Florida College System
Integrated Database
Reporting Year 2023-24

Version 24.01

PREVIOUS VERSIONS ARE OBSOLETE
Summary of Changes

Version 24.00 (Updated 7/1/2023)

1. Updated edit and verification report file names to align to the report content.
2. Edit 1000_5: Modified IDB Edit 1000_5 to remove the SDB Adult Educational Functioning Level data element and added SDB Adult Educational Functioning Level Subject Area 1.
3. SREB Report: Updated selection criteria to remove the “Other” column due to PDB edits 4065_2, 4065_4 changing from informational to critical.
4. Teacher Preparation Validation Report: Added two new sections to report. The enrollment report includes a new section identifying which students were not reported with a grade point average (GPA). The completion report includes a new report identifying program completions without an enrollment.
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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.
### Summer End-Of-Term (1E) Data Submission Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 11, 2023</td>
<td><strong>Open date.</strong> Submission period begins. Colleges begin submitting Summer End-of-Term and Fall Beginning-of-Term data.</td>
</tr>
<tr>
<td>September 1, 2023</td>
<td><strong>Adult Education Load date.</strong> 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.</td>
</tr>
<tr>
<td>September 5, 2023</td>
<td>Certification form for adult education load date data is due.</td>
</tr>
<tr>
<td>September 8, 2023</td>
<td><strong>Load date.</strong> All colleges must load data.</td>
</tr>
<tr>
<td>September 11, 2023</td>
<td>If data has not been loaded, the Reports Coordinator is notified with a copy to the college’s President.</td>
</tr>
<tr>
<td>September 29, 2023</td>
<td><strong>Close date.</strong> End of Submission Period. Summer End-of-Term and Fall Beginning-of-Term data must be loaded. Database is closed out for the term.</td>
</tr>
<tr>
<td>October 2, 2023</td>
<td><strong>Certification form is due.</strong> If data has not been loaded, the college’s President is notified with a copy to the Reports Coordinator.</td>
</tr>
<tr>
<td>October 3, 2023</td>
<td>If the certification form has not been received, the college’s President is notified with a copy to the Reports Coordinator.</td>
</tr>
</tbody>
</table>
Fall End-of-Term (2E) Data Submission Calendar

January 5, 2024  **Open date.** Submission period begins. Colleges may begin submitting Fall End-of-Term and Spring Beginning-of-Term data.

February 2, 2024  **Load date.** Colleges must load data.

February 5, 2024  If data has not been loaded, the Reports Coordinator is notified with a copy to the college’s President.

March 8, 2024  **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 11, 2024  **Certification form is due.** If data has not been loaded, the college’s President is notified with a copy to the Reports Coordinator.

March 12, 2024  If the certification form has not been received, the college’s President is notified with a copy to the Reports Coordinator.
Spring End-of-Term (3E) Data Submission Calendar

April 5, 2024  **Open date.** Submission period begins. Colleges begin submitting Spring End-of-Term data.

May 10, 2024  **Load date.** Colleges must load data.

May 13, 2024  If data has not been loaded, the Reports Coordinator is notified with a copy to the college’s President.

June 14, 2024  **Term close date.** End of Submission Period. Spring End-of-Term data must be loaded. Database is closed out for the term.

June 17, 2024  **Certification form is due.** If data has not been loaded, the college’s President is notified with a copy to the Reports Coordinator.

June 18, 2024  If the certification form has not been received, the college’s President is notified with a copy to the Reports Coordinator.

June 18, 2024 - July 2, 2024  **Annual Data Verification Period.** If errors are found, resubmission of data will be allowed only with a request signed by the College President.

