

**CAPITAL PLANNING, DESIGN AND CONSTRUCTION**  
**SECTION V - MEASUREMENT DEVICES FOR CAMPUS PHYSICAL PLANNING**  
**SECTIONS 9045 – 9050**

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**9045 MEASUREMENT DEVICES FOR PHYSICAL PLANNING**

This section defines and explains the use of measurement devices used in the development and evaluation of campus capital outlay programs: enrollment, capacity, and utilization. This section also includes information regarding the Space and Facilities Database (SFDB) and the ASF per FTE Model.

**9046 ENROLLMENT**

Enrollment may be expressed in terms of total student enrollment, full-time student enrollment, part-time student enrollment, or annual full-time equivalent student enrollment (FTE).

• Lecture -	1 contact hour (hour in class)	=	1 credit hour	= 1 unit
• Activity -	2 contact hours	=	1 credit hour	= 1 unit
• Laboratory -	3 contact hours	=	1 credit hour	= 1 unit
1 Full Time Equivalent Student undergrad (FTE)		=	15 credit hours	= 15 units
1 Full Time Equivalent Student grad (FTE)		=	12 credit hours	= 12 units

Annual FTE is a measurement of full-time equivalent students, which is equal to 30 semester units for a semester system campus or 45-quarter units for a quarter system campus. Term FTE is a measurement of full-time equivalent students, which is equivalent to 15 semester or quarter units per term.

Annual FTE (Semester System)	=	30 units
Annual FTE (Quarter System)	=	45 units

Total enrollment is defined as the headcount of all students, measured yearly on the census date, which is the third week of classes for campuses on a quarter system and the fourth week for semester campuses.

The Academic Planning Database (APDB) is the source for enrollment data. It contains information on each class section that is offered and the resources used to teach these courses each term. Annual studies of facilities utilization are supported by data from the APDB. The Course Section Report (CSR) is one of the reports produced from the APDB. Further definitions and information can be found in the Data Element Dictionary (DED) regarding: space types, course classification numbers, weighted teaching units (wtu), etc. The DED website address is <http://www.calstate.edu/es/intranet/applications/aa/apdb/apdb-data-elements-dictionary/index.shtml>.

**9046.01 ANNUAL ACADEMIC YEAR (AY) FULL-TIME EQUIVALENT STUDENT ENROLLMENT**

The annual academic year (AY) begins with the fall term and ends with the spring term. Summer sessions are not included in the academic year.

AY FTE enrollment is used for capital outlay purposes in determining campus instructional needs. The final long-range allocation of FTE used for capital outlay purposes are issued annually by the Academic Research division of the Academic Affairs department of the Chancellor's Office.

The Board of Trustees approved Master Plan FTE ceiling applies to the physical seat count capacity of lecture and laboratory spaces at a given campus; it does not include "other earned" FTE. This definition is supported by the 1972 document entitled "Enrollment Ceilings," prepared by the Chancellor's Office Division of Institutional Research, and approved by the Board of Trustees.

**9046.02 ANNUAL COLLEGE YEAR (CY) FULL-TIME EQUIVALENT STUDENT ENROLLMENT**

The annual college year (CY) comprises summer through spring sessions for semester system campuses and summer, fall, winter and spring sessions for quarter system campuses. Summer session begins the college year.

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Multiyear CY FTE enrollment projections of the main campus and off campus centers are provided annually to CPDC by the Academic Research division of the Academic Affairs department of the Chancellor's Office.

CY FTE enrollment includes all lecture FTE, lab FTE and FTE generated in a category known as "other earned." "Other Earned" FTE, taught in non-traditional instructional space, e.g., indoor and outdoor P.E., independent instruction, etc. The "other earned" FTE is recognized as on-campus FTE above the physical seat count capacity defined as lecture and lab FTE.

Annual CY FTE for the college year is a factor used in support budget funding.

**9047                    CAPACITY**

Capacity of facilities is usually expressed in terms of student stations, annual FTE student capacity, or office stations. Capacity is calculated using the appropriate utilization measures and space standards approved by the state. The total campus FTE capacity is determined for a particular year by calculating the total FTE capacity of all lecture/seminar classrooms and teaching laboratory space expected to be available for use by that year. This includes permanent facilities only. Capacity space in leased space and temporary facilities are tracked, but are not included. Temporary facilities include trailers, old houses, apartments, barracks, and other facilities of temporary construction.

**9047.01                SPACE FACILITIES DATABASE**

The Space and Facilities Database (SFDB) is the centralized system for maintaining capacity space, providing information about facilities and space at each of the 23 campuses. This data is maintained in CPDC and serves as the official central record of campus facilities and space. Custodial space and farm acreage data are also maintained on the SFDB, which directly affects the campus support budget. Annually CPDC issues a call letter for custodial and farm acreage space. In addition, space information for state and non-state tax exempt bond funded facilities is updated annually via information provided by campuses in response to the call letter. This information is collected for an annual report on leased space and grant funded research space for private use in tax-exempt bond funded facilities which is then reported to the State Treasurer's Office. Policy information and call letter can be found at: [http://www.calstate.edu/CPDC/Facilities\\_Planning/Space\\_Mgmt/index.shtml](http://www.calstate.edu/CPDC/Facilities_Planning/Space_Mgmt/index.shtml)

**Space File:** A space is defined as a single room that houses an administrative, instructional, or support function on the campus. The space of a facility is defined as Assignable Square Footage (ASF), and consists of a room-by-room listing of the activity taking place in a particular facility. Space or ASF data of a facility include the measurements of the room, the type of activity taking place in the room (administrative, instructional or support), and the number of student seats accommodated in that room (referred to as student station count).

A call letter for updating the SFDB is issued annually. Space for new facilities should be submitted to CPDC upon completion of construction. The space for new facilities must be submitted to CPDC prior to requesting custodial maintenance funding for the facility, preferably electronically using the Facility Information Sheet (CPDC 4-2, Appendix B). The space data for new, existing or remodeled facilities, and for private use areas including subleased areas and research grants, should also be submitted electronically to CPDC during the update window using the Space and Facilities Database Worksheet (CPDC 4-3, Appendix B). Campuses can access and download the space worksheet, and e-mail it to CPDC upon completion. Changes to space and SFDB are accepted, processed and analyzed during the reporting window in preparation of the next capital outlay planning process.

**Facility File:** The facility file consists of a physical inventory of all state and non-state funded facilities on campus. It contains detailed information about each facility, such as the category, condition, construction type, ownership, gross square feet, master plan status, capitalized cost, number of floors, and the date of the Notice of Completion. Although usually updated during the SFDB reporting window cycle, requests to place new facilities on the database are received year round by CPDC.

A Facility Information Sheet (CPDC 4-2, Appendix B) must be submitted for a new facility, to update an existing facility, or to delete a permanent or temporary facility from the database. The data requested on a new facility includes the category of the facility, the construction and master plan status, and ownership information. The Facility Information Sheet (CPDC 4-2, Appendix B) can be submitted to Space Management in CPDC via e-mail.

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The facility file data is vital to the capital outlay program, and impacts various other reports, including the Custodial Maintenance Budget and the annual Statistical Abstract Report.

To comply with Internal Revenue Service and State Treasurer’s Office requirements, CPDC has developed private use reporting procedures and record retention requirements. CPDC, Financing and Treasury, and Sponsored Programs have worked with tax counsel to develop report forms (CPDC 4-2, 4-4, Appendix B) to identify IRS “safe-harbors” related to grants/research funding and methods of allocating donor or non-state reserve contributions towards subleased areas in order to fit within permissible limits of private use. The compliance includes all general obligation bond (GO) and State Public Works issued lease revenue bond funds since 1988, and all Systemwide Revenue Bond (SRB) financed projects.

The State-Owned Facilities and Property Survey Private Use Checklist should be completed for each project that is/was funded in one of the three ways mention above. If applicable, campus need to fill out the Facility Information Worksheet CPDC 4-2 (subleased area) and CSU Compliance with IRS “Private Business Use” Exclusions for Research Projects in Tax-Exempt Bond Funded Facilities CPDC 4-4 (grants/research) for each project. Campus is also responsible for reporting space(s) occupied by grants, research, and subleased areas. Submitted info will be entered in the Space and Facilities Database (SFDB) which in turn will provide detail reports as required by IRS and STO. The forms are also available at: [http://www.calstate.edu/cpdc/Facilities\\_Planning/Space\\_Mgmt/Forms/](http://www.calstate.edu/cpdc/Facilities_Planning/Space_Mgmt/Forms/).

