PART H DEFINITIONS/ABBREVIATIONS

Over the years, there have been many and conflicts and misunderstandings which have arisen during planning efforts which would have been avoided if there had existed appropriate understanding and consistency in connection with the "planning language." This listing of definitions includes the most frequently used terms, setting forth the term itself, its abbreviation in parenthesis, and the definition of the term. In order to facilitate its use, the listing is divided into the following related categories:

1. Instructional Program
2. Students
3. Faculty/Staff
4. Facilities

1.00 Instructional Program

Academic Year

The academic year is the twelve-month period beginning July 1 and includes summer term and the subsequent fall, spring and interim terms.

Class

A class is a unit of one or more students organized for formal instruction in a specific course under the supervision of an instructor or instructors. A "class" is a division of a course and would be the same as "section." A "class" generally would be the same as "activity" as used in the campus system.

Contact Hour

A contact hour is a programmed class period of not less than 50 minutes nor more than 60 minutes. Generally, in lecture situations one contact hours equals one student credit and in laboratory situations 2-3 contact hours equal one student credit.

Course

Course denotes a unit of instruction, normally carrying a credit value, which constitutes a part of the curriculum.

Course Credits

Course credit is the numerical credit value, described in semester or quarter credits, which is awarded upon successful completion of a course. A course credit normally is awarded

for: (1) a lecture meeting one hour per week for a term, (2) a recitation or laboratory activity meeting two hours per week, or (3) a laboratory meeting three hours per week, or combinations of these, depending primarily upon the kind of instruction and material covered in the course. Quarter credits are converted to semester credits by multiplying the number of quarter credits by two-thirds.

Maximum Term Enrollment

The maximum term enrollment is that quarter or semester which generates the largest student FTE for the entire institution. In most cases this will be fall term.

Once the maximum term has been determined, it should be used for all space requirement calculations even though the maximum enrollment for a particular course may occur during a different quarter or semester.

An exception to this could occur in an instance where a very specialized space was required for a particular course offering. Here the space requirements might be generated by a maximum term enrollment different than that for the remainder of the institution. When this occurs, it should be noted and explained.

Period

The terms, "period," "class period, " and "contact hour" are used synonymously. See contact hours.

Section

See "class."

Semester

A semester is a subdivision of the academic calendar, normally consisting of 15 to 18 weeks. Two semesters constitute one academic year.

Student Credits

A figure which represents the credit value of a course multiplied by the number of students enrolled in the course. Total student credits for an institution would be the sum of the student credits for each course.

Quarter

A quarter is a subdivision of the academic calendar, normally consisting of 10 to 12 weeks. Three quarters constitute one academic year.

2.00 Students

Full-Time Equivalent (FTE)

One full-time equivalent student (FTE) is represented by the amount of instruction undertaken by one student in a "normal" program of 15 credits of instruction in a quarter or semester. Thus, during a full academic year, each 45 hours of quarter credits or 30 hours of semester credits are equal to one FTE student. In addition to the formally awarded credits used as a basis for calculating FTE students, a factor should be added for doctoral dissertations. In the term in which any doctoral degree is awarded for which it is presumed that the dissertation subject requires approximately one year of full-time work, one FTE (30 semester or 45 quarter credits) should be added. If any credits are awarded to doctoral research or dissertations, such credits must be deducted form the one FTE (30 semester or 45 quarter credits) added upon completion of the doctorate. Computation of institutional workload in terms of FTE student (or student credits produced) removes distinctions between full-time and part-time students.

Head Count (HC)

Head count is the measure of the total number of different individual students enrolled in an institution. Head count includes full-time students, part-time students, day students, evening students, credit earning students, and student taking courses for no credit. Head count number are normally used in computing space requirements for facilities related to number of individual students regardless of how many credits each is taking; i.e., housing, food service, parking, health center facilities, admissions counselors, etc.

Level of Student

Level of Student denotes the extent of progress toward a degree. It is divided into the following categories:

Lower Division.--Freshmen and Sophomores (students will fewer than 60 semester credits or 90 quarter credits)

Upper Division.--Juniors and Seniors (students with 60 or more semester credits or 90 or more quarter credits who have not earned a baccalaureate degree)

Graduate I.--Students who have completed undergraduate degree requirements and have earned less than 30 graduate credits, but not master's degrees (or equivalent by institutional criteria) who have been admitted to the graduate college or division either as candidates for advanced degrees or certificates, or as unclassified graduate students. Students enrolled in the first year of professional program in law or veterinary medicine are considered as first-year graduate students.

Graduate II.--Students who have earned 30 or more graduate credits and are admitted into a doctoral degree program or are enrolled in the second and succeeding years of professional programs in medicine, pharmacy, dentistry, law and veterinary medicine.

3.00 Faculty and Staff

Full-Time Academic Administrators--Academic Year Equivalents

All academic deans, deans of faculty, deans of graduate schools, the provost, summer school deans, and divisional and department heads (to the extent they perform administrative functions).

