

## APDB Data Element Dictionary – Excerpts

ELEMENT NAME \_\_\_\_\_ Course Classification Number (CS Number) \_\_\_\_\_

### Values (cont.)

<u>Course Classification Number</u>	<u>APDB C/S No.</u>	<u>Faculty Contact Hours Per CCU</u>	<u>Workload K-Factor</u>
C1	01	1	1.0
C2	02	1	1.0
C3	03	1	1.0
C4	04	1	1.0
C5	05	1	1.0
C6	06	1	1.0
C7	07	2	1.3
C8	08	2	1.3
C9	09	2	1.3
C10	10	2	1.3
C11	11	2	1.3
C12	12	2	1.3
C13	13	2	1.3
C14	14	2	1.3
C15	15	3	1.5
C16	16	3	2.0
C17	17	3	2.0
C18	18	3 or more	6.0
C19	19	3 or more	3.0
C20	20	3 or more	3.0
C21	21	3 or more	3.0

“Supervision” WTU’s (CS Numbers below) are computed as enrollment times adjusted factor.

S1	48	n/a	0.250
S2	36	n/a	0.333
S3	25	n/a	0.500
S4	24	n/a	0.667
S5	23	n/a	1.000
C77	77	zero	0.0
C78	78	zero	0.0

**ELEMENT NAME** Course Classification Number (CS Number)**Values****Course****Classification****Number****Description****Typical Example and Comments**

C-01	Large Lecture more than 50 enrollments.	Lecture courses in any discipline with
C-02	Lecture Discussion	Lecture courses in any discipline in which class participation is a planned portion of the instructional method.
C-03	Lecture - Composition Lecture - Counseling Lecture - Case Study	Business, education, English, and psychology courses in which students write, are counseled or study law cases.
C-04	Lecture /Recitation	Courses in any discipline in which student participation (discussion) is the primary instructional method.
C-05	Seminar	Courses in any discipline using seminar methods of instruction.
C-06	Seminar/Clinical Demonstration	Nursing and psychology courses in clinical processes and education courses involving individual testing, such as driver training in a simulator.
C-07	Fine Arts and Science Activities	Art, anthropology and science activities.
C-08	Education Workshops and Social Science Activity	Includes methods taught on an activity basis in education and subject areas.
C-09	Music Activity	Does not result in a major public (large group) performance.
C-10	Music Activity	Instrumental or vocal instruction. (small group)
C-11	Physical Education and Recreation Activity	Gym classes or intramural sports if credit is given.
C-12	Speech, Drama and Journalism Activity	Classwork in debate, acting and publication; no public performances involved.

## Values (cont.)

<b>Course Classification Number</b>	<b>Description</b>	<b>Typical Example and Comments</b>
C-13	Technical Activities and Laboratories	Courses involving the use of business and other machines; accounting, geography, foreign languages, home economics, psychology, library science, photography, engineering, industrial arts, agriculture, mathematics and statistics.
C-14	Remedial Course Activities	Courses for students admitted as exceptions only.
C-15	Technical Activities and Laboratories	Laboratories in art, foreign languages, home economics, industrial arts, physical education, speech correction, cartography, audio-visual, mathematics, library science, police science.
C-16	Science Laboratories	Laboratories in natural science, life science, psychology, natural resources, agriculture, engineering, meteorology and photography.
C-17	Clinical Practice Laboratories Off-Campus	Nursing, social work.
C-18	Major Intercollegiate Athletic Sports Activities to four sports per year.	Football, basketball, baseball, track and field, wrestling, swimming, etc.; limited
C-19	Minor Intercollegiate Athletic Sports Activities	Other sports not listed as Athletics.
C-20	Performance/Production	Production courses in art, drama, Activities journalism, music, photography, radio-TV, debate; results in a major public performance, showing or distribution.
C-21	Performance/Production Activities	Major performance groups, such as orchestras, bands, and choruses.
S-23	Social Work Supervision	Graduate level social work only. Faculty - student contact averages 3 hours per week.