**9047.02            CONVERSION FROM STUDENT STATION CAPACITY TO FTE CAPACITY**

To convert from student station capacity to FTE capacity, the number of student stations (SS) is multiplied by the appropriate conversion factor described in the following formula, in which WSCH/FTE refers to weekly student contact hours per full-time equivalent student. Weekly room hours/room (WRH/RM) and station occupancy (STN OCC) identify components of space and utilization standards. These are discussed in Section VI 9048.01.

Conversion Factor Formula for Conversion from Student Stations to FTE:

$$\frac{\text{Weekly Room Hours per Room} \times \text{Station Occupancy \%} \times \text{Student Stations}}{\text{Full-Time Equivalent Student} = \text{Weekly Student Contact Hours per FTE}}$$

$$FTE = \frac{WRH/RM \times STN OCC \% \times SS}{WSCH/FTE}$$

**Conversion Factors:**

Lecture

$$\frac{53 \text{ WRH/RM} \times 66\%}{15 \text{ WSCH/FTE}} = 2.33$$

*Lecture example = A room with 200 student stations equals how many FTE?*  
*FTE = lecture conversion factor x student stations*  
*FTE = 2.33 x 200 student stations*  
*FTE = 466*

Laboratory

	<u>27.5 WRH/RM x 85%</u>		
<i>Lower Division Lab =</i>	<i>45 WSCH/FTE</i>	=	<i>0.52</i>
	<u>22.0 WRH/RM x 80%</u>		
<i>Upper Division Lab =</i>	<i>45 WSCH/FTE</i>	=	<i>0.39</i>

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**9047.03 OTHER EARNED CAPACITY**

Other earned capacity is a factor directly related to enrollment. "Other" includes Independent Study, Outdoor P.E., etc. It is identified by those classes with a course classification number of C11, C17, through C21, those classified S12, S25, S36, S48, and---unless it requires capacity space---C77 and C78. (The Course Classification System chart appears in SUAM Appendix B.) The total student credit hours derived from the classes with these classifications, whether on or off campus, are compared with the total student credit hours to determine the percent of "Other Earned" capacity.

The following formula, in which SCH refers to student credit hour, may be used to determine the percentage of "Other" capacity:

$$\frac{\text{“Other” SCH}}{\text{Total SCH}} \times 100 = \text{Percent “Other” Capacity}$$

Using the appropriate enrollment allocations in the formula below uses the percentage factor to determine the earned FTE capacity for any particular year:

$$\text{Annual FTE} \times \text{Percent Other Capacity} = \text{Other FTE Capacity}$$

The factor is provided to the campuses each year and is based upon the most recent fall term enrollment data from the Academic Planning Database Course Section Report.

**9047.04 ANALYSIS OF CAPACITY NEEDS**

Traditionally the analysis of capacity needs has been based on station count as explained in Section 9047.04.01. Capacity needs for HEGIS classifications can now be further analyzed using an ASF per FTE Model that is used in parallel with the station count capacity analysis. See Section 9047.04.02 for further explanation of this model.

**9047.04.01 CAPACITY BASED ON STATION COUNT**

FTE capacity need is based on the comparison of AY FTE enrollment to the campus FTE capacity at a given point in time (refer to the current campus Summary of Campus Capacity Form CPDC 1-2 and the Laboratory Enrollment FTES vs. Laboratory Capacity FTES report). These comparisons can be made on a campuswide basis for lecture, laboratory, faculty offices, etc. Comparisons to determine instructional capacity for a specific project are made at the target year, which is two years beyond occupancy of the project. For planning purposes, a streamlined project funded for PWC is expected to be occupied three years after the initial budget year (a total of four years). For non-streamlined projects the total campus FTE capacity five years after the initial budget year is target year (a total of six years). For streamlined and non-streamlined projects, the effect of the proposed project capacity at target year enrollment is evaluated in conjunction with the total of the following:

- The current station count FTE capacities from the Space and Facilities Database (SFDB).
- The FTE capacity of projects funded for construction or alteration that are not yet included in the SFDB.

The difference between the projected enrollments, excluding other earned FTE, and the total campus permanent physical FTE capacity (FTE) indicates the needed capacity or projected surplus capacity generated by proposed projects. Ensure enrollment and capacity figures are measured with the same set of values.

A more detailed analysis of capacity needs can be made by comparing the FTE enrollment allocations in each discipline---excluding the other earned FTE---with the campus FTE capacity in each respective discipline using the ASF per FTE model.

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**9047.04.02 ASF PER FTE MODEL**

The ASF per FTE Model uses the concept of “assignable square feet per full-time equivalent” (ASF/FTE) to evaluate space needs and project future space requirements. “Restructuring Campus Capacities, a report from the Task Force on Facilities Planning and Utilization,” June 1998, is a report that discusses the background, development and uses of the ASF per FTE Model. See SUAM Appendix B for the report. (Where is it?)

The following is an excerpt from Task Force report:

“Current measurements of campus capacity, i.e., utilization standards that convert lecture and laboratory station counts to FTE are no longer appropriate due to the alternative uses of space and non-traditional methods of educational delivery.”

“An important part of the solution is to measure campus FTE capacity on an ASF/FTE basis which recognizes that both traditional instructional space and instructional support space can be used to provide or originate instruction.

Campus capacity based upon ASF/FTE will change annually when the model is run with new SFDB and enrollment data. A campuswide projection of space needs is developed by applying the most recently reported campus mix of disciplines, levels, and types of instruction to the main campus academic year FTE enrollment projections. The space planning standards are applied to these detailed projections of FTE to project required discipline specific space needs that are aggregated to campus space needs. The space requirements are compared to the space inventory to determine deficits or surpluses of space over the projection period. Deficits provide an indication of a need for a new space project.

Campus space deficits and surpluses are identified based upon FTE projected for future years and the assumption of a constant mix of disciplines, levels and types of instruction (the latest reported mix from the APDB Course Section Report). While such an assumption is warranted to identify space deficit problems at the campus level, it is not necessarily the only assumption to be used in planning specific projects (for either new space or for the replacement of existing space).”

The focus of the model is on campus space needs. It is recognized that declining college age student cohorts and diminished state funded summer programs may fundamentally change these on-campus space needs during the next decade. The model will continue to evolve as the effects of these developing socio-economic conditions upon capital needs (space and equipment) are more fully understood.

**9048 UTILIZATION**

Utilization of capacity space is a measurement of capacity space efficiency. Capacity space in the CSU is categorized as lecture, seminar, or teaching laboratory. It is based on the hours per week a space is scheduled and the student station occupancy per class session. It is the product of the weekly room hours per room (WRH/RM) and the station occupancy (STN OCC).

**9048.01 UTILIZATION STANDARDS**

Instructional space needs are calculated in conformity with Space and Utilization Standards approved in September 1966 by the Coordinating Council for Higher Education (now titled California Postsecondary Education Commission) as modified by the Legislature in March 1971 and June 1973. Below are the currently established standards.

<b>Standard =</b>	<b>WRH/RM</b>		<b>STN OCC%</b>		<b>WSH/SS = Student Station</b>
Lecture Utilization Standard	53.0 hours/week	x	66%	=	35 hours/week
Laboratory Utilization Standards					
Lower Division=	27.5 hours/week	x	85%	=	23.4 hours/week
Upper Division=	22.0 hours/week	x	80%	=	17.6 hours/week

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WRH = weekly room hours= the number of hours a room is expected to be in use each week  
STN OCC % = station occupancy % = the percent of available seats occupied while the room is in use  
WSH = weekly station hours = the number of hours each seat is in use in each room each week

**9049 GROSS SQUARE FOOTAGE AND ASSIGNABLE SQUARE FOOTAGE**

**9049.01 DEFINITION OF GROSS SQUARE FOOTAGE**

Gross square footage (GSF) is the outside measurement of a facility or structure, and is usually expressed in square feet. The inclusions and exclusions for GSF are as follows:

