

# Florida College System Integrated Database

Reporting Year 2022-23

Version 23.00



*PREVIOUS VERSIONS ARE OBSOLETE*

## ***Summary of Change***

Version 23.00 (Updated 7/1/2022)

1. IDB 4000 SDB/ADB Cross Edit: changed reference from SDB Course record to SDB Program record.
2. Room/Space Utilization: updated selection criteria - Distance Learning classes will not be part of space utilization calculation.
3. Distance Learning: updated selection criteria for the new PDB DE 4080 – Programming Method and the deletion of PDB 4070 – Technology Delivery Indicator.
4. SREB Distance Learning: updated selection criteria for the new PDB DE 4080 – Programming Method and the deletion of PDB 4070 – Technology Delivery Indicator.
5. Teacher Preparation Enrollment and Completions File and Report: updated selection criteria to keep race/ethnicity of non-resident aliens.

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**Section I:**  
**Documents and Procedures**



## Overview

### Purpose

The purpose of the Florida College System's Integrated Database is to provide data at the state level to fulfill state and federal reporting requirements. In addition, the Integrated Database is used to provide information to support budget and management decisions.

1987 Proviso Language required the Division of Public Schools, Florida Colleges, and Universities to develop consistent system wide relational databases for student, personnel, and facilities data. The Integrated Database consists of the Admissions Database (ADB), Student Database (SDB), the Personnel Database (PDB), and the Facilities and Capital Outlay Database (FCO).

### Data Elements and Record Types

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

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

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

### Data Submissions and Due Dates

To ensure that the data is received in a timely fashion from the colleges at each data submission, the bureau of Community College and Technical Center MIS (CCTCMIS) adopted a data submission procedure, for each database, that consists of a data submission timeline for each year data is collected. 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, CCTCMIS receives a data file from each college. Within a twenty-four (24) hour 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 database and the verification reports are complete and accurate to the best of their knowledge.

The Integrated Database provides one critical edit report, one informational edit report, one error summary report, and 27 integrated verification reports between the Admissions, Facilities, Personnel, and Student Databases.

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## Summer End-Of-Term (1E) Data Submission Calendar

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August 12, 2022	Open date. Submission period begins. Colleges begin submitting Summer End-of-Term and Fall Beginning-of-Term data.
September 2, 2022	Adult Education Load date. Adult education data submitted by this date will be used for federal reporting. Continue to complete and correct adult education data through the close date for state reporting.
September 6, 2022	Certification form for adult education load date data is due.
September 9, 2022	Load date. All colleges must load data.
September 12, 2022	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
September 30, 2022	Close date. End of Submission Period. Summer End-of-Term and Fall Beginning-of-Term data must be loaded. Database is closed out for the term.
October 3, 2022	Certification form is due.  If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
October 4, 2022	If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.



## Fall End-of-Term (2E) Data Submission Calendar

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January 6, 2023	Open date. Submission period begins. Colleges may begin submitting Fall End-of-Term and Spring Beginning-of-Term data.
February 3, 2023	Load date. Colleges must load data.
February 6, 2023	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
March 10, 2023	Close date. End of Submission Period. Fall End-of-Term and Spring Beginning-of-Term data must be loaded. Database is closed out for the term.
March 13, 2023	Certification form is due.  If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
March 14, 2023	If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.

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## Spring End-of-Term (3E) Data Submission Calendar

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March 31, 2023	Open date. Submission period begins. Colleges begin submitting Spring End-of-Term data.
May 5, 2023	Load date. Colleges must load data.
May 8, 2023	If data has not been loaded, the Reports Coordinator is notified with a copy to the college's President.
June 9, 2023	Term close date. End of Submission Period. Spring End-of-Term data must be loaded. Database is closed out for the term.
June 12, 2023	Certification form is due.  If data has not been loaded, the college's President is notified with a copy to the Reports Coordinator.
June 13, 2023	If the certification form has not been received, the college's President is notified with a copy to the Reports Coordinator.
June 13, 2023 - June 29, 2023	Annual Data Verification Period. If errors are found, resubmission of data will be allowed only with a request signed by the College President.
June 30, 2023	<b>Annual close. No data resubmission will be accepted.</b> Resubmit certification form if changes were made in verification period.

**Section II:**  
**Integrated Database Edits/Cross Edits**



## Integrated Database Edit Worksheet

### Description:

The integrated database edit report worksheet identifies the databases, data elements, and edit criteria used to validate related data in the student, personnel, facilities and admission file submissions. The integrated database edit report worksheets include the following sections:

1. Selection Criteria: Identifies the data elements, including the corresponding database and record format, utilized for cross referencing data for accuracy and validity purposes.
2. Edit section: Lists all applicable cross reference edits associated with the databases. Most significant as it relates to database submission processing is whether the edit is considered “Critical” or “Informational”. Informational edits essentially raises a flag for the data owner to review. The data may be correct, but is flagged as out of the norm in some way and warrants confirmation. Critical edits identify cross reference errors and the integrated database (IDB) is not considered loaded until there are zero critical errors.

## Notes on Edit Descriptions

Edits are written to be read as logical tests, as well as provide a programming reference. In the Edit descriptions, the following symbols may be encountered:

EQ	Equal to
NE	Not Equal to
GT	Greater Than
GE	Greater Than or Equal To
LT	Less Than
LE	Less Than or Equal To
IN (list)	Valid value or values exist in the list provided
NOT IN (list)	Valid value or values do not exist in the list provided
NULL	No value (blank or missing)

For the sake of brevity, some edit descriptions may contain hyphenated value ranges in a list (e.g., Course – ICS (DE 3001) begins with 1.3 or IN (12103-12703, 15001)).

Note that the language used for edit descriptions may not coincide perfectly with the edit descriptions that are printed in the Exceptions Report.

## Frequently Asked Questions

- 1. Why is there is a course mismatch between the personnel database (PDB) and student database (SDB)?*

To rectify this type of error, ensure that a record exists for the Course and Section Number in both SDB and PDB file submissions.
- 2. Why do I continue to receive errors that the databases are not loaded?*

To rectify this error type, first ensure the data submissions were sent with as a .PROD file. Next, ensure there are no critical errors or critical frequency zero errors in the most recent submitted student (SDB), personnel (PDB), facilities (FAC), and admission (ADB) data files.
- 3. Why is there a room mismatch between FAC and PDB?*

Most of these issues stem from the fact that the room number is broken into 3 parts as follows:

  1. Prefix: One-place. May be blank. If it is not blank, then the core must not contain blanks.
  2. Core: Four-places. Must contain at least one character or number right justified.
  3. Suffix: One-place. May be blank. Most often the issue is that the prefix is a space, and the prefix/space was left off in the personnel database.
- 4. Why is there a student mismatch between SDB and ADB?*

To rectify this error, check to make sure that if a student has a Baccalaureate Flag (DE 2013) of 'Y' in the student database and that there is an admission record for the student with a Final Admission Action (DE 1015) equal to 'A', 'P', or 'X'.

## **IDB 0000 SDB PDB FCO ADB Table Load Edit**

### **Description:**

This edit checks whether there are:

1. data loaded in the personnel database (PDB) course schedule table.
2. data loaded in the student database (SDB) student course table.
3. data loaded in the facility database (FCO) site and room tables.
4. data loaded in the admission database (ADB) admission table.
5. data loaded in the admission database (ADB) admission table for the current reporting year.

**NOTE:** College, Term, and Term Submission match implied.

### **SELECTION CRITERIA – PDB Course Schedule Table (IDB 1000)**

Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Site Number	DE 4030

Where:

PDB Course Classification Equal to 'S' (Credit/Non-Credit Course) Or 'D' (Adult General Education Distance Learning Course for NRS)	DE 4060 IN (S, D)
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### **SELECTION CRITERIA – SDB Course Table (IDB 1000)**

Course Identifier	DE 3008
Course Identifier – Section	DE 3009
Site Number	DE 3013
Course ICS	DE 3001

### **SELECTION CRITERIA – FCO Room Table (IDB 2000)**

Site Number	DE 5100
Facility Number	DE 5200
Room Number	DE 5300

### **SELECTION CRITERIA – FCO Site Table (IDB 3000)**

Site Number	DE 5100
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### **SELECTION CRITERIA – ADB Admission Table (IDB 4000)**

Student Identification Number Or Florida Education Identifier	DE 1012  DE 1000
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### **IDB Edit:**

0000_1	No SDB Course Records	Critical
0000_2	No PDB Course Records	Critical
0000_3	No FCO Site or Room Records	Critical
0000_4	No ADB Records (only applies to colleges with four year programs)	Critical
0000_5	No current term ADB Records (only applies to colleges with four year programs)	Informational

## **IDB 1000 PDB/SDB Course Section Cross Edit**

### **Description:**

These edits check data between the personnel database (PDB) course schedule table and the student database (SDB) student course table.

