THE PROGRAM CLASSIFICATION STRUCTURE

General

The Program Classification Structure (PCS) is a set of categories and related definitions which allows its users to examine the operations of a postsecondary education institution as they relate to the accomplishment of that institution's objectives. The PCS arrays this information into programs, which are simply an aggregation of activities serving a common set of objectives. The PCS consists of ten major program categories that describe these institutional missions or objectives:

10 Instruction
20 Research
30 Public Service
40 Academic Support
50 Student Service
60 Institutional Administration
70 Physical Plant Operations
80 Student Financial Support
90 Independent Operations
00 Unassigned

This manual retains the 1978 edition of this structure: Program Classification Structure: Second Edition, Technical Report 106 (see Bibliography). A later revision to the structure, produced by NACUBO in 1988, was not adopted for this manual because of its expansion of the code format from two to three digits. This format change was incompatible with existing file structures in North Carolina and many other states. Appendix 3 provides a crosswalk between the 1978 and 1988 editions of the structure, should the later version be used in any national surveys or reporting projects. The crosswalk is easily accomplished by computer program for adapting files maintained on machine.

Although the PCS was originally designed for financial reporting, it is also appropriately applied as a means of classifying facilities space by the outlined objectives. Program 80 (Student Financial Support) is the only set of categories which does not apply to facilities coding (Program Code 54 is assigned to space devoted to student financial aid programs); the 80 series is therefore not used to classify space. For purposes of simplification, the term "Program" is used in this manual to refer to each of the sub-categories (sub-programs) of the major PCS Categories outlined above. The 1992 NCES national manual refers to these classifications as "functions".

Because the PCS codes are designed to describe actual intent instead of just primary intent, a room may be classified with more than one Program Code where multiple objectives are supported by the same activity or space. A room or area may therefore be assigned up to four prorations of Program (or Program-Category combination) classifications. The Room Data Elements discussion in the first divided section of this chapter includes a detailed description of the Program Code field and its application. Table 8 below presents an outline of Program Code numbers with classification names.

Program Codes
### TABLE 8: Outline of Program Codes

*Note:* The series header codes (10, 20, 30, etc.) should not be applied as Program Codes. Decimal points have been deleted from the formal code format to eliminate confusion in applying the codes (e.g., 1.3 is represented here as 13).

#### 10 INSTRUCTION

- **11** General Academic Instruction (Degree-related)
- **12** Vocational/Technical Instruction (Degree-related)
- **13** Requisite Preparatory/Remedial Instruction
- **14** General Studies (Nondegree)
- **15** Occupational-related Instruction (Nondegree)
- **16** Social Roles/Interaction Instruction (Nondegree)
- **17** Home and Family Life Instruction (Nondegree)
- **18** Personal Interest and Leisure Instruction (Nondegree)

#### 20 RESEARCH

- **21** Institutes and Research Centers
- **22** Individual or Project Research

#### 30 PUBLIC SERVICE

- **31** Direct Patient Care
- **32** Health Care Supportive Services
- **33** Community Services
- **34** Cooperative Extension Services
- **35** Public Broadcasting Services

#### 40 ACADEMIC SUPPORT

- **41** Library Services
- **42** Museums and Galleries
- **43** Educational Media Services
- **44** Academic Computing Support

*TABLE 8 (continued)*
45 Ancillary Support
46 Academic Administration
47 Course and Curriculum Development
48 Academic Personnel Development

50 STUDENT SERVICE

51 Student Service Administration
52 Social and Cultural Development
53 Counseling and Career Guidance
54 Financial Aid Administration
55 Student Auxiliary Services
56 Intercollegiate Athletics
57 Student Health/Medical Services

60 INSTITUTIONAL ADMINISTRATION

61 Executive Management
62 Financial Management and Operations
63 General Administration and Logistical Service
64 Administrative Computing Support
65 Faculty and Staff Auxiliary Services
66 Public Relations/Development
67 Student Recruitment and Admissions
68 Student Records

70 PHYSICAL PLANT OPERATIONS

71 Physical Plant Administration
72 Building Maintenance
73 Custodial Services
74 Utilities
75 Landscape and Ground Maintenance
76 Major Repairs and Renovations

*80 STUDENT FINANCIAL SUPPORT

81 Scholarships
82 Fellowships

TABLE 8 (continued)
90 INDEPENDENT OPERATIONS

91 Independent Operations/Institutional
92 Independent Operations/External Agencies

**00 UNASSIGNED

01 Capable of Use
02 Incapable of Use
03 Building Service

*The 80-Student Financial Support series is not used in institutional room inventories.

**Program series 00-Unassigned is not a Program Classification Structure category. It has been created exclusively for use in N.C. institutional room inventories.

10 - INSTRUCTION PROGRAMS

Definition. The Instruction programs include those activities carried out for the express purpose of eliciting some measure of educational change in a learner or group of learners. "Educational change" is defined to include (1) the acquisition or improved understanding of some portion of a
body of knowledge, (2) the adoption of new or different attitudes, and (3) the acquisition or increased mastery of a skill or set of skills. The activities that may be carried out to elicit these educational changes include both teaching activities and facilitating activities. (Note: Facilitating activities are more commonly associated with the design and guidance of a learning experience rather than with teaching something to a learner). Facilitating is considered an integral part of the design and conduct of an instructional program, but academic advising generally is carried out as a support function for an instructional program. Therefore academic advising activities are classified with the Academic Support program. The Instruction programs include both credit and noncredit instructional offerings.

Note. The definition points out that these programs encompass both credit and noncredit offerings; this also includes degree and nondegree programs. The individual codes distinguish between degree-related programs (codes 11 and 12) and nondegree programs (codes 14, 15, 16, 17, 18). There can be a difference between a credit course and a degree-related course. Degree-related means that the course is part of a program that will lead to a degree (or some kind of formal certificate) conferred by the institution. Credit courses include degree-related courses, but the term also applies to nondegree courses for which some kind of credit may be awarded (e.g., a CEU, or Continuing Education Unit). Space associated with the administration of instructional programs should be coded 46 (Academic Administration). Programs 11 and 12 require Category Codes. Category codes are not required for Programs 13-18, but in some cases they may be appropriate.

11 GENERAL ACADEMIC INSTRUCTION (Degree-related)

Definition. This program includes those instructional offerings intended both to prepare learners, in a generalized sense, to function in a number of different occupations and to prepare them for further academic study. Instructional offerings of this general academic nature should be classified in this program only if they are offered as part of one of the institution's formal degree or certificate programs. Therefore, the program does not include offerings that are part of programs leading toward degrees or certificates offered by some entity other than the institution, such as adult basic education programs (see program 14). Only academic offerings described by the HEGIS discipline categories 0101 through 4999 (e.g., history, math, biology) should be classified in this program. Those offerings associated with vocational/technical programs, as described by the HEGIS discipline categories 5001 through 5599, should be classified in Program 12. Descriptors related to subject area, credit/noncredit status, course level, and delivery mechanism can be used to delineate further the instructional offerings in this program.

Examples: Liberal-arts programs at a college or university, academic associate-degree programs at a community college.

Note. With very few exceptions, this code should be used for all degree-related instruction in all institutions except the technical and community colleges. Both Program 11 and Program 12 (Vocational-Technical Instruction/Degree-related) appear in technical and community college Room Inventories, but Program 11 applies in only limited offerings. Category Codes 0101-4999 should be used with Program 11. A classroom takes a Category
"General Academic Instruction" is instruction which is designed to lead to a Baccalaureate degree or to some kind of graduate or professional degree (e.g., M.A., Ph.D., M.D.). Included in this definition is instruction leading to an Associate degree which is a precursor to a Baccalaureate. The Associate degree should be distinguished from what is referred to as terminal degrees, which fall under Program 12 (Vocational/Technical Instruction Degree-related). They are intended to prepare the student for a given occupation and anticipate no further training beyond that degree program.

12 **VOCATIONAL/TECHNICAL INSTRUCTION (Degree-related)**

**Definition.** This program includes those instructional offerings intended to prepare learners for immediate entry into a specific occupation or career. Instructional offerings should be classified in this program only if they are offered as part of one of the institution's formal degree or certificate programs. If the instructional offering is occupationally related, but is not part of a formal degree or certificate program, it should be classified in Program 15, Occupation-related Instruction (Nondegree). Only offerings in disciplines usually associated with HEGIS discipline categories 5001 through 5599 should be classified in the 12 program. Descriptors related to subject area, course level, credit/noncredit status, and delivery mechanism can be used to delineate further the instructional offerings within this program.

**Examples:** Degree/certificate programs of vocational and technical schools, occupationally related certificate programs of proprietary schools.

**Notes.** These programs are designed to train a person for a particular trade or occupation. They do not lead to a Baccalaureate degree and generally do not last beyond two years. Program 12 applies only to those vocational/technical programs which lead to a formal degree or certificate. Vocational instruction which is not degree-related should be assigned Program 15 (Occupation-related Instruction-Nondegree). *Category codes 5001-5599 should be used with Program 12.*

13 **REQUISITE PREPARATORY/REMEDIAL INSTRUCTION**

**Definition.** This program includes those instructional offerings carried out to provide the learner with the skills or knowledge required by the institution to undertake course work leading to a postsecondary degree or certificate. These offerings, supplemental to the normal academic program, typically are designated as preparatory, remedial, developmental, or special-education services. They may be taken prior to or along with the course work leading to the degree or certificate. They are generally noncredit offerings, although in some cases credit may be given and the credit requirements for the degree or certificate increased accordingly. Only those offerings that are provided specifically for the purpose of teaching required preparatory or remedial skills or knowledge should be included in this category. If students may satisfy the preparatory requirements by taking offerings provided primarily for
other than remedial or preparatory purposes, those offerings should be classified appropriately elsewhere.

**Examples:** Preparatory/remedial summer program offered for students accepted under a conditional admission agreement, foreign language offering provided specifically to satisfy doctoral level requirement.

**Note.** This code applies to instructional programs for students who have been determined to not be adequately prepared for college level work in one or more subjects. Remedial courses are usually noncredit and nondegree, but exceptions exist. These programs usually carry a campus-assigned name; e.g., "Developmental Studies," "Basic Education," "Preparatory Studies," "ABLE Program," "Special Services," etc. As with all program coding, the determination should be made as to what a particular program does instead of what it is called.

Program 13 does not require a Category Code, but one should be assigned if the room in question is devoted to a particular academic discipline. The Category Code should be in the 0101-4999 range; in most cases it will be either mathematics (1701) or English, including reading (1501).

