

**FLORIDA
COMMUNITY COLLEGE SYSTEM**

**INTEGRATED DATA BASE
2004-2005**

July 1, 2004

INTEGRATED DATA BASE
Annual Reports Workshop 2004

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FLORIDA
COMMUNITY COLLEGE SYSTEM

SECTION 1

INTEGRATED DATA BASE
DOCUMENTS AND PROCEDURES
2004-2005

July 1, 2004

**FLORIDA COMMUNITY COLLEGE SYSTEM
INTEGRATED DATA BASE**

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INTEGRATED DATA BASE OVERVIEW

A. PURPOSE

The purpose of the Florida Community College System's Integrated Data Base is to provide data at the state level to fulfill state and federal reporting requirements. Also the Integrated Data Base is used to provide information to support budget and management decisions.

1987 Proviso Language required the Division of Public Schools, Community Colleges and Universities to develop consistent system wide relational data bases for student, personnel and facilities data. The Integrated Data Base consists of the Student Data Base (SDB), the Personnel Data Base (PDB) and the Facilities and Capital Outlay Data Base (FCODB).

B. DATA ELEMENTS AND RECORD TYPES

1989-1990 was the first year of production for the Student Data Base. The information collected on the SDB pertains to student demographics, entry-level test, acceleration test, program, completion, course, and financial aid.

1996-1997 was the first year of production for the Personnel Data Base. The information collected on the PDB pertains to personnel demographics, employment activity, instructional activity, course schedule, authorized reassignment, salary, and fringe benefits.

1992-1993 was the first year of production for the Facilities and Capital Outlay Data Base. The information collected on the FCODB pertains to site, facilities and room inventory.

C. DATA SUBMISSIONS AND DUE DATES

To ensure that the data is received in a timely fashion from the colleges at each data submission, the Community College and Technical Center MIS (CCTCMIS) adopted a data submission procedure that consists of a data submission timeline for each year data is collected for each of the data bases. These data submission timelines ensure all data collected by CCTCMIS is collected in the same window of time for each college and meets deadlines established by the Office of the Auditor General.

During each data submission, as specified by the timeline, the CCTCMIS receives a data file from each college. Within a twenty-four hour (24) turn-around-time, CCTCMIS processes the data and generates multiple verification reports, which consist of federal and state reports as well as data analysis reports. The colleges must review each verification report and must send a certification form to CCTCMIS signed by the President or his/her designee reporting that all the data loaded into each data base and the verification reports are accurate to the best of their knowledge.

At the present time, CCTCMIS provides two critical edit reports, one informational edit report, one error summary report and 14 Integrated verification reports between the Personnel, Facilities, and Student Data Bases.

**FLORIDA COMMUNITY COLLEGE SYSTEM
COMMUNITY COLLEGE AND TECHNICAL CENTER MIS**

**DATA SUBMISSION DATES
INTEGRATED DATA BASE**

2004-2005 Reporting Year

I. SUMMER TERM (1E) DATA

August 30, 2004	Submission Period Start Date. Colleges begin submitting Facilities, Personnel and Student Data Base Summer Term Data.
September 20, 2004	Due Date - Colleges must load data by this date.
September 21, 2004	If data has not been loaded, CCTCMIS contacts College Reports Coordinators by letter with a copy to the College President.
September 27, 2004	If data has not been loaded, Florida Community Colleges and Workforce Education contacts the College President by letter with a copy to the Reports Coordinator.
October 4, 2004	End of Submission Period. Summer Term Data is closed out for the year. Certification Forms are due to CCTCMIS no later than this date.
October 5, 2004	If certification forms have not been received, Florida Community Colleges and Workforce Education contacts the College President by letter with a copy to the Reports Coordinator.

**FLORIDA COMMUNITY COLLEGE SYSTEM
COMMUNITY COLLEGE AND TECHNICAL CENTER MIS**

**DATA SUBMISSION DATES
INTEGRATED DATA BASE**

2004-2005 Reporting Year

II. FALL TERM (2E) DATA

January 3, 2005	Optional Submission Period Start Date – CCTCMIS Discretion. Colleges may begin submitting Fall End-of-Term data if CCTCMIS has provided notification to that effect. Applies to Facilities, Personnel and Student Data Bases.
January 10, 2005	Official Submission Period Start Date. Colleges may begin submitting Fall End-of-Term data. Applies to Facilities, Personnel and Student Data Bases.
February 7, 2005	Due Date - Colleges must load data by this date.
February 8, 2005	If data has not been loaded, CCTCMIS contacts College Reports Coordinators by letter with a copy to the College President.
February 14, 2005	If data has not been loaded, Florida Community Colleges and Workforce Education contacts the College President by letter with a copy to the Reports Coordinator.
March 7, 2005	End of Submission Period. Fall Term Data is closed out for the year. Certification Forms are due to CCTCMIS no later than this date.
March 8, 2005	If certification forms have not been received, Florida Community Colleges and Workforce Education contacts the College President by letter with a copy to the Reports Coordinator.

**FLORIDA COMMUNITY COLLEGE SYSTEM
COMMUNITY COLLEGE AND TECHNICAL CENTER MIS**

**DATA SUBMISSION DATES
INTEGRATED DATA BASE**

2004-2005 Reporting Year

III. WINTER / SPRING TERM (3E) DATA

April 18, 2005	Optional Submission Period Start Date – CCTCMIS Discretion. Colleges may begin submitting Winter/Spring End-of-Term data if DCC has provided notification to that effect. Applies to Facilities, Personnel and Student Data Bases.
May 2, 2005	Official Submission Period Start Date. Colleges may begin submitting Winter/Spring End-of-Term data. Applies to Facilities, Personnel and Student Data Bases.
May 23, 2005	Due Date - Colleges must load data by this date.
May 24, 2005	If data has not been loaded, CCTCMIS contacts College Reports Coordinators by letter with a copy to the College President.
May 31, 2005	If data has not been loaded, Florida Community Colleges and Workforce Education contacts the College President by letter with a copy to the Reports Coordinator.
June 27, 2005	End of Submission Period. Winter/Spring Term Data are closed out for the year. Certification Forms are due to CCTCMIS no later than this date.
June 28, 2005	If certification forms have not been received, Florida Community Colleges and Workforce Education contacts the College President by letter with a copy to the Reports Coordinator.

Integrated Data Base Certification Form

**TERM 1E (2004-2005 Winter/Spring End-of-Term)
Integrated Data Base Certification Form**

TERM 1E (2004-2005 Winter/Spring End-of-Term)

Please put an "X" on the appropriate line.

_____ All the reports appear to be accurate to the best of my knowledge.

_____ Other: _____

NOTE: This form must be signed by the College President or his/her designee.

Print Name: _____

Sign Name: _____

Date: _____

Title: _____

College: _____

Telephone: _____

SUNCOM: _____

Please return form no later than October 4, 2004 to:

Community College and Technical Center MIS
Office of Education Information and Accountability
325 West Gaines Street, Suite 1324
Tallahassee, FL 32399-0400
Fax Number: (850) 245-9499 or SC 205-9499

Integrated Data Base Certification Form

TERM 1E (2004-2005 Winter/Spring End-of-Term)

The following reports are generated for every data submission and are available on a one-day turnaround basis. They may be obtained by executing the procedure NWRRJE with the appropriate FNAM parameter:

<u>Report Description</u>	<u>File Name</u>	<u>FNAM</u>
Edit Reports		
Critical Edit	CCxx.IDB.ERRLST.Tttyyyy	ERRLST
Informational Edit	CCxx.IDB.INFOLST.Tttyyyy	INFOLST
Error Summary	CCxx.IDB.ERRSUM.Tttyyyy	ERRSUM
*Room Utilization Reports		
Room use by day and by hour	CCxx.IDB.RMDAYXHR.Tttyyyy	RMDAYXHR
Room use by week	CCxx.IDB.ROOMMATC.Tttyyyy	ROOMMATC
Classroom and Lab use by day and by hour	CCxx.IDB.CNDAYXHR.Tttyyyy	CNDAYXHR
Classroom use by week	CCxx.IDB.RCOLMATC.Tttyyyy	RCOLMATC
FCO Room with no match in PDB	CCxx.IDB.RINVONLY.Tttyyyy	RINVONLY
PDB course with meeting duplications	CCxx.IDB.RMATCDUP.Tttyyyy	RMATCDUP
Room in PDB with no match in FCO	CCxx.IDB.RSCHONLY.Tttyyyy	RSCHONLY
*Space Utilization reports		
Space Utilization	CCxx.IDB.RSPCUTIL.Tttyyyy	RSPCUTIL
*Faculty Load report		
	CCxx.IDB.CREDIT.Tttyyyy	CREDIT
*Distance Learning reports		
Enrollment in Distance Learning Courses	CCxx.IDB.DLENROL.Tttyyyy	DLENROL
Distance Learning Student Headcount Enrollment in Distance Learning Non-Resident	CCxx.IDB.DLHDCNT.Tttyyyy	DLHDCNT
	CCxx.IDB.DLENRNOR.Tttyyyy	DLENRNOR
Distance Learning Student Headcount Non-Resident	CCxx.IDB.DLHDCNOR.Tttyyyy	DLHDCNOR
Distance Learning SREB Report	CCxx.IDB.DLSREB.Tttyyyy	DLSREB

Reports are only generated at the End-of-Term data submissions.

* Verification reports are generated when all three Data Bases are loaded and there are no critical edits between the Facilities, Student, and Personnel Data Bases.

Integrated Data Base Certification Form

TERM 2E (2004-2005 Winter/Spring End-of-Term)

Please put an "X" on the appropriate line.

_____ All the reports appear to be accurate to the best of my knowledge.

_____ Other: _____

NOTE: This form must be signed by the College President or his/her designee.

Print Name: _____

Sign Name: _____

Date: _____

Title: _____

College: _____

Telephone: _____

SUNCOM: _____

Please return form no later than March 7, 2005 to:

Community College and Technical Center MIS
Office of Education Information and Accountability
325 West Gaines Street, Suite 1324
Tallahassee, FL 32399-0400
Fax Number: (850) 245-9499 or SC 205-9499

Integrated Data Base Certification Form

TERM 2E (2004-2005 Winter/Spring End-of-Term)

The following reports are generated for every data submission and are available on a one-day turnaround basis. They may be obtained by executing the procedure NWRRJE with the appropriate FNAM parameter:

<u>Report Description</u>	<u>File Name</u>	<u>FNAM</u>
Edit Reports		
Critical Edit	CCxx.IDB.ERRLST.Ttyyyy	ERRLST
Informational Edit	CCxx.IDB.INFOLST.Ttyyyy	INFOLST
Error Summary	CCxx.IDB.ERRSUM.Ttyyyy	ERRSUM
*Room Utilization Reports		
Room use by day and by hour	CCxx.IDB.RMDAYXHR.Ttyyyy	RMDAYXHR
Room use by week	CCxx.IDB.ROOMMATC.Ttyyyy	ROOMMATC
Classroom and Lab use by day and by hour	CCxx.IDB.CNDAYXHR.Ttyyyy	CNDAYXHR
Classroom use by week	CCxx.IDB.RCOLMATC.Ttyyyy	RCOLMATC
FCO Room with no match in PDB	CCxx.IDB.RINVONLY.Ttyyyy	RINVONLY
PDB course with meeting duplications	CCxx.IDB.RMATCDUP.Ttyyyy	RMATCDUP
Room in PDB with no match in FCO	CCxx.IDB.RSCHONLY.Ttyyyy	RSCHONLY
*Space Utilization reports		
Space Utilization	CCxx.IDB.RSPCUTIL.Ttyyyy	RSPCUTIL
*Faculty Load report		
	CCxx.IDB.CREDIT.Ttyyyy	CREDIT
*Distance Learning reports		
Enrollment in Distance Learning Courses	CCxx.IDB.DLENROL.Ttyyyy	DLENROL
Distance Learning Student Headcount	CCxx.IDB.DLHDCNT.Ttyyyy	DLHDCNT
Enrollment in Distance Learning Non-Resident	CCxx.IDB.DLENRNOR.Ttyyyy	DLENRNOR
Distance Learning Student Headcount Non-Resident	CCxx.IDB.DLHDCNOR.Ttyyyy	DLHDCNOR
Distance Learning SREB Report	CCxx.IDB.DLSREB.Ttyyyy	DLSREB

Reports are only generated at the End-of-Term data submissions.

* Verification reports are generated when all three Data Bases are loaded and there are no critical edits between the Facilities, Student, and Personnel Data Bases.

Integrated Data Base Certification Form

TERM 3E (2004-2005 Winter/Spring End-of-Term)

Please put an "X" on the appropriate line.

_____ All the reports appear to be accurate to the best of my knowledge.

_____ Other: _____

NOTE: This form must be signed by the College President or his/her designee.

Print Name: _____

Sign Name: _____

Date: _____

Title: _____

College: _____

Telephone: _____

SUNCOM: _____

Please return form no later than June 27, 2005 to:

Community College and Technical Center MIS
Office of Education Information and Accountability
325 West Gaines Street, Suite 1324
Tallahassee, FL 32399-0400
Fax Number: (850) 245-9499 or SC 205-9499

Integrated Data Base Certification Form

TERM 3E (2004-2005 Winter/Spring End-of-Term)

The following reports are generated for every data submission and are available on a one-day turnaround basis. They may be obtained by executing the procedure NWRRJE with the appropriate FNAM parameter:

<u>Report Description</u>	<u>File Name</u>	<u>FNAM</u>
Edit Reports		
Critical Edit	CCxx.IDB.ERRLST.Tttyyyy	ERRLST
Informational Edit	CCxx.IDB.INFOLST.Tttyyyy	INFOLST
Error Summary	CCxx.IDB.ERRSUM.Tttyyyy	ERRSUM
*Room Utilization Reports		
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Room use by week	CCxx.IDB.ROOMMATC.Tttyyyy	ROOMMATC
Classroom and Lab use by day and by hour	CCxx.IDB.CNDAYXHR.Tttyyyy	CNDAYXHR
Classroom use by week	CCxx.IDB.RCOLMATC.Tttyyyy	RCOLMATC
FCO Room with no match in PDB	CCxx.IDB.RINVONLY.Tttyyyy	RINVONLY
PDB course with meeting duplications	CCxx.IDB.RMATCDUP.Tttyyyy	RMATCDUP
Room in PDB with no match in FCO	CCxx.IDB.RSCHONLY.Tttyyyy	RSCHONLY
*Space Utilization reports		
Space Utilization	CCxx.IDB.RSPCUTIL.Tttyyyy	RSPCUTIL
*Faculty Load report		
	CCxx.IDB.CREDIT.Tttyyyy	CREDIT
*Distance Learning reports		
Enrollment in Distance Learning Courses	CCxx.IDB.DLENROL.Tttyyyy	DLENROL
Distance Learning Student Headcount	CCxx.IDB.DLHDCNT.Tttyyyy	DLHDCNT
Enrollment in Distance Learning Non-Resident	CCxx.IDB.DLENRNOR.Tttyyyy	DLENRNOR
Distance Learning Student Headcount Non-Resident	CCxx.IDB.DLHDCNOR.Tttyyyy	DLHDCNOR
Distance Learning SREB Report	CCxx.IDB.DLSREB.Tttyyyy	DLSREB

Reports are only generated at the End-of-Term data submissions.

* Verification reports are generated when all three Data Bases are loaded and there are no critical edits between the Facilities, Student, and Personnel Data Bases.

SAMPLE INSTRUCTIONS TO RETRIEVE INTEGRATED REPORTS

WS-FTP

	<u>TEXT file</u>		<u>PDF File</u>
Host_Name:	NWRDC.FSU.EDU	Host_Name:	NWRDC.FSU.EDU
Host_Type:	IBM MVS	Host_Type:	IBM MVS
User_ID:	<i>Your NWRDC Userid</i>	User_ID:	<i>Your NWRDC Userid</i>
Password:	<i>Your NWRDC Password</i>	Password:	<i>Your NWRDC Password</i>
Account:	<i>NWRDC IP Address</i>	Account:	<i>NWRDC IP Address</i>
Remote Host:	'CCcc.IDB.fnam.Tttyyyy'	Remote Host:	'CCcc.IDB.IDttyyyy(fnam)'
Local PC:	<i>Your local Directory</i>	Local PC:	<i>Your local Directory</i>
Transfer Mode:	ASCII	Transfer Mode:	Binary

*Note: Single Quotes are required for the NWRDC "Remote Host" parameter.

*Note2: The entire directory of PDF files can be downloaded together.

DOS/VSE/POWER

```
* $$ JOB JNM=DECCccRJ,XDEST=NWR,LDEST=Nnn.Rrr,PWD=ppppp (DOS/POWER
CARD)
//DECCccRJ JOB (DECCcc,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.IDB.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

RJE Workstation Emulator or OS/MVS/JES2

```
//DECCccRJ JOB (DECCcc,,ll),'your-name',TIME=(,10) (NWR JOB CARD)
/*ROUTE XEQ NWR
/*PASSWORD ppppp
/*ROUTE PRINT Nnn.Rrr
//XCOPY EXEC PGM=IEBGENER
//SYSPRINT DD SYSOUT=A
//SYSUT1 DD DSN=CCcc.IDB.fnam.Tttyyyy,DISP=OLD
//SYSUT2 DD SYSOUT=A
//SYSIN DD DUMMY
```

Where: cc = your college number (1-28)
nn = your printer node
rr = your printer remote
ppppp = your password
ll = sysout lines in thousands
tt = term(i.e., 3E)
yyyy = year (i.e., 2003)
fnam = For the Verification reports use the FNAM parameter listed on the
Integrated Data Base Certification forms.

Note: you may change SYSOUT=A on SYSUT2 to SYSOUT=B to separate the output, as A is for the printer and B is for the cardpunch.

FLORIDA
COMMUNITY COLLEGE SYSTEM

SECTION 2

INTEGRATED DATA BASE
INFORMATION CLASSIFICATION STRUCTURE
2004-2005

July 1, 2004

FLORIDA COMMUNITY COLLEGE SYSTEM
INFORMATION CLASSIFICATION STRUCTURE (ICS)
2004-2005

Purpose of the Structure

The Community College Information Classification Structure (ICS) is one of the most important characteristics of the Community College Management Information System. It is the feature of the system that provides the continuity required to interrelate various types of information. The structure is the common framework for classifying information by function and activity. Since there are twenty-eight (28) community colleges in Florida with various organizational structures and operational patterns, it is necessary to establish a standard structure as a communication base for the State-level information system. The use of the structure to group common functions and activities provides the necessary uniformity without impinging on or reducing the college's freedom of operation. The ICS, therefore, provides a common basis for describing and communicating the functions and activities within the Florida Community College System.

Characteristics of the Structure

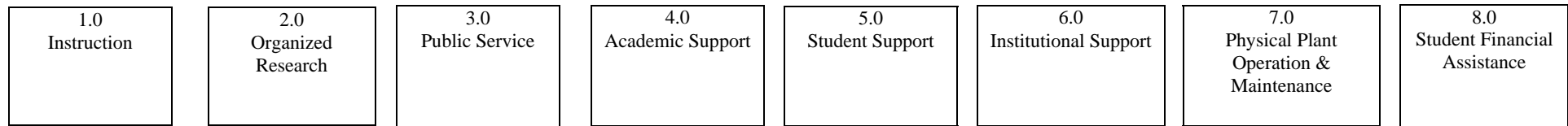
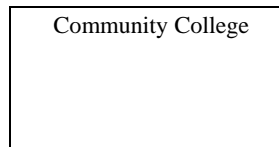
The following are the basic characteristics of the ICS:

1. Classification of All Functions and Activities - The structure was designed to include all functions and activities carried on by the community colleges. It was organized so that each specific activity can be classified in only one component in each level of the structure.
2. Hierarchical Structure - The ICS was constructed as a multi-level structure to provide a basis for classifying, grouping, and summarizing information. This structure provides for standard data elements in college data bases that can be aggregated to an appropriate level for routine reports and special requests.
3. Integrated Information - One of the most important aspects of a good management information system is the ability to interrelate data or information. The ICS provides a mechanism for relating the various categories of information (e.g., courses, disciplines, costs, expenditures, facilities, etc.) to the function and activity groups of the structure. Furthermore, the ICS is integrated with the Statewide Course Numbering System to improve uniformity of the reporting function.
4. Standard Terminology and Definitions - Standard terminology and definitions are used to describe and define each component in the structure. This insures comparable classification and aggregation of data.

The charts on the following three pages show the top four levels in the ICS: Function, Sub-function, Cluster, and Category levels.

**FLORIDA COMMUNITY COLLEGE SYSTEM
INFORMATION CLASSIFICATION STRUCTURE (ICS)
2004-2005**

FUNCTION AND SUB-FUNCTION LEVELS



1.10	Advanced & Professional		3.10	Public Service		4.10	Learning Resources		5.10	Social & Cult. Development		6.10	Executive Management
1.20	Vocational					4.40	Instructional Computing Services		5.20	Organized (Intercoll.) Ath.		6.20	Fiscals Operations
1.30	Adult Gen. Education					4.50	Ancillary Op.		5.30	Counseling & Advisement		6.30	General Admin. & Logistical Services
1.42	Recreation & Leisure					4.60	Academic Adm.		5.40	Placement Serv.		6.60	Administrative & Support Staff Services
						4.70	Course & Curriculum Development		5.50	Financial Aid Adm.		6.70	Community Relations
						4.80	Acad. Prof. Personnel Development		5.60	Student Records & Admissions			
									5.70	Health Services			
									5.80	Services for Special Students			
									5.90	Student Services Administration			

**FLORIDA COMMUNITY COLLEGE SYSTEM
INFORMATION CLASSIFICATION STRUCTURE (ICS)
2004-2005**

FUNCTION, SUB-FUNCTION, CLUSTER AND CATEGORY LEVELS

INSTRUCTIONAL

ADVANCED & PROFESSIONAL

- 1.1 Advanced & Professional
 - 1.11.01 Agric. & Nat. Res.
 - 1.11.02 Archit. & Environ.
 - 1.11.04 Biological Science
 - 1.11.09 Engineering
 - 1.11.12 Health Professions
 - 1.11.19 Physical Sciences
 - 1.12.10 Fine & Applied Arts
 - 1.13.11 Foreign Languages
 - 1.13.15 Letters
 - 1.14.08 Education
 - 1.15.05 Business & Management
 - 1.16.07 Computer & Infor. Sci.
 - 1.16.17 Mathematics
 - 1.17.03 Area Studies
 - 1.17.20 Psychology
 - 1.17.22 Social Sciences
 - 1.18.06 Communications
 - 1.18.13 Home Economics
 - 1.18.14 Law
 - 1.18.16 Library Science
 - 1.18.18 Military Science
 - 1.18.21 Public Affairs
 - 1.18.23 Theology
 - 1.18.49 Interdisciplinary

POSTSECONDARY VOCATIONAL

- 1.2 Postsecondary Vocational
 - 1.21.01 Agriculture
 - 1.22.01 Marketing
 - 1.23.01 Health Occupations
 - 1.24.01 Family & Consumer Services
 - 1.25.01 Business
 - 1.26.01 Industrial
 - 1.27.01 Public Service

POSTSECONDARY ADULT

- 1.2 Postsecondary Adult Vocational
 - 1.21.02 Agriculture
 - 1.22.02 Marketing
 - 1.23.02 Health Occupations
 - 1.24.02 Family & Consumer Services
 - 1.25.02 Business
 - 1.26.02 Industrial
 - 1.27.02 Public Service

CONTINUING WORKFORCE ED.

- 1.2 Continuing Workforce Education
 - 1.21.03 Agriculture
 - 1.22.03 Marketing
 - 1.23.03 Health Occupations
 - 1.24.03 Family & Consumer Services
 - 1.25.03 Business
 - 1.26.03 Industrial
 - 1.27.03 Public Service

ADULT GENERAL EDUCATION

- 1.3 Adult General Education
 - 1.31.01 College Prep.
 - 1.31.02 Vocational Prep.
 - 1.31.03 EAP College Prep.
 - 1.31.04 EAP Vocational Prep.
 - 1.32.01 Adult Basic
 - 1.32.02 Adult Secondary
 - 1.32.03 Preparation for the GED Test
 - 1.32.04 EAP Literacy
 - 1.33.00 Lifelong Learning

COMMUNITY INSTRUCTIONAL

- 1.42.00 Recreational & Leisure

**FLORIDA COMMUNITY COLLEGE SYSTEM
INFORMATION CLASSIFICATION STRUCTURE (ICS)
2004-2005**

FUNCTION, SUB-FUNCTION, CLUSTER AND CATEGORY LEVELS

OTHER THAN INSTRUCTIONAL

ORGANIZED RESEARCH

2.0 Organized Research (Not used)

PUBLIC SERVICE

3.0 Public Service

3.10 Public Service

3.20 Public Broadcasting Stations

STUDENT SUPPORT

5.0 Student Support

5.10 Social and Cultural
Development

5.21 Organized (Intercoll.) Athletics

5.30 Counseling & Advisement

5.41 Placement Services

5.50 Financial Aid Administration

5.60 Student Records & Admissions

5.70 Health Services

5.80 Services for Special Students

5.90 Student Services Administration

INSTITUTIONAL SUPPORT

6.0 Institutional Support

6.10 Executive Management

6.20 Fiscal Operations

6.30 General Administrative and
Logistical Services

6.60 Administrative & Support Staff
Services

6.70 Community Relations

PHYSICAL PLANT OPERATION
AND MAINTENANCE

7.0 Physical Plant Operations and
Maintenance

7.10 Facilities Planning

7.20 Police and Campus Security
Services

ACADEMIC SUPPORT

4.0 Academic Support

4.10 Learning Resources

4.40 Instructional Computer
Services

4.50 Ancillary Operations

4.60 Academic Administration

4.70 Course & Curriculum
Develop

4.80 Staff Development

STUDENT FINANCIAL
ASSISTANCE

8.0 Student Financial Assistance

8.10 Student Aid

**FLORIDA COMMUNITY COLLEGE SYSTEM
INFORMATION CLASSIFICATION STRUCTURE (ICS)
2004-2005**

THE COMPLETE ICS STRUCTURE

Coding for the Structure

The Information Classification Structure (ICS) provides a hierarchical arrangement for classifying the functions and activities of the college. The Facilities Inventory and Space Utilization reports use an eight-digit ICS code based on the function, sub-function, and cluster. Student Data Base and Financial reporting use the function, sub-function and cluster codes, with an additional two-digit category code. The following shows the five (5) basic levels of the structure:

Hierarchical Structure (Example)

<u>Code</u>	<u>Level</u>	<u>Component</u>
1.	Function	Direct Instruction
1.1	Sub-function	Advanced & Professional
1.11	Cluster	Natural & Physical Sciences
1.11.19	Category	Physical Science
1.11.1902	Subcategory	General Physics Course(s)
1.	Function	Direct Instruction
1.2	Sub-function	Vocational
1.23	Cluster	Health
1.23.01	Category	Dental
1.23.0102	Subcategory	Dental Hygiene Course(s)

The eight-digit code is used to identify and classify information at the appropriate level in the structure. The following shows the arrangement of digits for each level:

Coding Structure

Function	Sub Function	Cluster	Category		Subcategory		College Use - Optional
1	2	3	4	5	6	7	8

The following describes the general coding standards for several types of information:

Course/Discipline Coding

For reporting information on the Student Data Base, each course (credit and noncredit) offered by a college must be classified and coded according to its subject matter content. It should be noted that the course number is not included as part of the ICS since it is the standard course

FLORIDA COMMUNITY COLLEGE SYSTEM
INFORMATION CLASSIFICATION STRUCTURE (ICS)
2004-2005

number assigned by the Statewide Course Numbering System for credit courses. FTE reports generated from the SDB may generate extra ICS codes which differ from ICS codes in the Accounting Manual (i.e. 12999 for Apprenticeship or 13299 for Adults with Disabilities). Only the ICS codes 1.11.01 through 1.33.00 are used in the SDB as defined in the SDB Data Element Dictionary in Data Element 3001 – Course ICS.

Financial and Cost Information

The Accounting Manual for Florida's Public Community Colleges, requires the consistent classification of activities (and organizational units) by function. This provides comparability at a high level of aggregation for both Budget and Annual Financial Report information. The General Ledger classification codes provide a scheme for classifying expenditure and revenue information by type of transaction or account. For detailed classifying and coding instructions related to the financial reports (Annual Financial Report, Operating Budget, Quarterly Financial Reports, etc.) refer to the Accounting Manual for Florida's Public Community Colleges.

Facilities Information

An inventory of college sites, facilities, and rooms (space) is maintained by the Community College and Technical Center MIS. The ICS code is used to identify the function for which the space is used; e.g.,

- A. Biology Laboratory - 1.11.0400
- B. Dental Hygiene Lab - 1.23.0102
- C. General Instructional Classroom - 1.00.0000
- D. Library - 4.10.0000
- E. Financial Aid Administration - 5.50.0000
- F. Receiving Room - 6.33.2000

It should be noted that additional codes are used when classifying facilities. The 5.00.0000 code is used for auxiliary enterprises e.g., bookstore, food services, etc. The 9.00.0000 code is used for nonassignable facility space e.g., circulation, custodial, mechanical, structural and toilet. It should also be noted that the code 8.XX.XXXX "Student Financial Assistance" is not used in facilities reporting. Student Financial Aid facilities are reported as code 5.50.0000. Some additional codes using the eighth digit were created for facilities reporting to identify specific types of laboratories which require different student station sizes than other laboratories in the same ICS code.

The ICS code, along with the room use code, provides a means of classifying all types of space to an appropriate level of detail. An ICS code is not needed for site and facilities records. ICS codes for facilities reporting are listed in the Facilities and Capital Outlay section of the Annual Reports Workshop notebook.

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Detail Definitions and Terminology

1.XX.XXXX Instruction

This function includes formally organized activities designed for the purpose of transmitting knowledge, skills, and attitudes to a specifically identified target or clientele group. In Florida's Community College System, it includes both credit and non-credit instructions in those areas generally referred to as Advanced and Professional, Vocational, Developmental, and Community Instructional Service.

1.1X.XXXX Advanced and Professional Instruction (Courses)

This sub-function includes courses and instructional programs designed to provide the first year of course work leading to an advanced or professional degree (bachelors, first professional, masters, etc.). It includes both the general education and specialized lower division courses necessary to complete a transfer degree program. It does not include non-credit courses, specifically designed compensatory (remedial) courses, or vocational and technical courses (see definition for Vocational Instruction).

The following coding standards apply to Advanced and Professional courses.

Coding Instructional Courses: Each course (or degree track) which provides the first year of course work leading to an advanced and professional degree will be identified, classified, and coded according to the structure found in "Detail Coding For Advanced and Professional and Vocational Courses and Programs of Study". Each student pursuing, or planning to pursue an advanced or professional degree can be identified with one of these programs based on their educational objective declaration at their most recent registration. Each Advanced and Professional course offered by the college will be assigned the full seven digit ICS code specified below.

The following illustrates the relationship between the clusters and categories for Advanced and Professional Function:

Coding	Clusters/Categories
1.11.XXXX	Natural and Physical Science
1.11.01XX	Agriculture & Natural Resources
1.11.02XX	Architecture & Environmental Design
1.11.04XX	Biological Science
1.11.09XX	Engineering
1.11.12XX	Health Professions
1.11.19XX	Physical Sciences

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1.12.XXXX	Fine and Applied Arts
1.12.10XX	Fine and Applied Arts
1.13.XXXX	Letters and Foreign Languages
1.13.11XX	Foreign Languages
1.13.15XX	Letters
1.14.XXXX	Education
1.14.08XX	Education
1.14.0835*	Physical Education
1.15.XXXX	Business Management
1.15.05XX	Business Management
1.16.XXXX	Mathematics and Computer Science
1.16.07XX	Computer and Information Science
1.16.17XX	Mathematics
1.17.XXXX	Social Sciences
1.17.03XX	Area Studies
1.17.20XX	Psychology
1.17.22XX	Social Sciences
1.18.XXXX	Other Disciplines
1.18.06XX	Communications
1.18.13XX	Home Economics
1.18.14XX	Law
1.18.16XX	Library Science
1.18.18XX	Military Science
1.18.21XX	Public Affairs
1.18.23XX	Theology
1.18.49XX	Interdisciplinary

* This code is used only when classifying physical education facilities and space requirements.

1.2X Vocational Instruction Courses

This sub-function includes all courses (credit and noncredit) and instructional programs designed to prepare persons for an occupation without subsequent training or education in an institution of higher education or to provide courses to upgrade job related skills. Many of the courses classified as vocational instruction are transferable to a State university to apply toward a bachelors degree; however, they are placed in this sub-function since they are required for a vocational degree or certificate because of their specialized content. This classification standard was adopted to provide consistent classification of those courses which serve both a transfer and vocational preparatory purpose.

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The following seven clusters are used to further subdivide the vocational sub-function: (See “Detail Coding For Advanced and Professional and Vocational Courses and Programs of Study” for a further level of detail.)

- 1.21 Agriculture
- 1.22 Marketing
- 1.23 Health Occupations
- 1.24 Family & Consumer Services
- 1.25 Business
- 1.26 Industrial
- 1.27 Public Service

The following categories further define vocational instruction:

- 1.2X.01 Postsecondary Vocational - This is vocational education for persons who have completed or left high school and who are enrolled in organized programs of study for which credit is given toward an associate degree. Such programs shall include certificate programs which award credit that can be applied toward an associate degree.
- 1.2X.02 Postsecondary Adult Vocational - This is vocational education for persons who have completed or left high school. Participation in these programs shall not earn credit toward an associate or higher degree.
- 1.2X.03 Continuing Workforce Education - These are courses that are organized for the purpose of upgrading skills of persons who are currently employed or who have been previously employed in a vocational field. This should not include courses which are organized as a unit of a preparatory program of studies.
- 1.29.02* Apprenticeship

* This code is used only when classifying financial and cost information.

1.3X Adult General Education

This sub-function includes the courses and instructional programs designed to prepare persons for college entry or to pursue postsecondary adult vocational training. It also includes courses considered basic and general education at the elementary and high school level. It should not include vocational courses.

It includes the following clusters:

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1.3X Adult General Education

1.31 Preparatory Instruction

1.31.01 College Preparatory Instruction

College preparatory instruction provides competency-based instruction for the development of college-entry competencies in reading, writing, mathematical reasoning and logical thinking.

1.31.02 Vocational Preparatory Instruction

Vocational preparatory instruction provides the academic skills needed to pursue postsecondary adult vocational training to obtain employment.

1.31.03* English for Academic Purposes College Preparatory

English as a second language (ESL) instruction at the College Preparatory level.

1.31.04* English for Academic Purposes Vocational Preparatory

English as a second language (ESL) instruction at the Vocational Preparatory level.

*ICS codes 1.31.03 and 1.31.04 are distinct for reporting courses on the Student Data Base. For reporting financial data, the two ICS codes are combined into 1.31.03.

1.32 Adult Basic and Secondary Education Instruction

1.32.01 Adult Basic Education Instruction

1.32.02 Adult Secondary Education Instruction

1.32.03 Preparation for the General Education Development (GED) Test

1.32.04 English for Academic Purposes Literacy

1.33 Lifelong Learning

1.42 Recreational and Leisure Time Instruction

