Class APDB Mapping Values

1) CS Number, K-factor, Component Units, Component Students, Group Code Control – See Data Element Dictionary (DED) Excerpt for descriptions at http://www.humboldt.edu/aps/docs/processing/APDB_DED.pdf.

   a. For variable unit courses, Component Units will not roll forward from term to term and MUST be entered by departments.

   b. A query has been set up to help identify these courses and their unit values _once the courses have enrollment_. Run: HUM_APS_APDB_COMP_UNTS_CLEANUP and enter the component units in the Class APDB Mapping Values page. Please note that for multi-component courses, component units produced by the query may be the total for the course, rather than for each component.

   c. APS, the Registrar's Office and Institutional Research and Planning are working on developing an automated process to upload component unit values. The automated process is not yet available, but we hope to have something in place prior to Fall census. In the meantime, IRP and APS are developing audits to ensure accuracy of the data.

Class Schedule APDB Class

APDB Class Section Values

CS Number: 36
Workload Factor: S   0.333
Component Units: 1.00
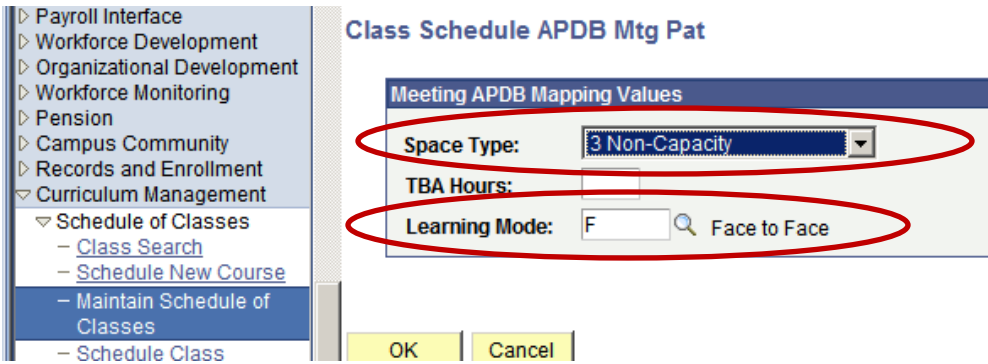Component Students:
Group Code Control:

OK   Cancel

Definitions and Calculations	
CS Number	Mode of the course – see DED
Workload Factor	Multiplier for calculating faculty workload – is based on CS number. Workload factor may be k- (C classification courses) or s- (S classification courses).
Component Units	the number of student credit units the student receives for completing the course
Component Students	= the number of students enrolled in the course. For S-factor courses, is used to determine faculty workload
Group Code Control	Used in APDB processing to BYPASS group coding where appropriate. Not normally determined and filled out until after preliminary FAD report has been distributed and reviewed by departments.
Faculty Workload Calculations:	
K-factor Classes:	Faculty workload = Component Units x Workload Factor
S-factor Classes:	Faculty workload = Component Students (=enrollment) x Workload Factor

Meeting APDB Mapping Values Link

2) Space Type and Learning Mode – see DED Excerpt for Descriptions
   a. Space Type must match the type listed in the Catalog. If missing or incorrect, please add the catalog value.
   b. Enter the Learning Mode value. Learning Mode will be "F" for "Face to Face" for most courses.

3) TBA Hours – for any courses with C classification (non S-factor courses) and a meeting pattern of TBA, you must also enter TBA Hours (which are equal to component units times the Faculty Contact Hours per CCU) in the Meeting APDB Mapping Values link (Meetings tab). See DED Excerpt (page 1) for chart showing Faculty Contact Hours per CCU by CS number.

    a. Example A) a course with a TBA meeting pattern has a CS number of 13. Using the chart, CS 13 has 2 Faculty Contact Hours per CCU. If the course is 1 unit, the TBA Hours would then be 2 (1 unit x 2 hours per unit). If it were a 2 unit course, the TBA Hours would be 4 (2 units x 2 hours per unit).

    b. Example B) a course with a TBA meeting pattern has a CS number of 2. Using the chart, CS2 has 1 Faculty Contact Hour per CCU. If the course is 1 unit, the TBA Hours would be 1 (1 unit x 1 hours per unit).
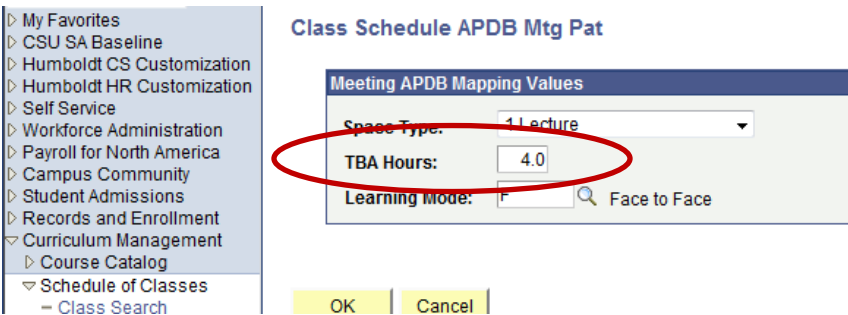
Meeting Pattern "Block"

4) TBA Meeting pattern. All courses must have TBA if no specific meeting pattern.

