designed to prepare for immediate employment. Such curriculums may be open-ended or terminal. "Open-ended", as the term is used here, refers to curriculums which prepare for immediate employment, but credits earned in these curriculums are wholly or chiefly, creditable toward a bachelor's degree, either in the student's own institution or upon transfer (as from a junior college to a 4-year institution). "Terminal" refers to curriculums which prepare for immediate employment, but credits earned in these curriculums are not chiefly creditable toward a bachelor's degree.)

	and better the	ENROLLMENT IN -							
CHADICITITIES	ITEM	CURRICULUMS	S OF 2 OR MOR	RE BUT LESS TH	AN 4 YEARS	CURRICULUA	AS OF AT LEAST	1 BUT LESS TH	AN 2 YEARS
CURRICULUMS	NO.	OPEN-	ENDED	TERM	INAL	OPEN	I-ENDED	TERMINAL	
(1)		FULL TIME (2)	PART-TIME (3)	FULL-TIME	PART-TIME (5)	FULL-TIME (6)	PART-TIME (7)	FULL-TIME (8)	PART-TIME (9)
SEC. 1 ORGANIZED OCCUPATIONAL CURRICULUMS BELOW THE TECHNICAL OR SEMIPROFESSIONAL LEVEL					-189				
SCIENCE OR ENGINEERING-RELATED	1 2700	a de la composição de l	1 100						
NONSCIENCE AND NONENGINEERING-RELATED	2 9200								
TOTALS FOR SEC. 1	3 0092	T. E.				100			

SEC. 2 SCIENCE OR ENGINEERING RELATED ORGANIZED OCCUPATIONAL CHRRICULUMS AT THE TECHNICAL OR SEMI

A. ENGINEERING - RELATED CURRICULUMS

TECHNOLOGY	1	2606					0.00	
ARCHITECTURAL AND BUILDING TECHNOLOGY	2	2610					4.71	
CHEMICAL TECHNOLOGY	3	2619						
CIVIL TECHNOLOGY	4	2630						
ELECTRICAL AND/OR ELECTRONICS TECHNOLOGY	1 5	2636			2	P-1 11		100
INDUSTRIAL TECHNOLOGY	6	2658	4	X - X				
MECHANICAL TECHNOLOGY	17	2668		11	2		(C.	
ALL OTHER ENGINEERING	8	2698				P .		15

PAGE 9 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)

						ENROLLM	ENT IN .			
CURRICULUMS		ITEM	CURRICULU	MS OF 2 OR MO	RE BUT LESS TH	AN 4 YEARS	CURRICULUM	S OF AT LEAST	1 BUT LESS TH	IAN 2 YEARS
CURRICULUMS		NO.	OPE	N-ENDED	DED TERMINAL		OPEN-ENDED		TERMINAL	
(1)			FULL TIME	PART TIME	FULL TIME	PART-TIME (5)	FULL TIME	PART TIME	FULL TIME (8)	PART TIME (9)
B. SCIENCE - RELAT	TED CL	IRRICI		137	1.41	(5)	1 (0)	(7)	(0)	
AGRICULTURE		1034	7207110	1	1 1		1			
AORICOLIORE		1034			1		1000			
FORESTRY	10	3900			1	198		-		
HEALTH SERVICE	CURRI	CULUN	AS							
DENTAL ASSISTANT	11			1	T		1		4	6
DENTAL HYGIENE	12	4403		- 77.25		The Prince				
DENTAL HIGIENE	12	4403		and the second					No are	
DENTAL LABORATORY										
ASSISTANT	13	4405						-		
MEDICAL OR BIOLOGICAL					The state of	C Real TE				
LABORATORY TECHNICIAN	14	4414		-	3	0	1		2	1
NURSING, PRACTICAL	15	4417		State of the same	1000	100	The state of			Seight .
		- 17	Haller		1 30/37		1000	F 76-19	Share and the	
NURSING, DIPLOMA PROGRAM	14	4418			0.7	0				
PROGRAM		4410		-	21	0	-			3-2-2
X-RAY TECHNOLOGY	17	4439		The state of		Real Company	111111111111111111111111111111111111111	1		
ALL OTHER HEALTH	-			-			7	1	-	100
SERVICE CURRICULUMS	18	4498		1	The same of	1 1 345		A STATE OF		
SCIENTIFIC DATA PROCESSING				1	1		1			- 10
INCLUDE COMPUTER AND EAM PROCESSING EXCLUDE KEY PUNCH REPORT IN ITEM 9200 INSTEAD I	19	2190		- Land						
ALL OTHER SCIENCE	-	11/15	THE PERSON			TO STATE OF THE PARTY OF THE PA	1			
RELATED CURRICULUMS	20	4920			DIV ST	Service of	L. Crago			
				1						
TOTALS FOR SEC. 2	21	0093			41	5			10	2
SEC. 3 NONSCIENCE AND NONENGINEERING RELATED							1-17-17-12		1	
ORGANIZED OCCUPATIONAL					3	2				
TECHNICAL OR SEMIPROFESSIONAL				le B.L.	1				No. of Party	The same
BUSINESS AND COMMERCE EXCLUDE SECRETARIAL:	1	2054		11 3 3			100			
SEE ITEM 2080.)										
SECRETARIAL	2	2080			1	9			4	S. Y.
POLICA FIONI		0010	Dr.	1	-	-				
EDUCATION	3	2360		4						1124.65
FINE, APPLIED, AND		3294								
GRAPHIC ARTS	•	3274			1	8				
HOMERCONOMICS Food	Sery	14780		3			1-676		2	
					-					
BIBLE STUDY OR	6	7490		The second	1 7 7 7		1 3			
RELIGIOUS WORK					-		-			
POLICE TECHNOLOGY OR LAW ENFORCEMENT	7	7742		Tona i i	1000				JA LET	
	-									W3 1
ALL OTHER NONSCHINCT AND NONENGINEERING RELATED CURRICULUMS	8	8350								
WINGEL COMMENTATIONS	-						1	-		
TOTALS FOR SEC. 3	9	0094			- 1				1987	

THE INFORMATION REQUESTED ON PAGES 10 THROUGH 43 INCLUSIVE DO NOT PERTAIN TO THE COMMUNITY COLLEGE.

Page 10 USOE 2300-2.7 Schedule VII

Name of	Institution	
1101110 01		

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 torm.

DEFINITIONS

- 1. 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.
- 2. 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.
- 3. 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.
- 4. 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

- 1. Report data as of fall term.
- 2. 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.)
- 3. 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 JU	NIOR-YEAR AND SENIOR-YEAR STUDENTS IN		
MAJOR AREA OR FIELD	ITEM NO.	JUNIORS (DEF. 2) (2)	SENIORS (DEF. 3) (3)
AGRICULTURE 1/	1000	1 1000	THE REAL PROPERTY.

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

Botany (Report in item 1707)

Dairy Manufacturing, Dairy Technology (Report in item 1016)

Entomology (Report in item 1733)

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

Nutrition (Report in item 1798)

Mutrition (Report in item 1798)

Plant Pathology (Report in item 1751)

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 mit'g, and technology, tood industry)	1016	-C - NE CONT. 10
HORTICULTURE (truit & vegetable production)	1019	

SEE CENTRAL OFFICE

LINE NO.	ITEM NO	X IF 1ST TIME	T SUBJECT AREA AND FIELD OF STUDY	SEX	E X		IN INTER		EXPECTED TO RECEIVED DEGREE BY END OF ACADEMIC YEAR	
	(1)	(2)	(3)	(4)	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	м						
			(D.S.C. or Pod.D.)	w						
255	4407		DENTISTRY (D.D.S. or D.M.D.)	м		2 	en - Lirossius	Office 1		o Vignes (19.)
				w						
256	4416		MEDICINE (M.D.)	м			ad (etc.)	102-12-12-12-12		
		100		w				No.		
257	4425		OPTOMETRY (O.D.)	м			200			
				W			200			
258	4428		OSTEOPATHY (D.O.)	M						
				м	30-30	en de	34 34			
259	4443		VETERINARY MEDICINE (D.V.M.)	w		- physician cir.		onverselven	eletric se	n francisco
260	5000		LAW (LL.B or J.D.)	м	- Indiana	40	e ngé vi			
			CAN (DDIS) or yill sy	w	ALVE M	n de la composition della comp				
261	7404		THEOLOGY (B.D. only)	м		35,411				عين و
			THEOLOGY (B.D. MITY)		cy/_51c.e3		170 T 178			
	9799		OTHER (Specify)	M	•					
				W						
262				м				1		
				w		70-47-60				
263				w						
				M		Language (RV)		17 3 × 0	CHOOL TO	39 3.00
264	9700	30	TOTAL	w						

	CUU	CENTRAL	OFFICE
	SEE	CENTRAL	OLLICE

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 <u>last three years</u>. 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.

		1	
	Fall, 19	Fall, 19	Fall, 19
umber of applications with complete credentials for admission to the reshman class	7 211 25		
umber of first-time Freshman applicants accepted			
umber of first-time Freshman applicants actually enrolled		3240	
umber of applications with complete credentials for admission with Ivanced standing			
umber of advanced-standing undergraduate applicants accepted	A CHARLES	DE TRANSPORT	
umber of advanced-standing undergraduate applicants actually enrolled			
umber of applicants with complete credentials for admission to graduate program			
umber of applicants accepted for graduate program			
umber of applicants actually enrolled in graduate program	2	1	
umber of students enrolled in non-degree classification			

^{*}First-time Freshman

SEE CENTRAL OFFICE

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 \$
	Total number of undergraduates who received one or more kinds of aid through your institution (count each student only once)
В.	Aid to Graduates
	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)

Page 46 USOE 2300-3 Schedule 1 - Part C

Name of Institution	OAKLAND	COMMUNITY	COLL
	HIGHLAND		HOTEL .
D-4-			

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

- 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 OR-GANIZED 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.

	PROFE	SSORS	ASSO PROFE		ASSISTANT PROFESSORS		
3 MAJOR AREA OF TEACHING AND/OR RESEARCH (1)	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)						1.00 m	
Architecture 2							
hiological Sciences (Including Bacteriology, Biochemistry, Seneral Biology, General Botany, General Zoology, Genetics, Microbiology, Pharmacology, Physiology, Other Biological Sciences)			1				
Business and Commerce (Including Accounting, Business (or Commerce) Education, Finance, General Business, Management, Other Business and Commerce) 4					1	-14-74	
education and Related Fields (Including Educational Psycho- ogy, Elementary Education, Foundations Hist., Soc., Philos., Industrial Arts, Secondary Education, Services Adminis., Supervis., Student Personnel, Couns., Guid., Agricultural Ed., Home Ec. Ed., Other Education ields, excluding Physical and Health Education					2		
ingineering (Including Aeronautical, Agricultural, Chemical, Electron Civil, Electrical, Engineering Science Fields, Graphics, Industrial, Materials, Mechanical, and Other Engineering) & Auto Tec			1		3		
nglish and Journalism 7			2		4		
Fine and Applied Arts (Including Art, Dramatics and Speech, Music, Other Fine Arts) 8					1	V.	
oreign Languages and Literature (Including Classical Jebrew, Greek, Latin, French, German, Spanish, Russian, 9 Other (Including Philology))			1/2				
orestry 10							
Geography 11							
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields) 12			2		5		
Home Economics							
low 14						-	
Library Science 15					1		
Mathematics 16					2		
Military Science 17						131-	
Philosophy 18	in the state of						
Physical and Health Education 19		1	The State of				

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

	PROFI	ESSORS		SSORS		STANT
3 MAJOR AREA OF TEACHING AND/OR RESEARCH (1)	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	Lane of	100	- drag
Religion and Theology 22				13.		
social Sciences (Including Anthropology, Econom- cs, History, Political Science and Government, social Work, Sociology, Other Social Sciences)			1		1	
rade and Industrial (Include here all Teachers It Terminal Occupational Subjects) 24		1,000				
All Other Fields (Please Specify) Such as City Planning, Computer Science, Folklore and 25 Records Management.		-				
Developmental Studies					1	
TOTAL	1		9 1/2		23	
MAJOR AREA OF TEACHING AND/OR	INSTRUCTORS		JUNIOR STAFF		OTHER ACADEMI FACULTY	
RESEARCH RESEARCH	FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)
sgriculture and related fields (Including Agricultural conomics)		10			1127.4	
architecture 2						
iological Sciences (Including Bacteriology, Biochemistry, ieneral Biology, General Botony, General Zoology, Genetics, Accobiology, Pharmacology, Physiology, Other Biological Sciences)	1					
commerce (Including Accounting Business for Commerce) Education, Finance, General Business, Management, Other Business and Commerce) (Sec. Sci. incl.)	5					
consistent and Related Fields (Including Educational Psychology Elementary Education, Foundations Hist, Soc., Philos. Industrial Arts, Secondary Education, Services (Industrial Arts, Secondary Education, Services (Industrial Ed., Home Ec. Ed., Other Education) 5 melds excluding Physical and Health Education)	4					
ngineering (Including Aeronautical, Agricultural, Chemical, I'vil Electrical, Engineering Science Fields, Graphics, adustrial Materials, Mechanical, and Other Engineering) Auto. Teén	3					
nglish and Journalism 7						
ine and Applied Arts (Including Art. Dromatics and Speech, Alosis, Other Fine Arts). 8	1				1	
oreign Languages and Literature (Including Classical lebrew Greek Latin, French, German, Spanish, Russian, 9 Other (Including Philology))	1					
orestry 10			de en en	7.		
Geography 11						
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields)	6		A Australia			
Home Economics 13						

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

	INS	STRUCTORS	JUN STA		OTHER ACADEMIC FACULTY		
MAJOR AREA OF TEACHING AND/OR RESEARCH	FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)	
low	4 1				19 at 1	* 1	
Library Science	5 1		7.400				
Mathematics 1	6 2						
Military Science	7	N. 1 - 10		Selection 9		T. INE	
Philosophy 1	8 1	, en pr	- maril	la la caración de	100	to ore	
Physical and Health Education	9 1						
Physical Sciences (Including Chemistry, Geology and Other Earth Sciences, Physics, Other Physical Sciences)	0 1				en variation v		
Psychology 2	1						
Religion and Theology 2	2						
Social Sciences (Including Anthropology, Economics, History, Political Science and Government, Social Work, Sociology, Other Social Sciences)	3 5		1 mil 2		-		
Trade and Industrial (Include here all Teachers of Terminal Occupational Subjects)	4	Begin S				Bear 1	
All Other Fields (Please Specify) Such as City Planning, Computer Science, Folklore and Records Management) 2	5			O TART			
Developmental Studies	1			Salta (Do-s			
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.