### 14 GENERAL STUDIES (Nondegree)

**Definition.** This program includes those instructional offerings that are not part of one of the institution's formal postsecondary degree or certificate programs and that are intended to provide the learner with knowledge, skills, and attitudes typically associated with an academic discipline (such as literature, mathematics, philosophy). In classifying offerings in this program, the users should determine whether they lend themselves to classification in one of the traditional academic disciplines typically grouped together as the liberal arts. If they can be classified in such a discipline category and if they are not part of a formal degree or certificate program, they should be included in this program. This program should be used for the classification of adult basic education programs. Adult basic education is nondegree because it does not lead to a postsecondary education degree or certificate (that is, it leads to a secondary school certificate) and its instructional offerings are most appropriately associated with the academic disciplines. Descriptors related to subject area, course level, credit/noncredit status, and delivery mechanism can be used to delineate further the instructional offerings within this program.

**Examples:** Nondegree offerings in: great books, painting and sculpture, fine arts, foreign languages for travel, and general education development programs; adult basic education (ABE) programs.

**Note.** Continuing education courses which, although nondegree, cover roughly the same subject matter as Program 11 (General Academic Instruction) courses, should be assigned code 14. GED and HRD courses are also included. If Category Codes are used to notate
associated academic disciplines for these programs, they should be assigned from the 0101-4999 range. In summary, Program 14 is the nondegree equivalent of Program 11.

15 OCCUPATION-RELATED INSTRUCTION (Nondegree)

Definition. This program includes those instructional offerings that are not carried out as part of a formal certificate or degree program but that are offered to provide the learner with knowledge, skills, and background related to a specific occupation or career. The instructional offerings classified in this category focus on the role of the individual as a worker rather than upon his or her role as a member of society, part of the family, or as a user of leisure time. Descriptors related to subject area, course level, credit/noncredit status, and delivery mechanism can be used to delineate further the instructional offerings within this program.

Examples: Nondegree-related continuing education offerings for physicians, nurses, teachers; nondegree-related career/vocational courses; corporate programs designed to teach the sales force about new products.

Note. Continuing education courses which, although nondegree, cover roughly the same subject matter as Program 12 (Vocational/Technical Instruction) courses, should be assigned code 15. Many of these offerings are refresher courses for various occupations. Additional examples might be nondegree courses in automotive mechanics, firefighting, secretarial science, etc. If Category Codes are used with Program 15, they should be assigned from the 5001-5599 range. In summary, Program 15 is the nondegree equivalent of Program 12.

16 SOCIAL ROLES/INTERACTION INSTRUCTION (Nondegree)

Definition. This program includes those instructional offerings that are not carried out as part of a certificate or degree program but that are offered to provide the learner with knowledge, skills, and background needed to function as a member of society or to interact with the variety of social institutions. It also includes those offerings that deal with the person as a member of a particular social organization or institution. Such social institutions include, but are not limited to, the church, the community, and organizations associated with the various levels of government. Descriptors related to subject area, level, credit/noncredit status, and delivery mechanism can be used to delineate further the instructional offerings within this category.

Examples: Civil defense orientation program; nondegree offerings in: citizenship, current events/community problems, consumerism, community action, environmental issues; church-sponsored program dealing with its religious teachings; language program for persons seeking U.S. citizenship.

Note. This program applies to instruction which focuses on the student's relationship with such institutions as government, church, business, etc. The focus is on a citizen's roles outside of the home. This is a relatively uncommon program.
17 HOME AND FAMILY LIFE INSTRUCTION (Nondegree)

Definition. This program includes those instructional offerings that are not offered as part of a certificate or degree program but that are carried out to provide the learner with knowledge, skills, and capabilities related to the establishment, maintenance, and improvement of a home; to the carrying out of those functions typically associated with the conduct of a household; or to the person's responsibilities as a member of the family unit. This category includes those offerings that focus on the person's role as a member of a family or household rather than upon his or her role as a worker, member of a social organization, or user of leisure time. Descriptors related to subject area, level, credit/noncredit status, and delivery mechanism can be used to delineate further the instructional offerings within this program.

Examples: Child care and development, gardening, do-it-yourself building and repair skills, household budgeting, homemaking, sewing and cooking (if not offered as a recreational pursuit such as gourmet cooking).

Note. Program 17 applies to those nondegree programs which focus on the student's life at home: roles such as parent, homeowner, homemaker, etc.

18 PERSONAL INTEREST AND LEISURE INSTRUCTION (Nondegree)

Definition. This program includes those instructional activities that are not offered as part of a certificate or degree program but that are carried out to support an individual's recreational or avocational pursuits or to improve his or her day-to-day living skills. The activities included in this category focus on the individual as a user of leisure time rather than upon the individual as a member of a social institution or upon occupational and career-related needs. However, if the offering can be classified within a traditional academic discipline, even if it is a leisure-time pursuit (for example, art appreciation, great books), it should be classified in Program 14, General Studies. Descriptors related to subject area, level, credit/noncredit status, and delivery mechanism can be used to delineate further the instructional offerings within this category.

Examples: Training of pets, yoga, speed reading, personality development, recreational folk dancing, leadership development.

Note. Hobby courses are classified under this program. Examples are nondegree instruction in arts and crafts, dancing, stamp collecting, etc. Although many topics would appear to fall under Program 17 (Home and Family Life Instruction), such as gardening, cooking, or sewing, the distinction should be made by determining whether the course is focusing on the activity as a leisure hobby (Program 18) or as the responsibility of a homemaker (Program 17).
20 - RESEARCH PROGRAMS

**Definition.** The Research programs include those activities intended to produce one or more research outcomes including the creation of knowledge, the organization of knowledge, and the application of knowledge. They include both those activities carried out with institutional funds and those carried out under the terms of agreement with agencies external to the institution. Research activities may be conducted by any number of organizational entities including research divisions, bureaus, institutes, and experimental stations. Instructional activities, such as workshops, short courses, and training grants, should not be classified within the Research programs but should be classified as part of Instruction unless they satisfy the specific criteria outlined for inclusion within
the Public Service programs.

**Note.** One of the most important statistics that a Room Inventory can reveal is the amount of space devoted to research. In order to classify the space accurately, a coder must have a clear understanding of the meaning of "research." Defined most simply, research is the pursuit of new knowledge; i.e., knowledge which is new to the academic community rather than to the individual conducting the "research." An undergraduate student performing an experiment on his own may be pursuing knowledge which is *new to him*. Research may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators. These activities do not include practice or independent study projects and activities which, although delivering "new knowledge" to a student, are not intended for a broader academic or sponsoring community (e.g., a presentation or publication). Research also does not include the often unstructured, spontaneous or improvisational creative activities of learning and practice within the performing arts; such activities which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome should be classified as research. (Also see the discussion of Room Use Code 250 (Research/Nonclass Laboratory) in the previous section).

Whether the activity in question is funded by a grant or contract is irrelevant. "Departmental" research which meets the above stated criteria is still appropriately assigned a research Program Code.

Many rooms on campuses are referred to or named "research laboratories" when they actually do not meet the definition of a research program. Again, the Room Use Code and Program Code should be determined by actual use and the objectives of the room's activities. *The distinction between instructional vs. research activity is made by the Program classification and not the Room Use classification.* A room which is appropriately coded 250 (Research/Nonclass Laboratory) for use may still carry a Program Code 11 (General Academic Instruction). Although this combination is infrequent, examples of such classification exist; e.g., a room where faculty prepare for experiments which will be performed in a class.

Research is not limited to the "hard sciences" (biology, chemistry, physics, etc.). Research may be conducted in any academic discipline (literature, religion, history, etc.), although research *laboratories* are usually confined to the mentioned "hard sciences."

Both of the research program classifications presented here require a Category Code in the room record. They should be in the 0101-4999 range.

**21 INSTITUTES AND RESEARCH CENTERS**

**Definition.** This program includes those research activities conducted within the framework of a formal research organization. Although it uses organizational criteria as the rationale for classifying program elements, Program 21 includes only those activities carried out for the purpose of creating knowledge or reorganizing or applying existing knowledge.
Therefore, while an agricultural experiment station is used as an example in this program, only the research activities carried out within the station would be classified here. The criteria described in the Public Service program (30) header should be used in differentiating research from public service activities in the agricultural experiment station or other "dual objective" centers. Most institutes and research centers will not have a dual objective and therefore can be classified in a single program. Excluded from this category are the 21 federally funded research centers (for example, Argonne National Laboratories) which would be classified in program 92, Independent Operations/External Agencies.

Examples: Agricultural Experiment Station, Center for Behavioral Science, Center for Opinion Research, Center for Study of the Aging, Center for Study of Democratic Institutions, Divisional Research Centers, Institute for Behavioral Science, Social Science Research Center.

Note. A few of the larger N.C. institutions have formally established research institute or research center facilities. In order for an institutional entity to be classified with this Program Code: (1) it should have an official name; (2) it should be funded separately from the department(s) with which it is associated (i.e., it should have its own budget); and (3) it should meet the definitional criteria for research as stated in the above section.

22 INDIVIDUAL OR PROJECT RESEARCH

Definition. This program includes those research activities that normally are managed within the academic departments. Such research activities usually have a stated goal or purpose, have projected outcomes, and generally are created for specific time periods as a result of a contract, grant, or specific allocation of institutional resources. Departmental research activities should be included in this program when they are conducted for the express purpose of producing research outcomes. If departmental research is carried out as an instructional activity, however, it should be classified in the appropriate program in 10, Instruction. If such research is conducted primarily as a personnel development activity, it should be classified in program 48, Academic Personnel Development. This program excludes those research activities carried out in the framework of a formal research organization, which should be classified either in 21, Institutes and Research Centers, or in 92, in the case of federally funded research centers. Additional detail within this program may be provided by using the HEGIS subject-matter taxonomy to classify those academic departments in which individual or project research activities are being carried out. In addition, unique codes describing individual projects may be used.

Note. This program applies to all research which is not associated with a research center or institute. The vast majority of research activity falls under this code. Program 22 applies to both "departmental research" and research which is funded by an external contract or grant.
30 - PUBLIC SERVICE PROGRAMS

Definition. The Public Service programs include those program elements established to make available to the public the various unique resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem. These programs include the provision of institutional facilities, as well as those services of the faculty and staff that are made available outside the context of the institution's regular instruction and research programs. Answers to the following questions can be used as guidelines in determining whether to classify activities in the Public Service programs:

1. Who identified the need for the activities?

2. Who initiated the activities?

3. Who funded the activities and who controls the nature and content of those activities?

4. Are the activities restricted to the benefit of a particular target group or are they available to anyone served by the institution?

5. Would the activities be carried out by the institution as part of its normal instruction or research program if funding were not provided specifically for them?

If a particular set of activities was initiated and funded by an external group or agency apart from the institution's normal instruction or research programs, those activities generally should be included in the Public Service programs. The rationale for this classification is that the institution is making available its particular unique resources, services, and expertise in order to either serve a community need or solve a community problem. The following examples of Public Service program elements can be used as guidelines:

1. Consulting activities (which are to be distinguished from instructional activities) should be classified in the Public Service programs. Consulting activities are not instructional activities because consulting involves the application of knowledge or skills to a specific concern or problem generally identified and/or defined by the client. In consulting, the primary objective is the solution of the problem, with education being either a secondary motive or a tool for accomplishing the primary objective. Instruction may use a problem-solving approach, but its primary objective is the transmission of knowledge rather than the solution of problems.

