

SPACE AND FACILITIES DATA BASE MANAGEMENT SYSTEM USER'S MANUAL	Subject	Revision March 30, 2011	Chapter Appendix E
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The functional activity or organizational unit to which a room or space is assigned and which is actually occupying or using the space or is scheduled to do so.

The discipline codes consist of three units:

1. Interdiscipline unit

A space used for general purposes is considered as “all campus” and not under the jurisdiction of a particular instructional unit, and, therefore, is coded as “00001”. Lecture, seminar, and conference rooms are examples of interdisciplinary spaces. See Appendix D and/or F.

2. Instructional units

Instructional and instructional related spaces are assigned to the academic discipline or department as the discipline unit having jurisdiction over the space. The Higher Education General Information Survey (**HEGIS**) taxonomy of instructional programs has been adopted for this purpose.

3. Administrative and Instructional Support units

Administrative and instructional support spaces are assigned to the administrative or support department as the discipline unit having jurisdiction over the space. See the lists below for distinctions of non-state funded administrative and instructional support codes and state funded administrative and instructional support codes. Definitions follow.

Non-State Funded Administrative and Instructional Support Codes

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Food Sales	80121
Health Services	80161
Merchandising	80111
Parking	80171
Residence Hall	80152
Student Housing	80151
Student Union	80141
Other Non-State	89991

State Funded Administrative and Instructional Support Codes

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Activities and Housing	90421
Admissions and Records	90401
Audio-Visual Services	90221
Business Management	90121
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80 Non-State Funded Administrative and Instructional Support Codes

Auxiliary Services/Student Organizations

80101

This category comprises those areas of non-state supported student services not clearly defined below. These areas may include such non-state supported student services as alumni activities, bicycle repair facilities, stereo shops, etc. This includes student organizations and tutoring, student govt, school newspaper (if not used as part of instruction).

This category does NOT include those areas that can more appropriately be defined by the following codes: 80131, 80121, 80161, 80111, 80171, 80152, 80151 and 80141.

College Foundation

80131

This category comprises those areas assigned to the College Foundation for the specific purpose of administrating their programs, i.e., the Foundation Administrative Office space.

This category does NOT include any space allocated for the foundation programs themselves.

Food Sales

80121

This category comprises any food service operation, i.e., cafeteria, snack bar, vending room, etc., that does NOT come under the control of either the Residence Hall or the Student Union.

Those areas of food service in residence halls or student unions should be coded with the appropriate organization unit.

Health Service

80161

This category comprises all areas assigned to student health services which may include child care facilities and health clinics.

Merchandising

80111

This category includes the areas assigned to merchandising operations. This includes those areas used to promote the sale of goods and services.

Exclude from this category those areas assigned to food sale as defined in 80121 Food Sales.

Other Non-State

89991

This category comprises any area of non-state supported operations that cannot be appropriately assigned any of the other non-state organizational unit codes. This code should be used only as a last resort. This includes continuing education.

Parking

80171

This category comprises all areas assigned for parking purposes within parking structures.

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Residence Hall

80152

This category comprises those areas assigned to student living facilities. Those areas are defined in the traditional sense as student dormitory facilities.

This category does NOT include student housing as defined in 80151 Student Housing.

Student Housing

80151

This category comprises those areas assigned to student living as self-contained units. These areas are defined in the traditional sense as apartments, houses, or duplexes.

Student Union

80141

This category comprises all areas associated with the campus student union or student center.

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90 State Funded Administrative and Instructional Support Codes

Academic Senate

90111

This category comprises those areas assigned to the academic senate, including space designated for the elected academic senate representatives, and their support and clerical staff.

This category does NOT include the faculty offices assigned to the representatives by their instructional department.

Activities and Housing

90421

This category comprises those areas assigned to activities and housing including space designated for the dean of activities and housing, the housing coordinator, the activities advisor, and their support and clerical staff.

This category does NOT include space designated for residence hall directors or their staff.

Admissions and Records

90401

This category comprises those areas assigned to admissions and records, including space designated for the dean of admissions and records, the registrar, the admissions officers, evaluation technicians, and their support and clerical staff.

Audio-Visual Services

90221

This category comprises the areas assigned to those activities associated with providing audio and/or visual materials to support the academic programs of the institution, including space designated for audio-visual coordinator, the photographers, equipment technicians, and their support and clerical staff.

This category does NOT include areas that house activities that use audio-visual technology as part of the instructional process, e.g., language laboratories. Multi-media and learning resource centers are more appropriately coded under libraries.

Business Management

90121

This category comprises those areas assigned to the business manager, the budget analyst, and their support and clerical staff.

Business Management-Accounting

90122

This category comprises those areas of financial operations assigned to the accounting department. This includes space designated for the accounting officers, financial manager, bookkeepers, cashiers, and their support and clerical staff.

