

MVCC Acronyms Reference Sheet

ACRONYMS:	DESCRIPTION:
AA	Affirmative Action
AACC	American Association of Community Colleges
AAO	Affirmative Action Office
AC	Assessment Coordinator
ACA	Affordable Care Act
ACCT	Association of Community College Trustees
ACE	American Council on Education
ADA	Americans with Disabilities Act
ADAI	Academic Development and Innovation
ADEA	Age Discrimination and Employment Act of 1967
AIM	Advanced Institute for Manufacturing
ALS	Adult Learner Services
AMVA	Association of Mohawk Valley Administrators (negotiating unit)
AP	Advanced Placement
APA	Adjunct and Part-Time Association
APER	Department for Athletics, Physical Education and Recreation
APR	Academic Program Review
APSC	Academic Policies and Standards Committee
ARTD	Department for Art
ASAP	Advise, Schedule, Accept, and Pay (replaced SOAR 2016)
ASC	Auxiliary Services Corporation
ASTD	American Society for Training and Development
ATD	Achieving the Dream
AVP	Assistant Vice President
AY	Academic year
BCCS	Department for Business, Cybersecurity and Computer Sciences
BELA	School of Business, Education and Liberal Arts
BERT	Behavioral Evaluation Response Team
BOL	Board of Legislators
BOT	Board of Trustees
BU	Bargaining Unit for Collective Bargaining
CBA	collective bargaining agreement
CCED	Center for Corporate and Community Education
CCFSSE	Community College Faculty Survey of Student Engagement
CCSSE	Community College Survey of Student Engagement
CDL	Commercial Driver's License
CEU	Continuing Education Units
CIA	Council for Information Analytics
CIP	Classification of Instructional Programs
CLEP	College Level Examination Program
COBRA	Consolidated Omnibus Budget Reconciliation Act of 1985
COM	Change of major
CRN	Course Reference Number

MVCC Acronyms Reference Sheet

ACRONYMS:	DESCRIPTION:
CSL	Civil Service Law
CSTEP	Collegiate Science Technology Entry Program
CTE	Career and Technical Education
CTEA	Career and Technical Education Act
CWCC	College-Wide Curriculum Committee
CWS	College Work Study
DANTES	Defense Activity for Non-Traditional Education Support
DFAS	Defense Finance and Accounting Services, located in Rome NY
DGV	Diversity and Global View
DOE	Department of Education
DOL	NYS Department of Labor
DSO	Designated School Officer (international students)
EAP	Employee Assistance Program
EDLS	Department for Education and Language Studies
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EMC	Enrollment Management Council
EOC	Educational Opportunity Center
EPA	Environmental Protection Agency
ERISA	Employee Retirement Income Security Act
ERS	Employees Retirement System (NYS)
ESL	English as a Second Language
FAA	Federal Aviation Administration
FAFSA	Free Application for Federal Student Aid
FCCC	Faculty Council of Community Colleges
FERPA	Family Educational Rights and Privacy Act
FLAC	Faculty Load and Compensation
FLSA	Fair Labor Standards Act
FMLA	Family Medical Leave Act
FOIA	Freedom of Information Act
FOIL	Freedom of Information Law
FTE	Full Time Equivalent
GE	General Education
GETA	SUNY-General Education Transcript Addendum
GPS	Goals + Planning = Success, Student Affair specific
HCFA	Health Care Financing Administration
HEGIS	Higher Education General Information Survey
HEOA	Higher Education Opportunity Act
HIPPA	Health Insurance Portability and Accountability Act of 1996
HLTP	Department for Health Professions
HUEN	Department for Humanities
I-9	I-9 Form
ICCD	Institute for Community College Development