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This sub-function includes non-credit instructional courses designed to provide recreational or leisure-time activities.

2.X Organized Research

Include within this function all organized research activities established within the college under the terms of agreements with agencies external to the college or separately budgeted and conducted with internal funds of the college.

3.X Public Service (Other than Instruction)

Include within this function all organizational units of the college providing activities exclusive of instructional activities which are directed toward serving the community or specific clientele groups within the community.

3.10 Public Service

- 3.10.1 Speakers Bureau
- 3.10.2 Community Cultural Enrichment Programs
- 3.10.3 Community Use of College Facilities
- 3.10.4 CLEP regional Administration Program

3.20 Public Broadcasting Stations

- 3.20.1 Television
- 3.20.2 Radio

4.X Academic Support

This function includes activities that directly support, supplement, or augment the instructional function.

4.10 Learning Resources

This sub-function includes those organizational units which provide for the collection, storage, distribution, and use of instructional materials throughout the entire college to include educational media services. It includes:

- 4.10.1 Library - consists of activities that directly support the operation of a cataloged collection of published materials.
- 4.10.2 Audio-Visual Services - includes activities associated with providing audio and visual materials, media, and equipment in support of the instructional program.

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4.10.3 Museums and Galleries - includes activities established to provide services related to the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc.

4.10.4 Auditoriums - including performing arts auditoriums and teaching auditoriums.

4.10.5 Open Laboratories (Interdisciplinary)

This sub-function should include the centralized activities of learning resources for instructional purposes. If a library audio-visual laboratory, or exhibit is established and maintained by a specific instructional area (discipline, department, division), it should be accounted for in the Instructional function.

4.40 Instructional Computing Services

All computing support to instructional organizational units should be included here. It should not include administrative data processing which is accounted for in the Institutional Support function.

4.40.1 Computing

4.40.2 Networking

4.50 Ancillary Operation

This sub-function includes organizational units organized and operated in connection with instructional programs and conducted primarily for the purpose of providing training to students. (These are not intended to be self-supported activities.)

Examples of ancillary operations are:

Automobile Repair Shop

Dental Hygiene Clinic

Cosmetology Services

4.60 Academic Administration

This sub-function includes organizational units which provide centralized academic administrative activities on a college-wide basis. Offices of department or division chairman and executive administrators are not to be included here.

4.60.1 Senior Academic Officer

4.60.2 Evening Classes Administration

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- 4.60.3 Assistant Academic Officer(s)
- 4.60.4 Continuing Education Administration

4.70 Course and Curriculum Development

The costs of activities related to designing new courses, developing new course material and planning and implementing new curricular programs should be charged to organizational units included in this sub-function.

- 4.70.1 Staff and Program Development – Staff Development

4.80 Staff Development

The costs of activities related to the development and improvement of the college's instructional professional staff should be charged to organizational units included in this sub-function.

- 4.80.1 Staff and Program Development – Staff Development

5.X Student Support

This function includes those activities provided by the college to assist and provide services for students, as well as to augment certain aspects of the instructional program. These activities are classified into nine sub-functions.

5.10 Social and Cultural Development

All activities related to the students' social and cultural development outside of the context of the formal academic program should be included in this sub-function including intramural sports. It includes such activities as:

- 5.10.1 Student Activities - clubs, newspapers, etc.
- 5.10.2 Cultural Events - conferences, lectures, convocation, etc.
- 5.10.3 Student Organizations
- 5.10.4 Recreational Activities
- 5.10.5 Intramural Sports
- 5.10.6 Club Sports (Extramurals)

5.21 Organized (Inter-collegiate) Athletics

Activities established for the purpose of competing with other colleges in basketball, baseball, swimming, tennis, track, golf, club sports, cheerleading, etc. should be included in this sub-function.

- 5.21.00 Athletic Director
- 5.21.10 Men's Baseball

**FLORIDA COMMUNITY COLLEGE SYSTEM
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- 5.21.15 Women's Softball
- 5.21.20 Men's Basketball
- 5.21.25 Women's Basketball
- 5.21.30 Men's Golf
- 5.21.35 Women's Golf
- 5.21.40 Men's Swimming/Diving
- 5.21.45 Women's Swimming/Diving
- 5.21.50 Men's Tennis
- 5.21.55 Women's Tennis
- 5.21.60 Men's Track/Cross Country
- 5.21.65 Women's Track/Cross Country
- 5.21.70 Men's Volleyball
- 5.21.75 Women's Volleyball
- 5.21.80 Men's Soccer
- 5.21.85 Women's Soccer
- 5.21.90 Cheerleading (Coed)

5.30 Counseling and Advisement

This sub-function will include all organizational units which provide activities for students such as counseling, testing, orientation and career days.

- 5.30.1 Counseling
- 5.30.2 Testing
- 5.30.3 Orientation

5.41 Placement Services

This sub-function includes activities related to placing students in the job market upon completion of all or a portion of a college program.

5.50 Financial Aid Administration

Organizational units established to administer the financial aid program of the college should be included in this sub-function.

- 5.50.1 Financial Aid Office

5.60 Student Records and Admissions

This sub-function includes organizational units established for student records management, admissions processing and student record analysis. It includes:

- 5.60.1 Admissions
- 5.60.2 Registration
- 5.60.3 Records

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- 5.60.4 Transcripts
- 5.60.5 Transfer Evaluation
- 5.60.6 Degree Certification
- 5.60.7 Statistics

5.70 Health Services

Organizational units established to provide health services to students should be included in this sub-function.

- 5.70.1 Clinic

5.80 Services for Special Students

Organizational units established to provide non-instructional services to students with specific characteristics or problems, such as veterans, foreign students, and disadvantaged or handicapped students should be included in this sub-function.

5.90 Student Services Administration

Organizational units having administrative positions and offices which have college-wide managing responsibilities for student service programs should be included in this sub-function.

6.X Institutional Support

This function includes those activities undertaken to provide necessary services on a college-wide basis. These activities are classified into five sub-subfunctions.

6.10 Executive Management

Include in this sub-function organizational units established for college-wide policy development, planning, management, institutional research, evaluation, internal auditing and legal services (both internal and external). It includes the following activities:

6.11 College-wide management

- 6.11.1 District Board of Trustees
- 6.11.2 Presidents
- 6.11.3 Assistant to the President
- 6.11.4 Executive Vice President/Vice President(s)
- 6.11.5 Chief Campus Administrators in multi-campus colleges
(vice-presidents, provosts, etc.)

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INFORMATION CLASSIFICATION STRUCTURE (ICS)
2004-2005

- 6.11.6 Equal Access, Equal Opportunity, Equal Employment, Equity Officer
- 6.11.7 Internal Auditing
- 6.12 Educational planning and development
 - 6.12.1 Institutional research
 - 6.12.2 Analytical studies
- 6.13 Legal services
- 6.14 College-wide planning and management committees, councils, or task forces
 - 6.14.1 Faculty senates
 - 6.14.2 Planning committees
 - 6.14.3 Administrative councils
- 6.20 Fiscal Operations

This sub-function has organizational units related to fiscal accounting, control, management and investments. It includes the following activities:
- 6.21 Fiscal control
 - 6.21.1 Business officer (financial duties)
 - 6.21.2 Comptroller
 - 6.21.3 Budget administration and control
- 6.22 Financial operations
 - 6.22.1 Payroll operation
 - 6.22.2 Bursar
 - 6.22.3 Cashier
 - 6.22.4 Disbursement
 - 6.22.5 Accounting
- 6.23 Investment management
 - 6.23.1 Cash flow management
 - 6.23.2 Endowment management
- 6.24 Grants and contracts financial management
 - 6.24.1 Grants management
 - 6.24.2 Grants accounting

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6.30 General Administrative and Logistical Services