2. Instructional activities should be classified in the Public Service programs only if they can be shown to meet the criterion of "making available institutional resources and expertise outside the context of the instruction program" rather than simply "extending" the instruction program to a broader student clientele. Once again, answers to the questions posed in the definition of Public Service programs should be
used in determining how to classify those instructional activities that are on the border between instruction and public service. For example, short courses and seminars carried out as the result of a request by an external agency, and restricted to a specific audience other than the institution's student body, should be classified in the Public Service programs. However, most instructional activities (including most institutionally initiated conferences and seminars) are extensions of the institution's instructional program rather than activities carried on outside of that program; thus they should be classified in Instruction.

3. Activities should be classified in the Public Service programs only if they are carried out for the specific purpose of making available institutional resources, services, and expertise. Therefore, if a particular activity serves this purpose only incidentally, it should be classified elsewhere. (Social and cultural events, for example, may be staged as part of the Student Service program; if they are open to the general public, they may incidentally benefit the community as well).

Note. The first two program classifications in this series (31-Direct Patient Care and 32-Health Care Supportive Services) apply to the medical care of patients who are not students, faculty, or staff. Medical care areas for students should be classified with Program 57 (Student Health/Medical Services); e.g., campus infirmaries. Program Codes 31 and 32 also apply to animals as patients. These programs therefore relate to health care as a public or community service rather than as a means of instruction or as a vehicle for research. Although Programs 31 and 32 are used to classify large amounts of space at teaching hospitals; where instruction, research, and health care are pursued simultaneously; only the health care areas should be assigned these codes. Many rooms may be prorated among the code assignments (e.g., combinations of 11-Instruction, 22-Research, and either codes 31 or 32). Rooms with Room Use Codes in the 800 series (Health Care Facilities) should have at least 50% of their space classified under programs 31, 32, or 57; if not, they are not primarily health care areas.

31 DIRECT PATIENT CARE

Definition. This program includes those activities carried out for the specific purpose of providing direct patient care (prevention, diagnosis, treatment, education, rehabilitation, and so forth). The provision of such care may be for the benefit of either humans or animals (veterinary care). In the postsecondary education setting, these services are typically rendered under the auspices of a teaching hospital or health sciences center and are provided for the benefit of a clientele in the community at large rather than for the institution's own student body or faculty and staff. Patient care activities carried out solely for the benefit of the institution's students should be classified in program 57, Student Health/Medical Services; patient care activities carried out solely for faculty and staff should be classified 65, Faculty and Staff Auxiliary Services; otherwise 57 should be assigned.

This program includes only those activities directly related to the provision of patient care. In classifying the activities of a teaching hospital, one might look upon the hospital as a...
separate campus, thereby allowing for the use of all programs within the PCS. Thus, activities that are carried out within the setting of a teaching hospital but that cannot legitimately be considered part of direct patient care (such as instruction, research, and administration) should be appropriately classified elsewhere. Instructional activities should be classified in the appropriate programs in the Instruction series, 10; research activities in the Research series, 20; administrative activities in the Institutional Administration series, 60; and physical plant activities in the Physical Plant Operations series, 70. Those health care support services that are carried out in direct support of the provision of patient care, but that are not themselves a part of patient care, should be classified in program 32, Health Care Supportive Services.

Within the Direct Patient Care program, two ways of further classifying activities can be used, each independent of the other. One is to focus on the setting in which the patient care functions are carried out (for example, inpatient, ambulatory, outreach, emergency). A second way is to look at the type of care being provided, such as medical/surgical, rehabilitative, dental, or veterinary care. In fact, within each of these types of patient care a further disaggregation can be made by medical specialty (for example, pediatrics, obstetrics, dermatology).

The following categories can be used for a more detailed classification of activities by setting:

**Inpatient** - Those activities designed to provide direct patient care within the confines of the care setting to persons who are residing at least overnight on the premises. Typically, inpatient clients are considered those persons who are assigned a bed at the care facility.

**Ambulatory** - Those activities designed to provide direct patient care within the confines of the care setting to persons who are resident neither overnight nor beyond the time required to provide care. Excluded from this category is emergency patient care that is delivered in an ambulatory setting.

**Outreach** - Those activities in which the patient care provider goes to the patient to deliver the care (such as a home care program). Excluded from this third category is emergency patient care in which the care provider goes to the patient.

**Emergency** - Those activities designed to provide direct patient care to persons requiring immediate attention due to the acute nature of their health care problem.

**Mixed Function** - Those activities that are a combination of several of those described above so that the individual activities cannot be separated and classified in the appropriate categories. If the individual component parts can be separately identified, however, they should be classified in the appropriate categories.
The following categories can be used for a more detailed classification by type of care:

**Medical/Surgical Care** - Those activities related to preventing, caring for, and assisting in the cure of disease and the care of the injured, including surgical functions.

**Behavioral** - Those activities related to the treatment of psychological and behavioral problems, including the promotion of psychological well-being.

**Rehabilitative Care** - Those activities related to the restoration of bodily functions and structures in order to regain patient self-sufficiency.

**Public/Community Medicine** - Those activities related to the health and illness of populations.

**Patient Education** - Those activities carried out to provide patients with the knowledge and attitudes needed to cope effectively with their own health problems.

**Dental Care** - Those activities related to care and treatment of human teeth and structures.

**Veterinary Care** - Those activities pertaining to the care and treatment of animals and their diseases.

**Supportive Care** - Those activities related to conducting prescribed treatment plans and to supporting the implementation of those plans (for example, patient hygiene, observation of patient status).

**Other Patient Care**

**Note.** Although the definition does not state it directly, this code should be assigned to rooms where patients are *physically present and receiving care*. In terms of Room Use Codes, the following would always apply: 810 (Patient Bedroom), 820 (Patient Bath), and those rooms coded 840 (Surgery) and 850 (Treatment/Examination) where patients receive direct care (see the material on the 800-Health Care Facilities codes in the preceding divided section). Offices may be coded 31 if they are primarily used for psychiatric treatment or direct diagnoses of patients' conditions.

**32 HEALTH CARE SUPPORTIVE SERVICES**

**Definition.** This program includes those activities that are unique to a teaching hospital, health sciences center, or clinic and that directly support the provision of health care but that

**Academic Support**
cannot themselves legitimately be considered part of the provision of direct patient care. The following categories should be used for a more detailed classification of activities within this program:

**Medical Support Services** - Those activities that are medical in nature and that indirectly support patient care but are not actually part of the provision of direct patient care.

**Examples:** Blood bank, dietary and nutritional services (unless part of the patient's treatment), EEG, EKG, optical services, pharmacy, physiological instrumentation and monitoring, X-ray services.

**General Hospital/Clinic Support** - Those administrative and support activities that are unique to the operation of a hospital or medical clinic. Excluded from this category are those administrative activities that can be classified appropriately within the various programs of the Institutional Administration series (60).

**Examples:** Admitting and credit, forensic medicine, medical records, patient charging and accounts, inpatient reception desk.

**Retail Services and Concessions** - Those activities provided as a comfort or convenience to the visitors and clientele of the hospital or clinic. These activities are often operated as income generating or self supporting enterprises.

**Examples:** Gift shop, social services, television rental services.

**Note.** Again the definition does not state it directly, but a simple way of viewing this code is that it applies to all public service health care space where the patient is not usually physically present and receiving care (i.e., not code 31). In terms of Room Use Codes, the following areas would apply: 830 (Nurse Station), 860 (Diagnostic Service Laboratory), 870 (Central Supplies), 880 (Public Waiting), 890 (Staff On-Call Facility), and associated support rooms. Program Code 32 should also be assigned to many rooms with Room Use Codes outside of the 800 series: the gift shop (660-Merchandising), the cafeteria (630-Food Facility), and conference rooms (350) are frequent examples. For other hospital areas, such as administrative and support staff offices, a determination must be made as to whether the activity in the room is more related to the functioning of the hospital as a hospital (code 32) or as part of the university complex (e.g., another code such as 62 for a hospital finance office).

**33 COMMUNITY SERVICES**

**Definition.** This program consists of resources, services, and expertise made available to
persons and groups outside the context of the institution's regular Instruction, Research, and support programs that are not included in programs 31, 32, 34, and 35. Community Services (33) activities differ from Cooperative Extension Services (34) in that they are generally sponsored and controlled by the institution; extension services usually involve a sharing of programmatic and fiscal control with an outside agency.

**Provision of Faculty/Staff Services** - Those activities designed to make faculty/staff/student knowledge and skills available to the community or to groups external to the institution. The activities that should be classified in this category involve the use of the skills and expertise of the institution's own staff for purposes that are not part of the regular Instruction, Research, or support programs. This category includes institutionally sponsored consulting services and those instructional activities that represent the provision of faculty/staff resources outside the context of the Instruction programs.

**Examples:** Consulting with businesses, public school systems, local governmental agencies; provision of coaches for community summer camp; faculty/staff participation on community action committees; summer camps for high school students (e.g., cheerleader camps, music camps); services related to the use of special equipment and facilities; public service-related instructional activities.

**Provision of Facilities/Equipment** - Includes providing the institution's physical facilities and/or equipment for community services.

**Examples:** Community meetings and events held in institutional facilities, community use of institution's gymnasium and recreational facilities for a summer camp.

**Provision of Cultural and Recreational Services** - Those cultural and recreational programs arranged and sponsored outside the context of the Student Service Programs. (Cultural and recreational activities that are conducted primarily for students as part of the Student Service programs should be classified in program 52, Social and Cultural Development.)

**Examples:** Lecture and fine-arts series, concerts and recitals (visiting artists).

**Note.** This code applies to activities which bring the resources of the institution (buildings, equipment, faculty, etc.) to the community. "Community" refers to people who are not students, faculty, or staff at the institution. An example might be a program in a School of Business designed to assist new or small businesses. Space which is primarily used for community meetings should

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also be classified with this code. "Training Centers" usually take a Room Use Code of 680 (Meeting Room) with Program Code 33. A fire tower is an infrequent example of a facility which is assigned this code. This classification is also applied to space assigned to Upward Bound programs.

34 COOPERATIVE EXTENSION SERVICES

Definition. This program includes those activities that make resources, services, and expertise available outside the Instruction, Research, and support programs and that are conducted as cooperative efforts with outside agencies. (Note: This category includes only those extension services that are considered to be public service; it should not be used to classify the entire extension division of the institution.) Excluded from the program are those instructional and research activities offered through an extension division. A distinguishing feature of the activities included in this program is that programmatic and fiscal control are usually shared with one or more external agencies or governmental units.

The categories shown below are related to those of the U.S. Department of Agriculture's Extension Management Information System (EMIS) and may be used to describe the agencies with which the institution cooperates in this program. If a more detailed type-of-activity classification is desired, the user may want to refer to the classification structure outlined for the Community Services (33) program.

