

**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](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.

The screenshot displays the PeopleSoft interface for class management. The left-hand navigation pane shows the 'Curriculum Management' menu with 'Schedule of Classes' expanded. The main window shows details for Course ID 012923 at Humboldt State University, Fall Semester 2009. The 'Class Sections' section is active, showing Session 1, Class Nbr 41093, and Component Supervision. The 'Class APDB Mapping Values' link is circled in red. Below this, the 'Meeting Pattern' section shows a meeting schedule for 08/24/2009 to 12/18/2009. The 'Instructors For Meeting Pattern' section shows an instructor with ID 0100 and role 'Prim In'.

The screenshot shows the 'Class Schedule APDB Class' dialog box. The title bar reads 'Class Schedule APDB Class'. Inside, there is a section titled 'APDB Class Section Values' with the following fields:
 

- CS Number: 16
- Workload Factor: K 2.0
- Component Units: 4.00
- Component Students: (empty)
- Group Code Control: (dropdown menu)

 At the bottom of the dialog are 'OK' and 'Cancel' buttons. The left-hand navigation pane is visible, showing the 'Curriculum Management' menu.

- ▷ 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 Schedule APDB Class

APDB Class Section Values	
CS Number:	<input type="text" value="36"/>
Workload Factor:	S 0.333
Component Units:	<input type="text" value="1.00"/>
Component Students:	<input type="text"/>
Group Code Control:	<input type="text"/>

OK Cancel

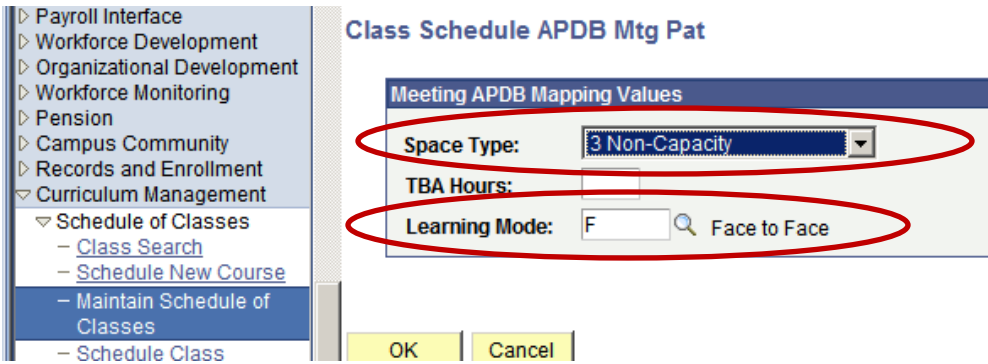
Definitions and Calculations	
<b>CS Number</b>	Mode of the course – see DED
<b>Workload Factor</b>	Multiplier for calculating faculty workload – is based on CS number. Workload factor may be k- (C classification courses) or s- (S classification courses).
<b>Component Units</b>	the number of student credit units the student receives for completing the course
<b>Component Students</b>	= the number of students enrolled in the course. For S-factor courses, is used to determine faculty workload
<b>Group Code Control</b>	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.
<b>Faculty Workload Calculations:</b>	
<i>K-factor Classes:</i>	Faculty workload = Component Units x Workload Factor
<i>S-factor Classes:</i>	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.

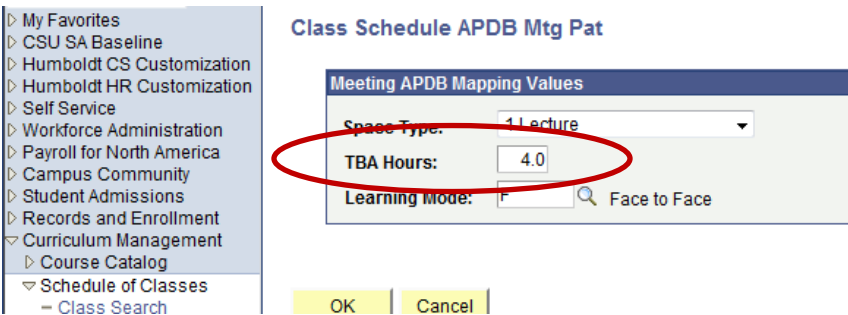
- ▷ Payroll Interface
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    - Exam Code Table Report
    - Class Notes Table
    - Class Notes Report
    - Class Notes Table Report
    - Global Notes Table
    - Global Notes Table Report
    - Resource Queue Cleanup
    - Review Message Log
- ▷ Enrollment Requirements
- ▷ Combined Sections