July 3, 2024  **Annual close. No data resubmission will be accepted.** 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 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) DE 4060 IN (S, D)
- Or ‘D’ (Adult General Education Distance Learning Course for NRS)

**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

**SELECTON CRITERIA – ADB Admission Table (IDB 4000)**

- Student Identification Number DE 1012
- Or
  - Florida Education Identifier DE 1000

**IDB Edit:**

<table>
<thead>
<tr>
<th>IDB Edit</th>
<th>Description</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000_1</td>
<td>No SDB Course Records</td>
<td>Critical</td>
</tr>
<tr>
<td>0000_2</td>
<td>No PDB Course Records</td>
<td>Critical</td>
</tr>
<tr>
<td>0000_3</td>
<td>No FCO Site or Room Records</td>
<td>Critical</td>
</tr>
<tr>
<td>0000_4</td>
<td>No ADB Records (only applies to colleges with four year programs)</td>
<td>Critical</td>
</tr>
<tr>
<td>0000_5</td>
<td>No current term ADB Records (only applies to colleges with four year programs)</td>
<td>Informational</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Course Identifier</th>
<th>DE 3005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Identifier – Section</td>
<td>DE 3010</td>
</tr>
<tr>
<td>Site Number</td>
<td>DE 4030</td>
</tr>
</tbody>
</table>

Where:

PDB Course Classification Equal to ‘S’ (Credit/Non-Credit Course)  DE 4060 IN (S, D)
Or ‘D’ (Adult General Education Distance Learning Course for NRS)

Selection Criteria – SDB Course Table

<table>
<thead>
<tr>
<th>Course Identifier</th>
<th>DE 3008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Identifier – Section</td>
<td>DE 3009</td>
</tr>
<tr>
<td>Site Number</td>
<td>DE 3013</td>
</tr>
<tr>
<td>Course ICS</td>
<td>DE 3001</td>
</tr>
</tbody>
</table>

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 Primary Course Classification (DE 4060) EQ D and [SDB Course ICS (DE 3001) NE (13104, 13201, 13202, 13203)] OR [SDB Course ICS (DE 3001) IN (13102, 13204) and SDB Adult Educational Functioning Level Subject Area 1 (DE 3033) EQ Z] for same Course Identifier and Course Identifier – Section  Critical
**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**

<table>
<thead>
<tr>
<th>Site Number</th>
<th>DE 4030</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Number</td>
<td>DE 4035</td>
</tr>
<tr>
<td>Room Number</td>
<td>DE 4040</td>
</tr>
</tbody>
</table>

Where

PDB Site Not Equal to ‘99’ (Owned or Leased for one or more years.) DE 4030 NE 99

**SELECTION CRITERIA – FCO Room Table**

<table>
<thead>
<tr>
<th>Site Number</th>
<th>DE 5100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Number</td>
<td>DE 5200</td>
</tr>
<tr>
<td>Room Number</td>
<td>DE 5300</td>
</tr>
</tbody>
</table>

**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
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**

<table>
<thead>
<tr>
<th>Site Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DE 3013</td>
</tr>
</tbody>
</table>

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

**SELECTION CRITERIA – FCO Site Table**

<table>
<thead>
<tr>
<th>Site Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DE 5100</td>
</tr>
</tbody>
</table>

**IDB Edit:**

<table>
<thead>
<tr>
<th>IDB Edit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000_1</td>
<td>SDB Site Number (DE 3013) with no matching record on FCO Site Number (DE 5100)</td>
</tr>
</tbody>
</table>
**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**

<table>
<thead>
<tr>
<th>Student Identification Number</th>
<th>DE 1021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>Florida Education Identifier</td>
<td>DE 1000</td>
</tr>
</tbody>
</table>

**SELECTON CRITERIA – ADB Admission Table**

<table>
<thead>
<tr>
<th>Student Identification Number</th>
<th>DE 1012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>Florida Education Identifier</td>
<td>DE 1000</td>
</tr>
</tbody>
</table>