Agriculture and Related Industries - Activities outside the instructional and research programs established to make resources, services, and expertise available to the agricultural industry.

Examples: Consulting and advisory services, provision of institutional facilities/equipment, soil testing.

Rural Social and Economic Development - Activities outside the instructional and research programs established to make resources, services, and expertise available for social and economic development in rural areas.

Examples: Consulting and advisory services, provision of institutional facilities/equipment, provision of services.

International Extension - Those activities outside the instructional and research programs established to make resources, services, and expertise available as they relate to international activities.

Examples: Consulting and advisory services, provision of institutional facilities/equipment, provision of services.

Urban Extension Service - Those activities outside the instructional and research programs established to make resources, services, and expertise available within the urban areas.
Note. This program, as with program 33 (Community Services), applies to programs and activities designed to bring institutional resources to the public. Program 34 differs in that it applies to activities which are partially funded and controlled by external agencies. An example would be the Agricultural Extension Service, which is partially funded by the U.S. Department of Agriculture.

35 PUBLIC BROADCASTING SERVICES

Definition. This program includes the operation and maintenance of broadcasting services that are operated outside the context of the institution's Instruction, Research, and support programs. Excluded from this category are broadcasting services that are conducted primarily in support of instruction (such programs should be classified in program 45, Ancillary Support), broadcasting services that are primarily operated as a student broadcasting club (such programs should be classified in program 52, Social and Cultural Development), and broadcasting activities that are independent operations (such programs should be classified in program 91, Independent Operations/Institutional).

The following categories should be used for a more detailed classification of activities within this program:

Broadcast Programming - Those activities related to planning, scheduling, and development of programs to be broadcast.

Broadcast Production - Those activities related to the actual on-the-air broadcast of programs. This category includes the activities of announcers, broadcast personnel, and sound engineers, as well as the related facilities and equipment needed to conduct a broadcast.

News Acquisition and Preparation - Those activities related to the acquisition, preparation, and reporting of news (for example, wire service, news rewriting, interviewing, and reporting).

Broadcast Sales - Those activities related to the solicitation of sponsors for commercial messages, political announcements, and so forth.

Information Dissemination/Promotion - Those activities related to obtaining public support for the broadcasting station and its program (that is, increasing the audience of radio listeners or television viewers), as well as those activities carried out to provide general information about the broadcasting station and its operation to the public.

Note. This code applies only to radio and television stations which are operated primarily as a public service. Stations which are used for instructional programs (Programs 11 or 12) or Academic Support
student activities (Program 52) do not receive this classification. A radio or television station which occupies space controlled by the institution, but which is totally unrelated to institutional objectives and missions, should be coded 91 (Independent Operations/Institutional). Media areas devoted to preparing instructional aids should be classified 43-Educational Media Services.

40 - ACADEMIC SUPPORT PROGRAMS

**Definition.** The Academic Support programs include those activities carried out in direct support of one or more of the three primary programs (Instruction, Research, Public Service). The activities that should be classified in this program include (1) activities related to the preservation, maintenance, and display of both the stock of knowledge and educational materials (for example, library services and museums); (2) activities that directly contribute to the way in which instruction is delivered or research is conducted (such as educational media services, academic computer
support, ancillary support); (3) activities directly related to the administration of academic programs; and (4) activities related to the professional development of academic personnel.

The activities that should be classified in the Academic Support programs differ from those classified in the other support programs in that they are carried out in direct support of one or more of the three primary programs. While some activities of the Student Service program (such as social and cultural events) may contribute indirectly to the institution's instructional objectives, they are generally considered to be a supplement to the Instruction programs rather than a direct contributor to its objective. The Academic Support programs, on the other hand, are primarily concerned with the institution as an operating entity and tends to focus on the institution as a whole rather than upon individual programs.

**Note.** These program activities are not directly a part of the instructional, research, or public service operations or processes, but they do support one of these major institutional objectives. As the definition points out, they reflect institution-wide support as opposed to serving a particular department or other organizational unit.

### 41 LIBRARY SERVICES

**Definition.** This program includes those activities that directly support the collection, cataloging, storage, and distribution of published materials in support of one or more of the institution's primary programs. To be included in this program, library services should be separately funded. (Thus, the purchase of books by a department from its general funds would not be classified in this category even though a departmental "library" is produced.) The HEGIS categories can be used in classifying activities when the library services a single, specific, academic program or department. The type-of-activity classification for activities in this program is described below.

**Materials Acquisition** - Those activities concerned with the determination of acquisition policy, screening and evaluation of available materials, and acquiring materials for the libraries. Also included in this category would be the periodic re-evaluation of materials.

**Examples:** Setting acquisition policy, selecting materials for acquisition process.

**Materials Preparation** - Those activities related to the preparation and maintenance of materials for general use and distribution.

**Examples:** Searching, cataloging, recording, shelving, binding, repair.

**Materials Identification/Access Services** - Those activities related to the provision of services and aids for the identification and location of documents or materials.
Examples: Information desk, indexes, visual aids (posters, signs, etc.), reference services.

Materials Distribution - Those activities related to the control and distribution of library materials.

Examples: Circulation services, reserve services, loan and rental services.

Interinstitutional Exchange and Loan Services - Those activities related to borrowing or lending materials to other libraries.

Examples: Messenger services, interlibrary-loan office.

Information Dissemination/Promotion - Those activities related to providing general information about the library and its activities and to promoting library use.

Examples: Publications, advertisements and exhibits, personal communication.

Note. Program 41 is used to code the space of libraries which are funded separately from the institution's schools or departments. This would always include the main library of an institution; it would also apply to any school or department libraries which have budgets which are independent of the general operating budgets of the schools or departments. Departmental libraries which are not separately funded, i.e., which are supported by the department's operating budget, should be classified with an instruction code (e.g., 11 for General Academic Instruction) and the Category Code, if applicable, for the department's academic discipline. For example, a law library which is funded as part of a school of law's operating budget, should be assigned Program Code 11 and Category Code 1401.

Program 41 requires a Category Code. For the main library of the institution, the code should be 0000. For a separately funded school/department library, the Category Code for the appropriate academic discipline should be assigned.

42 MUSEUMS AND GALLERIES

Definition. This program includes those activities related to the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc., that support one or more of the institution's primary programs. Activities classified in this category should be separately funded. Thus, the purchase of objects by a department from its general funds would not be classified in this category even though a departmental "museum" is produced. This program is not restricted to the collection, preservation, and exhibition of inanimate objects.
objects. It is appropriate, for example, to include in this program the activities associated with an arboretum. Research activities associated with the museum should be classified under 22, Individual or Project Research. The HEGIS categories can be used in further classifying activities when the museum or gallery is serving a single academic program or department. The type-of-activity classification for activities in this program is described below.

**Materials Acquisition** - Activities involving the selection and acquisition of new exhibits or specimens.

**Examples:** Selection, purchasing, expeditions.

**Materials Preparation** - Activities related to the preparation and maintenance of materials for general use or exhibition.

**Examples:** Cataloging, repairing, cleaning specimens, identifying specimens, describing and photographing specimens.

**Materials Identification/Access Services** - Activities related to providing services and aids for the identification and location of museum materials.

**Examples:** Museum exhibits, teaching collections, tours, guidebooks, reference services.

**Museum Specimen Identification Services** - Activities carried out as a service to the institution's students, faculty, and staff, as well as the activities concerned with the identification of specimens not belonging to the museum.

**Interinstitutional Exchange and Loan Service** - Activities related to the borrowing of specimens from or the lending of specimens to other institutions.

**Information Dissemination/Promotion** - Activities related to providing general information and to promoting museum use.

**Examples:** Traveling exhibits, public lectures, off-campus exhibits, advertisements, publications.

*Note.* As with program 41 (Library Services), this program is restricted to museum/gallery display operations which are funded separately from a school or department budget. For example, an art gallery not funded by an art department's budget should be assigned Program Code 42. If an art gallery area was supported by that art department's budget, the area should be classified Program 11 (General Academic Instruction) and Category Code 1002 (if painting, drawing, or sculpture). While program 42 does not require a Category Code, one may be entered in situations where a specific academic discipline applies.
EDUCATIONAL MEDIA SERVICES

Definition. This program includes those audio, visual, and other technological services that have been established to provide direct support for the institution's instruction, research, and public service programs. Support services related to the use of "dial-access" centers, learning resource centers, computer-aided instruction, and closed-circuit television facilities would be included here. However, instructional activities that use computer aids, closed-circuit television facilities, and so forth (rather than contributing to the provision of those services), are classified appropriately in the Instruction (10) programs. This program includes only those activities intended to provide or make available media services. The HEGIS categories can be used in classifying activities when they are serving a single, specific, academic program or department. The type-of-activity classification for activities in this program is described below.

Materials Acquisition - Those activities related to the acquisition of materials and devices.

Examples: Selecting, purchasing, processing

Production Services - Those activities involving the creation and/or manufacture of educational resources (often to predetermined specifications set by the faculty).

Examples: Graphic-materials production, audio production, motion-picture production, television production, computer-assisted instruction production.

Materials Distribution - Those activities related to the distribution of educational media resources for institutional use.

Examples: Storage, scheduling, delivery, maintenance, inventory.

Educational Media Research - Those activities related to the generation and testing of the knowledge, theory, and research methodology used in delivering instruction through various materials, devices, or techniques.

Examples: Research on materials, research on devices, research on techniques.

Information Dissemination/Promotion - Those activities related to providing general information about the available media services and to promoting the use of those services.

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Note. This program includes only activities which provide or make available the mentioned media materials and services. In conjunction with Room Use Codes 530/535 (Media Production and Media Production Service rooms), this code designates areas for making or distributing instructional aids for radio, television, or any other audio-visual medium. This code may also be used with other types of rooms (offices, etc.) that are involved with these support activities. A single storage room containing slide projectors, VCR's, and related equipment which serves one or more surrounding rooms should be assigned the appropriate service Room Use Code and an instructional Program Code. Category codes may be applied with Program Code 43 where a particular academic discipline is related.

44 ACADEMIC COMPUTING SUPPORT

Definition. This program includes those computer services that have been established to provide direct support for one or more of the institution's primary programs. Administrative data processing services and computing support should be included in program 64, Administrative Computing Support. The HEGIS categories can be used when the academic computing support is serving a single, specific, academic program or department. The type-of-activity classification for activities in this program is described below.

Computing Operations/Production - Those activities related to the operation of the computing system.

Examples: Data entry, production control, computer operations, data librarian.

Computer System Support - Those activities related to software design, including support of the operating system and other related software.

Examples: Development of the operating system, development of language compilers (FORTRAN, COBOL, etc.), development of generalized software packages (SPSS, BMD, etc.), development of special systems for general usage.