			PART-TIME FACULTY OR DEPARTMENTAL	
2	TYPE OF SUMMER SESSION	FULL-TIME (2)	PART-TIME	FULL-TIME EQUIVALEN OF PART-TIME (4)
NUMBER OF FACULTY EMPLO OF FACULTY EMPLOYED AT LE	YED SUMMER, (AN UNDUPLICATED COUNT AST 2 WEEKS OR LONGER) G. 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

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Schedule II

Name of Institution	Oakland Community	Coll.
	Highland Lakes	
Dote		

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

2		NUMBERS OF PERSONNEL AND MEAN SALARIES ACADEMIC DEANS PROFESSORS ASSISTANT PROFESSORS ASSOCIATE PROFESSORS ASSISTANT PROFESSORS									
SALARY INTERVALS	LINE NO.	ACADEN	PROFESSORS	ESSORS ASSISTANT PROFESSOR							
(1)	(2)	9-10 MOS. (3)	11-12 MOS. (4)	9-10 MOS. (5)	11-12 MOS. (6)	9-10 MOS. (7)	11-12 MOS. (8)	9-10 MOS. (9)	11-12 MOS (10)		
\$40,000 AND OVER	1										
35,000 - 39,999	2		AN UKIN	A STRIP!	PAS						
30,000 - 34,999	3	E THE T	1000	NIS O	Ment a						
28,000 - 29,999	4										
26,000 - 27,999	5	1		-	Mary Mary	John A					
24,000 - 25,999	6	a de			1 10/12	- Inchine		or of the			
22,000 - 23,999	7										
20,000 - 21,999	8										
19,000 - 19,999	9	The second						W. 121			
18,000 - 18,999	10		1	100 M	and the same						
17,000 - 17,999	11			128.7	1		1	1000			
16,000 - 16,999	12	7177 E 2 X			Control of	vai dy	3		1		
15,000 - 15,999	13	AND AND	1	4	CARROLL A	31	2				
14,000 - 14,999	14		9.16	2 12 14	the gard	(2) - July			1		
13,000 - 13,999	15				A 17 1	3		1	3		
12,000 - 12,999	16		C M III		C - (1)	1		8	4		
11,000 - 11,999	17			- 4	And in	u sign	W.S.	2			
10,000 - 10,999	18	W 10 Marie		N A	THE SERVICE OF	Medical S		4			
9,000 - 9,999	19										
8,000 - 8,999	20		- W- 0								
7,000 - 7,999	21	1,34,413			C1000 .54	V.		6)			
6,000 - 6,999	22		-		1 1 10 THE			in a			
5,000 - 5,999	23										
4,000 - 4,999	24										
NDER \$4,000	25				t due						
OTAL SALARIED PERSONNEL Sum of Lines 1-25)	26		2		1	4	6	1.5	0		
EAN SALARIES (Sum of salaries ivided by sum of salaried personel)	27	s	\$ 16,950	s	\$ _{17,500} .			\$11,967.	\$13,500		
CONTRIBUTED SERVICES AND ALARIED BY OTHER SOURCES SERSONNEL	28	-0-	-0-	-()-	-()-	-()-	-0-	-0-	-()-		

SALARIES OF ACADEMIC DEANS AND FACULTY (Continued) 3 NUMBERS OF PERSONNEL AND MEAN SALARIES											
SALARY INTERVALS	LINE	INSTE	UNDESIGNATED RANK								
	NO.	9-10 MOS.	11-12 MOS.	9-10 MOS.	TURERS 11-12 MOS.	9-10 MOS.	11-12 MOS				
		(11)	(12)	(13)	(14)	(15)	(16)				
40,000 AND OVER	1										
				T X AX S	-						
35,000 - 39,999	2				100 40 40	1					
30,000 - 34,999	3										
28,000 - 29,999	4					all markets					
			+								
26,000 - 27,999	5		The second								
24,000 - 25,999	6						Land of the land				
			1								
22,000 - 23,999	7					7 2 3 7					
20.000 01.000											
20,000 - 21,999	8						P. Stone				
19,000 - 19,999	9					S. F. BUILD					
			-		1		-				
18,000 - 18,999	10						JE HER				
17.000 - 17.000							1 - 20 4				
17,000 - 17,999	11										
16,000 - 16,999	12										
			-	-	-		-				
15,000 - 15,999	13		The state of	AND SHOW			100				
14,000 - 14,999	14				The Charles of S		de la constitución de la constit				
	-					The state of the s	2.00				
13,000 - 13,999	15		1	A MARKET STATE	A PART OF THE	A STATE OF THE STA	1				
	-	Total Colonia de	+ +	-	1						
12,000 - 12,999	16	to the first day.	4								
11,000 - 11,999	17					The state of the s	17				
			4				-				
10,000 - 10,999	18	2	4				- 1				
2.000			1	1							
9,000 - 9,999	19	11	2.45								
8,000 - 8,999	20										
		7		-	-		-				
7,000 - 7,999	21					A STATE OF THE STA					
6,000 - 6,999	22	THE PARTY OF		TANK I							
0,000 - 0,333	22	in liether e-	Transfer of	100 449 5							
5,000 - 5,999	23					AC . TET	3(54)				
			-								
4,000 - 4,999	24		1								
UNDER \$4,000	25				Her two	Control Bay	A. M. Garage				
	4.5				Late Colds (But	man dawed to	the same				
TOTAL SALARIED PERSONNEL (Sum of lines 1-25)	26	20	1.0								
		20	13	+							
MEAN SALARIES (Sum of salaries divided by sum of salaried personnel)	27	9,250.	11.654	\$	\$	\$	\$				
CONTRIBUTED SERVICES AND	-	,	1		A STATE OF S						
CONTRIBUTED SERVICES AND SALARIED BY OTHER SOURCES PERSONNEL	28	-0-	-()-	-()-	-()-	-0-	-0-				

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Schedule V

Name of	Institution Dakland Community Coll.
	Highland Lakes

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.)

			HIGHEST EDUCATIONAL LEVEL OF FACULTY												
RANK OF FULL-TIME FACULTY, FALL		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)					
	10	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)				
ACADEMIC DEAN	1			. 2		2									
PROFESSOR	2					1									
ASSOCIATE PROFESSOR	3	1		1		3	3			2					
ASSISTANT PROFESSOR	4	2	2			13	7			idal	of Miles				
INSTRUCTOR	5	7	7		2	11	6				- 100				
JUNIOR STAFF	6		-					3							
OTHER FACULTY	7			-					-						
TOTAL	8	10	9	1	2	30	16			2					

A. Rank

INSTRUCTIONS AND DEFINITIONS

- 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.
- 3. Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- 4. 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 then 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.
- 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.). 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.
- 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 as first-professional in instruction B.2., above.

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OAKLAND COMMUNITY COLLEG Name of Institution HIGHLAND LAKES

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)

					HIGHEST EDI	JCATIONAL LEVEL	OF FACULTY	
		RENTENTION AND REPLACEMENT OF FULL-TIME FACULTY (1)	11	BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1) (2)	PROFESSIONAL DEGREES (SEE INSTR. B2)	DEGREES	SPECIALIST DEGREES (SEE INSTR. B4) (5)	DOCTOR'S DEGREES (SEE INSTR. B5 (6)
1.		TO THE INSTITUTION (NOT HERE PREVIOUS FALL FROM STUDENT STATUS THIS YEAR SINCE FALL	1	Becau	se the hir	ing of facu	lty is	
	ь.	EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	2	chanr	elled thro	ugh Central	Office,	
	c.	FROM OTHER STATUS	3	page	55 of the	Central Off	ice Report	
2.	WITH	THIS INSTITUTION AT LEAST SINCE PREVIOUS FALL	4	provi	des this i	nformation.		
3. BUT		OYED FULL-TIME PREVIOUS FALL AT THIS INSTITUTION, EMPLOYED FULL-TIME THIS YEAR AT THIS INSTITUTION						
	a.	RETIRED OR DIED	5	THE THE				
	b.	EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	6	***				
	c.	OTHER	7					

A. Retention and Replacement

INSTRUCTIONS AND DEFINITIONS

- 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).
- 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 fulltime 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 Padiatry (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.)

			100	- 4	HIGHEST E	DUCATION	AL LEVEL OF	FACULTY			
RANK OF PART-TIME FACULTY, FALL		OR I	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)		OR'S REES STR. B5)
	10	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)
ACADEMIC DEAN	1		1		-	j.					
PROFESSOR	2		2.77			Land Control			115	NUT - INC.	
ASSOCIATE PROFESSOR	3					is synt	Fig. 20	44 10	PE 1		
ASSISTANT PROFESSOR	4									eriustive i	
INSTRUCTOR	5	Y	1			A series	M TO MU				
JUNIOR STAFF	6					13				THE	
OTHER FACULTY	7		- K. K. (K. (K. (K. (K. (K. (K. (K. (K. (er vector	Ja Mil	ADVINE.					
TOTAL	8		1								

A. Rank

INSTRUCTIONS AND DEFINITIONS

- 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.
- 3. Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- 4. 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 then 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.
- 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.), 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.

THE INFORMATION REQUESTED ON PAGES 57 THROUGH 75 INCLUSIVE DO NOT PERTAIN TO THE COMMUNITY COLLEGE.

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Schedule I

Name of Institution			
Date			
	THE RESERVE OF THE PERSON NAMED IN		

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 <u>first-professional</u> 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 <u>below</u> 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.)

Page 5	58
USOE	2300-2.1
Sched	ule 1

Name of Institution		
manife or manifement		

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

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

Name of Institution	_			

		1	PART B. BACHELOR'S, MASTER'S, AND DOC	1							
LINE	ITEM	X IF		BACHELOR'S DEGREES (Requiring 4-5 Yrs.)		MASTER'S DEGREES		SPECIALIST'S DEGREES		DOCTOR'S DEGREES (Ph.D., Ed.D., etc.	
NO.	NO.	TIME (2)		MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN	WOMEN'	MEN (8)	WOMEN
			BROAD GENERAL CURRICULUMS AND MISCELLANEOUS FIELDS (Con	rtinued)						107	(3)
268	8313		INTER-AREA STUDIES (Specify subject areas)		135		7				
200	0515				1						-
269	8313		The same and all the state of the beauty					SW(II)			
270	8313						A THE REAL PROPERTY.	- da- p			
271	8313		A SALE POR THE PROPERTY OF THE		Per al						
	8314	MAL.	FIELDS OF STUDY NOT LISTED ABOVE (Specify)		enterior.		A Part In	unies de			
272	8314				400						
273	8314				1200	i su					
274	8314		Personal Control of the Control of t	1 1/1-2/4	Fysteron Alexandr		eite ay g				
275	8314		CONTRACTOR OF THE PROPERTY OF		House Season						
276	8314				7 6						
277	8399		FIELD OF STUDY NOT IDENTIFIED (Use only when no information on the field of study or the subject area)	din je		erit he militar			7.		
278	8399										
279	8399										
280	8 399				(f) les	1 100					
261	8399		1 House, ye have remained a stronger of the m				6				
282	8399		The state of the second of the								
283	8399		The second secon								
284	9800		GRAND TOTAL, ALL DEGREES (From July 1, 1967 to June 30, 1968)					Dist.			
	9900	NUMBE	R INCLUDED IN ITEM 9800 ABOVE WHICH PREPARED RECIPIENT FOR	TEACHER	CERTIFICA	TION AT	THE-				
285	9901	1	ELEMENTARY LEVEL	1							
286	9902		SECONDARY LEVEL					- 1			
287	9903		BOTH ELEMENTARY AND SECONDARY LEVELS			17 - 1					

HIGHLAND LAKES CAMPUS

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).
- 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.
- 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.

OAKLAND COMMUNITY COLLEGE

HIGHLAND LAKES CAMPUS

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

CECTION 1 ACCOUNTED PECPETE /D	1 .1 .2	t 11 11 11 10 t1 1 t - t - t - t	de de la completa del completa de la completa del completa de la completa del la completa de la completa de la completa della
SECTION I. ASSUCIATE DEGREES (Bose	d on at least 2 years of work that is v	pholip of chiefly creditable toward a bachelo	's degree in your institution or by transfer.)

NO.	NO.	TYPE OF ASSOCIATE DEGREE	TYPE OF ASSOCIATE DEGREE MEN (2) (3)			MEN
288	0010	ASSOCIATE IN ARTS	33		25	
289	0040	ASSOCIATE IN SCIENCE Do not award	180.2	in cities a	Total Inc.	The state of
290	0070	ALL OTHER ASSOCIATE DEGREES Business administration		3		0
291	291 0090 TOTAL ASSOCIATE DEGREES			36	2	.5
ECTIO		RGANIZED OCCUPATIONAL CURRICULUMS <u>BELOW</u> THE TECHNICAL OR				
				NS OF 2 OR MORE THAN 4 YEARS	CURRICULUMS OF	OF AT LEAST
		CURRICULUMS	MEN	WOMEN	MEN	WOMEN
		(2)	(3)	(4)	(5)	(6)
292	2700	SCIENCE- OR ENGINEERING-RELATED				TY III
293	9200	NONSCIENCE: AND NONENGINEERING-RELATED				
294	0092	TOTALS FOR SECTION 2		Trans-		
ECTI	ON 3. SC	TIENCE- OR ENGINE ERING-RELATED ORGANIZED OCCUPATIONAL URRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL	giray esc		5	BU K OF
295	2606	ENGINEERING-RELATED CURRICULUMS AERON AU TICAL TECHNOLOGY			There is	va,
296	2610	ARCHITECTURAL OR BUILDING TECHNOLOGY				
297	2619	CHEMICAL TECHNOLOGY	10.5/4.2			
298	2630	CIVIL TECHNOLOGY				
299	2636	ELECTRICAL OR ELECTRONICS TECHNOLOGY	4		aught .	
300	2658	INDUSTRIAL TECHNOLOGY	1			
301	2662	INSTRUMENTATION TECHNOLOGY				
302	2668	MECHANICAL TECHNOLOGY	1		1	
303	2675	METALLURGICAL TECHNOLOGY			134	
304	2677	NUCLEAR TECHNOLOGY		A PART MIGHT	(を存む)	A LAN
305	2698	OTHER ENGINEERING-RELATED CURRICULUMS (Specify)	STATE OF THE STATE		Stall	•
306	2698					AND KE
307	2698				i his	
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)