**Values (cont.)**

<b><u>Course Classification Number</u></b>	<b><u>Description</u></b>	<b><u>Typical Example and Comments</u></b>
S-24	Practice Teaching	Undergraduate - all disciplines. Faculty - student contact averages 2 hours per week.
S-25	Practice Teaching, Workstudy, Thesis Project and Independent Study	Undergraduate - practice teaching and graduate level public school nursing - all disciplines. Faculty - student contact averages 90 minutes per week.
S-36	Independent Study, Field Work, Studio Instruction, Supervised Activities	Undergraduate - all disciplines. Faculty - student contact averages one hour per week.
S-48	Independent Study, Studio Instruction, Supervised Activities	Undergraduate - all disciplines. Faculty - student contact averages 45 minutes per week.
C-77	Peer-taught Courses, ROTC or Non-Workload Instruction which is not state supported	Course which generates no workload for faculty but generates FTES for the campus and is not state supported.
C-78	Non-traditional instruction, examination, or evaluation	Course which generates credit by examination or evaluation or which is taught in modes not described by the formulas faculty workload is assigned. All 78 courses are state supported.

**Definition**

A code that identifies the type of space, i.e., room, in which a particular course is most appropriately taught.

**Values**

- 0 = Not Applicable
- 1 = Lecture
- 2 = Laboratory
- 3 = Non-Capacity
- 4 = A capacity space, which is configured and furnished in such a manner as to support classes in all three modes of instruction (lecture, activity and laboratory), and is designated as "Multi-mode instruction", that is, instruction which typically involves department specific courseware installed on individual student workstations, terminals, or other types of software related equipment or furniture.

- Instructional segments with CS Number 00 should always have a space type of 0.
- Instructional segments with CS Numbers 01 thru 06 usually are associated with Space Type of 1.
- Instructional segments with CS Numbers 15 thru 16 usually are associated with Space Type of 2 and 4.
- Instructional segments with CS Numbers 17, 23, 24, 25, 36, or 48 usually are associated with a Space Type of 3.
- Space Type 4 is usually associated with instruction reported as CS Numbers 01 thru 16.
- Instructional segments with CS Numbers 06-14, 18-21, 77 or 78 have no set Space Type, and the appropriate value must be determined individually by course.

Definition

A code that distinguishes the utilization of class space between Face-to-Face, Synchronous and Asynchronous modes. The intent of this code, in conjunction with Space Type, is to help assess the extent to which the use of instructional technology reduces the need for traditional lecture and laboratory space facilities.

Values

F = Course section is conducted Face-to-Face, i.e., the students meet with a live instructor in a contained space setting.

A = Course section is not conducted Face-to-Face and does not occur at a regularly scheduled time, but rather is available to the student “24/7”, e.g., self-paced instructional material (or pre-recorded streaming video) delivered via the web. Such a method of instruction is known as “Asynchronous” mode, which is received by students at the locale of their choice, i.e., Facility/Space should be reported as blanks and Space Type as “3” (non-capacity)

S = Course section is not conducted Face-to-Face, but is delivered at a specific time on **specific**, recurring day(s), e.g., a televised broadcast or a live, real time (web based) streaming video. Such a method of instruction is known as “Synchronous” mode, and may or may not require that students be present in a **specific** contained space (see “Examples” starting on 4<sup>th</sup> page following this one).

An additional descriptive code must be appended to the “S” designation when the section broadcast in question is between the main campus and an associated off campus center (or vice versa), or between the main campus and another CSU campus. See following pages for more details.

***HSU Usage of Learning Mode for Multiple Delivery Methods:***

*If multiple delivery methods are used over the term, indicate the method which is used for the majority of time. For example, if web based instruction is used to augment a mostly lecture mode class, the entire section should be reported as face-to-face.*