Included in this sub-function are organizational units for Administrative Data Processing, Personnel Services, Logistical Services (purchasing, receiving, shipping, mail, telephone, printing, word processing), other general expenses (Business Hospitality) and other benefits for the institution as a whole which cannot be logically classed in any other sub-function. Also included are insurance (other than property) and memberships which are not to the direct benefit of an individual organizational unit.

6.31 Administrative data/telecommunication services (See 4.40 for Academic Computing Services)

6.32 Human Resources

6.33 Logistical services

6.33.01 Purchasing

6.33.02 Receiving

6.33.03 Shipping

6.33.04 Warehousing

6.33.05 Property management

6.33.06 Mail and distribution

6.33.07 Telephone service/operations

6.33.08 General printing and reproduction

6.33.09 Campus transportation (including motor pool)

6.33.10 Parking and parking space management

6.34 Other general expense which cannot be distributed to a specific function or sub-function; e.g., business hospitality, organizational memberships, general insurance (other than property), etc.

6.60 Administrative and Support Staff Services

In this sub-function would be activities related to administrative and support staff development, improvement, and general services including: in-service training, sabbatical leaves, training institutes, etc.

6.61 In-Service training

6.62 Sabbatical leaves (administrative and support staff only)

6.63 Training Institutes, etc.

6.70 Community Relations

Organizational units established to maintain relationships with the general community and the college's alumni are to be included in this sub-function. It

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2004-2005**

includes the following activities:

- 6.71 Alumni relations
- 6.72 Community and/or public relations activities
- 6.73 Development (fund raising)

7.X Physical Plant Operation and Maintenance

Within this function should be included those organizational units which are responsible for the operation and maintenance of the institution's physical facilities. They may be departments, such as the Grounds Department, or they may be accounts in which charges for electricity and insurance are accumulated.

7.00 Physical Plant Operation and Maintenance

- 7.01 Building Maintenance
- 7.02 Grounds Maintenance and Operation
- 7.03 Custodial and Janitorial Services
- 7.04 Utilities
- 7.05 Plant Operational Expense (includes insurance on buildings and equipment, electricity and water bills)
- 7.06 Repairs of Furniture and Equipment
- 7.07 Minor Repairs, Alterations or Renovations of Existing buildings financed from Current Funds.
- 7.08 Rental of College Facilities (college is lessee)

7.10 Facilities Planning

Within this function should be included those organizational units which are responsible for the planning of facilities construction.

7.20 Police and Campus Security Services

Within this function should be included those organizational units which are responsible for police and security services.

8.X Student Financial Assistance

Legislated fee waivers for students are to be charged to this function. This would not include employees. The function codes for funds other than Current – Unrestricted and Current – Restricted may be used in any way to further classify activities into logical groupings for the benefit of the individual college.

8.10* Student Aid

- 8.11 Loans

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2004-2005**

- 8.12 Scholarships and grants
- 8.13 Legislated Student Fee Waivers
- 8.14 Board of Trustee Waivers (non-fundable FTE)

*These codes are not used in “facilities” reporting.

FLORIDA
COMMUNITY COLLEGE SYSTEM

SECTION 3

INTEGRATED DATA BASE
INFORMATION ABOUT SPACE UTILIZATION
OF INSTRUCTIONAL SPACES
2004-2005

July 1, 2004

FLORIDA COMMUNITY COLLEGE SYSTEM INFORMATION ABOUT SPACE UTILIZATION OF INSTRUCTIONAL SPACES

Space utilization of instructional spaces for community colleges involves a variety of factors: weekly room hours, student station occupancy rate, capital outlay full-time-equivalent student enrollment (COFTE), average weekly student hours per COFTE, and net square feet (NSF) per student station. Instructional spaces include: general-purpose classrooms, room-use code 110, and 120; nonvocational laboratories, room-use code 210; and vocational laboratories, room-use code 210. There is utilization standard for each of the factors for each of the three types of instructional space.

STATUTORY PROVISIONS

Section 1013.03(2), Florida Statutes (F.S.), establishes a minimum of 40 weekly room hours and a minimum of 60 percent student station occupancy rate, for all postsecondary general-purpose classrooms.

Section 1013.03 (1)(2)(10)(a), F.S., requires the Educational Facilities office, Department of Education, to establish standards for size of space, utilization of space, and generation of space needs to be included in State Board of Education Administrative Rules, State Requirements for Educational Facilities, (SREF)

TYPES OF INSTRUCTIONAL SPACE

General-purpose classrooms, room-use codes 110 and 125 are generic-type spaces for multiple users. They can be scheduled and used, one hour after another, by any number of different kinds of occupants. Typically, they are simple rooms with tablet armchairs, used by a teacher and class of students, where occupation can change every hour.

Nonvocational and vocational laboratories, room-use code 210, are specialized spaces for specific users. They cannot be scheduled and used hour after hour, because time is required between classes for set up and break down. For example, laboratories used for programs in science, art, dental assisting, medical laboratory technology, upholstery, and criminal justice technology. They cannot be used interchangeably, by any number of different occupants, because room layout and size are unique to the instructional program, and because student stations and equipment, both built-in and moveable, are particular to the program. For example, band class cannot be taught in a biology lab, automotive mechanics class cannot be taught in a nursing lab, and commercial foods cannot be taught in a foreign languages lab. Furthermore, some programs, which require specialized lab spaces and equipment, have low student enrollments. The lab cannot be used for teaching other programs and the program has only enough enrollments to use the lab a few hours per week.

**FLORIDA COMMUNITY COLLEGE SYSTEM
INFORMATION ABOUT SPACE UTILIZATION
OF INSTRUCTIONAL SPACES**

EVALUATION OF SPACE UTILIZATION

The single best measure of space utilization is **number of hours per student station per week**. The key indicators of space utilization for classrooms and laboratories are the standard factors for weekly room hours and student station occupancy rate. The standard weekly room hours (WRH) multiplied by the standard student station occupancy rate (SOR) gives the number of hours per student station per week or **weekly hours per student station** (WH/SS). The WH/SS gives the most accurate picture and comparable results when evaluating the utilization of instructional space.

Assessing space utilization by considering the factor of weekly room hours alone, does not give a reliable picture of what is happening in a room and the results for one room cannot be compared with other rooms. For example, one student station in a room being occupied for one hour would equal one hour of room use -- for a room that is virtually empty.

WEEKLY HOURS PER STUDENT STATION

1. As of January 1, 1998, the standards are:

<u>Space Type</u>	<u>WRH</u>	<u>SOR</u>	<u>WH/SS</u>
Classroom	40	.60	24.0
Nonvocational Laboratory	30	.80	24.0
Vocational Laboratory	30	.80	24.0

2. Before July 1, 1995, the standards were:

<u>Space Type</u>	<u>WRH</u>	<u>SOR</u>	<u>WH/SS</u>
Classroom			
<2500 COFTE	58.5	.55	32.175
>2500 COFTE	58.5	.60	35.1
Nonvocational Laboratory			
<2500 COFTE	21	.80	16.8
>2500 COFTE	24	.80	19.2
Vocational Laboratory	36	.68	24.48

3. Current State University System standards:

<u>Space Type</u>	<u>WRH</u>	<u>SOR</u>	<u>WH/SS</u>
Classroom	40	.60	24.0
Teaching Laboratory			
Lower Level	24	.80	19.2
Upper Level	20	.80	16.0

FLORIDA
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SECTION 4

INTEGRATED DATA BASE
VERIFICATION REPORTS
2004-2005

July 1, 2004

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FLORIDA COMMUNITY COLLEGE SYSTEM
Integrated Data Base
Verification Reports
2004-2005

Edit Reports

CCxx.IDB.ERRLST.TtYyyy	Critical Edit	<
CCxx.IDB.ERRSUM.TtYyyy	Critical Edit Summary	<
CCxx.IDB.INFOLST.TtYyyy	Informational Edit	<

Room/Space Utilization

CCxx.IDB.CNDAYXHR.TtEyyyy	Room Utilization by Day, by Hour, by Site and Facility.
CCxx.IDB.RCOLMATC.TtEyyyy	Room Utilization by Site and Facility.
CCxx.IDB.RMDAYXHR.TtEyyyy	Room Utilization by Day, by Hour, by Site, Facility, and Room.
CCxx.IDB.ROOMMATC.TtEyyyy	Room and Space Utilization by Site, Facility, and Room.
CCxx.IDB.RSPCUTIL.TtEyyyy	Space Utilization by Site and Facility.
CCxx.IDB.RSCHONLY.TtEyyyy	Courses in the PDB with no matching room data from the FCODB meeting the selection criteria.
CCxx.IDB.RINVONLY.TtEyyyy	Rooms in the FCODB with no match in the PDB.
CCxx.IDB.RMATCDUP.TtEyyyy	Courses in the PDB with matching data from the FCODB with duplicate room, date and time.

Headcount, Hours, Ratios for FT/PT Faculty

CCxx.IDB.CREDIT.TtEyyyy	Report Headcount, Position FTE, Class Hours, Student Hours and ratios for Full-time, Part-time, Regular and Temporary Faculty by Program Area.
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Distance Learning

CCxx.IDB.DLENROL.TtEyyyy	Enrollment in Distance Learning Courses.	
CCxx.IDB.DLHDCNT.TtEyyyy	Distance Learning Student Headcount.	
CCxx.IDB.DLENRNOR.TtEyyyy	Enrollment In Distance Learning Non-Resident.	
CCxx.IDB.DLHDCNOR.TtEyyyy	Distance Learning Student Headcount Non-Resident.	
CCxx.IDB.DLSREB.TtEyyyy	Distance Learning SREB Report	<

Where 'xx' is the college number, 't' is the term submission, and 'yyyy' is the year submission.

FLORIDA COMMUNITY COLLEGE SYSTEM
Integrated Data Base
Edit Reports
2004-2005

College, Term, and Term Submission match implied.

1. PDB/SDB Course Section Cross Check

PDB Course Schedule Table

Select:

Course Identifier	DE 3005
Course Section Identifier	DE 3010

Where:

1. PDB Course Classification Equal to 'S'(Credit /Non-Credit Course)	DE 4060 = S
--	-------------

SDB Course Table

Select:

Course Identifier	DE 3008
Course Section Identifier	DE 3009

Where:

1. SDB FTE Flag Not Equal to 'D'(Course for which the direct instructional costs have been fully funded by an external agency)	DE 3018 NE D
--	--------------

IDB Edit:

EDIT Number:	IDB-PDB3005_1	No matching record on SDB Course Table	Critical	<
EDIT Number:	IDB-SDB3008_1	No matching record on PDB Course Schedule Table	Critical	<

2. PDB/FCO Site Facility Room Cross Check

PDB Course Schedule Table

Select:

Site Number	DE 4030
Facility Number	DE 4035
Room Number	DE 4040

Where:

1 PDB Site Not Equal to '99'(Owned or Leased for one or more years)	DE 4030
---	---------

IDB Edit:

EDIT Number:	IDB-PDB4030_1	No matching record on FCO Room Table	Critical	<
--------------	---------------	--------------------------------------	----------	---

FLORIDA COMMUNITY COLLEGE SYSTEM
Integrated Data Base
Edit Reports
2004-2005

3. SDB/FCO Site Cross Check

SDB Course Schedule Table

Select:

Site Number DE 3013

Where:

1 SDB Second part of 3013 (two digit Site number) DE 3013 part 2 NE 99
Not Equal to '99' (taught off site and will not
require a permanent facility)

IDB Edit:

EDIT Number: IDB-SDB3013_4 No matching record on FCO Room Critical
Table

ROOM/SPACE UTILIZATION
Verification Report
Selection Criteria
2004-2005

The Room/Space Utilization reports are based on term data only and are reported by College, Site, Classroom and Laboratories.

The reports include rooms which are:

- 1) in permanent buildings
- 2) owned by the college
- 3) are in satisfactory condition or the building is scheduled for or being remodeled

This criteria excludes all rooms in buildings which are leased by the college, buildings which are temporary (i.e., relocatable) or under construction, and buildings which are scheduled for demolition or termination.

The rooms included are Classrooms and Class Laboratories where the rooms are not being remodeled. If the room is in a Joint-Use Facility, the room must be assigned to the college or the college shares the room with the visiting institution. (NOTE: Whether the shared rooms should be included is being reviewed.) This criteria excludes Special Class Laboratories, Individual Study Laboratories, Student Computer Terminal Rooms, Assemblies, Meeting Rooms, etc. The criteria also exclude rooms being remodeled and rooms in Joint-Use Facilities assigned to the visiting institution.

The courses included in determining the hours a room is used include only regularly scheduled courses, which are not Recreation & Leisure courses. This criteria exclude Directed Individual Study courses, Open Lab courses and other similar courses which are not scheduled in a room on a regular weekly basis.

**ROOM/SPACE UTILIZATION
Verification Report
Selection Criteria
2004-2005**

Criteria for Facilities and Capital Outlay Data Base

Site table

Select:

College	DE5001
Site Number	DE5006
Site Name	DE5007

Facilities table

Select:

College	DE 5001
Site Number	DE 5006
Facility Number	DE 5014

Where:

- | | |
|---|--|
| 1. Term is Summer, Fall or Winter/Spring | DE 5002 = 1yyyy, 2yyyy or 3yyyy
(yyyy = 2004 for 2003-2004) |
| 2. Facility is a Building | DE 5016 |
| 3. Building is Permanent | DE 5017 |
| 4. Building Condition is Satisfactory or Remodeling | DE 5018 <= 4 |
| 5. Building is Owned | DE 5020 >= 0 and <= 3 |

Room table

Select:

College	DE 5001
Site Number	DE 5002
Facility Number	DE 5014
Room Number	DE 5023

Where:

- | | |
|---|--|
| 6. Term is Summer, Fall or Winter/Spring | DE 5002 = 1yyyy, 2yyyy or 3yyyy
(yyyy = 2004 for 2003-2004) |
| 7. Room is in building selected from Facilities table | |
| 8. Room Use is Classroom or Class Laboratory | DE 5025 = 110, 120, and 210 |
| 9. If the room is in a joint-use facility, the room is assigned to or shared by the college | DE 5028 <= 2 |
| 10. Room Condition is Satisfactory | DE 5029 = 1 |

**ROOM/SPACE UTILIZATION
Verification Report
Selection Criteria
2004-2005**

Criteria for Personnel Data Base

Course Schedule table

Select:

College	DE 0110
Course Identifier	DE 3005
Course Identifier Section	DE 3010
Course Start Date	DE 4005
Course End Date	DE 4010
Days of Course Meeting	DE 4015
Beginning Time of Course Section	DE 4020
Ending Time of Course Section	DE 4025
Site Number	DE 4030
Facility Number	DE 4035
Room Number	DE 4040

Where:

- | | |
|--|--|
| 1. Term is Summer, Fall or Winter/Spring | DE 0120 = 1yyyy, 2yyyy or 3yyyy
(yyyy = 2004 for 2003-2004) |
| 2. Is a regular scheduled course | DE 4015 not = "O" |
| 3. Site is Owned | DE 4030 not = 99 |
| 4. Course is not Recreation & Leisure | DE 4045 = 0 |
| 5. College, Site Number, Facility Number and Room Number match selections from Facilities and Capital Outlay Data Base | DE 0110, DE 4030, DE 4035, DE 4040 |
| 6. Multiple Course/Sections meeting in the same room with the same Day of Course Meet, Start Date, Begin Time, End Time and End Date are unduplicated. | DE 4015, DE 4005, DE 4020, DE 4025, DE 4010 |

**ROOM/SPACE UTILIZATION
Verification Report
Selection Criteria
2004-2005**

Criteria for Student Data Base

Course table

Select:

College	DE 1017
Course Identifier	DE 3008
Course Identifier Section	DE 3009
Count of Students by Course/Section	

Where:

1. Term is Summer, Fall or Winter/Spring DE 1028 = 1yyyy, 2yyyy or 3yyyy
(yyyy = 2004 for 2003-2004)
2. Term Submission is End-of-Term
3. College, Course and Section match selections DE 1017, DE 3008, DE 3009
from PDB Course Schedule records
4. Count of Students by Course/Section are aggregated or Course/Sections with duplicate Day of Course Meet, Start Date, Begin Time, End Time and End Date.

CALCULATIONS

Calculate the number of hours per term for each course/section by day_meet.

- a. For classrooms and labs meeting selection criteria with no course matches, the hours, weekly room hours and utilization are set to 0.
- b. Calculate the course length in days with a maximum of 112 days.
Course length => CL
Course Start Date => SD
Course End Date => ED
 $CL = 1 + ED - SD$
If $CL < 112$ then $CL = CL$ else $CL = 112$.
- c. Calculate the number of times day_meet occurs in the course length.
This calculation will not exclude holidays.
Day Meet => DM
Number of days => ND
Set SD and DM to numeric value as:
Monday = 2, Tuesday = 3, Wednesday = 4, Thursday = 5,
Friday = 6, Saturday = 7
If $SD > DM$ then $ND = CL - (7 - (SD - DM))$
else $ND = CL - (DM - SD)$
 $ND = CEILING(ND / 7)$

ROOM/SPACE UTILIZATION
Verification Report
Selection Criteria
2004-2005

- d. Calculate the number of instructional hours for each day_meet,
instructional hours = 50 minutes of class time.
Beginning Time => BT
Ending Time => ET
Hours => HR
 $HR = ET - BT$
 $HR = CEILING(HR * 60 / 50)$
 - e. Calculate the number of hours per term
 $HR = HR * ND$
 - f. Sum hours by room => RHR
 - g. Sum hours by college => CHR
2. Calculate the Weekly Student Hours by Course/Section
Count of Students by Course/Section => STDCNT
Weekly Student Hours by Course/Section => CSWSH
 $CSWSH = STDCNT * HR$, round to nearest hour
Sum Weekly Student Hours by Room => RWSH
Sum Weekly Student Hours by College => CWSH
3. Calculate the Weekly Room Hours and Room Utilization Rate by Room for Classrooms and for Laboratories
Standard is 40 hours of instruction per week for classrooms.
Standard is 30 hours of instruction per week for laboratories.
Weekly Room Hours => WH
Room Utilization Rate => RU
 $WH = RHR / 16$, round to nearest hour
 $RU = WH / 40 * 100$, round to 2 decimal places - for classrooms
 $RU = WH / 30 * 100$, round to 2 decimal places - for laboratories
4. Calculate the Space Utilization Rate by Room for Classrooms and for Laboratories
Standard is 40 hours of instruction per week with 60% student station occupancy for classrooms.
Standard is 30 hours of instruction per week with 80% student station occupancy for laboratories.
Student Stations => SS
Space Utilization Rate => SU
 $SU = RWSH / (SS * 40 * .60)$, round to 2 decimal places - for classrooms
 $SU = RWSH / (SS * 30 * .80)$, round to 2 decimal places - for laboratories
5. Calculate the Weekly Room Hours and Room Utilization Rate by College, by Site and by Facility for Classrooms and for Laboratories
Standard is 40 hours of instruction per week for classrooms

ROOM/SPACE UTILIZATION
Verification Report
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2004-2005

Standard is 30 hours of instruction per week for laboratories

Weekly Room Hours => CWH

Room Utilization Rate => CRU

Number of Rooms = NR

CWH = sum of WH by college

$CRU = CWH / NR / 40 * 100$, round to 2 decimal places - for classrooms

$CRU = CWH / NR / 30 * 100$, round to 2 decimal places - for laboratories

6. Calculate the Space Utilization Rate by College, by Site and by Facility for Classrooms and for Laboratories