MVCC Acronyms Reference Sheet

ACRONYMS:	DESCRIPTION:
IEC	Institutional Effectiveness Council
IPEDS	Integrated Postsecondary Education Data System
IR	Institutional Research
IRB	Institutional Review Board (See: RRT)
IRS	Internal Revenue Service
IT	Information Technology
ITA	Individual Training Agreement
KSA	Knowledge, Skills, or Abilities
LENS	License Event Notification System
LGBTQ	Lesbian, Gay, Bisexual, Transgender and Queer
M#	Unique identification number; User ID
MCAT	Mobile Crisis Assessment Team
MEP	Manufacturing Extension Partnership
MMR	Measles Mumps Rubella
MNSC	Department for Mathematics and Natural Sciences
MOU	Memorandum of Understanding
MSCHE	Middle States Commission on Higher Education
MSDS	Material Safety Data Sheet
NACEP	National Alliance of Concurrent Enrollment Partnerships
NCCBP	National Community College Benchmark Project
NEO	New Employee Orientation
NFI	New Faculty Institute
NRA	Nonresident Alien
NU	Negotiating Unit
NYCCT	New York Community College Trustees
NYCRR	NY Codes Rules and Regulations
NYSED	NYS Education Department
NYSUT	New York State United Teachers
OAR	Office of Accessibility Resources
OFCCP	Office of Federal Contract Compliance Programs
OIA	Office of Institutional Advancement
ORP	Optional Retirement Program
OSHA	Occupational Safety and Health Administration
PA	Professional Association (negotiating unit)
PDSO	Primary Designated School Officer (international students)
PERB	Public Employment Relations Board
PESHA	Public Employees Safety And Health Act (the public employee OSHA).
PGP	Pathways to Graduation Project (Title III)
PIR	Performance Indicator Reports
POS	Plan of Study
PRR	Periodic Review Report
PSAT	Department for Physical Sciences, Engineering and Applied Technologies
PSEP	Institute for Emergency Preparedness and Public Service

MVCC Acronyms Reference Sheet

ACRONYMS:	DESCRIPTION:
RA	Resident Alien
RA	Resident Assistant
RD	Resident Director
RIF	Reduction In Force
RO	Responsible Officer (international students)
RRT	Research Review Team
SAM	Student Achievement Measure
SC	Student Congress
SCS	Student Class Survey
SDR	Student Development Record
SHRM	Society for Human Resource Management
SHSS	School of STEM, Health and Social Science
SICAS	SUNY Student Information and Campus Administrative System
SIRIS	SUNY Institutional Research Information System
SIRS	Student Information Registration System
SLO	Student Learning Outcome
SMSA	Standard Metropolitan Statistical Area
SOAR	Student Orientation Advising and Registration
SOC	Standard Occupational Classification
SOS	SUNY Student Opinion Survey
SPC	Strategic Planning Council
SRA	Supplemental Retirement Annuity
SS	Social Security
SSC	Student Service Center
SSCAC	Student Service Center Advisory Council
SSN	Social Security Number
SSPS	Department for Social Sciences and Public Service
STAR	Student Testing Advisement Registration
STEP	Science Technology Entry Program
SUNY	State University of New York
TAA	Trade Adjustment Assistance
TAACCCT	Trade Adjustment and Assistance Community College Career Training grant
TACS	Technical Assistance for Community Services
TAP	Tuition Assistance Program (NY)
TASC	Test Assessing Secondary Completion
TDA	Tax Deferred Annuity
TIAA	Teachers Insurance and Annuity Association (TIAA)
TIAA-CREF	former name of TIAA. Teachers Insurance and Annuity Association (TIAA) and College Retirement Equities Fund (CREF)
TRS	Teachers' Retirement System (TRS)
UPSEU	United Public Service Employees Union (negotiating unit)
VFA	Voluntary Framework of Accountability
VPAS	Vice President for Administrative Services
VPLAA	Vice President for Learning and Academic Affairs

MVCC Acronyms Reference Sheet

ACRONYMS:	DESCRIPTION:
VPSA	Vice President for Student Affairs
WC	Workers' Compensation
WCB	Workers' Compensation Board
WIOA	Workforce Innovation and Opportunity Act