**NOTE:** *College, Term, and Term Submission match implied.*

### **SELECTION CRITERIA – PDB Course Schedule Table**

Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Site Number	DE 4030

#### Where:

PDB Course Classification Equal to 'S' (Credit/Non-Credit Course) Or 'D' (Adult General Education Distance Learning Course for NRS)	DE 4060 IN (S, D)
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### **SELECTION CRITERIA – SDB Course Table**

Course Identifier	DE 3008
Course Identifier – Section	DE 3009
Site Number	DE 3013
Course ICS	DE 3001

### **IDB Edit:**

1000_1	PDB Course Identifier (DE 3005) and PDB Course Identifier – Section (DE 3010) with no matching record on SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009)	Critical
1000_2	SDB Course Identifier (DE 3008) and SDB Course Identifier – Section (DE 3009) with no matching record on PDB Course Identifier (DE 3005) and PDB Course Section (DE 3010)	Critical
1000_3	SDB Course-ICS (DE 3001) NE 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC, MAT, REA) and PDB Developmental Education Primary Strategy (DE 4071) NE Z	Critical
1000_4	SDB Course-ICS (DE 3001) EQ 13101 and SDB Course Identifier Prefix (DE 3008) IN (ENC, MAT, REA) and PDB Developmental Education Primary Strategy (DE 4071) EQ Z	Critical
1000_5	PDB Course Classification (DE 4060) EQ D and [SDB Course ICS (DE 3001) NE (13104, 13201, 13202, 13203)] OR [SDB Course ICS (DE 3001) EQ 13204 and SDB Adult Educational Functioning Level – Initial (DE 3022) IN (H, K, L, M)] for same Course Identifier and Course Identifier - Section	Critical



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## **IDB 2000 PDB/FCO Site Facility Room Cross Edit**

### **Description:**

This edit checks data between the personnel database (PDB) course schedule table and the facility database (FCO) room table.

### **SELECTION CRITERIA – PDB Course Schedule Table**

Site Number	DE 4030
Facility Number	DE 4035
Room Number	DE 4040
Where	
PDB Site Not Equal to '99' (Owned or Leased for one or more years.)	DE 4030 NE 99

### **SELECTION CRITERIA – FCO Room Table**

Site Number	DE 5100
Facility Number	DE 5200
Room Number	DE 5300

### **IDB Edit:**

2000_1	PDB Site Number (DE 4030), PDB Facility Number (DE 4035), and PDB Room Number (DE 4040) with no matching record on FCO Site Number (DE 5100), FCO Facility Number (DE 5200), and FCO Room Number (DE 5300)	Critical
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## IDB 3000 SDB/FCO Site Cross Edit

### Description:

This edit checks data between the student database (SDB) student course table and the facility database (FCO) site table.

**NOTE:** Site number matching used in FTE projection process.

### SELECTION CRITERIA – SDB Course Schedule Table

Site Number DE 3013

#### Where

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

### SELECTION CRITERIA – FCO Site Table

Site Number DE 5100

### IDB Edit:

3000_1	SDB Site Number (DE 3013) with no matching record on FCO Site Number (DE 5100)	Critical
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## **IDB 4000 SDB/ADB Cross Edit**

### **Description:**

These edits check data between the student database (SDB) student program table and the admission database (ADB) admissions table.

### **SELECTON CRITERIA – SDB Program Table**

Student Identification Number	DE 1021
Or	
Florida Education Identifier	DE 1000

### **SELECTON CRITERIA – ADB Admission Table**

Student Identification Number	DE 1012
Or	
Florida Education Identifier	DE 1000

### **IDB Edit:**

4000_1	SDB Baccalaureate Flag (DE 2013) EQ Y and no Admissions record exists in current term or prior 3 terms where ADB Final Admission Action (DE 1015) IN (A, P, X)	Critical
4000_2	No SDB Baccalaureate Flag (DE 2013) EQ Y (only applies to colleges with four year programs)	Informational



**Section III:  
Verification Reports/Selection Criteria**



## Integrated Database (1E, 2E, 3E) Verification Reports List

The following reports are generated for every data submission and are available several times a day. Refer to the Data Submissions Manual for the scheduled execution of edits.

Report Description	Filename
<b>EDIT REPORTS</b>	
Critical Edit	ERRLST
Informational Edit	INFOLST
Error Summary	ERRSUM
<b>*ROOM UTILIZATION REPORTS</b>	
Room Use by Day and by Hour	RMDAYXHR
Room Use by Week	ROOMMATC
Classroom and Lab Use by Day and by Hour	DXHFAC
	DXHSIT
	DXHCOL
Classroom Use by Week	RCOLMATC
	RSITMATC
	RFACMATC
FCO Room with no Match in PDB	RINVONLY
PDB Course with Meeting Duplications	RMATCDUP
Room in PDB not meeting FCO utilization criteria	RSCHONLY
<b>*SPACE UTILIZATION REPORTS</b>	
Space Utilization	RSPCCOL
	RSPCSIT
	RSPCFAC
<b>*FACULTY LOAD REPORT</b>	
Headcount, Hours, Ratios for FT/PT Faculty	FACULTYLOAD
Number of Courses Taught by FT/PT Instructors	CRSECT
<b>*DISTANCE LEARNING REPORTS</b>	
Enrollment in Distance Learning Courses	DLENROL
Distance Learning Student Headcount	DLHDCNT
Non-Resident Enrollment in Distance Learning	DLENRNOR
Non-Resident Distance Learning Student Headcount	DLHDCNOR
Distance Learning SREB Report	IDPSREB
**Distance Learning FTE	FTEDSLB
	FTEDSLF
<b>*BACCALAUREATE STUDENT MATCH WITH ADMISSIONS DATABASE</b>	
Baccalaureate Match with ADB Report	ADMMTC
Baccalaureate Match with ADB File	FENRL
State Approved Teacher Prep - Enrollments File	TCTENRxx
State Approved Teacher Prep - Completions File	TCTCMPxx
Teacher Preparation Program Enrollment And Completion Counts	TCTSUNCNT
<b>*DEVELOPMENTAL EDUCATION ENROLLMENT REPORT</b>	
File	DEVED
	DEVEDF

**NOTES:**

1. Reports are only generated at the End-of-Term data submissions.
2. \*Verification reports are generated when all four Databases are loaded and there are no critical edits between the Facilities, Student, Personnel, and Admissions Databases.
3. \*\*Criteria for the Distance Learning FTE report is located in the SDB Data Dictionary, Section III.

## Room/Space Utilization

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

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 excludes Directed Individual Study courses, Open Lab courses, and other similar courses which are not scheduled in a room on a regular weekly basis.

Distance Learning classes will be included in the room utilization calculation but not the space utilization calculation.

### SELECTION CRITERIA

#### FCO Site Table

College	DE 5001
Site Number	DE 5100
Site Name	DE 5110

#### FCO Facilities Table

College	DE 5001
Site Number	DE 5100
Facility Number	DE 5200

#### Where

Term is Summer, Fall, or Spring	DE 5002 IN (1yyyy, 2yyyy, 3yyyy)
Facility Type is a Building	DE 5220 EQ 1
Facility Status is Permanent	DE 5230 EQ 1
Facility Condition is Satisfactory, Remodeling (any), Demolition, or Termination	DE 5240 IN (1, 2, 3, 4, 5, 6)
Facility Ownership is Owned	DE 5260 IN (0, 1, 2, 3)



**FCO Room Table**

College	DE 5001
Site Number	DE 5100
Facility Number	DE 5200
Room Number	DE 5300

**Where**

Term is Summer, Fall, or Spring	DE 5002 IN (1yyyy, 2yyyy, 3yyyy)
Room location is in building selected from Facilities Table	
Room Use Code is Classroom or Class Laboratory	DE 5320 IN (110, 120, 210)
If the room is in a Joint-Use facility, the room is assigned to or shared by the college	DE 5350 IN (0, 1, 2)
Room Condition is Satisfactory	DE 5360 EQ 1

**PDB Course Schedule Table**

Reporting Institution	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
Instructional Delivery Method	DE 4060