INE	ITEM	CURRICULUMS		OF 2 OR MORE	BUT LESS THAN 2 YEARS		
NO.	NO.	La (2)	MEN (3)	WOMEN (4)	MEN (5)	WOMEN (6)	
		SCIENCE-RELATED CURRICULUMS - (Continued)	1987	200 3 300		C C C	
111	49 20	OTHER SCIENCE-RELATED CURRICULUMS (Specify)	a terroll	Lagris	- Souther		
312	4920	A STATE OF THE STA	recommends	a karana araba	Server Se		
113	49 20		1000	199-44-	- Vice-wak	AR YE	
14	4920	2 208 100	1/1/25 5-1	The second	C 70 - 1, Half	- Vanna	
115	440 2	HEALTH SERVICE CURRICULUMS DENTAL ASSIST ANT				5	
16	4403	DENTAL HYGIENE	1				
17	4405	DENTAL LABORATORY ASSISTANT			14: 4-		
18	4414	MEDICAL OR BIOLOGICAL LABORATORY TECHNICIAN	1	2	- 1 14	arte in	
119	4439	MEDICAL X-RAY TECHNICIAN			L		
320	4417	nursing, Practical (above)	CONTRACTOR		The said	L PRINTED	
21	4418	NURSING, ASSOCIATE DEGREE OR DIPLOMA PROGRAM	2	29	ATTENDED OF	A de la constante de la consta	
22	4424	OCCUPATIONAL THERAPY ASSISTANT	150 0001-		44		
23	4450	SURGICAL TECHNICIAN			-		
	4498	OTHER HEALTH SERVICE CURRICULUMS (Specify)					
24	4498	Medical Office Assisting	St. Le.			5	
325	4498				ar enterer 1	W.	
26	4498						
-		OTHER					
27	2190	SCIENTIFIC DATA PROCESSING (Include computer and EAM processing. Exclude key punch; report in Item 9,200, Exclude business data processing; report in Item 2005.)					
28	0093	TOTALS FOR SECTION 3	9	31	1	10	
TIO		NSCIENCE- AND NONENGINE ERING-RELATED ORGANIZED OCCUPATIONAL RRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL			7" = "		
29	2054	BUSINESS- AND COMMERCE-RELATED CURRICULUMS GENERAL BUSINESS, BUSINESS ADMINISTRATION					
30	2060	ACCOUNTING				400	
31	2065	BUSINESS DATA PROCESSING					
32	2070	MARKETING, DISTRIBUTIVE EDUCATION		Maria de la Compania del Compania de la Compania del Compania de la Compania de l			
33	2080	SECRETARIAL STUDIES		2	ration .	HI SH	

HIGHLAND LAKES CAMPUS

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

SECTION 4. (Continued)

LINE	ITEM NO.	CURRICH INF		OF 2 OR MORE	CURRICULUMS OF AT LEAST 1 BUT LESS THAN 2 YEARS		
NO.	NO.	CURRICULUMS	MEN	WOMEN	MEN	WOMEN	
	. (1)	(2)	(3)	(4)	(5)	(6)	
	n de	BUSINESS- AND COMMERCE-RELATED CURRICULUMS (Continued)	100				
4 4	2095	OTHER BUSINESS- OR COMMERCE-RELATED CURRICULUMS (Specify)					
334	2095						
335	2095			720,77	The person		
336	7490	OTHER BIBLE STUDY, RELIGIOUS WORK					
337	2360	EDUCATION (2-year teacher training or teacher aides)					
338	3294	FINE, APPLIED, OR GRAPHIC ARTS		rruge-th-			
339	4780	HOME ECONOMICS			n Dallamen		
340	5310	LIBRARY ASSISTANT OR TECHNICAL AIDE		in post			
341	7742	POLICE TECHNOLOGY, LAW ENFORCEMENT					
	8 350	OTHER NONSCIENCE- AND NONENGINEERING-RELATED (Specify)	a .		Li		
342	8350	Food Service Management	1		2223	2	
343	8350			MINAL PARTY	THE PER		
344	8350		di Serri yan				
345	0094	TOTALS FOR SECTION 4	1	2	174	2	

HIGHLAND LAKES CAMPUS

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

- 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.
- 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.
- NEFD 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 "N" for check boxes, or (c) "O" when the quantity to be reported is nothing or zero; DO NOT I FAVE ANY ITEM BLANK.

SPECIFIC INSTRUCTIONS

PART I - LIBRARY COLLECTION AND TRANSACTIONS,

- A For reporting purposes, a VOLUMF 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.
- All forms of microtext (including microfilm) are to be excluded from Lines La. 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
- For Line 2, 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 I me 8.

PART II - LIBRARY OPERATING EXPENDITURES, ACTUAL AND BUDGETED

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

- C. On I me 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).
- The estimated value of personal services (salary equivalents) contributed by members of religious orders should be included on Line 2.
- 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.
- 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

- 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.
- For reporting purposes, PROFESSIONAL LIBRARIANS (Lines 1, 2, and 3) are defined as staff doing work that requires training and skill in the theoretical of scientific aspect of library work, as distinct from its mechanica 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.
- 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).
- 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.
- 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

- 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.
- 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
- 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	resolution West State
	ne ta ji wili di sa dahigar ya aya ni di nji katako yari	

PART I - LIBRARY COLLECTION AN	ND	PART II - LIBRARY OPERATING EXPENDITURES ACTUAL AND BUDGETED					
TRANSACTIONS	19,775)		ACTUAL	BUDGETED			
1. NUMBER OF VOLUMES HELD AT END ON (B. LAB PREVIOUS YEAR TOTAL		1. TOTAL SALARIES, BEFORE DEDUC- TIONS, OF REGULAR LIBRARY STAF	s*** 68,006	62,828			
2. NUMBER OF VOLUMES ADDED DURING YEARLRC (Without subtraction of volumes (B. LAB	810	2. SALARY EQUIVALENTS OF CONTRIBUTED-SERVICE STAFF	s NONE	s NONE			
3. NUMBER OF VOLUMES WITHDRAWN DURING YEAR	2,325	3. TOTAL WAGES PAID TO STUDENTS AND OTHER HOURLY ASSISTANTS, BEFORE DEDUCTIONS	s ** 12,597	18,000			
4. TOTAL NUMBER OF VOLUMES HELD AT END OF YEAR (Sum of Lines 1 and 2,		4. EXPENDITURES FOR BOOKS AND OTHER LIBRARY MATERIALS	s **** 39,231	32,750			
minus 3) 5. NUMBER OF REELS OF MICROFILM HELD AT	25,411	5. EXPENDITURES FOR BINDING AND REBINDING	s NONE	300.00			
6. NUMBER OF PHYSICAL UNITS OF OTHER FORMS OF MICROTEXT (e.g., number of microcards,	1,961 NONE	6. OTHER OPERATING EXPENDITURES (INCLUDING replacement of equipment and furnishings but EXCLUDING all capital outlay)	12,658	14,900			
of YEAR (Estimate if necessary)		7. GRAND TOTAL (Sum of Lines 1 through 6)	132,492	128,778			
7. NUMBER OF PERIODICAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	339	ESTIMATED COST OF ITEMS WHICH, THO CHARGED TO YOUR LIBRARY ACCOUNT TUTE LIBRARY MATERIALS OR SERVICE					
8. NUMBER OF OTHER (nonperiodical) SERIAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	NONE	8. BINDING	\$				
INTERLIBRARY TRANSACTIONS. (Exclude requests noi still pending and transactions between library units of you		9. AUTOMATION SERVICES	s	SAZ S			
Estimate if necessary)		10. OTHER (Specify)	s	The state of the s			
9. NUMBER OF ITEMS BORROWED (Including nonreturnable items received)	205		\$	Line of the second			
NUMBER OF ITEMS LENT BY YOUR LIBRARY:		STUDENT AND OTHER HOURLY ASSISTAL	NCE				
10. NONRETURNABLE ITEMS SUPPLIED	5	11. ANNUAL TOTAL NUMBER OF HOURS OF STUDENT ASSISTANCE	10,243	12,000			
11. RETURNABLE ITEMS SUPPLIED	7,384	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 ar 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	CLASSI	FICATION	%OF TOTAL	% OF	
AREA	D.C.	L.C.	COLLECTION	ACQUISITIONS	
1	2	3	4	5	
HUMANITIES AND GENERAL WORKS	000,100,200, 400,700,800	A, B, M, N, P, Z,	42	40%	
SOCIAL SCIENCES	300,900	C, D, E, F, G, H, J, K*, L	40	35%	
PHYSICAL SCIENCES, INCLUDING MATHMATICS	500 - 559	Q · QE	7	11%	
BIOMEDICAL SCIENCES	560 - 599 610 - 619	QH - QR R, S	7	8%	
4 TECHNOLOGY (ENGINEERING)	600 - 609 620 - 699	T, U, V	4	6%	
UNCLASSIFIED MATERIALS (INCLUDING UNCLASSIFIED BOUND PERIODICALS)			5-19 (c) and 90 at		

*i.e., LAW (pending)
NUMBER OF TITLES, EXCLUSIVE OF TOTAL NUMBER OF VOLUMES (WHICH INCLUDES DUPLICATES) 22,870

Name of Institution	OAKLAND	COMMUNI	ΓY	COLLEGE
	FIGHLANI	LAKES	CA	MPIIS

		NCA Data Fo	orm G - Part III — Ge	neral Institutional Data		
EXPENDITURES OF YOUR INSTITUTION FOR EDUCA- TIONAL 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, DEPART MENTAL RESEARCH, AND ORGANIZED RESEARCH, FALL TERM (Please coordinate with your institution's chief academic officer)				
1.	ACTUAL EXPENDITURES FOR LATEST FISCAL YEAR	2. BUDGETED EXPENDI- TURES FOR NEXT FISCAL YEAR	3. FULL-TIME	4. PART-TIME	5. FTE OF PART-TIME	
S		15				

PART IV - LIBRARY STAFF COUNT AND SALARIES, FALL TERM

SECTION A - TOTAL LIBRARY STAFF

	NUMBER	F STAFF	FTE OF	FTEOF	FTE CONTRIBUTED-	
TYPE OF POSITION (See Page 4 for definitions)	FULL-TIME	PART-TIME	PART-TIME STAFF	(Col. (b) Plus Col. (d))	SERVICE STAFF INCLUDED IN COLUMN (e)	
(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 PROFESSION AL 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.	DIRECTOR OF LIBRARIES (Chief Librarian) \$ 15,700	A. 9-10 MONTHS		NTRACT STATUS		NTRIBUTED SERVICE
9.	IF THE SALARY OF THE CHIEF LIBRAR AND USED ONLY FOR SUMMARY TABULA			→		
10.	0. REPORT BEGINNING ANNUAL SALARY WHICH YOUR LIBRARY IS PAYING TO I LIBRARY SCHOOL GRADUATE (Fifth-Year Degree without experience) (If none recruited this term, enter on "X" in Item C.)		A	A. FOR 9-10 MONTHS \$ 9,300	B. FOR 1.1-12 MONTHS \$11,160	C. NONE RE- CRUITED THIS TERM X

ETCHLANT LAKES CAPTUS

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

	MEAN SALARY* (Sum of cols. (d)-(p))		NUMBER OF FULL-TIME STAFF EMPLOYED AT LEAST 9 MONTHS, BY SALARY BRACKET						
TYPE OF POSITION		STAFF (Sum of cols.	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
The second secon		EMPLOYED 9-10	MONTHS	do're i	3111 1-17	37.00	7 7 7		
11. ASSOCIATE & ASSISTANT LIBRARIANS		T							
12. HEADS OF MAJOR LIBRARY UNITS	And a party	100 15 1		in a	V				
13. OTHER PROFESSIONAL LIBRARIANS		17.78	- 64						
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS	HO 1.					I I			
15. NONPROFESSIONAL STAFF									
The same of the sa	B. STAFF	EMPLOYED 11-1	MONTHS		, Sant		1.00	- 5769	or its
16. ASSOCIATE & ASSISTANT LIBRARIANS									
17. HEADS OF MAJOR LIBRARY UNITS				are a					
18. OTHER PROFESSIONAL LIBRARIANS			-						
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS		**							Y
20. NONPROFESSIONAL STAFF				1	3				1
C. CON	TRIBUTED-SERVIC	E STAFF (Equate	all to 11-	12 month	rate)				
21. ASSOCIATE & ASSISTANT LIBRARIANS									
22. HEADS OF MAJOR LIBRARY UNITS	13.22								
23. OTHER PROFESSIONAL LIBRARIANS								XXX	
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS									
25. NONPROFESSIONAL STAFF									

"ICHLAND LAKES CAMPUS

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

		TOTAL			F FULL-TI			
TYPE OF POSITION	MEAN SALARY*	FULL-TIME STAFF (Sum of cols. (d)-(p)) (c)	to	\$12,000 to \$13,999 (/)	\$14,000 to \$15,999 (m)	\$16,000 to \$17,999 (n)	to	\$20,000 or MORE (p)
ma Life and College or great a sea	A. STAFF EMPLOYE	D 9-10 MONTHS		in the last		1	1	100
11. ASSOCIATE & ASSISTANT LIBRARIANS								
12. HEADS OF MAJOR LIBRARY UNITS						en kan		7
13. OTHER PROFESSIONAL LIBRARIANS		TELEVISION						
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
15. NONPROFESSIONAL STAFF		organism (c)						
	B. STAFF EMPLOYE	D 11-12 MONTH	S			13/3	417	
16. ASSOCIATE & ASSISTANT LIBRARIANS			1		1			
17. HEADS OF MAJOR LIBRARY UNITS	A CHEST AND A	e are arrange	our we		1			
18. OTHER PROFESSIONAL LIBRARIANS	No. Marinaga	28,21-2	W 400					
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS								
20. NONPROFESSIONAL STAFF								
C. CONTRIB	UTED-SERVICE STAFF	(Equate all to 11	-12 month	rate)				1
21. ASSOCIATE & ASSISTANT LIBRARIANS								
22. HEADS OF MAJOR LIBRARY UNITS	e summer is the	La Tik synsy				11/1		
23. OTHER PROFESSIONAL LIBRARIANS								
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS				a dina				
25. NONPROFESSIONAL STAFF					100			

Page 86	
USOE 2300-4	
Schedules I, IV and	٧

Name of Institution_	OAKLAND	COMMUNI	TY COLLEC
SO OK A TEXT	HTCHLANI	LAKES	CAMPUS

D-4-	

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 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-
 - 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 falcorresponding amount should be reported under expanditures). 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 50 should include all revenues for organizations which are designated as Federally Funded Research and Development Centers by the sponsoring Federal agency. Line 50 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 a 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 he 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 employnent 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 in integral part of a department of physical education, in which case its transactions should be reported under organized activities relating o educational departments.

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

n Schedule IV, report expenditures made from current-funds for current operating purposes. Also include any expenditures made from currentunds 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 sampaigns; 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.