Full-Time Instructional Faculty Member--Academic Year Equivalents

A full-time instructional faculty member is defined as a person whose contract of employment provides that his primary obligation to the college or university of the academic year shall be teaching, including those faculty on sabbatical leave. The responsibility will normally extend to the determination of course content, the monitoring of school progress and the assignment of grades upon completion of required work. This definition is intended to exclude teaching assistants and fellows who may do some teaching but have only a limited responsibility for a laboratory or class section.

Full-Time Resident Instruction Professional Staff--Academic Year Equivalents

Includes both academic administrative staff and instructional staff as shown above, as well as other professional staff whose functions relate directly to the on-campus instructional process.

Here, and for the two preceding categories, staff who are employed full-time during any term of the year should be equated to 9-10 month FTE's and shown as full-time for the term or terms during which staff teaches full-time. Thus, faculty member teaching full-time during a summer quarter and half-time during each of the other three quarters would be counted at 1/3 FTE in the full-time category (for summer teaching) and 1/2 FTE in the part-time category (for academic teaching). The summer load of a faculty member teaching at an institution whose summer session is the equivalent of 1/2 a semester would be counted as 1/4 FTE.

Payment for sabbatical leaves should be included on the basis of the academic year and the amount of time for which individuals are being paid. For example, if an individual is granted a sabbatical leave for one academic year at one-half his regular pay, he should be reported as 1/2 FTE.

Faculty who are employed on a 11-12 month basis should be converted to 9-10 monthly FTE's by dividing the total number of 11-12 month personnel by 0.833.

Part-Time Professional Instructional Faculty--Academic Year Equivalents

This category may include any of the following:

a) Graduate students assigned responsibility for teaching undergraduate classes.

b) Administrative, student counseling, or any other such personnel who have accepted responsibility for teaching a class.
c) Retired faculty members, or faculty members approaching retirement, who have accepted a reduced teaching load.
d) Community resource people and honorarium faculty specifically retained to teach on a part-time basis.

The full-time equivalency designation for a part-time faculty member should be made on the basis of the contractual agreement with the faculty member. Presumably this would be determined on the basis of the service which the part-time faculty member agrees to provide as related to service expected of a full-time faculty member. If, for example, (1) faculty members generally teach 12 credits is considered to be about 80 per cent of a faculty member's total contribution to the institutions (a total of 36 credits for three quarters, (2) the teaching of the 12 credits is considered to be about 80 per cent of a faculty member's total contribution to the institution, and (3) a part-time faculty member is hired to teach 3 credits for one quarter and provide no additional service beyond the teaching, the FTE designation for the part-time faculty should be computed as follows: 3/36 X .80 = .067. If the faculty member teaches 3 credits for three quarters, the FTE would be .20.

Graduate teaching assistants should be included in this category if they are responsible for teaching classes even if they are under nominal supervision of senior faculty.

FTE Instructional Faculty--Academic Year

The number of FTE instructional faculty is determined by adding the number of full-time faculty and full-time equivalencies of all part-time faculty. Thus, if there are 100 faculty employed on a full-time basis and 50 faculty employed on a half-time basis, the FTE count would be 125.

Professional Staff

The term "professional staff" when used for classification of personnel, should be used in the generally accepted usage or sense of the term, to designate personnel who have attained some special degree of education or competence and who are charged with a major responsibility, or the supervision of some phase of the institutional program.

Professional staff should be those institutional employees who are exempt from the state personnel system (Section 16, Article 25-5-34, Colorado statutes) as follows:
a) Officers of an educational institution and their professional staff assistants.
b) Heads of administrative units directly responsible to officers.
c) Heads of administrative units, and their professional staff assistants, whose responsibilities relate directly to the educational function of an institution and whose qualifications include comparable training and experience as that required for a faculty member.

d) The heads of those functions of an educational institution whose positions are supported primarily by student fees and charges, including heads of residence halls.

e) Professional staff members of departments of intercollegiate athletics.

Student/Professional Staff Ratio--Main Campus

The ratio is computed by dividing the FTE student enrollment for a given term, academic year, or fiscal year (main campus) by the FTE resident instruction professional staff (full- and part-time) for the term, academic year, or fiscal year. Extension FTE should be excluded in computing this student/professional staff ratio.

Support Staff

Defined as personnel of varying skills whose responsibilities are limited to specific tasks or assignments and who generally will have limited supervisory responsibilities.

Assistants

Defined as graduate students (and occasionally undergraduate students) who may assist the faculty in teaching and research, although they are not directly responsible for class or laboratory sections. Assistants who have major responsibility for the teaching of classes should be reported as part-time faculty.

4.00 Facilities

Assignable Area (ASF)

Assignable area is measured in square feet and consists of all areas assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant except those spaces included in "non-assignable area" defined in a following paragraph. Areas are measured from inside face of exterior walls and inside face of interior partitions and walls.