GLOSSARY:	DESCRIPTION:
ADA	Americans with Disabilities Act Requires employers to provide reasonable accommodations for employees with disabilities
ADEA	Age Discrimination and Employment Act of 1967 Legislation that prohibits age discrimination in employment.
Adjunct Faculty	Visiting or part-time instructors
Associate's Degree	The degree received after completing a two-year program
A-Term	The first half of a fall or spring semester
Bachelor's Degree	The degree received after completing a four-year program
Billing Hours	Refers to the number of hours that you are billed for to calculate tuition/fee charges and is also what MVCC uses to determine full or part-time status (12 or more is considered <i>full-time</i> , below 12 is considered <i>part-time</i>)
Blackboard	The "e-learning" program used in all classroom and online courses at MVCC
B-Term	The second half of a fall or spring semester
Certificate	A credential awarded after completing a one-year program
Closed sections	A section or course that has been filled completely and has no seats left
Commencement	The graduation ceremonies held at the end of a semester
Cooker	Student Affairs Divisional Development team building exercise
Credit Hours	Refers to the number of hours a class meets each week, a typical class meets for 3 hours a week although most science, engineering and art classes meet for a longer time
CRN	Course Reference Number Identifies a particular section of a class, an example being that PY101 with the CRN of 87654 meets on Wednesday nights from 6:00pm to 8:45pm
EEO	Equal Employment Opportunity Backed by legislation and executive orders, this acronym is used to notify the public that we provide equal treatment and opportunity for all job applicants and employees.
EEO6 Class	This code concerns the assignment of occupational activity codes as they have been determined by State University to meet Federal reporting requirements. This code has been assigned in order to enable a more accurate accounting as required for statistical and research data compilation. The numbers represent an Equal Opportunity Commission (Federal) Occupational Activity.
EEOC	Equal Employment Opportunity Commission A federal compliance agency
ERS	Employees Retirement System (NYS) A defined benefit retirement program available to all State employees.
FAFSA	Free Application for Federal Student Aid A form that is used by students applying for federal and other types of financial aid

GLOSSARY:	DESCRIPTION:
FLSA	<p>Fair Labor Standards Act</p> <p>A law that ensures fair treatment of employees and establishes the employment categories exempt and non-exempt. Non-exempt employees must be paid time and one half for hours worked in excess of 40 hours in a defined work week.</p>
FMLA	<p>Family Medical Leave Act</p> <p>Federal law that requires employers to extend medical coverage and guarantee leaves of limited duration</p>
FOIA	<p>Freedom of Information Act</p> <p>Requires agencies to disclose records requested in writing by any person. However, agencies may withhold information pursuant to nine exemptions and three exclusions contained in the statute.</p>
FTE	<p>Full Time Equivalent</p> <p>A budgetary term used for both employees and students that "equates" an employee or student to a fraction of full-time based upon factors such as salary and number of credit hours to be taught for employees, and number of credit hours enrolled in for students. For employees, it is not a workload measure -- only a budgetary measure. A faculty-student ration is often generated via the relationship between faculty FTE, say in a department, and the number of student FTE taking courses in the department.</p>
HCFA	<p>Health Care Financing Administration</p> <p>Federal agency responsible for oversight of social security and medicare.</p>
I-9	<p>I-9 Form</p> <p>An Immigration and Naturalization Services form employers are required to obtain from of every appointee, along with documentation to prove their identity and right to employment.</p>
Interession	<p>A short term between the fall or spring semesters, usually lasting from mid-December</p>
LENS	<p>License Event Notification System</p> <p>A DMV program that facilitates an employer's access to the "public driver's license records" of persons (employees, students, volunteers, etc.) required to drive licensed vehicles in the performance of their duties and responsibilities.</p>
Major	<p>A subject or career field that serves as the focus of study in a degree program</p>
Master's Degree	<p>A degree awarded by a graduate school or department, usually to a person who has completed at least one year of graduate study.</p>
Matriculated	<p>A status given to students who are admitted to a degree or certificate program</p>
MSDS	<p>Material Safety Data Sheet</p>
NRA	<p>Nonresident Alien</p> <p>Individual who is not a U.S. citizen, does not have a green card, and is not a resident alien for tax purposes. NRAs are taxed under an entirely different system.</p>