OAKLAND COMMUNITY COLLEGE HIGHLAND LAKES

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 account-

ing records. Please provide estimates for assets not recorded in the accounts of the institution.

highland Lakes - see Central

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 bas	sis 🗌				
(Cash basis: Items are reported as income and as expenditures only when it is paid out. Accrual basis: Income is taken into the account expenditures are taken into the accounts when obligations are income.	ints as it bec	is received o	or made avo e institution	pilable to the ins n or when a bill	titution and is rendered
	i slade, E	7 4 30/2 173	AMOUNT (Whole Dollars Onl	y) (B)
SOURCE (A)	ADP USE	THREE PRIOR YEARS			CURREN
		19	19	19	19
EDUCATION AND GENERAL (Sum of Lines 1,2,3,4,5,6,7,8,9,10 and 11)	1	\$	\$	s	\$
1. STUDENT TUITION AND FEES	2		all place of	A Marine The	42
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		AFINJU UT	No.	J. Drymon	180
2. GOVERNMENTAL APPROPRIATIONS (Sum of Lines 2,4 thru C)	3	N. LIFE	1	in him to be	A September 1
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		Sale-line a	I STORY	A TOTAL OF A	basses
A. FEDERAL GOVERNMENT	4		Visc.	The state of the s	ALKAY S
B. STATE GOVERNMENT	5		1		THE C
C. LOCAL GOVERNMENT	6				
ENDOWMENT INCOME	7		The same	DOWN KING	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		VELOCIAL PROPERTY.			
PRIVATE GIFTS	8		18 13		100
PERCENT OF TOTAL EDUCATIONAL AND GENERAL			100		W 16
. SPONSORED RESEARCH (Sum of Lines 5,4 thru E)	9				
A. FEDERALLY FUNDED RESEARCH AND DEVELOPMENT CENTERS	10		Series		
B. OTHER FEDERAL GOVERNMENT	11				Figure
C. STATE GOVERNMENT	12		-		
D. LOCAL GOVERNMENT	13	ALL LAND	la de		
E. NONGOVERNMENTAL	14				-
OTHER SEPARATELY BUDGETED RESEARCH	15				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		7			
OTHER SPONSORED PROGRAMS (Sum of Lines 7A thru D)	16	-14	1		
PERCENT OF TOTAL EDUCATIONAL AND GENERAL			14.		
A. FEDERAL GOVERNMENT	17				
B. STATE GOVERNMENT	18				1
C. LOCAL GOVERNMENT	19				
D. NONGOVERNMENTAL	20			- 100	

Highland Lakes - see Central

Office

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

	34		AMOUNT (V	/hole Dollars (Only) (B)	
SOURCE (A)	ADP USE	\$100	THREE PRIOR YEARS			
	0	19	19	19	YEAR	
8. HOSPITALS-PUBLIC SERVICE ONLY (See Instruction for Line 8)	21	\$	\$	\$	\$	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL	rande -	IN MINST	a parate in	ac a same		
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	lang a file of	N. M. C.	No. of the second	4-45,00	- Secretary	
11. OTHER EDUCATIONAL AND GENERAL	24			- A HAT B		
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		Talant Solv	or checkers.	M ARLI	o la	
STUDENT AID (Sum of Lines 1 thru 6)	25	epop epop		- In salve	Market Street	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		Andrew Cons	4-5	Charles to	105.70	
1. FEDERAL GOVERNMENT	26			ar September 1	AND BURN	
2. STATE GOVERNMENT	27			all a lypa	AT 12 3	
3. LOCAL GOVERNMENT	28			Maria Late		
4. PRIVATE GIFTS AND GRANTS	29			ACC ON THE	W Cha to	
5. ENDOWMENT INCOME	30	August	A TABLE	1 2 3	27 128 2 2	
6. OTHER	31			3.5		
. AUXILIARY ENTERPRISES (Sum of Lines 1, 2 and 3)	32	Marion Sal	A Libert	1 -17		
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		Lente 2				
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	\$	s	\$	\$	

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

curerou (a			AMOUNT (W	hole Dollars C	only)
FUNCTION (Purpose) (A)	ADP USE	T	HREE PRIOR	YEARS	CURREN
		19	19	. 19	19
. TOTAL EDUCATIONAL AND GENERAL (Sum of Lines A thru I)	37	\$	\$	\$	s
A. INSTRUCTION AND DEPARTMENTAL RESEARCH	38				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
B. EXTENSION AND PUBLIC SERVICE	39				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		of son great	The	a Philade	
C. LIBRARIES	40	19.00			
PERCENT OF TOTAL EDUCATIONAL AND GENERAL				Saurio	A Block Star Till
D. PHYSICAL PLANT MAINTENANCE AND OPERATION	41				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
E. GENERAL ADMINISTRATION, GENERAL INSTITUTIONAL EXPENSE, AND STUDENT SERVICES	42	30		O PO CARRY	Sacria -
PERCENT OF TOTAL EDUCATIONAL AND GENERAL				- Allertanga	4045
F. ORGANIZED ACTIVITIES RELATING TO EDUCATIONAL DEPARTMENTS	43				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL	a enti	NCON R.	9-5-5-55	There was a	No Lyge
G. ORGANIZED (Sponsored and other separately budgeted) RESEARCH	44	1.00			
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
H. OTHER SPONSORED PROGRAMS	45	77-491			
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
I. ALL OTHER EDUCATIONAL AND GENERAL	46				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL			144	1	
TOTAL STUDENT AID	47		1		
. TOTAL AUXILIARY ENTERPRISES (Sum of Lines J thru L)	48	4			
J. HOUSING	49				
K. FOOD SERVICES	50				
L. OTHER AUXILIARY ENTERPRISES	51				
. CURRENT FUNDS EXPENDED FOR PHYSICAL PLANT ASSETS NOT INCLUDED ABOVE	52	1			
. TOTAL CURRENT FUNDS EXPENDITURES (Sum of Lines 1, 2, 3, 4)	53	\$	\$	s	ıs

Name of Institu	tion Oak	land Co	mm	unity	y Colleg
Highland	Lakes	Campus	-	see	Central
Office					

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

		TYPE OF ASSET					
BALANCE AND TRANSACTION (1)	ADP USE	LAND (2)	IMPROVE- MENTS (3)	BUILDINGS (4)	EQUIPMENT (5)	TOTAL (6)	
BOOK VALUE OF PLANT FIXED ASSETS AT BEGINNING OF FISCAL YEAR	54	\$	\$	s	s	s	
. ADDITIONS TO PLANT FIXED ASSETS DURING THE YEAR (Sum of Lines 2A - D)	55		away in the	a file	1 11 2 11		
A. BY EXPENDITURES	56		escor ille		10.76		
B. BY GIFT-IN-KIND FROM DONOR	57		oliversep. b	1 2 1 1 1 1 1 1 1	V 145 25	eviet iii	
C. BY REAPPRAISAL OF PLANT VALUE	58						
D. BY OTHER ADDITIONS	59		are in the baye	AND LEAD	ara ito il	1041 T	
DEDUCTION FROM PLANT FIXED ASSETS DURING THE YEAR	60		a A CADIN		- 10 PA 18	TUE TO	
BOOK VALUE OF PLANT FIXED ASSETS AT ENDING OF FISCAL YEAR	61	Arthur Carlo	and to the con-	and Malan	est bridge		

See	Central	Office	
	CONTRACT.	OFFICE	

	BA	ASIC	INST	ITUTIONAL	DATA
NCA	Data	Form	1 -	Institutional	Indebtedness

Date

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 Amo	unt of Debt de Parties	Plan for Liquidating Deb	
Com - Store S	For Capital Outlay	For Operations	For Operations	
19				
19				
19	Epontagn - magerial and a second			
19				
19		Processor sources		
19				
19				

See Community Service

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

- 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. FSTIMATED 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.)
- 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.)

See Community Services

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 institu-
- 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.

CONSULATION 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.

Name of Institution	Oakland	Community	Colle
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Central Office

5. IF YOUR INSTITUTION CONDUCTED NO ADULT EDUCATION ACT PLETE ITEMS 1 THROUGH 4 ONLY. OTHERWISE, COMPLETE ALL	IVITIES AS DEFINED IN THIS APPLICABLE ITEMS.	SURVEY, CHECK BOX BELOW, COM-
and the state of t	short of production	
NO ACTIVITIES IN SCOPE OF THIS SURVEY		The Place Location of the Loca

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.

No. of the last	ESTIMATED REGISTRATIONS		ESTIMATED REGISTRATIONS		
TYPE OF ACTIVITY	DEGREE-CREDIT OPTIONAL ACTIVITIES (b)	NONCREDIT ACTIVITIES	TYPE OF ACTIVITY	DEGREE-CREDIT OPTIONAL ACTIVITIES (b)	NONCREDIT ACTIVITIES
I. CLASSES	n et al de la company		8. BROADCAST TV	and the second	over the same
2. SHORT COURSES			9. CLOSED CIRCUIT AUDIO-INSTRUCTION	W. F. Th	W 18 (1297
3. CONFERENCES, INSTI- TUTES, AND/OR			10. BROADCAST RADIO	Land Control of the	a resemble per
WORKSHOPS			11. OTHER (Specify)		or course.
4. LECTURE SERIES			a profit and the same of the s	Topic or a service	
5. DISCUSSION GROUPS			100		Lett be the latti
6. CORRESPONDENCE COURSES	1 3 2 10 10 10		12.	1 may 1	- 1/2 M 2 AC 150
7. CLOSED CIRCUIT TV	and the second			The state of the s	- Marine

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)	est of the languages
2. COMMUNITY DEVELOPMENT PROGRAMS AND COMMUNITY SERVICE PROGRAMS (List in Part IV)	
3. PROFESSIONAL REFRESHER COURSES (List in Part VI)	

See 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	ESTIMATED REGISTRA- TIONS	SPONSORING ADMINISTRA- TIVE UNIT	TYPE OF ACTIVITY (Use categories listed in Part I.)	SUBJECT OR AREA OF MAJOR PROGRAM INTEREST*
(a)	(6)	(c)	(d)	(e)
		Marini Ma Marini Marini Marini Marini Marini Ma Marini Marini Marini Marini Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma Ma		
		4 - 12		
			The same of the same	
	The same of			
	6 2			
	4 354			
	T Secretary			
Name of the last				
14				

Agriculture & forestry Biological sciences Business & commerce Education Engineering Health professions Humanities Law

Law
Physical sciences & mathemathics

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).

	TOPICS COVERED (If not	PROGRA FEDERA		TYPE OF ACTIVITY (Use	ESTIMATED REGISTRATIONS	
NAME OF PROGRAM fully indicated b		SORED IN WHOLE OR PART		categories listed in Part I.)	DEGREE- CREDIT OPTIONAL ACTIVITIES	NON- CREDIT ACTIVI- TIES
(a)	(6)	YES (c)	(d)	(e)	(f)	(g)
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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	RECIPIENT OF SERVICE OFFERED (b)	PURPOSE OF CONSULTATION (Brief description) (c)
	(0)	
		TOTAL SECTION
	ally to the Buren	Market Co. No.
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	San Maria Carlo	
	Control of the second	
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See Community Services/

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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 (a)	REGISTRA- TIONS	SPONSORING ADMINISTRA- TIVE UNIT (c)	TYPE OF ACTIVITY (Use categories listed in Part I.)	TOPIC (e)
1.				
2.			-	
3.				
4.				
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Name of	Institution	_

SECTION I

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

I. Purposes

- 1. Definition of the institution's educational task.
- 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).
- 2. Role of the board of control of the institution.
- 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.
- 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.
- 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.
- 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.

Name of	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)
 - 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.
 - Results of standardized tests and other measures of student achievement, undergraduate and graduate.
 - 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.
- 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.
- 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.

IV. Faculty

- 1. Faculty appointment policies and procedures. Attach copy of faculty contract.
- 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.
- 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.
- 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.
- Faculty data on earned degrees held by the faculty, amount of graduate study and types of institutions represented by such advanced study.
- Evidences of scholarly attainment on the part of the faculty, e.g., research, publications, honors.
- Arrangements for and extent of faculty participation in meetings of learned and/or professional societies.

V. Instructional Program

- Degrees, certificates, and diplomas offered by the institution. List of majors or areas of concentration in each degree program and enrollment in each.
- 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.

Name of	Institution_	

V. Instructional Program (continued)

- 5. Extent to which courses in the catalog are regularly offered.
- Procedures employed in adding or discontinuing courses or in introducing other changes in the instructional program.
- 7. Data on class size, undergraduate and graduate.
- 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.
- A list of professional or specialized accrediting agencies which have accredited programs within the institution. Dates of accreditation or most recent reaccreditation.

VI. Library

- 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.
- 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.

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

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

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SECTION II BASIC INSTITUTIONAL DATA NCA Data Form A — Comprehensive Report on Enrollment Parts A and B — Main Compus 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. <u>First-time</u>. 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. <u>Graduate</u>—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 \pm 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 \pm 12 = 15).
- 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.
- 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.

Name of Institution

- 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 thay 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).
- V. 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

- 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.
- 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., th 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 th equivalent college work before beginning the program that th professions named require; such students are to be reported as unde graduate. 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 on 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 prograi cannot be determined. "Special" or "unclassified" students (i.e., thos 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 degre candidacy, have been permitted to take a limited number or species selection of credit courses without regard to requirements for a forma 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, require practice, or training) divided by the load normally recommended to 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 operate 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.

Name of Institution_______Orchard Ridge

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

	PROGRAM LEVELS								
	UNDER	UNDERGRADUATE (DEF. 1)				CTURELITE WILL			
TYPE OF STUDENT	TERMINAL OCCUPATIONAL	WHOLLY OR CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF To)		PROFESSIONAL	GRADUATE	CANNOT BE CLASSIFIED	TOTAL		
(1)	TERMINAL OCCUPATIONAL AND GENERAL STUDIES PROGRAMS NOT CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. It	LOWER DIVISION (FRESHMAN AND SOPHOMORES) (3)	UPPER DIVISION LIUNIORS AND SENIORSI (4)	(DEF. 5)	(DEF. 6)	BY LEVEL (DEF. 7)	(COL 2-7		
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		
In-State students (Def. 12) -	749	3,146	n/a	n/a	n/a	202	4,097		
Out-State students (Def. 13) -	2						10		
		8	n/a	n/a	n/a	-0-	10		
. Full-time students (Def. 14) -	454	2,164	n/a	n/a	n/a	53	2,671		
. 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 5 but less than 5 normal load	-0-	-0-	n/a	n/a	n/a	494	494		
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		
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 — Enrollm	ent Trends fo	r last Five Y	ears (Main	Campus)				
rogram Levels	F.Y.	19_65	19_66	19_	67	19_68	1969		
Full-Time Students				1 1088			40		
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		n/a	n/a	n/a		989	2,671		
Graduates		n/a	n/a	n/	10/	n/a	n/a		
Part-time students		n/a	n/a	n/a	a	660	1,068		
Professional students	A STEREMENT OF	n/a	n/a	n/a	a	n/a	n/a		

			- ROLL
Branch	Orchard	Ridge	

NCA Data Form A — Comprehensive Report on Enrollment
Part B — Branch Campus Enrollment (Please report each branch
separately. Add additional charts as necessary)

Instructions for Part B (Branch campus)

General

1. Please report enrollment as of the fall term.

Section

- 2. Include all students enrolled in credit courses offered on the branch 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.
- 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 <u>not</u> 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 degre (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 highe degree program either because they do not fulfill minimum requirement for entrance as regular students, or, although eligible for degre 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 7 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 institutiona residence facilities (i.e., in housing or living quarters owned or operated by your institution for students attending on the campus).