Note. Any type of computer system (including a complex of microcomputers) dedicated to support of instruction, research and public service programs, as opposed to administrative activities, may be covered by this code. Because a room housing microcomputers for independent use by students for their academic work is classified as a 410-Study Room (the microcomputers are synonymous with books as study tools), a 44 Program Code should be applied to such a room only if it is available to and used by students doing work in multiple academic disciplines. Where one academic discipline applies, such as in a microcomputer study room for students in a biology program, the instructional Program Code (11) and specific Category Code should be entered. Microcomputers rooms devoted to teaching computers or computer science are laboratories (usually a 210-Class Laboratory or 220-Open Laboratory) for that discipline (Category Code in the 0700 series). A 710 (Central Computer
or Telecommunications) room should be coded 44 if it supports instruction, research, or public service; the code should be 64 if the system supports general administrative operations. Offices and their service areas which are tied to academic computer support should also be classified with Program Code 44.

45  ANCILLARY SUPPORT

Definition. This program includes those activities that directly contribute to the way in which instruction is delivered or research is conducted but that cannot be appropriately classified as educational media services or academic computing support. Ancillary support activities often provide a mechanism through which practical experience can be gained by the student. Generally, they are unique to a particular academic program or department and are so numerous and varied that individual PCS categories were not developed for each one. HEGIS categories can be used in classifying these activities with respect to the related academic department.

Examples: Demonstration school, glassblowing shop, laboratory school, nuclear reactor, planetarium, vivarium, radio station, television station, university press, electronics-design facility, animal-laboratory facilities.

User Services - Those activities related to specific-user projects. This category differs from the previous one in that it includes those activities directed toward specific users and user needs rather than toward the system in general and general systems support.

Examples: Programming, special systems, advising.

Information Dissemination/Promotion - Those activities related to maintaining and distributing general information about the institution's computer services to users, as well as those activities designed to promote the use of the institution's computer services.

Examples: Tape/program, library, newsletter.

Note. This Program Code, which is often over-applied, should not appear frequently in Room Inventories. It should be used for space which supports instruction or research (exclusive of the other academic support codes in the 40-series), but not directly enough to be assigned an instruction or research code. The most frequent examples are (1) day care centers which are operated by institutions in conjunction with academic programs in child development or pre-elementary education; and (2) home economics houses or areas which also provide practical experience as part of the instructional process. In these two cases, the Room Use Code 550 and 555 (Demonstration and Demonstration Service) should be assigned as use codes for the areas. A third example of Ancillary Support (45) is a scholarly...
journal which supports academic instruction or research. Classrooms and laboratories should never be assigned this code; their link with instruction and/or research is very direct.

46 ACADEMIC ADMINISTRATION

Definition. This program consists of those activities that provide administrative and management support specifically for the institution's academic programs. It includes the activities of the college deans, the administrative activities of departmental chairpersons, and the activities of their associated support staff. The activities of administrative officers whose responsibilities are institution wide and include some duties outside the academic realm (such as Vice Presidents and Vice Chancellors) should be included in 61, Executive Management. When academic administration activities serve a single academic program or department, the HEGIS categories can be used for further description. The following categories may be used for a more detailed type-of-activity classification of activities within this program:

Academic Administration/Governance - Those activities related to the management and governance of the institution's academic programs (excluding program advising) that are carried out either by members of the faculty or by the administrative staff. These activities include committee work and such department administrative functions as interviewing prospective faculty members, assisting in the development of departmental policies, tenure review, etc. In addition, this category includes activities carried out to obtain funding for research grants and contracts (i.e., grant and contract solicitation). The academic senate is considered to be part of the institutional governance function and therefore is classified within program 61, Executive Management.

Academic Program Advising - Those activities that involve providing assistance and advice to students about the courses they should take, describing course requirements for particular programs, scheduling necessary courses, describing program standards, etc. Academic program advising differs from facilitating activities, which should be classified within the Instruction programs. Facilitating activities are an integral part of instruction because they are involved in the actual design of the student's instructional program. Academic advising, on the other hand, generally is more informational in nature and is designed to describe or clarify existing programs rather than to modify those programs to meet a particular student's needs. Student personal and career counseling should be classified in program 53, Counseling and Career Guidance.

Note. This Program Code should be assigned to offices and other areas assigned to academic deans, assistant and associate vice presidents (or vice chancellors) for academic affairs, department chairpersons (to the extent that their responsibilities are administrative), and anyone else primarily responsible for the administration of instructional or research programs.
programs. "Academic" here refers to both degree-related and nondegree programs. If a department chairperson devotes most of his/her time to instruction (teaching, class preparation, etc.) the appropriate instructional Program Code should be applied instead of 46 (Academic Administration); proration of the dual responsibilities may also be used. Program 46 should also be assigned to administrators of continuing education, remedial, HRD, GED, and JTPA programs.

Program 46 also applies to academic program advising; e.g., counseling students about degree requirements and course contents. This should be distinguished from personal and career counseling, which should be assigned Program Code 53 (Counseling and Career Guidance).

47 COURSE AND CURRICULUM DEVELOPMENT

Definition. This program includes only those formal planning and development activities established either to improve or to add to the institution's curriculum. Those activities that individual faculty members carry out to update and improve their current course offerings (independent of any formalized set of activities having a course and curriculum development objective) should be considered part of the instructional program and classified appropriately in these programs. The HEGIS categories can be used if additional detail is desired. The type-of-activity classification for activities in this program is described below.

Course and Curriculum Planning - Those activities related to planning for or conceptualizing new academic programs and curriculum offerings.

Course and Curriculum Research - Those activities related to research or inquiries into new methods, theories, or concepts in course and curriculum development.

Development/Modification of Curriculum - Those activities related to actually developing, testing, and modifying academic program or curriculum offerings prior to their introduction and use.

Curriculum Evaluation - Those activities related to the evaluation of the effectiveness and worthiness of academic programs or curriculum offerings after they have been introduced and used for a period of time. These evaluation activities can be related to either new or existing academic programs.

Note. This Program Code should not appear frequently in Room Inventories since very few institutions have administrators who focus entirely on improving and expanding curricula. In most cases these responsibilities are part of academic administration (46) operations.

48 ACADEMIC PERSONNEL DEVELOPMENT

Definition. This program includes those activities that provide the faculty with

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opportunities for personal and professional growth and development, as well as those activities intended to evaluate and reward the professional performance of faculty. It should include departmental research activities (or some appropriate portion of those activities) when they are carried out for the express purpose of the professional and personal development of academic personnel. If additional detail is desired, HEGIS categories can be used for differentiation by academic department. Recommended type-of-activity classifications are outlined below.

**Staff Development** - Those activities relating to the growth and enhancement of the faculty member's professional abilities.

**Examples:** Departmental research (if considered as primarily a faculty development activity), professional meetings, publishing, recitals, in-service faculty education programs, sabbaticals, faculty development programs.

**Faculty Recognition Programs** - Those activities carried out to provide recognition to faculty members for their achievements.

**Examples:** Monetary awards, faculty awards, awards banquets.

**Note.** This is another Program Code which should appear infrequently. Examples might include offices responsible for arranging faculty sabbaticals or offices which focus on evaluating faculty through, for example, student surveys. Most of the activities mentioned in the definition are conducted by people with other more primary responsibilities (and thus Program Code assignments). As a result, the 46 (Academic Administration) code, in most instances, supersedes this code.
50 - STUDENT SERVICE PROGRAMS

**Definition.** The Student Service programs include those activities carried out with the objective of contributing to the emotional and physical well-being of the students, as well as to their intellectual, cultural, and social development outside the context of the institution's formal Instruction programs. The Student Service programs attempt to achieve this objective by (1) expanding the dimensions of the student's education and social development by providing cultural, social, and athletic experiences; (2) providing those services and conveniences needed by students as members of an on-campus, resident student body; (3) assisting students in dealing with personal problems and relationships, as well as their transition from student to member of the labor force; and (4) administering a program of financial support for students.

**Note.** It should be noted that these programs focus on students as opposed to faculty and staff.

51 STUDENT SERVICE ADMINISTRATION

**Definition.** This program includes those administrative activities that provide assistance and support (excluding academic support) to the needs and interests of students. This program includes only those administrative activities that support more than one program within the Student Service programs and/or provide central administrative services related to the various student service activities. Excluded from this program are the chief administrative officer for student affairs (for example, the Vice President or Vice Chancellor), whose activities are institution-wide and should be classified within 61, Executive Management. Also excluded from this program are those functions related to the administration of a single program, which should be classified within that program (for example, the activities of the Director of Counseling should be classified under 53, Counseling and Career Guidance).

**Examples:** Administrative activities typically associated with: Dean of Men, Director of Student Personnel Services, Dean of Students, Dean of Women, Director of Student Services.

Administrative activities related to the needs of special students such as: coordinator of the deaf program, disadvantaged student services, foreign student services, minority affairs, physically handicapped student services, veteran services, women's programs, international services.

**Note.** This Program Code applies to space assigned to the Dean of Student Affairs (or the Deans of Men and Women) and administrative operations supporting the interests and needs of particular groups of students (e.g., mobility impaired, veteran, foreign). It does not apply to space for administrative operations which are responsible for individual student services such as housing (see Program Code 55), counseling (see Program Code 53), or medical care (see Program Code 57). A Vice President or Vice Chancellor for Student Affairs should be assigned code 61 (Institutional Administration) because he/she reports directly to the
SOCIAL AND CULTURAL DEVELOPMENT

Definition. This program includes those activities established to provide for the social and cultural development of the student outside of the formal academic program. It includes those activities primarily supported and controlled by the student body, those cultural activities provided outside the student's educational experience, and general recreation activities for the student body. Excluded from this category are intercollegiate athletics, which should be classified as 56. Also excluded are those Equal Opportunity Program activities that provide financial assistance to minority groups; these should be classified within 54, Financial Aid Administration.

The following categories should be used for a more detailed study of activity classification within this program:

Student Interest Groups - Those activities intended to promote and provide support for formally recognized student groups and organizations.

Examples: Institutional administrative support for such organizations as: fraternities and sororities, student associations, student clubs, student religious organizations, student political groups, student cooperatives, student magazines, student newspaper, student yearbook, student publications.

General Student Recreation - Those activities carried out to provide the general student body with opportunities to participate in sports and recreational activities. This category does not include intercollegiate athletic programs in which participation is more restricted and in which competition is between institutions rather than within the institution.

Examples: Intramural athletics, recreation programs, game tournaments (chess, bridge, etc.).

Cultural Events - Those activities intended to provide intellectual and cultural experiences for the students outside of and supplementary to those they receive as part of the formal instructional process.

Examples: Visiting artist/concert series, lecture series, music activities, art exhibitions, concerts, films.

Student Governance - Those activities intended to provide students with the opportunity to plan and direct student programs and to become involved with the management and operation of the institution.
Examples: Student government, student-faculty assembly, national student lobby.

Note. Included here are all student activities which are unrelated to academic work (with the exception of intercollegiate athletics-Program Code 56). Examples are student organizations, religious activities, intramural sports, recreational pursuits, and cultural events. Most student center space falls under this code, including space for student center directors. Dining areas in student centers are classified with Program Code 55 (Student Auxiliary Services) and a Category Code of 7310 (Food Services). A student radio station should receive this code if its activities are not part of an instructional program.

53 COUNSELING AND CAREER GUIDANCE

Definition. This program includes those formal placement, career guidance, and personal counseling services provided for the benefit of students. Activities to be included are ones related to personal and disciplinary counseling, and vocational testing and counseling, as well as those carried out to assist students in obtaining employment upon leaving the institution. Specifically excluded from this program are faculty academic advising and counseling (which should be classified in 46, Academic Administration) and student employment services provided as part of the financial aid program (which should be classified in 54, Financial Aid Administration).

The following categories should be used for a more detailed classification of activities within this program:

Student Career Guidance and Placement Services - Those activities intended to assist students in understanding and evaluating their career alternatives, as well as in obtaining full-time employment upon leaving the institution. This category does not include activities intended to assist students in obtaining part-time employment as a means of defraying part of the cost of their education. Such employment-related counseling activities should be classified in program 54, Financial Aid Administration.

Examples: Career counseling and guidance, career days, career-placement services, placement seminars, teacher placement, vocational counseling, vocational testing service.

Student Personal Counseling - Those activities intended to assist students in dealing with their personal problems, including interpersonal relationships, marriage, and other aspects of behavior. This category also includes counseling related to student conduct. It does not include psychiatric or psychological counseling services that are carried out as part of the student health program; such activities should be classified in Program 57, Student Health/Medical Services.
Examples: Student counseling service, student counseling center, student counseling groups, counseling workshops.

Note. Two types of student service activities fall under this program. This first is assistance related to job searching and career selection. Placement officers should receive this classification. The second activity is counseling related to personal issues and problems of students. Note, however, that counseling conducted by the institution's student health program should be classified under Program Code 57 (Student Health/Medical Services). Academic advising should be coded 46 (Academic Administration).

54 FINANCIAL AID ADMINISTRATION

Definition. This program includes those administrative activities carried out in support of the institution's financial aid program.

The following categories should be used for a more detailed classification of activities within this program:

Financial Aid Counseling and Evaluation - This category includes financial aid counseling with students and parents to provide information about educational costs, eligibility for aid programs, and the types of financial aid available. It also includes those activities related to the review and evaluation of an applicant's eligibility for financial aid, the determination of the award, and the notification of applicants.

Records Maintenance and Reporting - Includes those activities related to maintaining, updating, and storing financial aid records. This category also includes those activities related to reporting on the conduct and impact of the institution's financial aid program to institutional planners, governmental agencies, and private donors.

Student Employment Services - Those activities that are part of the institution's financial aid program and that are intended to assist students, their spouses, and dependents in finding full- or part-time work through employment opportunities both on and off campus. This category includes the activities associated with work/study programs but does not include those activities related to job placement for the institution's graduates.

Note. This classification applies to all space assigned to student financial aid and employment services. Work study programs, scholarships, fellowships, and loans are included. Note that the 80-series of this Program Classification Structure (Student Financial Support) is not used in classification of facilities space. Codes 81 and 82 are therefore never used in Room Inventories.
STUDENT AUXILIARY SERVICES

Definition. This program includes those conveniences and services needed to maintain an on-campus, resident student body. A fee often is charged for these services which is related to but not necessarily equal to the cost of the service rendered. This program should not be viewed, however, as including all of the auxiliary enterprise operations of the institution. The various categories within this program relate to the types of activities or services carried out as part of a student auxiliary service program. A particular organization, such as a student union or study center, generally will represent a combination of several of these auxiliary services and will need to be classified appropriately in the various service categories. When several groups (students, staff, faculty, etc.) benefit from the same auxiliary service (such as a central cafeteria or food service), a determination should be made of the primary group for which the service is intended and the service classified accordingly.

The following categories should be used for a more detailed classification of activities within this program:

Housing Services - Those activities related to providing residential facilities for students. This category includes activities associated with securing off-campus housing as well as on-campus housing. Food services conducted within residential facilities should be classified in the Food Services category.

Food Services - Those activities related to the provision of food and eating facilities for students. This category includes the services provided by dining halls, cafeterias, snack bars, and restaurants (including such services when they are carried out in residence halls).

Retail Services and Concessions - Those activities related to the sale of products or services to students. This category includes the services provided by bookstores, school supply stores, art supply stores, movie houses, and vending machines for snacks.

Specialized Services - Those functions that have the objective of providing special student services that cannot be classified appropriately in one of the other categories. This category includes such activities as child care services.

Note. Student auxiliary services are provided by the institution, usually for a fee. They include food, housing, books and other merchandise, hair cutting services, parking, vending areas, and day care services.

Food and housing services are assigned special support Category Codes—7310 and 7330 respectively. The Program 55-Category 7310 designation should be used with the 630/635 (Food Facilities) Room Use Codes; offices, storage rooms, and other related areas are likewise coded. A vending machine area, Room Use Code 660 (Merchandising Facilities)
would also receive Program Code 55, but would not receive the 7310 Category Code unless it is part of a larger food service area.

Although the provision of a lounge is not a service for which a fee is paid, student lounges may be assigned at the discretion of the institution, Program Code 55. The other way to classify a student lounge is to assign the Program Code(s) of the room(s) it serves. Lounges in student centers should be coded 52 (Social and Cultural Development). A lounge or other room which serves faculty/staff as well as students should be coded 55 or 65 (Faculty and Staff Auxiliary Services), depending on the primary use.

56 INTERCOLLEGIATE ATHLETICS

Definition. This program includes those team and individual sports activities that involve competition between two or more educational institutions. Activities that relate to intramural athletics should be classified within 52, Social and Cultural Development. Also excluded from this program are the scholarships and financial aid administration activities provided in conjunction with intercollegiate athletics and the operation and maintenance of athletic facilities, all of which should be classified elsewhere within the PCS.

Within this program there are two ways of further classifying activities, each independent of the other. One is to focus on the sport (for example, baseball, basketball, football); the other is to classify activities by function (for example, coaching, recruitment, athlete/team support).

The following categories can be used for a more detailed classification of activities by sport within this program:

- Baseball, basketball, boxing, diving, fencing, football, golf, gymnastics, ice hockey, ice skating, lacrosse, rowing, rugby, skiing, soccer, swimming, tennis, track and field, wrestling.

The following categories can be used for a more detailed classification of activities by function within this program:

- **Coaching** - Those activities related to the coaching and instruction of individual players and teams. These activities are intended to promote the development of skills and techniques needed to achieve proficiency in sports competition.

- **Athlete/Team Support** - Those activities related to the physical health, condition, and day-to-day care and support of individual athletes and teams. This category does not include support activities that are carried out in conjunction with specific athletic events.

**Examples**: Trainers’ activities, training table (dining facilities), Institutional Administration
residential facilities.

**Recruitment** - Those activities related to the recruitment and enrollment of student athletes.

**Examples:** Travel for purposes of identifying potential student athletes (scouting), cooperative efforts with the admissions office.

**Conduct of Events** - Those activities carried out in conjunction with the conduct of athletic events.

**Examples:** Athlete/team travel, lodging at off-campus events, cheerleading activities, concessions, ticket and program printing.

**Information Dissemination/Promotion** - Those activities related to providing general information about the intercollegiate athletic program and promoting it.

**Examples:** Advertising, complimentary tickets, sports information series, publicity programs.

**Note.** This code applies to athletic programs which involve competition with other institutions. Intercollegiate athletics should be distinguished from *intramural* athletics (competition between groups within the institution), which are coded 52 (Social and Cultural Development); and *physical education* instructional activities which are coded 11 (General Academic Instruction) with a Category Code of 0835 (Physical Education). Frequently space classified with Room Use Code 520 and 525 (Athletics or Physical Education) is used for all three of the basic activities above. In these situations, the institution may assign one Program Code, based on predominant use, or prorate among multiple Program Codes. Space with a Room Use Code 523 (Athletic Facilities Spectator Seating) may be classified on the same basis; in most instances this space is coded 56.

There are Support Category Codes (7200 series) which may be used with this Program Code to specify assignment to a particular sport. They appear at the end of the next divider section, which lists all of the Category Codes with names.

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**57 STUDENT HEALTH/MEDICAL SERVICES**

**Definition.** This program includes those activities carried out for the specific purpose of providing health and medical services for the student body. The activities included here generally are associated with a student infirmary rather than a teaching hospital. If health and medical services are provided for the institution's faculty and staff, they should also be included in this program. Activities related to providing medical services for individuals...
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external to the institution should be classified in Program 31, Direct Patient Care.

As described in Program 31, there are two independent ways of further classifying activities within this program. One considers the setting in which the patient care services are carried out (such as inpatient, ambulatory, outreach, emergency); while the second focuses on the type of care being provided (for example, medical/surgical care, rehabilitative care, behavioral).

The following categories should be used for a more detailed classification of activities by setting:

**Inpatient** - Those activities designed to provide direct patient care within the confines of the care setting to persons who are residing at least overnight on the premises. Typically, inpatient clients are considered those persons who are assigned a bed at the care facility.

**Ambulatory** - Those activities designed to provide direct patient care within the confines of the care setting to persons who are resident neither overnight nor beyond the time required to provide the care. Excluded from this category is emergency patient care that is delivered in an ambulatory setting.

**Outreach** - Those activities in which the patient care provider goes to the patient to deliver the care (for example, home care program). Excluded from this third category is emergency patient care in which the care provider goes to the patient.

**Emergency** - Those activities designed to provide direct patient care to persons requiring immediate attention due to the acute nature of their health care problems.

**Mixed Function** - Those activities that are a combination of several of those described above so that the individual activities cannot be separated and classified in the appropriate categories. If the individual component parts can be separately identified, however, they should be classified in the appropriate categories.

The following categories should be used for a more detailed classification of activities by type of care:

**Medical/Surgical Care** - Those activities related to preventing, caring for, and assisting in the cure of disease and the care of the injured as well as surgical functions.

**Behavioral** - Those activities related to the treatment of psychological and behavioral problems as well as to promotion of psychological well-being.

**Rehabilitative Care** - Those activities related to the restoration of bodily functions and structures in order to regain patient self sufficiency.

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Public/Community Medicine - Those activities related to the health and illness of populations.

Patient Education - Those activities carried out to provide patients with the knowledge and attitudes needed to cope effectively with their own health problems.

Dental Care - Those activities related to care and treatment of human teeth and structures.

Veterinary Care - Those activities pertaining to the care and treatment of animals and their diseases.

Supportive Care - Those activities related to conducting prescribed treatment plans and to supporting implementation of those plans (for example, patient hygiene, observation of patient status).