**IDB Edit:**

<table>
<thead>
<tr>
<th>IDB Edit</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000_1</td>
<td>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)</td>
<td>Critical</td>
</tr>
<tr>
<td>4000_2</td>
<td>No SDB Baccalaureate Flag (DE 2013) EQ Y (only applies to colleges with four year programs)</td>
<td>Informational</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Report Description</th>
<th>Old File Names</th>
<th>New File Names</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ROOM UTILIZATION REPORTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room Use by Day and by Hour</td>
<td>RMDAYXHR</td>
<td>Room_Use_by_Day_and_Hour</td>
</tr>
<tr>
<td>Room Use by Week</td>
<td>ROOMMATC</td>
<td>Room_Use_by_Week</td>
</tr>
<tr>
<td>Classroom and Lab Use by Day and by Hour</td>
<td>DXHFAC</td>
<td>Classroom_Lab_by_Day_by_Hour</td>
</tr>
<tr>
<td></td>
<td>DXHSIT</td>
<td>Room_Use_by_Site_Day_by_Hour</td>
</tr>
<tr>
<td></td>
<td>DXHCOL</td>
<td>Room_Use_Day_by_Hour</td>
</tr>
<tr>
<td>Classroom Use by Week</td>
<td>RCOLMATC</td>
<td>Room_Use_by_College</td>
</tr>
<tr>
<td></td>
<td>RSITMATC</td>
<td>Room_Use_by_Site</td>
</tr>
<tr>
<td></td>
<td>RFACMATC</td>
<td>Room_Use_by_Facility</td>
</tr>
<tr>
<td><strong>FCO Room with no Match in PDB</strong></td>
<td>RINVONLY</td>
<td>Room_Inventory_No_Utilization</td>
</tr>
<tr>
<td><strong>PDB Course with Meeting Duplications</strong></td>
<td>RMATCDUP</td>
<td>Room_Use_Duplicate</td>
</tr>
<tr>
<td><strong>Room in PDB not meeting FCO utilization criteria</strong></td>
<td>RSHONLY</td>
<td>Room_Use_Criteria_Not_Met</td>
</tr>
<tr>
<td><strong>SPACE UTILIZATION REPORTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Space Utilization</td>
<td>RSPCCOL</td>
<td>Space_Use_by_College</td>
</tr>
<tr>
<td></td>
<td>RSPCSIT</td>
<td>Space_Use_by_Site</td>
</tr>
<tr>
<td></td>
<td>RSPCFAC</td>
<td>Space_Use_by_Facility</td>
</tr>
<tr>
<td><strong>FACULTY LOAD REPORT</strong></td>
<td>FACULTYLOAD</td>
<td>Faculty_Comparison_Historic</td>
</tr>
<tr>
<td>Headcount, Hours, Ratios for FT/PT Faculty</td>
<td>CRSECT</td>
<td>Instructional_Staff_Course_Count_Percent</td>
</tr>
<tr>
<td><strong>DISTANCE LEARNING REPORTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment in Distance Learning Courses</td>
<td>DLENROL</td>
<td>Distance_Learning_Enrollment</td>
</tr>
<tr>
<td>Distance Learning Student Headcount</td>
<td>DLHDNCNT</td>
<td>Distance_Learning_Headcount</td>
</tr>
<tr>
<td>Non-Resident Enrollment in Distance Learning</td>
<td>DLENRRNOR</td>
<td>Distance_Learning_Enrollment_NonResident</td>
</tr>
<tr>
<td>Non-Resident Distance Learning Student Headcount</td>
<td>DLHDCNOR</td>
<td>Distance_Learning_Headcount_NonResident</td>
</tr>
<tr>
<td>Distance Learning SREB Report</td>
<td>IDPSREB</td>
<td>Distance_Learning_SREB</td>
</tr>
<tr>
<td><strong>Distance Learning FTE</strong></td>
<td>FTEDSLB</td>
<td>Distance_Learning_FTEEnrollment_Base</td>
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<tr>
<td></td>
<td>FTEDSLF</td>
<td>Distance_Learning_FTEEnrollment_Funded</td>
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<tr>
<td><strong>BACCALAUREATE STUDENT MATCH WITH ADMISSIONS DATABASE</strong></td>
<td></td>
<td></td>
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<tr>
<td>Baccalaureate Match with ADB Report</td>
<td>ADMMTC</td>
<td>First_Time_BAC_Enrollments</td>
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<tr>
<td>Baccalaureate Match with ADB File</td>
<td>FENRL</td>
<td>First_Time_BAC_Enrollments_File</td>
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<tr>
<td>State Approved Teacher Prep - Enrollments File</td>
<td>TCTENRxx</td>
<td>Teacher_Prep_Enrollments_File</td>
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<tr>
<td>State Approved Teacher Prep - Completions File</td>
<td>TCTCMPxx</td>
<td>Teacher_Prep_Completions_File</td>
</tr>
<tr>
<td>Teacher Preparation Program Enrollment &amp; Completion Counts</td>
<td>TCTSUMCNT</td>
<td>Teacher_Prep_Enrollments_and_Completions</td>
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<tr>
<td><strong>DEVELOPMENTAL EDUCATION ENROLLMENT REPORT</strong></td>
<td>DEVED</td>
<td>Developmental_Education</td>
</tr>
<tr>
<td>File</td>
<td>DEVEDF</td>
<td>Developmental_Education_File</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>FCO Site Table</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>DE 5001</td>
</tr>
<tr>
<td>Site Number</td>
<td>DE 5100</td>
</tr>
<tr>
<td>Site Name</td>
<td>DE 5110</td>
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<table>
<thead>
<tr>
<th>FCO Facilities Table</th>
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<tbody>
<tr>
<td>College</td>
<td>DE 5001</td>
</tr>
<tr>
<td>Site Number</td>
<td>DE 5100</td>
</tr>
<tr>
<td>Facility Number</td>
<td>DE 5200</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Where</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Term is Summer, Fall, or Spring</td>
<td>DE 5002 IN (1yyyy, 2yyyy, 3yyyy)</td>
</tr>
<tr>
<td>Facility Type is a Building</td>
<td>DE 5220 EQ 1</td>
</tr>
<tr>
<td>Facility Status is Permanent</td>
<td>DE 5230 EQ 1</td>
</tr>
<tr>
<td>Facility Condition is Satisfactory, Remodeling (any), Demolition, or Termination</td>
<td>DE 5240 IN (1, 2, 3, 4, 5, 6)</td>
</tr>
<tr>
<td>Facility Ownership is Owned</td>
<td>DE 5260 IN (0, 1, 2, 3)</td>
</tr>
</tbody>
</table>
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 4065

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.

Section III: Verification Reports/Selection Criteria
Version 24.00 25 July 1, 2023
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 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

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
      If CL < 112 then CL = CL else CL = 112
   c. Calculate the number of times day meet occurs in the course length. This calculation will not
      exclude holidays.
      Day Meet → DM
      Number of days → ND
      Set SD and DM to numeric value as:
      Monday = 2, Tuesday = 3, Wednesday = 4, Thursday = 5, Friday = 6, Saturday = 7
      If SD > DM then ND = CL – (7 – (SD – DM)) else ND = CL – (DM – SD)
      ND = CEILING (ND / 7)
   d. Calculate the number of instructional hours for each day meet, instructional hours = 50 minutes
      of class time.
      Beginning Time → BT
      Ending Time → ET
      Hours → HR
      HR = ET – BT
      HR = CEILING (HR * 60 / 50)
   e. Calculate the number of hours per term
      HR = HR * ND
   f. Sum hours by room → RHR
   g. Sum hours by college → CHR
2. Calculate the Weekly Student Hours by Course/Section.
   Count of Students by Course/Section \( \rightarrow \) STDCNT
   Weekly Student Hours by Course/Section \( \rightarrow \) CSWSH
   
   \[
   CSWSH = STDCNT \times HR, \text{ round to nearest hour}
   \]
   
   Sum Weekly Student Hours by Room \( \rightarrow \) RWSH
   Sum Weekly Student Hours by College \( \rightarrow \) 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 laboratories
   
   Weekly Room Hours \( \rightarrow \) WH
   Room Utilization Rate \( \rightarrow \) RU
   
   \[
   WH = \frac{RHR}{16} \ (\text{round to nearest hour})
   \]
   
   \[
   RU = \frac{WH}{40} \times 100 \ (\text{round to 2 decimal places for classrooms})
   \]
   
   \[
   RU = \frac{WH}{30} \times 100 \ (\text{round to 2 decimal places for laboratories})
   \]