5) Faculty Jobcodes
   a. Jobcode lookup – must choose the correct, active faculty jobcode for the instructor using the lookup on Empl Rec# (Employee Record Number).
      i. 2360 for tenure track, including FERP
      ii. 2358 for lecturers
      iii. 2354 for Teaching Associates
      iv. 0051 for volunteers (with NO other paid faculty appt)
   b. If one of these jobcodes is not listed, leave blank – we will have an edit for cleaning these later
      i. <u>There are times in the year when it may not be possible to assign the correct jobcode, since it is linked to an active job record.</u>
      ii. New faculty or those returning after a break or termination may not have an active faculty jobcode.
      iii. If jobcode is blank for a volunteer and they will not have a paid FACULTY position, please contact APS so we can set up their volunteer jobcode in PeopleSoft Job Data.
   c. Weird glitch to be aware of: After selecting the appropriate jobcode from the lookup, the system returns you to the Meetings tab of the class schedule. For some reason, sometimes you cannot view the jobcode you just selected; HOWEVER, the jobcode really HAS been selected. Just save and move on. If you want to check, you can exit the record, then return to it. The jobcode will be there. Weird, I know.

Screenshot showing where you will find the instructor Empl Rec# lookup to identify the appropriate job code:

Instructors for Meeting Pattern "Block"

6) Faculty Workload
   a. All C-classification courses need to have workload amounts for the instructor. Workload should equal component units times the k-factor for the course (see Class APDB Mapping Values link information in #5 below).
   b. All S-classification courses will have blank workloads until students are enrolled _and_ APS runs a calculation process to populate the workload field.

7) Multiple Meeting Patterns and Multiple Instructors
   a. Workload must be split between instructors based on teaching load and meeting patterns.
   b. Adjust the "Load Factor", not the WTUs, to give each instructor or meeting pattern the appropriate number of WTUs.
   c. Load Factor must equal 100% for the entire section – split between instructors and/or meeting patterns. Note that you will see warning messages when you save when load factor is split among meeting patterns – total of the warning messages will equal 100%.
   d. Total workload must equal the appropriate number of weighted teaching units (WTUs) for the course.
   e. Note: keep Auto Calc checkbox on – helpful in calculating workload WTUs when load factor is split.
   f. See screenshots below showing a course that has been split between 2 meeting patterns, and that also has multiple instructors. Note that the total Load Factor across all instructors and all meeting patterns is 100%.

First Screenshot

Navigation (left panel):
- Payroll for North America
- Payroll Interface
- Workforce Development
- Organizational Development
- Workforce Monitoring
- Pension
- Campus Community
- Records and Enrollment
- Curriculum Management
  - Schedule of Classes
    - Class Search
    - Schedule New Course
    - Maintain Schedule of Classes
    - Schedule Class Meetings
    - Adjust Class Associations
    - Update Sections of a Class
    - Class Event Table
    - Print Class Schedule
    - Exam Code Table Report
    - Class Notes Table
    - Class Notes Report
    - Class Notes Table Report
    - Global Notes Table
    - Global Notes Table Report
    - Resource Queue Cleanup
    - Review Message Log
  - Enrollment Requirements
  - Combined Sections
  - Instructor/Advisor Information
  - Learning Management Systems
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- Worklist

Tabs: Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID:	014480	Course Offering Nbr:	1
Academic Institution:	Humboldt State University		
Term:	Fall Semester 2009	Undergrad	
Subject Area:	NURS	Nursing	
Catalog Nbr:	374	Maternal/Child/Family Nursing	

Class Sections — Find | View All — First ◀ 4 of 4 ▶ Last

Session:	1	Regular Academic Session	Class Nbr:	42901 Class APDB Mapping Values
Class Section:	13	Component: Laboratory	Event ID:	000000323

Meeting Pattern — Find | View All — First ◀ 1 of 2 ▶ Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
OC		W	6:00PM	10:50PM	☐	☐	☑	☐	☐	☐	☐	08/24/2009 — 12/18/2009

OffCampus

Topic ID: _____   Free Format Topic: _____

☐ Print Topic On Transcript

Contact Hours
Meeting APDB Mapping Values

Instructors For Meeting Pattern — Customize | Find | View All — First ◀ 1-2 of 2 ▶ Last

Tabs: Assignment | Workload

ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %		
010		IFF	515-NURS	☑	15.0000	1.20	☐	8.00	＋	－
931		IFF	515-NURS	☑	15.0000	1.20	☐	8.00	＋	－

Room Characteristics — Customize | Find — First ◀ 1 of 1 ▶ Last

*Room Characteristic	*Quantity		
	1	＋	－

💾 Save   🔍 Return to Search   📋 Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

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Second Screenshot

Navigation (left panel): (same as above)

Tabs: Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID:	014480	Course Offering Nbr:	1
Academic Institution:	Humboldt State University		
Term:	Fall Semester 2009	Undergrad	
Subject Area:	NURS	Nursing	
Catalog Nbr:	374	Maternal/Child/Family Nursing	

Class Sections — Find | View All — First ◀ 4 of 4 ▶ Last

Session:	1	Regular Academic Session	Class Nbr:	42901 Class APDB Mapping Values
Class Section:	13	Component: Laboratory	Event ID:	000000323

Meeting Pattern — Find | View All — First ◀ 2 of 2 ▶ Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
OC		F	6:00AM	5:50PM	☐	☐	☐	☐	☑	☐	☐	08/24/2009 — 12/18/2009

OffCampus

Topic ID: _____   Free Format Topic: _____

☐ Print Topic On Transcript

Contact Hours
Meeting APDB Mapping Values

Instructors For Meeting Pattern — Customize | Find | View All — First ◀ 1-2 of 2 ▶ Last
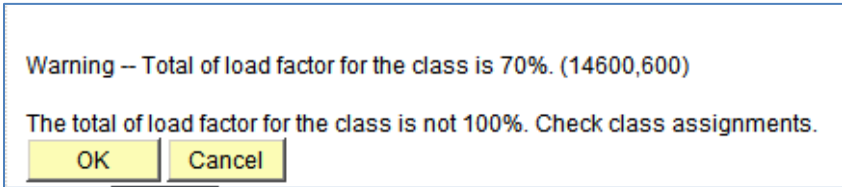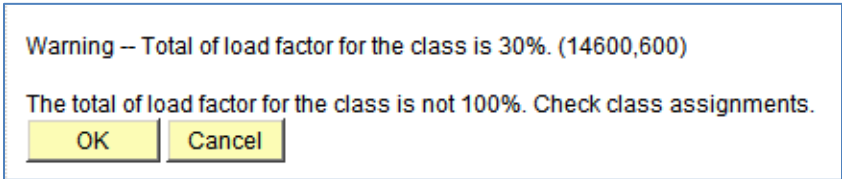
Tabs: Assignment | Workload

ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %		
010		IFF	515-NURS	☑	35.0000	2.80	☐	18.67	＋	－
931		IFF	515-NURS	☑	35.0000	2.80	☐	18.67	＋	－

Room Characteristics — Customize | Find — First ◀ 1 of 1 ▶ Last

*Room Characteristic	*Quantity		
	1	＋	－

💾 Save   🔍 Return to Search   📋 Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Examples of warning messages you will see when you split workload across meeting patterns:

Warning -- Total of load factor for the class is 30%. (14600,600)

The total of load factor for the class is not 100%. Check class assignments.

OK   Cancel

Warning -- Total of load factor for the class is 70%. (14600,600)

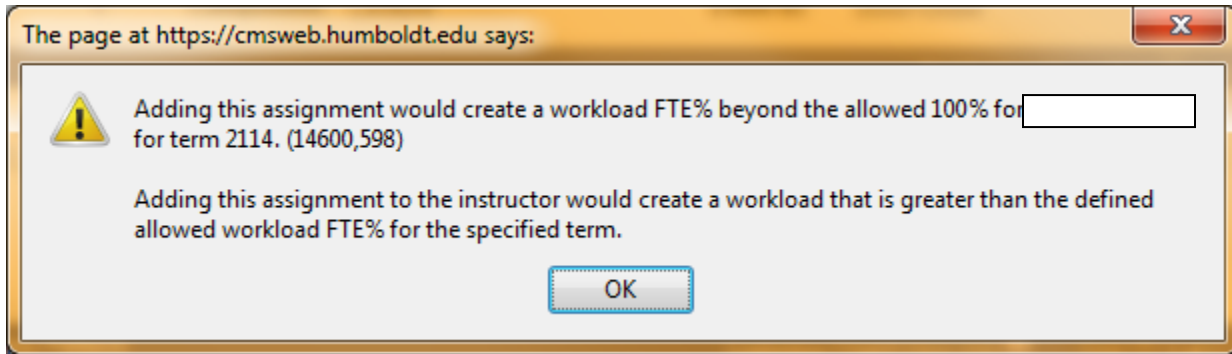The total of load factor for the class is not 100%. Check class assignments.

OK   Cancel

8) Do not use "Not Incl" (= Not Include) in the instructor/meeting pattern block unless you have been advised to do so by the APDB Coordinator.
   a. When you add a new meeting pattern to a course, "Not Include" defaults in as the Assign Type for the faculty member. Please change this to the correct value of "IFF".

   b. At HSU, "Not include" is used only in cases where there is a need to add an additional instructor to a course to give him/her access to grading or student rosters, without providing the new instructor with any additional workload. Use "Not Include" only on the advice of and in consultation with the APDB Coordinator.

9) If you get the following error when you enter an instructor in the class schedule, please contact APS:

The page at https://cmsweb.humboldt.edu says:

⚠ Adding this assignment would create a workload FTE% beyond the allowed 100% for _____ for term 2114. (14600,598)

Adding this assignment to the instructor would create a workload that is greater than the defined allowed workload FTE% for the specified term.

OK

This problem has been fixed for all existing instructors, but you may see this error message if you are appointing a new faculty member.