Building Cost

The cost of a building is measured in dollars and is the sum of the cost of the structure, built-in equipment, and utilities out 5 feet from the building.

Building Cost Per Gross Square Foot

The building cost per gross square foot is measured in dollars and is computed by dividing the total gross square feet into the building cost.

Building Efficiency Ratio

The building efficiency ratio is measured in percentages. It compares the assignable area against the gross area of the building. Thus, a building efficiency ratio of 68:100 would indicate that 68 per cent of the gross area is made up of assignable areas. The remaining 32 per cent of the gross area is the sum of the building's construction area and non-assignable area.

Construction Area (CSF)

Construction area is measured in square feet and consists of the area of the building that is occupied by exterior walls, fire walls, permanent partitions, and demountable partitions. Generally, the construction area is the residual after assignable and non-assignable areas have been subtracted from gross area.

Construction Cost

The construction cost of a building is measured in dollars and is the sum of the costs of the structure, including built-in equipment and utilities out 5 feet from the building, architectural and engineering fees, program planning, surveys and site investigation, construction supervision, material tests, and contingencies. For completed buildings, construction cost is based upon actual amounts. For buildings under construction, construction cost is based upon current contract amounts. For proposed buildings, construction cost is based upon estimated amounts plus a contingency, which should be calculated based on the definition in the current year's Office of State Planning & Budgeting/CCHE budget instructions.

Construction Cost Per Gross Square Foot

The construction cost per gross square foot is measured in dollars and is computed by dividing the total gross square feet into the construction cost.

Construction Cost Per Cubic Foot

The construction cost per cubic foot of a building is measured in dollars and is computed by dividing the volume into the construction cost.

Gross Area (GSF)

The gross area of a building is the square foot measurement including the area taken up by structural elements such as exterior and interior walls and columns. It should be the sum of the areas of all floors of the building, including basements, mezzanines, and roofed loading or shipping platforms. Such features as pope trenches, exterior terraces or steps, chimneys, roof overhangs, covered walkways, porches, and open roofed-over areas that are paved should be excluded from the measurements.

Generally, the gross area of a building shall be the total area exclusive of covered walkways, open roofed-over areas that are paved, porches, and similar spaces.

Non-Assignable Area

Non-assignable area is measured in square feet and is the sum of all areas used for custodial services, corridors, elevators, escalators, stairways, lobbies, mechanical equipment, utility services, public toilets, and loading platforms (except when required for operational reasons and thus, includable in assignable area). Areas are measured form the inside face of exterior walls and the inside face of interior partitions and walls.

Project Cost

The project cost of a building is measured in dollars and is the sum of the construction cost, landscaping, utilities from supply to 5 feet from the building, movable equipment, and land acquisition.

Fixed Equipment

Fixed equipment is the equipment which is attached to the building; i.e., AV blinds, window coverings, carpeting, non-movable seating, demountable partitions, coil walls, lockers, basketball backstops, fixed casework attached and not attached to the utility systems, etc.

Movable Equipment

Movable equipment is that equipment not attached to the building, such as chairs, tables, desks, rolling storage units, portable projection screens and tables, partitions on wheels, etc.

Room Capacity

The room capacity denotes the number of student stations an instructional space is designed to accommodate, the number of office stations an office is designed for, etc.

Room Utilization

Room utilization denotes the number of hours per week a room is occupied by regularly scheduled classes. This number varies among institutions and will vary with different types of teaching spaces.

Student Station

A student station consists of those facilities necessary to accommodate one student for one class period in a particular teaching space. The area required for one student station will vary with the type of teaching space and, in the cases of classrooms and lecture halls, with the number of student stations in the teaching space.

Student Station Utilization

Student station utilization is the number of hours student stations are occupied when the room is in scheduled use. This percentage varies among institutions and also varies among institutions and also varies with different types of teaching spaces.

Total Area

The total area of a building is measured in square feet. It is the sum of the areas of the several floors of the building, including basements, mezzanine and intermediate floored tiers and penthouses of headroom height, measured from the exterior faces of exterior walls or from the center line of walls separating buildings. Covered walkways, open roofed-over areas that are paved, porches and similar spaces shall have the architectural area multiplied by an area factor of 0.50.* The total area does not include such features as pope trenches, exterior terraces or steps, chimneys, roof overhangs, etc.

*These spaces are understood to include entrance canopies, window canopies and overhanging portions of buildings. Roof overhangs projecting more than 3 feet from face of exterior wall shall be considered as "similar spaces" and shall have the total area multiplied by an area factor of 0.50.
(Source: American Institute of Architects, Document D101)

Volume

The volume of a building is measured in cubic feet and is the product of the total area defined herein and the height from the under side of the lowest floor construction system, to the average height of the surface of the finished roof above for the various parts of the building.
(Source: American Institute of Architects, Document D101)

Work Station

A work station is office-type space in either single occupancy or multiple occupancy area used by faculty, professional or support personnel.