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 \( \rightarrow \) SS
   Space Utilization Rate \( \rightarrow \) SU
   
   \[
   SU = \frac{RWSH}{SS \times 40 \times .60} \times 100 \ (\text{round to 2 decimal places for classrooms})
   \]
   
   \[
   SU = \frac{RWSH}{SS \times 30 \times .80} \times 100 \ (\text{round to 2 decimal places for laboratories})
   \]

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 laboratories
   
   Weekly Room Hours \( \rightarrow \) CWH
   Room Utilization Rate \( \rightarrow \) CRU
   Number of Rooms \( \rightarrow \) NR
   
   \[
   CWH = \text{sum of WH by college}
   \]
   
   \[
   CRU = \frac{CWH}{NR / 40} \times 100 \ (\text{round to 2 decimal places for classrooms})
   \]
   
   \[
   CRU = \frac{CWH}{NR / 30} \times 100 \ (\text{round to 2 decimal places for laboratories})
   \]
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

   \[
   CSU = \left(\frac{CWSH}{SS \times 40 \times 0.60}\right) \times 100 \quad (round \ to \ 2 \ decimal \ places \ for \ classrooms)
   \]

   \[
   CSU = \left(\frac{CWSH}{SS \times 30 \times 0.80}\right) \times 100 \quad (round \ to \ 2 \ decimal \ places \ for \ laboratories)
   \]

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

   \[
   RUDXH = \left(\frac{NHRS}{NRMS \times 16}\right) \times 100 \quad (round \ to \ 1 \ decimal \ place)
   \]
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
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)

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
Literacy EAP, Adult Secondary, GED Prep, 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
- Course Identifier
- Course Identifier – Section
- Instructional Delivery Method
- Programming Method

**Where**
- Term is Summer, Fall, or Spring
- Course is a distance learning course

**SDB Demographic Table**
- Reporting Institution
- Student Identifier Number
- Fee Classification Residency

**SDB Course Table**
- Reporting Institution
- Student Identifier Number
- Course Identifier
- Course Identifier – Section
- Course ICS
- Course Fee Kind

**Where**
- Term is Summer, Fall, or Spring
- Term Submission is End-Of-Term

**PROCESSES AND CALCULATIONS**

1. Count the number of course/sections selected from the Personnel Database meeting the selection criteria.
2. Merge the course/sections selected from the Student Database with the course/sections selected from the Personnel Database.
3. Merge the data from Step 2 with Student Database Demographic data
   a. Create Flag: Non-Resident EQ Y if Fee Classification Residency EQ N (Non-Florida resident) Otherwise Non-Resident EQ N
4. Count the number of students enrolled from the matched data from Step 3.
5. Count the unduplicated number of students from the matched data from Step 3.
6. 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)

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**

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

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 (*from Term Identifier*): 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 (*from Term Identifier*): 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 (*from Term Identifier*): 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)
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.
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 (from Term Identifier) 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 (from Term Identifier) 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)
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 (from Term Identifier) 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 (from Term Identifier) 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)

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 (from Term Identifier) 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
Sex 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 (from Term Identifier) DE1028
Term (from Term Identifier) DE1028
Student Identification Number DE 1021
Last Name DE 1015
First Name DE 1014
Middle Name DE 1016
Name – Suffix DE 1055
Sex 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 (DE 2103 EQ C AND
Degree is EPI Certificate 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)

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.
    a. List student information (student ID, last name and first name) for:
       i. Student completions with GPA at Completion EQ 0.
       ii. Student enrollments where first admitted/enrolled year and term are missing.
### NOTES:
Teacher Certification Codes

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### Teacher Preparation Record Format