GLOSSARY:	DESCRIPTION:
NU	Negotiating Unit A unit composed of titles assigned similar duties that has been determined by PERB to have a common enough interest to collectively negotiate its terms and conditions of employment. Also, BU (Bargaining Unit).
OFCCP	Office of Federal Contract Compliance Programs A compliance agency that ensures that organizations receiving federal grants adhere to policies including those relating to affirmative action and equal employment opportunity.
Office Hours	Scheduled times when faculty are in their offices and able to talk with students
Orientation	A integral part of the college experience with activities designed to help new students adjust and familiarize themselves with the college
ORP	Optional Retirement Program Refers to defined contribution retirement programs approved for SUNY in 1964.
OSHA	Occupational Safety and Health Administration A federal agency responsible for ensuring safe work environments. It has a NYS counterpart (PESHA).
PELL Grant	A grant from the federal government to students in financial need
PERB	Public Employment Relations Board A State Agency with responsibility for providing oversight of collective bargaining for State employees including making unit determinations, rendering decisions in disputes, etc.
POS	Plan of Study An outline of courses required for your major that tracks your progress and is used to
Prerequisites	Courses that must be taken prior to enrolling in an advanced course
RA	Resident Alien Individual who is not a U.S. citizen and does not have a green card, but who has passed the substantial presence test for U.S. residency. A resident alien is taxed like a U.S. citizen.
RA	Resident Assistant A student employed to assist in residence halls.
Re-matriculation	The process that re-admits students to a degree or certificate program after a long absence of two or more years from school
RIF	Reduction In Force Reducing the work force through a plan that includes layoffs or retrenchments.
Semester	The length of time a student will be enrolled in one set of classes, most commonly the fall semester from August until December and the spring semester from January until May
SIRS	Student Information Registration System An online account where students can register for classes, see grades, and pay their bill

MVCC Glossary Reference Sheet

GLOSSARY:	DESCRIPTION:
SMSA	Standard Metropolitan Statistical Area The area of employee recruitment against which parity and utilization levels are compared. The SMSA may vary depending upon level of job class, availability of applicants, location of work station, etc.
Syllabus	A course outline of the topics and assignments expected to be covered in a course
TAP Grant	Tuition Assistance Program (NY) A grant from the New York State government to students in financial need
Taylor Law	Enabling legislation for collective bargaining in New York State. (The NYS Public Employees' Fair Employment Act).
Transcript	A record of all courses taken, credits earned, and graded received
Transfer	Acceptance by a new college of the credits earned in a previous college
TRS	Teachers' Retirement System (TRS) A defined benefit retirement program available to SUNY professional service employees.
Tuition	The charge for academic instruction
Waitlist	A formal list on SIRS of students interested in joining a closed section or class
Withdraw	To formally remove yourself from a class (through the Registration's office) or from all classes for a semester (through the Counseling Center)

MVCC Buildings Reference Sheet

BUILDINGS:	DESCRIPTION:
AB	Academic Building (Utica campus)
ACC	Alumni College Center (Utica campus)
IT	Information Technology Building/Theater (Utica campus)
JC	Jorgensen Athletic/Events Center (Utica campus)
PC	Plumley Complex (Rome campus)
PH	Payne Hall (Utica campus)
RA	Rome Academic Building (Rome Campus)
SB	Shop Building (Rome campus)
ADAI	Academic Development and Innovation
ST	Science & Technology Building (Utica campus)