		PROGRAM LEVELS								
	UNDERG	GRADUATE (DEF.	1)			STUDENTS WHO	N. Selves			
TYPE OF STUDENT	TERMINAL OCCUPATIONAL AND GENERAL STUDIES	WHOLLY OR CHIL	EFLY CREDITABLE	PROFESSIONAL	GRADUATE	CANNOT BE CLASSIFIED	TOTAL			
	AND GENERAL STUDIES PROGRAMS NOT CHIEFLY CREDITABLE TOWARD A BACHELOR'S DEGREE (DEF. 1b)	LOWER DIVISION	UPPER DIVISION	(DEF. 5)	(DEF. 6)	BY LEVEL (DEF. 7)	(COL. 2-7)			
(1)	BACHELOR'S DEGREE (DEF. 1b)	SOFHOMORES	(JUNIORS AND SENIORS)	(5)	(6)	200	(8)			
- Nine	127	(3)	(4)	(3)	(6)	(7)	(0)			
tudents, Total	753	3,154	n/a	-1-		202	/ 107			
	751	3,134	n/a	n/a	n/a	202	4,107			
. Men	200	2,166	n/a	1 -1-		0.1	0 (17			
	390	2,100	n/a	n/a	n/a	91	2,647			
. Women	261	988	-1-	-/-		111	1 100			
	361	900	n/a	n/a	n/a	111	1,460			
. In-State students (Def. 12)	7/0	3,146	/	-/-		200	1 000			
	749	3,140	n/a	n/a	n/a	202	4,097			
Out-State students (Def. 13)		8		,		0	The same of the sa			
	2	0	n/a	n/a	n/a_	-0-	10			
Full-time students (See Def. 14)	151	2 16/	,	,		50				
×	454	2,164	n/a	n/a	n/a	53	2,671			
Part-time students (Def. 15)	202	000	,	,		7.40				
	297	990	n/a	n/a	n/a	149	1,436			
a. Enrolled for at least } but less than ¼ normal load			,			101	metrical to			
(See Det. 8 and 9)	-0-	-0-	n/a	n/a	n/a	494	494			
Full-time equivalent of part * time students reported in 6	140	5/0	,			0.0				
above (Det. 16 & 17) No. of students living in	165	549	n/a	n/a	n/a	83	797.0			
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										
A SO SANGUARA SOCIAL SANGUA	n/a	n/a	n/a	n/a	n/a	n/a	n/a			

Name of Institution	Oakland	Community	Colleg
The state of the s		The state of the s	

Branch Orchard Ridge

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

ogram Levels	19_65	19.66	19_67	19.68	1969
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

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Oakland	Community College
Name of Institution	
Orchard	Ridge

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

		Enrollment by program level								
Term		Underg	raduate	1st-professional						
Number of weeks in term	weeks in	1. 7. or 3 year occupational or general studies program not chiefly credit able toward a bachelor's degree (Inst. 3)	Program wholly or chiefly credit able toward a 4 or 5-year bache- lor's degree (Inst. 4)	(dentistry, law, medicine, theology, veterinary medicine, chi- ropody or podiatry, optometry, and osteopathy, only) (Inst. 5)	Graduate (Inst. 6)	Students who cannot be classified by level	Total (Col. 3-7)			
1	2	3	4	n/a 5	n/a 6	n/a 7	8			
RESIDENT										
Third Trimester	1									
2. Fourth Quarter	2	A								
3. Summer Session No.1	8 3	214	2,309				2,523			
Summer Session No. 2	8 4	182	1,491				1,673			
5 Summer Session No. 3	5									
5 Summer Session No. 4	6									
* Extension	7			-						
3. Total number of credit hours for which stu- dents were registered	8									
A Qtr.	9									
8 Sem. lst	10	1,143	12,349	W 19			13,492			
2nd		855	7,018				7,873			
C. Other	11									

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 IV, auditors, and students enrolled at-a branch campus or extension center in a foreign country. Also exclude enrollments in any term or session at 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 transter, as from a junior college to a four-year institution, include "special" and "unclossified" 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-protessional students for the purpose of this survey are students enrolle in programs leading to a first-professional degree (dentistry, law, medicine, theolog (B.D.), veterinary medicine, chiropody 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, is column 4.)
- Column 6. Graduate students for the purpose of this survey are students enrolled beyond the first-professional degree in deathstry, law, medicine, theology, weterinary medicine, chiropody or podiatry, opiometry, and asteopathy, and those enrolled beyond the bachelor's degree in all other fields.
- 7. Column 7. Report all students by level of program it possible. Report students is 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 socialer, in extension courses.
- 9. Line 8. Report on line 8 the total number of credit hours for which all resident an extansion students were caralled in the summer. If different divisions of your institution are an different residence on different residence on the summer of credit hours of each type. For example, credits on the main campumay 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 treshman 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. <u>Terminal curriculums</u> are undergraduate curriculums of at least one year but less than four years of college work which prepare for immediate employment <u>but</u> 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).
- 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

- 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 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 ÷ 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 ÷ 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.
- 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 of 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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Port A	

Name of Institution	Oakland	Community	Coll-
	Orchard	Ridge	

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

PART D1 — FRESHMAN AND SOPHOMORE ENROLLMENTS IN 4-YEAR OR 5-YEAR BACHELOR'S DEGREE-CREDIT PROGRAMS: (INCLUDE here enrollment in programs which are designed only as the first two years of a four-year or 5-year Bachelor's degree program. Such programs prepare only for admission to the junior-year, either in the student's own institution or by transfer (as from a junior college to a 4-year institution). EXCLUDE here enrollments in programs which prepare for employment in less than 4 years.

			Total	ENRO	LLMENT IN -	
CURRICULUMS	X865	HMAN XEAR X	*OPHOMOR	EXYEMA		
(1)	en odyp	FULL-TIME (2)	PART-TIME (3)	FULL-TIME (4)	PART-TIME (5)	
. AGRICULTURE CURRICULUMS		1				
ENGINEERING CURRICULUMS	163	2	1100		F 115 11 11	
HOME ECONOMICS CURRICULUMS	4	3				
ALL OTHER BACHELOR'S DEGREE CURRICULUMS (LIBERAL ARTS AND SCIENCES AND PREPROFESSIONAL)	2,857	4			Add to	Para line
TOTAL OF LINES 1 - 4	3,020	5	2,126	894		

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PART D2 — ENROLLMENT IN ORGANIZED OCCUPATIONAL CURRICULUMS OF AT LEAST ONE YEAR BUT LESS THAN 4 YEARS (INCLUDE here enrollments in curriculums of at least 1 but less than 4 years designed to prepare for immediate employment. Such curriculums may be open-ended or terminal. "Open-ended", as the term is used here, refers to curriculums which prepare for immediate employment, but credits earned in these curriculums are wholly or chiefly, creditable toward a bachelor's degree, either in the student's own institution or upon transfer (as from a junior college to a 4-year institution). "Terminal" refers to curriculums which prepare for immediate employment, but credits earned in these curriculums are not chiefly creditable toward a bachelor's degree.)

			10			ENROLLA	MENT IN -			
CHRRICHHIMS		TEM	CURRICULUMS	OF 2 OR MOR	E BUT LESS TH	AN 4 YEARS	CURRICULUA	AS OF AT LEAS	T I BUT LESS TH	AN 2 YEARS
CURRICULUMS		NO.	OPEN-	ENDED	TERM	INAL	OPEN	-ENDED	TERMINAL	
(1)		3	FULL TIME	PART-TIME (3)	FULL-TIME (4)	PART-TIME (5)	FULL-TIME	PART-TIME (7)	FULL-TIME (8)	PART TIME
SEC. 1 ORGANIZED OCCUPATIONAL CURRICULUMS BELOW THE TECHNICAL OR SEMIPROFESSIONAL LEVEL			- Service						6-12-5	
SCIENCE OR ENGINEERING-RELATED	1	2700			20					
NONSCIENCE AND NONENGINEERING-RELATED	2	9200	3-1							
TOTALS FOR SEC. 1	3	0092								

SEC. 2 SCIENCE OR ENGINEERING RELATED ORGANIZED OCCUPATIONAL CHRICULUMS AT THE ITCHNICAL OR SEMI-

A. ENGINEERING - RELATED CURRICULUMS

AERONAUTICAL IECHNOLOGY	1	2606	de d'Au		A LAND				1 - 1 - 1 - 1	
ARCHITECTURAL AND BUILDING TECHNOLOGY	2	2610				MATE.		1000	The state of the s	
CHEMICAL TECHNOLOGY	3	2619								
CIVIL TECHNOLOGY	4	2630					The state of			
ELECTRICAL AND/OR ELECTRONICS TECHNOLOGY	1 5	2636		2	1	7		NAME OF THE PARTY		
'NDUSTRIAL TECHNOLOGY	6	2658	- 1					2.4	No. of the last	
MECHANICAL TECHNOLOGY	7	2668			3:	2	42.11	200		
ALL OTHER ENGINEERING	8	2698							12	

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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)

		ENROLLMENT IN -							
CURRICULUMS	ITEM	CURRICULUMS OF 2 OR MO					1 BUT LESS THAN 2 YEAR		
CORRICOLOMS	NO.		N-ENDED	TERMINAL		OPEN	N-ENDED .	TERM	INAL
(1)		FULL TIME	PART TIME	FULL TIME	PART-TIME (5)	FULL TIME	PART TIME	FULL TIME (8)	PART TIM
B. SCIENCE - RELAT	ED CURRICI	The state of the s			Total and		0.5010074		
AGRICULTURE	9 1034				2				T
FORESTRY	10 3900		richileta ri		PALSOT N	20 7 97	and and we		1
HEALTH SERVICE (URRICULUA	MS							
DENTAL ASSISTANT	11 4402		A begonnia						14
DENTAL HYGIENE	12 4403							Samueld of the	
DENTAL LABORATORY ASSISTANT	13 4405	3,415					1999	- 6 0 Pr	
MEDICAL OR BIOLOGICAL LABORATORY TECHNICIAN	14 4414				17			a year	8
NURSING, PRACTICAL	15 4417		PENS.	13-30	Carlot Av pa	100	- W. P.		
NURSING, DIPLOMA PROGRAM	16 4418		The second		48	A IV	200		+1
X-RAY TECHNOLOGY	17 4439					17.18	122		
ALL OTHER HEALTH SERVICE CURRICULUMS	18 4498	Service of Service	District Charge	7. 11 - 21 %		- Aurana	in the second	in E	- 1
CIENTIFIC DATA PROCESSING NCLUDE COMPUTER AND EAM ROCESSING EXCLUDE KEY PUNCH. EPORT IN 11EM 9200 INSTEAD 1	19 2190	12 40	- minor		lok tice	1,294			
LL OTHER SCIENCE- ELATED CURRICULUMS	20 4920			44	4-37				
OTALS FOR SEC. 2	21 0093	4		11	6			3	34
EC. 3 NONSCIENCE AND ONENGINEERING-BELATED REGAINZED OCCUPATIONAL URRICULUMS AT THE CHNICAL OR SEMIPROFESSIONAL VEL			44.		NEW YEAR	A 14.	al yakı	CE BROW LANCE THE	strik ok
USINESS AND COMMERCE EXCLUDE SECRETARIAL, EE ITEM 2080.)	1 2054			21	5			as its	1
ECRETARIAL	2 2080				30				8
DUCATION	3 2360							de la part	
INE, APPLIED, AND RAPHIC ARTS	4 3294			16	7				
OMBECONSMICSXX Food Servic	5 4780		8						8
IBLE STUDY OR ELIGIOUS WORK	6 7490								
OLICE TECHNOLOGY OR LAW ENFORCEMENT	7 7742		1						1 6 101
ALL OTHER NONSCIENCE IND NONENGINEERING ELATED CURRICULUMS	8 8350		Water Control		6 2		14		
OTALS FOR SEC. 3	9 0094		9	51	3			1	7

THE INFORMATION REQUESTED ON PAGES 10 THROUGH 43 INCLUSIVE DO NOT PERTAIN TO THE COMMUNITY COLLEGE.

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Name of	Institution	

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 torm.

DEFINITIONS

- 1. 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. S paragraphs No. 2 & 3 below.
- 2. <u>Junior-year students</u>, 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 combine with a work program, the third year of the academic part of the curriculum should be considered the junior year.
- 3. 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 at 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.
- 4. 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-matt 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

- 1. Report data as of fall term.
- 2. 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.
 - 7. Report students with "double" or "split" majors in the field or area of greater specialization. Where two majors are of equal special zation, 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	ITEM NO.	JUNIORS (DEF. 2) (2)	SENIORS (DEF. 3) (3)	
AGRICULTURE 1/	1000			

Report the following Agriculture - Related Fields of study as specified below:
Foods & Nutrition (Report in item 4710)

Nutrition (Report

Dairy Manufacturing, Dairy Technology (Report in item 1016) Entomology (Report in item 1733) Genetics & Experimental Breeding (Report in item 1736)
Home Economics (Report in items 4701-4798)

Nutrition (Report in item 1798) Plant Pathology (Report in item 1751) 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, preeding, industry, livestock production, wool production, livestock sanitation)	1004	
DAIRY SCIENCE (Dairy husbandry)	1007	
ARM MANAGEMENT (Distinguish from AGRICULTURAL ECONOMICS)	1013	
ISH & GAME, OR WILDLIFE MANAGEMENT	1014	
OOD SCIENCE (Food technology and processing, dairy m'fg. and technology, tood industry)	1016	
ORTICULTURE truit & vegetable production)	1019	THE PERSON NAMED IN

Page 43 USOE 2300-2.5 Schedule V Part B

Name of	Institution	

			SECTION 2 — STUDENTS ENROLLED FOR	F	RST PROFE	SSIONAL	DEGREES II	N SELECTED	FIELDS		
LINE NO.	ITEM NO	107	SUBJECT AREA AND FIELD OF STUDY	S Y		IN FIRST YEAR OF WORK		IN INTERMEDIATE YEARS OF WORK		EXPECTED TO RECEIVED DEGREE BY END OF ACADEMIC YEAR	
	(1)	(2)	conditions of the second of th	(4)	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		CHIROPODY OR PODIATRY	м								
			(D.S.C. or Pod.D.)	w		72.4					
255	4407		DENTISTRY (D.D.S. or D.M.D.)		7 19		of salary or	1000			
				w	100						
256	4416 MEDICINE (M.D.)	м	100		MIT	La Co					
				w	1989	A STATE	178			AV.	
257	257 4425	OPTOMETRY (O.D.)	м								
				w							
258	4428		OSTEOPATHY (D.O.)	М							
	+	i.		W				1000	N. S. P.	100000	
259	4443		VETERINARY MEDICINE (D.V.M.)	M							
260	5000		LAW (LL.B or J.D.)								
261	7404		THEOLOGY (B.D. only)	w				7.7.7.7			
	9799		OTHER (Specify)	M							
	,,,,			w							
262				м							
				w							
263				м							
				w		7.3				78,17	
264	9700		TOTAL	м				30		777	
			The same of the sa	w		1220				GRE E	

Name of Institution	OAK	OAKLAND COMMUNITY COL				
				OFFICE		
Date						

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 <u>last three years</u>. 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 reshman class		no di menue	
Number of first-time Freshman applicants accepted			
lumber of first-time Freshman applicants actually enrolled			50.50
lumber of applications with complete credentials for admission with dvanced standing			
Number of advanced-standing undergraduate applicants accepted	and the grant	m (82.5.)273V	
Number of advanced-standing undergraduate applicants actually enrolled		*	
lumber 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