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	GL Interface					
Course ID: 012923	Course Offering Nbr: 1	Academic Institution: Humboldt State University	Term: Fall Semester 2009	Undergrad	Subject Area: ANTH	Anthropology	Catalog Nbr: 499	Independent Study				
<b>Class Sections</b> Find   View All First 2 of 29 Last												
Session: 1	Regular Academic Session	Class Nbr: 41093	<a href="#">Class APDB Mapping Values</a>									
Class Section: 10	Component: Supervision	Event ID:										
<b>Meeting Pattern</b> Find   View All First 1 of 1 Last												
Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
<input type="text"/>	<input type="text"/>	TBA	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/24/2009 12/18/2009
Topic ID:	Free Format Topic:											
<input type="checkbox"/> Print Topic On Transcript												
<a href="#">Contact Hours</a> <a href="#">Meeting APDB Mapping Values</a>												
<b>Instructors For Meeting Pattern</b> Customize   Find   First 1 of 1 Last												
Assignment	Workload											
ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code					
0100	<input type="text"/>	Prim In:	<input checked="" type="checkbox"/>	Approve	<input type="text"/>	0	2360					
<b>Room Characteristics</b> Customize   Find   First 1 of 1 Last												
*Room Characteristic												
*Quantity												



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.

ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
10		Prim Inst	<input checked="" type="checkbox"/>	Approve		0	2360

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. 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.
  - 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:

The screenshot shows the 'Meetings' tab of a class schedule. At the bottom, the 'Instructors For Meeting Pattern' table is visible. The table has columns for ID, Name, Instructor Role, Print, Access, Contact, Empl Rcd#, and Job Code. The first row shows an instructor with ID '010', Name '...', Role 'Prim Inst', and 'Empl Rcd#' '0 2360'. The 'Empl Rcd#' field is circled in red.

The screenshot shows the 'Look Up Empl Rcd#' form with search criteria: EmplID: 0, Empl Rcd Nbr: =, Department ID: begins with, Job Code: begins with. Below the form are 'Look Up', 'Clear', and 'Cancel' buttons. The 'Search Results' table is shown below:

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	D20037	ANTHROPOLOGY	2360	Instr Fac AY	Emp	Active
3	D20092	EXT ED COMMUNITY EDUCATION	2363	Instr Fac.Extension Non-Credit	Emp	Active

## Instructors for Meeting Pattern “Block”

### 6) Faculty Workload

- 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).
- All S-classification courses will have blank workloads until students are enrolled **and** APS runs a calculation process to populate the workload field.

The screenshot displays the 'Instructors For Meeting Pattern' section of the APS system. The interface includes a navigation menu on the left, a top navigation bar with tabs like 'Basic Data', 'Meetings', and 'Enrollment Cntrl', and a main content area. The 'Instructors For Meeting Pattern' section is active, showing a table with columns for ID, Name, Assign Type, APDB Dept ID, App Load, Load Factor, Work Load, Auto Calc, and Assignment FTE %. One instructor is listed with an ID of 010, Name [redacted], Assign Type of IFF, APDB Dept ID of 254-ENGL, App Load checked, Load Factor of 100.0000, Work Load of 3.00, Auto Calc unchecked, and Assignment FTE % of 20.00. Other sections visible include 'Meeting Pattern' with details for Facility ID FH\_178, Capacity 27, and Meeting Start/End times, and 'Room Characteristics' showing a Smart Classroom in room 70.

### 7) Multiple Meeting Patterns and Multiple Instructors

- Workload must be split between instructors based on teaching load and meeting patterns.
- Adjust the “Load Factor”, not the WTUs, to give each instructor or meeting pattern the appropriate number of WTUs.
- 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%.
- Total workload must equal the appropriate number of weighted teaching units (WTUs) for the course.
- Note: keep Auto Calc checkbox on – helpful in calculating workload WTUs when load factor is split.
- 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%.