**Where**

Term is Summer, Fall, or Spring	DE 0120 IN (1yyyy, 2yyyy, 3yyyy)
Course is a regularly scheduled course	DE 4015 NE O
Site is owned	DE 4030 NE 99
Course is not Recreation and Leisure	DE 4045 EQ 0
Reporting Institution, Site Number, Facility Number, and Room Number match selections from FCO Database	DE 0110, DE 4030, DE 4035, DE 4040
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

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### SDB Course Table

Reporting Institution	DE 1017
Course Identifier	DE 3008
Course Identifier – Section	DE 3009
Count of Students by Course/Section	

### Where

Term is Summer, Fall, or Spring	DE 1028 IN (1yyyy, 2yyyy, 3yyyy)
Term Submission is End of Term	
College, Course Identifier, and Course Identifier – Section match Selection from PDB Course Schedule Table selection	DE 1017, DE 3008, DE 3009
Count of Students by Course/Section are aggregated for Course/Sections with duplicate Day of course Meet, Start Date, Begin Time, End Time, and End Date	

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### PROCESSES AND CALCULATIONS

1. 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  
$$CL = 1 + ED - SD$$
$$\text{If } CL < 112 \text{ then } CL = CL \text{ else } CL = 112$$
  - 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  
$$\text{If } SD > DM \text{ then } ND = CL - (7 - (SD - DM)) \text{ else } ND = CL - (DM - SD)$$
$$ND = \text{CEILING}(ND / 7)$$
  - 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  
$$HR = ET - BT$$
$$HR = \text{CEILING}(HR * 60 / 50)$$
  - 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.
  - a. Standard is 40 hours of instruction per week for classrooms
  - b. Standard is 30 hours of instruction per week for laboratoriesWeekly 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.
  - a. Standard is 40 hours of instruction per week with 60% student station occupancy for classrooms
  - b. Standard is 30 hours of instruction per week with 80% student station occupancy for laboratories
  - c. Do not include Distance Learning classes (PDB DE 4065 Instructional Delivery Method = 'D')Student Stations → SS  
Space Utilization Rate → SU  
 $SU = (RWSH / (SS * 40 * .60)) * 100$  (round to 2 decimal places for classrooms)  
 $SU = (RWSH / (SS * 30 * .80)) * 100$  (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.
  - a. Standard is 40 hours of instruction per week for classrooms
  - b. Standard is 30 hours of instruction per week for laboratoriesWeekly 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.
- a. Standard is 40 hours of instruction per week with 60% student station occupancy for classrooms
  - b. Standard is 30 hours of instruction per week with 80% student station occupancy for laboratories
  - c. Do not include Distance Learning classes (PDB DE 4065 Instructional Delivery Method = 'D')

Student Stations → SS

Space Utilization Rate → CSU

$CSU = (CWSH / (SS * 40 * .60)) * 100$  (round to 2 decimal places for classrooms)

$CSU = (CWSH / (SS * 30 * .80)) * 100$  (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.
- a. Standards are not used
  - b. 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

$RUDXH = (NHRS / (NRMS * 16)) * 100$  (round to 1 decimal place)

## Headcount, Hours, and Ratios by FT/PT Faculty (Faculty Load Report)

### SELECTION CRITERIA

#### PDB Demographic Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Employment Status	DE 1055
Faculty Status	DE 1065

#### Where

Term is Summer, Fall, or Spring DE 0120 IN (1yyyy, 2yyyy, 3yyyy)

#### PDB Employment Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Activity/Occupational Activity Code	DE 2005
Position Portion of Effort (FTE)	DE 2025

#### Where

Term is Summer, Fall, or Spring DE 0120 IN (1yyyy, 2yyyy, 3yyyy)

#### PDB Instructional Activity Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Team Teaching/Multiple Instructors Flag	DE 3020
Portion of Course/Section Workload	DE 3025
Instructional Contact Hours	DE 3030

#### Where

Term is Summer, Fall, or Spring DE 0120 IN (1yyyy, 2yyyy, 3yyyy)

#### PDB Course Schedule Table

Reporting Institution	DE 0110
Person Identification Number	DE 0130
Course Identifier	DE 3005
Course Identifier – Section	DE 3010

#### Where

Term is Summer, Fall, or Spring DE 0120 IN (1yyyy, 2yyyy, 3yyyy)  
Course is not Recreation and Leisure DE 4060 NE R

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**SDB Course Table**

Reporting Institution	DE 1017
Course Identifier	DE 3008
Course Identifier – Section	DE 3009
Course ICS	DE 3001
Course Fee Kind	DE 3006
Course Section Hours	DE 3012

**Where**

Term is Summer, Fall, or Spring DE 1028 IN (1yyyy, 2yyyy, 3yyyy)

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**PROCESSES and CALCULATIONS**

1. Match data from Demographic and Employment Activity by Person ID.
  - a. If Primary Occupational Activity IN (25, 26, 27, 28) OR (Occupational Activity EQ 32 AND Faculty Status EQ Y) then Occupational Activity EQ 2
  - b. Aggregate FTE BY Term, CCNUM, PSNID
  
2. For Student Course data determine program areas based upon ICS codes. Set Apprenticeship flag when ICS codes are equal to 12997 or 12998. Set course ICS code to 13300 (Lifelong Learning) where Course Lifelong Learning Flag (DE 3010) equal to yes. Determine class hours (hours assigned to the course) and student hours (class hours \* number of students).
  
3. Merge data from Step 2 and Step 3 by Person ID.
4. Merge data from Step 4 and Step 5 by course/section.
  
5. If course/section is taught by multiple instructors (Team Teaching Flag EQ Y), then calculate the portion of class hours and student hours.
  
6. 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 Areas
    - i. \*A&P, AS, Developmental Education, Developmental Education EAP, EPI, Career Certificate, Apprenticeship Class, Apprenticeship OJT, CWE, Adult Basic, Adult Literacy EAP, Adult Secondary, GED Prep, Voc Prep, EAP Voc Prep, Total.
    - ii. A&P, PSV, Developmental Education, EPI, Career Certificate, Apprenticeship, CWE, Adult Basic, Adult Secondary + GED Prep, Voc Prep, Total.
    - iii. A&P, PSV, Developmental Education, Developmental Education EAP, EPI, Career Certificate, Apprenticeship Class, Apprenticeship OJT, CWE, Adult Basic, Adult

Literacy EAP, Adult Secondary, GED Prep, Voc Prep, Adult w/Disabilities, Life Long Learning, Total.

- iv. A&P, PSV, Developmental Education, EPI, Career Certificate, Apprenticeship, CWE, Adult Basic, Adult Secondary + GED Prep, Voc Prep, EAP Voc Prep, Adult w/Disabilities, Life Long Learning, Total.

**\*NOTE:** *This program area category is the default that is used in the data submission verification process.*

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

## Distance Learning

### SELECTION CRITERIA

#### PDB Course Schedule Table

Reporting Institution	DE 0110
Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Instructional Delivery Method	DE 4065
Programming Method	DE 4080

#### Where

Term is Summer, Fall, or Spring	DE 0120 IN (1yyyy, 2yyyy, 3yyyy)
Course is a distance learning course	DE 4065 EQ D AND DE 4060 IN (M, I, L, W, V, H)

#### SDB Demographic Table

Reporting Institution	DE 1017
Student Identifier Number	DE 1021
Fee Classification Residency	DE 1004

#### SDB Course Table

Reporting Institution	DE 1017
Student Identifier Number	DE 1021
Course Identifier	DE 3008
Course Identifier – Section	DE 3009
Course ICS	DE 3001
Course Fee Kind	DE 3006

#### Where

Term is Summer, Fall, or Spring	DE 1028 IN (1yyyy, 2yyyy, 3yyyy)
Term Submission is End-Of-Term	

### PROCESSES AND CALCULATIONS

- Count the number of course/sections selected from the Personnel Database meeting the selection criteria.
- Merge the course/sections selected from the Student Database with the course/sections selected from the Personnel Database.
- Merge the data from Step 2 with Student Database Demographic data
  - Create Flag:  
 Non-Resident EQ Y if Fee Classification Residency EQ N (*Non-Florida resident*)  
 Otherwise Non-Resident EQ N
- Count the number of students enrolled from the matched data from Step 3.
- Count the unduplicated number of students from the matched data from Step 3.
- Use the following to determine Course ICS Category:



Upper Division:

If the fourth position of Course is a 3 or 4 and the Course ICS < 12000 (A&P) and Course Fee Kind NE D (*Adults with Disabilities*)

Adults with Disabilities (AWD):

If Course Fee Kind EQ D (*Adults with Disabilities*)

Advanced and Professional (A&P):

Course ICS GE 11000 but LT 12000 and not in Upper Division

Postsecondary Vocational:

Course ICS IN (12101, 12201, 12301, 12401, 12501, 12601, 12701)

Career Certificate:

Course ICS IN (12102, 12202, 12302, 12402, 12502, 12602, 12702)

Continuing Workforce Education:

Course ICS IN (12103, 12203, 12303, 12403, 12503, 12603, 12703)

Apprenticeship:

Course ICS IN (12997, 12998)

Developmental Education:

Course ICS IN (13101, 13103)

Vocational Preparation:

Course ICS IN (13102, 13104)

Adult Basic:

Course ICS IN (13201, 13204)

Adult Secondary/GED Preparation:

Course ICS IN (13202, 13203)

Lifelong Learning (LLL):

Course ICS EQ 13300

Educator Preparation Institute (EPI):

Course ICS EQ 15001

Total Distance Learning:

All of the above

## SREB Distance Learning

### SELECTION CRITERIA

#### SDB Course Table

Reporting Institution	DE 0117
Student Identification Number	DE 1021
Course Identifier	DE 3008
Course Identifier – Section	DE 3009
FTE Flag	DE 3018
Course ICS	DE 3001
Course Section Hours	DE 3012

#### Where

Term is Summer, Fall, or Spring	DE 1028 IN (1yyyy, 2yyyy, 3yyyy)
Term Submission is End-of-Term	
Course is not exempt from funder FTE	DE 3018 EQ Z
Course ICS is less than 13400 or Course ICS is 15001	DE 3001 LT 13400 OR DE 3001 EQ 15001

#### PDB Course Schedule Table

Reporting Institution	DE 0110
Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Instructional Delivery Method	DE 4065
Programming Method	DE 4080
Site Number	DE 4030

#### Where

Term is Summer, Fall, or Spring	DE 0120 IN (1yyyy, 2yyyy, 3yyyy)
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#### NOTES:

1. Annual SREB Distance learning data is aggregated across submission years. For example, the 2003 Totals consist of terms 3 of 2003, 1 of 2004, and 2 of 2004.
2. Annual credit hour totals will be rounded per term prior to aggregation.

### PROCESSES AND CALCULATIONS

1. Count the number of course/sections selected from the Personnel and Student Databases meeting the selection criteria.
2. Remove duplicate records from personnel dataset by Reporting Institution, Term, Course Identifier, and Course Identifier – Section.
3. Remove duplicate records from Student dataset by Reporting Institution, Term, Student Identification Number, Course Identifier, and Course Identifier – Section.
4. Merge the course/sections selected from the Student Database with the course/sections selected from the Personnel Database by Reporting Institution, Term, Course Identifier, and Course Identifier – Section. Remove records where course is Lifelong Learning and retain all credit courses based upon

ICS codes (ICS < 12000 **OR** ICS IN (12101, 12202, 12301, 12401, 12501, 12601, 12701, 13101, 13103, 15001)).

**CROSSWALK**

<b>SREB</b>	<b>PDB/SDB</b>
Total Undergrad Credit Hours	= Accumulation of all applicable credit hours courses
On-Campus "Traditional" Instruction	= Course Section Location-Campus (DE 3013) NE 2 and Instructional Delivery Method (DE 4065) IN (C,HB,FL) and [Programming Method(DE 4080) IN (S,C) and Site NE 99]
Off-Campus "Traditional" Instruction	= Course Section Location-Campus (DE 3013) EQ 2 ( <i>Taught in off campus or extension centers</i> ) and Instructional Delivery Method (DE 4065) IN (C,HB,FL) and [Programming Method (DE 4080) IN (S,C) and Site EQ 99]
Web Based	= Instructional Delivery Method (DE 4065) EQ D and Programming Method (DE 4080) IN (A,C)
Site-to-Site 2-way Audio/Video	= Instructional Delivery Method (DE4065) EQ D and Programming Method (DE 4080) EQ S
Other	= Instructional Delivery Method (DE 4065) IN (C,HB,FL) and Programming Method (DE 4080) EQ A

5. Aggregate and round hours by SREB categories.

## Number of Courses Taught by FT/PT Instructors

### SELECTION CRITERIA

#### PDB Demographic and Instructional Activity Table

Reporting Institution	DE 0110
Year ( <i>from Term Identifier</i> )	DE 0120
Term Identifier	DE 0120
Person Identifier Number	DE 0130
Employment Status	DE 1055
Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Team Teaching/Multiple Instructors Flag	DE 3020
Portion of Course/Section Workload	DE 3025

#### Where

Term is Summer, Fall, Spring, or Annual DE 0120 IN (1yyyy, 2yyyy, 3yyyy, 4yyyy)

#### PDB Course Schedule Table

Reporting Institution	DE 0110
Year ( <i>from Term Identifier</i> )	DE 0120
Term Identifier	DE 0120
Course Identifier	DE 3005
Course Identifier – Section	DE 3010

#### Where

Term is Summer, Fall, Spring DE 0120 IN (1yyyy, 2yyyy, 3yyyy, 4yyyy)

#### SDB Course Table

Reporting Institution	DE 1017
Year ( <i>from Term Identifier</i> )	DE 1028
Term Identifier	DE 1028
Course Identifier	DE 3008
Course Identifier – Section	DE 3008
Course ICS	DE 3001

#### Where

Term is Summer, Fall, Spring, or Annual DE 1028 IN (1yyyy, 2yyyy, 3yyyy, 4yyyy)

Course ICS not in CWE, Apprenticeship, Vocational Prep, Vocational Prep EAP, Adult Basic, Adult Secondary, GED Prep, ESOL, Lifelong Learning, and Educator Preparation Institute

DE 3001 not IN (12003, 12103, 12203, 12303, 12403, 12503, 12603, 12703, 12997, 12998, 13102, 13104, 13201, 13202, 13203, 13204, 13292, 13000, 15001)

## PROCESSES and CALCULATIONS

1. Match data from Demographic/Instructional and Course Schedule by Reporting Institution, Year, Term, Course Identifier, and Course Identifier – Section.
2. Using data from Step 1, match with Student data by Reporting Institution, Year, Term, Course Identifier, and Course Identifier – Section.
3. Sum Workload by Reporting Institution, Year, Term, Person Identifier Number, Course Identifier, and Course Identifier – Section (some colleges' report multiple instructor records for a single instructor/course due to instructor overload).
4. Unduplicate data from Step 2 by Reporting Institution, Year, Term, Course Identifier, and Course Identifier – Section.
5. If Team Teaching Flag EQ Y and Workload EQ 9.999 then set Workload EQ 0.
6. If Team Teaching Flag EQ Y and Workload > 1 then set Workload EQ 1.
7. If Team Teaching Flag EQ Y then Course Count EQ (Workload) (*rounded to the nearest tenth*).
8. Sum Course Count by Term, College ICS Area.
9. Exclude Apprenticeship, Adult General Education, Continuing Workforce Education, and EPI.

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## Teacher Preparation Enrollment and Completions File and Report

### FIRST ADMISSION

#### SELECTION CRITERIA

##### ADB Record

Reporting Institution	DE 1010
Year (from Term Identifier)	DE 1013
Term Identifier	DE 1013
Student Identification Number	DE 1012
GPA	DE 1019
State Approved Teacher Preparation Waiver	DE 1031
Reason for State Approved Teacher Preparation Waiver	DE 1032

##### Where

Term is Summer, Fall, or Spring End-of-Term	DE 1013 IN (1E, 2E, 3E)
Final Admission Action is Admitted or Provisionally Admitted	DE 1015 IN (A, P, X)

#### PROCESSES AND CALCULATIONS

1. Unduplicate by Reporting Institution and Student Identification Number
2. Match with prior year data. If no match or year, term is more than one year prior to current year, term, add record as first time admit.

### FIRST ENROLLMENT IN UPPER DIVISION

#### SELECTION CRITERIA

##### SDB Program Record

Reporting Institution	DE 1017
Year ( <i>from Term Identifier</i> )	DE 1028
Term Identifier	DE 1028
Student Identification Number	DE 1021

##### Where

Term is Summer, Fall, Spring End-of-Term	DE 1028 IN (1E, 2E, 3E)
Program of Study – Level is Baccalaureate or Baccalaureate - Transitional	DE 2005 IN (C, E)

##### SDB Course Record

Reporting Institution	DE 1017
Year ( <i>from Term Identifier</i> )	DE 1028
Term Identifier	DE 1028
Student Identification Number	DE 1021

##### Where

Term is Summer, Fall, Spring End-of-Term	DE 1028 IN (1E, 2E, 3E)
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## PROCESSES AND CALCULATIONS

1. Unduplicate Program records by Reporting Institution, Student Identification number, and Term
2. Unduplicate Course records by Reporting Institution, Student Identification Number, and Term
3. Match Program with Course by Reporting Institution, Student Identification Number, and Term and keep matches.
4. Unduplicate by Reporting Institution and Student Identification Number
5. Match with prior year data. If no match or year, term is more than one year prior to current year, term, add record as first time enrolled in baccalaureate.

## FIRST ENROLLMENT IN EDUCATOR PREPARATION INSTITUTE (EPI)

### SELECTION CRITERIA

#### SDB Program Record

Reporting Institution	DE 1017
Year ( <i>from Term Identifier</i> )	DE 1028
Term Identifier	DE 1028
Student Identification Number	DE 1021

#### Where

Term is Summer, Fall, Spring End-of-Term	DE 0128 IN (1E, 2E, 3E)
Program of Study – Level is EPI Certificate	DE 2005 EQ F

#### SDB Course Record

Reporting Institution	DE 1017
Year ( <i>from Term Identifier</i> )	DE 1028
Term Identifier	DE 1028
Student Identification Number	DE 1021

#### Where

Term is Summer, Fall, Spring End-of-Term	DE 1028 IN (1E, 2E, 3E)
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## PROCESSES AND CALCULATIONS

1. Unduplicate Program records by Reporting Institution, Student Identification Number, and Term
2. Unduplicate Course records by Reporting Institution, Student Identification Number, and Term
3. Match Program with Course by Reporting Institution, Student Identification Number, and Term and keep matches.
4. Unduplicate by Reporting Institution and Student Identification Number.
5. Match with prior year data. If no match or year, term is more than one year prior to current year, term, add record as first time enrolled in EPI.

## FIRST TIME BACCALAUREATE ENROLLMENTS MATCHED TO FIRST ADMISSION

### PROCESSES AND CALCULATIONS

1. Match First Time Baccalaureate Enrollment to First Admission
2. If no match, set match = 0, else set match = 1
3. Output records to FENRL.
4. Print report to ADMMTC.

## TEACHER PREPARATION ENROLLMENTS AND COMPLETIONS

### SELECTION CRITERIA

#### SDB Demographic and Program Information Records

Reporting Institution	DE 1017
Year ( <i>from Term Identifier</i> )	DE 1028
Term Identifier	DE 1028
Student Identification Number	DE 1021
Name – Last	DE 1015
Name – First	DE 1014
Name – Middle	DE 1016
Name – Suffix	DE 1055
Gender	DE 1006
Ethnic Origin	
Birth Date	DE 1019
Citizenship	DE 1001
Program of Study – Level	DE 2005
State Approved Teacher Preparation Program – DOE Code	DE 2010
Total Institutional Grade Points	DE 1030
Total Institutional Hours for GPA	DE 1031
State Approved Teacher Preparation Program – Benchmark Term	DE 2011
State Approved Teacher Preparation Program – Student Teaching Term	DE 2012
EPI Subject Area Specialization – Program 1	DE 2016
EPI Subject Area Specialization – Program 2	DE 2017
EPI Subject Area Specialization – Program 3	DE 2019
EPI Subject Area Specialization – Program 4	DE 2019
EPI Subject Area Specialization – Program 5	DE 2020

#### Where

Term is Summer, Fall, Spring End-of-Term	DE 0128 IN (1E, 2E, 3E)
Program of Study – Level is Baccalaureate and State Approved Teacher Preparation Program – DOE Code applies	DE 2005 EQ C AND DE 2010 < 999
or Program of Study – Level is EPI Certificate	OR DE 2005 EQ F



### SDB Demographic and Completion Records

Reporting Institution	DE1017
Year ( <i>from Term Identifier</i> )	DE1028
Term ( <i>from Term Identifier</i> )	DE1028
Student Identification Number	DE 1021
Last Name	DE 1015
First Name	DE 1014
Middle Name	DE 1016
Name – Suffix	DE 1055
Gender	DE 1006
Ethnic Origin	
Birth Date	DE1019
Citizenship	DE 1001
Completion Degree Granted	DE 2103
Completion – DOE Code	DE 2110
Total Institutional Grade Points	DE 1030
Total Institutional Hours for GPA	DE 1031
Completion Date	DE 2102
EPI Subject Area Specialization – Completion 1	DE 2116
EPI Subject Area Specialization – Completion 2	DE 2117
EPI Subject Area Specialization – Completion 3	DE 2118
EPI Subject Area Specialization – Completion 4	DE 2119
EPI Subject Area Specialization – Completion 5	DE 2120

### Where

Term identifier End-of-Term Summer, Fall, or Spring	DE 1028 IN (1E, 2E, 3E)
Degree is Baccalaureate and Completion – DOE Code applies or Degree is EPI Certificate	(DE 2103 EQ C AND DE 2110 LT 999) OR DE 2103 EQ F

### SDB Course Record

Reporting Institution	DE 1017
Student Identifier Number	DE 1021

### Where

Term identifier End-of-Term Summer, Fall, or Spring	DE 1028 IN (1E, 2E, 3E)
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## PROCESSES AND CALCULATIONS

1. Sort Enrollment data by Reporting Institution, Student Identification Number and Descending Term
2. Unduplicate Enrollment data by Reporting Institution and Student Identification Number
3. Unduplicate Completion data by Reporting Institution, Student Identification Number and DOE Code
4. Unduplicate Course records by Reporting Institution and Student Identification Number
5. Create Program Teaching data from Unduplicated Enrollment, keeping only Reporting Institution, Student Identification Number, Benchmark, and Teaching Term.

6. Merge Program Teaching data with Completions by Reporting Institution and Student Identification Number, keeping all Completions. Create Completion GPA EQ (Total Institutional Grade Points /Total Institutional Hours for GPA)\*100
7. Match Enrollment with Course by Reporting Institution, Student Identification Number and keep matches.
8. Split Completion data into EPI and BAC. If EPI then DOE Code EQ 600.
9. Merge BAC Completion data with First Admission data to get Admission Year, Term.
10. If no match with First Admission then match with First Baccalaureate Enrollment data and use First Enrollment Year, Term as Admission Year, Term. If no match with First Baccalaureate Enrollment then current Year, Term is used as Admission Year, Term.
11. Merge EPI Completion data with First EPI Enrollment data and use First Enrollment Year, Term as Admission Year, Term. If no match with First EPI Enrollment then current Year, Term is used as Admission Year, Term. GPA EQ 250.
12. Split Enrollment data into EPI and BAC. If EPI then DOE Code EQ 600.
13. Merge BAC Enrollment data with First Admission data to get Admission Year, Term and GPA. If no match, GPA EQ 999.
14. If no match with First Admission then match with First Baccalaureate Enrollment data and use First Enrollment Year, Term as Admission Year, Term. If no match with First Baccalaureate Enrollment then current Year, Term is used as Admission Year, Term.
15. Merge EPI Enrollment data with First EPI Enrollment data and use First Enrollment Year, Term as Admission Year, Term. If no match with First EPI Enrollment then current year, Term is used as Admission Year, Term. GPA EQ 250.
16. Merge EPI Enrollment data with EPI Completion data by Reporting Institution, Student Identification Number. If match drop Enrollment.
17. Merge BAC Enrollment data with BAC Completion data by Reporting Institution, Student Identification Number. If match drop Enrollment.
18. If Citizenship EQ A then Ethnic Origin EQ N.
19. Output records to files TCTENRxx and TCTCMPxx, where xx is the college number, tt is the Term Submission, and yyyy is the Current Reporting Year.
20. Create an aggregated report (TCTSUMCNT) using the TCTENRxx and TCTCMPxx file to count the total number of enrollments and completions by DOE Code.

**NOTES:**

**Teacher Certification Codes**

**RACE**

SDB	Teacher Cert
A	A
B	B
H	H
I	I
W	W
X	UR

**PROGRAM LEVEL**

SDB	Teacher Cert
C	2
E	2
F	9

**DEGREE**

SDB	Teacher Cert
C	2
F	9

**COLLEGE**

SDB	Teacher Cert	SDB	Teacher Cert
1	2000	15	5004
2	2010	16	2500
3	2030	17	2600
4	5005	18	2700
5	2040	19	2800
6	2050	20	2900
7	2060	21	2222
8	2070	22	2666
9	2080	23	5002
10	2090	24	2333
11	2100	25	2444
12	2200	26	2555
13	2300	27	2777
14	2400	28	2888

## Teacher Preparation Record Format

<b>Field Characteristics</b> A Alphabetic Only A/N Alphanumeric N Numeric Only  <b>Page 1 of 2</b>					Filenames: TCTENRxx TCTCMPxx,  where xx is the college number
#	From/To	Size	Field Char	Field Name	Field Description
1	1-4	4	N	Year	Ex. 2012 = 2011-12
2	5-6	2	A	Filler	
3	7-10	4	N	College	Reporting Institution
4	11-12	2	A	Filler	
5	13-15	3	N	DOE Code	State Approved Teacher Preparation Program - DOE Code
6	16-17	2	A		FILLER
7	18-42	25	A/N	Last Name	Last Name
8	43-62	20	A/N	First Name	First Name
9	63-77	15	A		FILLER
10	66-75	10	A/N	PSNID	Student Identification Number
11	76-77	2	A		FILLER
12	78-78	1	A	Degree	2 - Bachelor, 9 - EPI
13	79-80	2	A		FILLER
14	81-81	1	A	Gender	Gender
15	82-83	2	A		FILLER
16	84-85	2	A	Race	Race
17	86-87	2	A		FILLER
18	88-89	2	A	State Code	FL
19	90-91	2	A		FILLER
20	92-101	10	A/N	Birth Date	Student Birth Date (MMDDCCYY)
21	102-103	2	A		FILLER
22	104-107	4	N	Admission Year	Admission Year
23	108-109	2	A		FILLER
24	110-110	1	A	Admission Term	1 - Summer, 2 - Fall, 3 - Spring
25	111-112	2	A		FILLER
26	113-115	3	N	GPA at Admission	GPA at Admission
27	116-117	2	A		FILLER
28	118-118	1	N	Completion Term	1 - Summer, 2 - Fall, 3 - Spring
29	119-119	1	A		FILLER
30	120-120	1	A	State Approved Teacher Preparation Waiver	State Approved Teacher Preparation Waiver
31	121-121	1	A		FILLER
32	122-122	1	A	Reason for Teacher Prep Waiver	Reason for State Approved Teacher Prep Waiver
33	123-123	1	A		FILLER
34	124-128	5	N	Term Benchmarks Met	State Approved Teacher Preparation Program –Benchmark Term

## Teacher Preparation Record Format *(continued)*

<b>Field Characteristics</b> A Alphabetic Only A/N Alphanumeric N Numeric Only					Filenames: TCTENRxx TCTCMPxx,  where xx is the college number
<b>Page 2 of 2</b>					
#	From/To	Size	Field Char	Field Name	Field Description
35	129-129	1	A		FILLER
36	130-134	5	N	Term Teaching Practicum Met	State Approved Teacher Preparation Program –Student Teaching Term
37	135-135	1	A		FILLER
38	136-138	3	N	GPA at Completion	GPA at Completion
39	139-139	1	A		FILLER
40	140-149	10	A/N	Completion Date	Completion Date
41	150-150	1	A		FILLER
42	151-170	20	A/N	Middle Name	Middle Name
43	171-180	10	A/N	Name - Suffix	Name – Suffix
44	181-181	1	A		FILLER
45	182-184	3	N	EPI Prog Sub 1	EPI Subject Area Specialization Program1
46	185-185	1	A		FILLER
47	186-188	3	N	EPI Prog Sub 2	EPI Subject Area Specialization Program2
48	189-189	1	A		FILLER
49	190-192	3	N	EPI Prog Sub 3	EPI Subject Area Specialization Program3
50	193-193	1	A		FILLER
51	194-196	3	N	EPI Prog Sub 4	EPI Subject Area Specialization Program4
52	197-197	1	A		FILLER
53	198-200	3	N	EPI Prog Sub 5	EPI Subject Area Specialization Program5
54	201-201	1	A		FILLER
55	202-204	3	N	EPI Comp Sub 1	EPI Subject Area Specialization Completion1
56	205-205	1	A		FILLER
57	206-208	3	N	EPI Comp Sub 2	EPI Subject Area Specialization Completion2
58	209-209	1	A		FILLER
59	210-212	3	N	EPI Comp Sub 3	EPI Subject Area Specialization Completion3
60	213-213	1	A		FILLER
61	214-216	3	N	EPI Comp Sub 4	EPI Subject Area Specialization Completion4
62	217-217	1	A		FILLER
63	218-220	3	N	EPI Comp Sub 5	EPI Subject Area Specialization Completion5
64	221-221	1	A		FILLER
65	222-235	14	A/N	FLEID	Florida Education Identifier
66	236-277	42	A	College Name	College Name
67	278-327	50	A	Program Title	Program Title
68	328-350	23	A		FILLER

**NOTE:** Items 38 to 40 and 55 through 63 apply to Completions only.

## Developmental Education Enrollment Report

### SELECTION CRITERIA

#### SDB Course Table

Reporting Institution	DE 1017
Year ( <i>from Term Identifier</i> )	DE 1028
Term Identifier	DE 1028
Student Identification Number	DE 1021
Course Identifier	DE 3008
Course Identifier – Section	DE 3009
Course ICS	DE 3001
Course Grade	DE 3007

#### Where

Term is Summer, Fall, or Spring	DE 2019 IN (1yyyy, 2yyyy, 3yyyy)
Course Identifier prefix is English, Math, or Reading	DE 3008 IN (ENG, MAT, REA)
Course ICS is Developmental Education	DE 3001 EQ 13101

#### PDB Course Schedule Table

Reporting Institution	DE 0110
Year ( <i>from Term Identifier</i> )	DE 0120
Term Identifier	DE 0120
Course Identifier	DE 3005
Course Identifier – Section	DE 3010
Developmental Education – Primary Strategy	DE 4071

#### Where

Term is Summer, Fall, or Spring	DE 0120 IN (1yyyy, 2yyyy, 3yyyy)
Developmental Education – Primary Strategy applies	DE 4071 NE Z
Primary Course Classification is a Credit/Non-Credit Course or an Adult General Education Course	DE 4060 IN (S, A)

### PROCESSES and CALCULATIONS

1. Unduplicate Student Course data by Reporting Institution, Student Identification Number, Course Identifier, and Course Identifier – Section
2. Unduplicate Course Schedule data by Reporting Institution, Course Identifier, and Course Identifier – Section
3. Sort Student Course data by Reporting Institution, Course Identifier, and Course Identifier – Section
4. Sort Personnel Course Schedule Data by Reporting Institution, Course Identifier, and Course Identifier – Section
5. Merge Student Course data and Course Schedule data by Reporting Institution, Course Identifier, and Course Identifier – Section
6. Add Prefix Column by using the Course Identifier Prefix (positions 1-3)
7. Report number of student enrollments by Prefix and Primary Strategy (DE 4071)

## Developmental Education Record Format

<b>Field Characteristics</b> A Alphabetic Only A/N Alphanumeric N Numeric Only					Filename: DEVEDF
#	From/To	Size	Field Char	Field Name	Field Description
1	1-2	2	N	College	College Number
2	3-12	10	A/N	PSNID	Student Identification Number
3	13-20	8	A/N	Course	Course
4	21-28	8	A/N	Section	Section
5	29-30	2	A	Grade	Course Grade
6	31-31	1	A	DevStrategy	Primary Developmental Education Strategy
7	32-45	14	A/N	FLEID	Florida Education Identifier

## IDB System Reports

### NOTES:

1. The System Reports use the Verification Report Selection Criteria.
2. yyyy is the year submission and t is the submission term

### Room/Space Utilization Reports

RMUTyyyy	
RDXCOLRt	Room Utilization by Day, by Hour, by College for Classrooms and Laboratories
RDXSITRt	Room Utilization by Day, by Hour, by Site for Classrooms and Laboratories
RDXFACRt	Room Utilization by Day, by Hour, by Facility for Classrooms and Laboratories
RUXCOLRt	Room Utilization by College
RUXSITRt	Room Utilization by Site
RUXFACRt	Room Utilization by Facility
SPXCOLRt	Space Utilization by College
SPXSITRt	Space Utilization by Site
SPXFACRt	Space Utilization by Facility

### Headcount, Hours, Ratios for FT/PT Faculty Reports

FCLtyyyy	
CHFFRFCB	Full-Time Regular Faculty: Class Hours/FTE
CHFFRFCL	Full-Time Regular Faculty: Class Hours/FTE Lower Division
CHFFRFCU	Full-Time Regular Faculty: Class Hours/FTE Upper Division
CHFFRNIB	Full-Time Regular Non-Instructional: Class Hours/FTE
CHFFRNIL	Full-Time Regular Non-Instructional: Class Hours/FTE Lower Division
CHFFRNIU	Full-Time Regular Non-Instructional: Class Hours/FTE Upper Division
CHFFTFCB	Full-Time Temporary Faculty: Class Hours/FTE
CHFFTFCL	Full-Time Temporary Faculty: Class Hours/FTE Lower Division
CHFFTFCU	Full-Time Temporary Faculty: Class Hours/FTE Upper Division
CHFPRFCB	Part-Time Regular Faculty: Class Hours/FTE
CHFPRFCL	Part-Time Regular Faculty: Class Hours/FTE Lower Division
CHFPRFCU	Part-Time Regular Faculty: Class Hours/FTE Upper Division
CHFPFCB	Part-Time Temporary Faculty: Class Hours/FTE
CHFPFCCL	Part-Time Temporary Faculty: Class Hours/FTE Lower Division
CHFPFCU	Part-Time Temporary Faculty: Class Hours/FTE Upper Division
CHHFRFCB	Full-Time Regular Faculty: Class Hours/Headcount
CHHFRFCL	Full-Time Regular Faculty: Class Hours/Headcount Lower Division
CHHFRFCU	Full-Time Regular Faculty: Class Hours/Headcount Upper Division
CHHFRNIB	Full-Time Regular Non-Instructional: Class Hours/Headcount
CHHFRNIL	Full-Time Regular Non-Instructional: Class Hours/Headcount Lower Division
CHHFRNIU	Full-Time Regular Non-Instructional: Class Hours/Headcount Upper Division
CHHFTFCB	Full-Time Temporary Faculty: Class Hours/Headcount
CHHFTFCL	Full-Time Temporary Faculty: Class Hours/Headcount Lower Division
CHHFTFCU	Full-Time Temporary Faculty: Class Hours/Headcount Upper Division
CHHPRFCB	Part-Time Regular Faculty: Class Hours/Headcount



**Headcount, Hours, Ratios for FT/PT Faculty Reports (continued)**

CHHPRFCL	Part-Time Regular Faculty: Class Hours/Headcount Lower Division
CHHPRFCU	Part-Time Regular Faculty: Class Hours/Headcount Upper Division
CHHPTFCB	Part-Time Temporary Faculty: Class Hours/Headcount
CHHPTFCL	Part-Time Temporary Faculty: Class Hours/Headcount Lower Division
CHHPTFCU	Part-Time Temporary Faculty: Class Hours/Headcount Upper Division
CHRRFCB	Full-Time Regular Faculty: Class Hours
CHRRFCL	Full-Time Regular Faculty: Class Hours Lower Division
CHRRFCU	Full-Time Regular Faculty: Class Hours Upper Division
CHRRFNIB	Full-Time Regular Non-Instructional: Class Hours
CHRRFNIL	Full-Time Regular Non-Instructional: Class Hours Lower Division
CHRRFNIU	Full-Time Regular Non-Instructional: Class Hours Upper Division
CHRTFCB	Full-Time Temporary Faculty: Class Hours
CHRTFCL	Full-Time Temporary Faculty: Class Hours Lower Division
CHRTFCU	Full-Time Temporary Faculty: Class Hours Upper Division
CHRPRFCB	Part-Time Regular Faculty: Class Hours
CHRPRFCL	Part-Time Regular Faculty: Class Hours Lower Division
CHRPRFCU	Part-Time Regular Faculty: Class Hours Upper Division
CHRPTFCB	Part-Time Temporary Faculty: Class Hours
CHRPTFCL	Part-Time Temporary Faculty: Class Hours Lower Division
CHRPTFCU	Part-Time Temporary Faculty: Class Hours Upper Division
FTEFRFCB	Full-Time Regular Faculty: FTE
FTEFRFCL	Full-Time Regular Faculty: FTE Lower Division
FTEFRFCU	Full-Time Regular Faculty: FTE Upper Division
FTEFRNIB	Full-Time Regular Non-Instructional: FTE
FTEFRNIL	Full-Time Regular Non-Instructional: FTE Lower Division
FTEFRNIU	Full-Time Regular Non-Instructional: FTE Upper Division
FTEFTFCB	Full-Time Temporary Faculty: FTE
FTEFTFCL	Full-Time Temporary Faculty: FTE Lower Division
FTEFTFCU	Full-Time Temporary Faculty: FTE Upper Division
FTEPRFCB	Part-Time Regular Faculty: FTE
FTEPRFCL	Part-Time Regular Faculty: FTE Lower Division
FTEPRFCU	Part-Time Regular Faculty: FTE Upper Division
FTEPTFCB	Part-Time Temporary Faculty: FTE
FTEPTFCL	Part-Time Temporary Faculty: FTE Lower Division
FTEPTFCU	Part-Time Temporary Faculty: FTE Upper Division
HDCFRFCB	Full-Time Regular Faculty: Headcount
HDCFRFCL	Full-Time Regular Faculty: Headcount Lower Division
HDCFRFCU	Full-Time Regular Faculty: Headcount Upper Division
HDCFRNIB	Full-Time Regular Non-Instructional: Headcount
HDCFRNIL	Full-Time Regular Non-Instructional: Headcount Lower Division
HDCFRNIU	Full-Time Regular Non-Instructional: Headcount Upper Division
HDCFTFCB	Full-Time Temporary Faculty: Headcount
HDCFTFCL	Full-Time Temporary Faculty: Headcount Lower Division
HDCFTFCU	Full-Time Temporary Faculty: Headcount Upper Division

**Headcount, Hours, Ratios for FT/PT Faculty Reports (continued)**

HDCPRFCB	Part-Time Regular Faculty: Headcount
HDCPRFCL	Part-Time Regular Faculty: Headcount Lower Division
HDCPRFCU	Part-Time Regular Faculty: Headcount Upper Division
HDCPTFCB	Part-Time Temporary Faculty: Headcount
HDCPTFCL	Part-Time Temporary Faculty: Headcount Lower Division
HDCPTFCU	Part-Time Temporary Faculty: Headcount Upper Division
SHFFRFCB	Full-Time Regular Faculty: Student Hours/FTE
SHFFRFCL	Full-Time Regular Faculty: Student Hours/FTE Lower Division
SHFFRFCU	Full-Time Regular Faculty: Student Hours/FTE Upper Division
SHFFRNIB	Full-Time Regular Non-Instructional: Student Hours/FTE
SHFFRNIL	Full-Time Regular Non-Instructional: Student Hours/FTE Lower Division
SHFFRNUI	Full-Time Regular Non-Instructional: Student Hours/FTE Upper Division
SHFFTFCB	Full-Time Temporary Faculty: Student Hours/FTE
SHFFTFCL	Full-Time Temporary Faculty: Student Hours/FTE Lower Division
SHFFTFCU	Full-Time Temporary Faculty: Student Hours/FTE Upper Division
SHFPRFCB	Part-Time Regular Faculty: Student Hours/FTE
SHFPRFCL	Part-Time Regular Faculty: Student Hours/FTE Lower Division
SHFPRFCU	Part-Time Regular Faculty: Student Hours/FTE Upper Division
SHFPTFCB	Part-Time Temporary Faculty: Student Hours/FTE
SHFPTFCL	Part-Time Temporary Faculty: Student Hours/FTE Lower Division
SHFPTFCU	Part-Time Temporary Faculty: Student Hours/FTE Upper Division
SHHFRFCB	Full-Time Regular Faculty: Student Hours/Headcount
SHHFRFCL	Full-Time Regular Faculty: Student Hours/Headcount Lower Division
SHHFRFCU	Full-Time Regular Faculty: Student Hours/Headcount Upper Division
SHHFRNIB	Full-Time Regular Non-Instructional: Student Hours/Headcount
SHHFRNIL	Full-Time Regular Non-Instructional: Student Hours/Headcount Lower Division
SHHFRNIU	Full-Time Regular Non-Instructional: Student Hours/Headcount Upper Division
SHHFTFCB	Full-Time Temporary Faculty: Student Hours/Headcount
SHHFTFCL	Full-Time Temporary Faculty: Student Hours/Headcount Lower Division
SHHFTFCU	Full-Time Temporary Faculty: Student Hours/Headcount Upper Division
SHHPRFCB	Part-Time Regular Faculty: Student Hours/Headcount
SHHPRFCL	Part-Time Regular Faculty: Student Hours/Headcount Lower Division
SHHPRFCU	Part-Time Regular Faculty: Student Hours/Headcount Upper Division
SHHPTFCB	Part-Time Temporary Faculty: Student Hours/Headcount
SHHPTFCL	Part-Time Temporary Faculty: Student Hours/Headcount Lower Division
SHHPTFCU	Part-Time Temporary Faculty: Student Hours/Headcount Upper Division
SHRFRFCB	Full-Time Regular Faculty: Student Hours
SHRFRFCL	Full-Time Regular Faculty: Student Hours Lower Division
SHRFRFCU	Full-Time Regular Faculty: Student Hours Upper Division
SHRFRNIB	Full-Time Regular Non-Instructional: Student Hours
SHRFRNIL	Full-Time Regular Non-Instructional: Student Hours Lower Division
SHRFRNIU	Full-Time Regular Non-Instructional: Student Hours Upper Division
SHRFTFCB	Full-Time Temporary Faculty: Student Hours
SHRFTFCL	Full-Time Temporary Faculty: Student Hours Lower Division