ORCHARD	RIDGE	
 on on one	KIDOL	

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%
В.	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
	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
	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
B.	
	only once) Aid to Graduates 1. Number of individuals holding fellowships awarded by and through your institution; total value \$
	only once) Aid to Graduates 1. Number of individuals holding fellowships awarded by and through your institution; total value \$ average value \$
	only once) Aid to Graduates 1. Number of individuals holding fellowships awarded by and through your institution; total value \$ average value \$
	only once) 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 \$

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Name of	InstitutionAKLAND	COMMUNITY	COLLE
	ORCHARD		
D-4-			

Date:_

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 territories 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:

- Professional and non-professional staff (including student employees, both full-time and part-time). (Professional persons are thos
 occupying a position which normally requires a bachelor's or higher degree.),
- 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

- Senior professional personnel (Exclude research assistants) Persons engaged primarily in organized research, usually holding ar 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 OR-GANIZED 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 conomics)						
Architecture 2		765				
iological Sciences (Including Bacteriology, Biochemistry, ieneral Biology, General Botany, General Zoology, Genetics, hicrobiology, Pharmacology, Physiology, Other Biological Sciences)					2	
usiness and Commerce (Including Accounting, Business (or D.P.inc) ommerce) Education, Finance, General Business, Manage(D.P.inc) nent, Other Business and Commerce)			2		3	100
ducation and Related Fields (Including Educational Psychology, Elementary Education, Foundations - Hist., Soc., hilos, Industrial Arts, Secondary Education, Services - Serv. daminis., Supervis., Student Personnel, Couns., Guid, garicultural Ed., Home Ec. Ed., Other Education inc.) 5	THE PERSON NAMED IN		1		6	
ingineering (Including Aeronautical, Agricultural, Chemical, Civil, Electrical, Engineering Science Fields, Graphics, adustrial, Materials, Mechanical, and Other Engineering)						
nglish and Journalism (Reading Comp. Speech inc)					9	
ine and Applied Arts (Including Art, Dramatics and Speech, Ausic, Other Fine Arts)			1		3	
oreign Languages and Literature (Including Classical- lebrew, Greek, Latin; French, German, Spanish, Russian, Other (Including Philology))					1	
orestry 10			W			
Geography 11	1200		E			
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields)				No.		
Home Economics						
ow 14			1			
ibrary Science 15		* 27.74	A A	16-11	2	
Aathematics 16					2	
Ailitary Science 17						
thilosophy 18						
Physical and Health Education 19				10	2	

3 MAJOR AREA OF TEACHING AND/OR RESEARCH	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)	100 m		2	mbasyst a	2	
Psychology 21	"		Tankso an	0	2	in water
teligion and Theology 22						
ocial Sciences (Including Anthropology, Econom- s, History, Political Science and Government, ocial Work, Sociology, Other Social Sciences)			1		4	Z E
rade and Industrial (Include here all Teachers f Terminal Occupational Subjects) 24						
All Other Fields (Please Specify) Such as City Planning, Computer Science, Folklore and Lecords Management.	l.	· A				
TOTAL	,		7		38	
MAJOR AREA OF TEACHING AND/OR	INSTRUCTORS		JUNIOR STAFF		OTHER ACADEMIC FACULTY	
RESEARCH	FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)
egriculture and related fields (Including Agricultural conomics)				fra water		
us hitecture 2				9 7 2800.5		
iological Sciences (Including Bacteriology, Biochemistry, icentral Biology, General Botany, General Zoology, Genetics, Acrobiology, Pharmacology, Physiology, Other Biological Sciences)	3					
usiness and Commerce (Including Accounting, Business (or ommerce) Education, Finance, General Business, Manage ent. Other Business and Commerce)	4					
ducation and Related Fields (Including Educational Psycho(Food by), Elementary Education, Foundations—Hist—Soc., Industrial Arts, Secondary Education, Services administ, Supervis, Student Personnel, Cours, Guid., Spricultural Ed., Home Ec. Ed., Other Education inc.) 5	10					
ngineering (Including Aeronautical, Agricultural, Chemical, 2011, Electrical, Engineering Science Fields, Graphics, adustrial, Materials, Mechanical, and Other Engineering) 6				1		
nglish and Journalism (Speech inc.) 7	10					
ne and Applied Arts (including Art, Dramatics and Speech, tusic Other Fine Arts) 8	3 1,	2				
oreian Languages and Literature (Including Classical ebrew Greek, Latin; French, German, Spanish, Russian, ither (Including Philalogy))	1					
Diestry 10						
Geography 11			Y			
Health Professions (Including Dentistry, Medicine, Nursing, Pharmacy, Other Health Fields)						444
Home Economics 13			4			

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

		INSTRUC	CTORS	JUN STA		OTHER ACADEMIC FACULTY		
MAJOR AREA OF TEACHING AND/OR RESEARCH	4	FULL TIME (8)	PART TIME (9)	FULL TIME (10)	PART TIME (11)	FULL TIME (12)	PART TIME (13)	
law	14	in the same						
Library Science	15	1					.= 112	
Mathematics	16	5	Bour by			the pales	1870	
Military Science	17		uori e gra			Sept at China		
Philosophy	18	THE REAL PROPERTY.	11.64	- T	46	Actor -		
Physical and Health Education	19	1	- CT IS I					
Physical Sciences (Including Chemistry, Geology and Other Earth Sciences, Physics, Other Physical Sciences)	20				We have placed			
Psychology	21	2			You are to	- whe		
Religion and Theology	22							
Social Sciences (Including Anthropology, Econom- cs, History, Political Science and Government, Social Work, Sociology, Other Social Sciences)	23	10		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					The Company		
Media Spec.		1	The second		7 1410-1	BAVA		
TOTAL		51 1/2		ALC: WHILE	nrie L			

^{*}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.

Name of Institution_	OAKLAND	COMMUNITY	COLL.
traine or moments.	ORCHARI	RIDGE	

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 ar 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 enrol ment 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.

			FULL-TIME AND PART-TIME FACULTY IN RESIDENT INSTRUCTION OR DEPARTMENTAL RESEARCH					
2	TYPE OF SUMMER SESSION	FULL-TIME		FULL-TIME EQUIVALENT OF				
	(1)	(2)	(3)	PART-TIME (4)				
	APLOYED SUMMER, (AN UNDUPLICATED COUNT OAT 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

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USOE 2300-3
Schedule II

Name of Institution	Oakland	Community	College
	Orchard	Ridge	
Date			

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.

	1	SALARIES OF ACADEMIC DEANS AND FACULTY NUMBERS OF PERSONNEL AND MEAN SALARIES								
SALARY INTERVALS	LINE	ACADEN	IC DEANS		ESSORS		PROFESSORS	ASSISTANT	PROFESSOF	
(1)	NO.	9-10 MOS.	11-12 MOS. (4)	9-10 MOS. (5)	11-12 MOS. (6)	9-10 MOS.	11-12 MOS. (8)	9-10 MOS.	11-12 MOS (10)	
\$40,000 AND OVER	1					-		- interest		
35,000 - 39,999	2							16.		
30,000 - 34,999	3	ENTE GR	12 (8)	Quita to	HONORY IND	AL ASKA				
28,000 - 29,999	4						9 7 7 7 7 7			
26,000 - 27,999	5	BHL BL	Anta-			The state of the s				
24,000 - 25,999	6	(80)			Copial b		11 17 33 16 38		1	
22,000 - 23,999	7	1.10	R) L		y let is		res rive	44		
20,000 - 21,999	8				a transport					
19,000 - 19,999	9		1.0	- 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	E STATE	e the let the	to the said			
18,000 - 18,999	10		1	-	Vo 61110	all almy				
17,000 - 17,999	. 11	P Proper			a-regulie		1			
16,000 - 16,999	12	le de la company	1		4111	Table And S	2			
15,000 - 15,999	13						1		3	
14,000 - 14,999	14	whi.		es visione ju		Million year	S Elma		1	
13,000 - 13,999	15		25 Te	Loren	To Nation	-1		2	2	
12,000 - 12,999	16	own these			i bert san s	1	a Laterings and	5	2	
11,000 - 11,999	17	La Tagan et	10.7		parto si	el (Lewis) Salvagens		15	1	
10,000 - 10,999	18	Hely colored	6797		. (18 T A.)	12 10 10 10	NT IN THE	4		
9,000 - 9,999	19	30 S 2 S								
8,000 - 8,999	20	Stronger :	L but	v. gribal	E Salt					
7,000 - 7,999	21	July 19			la tank	3-1				
6,000 - 6,999	22	es apareiro		ACTOR A	Montes o		Lag Me			
5,000 - 5,999	23									
4,000 - 4,999	24									
UNDER \$4,000	25			17:11	·// 184		1			
TOTAL SALARIED PERSONNEL (Sum of Lines 1-25)	26	2000	1			2	5	26	q	
MEAN SALARIES (Sum of salaries divided by sum of salaried person- nel)	27	\$	\$16,000	\$	\$	\$ 13,000	\$ _{16,100} .			
CONTRIBUTED SERVICES AND SALARIED BY OTHER SOURCES PERSONNEL	28	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	

Orchard Ridge

3	LINE	SALARIES OF ACADEMIC DEANS AND FACULTY (Continued) NUMBERS OF PERSONNEL AND MEAN SALARIES								
SALARY INTERVALS		INST	RUCTORS		TURERS UNDESIGNATED RANK					
	NO.	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				1.0	12.07	(12)			
35,000 - 39,999	2					The same of	14.			
30,000 - 34,999	3	RETAINS THE		-1		196				
28,000 - 29,999	4		lab men							
26,000 - 27,999	5		7-4-50							
24,000 - 25,999	6			Para School						
2,000 - 23,999	7						Lagran -			
20,000 - 21,999	8		1				Ang Cash			
9,000 - 19,999	9				4	and the sails	Signal Control			
8,000 - 18,999	10					12.00				
7,000 - 17,999	11			to the						
6,000 - 16,999	12						No.			
5,000 - 15,999	13	Black		Paul Inc.						
4,000 - 14,999	14			Calebrania						
3,000 - 13,999	15		3							
2,000 - 12,999	16		1	And the state of			N. P.			
1,000 - 11,999	17	3	6							
0,000 - 10,999	18	11	1		Con Williams	Allen 1				
9,000 - 9,999	19	12								
8,000 - 8,999	20	12								
7,000 - 7,999	21		V 34				1,000			
6,000 - 6,999	22				100, 4016					
5,000 - 5,999	23		A Total			11 - 35-				
4,000 - 4,999	24	New York		9		3				
NDER \$4,000	25				- 1.0 - 1.5 - 31 - 1.0 - 321 /-					
OTAL SALARIED PERSONNEL Sum of lines 1-25)	26	38	11							
EAN SALARIES (Sum of salaries (vided by sum of salaried personnel)	27	\$ 9,632.	\$ 12,045.	s	\$	s	\$			
ONTRIBUTED SERVICES AND ALARIED BY OTHER SOURCES ERSONNEL	28	-0-	-0-	-0-	-0-	-0-	-0-			

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Schedule V

Name of	Institution_	Vakland	Community Co
24.6		Orchard	Ridge

Date	 0.1707		

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.)

		HIGHEST EDUCATIONAL LEVEL OF FACULTY												
RANK OF FULL-TIME FACULTY, FALL (1)		OR I	HELOR'S GREES LOWER HSTR. B1)	FIRST PRO	DECTED DEESSIONAL GREES HSTR. B2)	DEG	TER'S REES STR. B3)	DEC	ALIST'S GREE STR. B4)	DEG	TOR'S REES STR. B5)			
- Street Company	10	MEN (2)	WOMEN (3)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN (8)	WOMEN (9)	MEN (10)	WOMEN (11)			
ACADEMIC DEAN	1_					1								
PROFESSOR	2										THE P			
ASSOCIATE PROFESSOR	3 .					5	1		la Eli	1				
ASSISTANT PROFESSOR	4	1				23	9			1	1			
INSTRUCTOR	5	2	3			29	15							
IUNIOR STAFF	6										-			
OTHER FACULTY	7													
TOTAL	8	3	- 3			58	25			2	1			

A. Rank

INSTRUCTIONS AND DEFINITIONS

- 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.
- 3. Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- 4. 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 then 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.
- 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.), 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.

Page 55 USOE 2300-3 Schedule VI Name of Institution ORCHARD RIDGE CAMPUS

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)

				HIGHEST EDUCATIONAL LEVEL OF FACULTY							
		RENTENTION AND REPLACEMENT OF FULL-TIME FACULTY (1)	11	BACHELOR'S DEGREES OR LOWER (SEE INSTR. B1) (2)	SELECTED FIRST PROFESSIONAL DEGREES (SEE INSTR. B2) (3)	DEGREES	SPECIALIST DEGREES (SEE INSTR. B4) (5)	DOCTOR'S DEGREES (SEE INSTR. B5			
1.		TO THE INSTITUTION (NOT HERE PREVIOUS FALL FROM STUDENT STATUS THIS YEAR SINCE FALL	1	Beca	use the hi	ring of fac	ulty is				
	Ь.	EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	2	chan	nelled th	rough Centr	al Office,				
	c.	FROM OTHER STATUS	3	page	55 of the	Central Of	fice Report				
2.	WITH	THIS INSTITUTION AT LEAST SINCE PREVIOUS FALL	4	prov	ides this	information					
3. BU		OYED FULL-TIME PREVIOUS FALL AT THIS INSTITUTION, EMPLOYED FULL-TIME THIS YEAR AT THIS INSTITUTION									
	a.	RETIRED OR DIED	5								
	Ь.	EMPLOYED AT ANOTHER INSTITUTION OF HIGHER EDUCATION	6								
	c.	OTHER	7	James Williams		1000					

A. Retention and Replacement

INSTRUCTIONS AND DEFINITIONS

- 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.)

					HIGHEST EDUCATIONAL LEVEL OF FACULTY							
RANK OF PART-TIME FACULTY, FALL		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)	
ACADEMIC DEAN	1											
PROFESSOR	2		1 11	11 1 1 2		200		777		7.70		
ASSOCIATE PROFESSOR	3						Service 1	andr Sylv			(T) 188	
ASSISTANT PROFESSOR	4					1	1			1	a.	
INSTRUCTOR	5					1	2	10.10	1 38	A COPPLE		
JUNIOR STAFF	6											
OTHER FACULTY	7					781						
TOTAL	8					2	3		r r	1		

A. Rank

INSTRUCTIONS AND DEFINITIONS

- 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.
- 3. Junior staff are teaching fellows, teaching assistants, research assistant, junior instructors, or other persons below the rank of instructor.
- 4. 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.
- 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.), 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 Muster'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.

THE INFORMATION REQUESTED ON PAGES 57 THROUGH 75 INCLUSIVE DO NOT PERTAIN TO THE COMMUNITY COLLEGE.

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Name of Institution		 The same		_
Date	Colored .		,	

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 <u>first-professional</u> 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 <u>below</u> 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.)

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Schedule I

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.)