- ▷ Payroll for North America
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    - Cleanup
    - Review Message Log
  - ▷ Enrollment Requirements
  - ▷ Combined Sections
  - ▷ Instructor/Advisor Information
  - ▷ Learning Management Systems
  - ▷ Set Up HRMS
  - ▷ Set Up SACR
  - ▷ Enterprise Components
  - ▷ Worklist

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  
 Assignment Workload

ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
010		IFF	515-NURS	<input checked="" type="checkbox"/>	15.0000	1.20	<input type="checkbox"/>	8.00
931		IFF	515-NURS	<input checked="" type="checkbox"/>	15.0000	1.20	<input type="checkbox"/>	8.00

**Room Characteristics** Customize | Find | View All First 1 of 1 Last  
 \*Room Characteristic \*Quantity  
 1

Save Return to Search Notify

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

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**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  
 Assignment Workload

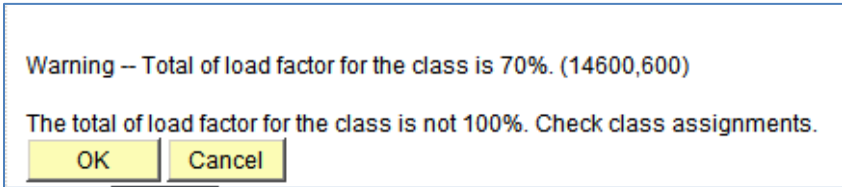
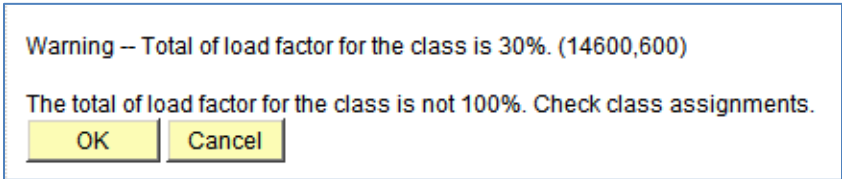
ID	Name	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
010		IFF	515-NURS	<input checked="" type="checkbox"/>	35.0000	2.80	<input type="checkbox"/>	18.67
931		IFF	515-NURS	<input checked="" type="checkbox"/>	35.0000	2.80	<input type="checkbox"/>	18.67

**Room Characteristics** Customize | Find | View All First 1 of 1 Last  
 \*Room Characteristic \*Quantity  
 1

Save Return to Search Notify

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

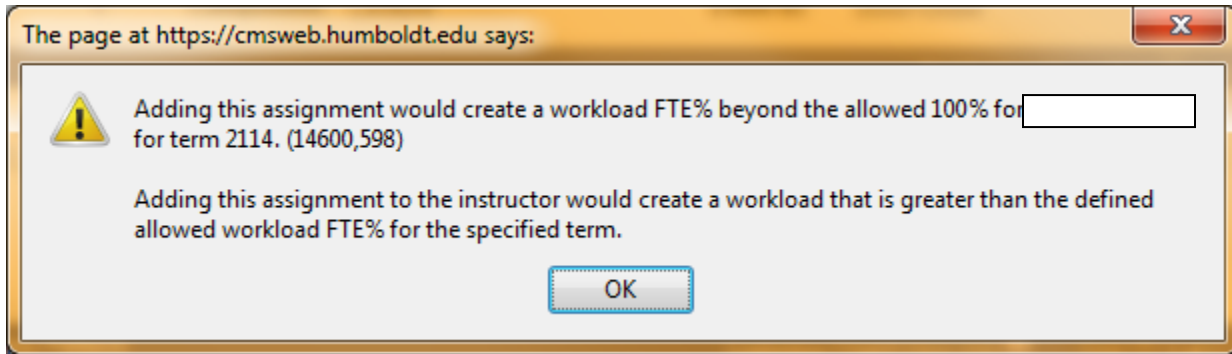


- 8) Do not use “Not Incl” (= Not Include) in the instructor/meeting pattern block unless you have been advised to do so by the APDB Coordinator.
  - a. When you add a new meeting pattern to a course, “Not Include” defaults in as the Assign Type for the faculty member. Please change this to the correct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

The screenshot shows the APDB system interface. On the left is a navigation menu with categories like 'Workforce Development', 'Enrollment Requirements', and 'Class Roster'. The main area displays course information for Course ID 012868 at Humboldt State University. Below this, the 'Class Sections' and 'Meeting Pattern' details are shown. The 'Meeting Pattern' section includes fields for Facility ID (BSS\_166), Capacity (80), and Meeting Start/End times (9:00AM to 9:50AM). The 'Instructors For Meeting Pattern' table shows an instructor with an 'Assign Type' of 'Not Incl', which is circled in red. A red arrow points from this circled text to a red text box that reads: 'INCORRECT. Should be IFF. “Not Incl” defaults in when a new meeting pattern is added.'

- 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:



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