- Outside gross area is computed by floor level, outside to outside of exterior walls, excluding fins, pilasters, and similar projections beyond face of wall.
- Mezzanines, stacks, and interior balconies are included in the total, but only for the floor area they represent.
- Penthouses of headroom height are included.
- Stair, elevator, utility core, and similar shafts are considered as floor area at each level.
- A room extending through more than one floor is counted only once at the level on which its floor occurs.
- Exterior covered areas attached and related to the building are counted at one-half value.
- Full height unfinished area (i.e., excavated basement areas not developed or unfinished floors) is counted at one-half value.
- Exterior terraces and stairways, loading docks, courts, light-ways, areaways, roof decks, and covered walks between buildings are not included.
- Unexcavated areas in basements and undeveloped attic space are not included.
- Exceptions with areas involved will be footnoted.

**9049.02 DEFINITION OF ASSIGNABLE SQUARE FOOTAGE**

The assignable square footage (ASF) of a facility is the floor area within any building or structure. The ceiling to floor usable portion of the inside of a space or room including the interior area of building equipment rooms (basement or penthouse) is counted in building ASF (except separate parking structures) and should also be:

- Covered by a ceiling 7 feet, 0 inches or higher.
- Enclosed on all sides by walls, partitions, doors, or a functional equivalent.
- Measured between the principal surfaces of the enclosing walls, partitions, or doors at or near floor level.
- Expressed in square feet to the nearest whole number.
- Inclusive of:
  - Built-in or free-standing furniture and equipment; and
  - Alcoves and similarly recessed areas.
- Exclusive of:
  - Public corridors, lobbies, stairways, elevators, and other general-circulation facilities;
  - Janitor's closets and other specialized custodial facilities usable only for building maintenance;
  - Building chases, tunnels and interstitial areas used for heating, ventilating, air conditioning, electrical, and other utility facilities required for building operation, excluding equipment rooms; and
  - Public toilets.

**9049.03 GUIDE IN CLASSIFICATION OF ASSIGNABLE SQUARE FOOTAGE**

The general definition of assignable area, given above, is clarified and supplemented by the following classification guide.

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	Counted as Assignable Area	Not Counted as Assignable Area
<b>1. Construction and Mechanical</b>		
a. Wall and partitions – columns or similar structural obstructions .....		X
b. Ducts, flues, vents, tunnels .....		X
c. Electrical closets .....		X
d. Telephone closets .....		X
e. Heating and ventilating equipment rooms:		
(1) Within building requiring services .....	X	
(2) Within structurally isolated heating plants .....		X
f. Transformer, switchgear, generator rooms:		
(1) Within building requiring services .....	X	
(2) Within structurally isolated sub-stations or generating plants .....		X
g. Separate mechanical areas serving special laboratories only .....		X
h. Telecom Closet .....		X
<b>2. Custodial and Building-Service Areas</b>		
a. Janitor's closets .....		X
b. Custodial offices .....	X	
c. Custodial locker rooms .....	X	
d. Interior loading and receiving docks .....	X	
e. Custodial and storage areas and shops .....	X	
f. Interior incinerator rooms .....		X
<b>3. Circulation Areas</b>		
a. Building corridors, stairways, elevators, escalators .....		X
b. Lobbies that are internal corridors serving operational functions, such as reception and waiting .....	X	
c. Lobbies for general circulation .....		X
d. Reception and waiting rooms .....	X	
e. Corridors within departmental suites .....	X	
f. Library stack areas, including aisles .....	X	
g. Library reading rooms, including aisles .....	X	
h. Stairways and elevators within book stacks .....		X
i. Book elevators and conveyors .....	X	
j. Display facilities and lockers in corridors .....	X	
<b>4. Personal Facilities</b>		
a. Toilets for:		
(1) Public .....		X
(2) Residence hall and apartment occupants .....	X	
(3) Clinic out-patients .....	X	
(4) Hospital in-patients .....	X	
(5) Executive suites .....	X	
(6) Instructional and research activities, controlled as in environment laboratories and gymnasiums .....		X
b. Dressing rooms, locker rooms, washrooms, and showers for academic activities or Performers .....		X
c. Theater green rooms .....		X
d. Social rooms in residence halls .....		X