YE

NO

		X IF			NUMBER OF FIRST-PROFESSION DEGREES CONFERRED		
NO.	NO.	1ST TIME (2)	MAJOR FIELD OF STUDY (3)	MEN (4)	WOMEN (5)		
1	1400		ARCHITECTURE	1300			
2	4401		CHIROPODY OR PODIATRY (D.S.C. or Pod. D.)	10			
3	4407		DENTISTRY (D.D.S. or D.M.D.)	ope Francisco			
4	4416		MEDICINE (M.D.)				
5	4425		OPTOMETRY (O.D.)	VIII NE			
6	4428		OSTEOPATHY (D.O.)	Trest -			
7	4431		PHARMACY				
8	4443	EN.	VETERINARY MEDICINE (D.V.M.)	1971			
9	5000		LAW (LL.B. or J.D.)	any Mh			
10	7404	- 17	THEOLOGY (B.D., Rabbi, or other first-professional degree. Report all other Theology in Item 7407)	Control of			
11	9799		OTHER (Specify)				
12	9799						
13	9700		TOTALS	7			

Name of Institution	-

	-										
LINE	ITEM	X IF	MAJOR FIELD OF STUDY	BACHELOR'S DEGREES (Requiring 4-5 Yrs.)		MASTER'S DEGREES		SPECIALIST'S DEGREES		DOCTOR'S DEGREES (Ph.D., Ed.D., etc.	
NO.	NO.	TIME (2)	(1)	MEN (4)	WOMEN (5)	MEN (6)	WOMEN (7)	MEN	WOMEN.	MEN (8)	WOMEN
			BROAD GENERAL CURRICULUMS AND MISCELLANEOUS FIELDS (Con	ntinued)	E 12.5					107	1 127
268	8313		INTER-AREA STUDIES (Specify subject areas)			N.					
269	8313					TE.					
270	8313			138					-		
271	8313	To h	all and any one of the land				- T		17.4-1		
	8314		FIELDS OF STUDY NOT LISTED ABOVE (Specify)							38	
272	8314										
273	8314						144				
274	8314										
275	8314				- 3 %	TV.	3				
276	8314										
277	8399		FIELD OF STUDY NOT IDENTIFIED (Use only when no information on the field of study or the subject area)		23.4		tap Ive				
278	8399										
279	8399										
280	8 399		and the state of t	1	1						
281	8399										
282	8399					1.7					
283	8399										
284	9800		GRAND TOTAL, ALL DEGREES (From July 1, 1967 to June 30, 1968)								
	9900	NUMBE	R INCLUDED IN ITEM 9800 ABOVE WHICH PREPARED RECIPIENT FOR	TEACHER	CERTIFICA	TION AT	THE-				
285	9901		ELEMENTARY LEVEL				- Null				
286	9902		SECONDARY LEVEL							1,	
287	9903		BOTH ELEMENTARY ANDSECONDARY LEVELS						3.45		

ORCHARD RIDGE CAMPUS

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 (them 2619) and in Section 1 (them 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 <u>immediate</u> employment in a <u>specific</u> 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 <u>any</u> 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 <u>formal</u> 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 <u>not</u> 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 <u>is</u> 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.

OAKLAND COMMUNITY COLLEGE

ORCHARD RIDGE CAMPUS

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.)

NO.	NO.	TYPE OF ASSOCIATE DEGREE (2)	MEN (3)			MEN (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	33	2		10
ECTI		RGANIZED OCCUPATIONAL CURRICULUMS <u>BELOW</u> THE TECHNICAL OR EMIPROFESSIONAL LEVEL	11.			The state of
		CURRICULUMS		S OF 2 OR MORE	The Control of the Co	OF AT LEAST
			MEN	WOMEN	MEN	WOMEN
292	2700	SCIENCE- OR ENGINEERING-RELATED	(3)	(4)	(5)	(6)
293	9200	NONSCIENCE- AND NONENGINEERING-RELATED				
294	0092	TOTALS FOR SECTION 2			7	
ECTI	ON 3. SC	CIENCE- OR ENGINEERING-RELATED ORGANIZED OCCUPATIONAL URRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL	18	ZEL LIN		
295	2606	ENGINEERING-RELATED CURRICULUMS AERON AUTICAL TECHNOLOGY				
296	2610	ARCHITECTURAL OR BUILDING TECHNOLOGY				14
297	2619	CHEMICAL TECHNOLOGY		10-28-2		
298	2630	CIVIL TECHNOLOGY				
299	2636	ELECTRICAL OR ELECTRONICS TECHNOLOGY				
300	2658	INDUSTRIAL TECHNOLOGY				
301	2662	INSTRUMENTATION TECHNOLOGY		- 1		
302	2668	MECHANICAL TECHNOLOGY	lus a			
303	2675	METALLURGICAL TECHNOLOGY				
304	2677	NUCLEAR TECHNOLOGY				
305	2698	OTHER ENGINEERING-RELATED CURRICULUMS (Specify)				
306	2698					
307	2698		5		2 1	
308	2698					
309	1034	SCIENCE-RELATED CURRICULUMS AGRICULTURE				
		FORESTRY				133 N

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

SECTION 3. (Continued)

INE	ITEM			S OF 2 OR MORE		OF AT LEAST
NO.	NO.	CURRICULUMS (2)	MEN (3)	WOMEN	MEN (5)	WOMEN
		SCIENCE-RELATED CURRICULUMS - (Continued)		-		
11	49 20	OTHER SCIENCE-RELATED CURRICULUMS (Specify)		1		
12	4920					
13	49 20					
14	4920		+	14 - 44	To be one app	
315	4402	HEALTH SERVICE CURRICULUMS DENTAL ASSIST ANT	ı			H.
316	4403	DENTAL HYGIENE				
317	4405	DENTAL LABORATORY ASSISTANT				
118	4414	MEDICAL OR BIOLOGICAL LABORATORY TECHNICIAN			1	
319	4439	MEDICAL X-RAY TECHNICIAN			.)	
320	4417	NURSING, PRACTICAL	wastrass I			and the
321	4418	NURSING, ASSOCIATE DEGREE OR DIPLOMA PROGRAM			- 9.7.8.+T	54
322	4424	OCCUPATIONAL THERAPY ASSISTANT	A plates			
323	4450	SURGICAL TECHNICIAN	2.27	N I I I		
	4498	OTHER HEALTH SERVICE CURRICULUMS (Specify)			,	
324	4498	Medical Secretarial		1		1
325	4498			100-1		
326	4 498				4.2.39	an China
		OTHER			157.4	
327	2190	SCIENTIFIC DATA PROCESSING (Include computer and EAM processing. Exclude key punch; report in Item 9 200, Exclude husiness data processing; report in Item 2005.)			1	
328	0093	TOTALS FOR SECTION 3		1		1
стіо	H 4. NO	NSCIENCE- AND NONENGINE ERING-RELATED ORGANIZED OCCUPATIONAL RRICULUMS AT THE TECHNICAL OR SEMIPROFESSIONAL LEVEL	-2			
129	2054	BUSINESS- AND COMMERCE-RELATED CURRICULUMS GENERAL BUSINESS, BUSINESS ADMINISTRATION				
330	2060	ACCOUNTING				
131	2065	BUSINESS DATA PROCESSING		1		
332	2070	MARKETING, DISTRIBUTIVE EDUCATION				Printer and
333	2080	SECRETARIAL STUDIES		4		

ORCHARD RIDGE CAMPUS

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

SECTION 4. (Continued)

LINE	ITEM		BUT LESS TE	OF 2 OR MORE	BUT LESS THAN 2 YEARS		
NO.	NO.	CURRICULUMS	MEN	WOMEN	MEN	WOMEN	
	(1)	(2)	(3)	(4)	(5)	(6)	
		BUSINESS- AND COMMERCE-RELATED CURRICULUMS (Continued)			The second	The state of the s	
	2095	OTHER BUSINESS- OR COMMERCE-RELATED CURRICULUMS (Specify)					
334	2095						
335	2095		- FELLET				
336	7490	OTHER BIBLE STUDY, RELIGIOUS WORK			1.50.9		
337	2360	EDUCATION (2-year teacher training or teacher aides)					
338	3294	FINE, APPLIED, OR GRAPHIC ARTS	7	1			
339	4780	HOME ECONOMICS		No.			
340	5310	LIBRARY Technical Assisting		3			
341	7742	POLICE TECHNOLOGY, LAW ENFORCEMENT	34-17		1000		
	8 350	OTHER NONSCIENCE- AND NONENGINEERING-RELATED (Specify)					
342	8350	Food Service Management	3				
343	8350						
344	8350					1	
345	0094	TOTALS FOR SECTION 4	10	9			

ORCHARD RIDGE CAMPUS

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

- 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.
- 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.
- NEFD 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.
- All torms of microtext (including microfilm) are to be excluded from Lines 14, 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
- 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

- In order to provide current data, expenditure items are being requested tures for the institutional fiscal year.
- 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.
- 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.
- 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.
- For reporting purposes, PROFESSIONAL LIBRARIANS (Lines 1, 2, and 3) are defined as staff doing work that requires training and skill in the theoretical of 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.
- 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).
- NONPROFESSIONAL STAF! are persons in receiving, shipping, storing, secretarial duties, etc. (Line 5).
- 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.
- 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.
- For staff reported on each line of the table, compute the mean salary (Column (=) amming 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		
		- W(4)

PART I - LIBRARY COLLECTION A	PART II - LIBRARY OPERATING EXPENDITURES ACTUAL AND BUDGETED				
TRANSACTIONS		ACTUAL	BUDGETED		
1. NUMBER OF VOLUMES HELD AT END OF PREVIOUS YEAR	24,771	1. TOTAL SALARIES, BEFORE DEDUC- TIONS, OF REGULAR LIBRARY STAFF	s _{140,000} .	s 138,314.	
2. NUMBER OF VOLUMES ADDED DURING YEAR (Without subtraction of volumes	0.050	2. SALARY EQUIVALENTS OF CONTRIBUTED-SERVICE STAFF	s 0	s 0	
uithdrawn) 3. NUMBER OF VOLUMES WITHDRAWN DURING YEAR	2,359	3. TOTAL WAGES PAID TO STUDENTS AND OTHER HOURLY ASSISTANTS, BEFORE DEDUCTIONS	s 12,385.	10,000.	
4. TOTAL NUMBER OF VOLUMES HELD AT END OF YEAR (Sum of Lines 1 and 2,		4. EXPENDITURES FOR BOOKS AND OTHER LIBRARY MATERIALS	s 20,846.	\$ 20,846	
minus 3) 5. NUMBER OF REELS OF MICROFILM HELD AT	27,130	5. EXPENDITURES FOR BINDING AND REBINDING	900.	s 600.	
6. NUMBER OF PHYSICAL UNITS OF OTHER FORMS OF MICROTEXT (e.g., number of microcards, microprints, or microfiche cards) HELD AT END	1,806	6. OTHER OPERATING EXPENDITURES (INCLUDING replacement of equipment and furnishings but EXCLUDING all capital outlay) 7. GRAND TOTAL	38,150.	38,150.	
OF YEAR (Estimate if necessary) 7. NUMBER OF PERIODICAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	600	(Sum of Lines 1 through 6) ESTIMATED COST OF ITEMS WHICH, THO CHARGED TO YOUR LIBRARY ACCOUNTS	S, CONSTI-	207,910.	
8. NUMBER OF OTHER (nonperiodical) SERIAL TITLES, EXCLUDING DUPLICATES, BEING RECEIVED AT END OF YEAR	100	B. BINDING	s 0	0	
NTERLIBRARY TRANSACTIONS. (Exclude requests no till pending and transactions between library units of you		9. AUTOMATION SERVICES	s 500.	0	
9. NUMBER OF ITEMS BORROWED (Including nonreturnable items received)	150	10. OTHER (Specify)	\$ 0	0	
NUMBER OF ITEMS LENT BY YOUR LIBRARY:	100	STUDENT AND OTHER HOURLY ASSISTAN	NCE		
O. NONRETURNABLE ITEMS SUPPLIED	15	11. ANNUAL TOTAL NUMBER OF HOURS OF STUDENT ASSISTANCE	8,679		
1. RETURNABLE ITEMS SUPPLIED	85	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	CLASSIF	ICATION	%OF TOTAL	% OF CURRENT
2-3-11	D.C.	L.C.	COLLECTION	ACQUISITION
1	2	GH 3 4 1	4	5
0 HUMANITIES AND GENERAL WORKS	000,100,200, 400,700,800	A, B, M, N, P, Z,	28.1	
1 SOCIAL SCIENCES	300,900	C, D, E, F, G, H, J, K*, L	27.8	269
2 PHYSICAL SCIENCES, INCLUDING MATHMATICS	500 - 559	Q - QE	3.6	
3 BIOMEDICAL SCIENCES	560 - 599 610 - 619	QH - QR R, S	5.4	
4 TECHNOLOGY (ENGINEERING)	600 - 609 620 - 699	T, U, V	2.4	10 to
5 UNCLASSIFIED MATERIALS (INCLUDING UNCLASSIFIED BOUND PERIODICALS)			32.4	The second

*i.e., LAW (pending)

NUMBER OF TITLES, EXCLUSIVE OF TOTAL NUMBER OF VOLUMES (WHICH INCLUDES DUPLICATES) ______ 25,000

(It none recruited this term, enter an "X" in Item C.)