Other Patient Care

Note. This program applies to space used to provide medical care, including mental health care, to students, faculty, and staff. Although one of the Student Service codes, these areas and services are often available to faculty and staff in addition to students. Such facilities are usually referred to as infirmaries. They should be distinguished from health care facilities which primarily serve the public; these areas are classified under the Public Service Program Codes 31 (Direct Patient Care) and 32 (Health Care Supportive Services). Health care facilities which provide services to only faculty and staff should be classified under Program 65 (Faculty and Staff Auxiliary Services).
60 - INSTITUTIONAL ADMINISTRATION PROGRAMS

Definition. The Institutional Administration programs consist of those activities carried out to provide for both the day-to-day functioning and the long-range viability of the institutions as an operating organization. The overall objective of the Institutional Administration programs is to provide for the institution's organizational effectiveness and continuity. It does this by (1) providing for planning and executive direction, (2) providing for administrative and logistical services, (3) enhancing relationships with the institution's constituencies, (4) providing services and conveniences for the employees of the institution, and (5) recruiting and admitting students to the institution's educational programs.
EXECUTIVE MANAGEMENT

Definition. This program consists of those executive-level activities concerned with the overall management of and long-range planning for the entire institution. Included within this program are the activities of the various administrators involved in policy formulation and executive direction, including those of the governing board, the chief executive officer, and the senior executive officers.

Legal activities conducted on behalf of the institution also are included here. Administrative activities that do not have an institution wide focus should be excluded from this program.

Executive Direction - Those activities performed by or involving either the senior executive officers or executive boards.

Examples: The activities typically associated with: Board of Trustees, Governing Board, Chancellor, Provost, President/Vice President Emeritus, Vice Chancellors, and Vice Presidents/Provosts.

Planning and Program Development - Those activities related to the institution wide planning and design functions carried out in support of the activities of the executive officers or governing boards.

Examples: Analytical studies, institutional research, academic senate, budget planning, long-range planning committee, policy committees, institutional self studies, accreditation studies.

Legal Services - Those legal activities conducted on behalf of the institution.

Examples: Activities typically associated with: General counsel, patent attorney.

Note. Three groups of administrators fall under this program:

(1) Executive Direction. This includes the President (or Chancellor) and all of the full Vice Presidents (or Chancellors) and anyone else who reports directly to the President/Chancellor. Note that Associate and Assistant Vice Presidents/Chancellors are not included in this program; they would receive the Program Code which represents their individual administrative areas. For example, an Associate Vice President for Academic Affairs should be coded 46 (Academic Administration); an Assistant Vice President for Finance should be coded 62 (Financial Management and Operations); an Assistant Vice Chancellor for Administration should be coded 63 (General Administration and Logistical Services); the Evening Director at a
community college should be coded 61 only if he/she reports directly to the President--otherwise code 46 would apply. An Academic Senate area should be assigned this code (61).

(2) Planning and Program Development. Included here are people involved with institutional research (collecting and analyzing data relating to the institution) or long-range planning.

(3) Legal Services. The institution's attorneys and people who report to them also fall under Program Code 61.

62 FINANCIAL MANAGEMENT AND OPERATIONS

Definition. This program consists of those activities related to the day-to-day financial management and fiscal operations of the institution. Activities related to long-range financial planning and policy formulations should be included in 61, Executive Management.

Financial Management and Control - Those activities related to the day-to-day management, control, and accounting of the finances of the institution.

Examples: Activities typically associated with: Treasurer, Comptroller, internal auditing, administration of the budget.

Financial Operations - Those activities involving the actual collection, processing, and disbursement of institutional funds.

Examples: Debt collection, payroll operations, Bursar, Cashier, disbursement.

Investment Management - Those activities related to the control and administration of the institution's investment and endowments.

Examples: Cash flow management, endowment management.

Grants and Contracts Financial Management - Those activities related to the financial management and administration of grants and contracts. Excluded from this category are activities that involve the preparation and submission of grants and contracts, which should be classified as 46, Academic Administration.

Examples: Contracts management, grants accounting.

Note. This Program Code includes administrators and support personnel who monitor the
money: Associate and Assistant Vice Presidents/Chancellors of Finance, Business Managers, Treasurers, bursars, internal auditors, accountants, bookkeepers, etc. Note, however, that people involved with purchasing should be coded 63 (General Administration and Logistical Services).

63 GENERAL ADMINISTRATION AND LOGISTICAL SERVICES

**Definition.** This program consists of those activities related to the general administrative operations and services of the institution (with the exception of those activities related to financial operations, to administrative data processing, and to student records). Included in this program are activities related to (1) the administration of personnel programs, (2) facilities and space management, (3) the purchase and maintenance of supplies and materials, (4) campus wide communication and transportation services, and (5) the health and safety of the campus population. Activities relating to financial operations should be classified within program 62, Financial Management and Operations; those involving student records should be classified within program 68, Student Records; and those related to administrative computing services should be classified in program 64, Administrative Computing Support.

**Personnel Management and Support** - Those administrative activities related to the recruitment and hiring of faculty and staff, the administration of employee programs, and the development of administrative personnel. Excluded from this category are the activities of faculty members related to the recruitment, interviewing, and hiring of new faculty. These faculty activities should be classified with program 46, Academic Administration.

**Examples:** Affirmative Action Officer, Personnel Administration, Equal Opportunity Office, Labor Relations Office and Negotiating Team, administrative staff development programs, recruiting, administration of staff insurance programs, retirement programs, faculty records.

**Facilities and Space Management.** Those activities related to the management, allocation, and scheduling of rooms and other institutional facilities, as well as the maintenance of records concerning institutional facilities.

**Examples:** Room scheduling, space allocation, facilities records, facilities reporting.

**Health and Safety Service** - Those activities carried out to provide for the environmental well-being and security of the campus and its residents.
Examples: Police protection, campus security, fire protection, trash collection, traffic control, general liability insurance.

Procurement and Materials Handling - Those activities related to the acquisition, storage, and movement of materials.

Examples: Purchasing, receiving/shipping, freight management, inventory control, warehousing.

Transportation Services - Those activities related to campus transportation systems and services.

Examples: Motor pool services, car pool services, operations of buses, parking services.

Communication Services - Those campus communication services that are directly related to the operation of the institution. Excluded are on-campus broadcasting services.

Examples: Campus mail services, copying services, duplicating services, printing services, telephone and telegraph services.

Note. The many examples of activities under this code indicate that this is a very broad classification which includes all of those general services which keep an institution running. Associate and Assistant Vice Presidents/Chancellors for Administration should be classified under this program.

64 ADMINISTRATIVE COMPUTING SUPPORT

Definition. This program includes those computer and data processing services that have been established to provide support for institution-wide administrative functions. Academic related data processing services and computer support should be included in program 44, Academic Computing Support. The type-of-activity classification for this program is described below:

Production Operations - Those activities related to the operation of the computing system.
**Examples:** Data entry, production control, computer operations, data librarian.

**Systems Support** - Those activities related to software design, including support of the operating system and other related software.

**Examples:** Development of the operating system, development of language compilers (COBOL, FORTRAN, etc.), development of generalized software packages (SPSS, BMD, etc.), development of special systems for general usage.

**Applications** - Those activities related to specific user projects. This category differs from the previous one in that it includes those activities that are directed toward specific users and user needs rather than toward general systems support.

**Examples:** Programming, special systems, advising.

**Information Dissemination/Promotion** - Those activities related to maintaining and distributing information of interest to users of the computer services.

**Examples:** Tape/program library, newsletter.

**Note.** This program is used to classify space assigned to computer systems and people as they are used for **administrative**, as opposed to **academic** purposes. Note, however, that if these computer resources are devoted to a specific administrative area, they should be classified under the specific Program Code for that activity. For example, a computer room used exclusively by the financial aid office should be coded 54 (Financial Aid Administration).

**65 FACULTY AND STAFF AUXILIARY SERVICES**

**Definition.** This program includes those support services that have been established primarily to serve the faculty and staff. A fee often is charged for these services which is related to but not necessarily equal to the cost of the service rendered. The various categories within this program relate to the types of faculty and staff auxiliary service program. A particular organization, such as a faculty club, generally will represent a combination of several of these auxiliary services and will need to be classified appropriately in the various service categories. This program should not be viewed as including all of the auxiliary enterprise operations of the institution.

Auxiliary services that benefit several groups (for example, a food service benefiting students, faculty, and staff) should be classified according to the primary group for which the service is intended. If health and medical services are provided for the faculty or staff, they
should be classified in program 57, Student Health/Medical Services. Excluded from this program are those activities related to the administration of personnel programs, which should be included in 63, General Administration and Logistical Services.

**Housing Services** - Those activities that have the objective of providing residential facilities for faculty and staff. This category includes those activities associated with providing off-campus housing as well as on-campus housing.

**Note.** This program is the faculty/staff equivalent of program 55, which covers student services. Included are food and housing services, day care, and parking. If a service is provided by the institution for both students and faculty or staff, assignment of either Program Code 55 or 65 should be based on the primary user group; proration may also be used. Health care for faculty and staff is generally coded 57, unless the service very explicitly excludes students. In such a case, this Program Code with Category Code 7320 (Health Services) may be assigned. Housing for faculty or staff is coded 65 with a Category Code of 7330 (Housing Services). Dining areas used exclusively by faculty and/or staff are coded 65 with a Category Code of 7310 (Food Services). Faculty and staff lounges may be coded 65 or assigned the Program Code of the local areas which provide the users (e.g., a staff lounge in a central library could be coded 41-Library Services).

### 66 PUBLIC RELATIONS/DEVELOPMENT

**Definition.** This program consists of those institutional activities established to maintain relations with the local community, the institution's alumni, governmental entities, and the public in general, as well as those activities carried out to support institution wide fund raising and development efforts. Activities that involve the use of alumni in recruiting students should be classified in program 67, Student Recruitment and Admissions. Also excluded from this program are activities carried out as a public service (see definition of the Public Service program) rather than as a public relations activity.

**Information Dissemination/Promotion** - Those activities designed to communicate general information about the activities, goals, and objectives of the institution to various audiences, both internal and external to the institution. Many of the communication activities in this category are carried out through the mass media.

**Examples:** Internal newsletters, audiovisual presentations, news releases, community affairs programs, public opinion surveys.

**Governmental Relations** - Those activities related to maintaining and cultivating relationships with governmental entities, as well as those activities designed to obtain governmental financial support.

**Examples:** Governmental relations activities, governmental lobbying
efforts, legislative liaison activities.

**Alumni and Constituency Relations** - Those activities related to maintaining and cultivating relationships with the alumni and other constituents who might have an interest in the institution. Constituents include donors, governing board members, prospective supporters, parents, foundations, corporations, church groups, etc. The activities included in this category differ from those classified as "Information Services" in that they are specifically targeted toward and intended to impact particular interest groups rather than being generally informative in nature.

**Examples:** Alumni publications, alumni events, publications and events for nongovernmental constituents.

**Private Gift Solicitation** - Those activities related to the solicitation of gifts from nongovernmental sources, such as individuals, corporations, and foundations.

**Examples:** Alumni fund raising activities, gift solicitation.

**Note.** Activities relating to fund raising, alumni affairs, public relations, and government relations (lobbying) are included under this Program Code. "Development" is a term which is often used to refer to fund raising.