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**Headcount, Hours, Ratios for FT/PT Faculty Reports (*continued*)**

SHRFTFCU	Full-Time Temporary Faculty: Student Hours Upper Division
SHRPRFCB	Part-Time Regular Faculty: Student Hours
SHRPRFCL	Part-Time Regular Faculty: Student Hours Lower Division
SHRPRFCU	Part-Time Regular Faculty: Student Hours Upper Division
SHRPTFCB	Part-Time Temporary Faculty: Student Hours
SHRPTFCL	Part-Time Temporary Faculty: Student Hours Lower Division
SHRPTFCU	Part-Time Temporary Faculty: Student Hours Upper Division

**Distance Learning Reports**

DSLRYyyy	
DLENROLt	Enrollment in Distance Learning Courses
DLHDCNTt	Distance Learning Student Headcount
DLENRNORt	Enrollment in Distance Learning Non-Resident
DLHDCNORt	Distance Learning Student Headcount Non-Resident
DS3F29B	Distance Learning FTE Report (only produced for term 3)

**Number of Courses Taught by FT/PT Instructors**

CRSCyyyy	
CRSECTt	Number of Courses Taught by FT/PT Instructors or 'X'.



**Appendix A:**  
**Information Classification Structure**



## Information Classification Structure (ICS)

### Purpose of the Structure

The Florida College Information Classification Structure (ICS) is one of the most important characteristics of the Florida College Management Information System; this is what 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) 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 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 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 databases 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.

## Function, Sub-Function, Cluster, and Category Levels (Instructional)

### **(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 & Info Science
  - 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

### **Career Certificate**

- 1.2 Career Certificate

- 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 Education**

- 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

### **Apprenticeship**

- 1.2 Apprenticeship
  - 1.29.97 Class
  - 1.29.98 On the Job Training (OJT)

### **Adult General Education**

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

### **Educator Preparation Institute**

- 1.5 Educator Preparation Institute
  - 1.50.01 Educator Preparation Institute



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## Function, Sub-Function, Cluster, and Category Levels (Non-Instructional)

### **Organized Research**

2.0 Organized Research (Not used)

### **Public Service**

3.0 Public Service  
    3.10 Public Service  
    3.20 Public Broadcasting Stations

### **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 Development  
    4.80 Staff Development

### **Student Support**

5.0 Student Support  
    5.10 Social and Cultural Development  
    5.21 Organized (Intercollegiate) 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

### **Student Financial Assistance**

8.0 Student Financial Assistance  
    8.10 Student Aid

## 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 Database and financial reporting use the function, sub-function, and cluster codes, with an additional two-digit category code. The following shows the five basic levels of the structure:

### Hierarchical Structure (Example)

Code	Level	Component
1.	Function	Direct Instruction
1.1	Sub-Function	Advanced and Professional
1.11	Cluster	Natural and 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 Database, 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 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 for Florida's Public Colleges* (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*).

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## Financial and Cost Information

The *Accounting Manual for Florida's Public 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 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.

### EXAMPLE

- 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 non-assignable 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 that 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 Data Dictionary.

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## Detail Definitions and Terminology

### **1.XX.XXXX Instruction**

This function includes formally organized activities designed for transmitting knowledge, skills, and attitudes to a specifically identified target, or clientele group. In Florida's 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:

#### **1.11 Natural and Physical Science**

- 1.11.01 Agriculture & Natural Resources
- 1.11.02 Architecture & Environmental Design
- 1.11.04 Biological Science
- 1.11.09 Engineering
- 1.11.12 Health Professions
- 1.11.19 Physical Sciences

#### **1.12 Fine and Applied Arts**

- 1.12.1 Fine and Applied Arts

#### **1.13 Letters and Foreign Languages**

- 1.13.11 Foreign Languages
- 1.13.15 Letters

#### **1.14 Education**

- 1.14.08 Education
- 1.14.0835\* Physical Education

#### **1.15 Business Management**

- 1.15.05 Business Management

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**1.16 Mathematics and Computer Science**

- 1.16.07 Computer and Information Science
- 1.16.17 Mathematics

**1.17 Social Sciences**

- 1.17.03 Area Studies
- 1.17.20 Psychology
- 1.17.22 Social Sciences

**1.18 Other Disciplines**

- 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

*\*NOTE: 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 bachelor's 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 that serve both a transfer and vocational preparatory purpose.

The following seven clusters are used to subdivide further the vocational sub-function: (See "Detail Coding for Advanced and Professional and Vocational Courses and Programs of Study" for further 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 that award credit that can be applied toward an associate degree.
- 1.2X.02 Career Certificate - 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 that are organized as a unit of a preparatory program of studies.
- 1.29.02\* Apprenticeship
- 1.29.97 Classroom instructional component of an apprenticeship program.
- 1.29.98 On the Job Training (OJT) component of an apprenticeship program.

**\*NOTE:** *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 Career Certificate 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:

#### **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 Career Certificate training to obtain employment.
- 1.31.03\* English for Academic Purposes College Preparatory Instruction. English as a Second Language (ESL) instruction at the College Preparatory level.
- 1.31.04\* English for Academic Purposes Vocational Preparatory Instruction. English as a Second Language (ESL) instruction at the Vocational Preparatory level.

**\*NOTE:** *ICS codes 1.31.03 and 1.31.04 are distinct for reporting courses on the Student Database. 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**

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## 1.4 Community Instructional

### 1.42 Recreational and Leisure Time Instruction

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

## 1.5 Educator Preparation Institute

### 1.50 Educator Preparation Institute

Educator Preparation Institute established to prepare individuals holding baccalaureate degrees for the Florida Teacher Certification Exam.

## 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 that 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.
- 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.** Includes 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, or division it should be accounted for in the Instructional function.

#### **4.40 Instructional Computing Services**

All computing support for 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 providing training to students (these are not intended to be self-supported activities).

Examples of ancillary operations are Automobile Repair Shops, Dental Hygiene Clinics, and Cosmetology Services

#### **4.60 Academic Administration**

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

- 4.60.1 Senior Academic Officer
- 4.60.2 Evening Classes Administration
- 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



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## **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
- 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**

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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
- 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-functions.

#### **6.10 Executive Management**

Included in this sub-function are 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.)
- 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 Operations
- 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

**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, and 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 expenses that 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 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 (e.g., insurance on buildings, 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**

**8.12 Scholarships and Grants**

**8.13 Legislated Student Fee Waivers**

**8.14 Board of Trustee Waivers (Non-Fundable FTE)**

*\*NOTE: These codes are not used in facilities reporting*



**Appendix B:**  
**Information About Space Utilization**





## Space Utilization Overview

Space utilization of instructional spaces for 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), non-vocational laboratories (Room-Use Code 210), and vocational laboratories (Room-Use Code 210). There are utilization standards 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 120, 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.

Non-vocational 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.

### 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**

	Space Type	WRH	SOR	WH/SS
1.	As of January 1, 1998, the standards are:			
	Classroom	40	.60	24.0
	Non-vocational Laboratory	30	.80	24.0
	Vocational Laboratory	30	.80	24.0
2.	Before July 1, 1995, the standards were:			
	Classroom			
	< 2500 COFTE	58.5	.55	32.175
	> 2500 COFTE	58.5	.60	35.1
	Non-vocational 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:			
	Classroom	40	.60	24.0
	Teaching Laboratory			
	Lower Level	24	.80	19.2
	Upper Level	20	.80	16.0