Counseling and Testing

90411

This category comprises those areas assigned to the counseling and testing department, including space designated for the dean of counseling and testing, counselors, test officers, psychometrics, and their support and clerical staff.

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Dean of Instruction

90102

This category comprises those areas assigned to a dean of instruction and the dean's support and clerical staff.

Director of Instruction

90103

This category comprises those areas assigned to a director of instruction, director's support and clerical staff that oversee instructional programs.

Education TV

90231

This category comprises those areas assigned for administration, programming and engineering of an educational television station, including space designated for the station manager, the program director, the equipment technicians, and their support and clerical staff.

This category does NOT include instructional television (intra-campus transmission, which could be coded 90201).

Educational Opportunity Program (EOP)

90162

This category comprises those areas assigned to EOP, including space designated for the director, EOP advisors, counselors, and other EOP service staff.

This category does NOT include any ethnic studies space designated for financial aids. It does include **only** that space specifically designated as EOP.

Executive

90101

This category comprises those areas of executive management assigned to the president, vice president(s), executive deans, academic planners, and their support and clerical staff.

This category does NOT include areas assigned to deans of instruction or department chairmen.

Extension Administration

90901

This category comprises those areas assigned to the director of extension or continuing education and his support and clerical staff.

Faculty/Staff Development

90104

This category comprises those areas assigned to faculty/staff and their support that oversee continued faculty and staff development.

Financial Aids

90601

This category comprises those areas assigned to the financial aids department, its director, student counselors and off-campus work-study staff, and their support and clerical staff.

This category does NOT include the areas assigned to the Educational Opportunity Program (EOP), which should be classified under the discipline code for that program - EOP (90162).

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General Instructional Services

90151

This category comprises those areas of logistical services assigned to the duplicating department, the campus switchboards, the mailroom, and their support and clerical staff.

**Information Resources and Automatic Data Processing
(IR and ADP Services)**

90241

This category comprises those areas of computing support assigned to institutional resources and the automatic data processing services including space designated for the director of IR, computer programmers, keypunch operators, tabulating machine operators, EDP supervisors and technicians, and their support and clerical staff.

Institutes

90106

This category comprises those areas assigned to a campus-approved institute.

Instructional Services

90201

This category comprises those areas assigned to general instructional services NOT specifically defined in 90221-Audio Visual, 90211-Lab School, and 90231-Educational TV. This would include the instructional television departments (intra-campus transmissions), the television coordinator, equipment technicians, graphic artists, and their support and clerical staff; the college farms, including farm manager, dairymen, orchard men, blacksmiths, etc., and their support and clerical staff; and natural resources centers (e.g., forestry stations).

This category does NOT include areas assigned to educational television (extra campus transmissions 90231).

Lab School

90211

This category comprises the areas assigned to the laboratory demonstration elementary schools, including space designated for laboratory school teachers, librarians, nurses and their support and clerical staff.

Library

90301

This category comprises those areas assigned to the library. This includes the library administration, circulation, technical processing, and public service areas. Also includes space designated for the college librarian, assistant librarians, and their support and clerical staff.

Other State

99991

This category comprises any administrative areas assigned to departments or services which cannot be appropriately be classified under any other organizational unit code.

Personnel/Human Resources

90131

This category comprises those areas of financial operations assigned to the personnel department, including space designated for the personnel officers, personnel analysts, payroll and personnel transaction clerks, and their support and clerical staff.

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Placement

90431

This category comprises those areas assigned to the placement office, including space designated for the placement officers, placement counselors, supervisors, interviewers, and their support and clerical staff.

Plant Operations

90501

This category comprises those areas assigned to plant operations, including space designated for the chief of plant operation, chief engineer, the building maintenance staff, the grounds maintenance personnel, the campus security officers, the motor vehicles operations staff, and their support and clerical staff, as well as areas designated for warehouses and general stores, shipping and receiving.

Public Services

91011

This category comprises those areas assigned to programs whose function is to make available to the public various resources and capabilities that exist on campus. Typically these services are managed within academic departments. This may include reimbursed activities such as Upward Bound, National Science Foundation, various educational projects in connection with school districts, and various vocational rehabilitation on projects in conjunction with governmental agencies.

Purchasing

90141

This category comprises those areas of logistical services assigned to the purchasing department, including space designated for the business service officer, the equipment and materials coordinator, and their support and clerical staff.

Student Services

90161

This category comprises those areas assigned to the dean of students, his support and clerical staff, and any general student services areas not specifically defined in 90162, 90401, 90421, 90431, 90601 and 90611.

Summer Session Administration

90801

This category comprises those areas assigned to the dean of education services and summer session, and support and clerical staff.

Training Development

90105

This category comprises those areas assigned to training programs for all support that oversee administrative development.