67 **STUDENT RECRUITMENT AND ADMISSIONS**

**Definition.** This program consists of those activities carried out by an institution that are related to (1) the identification of prospective students, (2) the promotion of attendance at the institution, and (3) the processing of applications for admission to the institution. In addition, for the proprietary sector of postsecondary education, this program includes activities related to sales operations, advertising, and marketing.

The following categories can be used for a more detailed functional classification of activities within this program:

**Recruitment** - Those activities related to the identification of potential students and to the active recruitment of students for admission to the institution. The focus of these activities is on influencing the decision of a particular student or target group either to apply for admission or to attend once admission has been granted.

**Examples:** Recruiting trips, providing information for prospective students (for example, admissions catalog), communication with high schools, conducting high school career nights, recruiting/sales commissions, advertising campaigns,
marketing activities.

**Student Admissions** - Those activities carried out in interviewing and evaluating potential students, processing applications for admission, and admitting students to the institution.

**Examples**: Interviewing student applicants, evaluation of student applicants, administrative admissions procedures.

**Note**. This program applies to the admissions offices of institutions and includes both the recruitment of new students and the processing of their applications. Recruitment of student athletes for intercollegiate athletic programs should be classified with Program Code 56 (Intercollegiate Athletics). Arrangements for financial aid for new students fall under Program Code 54 (Financial Aid Administration).

### 68 STUDENT RECORDS

**Definition**. This program includes those activities the institution carries out to maintain, handle, and update records for currently enrolled students as well as for those who were previously enrolled. This program does not include the activities related to record keeping for those seeking admission to the institution; such activities should be classified in program 67, Student Recruitment and Admissions.

**Examples**: Activities typically associated with the registrar's office, such as: student records maintenance, correspondence related to student records, maintenance of records for graduated students.

**Note**. The office of the registrar and his/her staff should be assigned this code. This includes activities relating to the maintenance of academic records of both current and former students.
Definition. The Physical Plant Operations programs consist of those activities related to maintaining existing grounds and facilities, providing utility services, and planning and designing future plant expansions and modifications. The actual capital expenditures used for plant expansion and modifications should not be classified in the PCS.

71 PHYSICAL PLANT ADMINISTRATION

Definition. This program consists of those administrative activities carried out in direct support of the institution's physical plant operations. Those activities related to the development of plans for plant expansion or modification as well as for new construction also should be included in this program.

Examples: Activities typically associated with: Director of Physical Plant, campus architects, construction engineers.

Note. The office of the chief physical plant administrator (Director of Physical Plant, Superintendent of Buildings and Grounds, etc.) is covered by this code in addition to campus architects and engineers. Physical plant administrators who are responsible for particular aspects of the campus (e.g., building maintenance, housekeeping, utilities) should be assigned the specific plant operations Program Code (see codes 72-76 below).

72 BUILDING MAINTENANCE

Definition. Those activities related to routine repair and maintenance of buildings and structures, including both normally recurring repairs and preventive maintenance.

Examples: Maintenance of the interior and exterior of buildings, maintenance of classroom furniture not inventoried to a department, operating and replacement costs for equipment and material used in connection with building maintenance.

Note. Space devoted specifically to routine maintenance of existing facilities should be assigned this code. This applies to physical plant staff whose responsibilities are limited to regular building maintenance and to the areas where building maintenance equipment and vehicles are stored. See Program Code 74 for classifying space assigned to major repair and renovation projects.

73 CUSTODIAL SERVICES

Definition. Those activities related to custodial services in institutional buildings.

Examples: Cleaning activities, elevator operation.
Note. Office space for the director and other staff for custodial/housekeeping services falls under this code. This manual diverges from the definition of Building Service Area, which is nonassignable space (see Appendix 4), by including as assignable space under this code larger custodial storage and supply rooms and locker rooms; only small janitorial sink closets, which are usually located near public restrooms, are excluded as nonassignable Building Service Area. Other Custodial storage and supply rooms are classified with Room Use Code 730 (Central Storage) and this Program Code. Public restrooms are nonassignable Building Service Area.

74 UTILITIES

Definition. Those activities related to heating, cooling, light and power, gas, water, and any other utilities necessary for the operation of the physical plant.

Examples: Power plant equipment, sewage disposal, central air conditioning.

Note. This program applies to space used by members of the physical plant staff who are responsible for the institution's utilities (electricity, water, heating and air conditioning, sewage disposal, telephone and telecommunications). Power plants (heating plants, boiler houses) usually contain little or no assignable area; if they do, the areas are classified with this code. As with parking decks, power plants with no assignable space are included on the Building Inventory but have no rooms records on the Room Inventory.

75 LANDSCAPE AND GROUND MAINTENANCE

Definition. Those activities related to the operation and maintenance of campus landscape and grounds.

Examples: Maintenance of trees, grass, shrubs; maintenance of roads and walks; snow removal.

Note. Space used by those members of the physical plant staff who are responsible for the institution's grounds should be classified with this code.

76 MAJOR REPAIRS AND RENOVATION

Definition. Those activities related to major repairs, maintenance, and renovation projects. Major projects are defined as those costing in excess of $10,000. However, this Program Code does not include the capital expenditures used to finance such projects.

Note. This program is assigned to space used by members of the physical plant staff who are responsible for major building repair, maintenance, and renovation projects; this excludes
routine maintenance (see Program Code 72). "Major" is more appropriately defined as referring to planned projects which are independent of, and in addition to, routine building maintenance; and which incur at least $10,000 in cost.

The 80-Student Financial Support Programs (81-Scholarships and 82-Fellowships), which are included in the official Program Classification Structure, are not included here because they are not
used for classifying facilities space. Student scholarships and fellowships are classified under Program Code 54 (Financial Aid Administration).

90 - INDEPENDENT OPERATIONS PROGRAMS

Definition. The Independent Operations programs make it possible to classify those program elements that are independent of or unrelated to the primary missions of the institution. The Independent Operations programs include those operations that are owned or controlled by the institution as investments, but only if they are financed as part of the institution's current operations. Operations that represent investments of the institution's endowment funds should not be classified in the PCS.

91 INDEPENDENT OPERATIONS/INSTITUTIONAL

Definition. This program includes those operations that are owned or controlled by the institution but that are unrelated to or independent of the institution's mission. Excluded from this program are those operations managed as investments of the institution's endowment funds.

Examples: Airport, bowling alley, commercial rental property, conference center, hotel, radio station, restaurant, television station, day care center (if run by the institution).

Note. An institution may use facilities space which, although under control of the institution, does not directly support specific institutional missions. The examples above suggest that such space may, however, indirectly enhance an institution's missions and objectives. The Buildings to Exclude section in Chapter 3 points out that buildings which are held by the institution purely for investment purposes should not be included in the inventory. Although the examples listed above (taken directly from the PCS) include commercial rental property, such facilities should be excluded from the facilities inventory as investment property. This classification differs from Program Code 92 (below) in that no agency or entity outside of the institution operates or controls the space.

92 INDEPENDENT OPERATIONS/EXTERNAL AGENCIES

Definition. This program includes those activities that are controlled or operated by outside agencies, but that are housed or otherwise supported in some way by the institution. Included are the government (local, state, federal) research centers; all institutionally operated research centers should be classified within program 21, Institutes and Research Centers.
Note. Campus space which is controlled or operated by an entity independent of the institution should be classified with this code. The independent entity could be an agency of the local, state, or federal government; an autonomous foundation with ties to the institution; or even a private business. This classification differs from program 91 (above) in that the institution does not use the space (e.g., the factor of an external agency).

Application of the 91/92 Project Codes is very restricted. For application of particularly the 92 (external agency) code, a determination must be made as to whether the private/commercial group's target service (and thus market) is focused on the institutional community, i.e., faculty, staff, and students. This focus becomes a key indicator and additional element of institutional control of the actual operation. In such cases, the standard Program Codes (e.g., 55-Student Auxiliary Services, 65-Faculty and Staff Auxiliary Services, etc.) would continue to apply. As an example, a Marriott food service operation aimed at the institutional population would continue to be classified with Program Code 55, with a Category Code of 7310-Food Services. Where an institution's space is leased or rented to a private operation with no specific targeting or service provision for the institutional community, such as a bank, real estate, or brokerage firm which selects its own market target, the space is merely a cost recovery condition and should be coded 92. In either case, the institution has the option of recovering use of the space, limited only by contractual arrangements.

00 - UNASSIGNED PROGRAMS

Definition. This category is limited to classifications of facilities that are (1) not in use at the time of the inventory; and (2) special nonassignable areas which demonstrate building features that
support accessibility to the mobility impaired. This program series is unique to facilities management and is not listed in the official Program Classification Structure. It consists of three programs.

01 CAPABLE OF USE

**Definition.** This category is limited to rooms that are not in use but are capable of use at the time of the inventory.

**Examples:** Inactive rooms, unassigned rooms.

**Note.** This program applies to assignable space which is nevertheless unassigned (e.g., an empty office) and which could be used if the institution chose to do so. If the intended use of an inactive room is not obvious, the appropriate Room Use Code is 050 (Inactive Area). A room classified under this program (01) may take a Room Use Code other than 050, however, if its intended use is apparent from its design, furniture, and/or equipment; e.g., an empty office which is planned to be eventually used as an office would be coded 310 (Office) and Program Code 01 (Capable of Use).

02 INCAPABLE OF USE

**Definition.** This category is limited to rooms that are not in use at the time of the inventory because they are incapable of use.

**Examples:** Rooms which are under or in need of alteration or renovation, rooms which have been declared structurally unsafe for use, areas scheduled for abandonment or termination.

**Note.** A room which is assignable area (i.e., it is not Building Service, Circulation, Mechanical, or Structural Area), but which cannot practically be assigned a use because it is under renovation, condemned, or still under construction, is classified with this code. Space coded 02 always takes a Room Use Code of 060 (Alteration or Conversion Area) or 070 (Unfinished Area). (Generally a facility is not added to the inventory until its construction is completed, but occasionally a building which is essentially completed, with much space being used, may have a relatively small amount of space which is unfinished.)

03 BUILDING SERVICE (For Nonassignable Areas Only)

**Definition.** The nonassignable areas to be classified here are limited to those areas collected to record the accessibility of space to mobility impaired persons, including elevators and public toilets which can accommodate the mobility impaired.

**Note.** This is the only Program Code which applies to nonassignable space. The reason for this is that the HEFC Room Inventory format includes specific nonassignable areas (with
zero square footage indicated) which demonstrate building features that support the mobility impaired. The Room Use Codes to be used with this Program Code are 010 (Elevator), 011 (Public Men's Restroom Equipped for Mobility Impaired), 012 (Public Women's Restroom Equipped for Mobility Impaired), and 013 (Public Unisex Restroom Equipped for Mobility Impaired). This Program should not be confused with the "Building Service" Area component of nonassignable building space (see Appendix 4). While the public restrooms fall under this category, passenger elevators are part of the Circulation Area of a building.