#### Field Characteristics

| A | Alphabetic Only |
| A/N | Alphanumeric |
| N | Numeric Only |

#### Filenames:

- Teacher_Prep_Enrollments_Filexx
- Teacher_Prep_Completions_Filexx,

where xx is the college number

#### Page 1 of 2

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Section III: Verification Reports/Selection Criteria

Version 24.00

July 1, 2023
Teacher Preparation Record Format (continued)

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**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 (from Term Identifier) 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 (from Term Identifier) 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

**Field Characteristics**
- **A** Alphabetic Only
- **A/N** Alphanumeric
- **N** Numeric Only

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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**

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<td>Room Utilization by Day, by Hour, by Site for Classrooms and Laboratories</td>
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**Headcount, Hours, Ratios for FT/PT Faculty Reports**

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

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Florida College System
Integrated Database
2023-24 Reporting Year

Section III: Verification Reports/Selection Criteria
Version 24.00
50
July 1, 2023
### Headcount, Hours, Ratios for FT/PT Faculty Reports (continued)

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

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<td>CRSECTt</td>
<td>Number of Courses Taught by FT/PT Instructors or 'X'.</td>
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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

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<td>1.11.02 Archit. &amp; Environ.</td>
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<tbody>
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<td>1.3 Adult General Education</td>
<td>1.31.01 Developmental Ed.</td>
</tr>
<tr>
<td>1.31.02 Vocational Prep.</td>
<td>1.31.03 EAP Developmental Ed.</td>
</tr>
<tr>
<td>1.31.04 EAP Vocational Prep.</td>
<td>1.32.01 Adult Basic</td>
</tr>
<tr>
<td>1.32.02 Adult Secondary</td>
<td>1.32.03 GED Test Preparation</td>
</tr>
<tr>
<td>1.32.04 EAP Literacy</td>
<td>1.33.00 Lifelong Learning</td>
</tr>
</tbody>
</table>

**Career Certificate**

<table>
<thead>
<tr>
<th>Sub-Function</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2 Career Certificate</td>
<td>1.21.02 Agriculture</td>
</tr>
<tr>
<td>1.22.02 Marketing</td>
<td></td>
</tr>
<tr>
<td>1.23.02 Health Occupations</td>
<td>1.24.02 Family &amp; Consumer Sciences</td>
</tr>
<tr>
<td>1.25.02 Business</td>
<td>1.26.02 Industrial</td>
</tr>
<tr>
<td>1.27.02 Public Service</td>
<td></td>
</tr>
</tbody>
</table>

**Educator Preparation Institute**

<table>
<thead>
<tr>
<th>Sub-Function</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5 Educator Preparation Institute</td>
<td>1.50.01 Educator Preparation Institute</td>
</tr>
</tbody>
</table>
## 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**

### 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)

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

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

<table>
<thead>
<tr>
<th>Function</th>
<th>Sub-Function</th>
<th>Cluster</th>
<th>Category</th>
<th>Subcategory</th>
<th>College Use - Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6 7 8</td>
</tr>
</tbody>
</table>

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).
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.
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. **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

2. **Fine and Applied Arts**
   - 1.12.1 Fine and Applied Arts

3. **Letters and Foreign Languages**
   - 1.13.11 Foreign Languages
   - 1.13.15 Letters

4. **Education**
   - 1.14.08 Education
   - 1.14.0835* Physical Education

5. **Business Management**
   - 1.15.05 Business Management
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 Family & Consumer Sciences
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 Sciences
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
### 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
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
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

   6.24.1 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**

<table>
<thead>
<tr>
<th>Space Type</th>
<th>WRH</th>
<th>SOR</th>
<th>WH/SS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. As of January 1, 1998, the standards are:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom</td>
<td>40</td>
<td>.60</td>
<td>24.0</td>
</tr>
<tr>
<td>Non-vocational Laboratory</td>
<td>30</td>
<td>.80</td>
<td>24.0</td>
</tr>
<tr>
<td>Vocational Laboratory</td>
<td>30</td>
<td>.80</td>
<td>24.0</td>
</tr>
<tr>
<td>2. Before July 1, 1995, the standards were:</td>
<td></td>
<td></td>
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