	NCA Data Fo	orm G - Part III	- General Ir	stitutional Date	post le	
EXPENDITURES OF YOUR INSTITUTION TIONAL AND GENERAL PURPOSES, INCL FOR ORGANIZED RESEARCH FOR THE INFISCAL YEAR (Please coordinate with your business officer)	UDING FUNDS		RCH, AND ORGA	NIZED RESEARCH	RESIDENT INSTRU , FALL TERM (Pla	
1. ACTUAL EXPENDITURES FOR LATEST FISCAL YEAR FISCAL Y	RNEXT	3. FULL-TIME		4. PART-TIME	5. FTE	OF PART-TIME
5 5						
PART	IV - LIBRARY	STAFF COUNT	AND SALARIE	S, FALL TERM	A STATE OF THE STA	
	SEC	TION A - TOTAL	LIBRARY ST	AFF		
		NUMBER	OF STAFF	FTE OF	FTEOF	FTE CONTRIBUTED-
TYPE OF POSITION (See Page 4 for definitions)		FULL-TIME	PART-TIME	PART-TIME STAFF	(Col. (b) Plus Col. (d))	SERVICE STAFF INCLUDED IN COLUMN (e)
(a)		(b)	(c)	(d)	(e)	(f)
1. ASSOCIATE AND ASSISTANT LIBRAR	IANS	1				0
2. HEADS OF MAJOR LIBRARY UNITS		1			A STATE	0
3. OTHER PROFESSIONAL LIBRARIANS		1	J. John		nati a visina i	0
4. PROFESSIONAL STAFF OTHER THAN	LIBRARIANS	1				0
5. NONPROFESSIONAL STAFF		11	17.60			0
6. TOTAL STAFF (Sum of Lines 1 through	5)	15				0
	SECTION	B - SAL ARIES	OF FULL-TIME	STAFF		
7. SALARY OR SALARY EQUIVALENT O DIRECTOR OF LIBRARIES (Chief Librarian) \$ 16,100	1-1-1	APPROPRIATE BO		TRACT STATUS O	F DIRECTOR OF L	IBRARIES TRIBUTED SERVICE
9. IF THE SALARY OF THE CHIEF LIBS	ARIAN IS TO B	E KEPT CONFIDE	NTIAL	→		

ORCHARD RIDGE CAMPLS

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

		TOTAL FULL-TIME	NUMBER OF FULL-TIME STAFF EMPLOYED AT LEAST 9 MONTHS, BY SALARY BRACKET						
TYPE OF POSITION	MEAN SALARY*	STAFF (Sum of cols. (d)-(p)) (c)	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	M. F.					
11. ASSOCIATE & ASSISTANT LIBRARIANS	1				The part of				
12. HEADS OF MAJOR LIBRARY UNITS	2 - 10 / L			5-61a					
13. OTHER PROFESSIONAL LIBRARIANS			4						
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS			-1_						
15. NONPROFESSIONAL STAFF						ð.			
	B. STAFF E	MPLOYED 11-1:	2 MONTHS				-la bes	2 1 3	
16. ASSOCIATE & ASSISTANT LIBRARIANS	15,680.	1			44	#2 a	1		1
17. HEADS OF MAJOR LIBRARY UNITS	16,200.	1							1
18. OTHER PROFESSIONAL LIBRARIANS	13,565.	1					w		1
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS	15,680.	1			***				1
20. NONPROFESSIONAL STAFF	6,125.	11			7	1	2	1	
С. С	CONTRIBUTED-SERVICE	STAFF (Equate	e 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							799		
25. NONPROFESSIONAL STAFF									

ORCHARD RIDGE CAMPUS

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

TYPE OF POSITION (a) 11. ASSOCIATE & ASSISTANT LIBRARIANS		TOTAL FULL-TIME		NUMBER OF FULL-TIME STAFF EMPLOYED T LEAST 9 MONTHS, BY SALARY BRACKET					
POSITION	MEAN SALARY*	STAFF (Sum of cols. (d)-(p)) (c)	to	\$12,000 to \$13,999 (/)	\$14,000 to \$15,999 (m)	\$16,000 to \$17,999 (n)	to	\$20,000 or MORE (p)	
	A. STAFF EMPLOYED	9-10 MONTHS	5		19				
11. ASSOCIATE & ASSISTANT LIBRARIANS									
12. HEADS OF MAJOR LIBRARY UNITS									
13. OTHER PROFESSIONAL LIBRARIANS				Line.					
14. PROFESSIONAL STAFF OTHER THAN LIBRARIANS		767							
15. NONPROFESSIONAL STAFF									
	B. STAFF EMPLOYED	11-12 MONTH	is	1					
16. ASSOCIATE & ASSISTANT LIBRARIANS		1							
17. HEADS OF MAJOR LIBRARY UNITS									
18. OTHER PROFESSIONAL LIBRARIANS									
19. PROFESSIONAL STAFF OTHER THAN LIBRARIANS				2				m A.C.	
20. NONPROFESSIONAL STAFF									
C. CONTRIBU	TED-SERVICE STAFF (Equate all to 1	1-12 month	rate)				9.16	
21. ASSOCIATE & ASSISTANT LIBRARIANS					Certif				
22. HEADS OF MAJOR LIBRARY UNITS		25.4							
23. OTHER PROFESSIONAL LIBRARIANS									
24. PROFESSIONAL STAFF OTHER THAN LIBRARIANS									
25. NONPROFESSIONAL STAFF									

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USOE 2300-4
Schedules I, IV and V

Name of Institution.	OAKLAND	COMMUN	ITY	COLLEGE
	ORCHARD	RIDGE	CAM	tus

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-
 - 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) receive 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 (alcorresponding amount should be reported under expanditures). 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 5a 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.

ORCHARD RIDGE

SEE CENTRAL OFFICE

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 o 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 interprises 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 lepartments) 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.

Name of Institution	n	
	Oakland	Community College

Office

NCA DATA FORM H — FINANCIAL STATISTICS OF INSTITUTIONS OF HIGHER EDUCATION Schedule I — Current Funds Revenue By Source

1. Income is reported on cash basis or accrual basis					
2. Expenditures are reported on cash basis or accrual bas	is 🗍				
(Cash basis: Items are reported as income and as expenditures only when it is paid out. Accrual basis: Income is taken into the account expenditures are taken into the accounts when obligations are income.	y when cash nts as it bec	is received omes due	d or made ave	ailable to the n or when a b	institution and ill is rendered
			AMOUNT (Whole Dollars	Only) (B)
SOURCE (A)	ADP USE		THREE PRIOR	YEARS	CURREN
		19	19	19	YEAR 19
EDUCATION AND GENERAL (Sum of Lines 1,2,3,4,5,6,7,8,9,10 and 11)	1	\$	\$	\$	\$
. STUDENT TUITION AND FEES	2				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		44.18		T. D. T.	
. GOVERNMENTAL APPROPRIATIONS (Sum of Lines 2,4 thru C)	3	- THE PERSON			
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
A. FEDERAL GOVERNMENT	4			4	
B. STATE GOVERNMENT	5				7
C. LOCAL GOVERNMENT	6				
ENDOWMENT INCOME	7			- 187	
PERCENT OF TOTAL EDUCATIONAL AND GENERAL				- Port	1:11
PRIVATE GIFTS	8				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
SPONSORED RESEARCH (Sum of Lines 5,4 thru E)	9				5 200
A. FEDERALLY FUNDED RESEARCH AND DEVELOPMENT CENTERS	10			A Branch	- 4
B. OTHER FEDERAL GOVERNMENT	11				
C. STATE GOVERNMENT	12				291 2
D. LOCAL GOVERNMENT	13			A Mary Col	
E. NONGOVERNMENTAL	14			- 1 1	
OTHER SEPARATELY BUDGETED RESEARCH	15				
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					
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. NONCOVERNIUTAL					

Orchard Ridge - see Central
Office

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

		AMOUNT (Whole Dollars Only) (B)						
SOURCE (A)	ADP USE	1	THREE PRIOR YEARS 19 19 19	CURRENT				
		19	19	19	19			
8. HOSPITALS-PUBLIC SERVICE ONLY (See Instruction for Line 8)	21	\$	\$	\$	\$			
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		And and a						
9. OTHER ORGANIZED ACTIVITIES OF EDUCATIONAL DEPARTMENTS	22							
PERCENT OF TOTAL EDUCATIONAL AND GENERAL					7.44			
10. SALES AND SERVICES OF EDUCATIONAL DEPARTMENTS	23							
PERCENT OF TOTAL EDUCATIONAL AND GENERAL								
11. OTHER EDUCATIONAL AND GENERAL	24		1					
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	A legit to the						
5. ENDOWMENT INCOME	30							
6. OTHER	31	Samuel Control						
C. AUXILIARY ENTERPRISES (Sum of Lines 1, 2 and 3)	32							
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		iso to agree	or one					
1. HOUSING	33		1	1				
2. FOOD SERVICES	34							
3. OTHER AUXILIARY ENTERPRISES	35				and the second			
D. TOTAL CURRENT-FUNDS REVENUE (Sum of Items A, B and C)	36	\$	\$	\$	\$			

Orchard Ridge - see Central Office

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

		AMOUNT (Whole Dollars Only)					
FUNCTION (Purpose) (A)	ADP USE	19	THREE PRIOR	YEARS	CURRENT		
		19	19	. 19	19		
. TOTAL EDUCATIONAL AND GENERAL (Sum of Lines A thru I)	37	\$	\$	s	\$		
A. INSTRUCTION AND DEPARTMENTAL RESEARCH	38						
PERCENT OF TOTAL EDUCATIONAL AND GENERAL							
B. EXTENSION AND PUBLIC SERVICE	39						
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		Toler .					
C. LIBRARIES	40						
PERCENT OF TOTAL EDUCATIONAL AND GENERAL							
D. PHYSICAL PLANT MAINTENANCE AND OPERATION	41			g			
PERCENT OF TOTAL EDUCATIONAL AND GENERAL							
E. GENERAL ADMINISTRATION, GENERAL INSTITUTIONAL EXPENSE, AND STUDENT SERVICES	42						
PERCENT OF TOTAL EDUCATIONAL AND GENERAL		S. A. d.		No Maria			
F. ORGANIZED ACTIVITIES RELATING TO EDUCATIONAL DEPARTMENTS	43						
PERCENT OF TOTAL EDUCATIONAL AND GENERAL				C Tribuggioch	Ur se		
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		Jan Marie					
. TOTAL STUDENT AID	47		-6				
. TOTAL AUXILIARY ENTERPRISES (Sum of Lines J thru L)	48						
J. HOUSING	49						
K. FOOD SERVICES	50		Flat.				
L. OTHER AUXILIARY ENTERPRISES	51						
. CURRENT FUNDS EXPENDED FOR PHYSICAL PLANT ASSETS NOT INCLUDED ABOVE	52						
. TOTAL CURRENT FUNDS EXPENDITURES (Sum of Lines 1, 2, 3, 4)	53	\$	\$	\$	s		

Orchard Ridge - see Central Office

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

BALANCE AND TRANSACTION		TYPE OF ASSET						
BALANCE AND TRANSACTION (1)	ADP USE	LAND (2)	IMPROVE- MENTS (3)	BUILDINGS (4)	EQUIPMENT (5)	TOTAL (6)		
BOOK VALUE OF PLANT FIXED ASSETS AT BEGINNING OF FISCAL YEAR	54	\$	s	s	s	\$		
. 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							
. DEDUCTION FROM PLANT FIXED ASSETS DURING THE YEAR	60							
BOOK VALUE OF PLANT FIXED ASSETS AT ENDING OF FISCAL YEAR	61	(-)		·				

San	12	7	AFF	7 -
	1 1 1 1 1 1	17.71	4 1 1 1	1 4 7 4 3

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.)

			W CONFERENCE
Fiscal Year	Total Amou to Outsid	Plan for Liquidating Debt	
	For Capital Outlay	For Operations	For Operations
19			
19			
19			
19			
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

- 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. FXCEPTIONS AND EXCLUSIONS are listed below:
- 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.)
- 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.)

See Community Services / Central Office

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

- 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.
- 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.
- 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.
- 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.
- CORRESPONDENCE COURSE. A course of instruction involving a continuing exchange between instructor and student and conducted primarily by written communication.
- 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.
- 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.

CONSULATION 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 1 and they should also be reported separately in Parts IV and VI, respectively.

5. IF YOUR INSTITUTION CO PLETE ITEMS 1 THROUGH	NDUCTED NO ADULT 4 ONLY. OTHERWISE	EDUCATION ACTIVE, COMPLETE ALL A	a that's y although		marina de la presenta de la composición dela composición de la composición de la composición de la composición dela composición dela composición dela composición de la composición de la composición dela composición de la composición dela
NO ACTIVITIES	IN SCOPE OF THIS SU	IRVEY	Porton St. Autono Intelligi	Spire of protein a series of	Analysis (Corp.
	ADULT EC	OUCATION ACTIVITIE	S IN THE PREVIOUS ACADEMIC	EAR .	A STATE OF THE STA
this type of activity. For e community development and	ach activity with ove community service p type of activity and a	er 200 registrants, porograms with 3 or mare included in this	nns (b) and (c), enter the estim lease report details in Part III. nore hours of planned instruction tabulation. Details are reporter.	This tabulation inc n. Professional refr	ludes activities of esher courses also
	ESTIMATED R	EGISTRATIONS	Control of the second	ESTIMATED R	EGISTRATIONS
TYPE OF ACTIVITY	DEGREE-CREDIT OPTIONAL ACTIVITIES	NONCREDIT ACTIVITIES	TYPE OF ACTIVITY	DEGREE-CREDIT OPTIONAL ACTIVITIES	NONCREDIT ACTIVITIES
(a)	(6)	(c)	(a)	(6)	(e)
1. CLASSES	the Arthur	2 Apoli I	8. BROADCAST TV	the state of	W. C. S. C. S.
2. SHORT COURSES			9. CLOSED CIRCUIT	and the second	
3. CONFERENCES, INSTI- TUTES, AND/OR	Control of Total	50 July 1	10. BROADCAST RADIO	Mary Assi	10 10 10 10 10 10 10 10 10 10 10 10 10 1
WORKSHOPS 4. LECTURE SERIES	- Carlot Versa	n in this	11. OTHER (Specify)	Marine Della Company	entropid years
5. DISCUSSION GROUPS	THE RESERVE TO SERVE			to the last of the last	rold me
6. CORRESPONDENCE COURSES			12.	Metal Constitution	west of the state
7. CLOSED CIRCUIT TV					A CAMPAGE AND A STATE OF THE ST
PART II - SUMMARY OF L an individual lecture series			ivities in 1967-68 for each item up, etc.	listed below. An ac	tivity is defined as
a selection of the second	or a MPC area and analysis	ITEM			NUMBER OF ACTIVITIES
1. COURSES OF INSTRUCTIO	N WITH 200 OR MORE	TOTAL REGISTRATI	ONS (List in Part III)	The state of the	A CONTRACTOR
2. COMMUNITY DEVELOPMEN	NT PROGRAMS AND CO	OMMUNITY SERVICE	PROGRAMS (List in Part IV)		
3. PROFESSIONAL REFRESH	ED COUPERS // in in	Part VI)			

Cuntral 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,

NAME OF PROGRAM	ESTIMATED REGISTRA- TIONS	SPONSORING ADMINISTRA- TIVE UNIT	TYPE OF ACTIVITY (Use categories listed in Part I.)	SUBJECT OR AREA OF MAJOR PROGRAM INTEREST*
(a)	(b)	(c)	Part 1.) (d)	(e)
		-10-		
2.				
			100	
4.				
				The Charles
5.				
5.				
	197			
7.	1 200			
8.				
	3			
9.				
0.				
			100 - A 1000 C	
1.	-			
2.				

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

Agriculture & forestry Biological sciences Business & commerce Education Engineering Health professions Humanities
Law
Physical sciences & mathemathics

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

See Community Services -Central Office

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).

	TOPICS COVERED (If not	PROGRAM FEDERAL- LY SPON- SORED IN WHOLE OR PART		TYPE OF ACTIVITY (Use categories listed in Part 1.)	ESTIMATED REGISTRATIONS	
NAME OF PROGRAM	fully indicated by name of program)				DEGREE- CREDIT OPTIONAL	NON- CREDIT
(a)	(b)	YES (c)	NO (d)	(e)	ACTIVITIES (f)	TIES (g)
			1			
			-			
		-				-
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No.	The second second	-01				1000

See Community Services /

Central Office

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	RECIPIENT OF SERVICE OFFERED	PURPOSE OF CONSULTATION (Brief description) (c)
1.		Wilder Committee
2		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Central Office

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).

(a) (b) (c) (d) (1.	TOPIC (e)
3. 4. 5. 6. 7.	
4. 5. 6.	
5.	÷
7.	
7.	
8.	
9.	
0.	