Standard is 40 hours of instruction per week with 60% student station occupancy for classrooms.
Standard is 30 hours of instruction per week with 80% student station occupancy for laboratories.
Student Stations => SS
Space Utilization Rate => CSU
 $CSU = CWSH / (SS * 40 * .60)$, round to 2 decimal places - for classrooms
 $CSU = CWSH / (SS * 30 * .80)$, round to 2 decimal places - for laboratories
7. Calculate the Room Utilization Rate by Day by Hour by College, by Site and by Facility for Classrooms and Laboratories
Standards are not used.
Time periods are one hour in length: 0800 is from 8:00 a.m. to 8:59 a.m., 0600 is from midnight to 6:59 a.m.
Number of Rooms => NRMS
Number of Hours => NHRS - number of hours the room is in use during the time period and the day for one term (max 16 hours).
Room Utilization by Day by Hour => RUDXH
 $RUDXH = NHRS / (NRMS * 16)$ - round to 1 decimal place

HEADCOUNT, HOURS AND RATIOS BY FT/PT FACULTY
Verification Report
Selection Criteria
2004-2005

Criteria for Personnel Data Base

Demographic table

Select:

College	DE 0110
Person ID	DE 0130
Employment Status	DE 1055

Where:

1. Term is Summer, Fall or Winter/Spring	DE 0120 = 1yyyy, 2yyyy or 3yyyy (yyyy = 2004 for 2003-2004)
--	--

Employment Activity table

Select:

College	DE 0110
Person ID	DE 0130
Occupational Activity Code	DE 2005
Position Portion of Effort (FTE)	DE 2025

Where:

1. Term is Summer, Fall or Winter/Spring	DE 0120 = 1yyyy, 2yyyy or 3yyyy (yyyy = 2004 for 2003-2004)
--	--

Instructional Activity table

Select:

College	DE 0110
Person ID	DE 0130
Course	DE 3005
Course Identifier Section	DE 3010
Team Teaching Flag	DE 3020
Identifier Portion of (Course) Section	DE 3025
Workload	
Instructional Contact Hours	DE 3030

HEADCOUNT, HOURS AND RATIOS BY FT/PT FACULTY
Verification Report
Selection Criteria
2004-2005

Where:

- | | | |
|----|---------------------------------------|--|
| 1. | Term is Summer, Fall or Winter/Spring | DE 0120 = 1yyyy, 2yyyy or 3yyyy
(yyyy = 2004 for 2003-2004) |
| | Course is not Recreation and Leisure | DE 4045= 0 |

Course Schedule table

Select:

College	DE 0110
Course	DE 3005
Course Identifier Section	DE 3010

Where:

- | | | |
|----|---------------------------------------|--|
| 1. | Term is Summer, Fall or Winter/Spring | DE 0120 = 1yyyy, 2yyyy or 3yyyy
(yyyy = 2004 for 2003-2004) |
| | Course is not Recreation and Leisure | DE 4045= 0 |

Criteria for Student Data Base

Student Data Base Course table

Select:

College	DE 1017
Course	DE 3008
Course Identifier Section	DE 3009
Course ICS	DE 3001
Apprenticeship Flag	DE 3002
Fee Kind	DE 3006
Hours	DE 3012

Where:

- | | | |
|----|---------------------------------------|--|
| 1. | Term is Summer, Fall or Winter/Spring | DE 1028 = 1yyyy, 2yyyy or 3yyyy
(yyyy = 2004 for 2003-2004) |
| 2. | Course is not Lifelong Learning | DE 3010 = 'N' |
| 3. | Course is not Contract | DE 3018 not = 'D' |

HEADCOUNT, HOURS AND RATIOS BY FT/PT FACULTY
Verification Report
Selection Criteria
2004-2005

PROCESSES AND CALCULATIONS

1. Match data from Demographic and Employment Activity by Person ID.
2. Match data from Instructional Activity and Course_Schedule by Person ID.
3. Using data from process #1, select Instructional Personnel
 - A. If the person has only one activity record and Occupational Activity = 2 then select the person as instructional.
 - B. If person has more than one activity record, sum the Position FTE by Person ID and Activity.
 - (1) If the person has only one Occupational Activity and it is '2' then select the person.
 - (2) If the person has more than one Occupational Activity,
 - (a) If Employment Status = 2 or 4 then select the person
 - (b) If Employment Status = 1 or 3 then if the Occupational Activity with the greatest FTE = 2 then select the person. If 2 or more Occupational Activities are equal and have the greatest FTE, and if one of the activities is = 2, then select the person.

If Occupational Activity = 2 and does not have the greatest FTE, select the person and change Employment Status = 5 for Non-Instructional teaching part-time.
4. For Student Course data, determine ICS codes for Apprenticeship and Special Disabled Adult. Determine class hours (hours assigned to the course) and student hours (class hours * number of students).
5. Merge data from process #2 and process #3 by Person ID.
6. Merge data from process #4 and process #5 by course/section.
7. If course/section is taught by multiple instructors (Team Teaching Flag = 'Y') then calculate the portion of class hours and student hours.

HEADCOUNT, HOURS AND RATIOS BY FT/PT FACULTY
Verification Report
Selection Criteria
2004-2005

8. Sum the class hours, student hours, Position FTE and calculate the unduplicated headcount by:
 - a. Full-time, Part-time
 - b. Regular, Temporary, Total
 - c. Instructional, Non-Instructional
 - d. Program Area
 - (1) A&P, PSV, PSAV, Apprenticeship, Supplemental, College Prep, Voc Prep, Adult Basic, Adult Sec & GED Prep, Special Disabled Adult, Total
 - (2) A&P, PSV, PSAV, Supplemental, College Prep, Voc Prep, Adult Basic, Adult Sec & GED Prep, Total
 - (3) Credit (A&P and PSV), PSAV, Apprenticeship, Supplemental, College Prep, Voc Prep, Adult Basic, Adult Sec & GED Prep, Special Disabled Adult, Total
 - (4) Credit (A&P and PSV), PSAV, Supplemental, College Prep, Voc Prep, Adult Basic, Adult Sec & GED Prep, Total

9. Calculate the ratios:
 - a. Class Hours/Headcount
 - b. Student Hours/Headcount
 - c. Class Hours/Position FTE
 - d. Student Hours/Position FTE

DISTANCE LEARNING
Verification Report
Selection Criteria
2003-2004

Criteria for Student Data Base

Course table

Select:

College	DE 1017
Student Identification Number	DE 1021
Course	DE 3008
Course Identifier Section	DE 3009

Where:

1. Term is Summer, Fall or Winter/Spring DE 1028 = 1yyyy, 2yyyy or 3yyyy
(yyyy = 2004 for 2003-2004)
Term Submission is end-of-term

Criteria for Personnel Data Base

Course Schedule table

Select:

College	DE 0110
Course	DE 3005
Course Identifier Section	DE 3010
Distance Learning Delivery Indicator	DE 4055

Where:

1. Term is Summer, Fall or Winter/Spring DE 0120 = 1yyyy, 2yyyy or 3yyyy
(yyyy = 2004 for 2003-2004)
Course is a distance learning course DE 4055 = M, P, Q, R, V, X, H

CALCULATIONS

1. Count the number of course/sections selected from the Personnel Data Base meeting the selection criteria.
2. Merge the course/sections selected from the Student Data Base with the course/sections selected from the Personnel Data Base.
3. Count the number of students enrolled from the matched data from step 2.
4. Count the unduplicated number of students from the matched data from step 2.

**SREB DISTANCE LEARNING
Verification Report
Selection Criteria
2004-2005**

Criteria for Student Data Base

Course table

Select:

College	DE 1017
Student Identification Number	DE 1021
Course	DE 3008
Course Identifier Section	DE 3009
FTE Flag	DE 3018
Course ICS	DE 3001
Hours	DE 3012

Where:

- | | |
|---|--|
| 1. Term is Summer, Fall or Winter/Spring | DE 1028 = 1yyyy, 2yyyy or 3yyyy
(yyyy = 2004 for 2003-2004) |
| Term Submission is end-of-term | Term Submission = 'E' |
| Course is not exempt from funded FTE.
FTE Flag is equal to Z | DE 3018 = Z |
| Course ICS is less than 13400 | DE 3001 < 13400 |

Criteria for Personnel Data Base

Course Schedule table

Select:

College	DE 0110
Course	DE 3005
Course Identifier Section	DE 3010
Distance Learning Delivery Indicator	DE 4055
Site Number	DE 4030

Where:

- | | |
|--|--|
| 1. Term is Summer, Fall or Winter/Spring | DE 0120 = 1yyyy, 2yyyy or 3yyyy
(yyyy = 2004 for 2003-2004) |
|--|--|

*Note: Annual SREB Distance learning data is aggregated across submission years. For example, the 2003 Totals consists of terms 3 of 2003, 1 of 2004 and 2 of 2004.

**Note2: Annual credit hour totals will be rounded per term prior to aggregation.

**SREB DISTANCE LEARNING
Verification Report
Selection Criteria
2004-2005**

CALCULATIONS

1. Count the number of course/sections selected from the Personnel and Student Data Base meeting the selection criteria.
2. Remove duplicate records from personnel dataset by ccnum, term, course, and section.
3. Remove duplicate records from student dataset by ccnum, term, psnid, course, and section.
4. Merge the course/sections selected from the Student Data Base with the course/sections selected from the Personnel Data Base by ccnum, term, course, and section. Remove Lifelong learning and retain all credit courses based upon ICS codes (ICS < 12000 OR ICS equal to 12101, 12201, 12301, 12401, 12501, 12601, 12701, 13101, and 13103). Re-categorize 'Distance Learning Categories' to match SREB groupings:

<u>Crosswalk</u>	
<u>SREB</u>	<u>PDB/SDB</u>
TOTAL UNDERGRAD CREDIT HOURS	= ACCUMULATION OF ALL APPLICABLE CREDIT HOUR COURSES
ON-CAMPUS "TRADITIONAL" INSTRUCTION	= NON-DISTANCE LEARNING COURSE (INDICATOR 'N' AND SITE <u>NOT</u> EQUAL TO 99)
OFF-CAMPUS "TRADITIONAL" INSTRUCTION	= NON-DISTANCE LEARNING COURSE (INDICATOR 'N' AND SITE EQUAL TO 99)
WEB BASED	= WEB BASED (INDICATOR EQUAL TO 'X')
ON CAMPUS--SITE TO SITE VIDEO	= VIDEO CONFERENCING, ITV (INDICATOR EQUAL TO 'R' AND SITE <u>NOT</u> EQUAL TO 99)
OFF CAMPUS--SITE TO SITE VIDEO	= VIDEO CONFERENCING, ITV (INDICATOR EQUAL TO 'R' AND SITE EQUAL TO 99)
OTHER	= OTHER IS AN ACCUMULATION OF THE FOLLOWING INDICATORS: LIVE BROADCAST 'P' TELECOURSES 'Q' AUDIO-TAPES 'V' MIXED MEDIA 'H'
CORRESPONDENCE	= CORRESPONDENCE (INDICATOR EQUAL TO 'M')

5. Aggregate and round hours by SREB categories.

