APPENDIX 9

GLOSSARY

The definitions and explanations of building measurement terms, Room Use Categories, Program Codes, and other basic components of a facilities inventory data system are contained in the appropriately identified sections of this manual. Users are referred to the Table of Contents for sections and page locations. This glossary does not attempt to provide abbreviated definitions of these technical components, although some references are included.

In addition, this glossary contains brief definitions of generic terms related to facilities inventory data and explanations of the acronyms and abbreviations of terms or organizations which often appear in facilities inventory manuals. Also included are definitions for terms related to institutional identification, enrollments, and organizational structures which may be useful in relation to the use of facilities data.

AAALAC: American Association for Accreditation of Laboratory Animal Care.

Academic Discipline (Coding): See explanation of Category room data element in Chapter 4. This manual uses an updated version of the HEGIS taxonomy for coding academic disciplines. They are listed in the last divider section of Chapter 4.

Academic Program: Instructional program of a professional or non-occupationally specific nature leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees.

Academic Year: The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan.

Administratively Equal Institution: Separately organized, or independently administered site or campus with its own full administration and records system within an institutional system. This institution may report to a system office but does not report to any other institution.

Assignable Area: Sum of the ten major Room Use Categories ofAssignable Space. See definition in Chapter 3 and Assignable Area room data element in Chapter 4.

Branch Institution: A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and which offers organized programs of study and not just courses.
**Building**: A roofed structure for permanent or temporary shelter of persons, animals, plants, or equipment. See Chapter 3 for inclusions and exclusions.

**Building Data**: Descriptive characteristics of a building, such as Gross Area, Assignable Area, Condition, Ownership, Estimated Replacement Cost, and Year of Construction. See definitions and descriptions in Chapter 3 for data elements collected by HEFC. Appendix 5 lists other optional building data elements which institutions may choose to collect.

**Central Office or System Office**: The administrative body or component responsible for supervision of a multi-institutional system.

**CIP (Classification of Instructional Programs)**: An NCES publication that classifies instructional programs by standard terminology for curriculum and instruction in local and state school systems and postsecondary institutions.

**Contact Hour**: A unit of measure that represents an hour (50-70 minutes) of scheduled instruction given to students. The total number of hours spent by all students in scheduled instructional activities during a specified period of time can be determined as follows:

If a course with an enrollment of 20 students meets 3 hours per week for 15 weeks, the number of student contact hours is 20 x 3 x 15 = 900. Similarly, if a course with an enrollment of 20 students meets 8 hours per day for 2 days, the number of student contact hours is 20 x 8 x 2 = 320.

**Correspondence**: Method of instruction with students receiving structured units of information and accompanying material completely through the mail or electronic media.

**Facilities**: Any physical structure or space required by the institution for the performance of its programs and related activities.

**Facilities Inventory**: A database containing statistical information on buildings, including both building and room data.

**FICE**: Federal Interagency Committee on Education. Each institution of higher education in the United States may be identified by its unique FICE number.

**Fixed Equipment**: Permanently attached appurtenances, such as elevators, fire protection systems, lighting, plumbing, heating, ventilation and built-in air conditioning systems (excluding window or console air conditioning units that require no duct work or cooling towers).

**HEGIS**: Higher Education General Information Survey conducted by the National Center for Education Statistics (NCES), incorporated into IPEDS after 1985 (see IPEDS).
**Institutional System**: Two or more institutions of higher education under the control or supervision of a single administrative body.

**IPEDS**: The Integrated Postsecondary Education Data System comprised of a series of annual and regular periodic institutional surveys of all postsecondary institutions administered by the National Center for Education Statistics (NCES).

**Multi-Institution System**: An institution that has either: 1) two or more sites or campuses responsible to one administration which may or may not be located on one of the sites or campuses, or 2) a primary site or main campus with one or more branches attached to it.

**Net Usable Area**: The total of Assignable and Nonassignable Areas in a building; Structural Area is not included.

**Nonassignable Area**: The sum of the Building Service Area, the Circulation Area, and the Mechanical Area, all of which are not assigned directly to support programs. See definitions in Appendix 4.

**Off-Campus Centers**: A site of an educational institution that is outside the physical confines of its parent institution, that it not temporary, and offers courses or services that are part of an organized program at the parent institution.

**Off-Campus Facility**: A facility located some distance away from the educational institution which operates it.

**Organizational Unit**: The basic component of the organizational structure of a college or university. Usually referred to as a department, but including both academic units (e.g., English Department, Physics Department, School of Law, etc.) and administrative units (e.g., Office of the President, Registrar, Physical Plant, etc.).

**Parent Institution**: The administrative unit or institution in a multi-institutional system through which all the system's institutions, branches, and programs are linked.

**Postsecondary Education**: The provision of a formal instructional program whose curriculum is designed primarily for students who have completed the requirements for a high school diploma or its equivalent. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

**Room**: A room is a space normally enclosed on all sides including alcoves and recesses. Covered play areas, covered patios, and covered walkways are exceptions to the enclosure criterion. (See Chapter 4).

**Room Data**: Descriptive characteristics of assignable interior spaces of a building, including
standard Room Use Categories, institutional organizational units, academic discipline and Program
codes, assignable floor areas and, for some rooms, number of stations.

**SHEEO**: State Higher Education Executive Officers.

**Single Institution**: A postsecondary institution that operates independently from other institutions. The institution may offer instruction at more than one geographic site, but all administration, governance, and record keeping are at one site.

**Structural Area**: The sum of all areas on all floors of a building that cannot be occupied or put to use because of building structural features. Structural Area is neither assignable nor nonassignable space.

**Unit ID**: Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS).