

**FUNCTION CODES - Can be prorated among same Dept or among different Depts**

(Classification is often determined by the program's funding and by whom the program serves.)

Shown below is a quick reference guide. [Click here for the formal THECB code definitions.](#) Contact the Space Inventory Specialist at xt: 26336 for questions concerning these codes.

<u>Category</u>	<u>Code</u>	<u>Description/Examples/Exclusions/Notes</u>
<b>General Education</b>	Includes all activities that are part of an institutions instructional program	
	<b>11</b>	<b>General Academic Instruction</b> Includes space for programs associated with Academic disciplines offering credit courses, as well as space occupied and utilized by faculty associated with such programs (includes offices, conf rooms, lounges, etc)
	<b>12</b>	<b>Vocational/Technical Instruction</b> Part of the institutions formal degree or certificate programs that prepare student for immediate entry into specific occupation or career, as well as space occupied and utilized by faculty associated with such programs (includes offices, conf rooms, lounges, etc)
	<b>13</b>	<b>Requisite Preparatory/Remedial Instruction</b> Generally non credit courses
<b>Continuing Education</b>	Includes all activities associated with instructional programs that are funded by state appropriations and open to public.	
	<b>14</b>	<b>General Studies</b> Typically administered by continuing education office funded by state appropriations. Programs usually open to general public and not part of degree or certificate program.
	<b>15</b>	<b>Occupation-Related Instruction</b> Typically administered by continuing education office funded by state appropriations. Programs usually open to general public and not part of degree or certificate program. <i>Examples: continuing education classes for physicians and nurses, real estate, word processing and spreadsheet classes or other non degreed Vocational/Technical courses.</i>
	<b>16</b>	<b>Social Roles/Interaction Instruction</b> Typically administered by continuing education office funded by state appropriations. Programs usually open to general public and not part of degree or certificate program. <i>Examples: continuing education classes in civil defense, consumerism, and languages for persons seeking US citizenship.</i>
	<b>17</b>	<b>Home and Family Life Instruction</b> Typically administered by continuing education office funded by state appropriations. Programs usually open to general public and not part of degree or certificate program. <i>Examples: child development, gardening, do-it-yourself repair, household budgeting.</i>
	<b>18</b>	<b>Personal Interests &amp; Leisure Instruction</b> Typically administered by continuing education office funded by state appropriations. Programs usually open to general public and not part of degree or certificate program. <i>Examples: Speed reading, leadership development, folk dancing, personality development</i>

**Category** | **Code** | **Description/Examples/Exclusions/Notes**

<b>Research Programs - State Funded</b>	Activities specifically organized to produce research results and funded by state.	
	<b>21</b>	<b>Institutes &amp; Research Centers</b> Includes spaces for research activities conducted within the framework of a formal research organization <i>Exclusions - Auxiliary Funded (55 or 56), Federally Funded Research (92)</i>
	<b>22</b>	<b>Individual or Project Research</b> Normally managed within the academic departments and has a stated goal or purpose and projected outcome. Generally specified for specific time period as result of contract, grant or specific allocation of institutional resources. <i>Exclusions - Personnel Development research (48)</i>

<b>Public Service</b>	Programs making institutional resources, services, and expertise available to the community-at-large	
	<b>31</b>	<b>Direct Patient Care (Non E&amp;G)</b> Space for prevention, diagnosis, treatment, education, rehabilitation, etc <i>Exclusions - Medical Services for students (57), Faculty Staff (65)</i>
	<b>32</b>	<b>Health Care Supportive Services (Non E&amp;G)</b> Spaces that directly support teaching hospitals <i>Examples: blood banks, pharmacies, optical services, medical records, inpatient reception, admitting offices and credit offices.</i>
	<b>33</b>	<b>Community Service (Non E&amp;G)</b> Space providing resources, services, and expertise to persons and groups outside the context of regular instruction, research and support programs. Fee is often charged for service <i>Examples: consulting services, summer camps for public school students, community meetings and recreational programs not a part of Student Service program</i>
	<b>34</b>	<b>Cooperative Services (Non E&amp;G)</b> Space providing resources, services, and expertise to persons and groups outside the context of regular instruction, research and support programs. Fee is often charged for service Administration and fiscal control are cooperative efforts with outside agencies <i>Examples: consulting services, soil testing, and seminars for companies or businesses</i>
<b>35</b>	<b>Public Broadcasting Services (Non E&amp;G)</b> Space provided for the operation and maintenance of broadcast services operated outside context of institution's instructional, research and support programs Usually receive funding from national public broadcasting agencies and listener support grants <i>Exclusions - Broadcast student laboratories (11), student broadcasting clubs (52)</i>	

Category	Code	Description/Examples/Exclusions/Notes
Academic Support		Provide support services for institution's primary mission for instruction, research, and/or public service.
	41	<b>Library Services</b> Centrally operated, staffed, and controlled library space. Separately funded and do not include departmental libraries furnished by department operating funds.
	42	<b>Museums and Galleries (Non E&amp;G)</b> Space for collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc. <i>Examples: cataloging, repairing, specimen photography, specimen identification, exhibits, reference services</i> <i>Exclusions - Research associated with museum (22)</i>
	43	<b>Educational Media Services</b> Space for audio, visual and other media that support instruction, research and public service. <i>Exclusions - Media production for institutional information, news or public relations (66)</i>
	44	<b>Academic Computing Support</b> Space includes mainframe computer rooms and computer maintenance areas. Often a part of a central mainframe center that additionally provides Administrative Computing or Telecommunications Support (64) and would therefore be prorated <i>Exclusions: computer labs and study areas with computer equipment</i>
	45	<b>Ancillary Support</b> Space unique to a particular academic program or department <i>Examples: demonstration schools, planetariums, kilns, glassblowing shops, university presses, etc.</i>
	46	<b>Academic Administration</b> Space for academic deans, department heads, and their administrative staff. Also includes academic advising offices. <i>Exclusions: Space assigned to administrative officers (vice presidents, vice chancellors, etc) = Executive Management (61)</i> <i>Note: Functional Category Code for deans and department heads who also teach is prorated to reflect Academic Admin (46) and General Academic Instruction (11)</i>
	47	<b>Course Curriculum Development</b> Space for formal planning and development. Generally such responsibilities are assigned to the academic vice president's area.
	48	<b>Academic Personnel Development</b> Provides faculty with opportunities for academic growth and development. Includes departmental research areas when the research is for the professional development of academic personnel and not separately budgeted.

Category	Code	Description/Examples/Exclusions/Notes
Student Service		Programs that contribute to emotional and physical well being of students as well as intellectual, cultural and social development. Programs are outside context of formal instruction and research.
	51	<b>Student Service Administration</b> Space for the administration of student service <i>Examples: dean of students, dean of student personnel services, also international student advising when supported by state funds.</i> <i>Exclusions: chief administrative offices (vice president or vice chancellor for student affairs) and offices for specific programs (placement, financial aid, etc)</i>
	52	<b>Social and Cultural Developments (Non E&amp;G)</b> Programs that provide social and cultural development outside formal academic program. Typically supported by student fees and controlled by student body. <i>Examples: orientation, students' legal advising, student organizations, student newspapers, intramural athletics, are exhibitions, drama productions (including green rooms) &amp; recreation</i> <i>Exclusions: Intercollegiate Athletics (56)</i> <i>Note: Typical Space Use Codes that apply: 220, 310, 610, 620, 670, 680</i>
	53	<b>Placement and Career Guidance</b> Activities that are provided to assist students in obtaining employment upon leaving the institution <i>Examples: career placement offices, career counseling and guidance, and vocational testing services.</i> <i>Exclusions: Offices that assist students obtain part-time employment as a means of defraying educational expense are Financial Aid Administration (54)</i>
	54	<b>Financial Aid Administration</b>  <i>Examples: financial aid counseling and evaluation, financial aid records maintenance and reporting, student employment services and student loan offices.</i>
	55	<b>Student Auxiliary Services (Non E&amp;G)</b> Housing administrative services, food services, retail services, concessions and specialized services. Fee is often charged for services. If service benefits students, faculty, and staff, data is prorated to reflect Faculty and Staff Auxiliary Services (65) <i>Examples: bookstores, cafeterias, snack bars, vending areas, photocopy area for fee, billiards rooms, childcare centers and telephone switch rooms where service is provided to students in dormitories</i>
	56	<b>Intercollegiate Athletics (Non E&amp;G)</b> All areas involving intercollegiate athletics <i>Examples: directors office, coaches office, training rooms, dressing rooms, stadiums, gymnasiums, athletic meeting rooms, cheerleading offices, concessions, athletic fund raising areas and sports information offices</i>
	57	<b>Student Health/Medical Services (Non E&amp;G)</b> Space for student medical care and services, behavioral counseling, wellness programs, dental care, rehabilitative care and patient education. Typically supported by fees from services rendered.

**Category** | **Code** | **Description/Examples/Exclusions/Notes**

Category	Code	Description/Examples/Exclusions/Notes
Institutional Administration	Spaces for operations that provides planning and executive direction, public relations, employee services and student recruiting & admissions	
	61	<p><b>Executive Management</b></p> <p>Includes boards of regents, chancellors, provosts, presidents, vice-chancellors, vice-presidents, vice-provost, and emeritus executive management administrators. Also includes offices that report directly to the chief executive offices: internal audits, risk management, affirmative action, institutional attorney, institutional planning, human resources management, and assistant to the president.</p>
	62	<p><b>Financial Management and Operations</b></p> <p>Space includes financial management and fiscal offices that generally come under the wind of the institutions chief fiscal officer.</p> <p><i>Examples: comptroller, business manager, bursar, payroll, accounts receivable, accounts payable, travel reimbursement, accounting, cashier, and internal auditing if auditor does not report directly to the chief.</i></p>
	63	<p><b>General Administration and Logistical Services</b></p> <p>Space used for administration of personnel programs, real and personal property management, purchasing operations, transportation, public safety, security.</p> <p><i>Examples: faculty/staff insurance administration, f/s records, room scheduling, facilities management and reporting, campus police, purchasing, shipping, inventory control, central storage, campus mail, printing and duplicating services. Also includes affirmative action officers, human resource officers and risk manager who do not report directly to the chief executive officer.</i></p>
	64	<p><b>Administrative Computing or Telecommunication Support</b></p> <p>Space includes mainframe computer rooms, computer maintenance areas, telecommunication with rooms, and telecommunication maintenance rooms that provide administrative support. <i>This is often part of central mainframe computer center that also provides Academic Computing Support (44)</i></p> <p><i>Examples: mainframe computer rooms, areas for software development, equipment storage, computer personnel offices and computer center reception areas</i></p> <p><i>Exclusions: computer laboratories and study areas with computer equipment. Telephone switch areas that provide service to dorms are Student Auxiliary Service (55). Data for switch area that provide both institutional and residential service is prorated Administrative Computing or Telecommunication Support and Student Auxiliary Services (55). Telephone closets are Non-Assignable Mechanical Areas (03)</i></p>
	65	<p><b>Faculty and Staff Auxiliary Services (Non E&amp;G)</b></p> <p>Areas provide housing administrative services, food services, retail services, concessions, and specialized services. A fee is often charged.</p> <p><i>Examples: faculty/staff clubs, coffee shops, lounges, wellness programs where fees are charged. Governmental relations other than those assigned to the institutions legal office are also Faculty and Staff Auxiliary Services.</i></p>
	66	<p><b>Alumni Records</b></p> <p>Spaces for operations that maintain relations with alumni.</p>
67	<p><b>Student Recruitment and Admissions</b></p>	

Category	Code	Description/Examples/Exclusions/Notes
		Activities in these areas include identification and recruitment of prospective students and the processing of admissions applications
	68	<b>Student Records</b> Spaces used for maintaining, handling, and updating records for current and former students.
	69	<b>Public Relations/Development</b> Space used for operations that maintain relations with local community and general public about the institution <i>Examples: news and information offices that provides news releases, internal newsletters, institutional brochures and other publications</i>

<b>Physical Plant Operations</b>	Space for operations providing maintenance of buildings, grounds, utilities and planning future plant expansions and modifications	
	71	<b>Physical Plant Administration</b> Space assigned to physical plant director, campus architects, and construction engineers.
	72	<b>Building maintenance</b> Space includes Shops (720), Offices (310), and other areas required for the routine repair and maintenance of buildings and structures
	73	<b>Custodial Services</b> Space includes Offices (310) and other assignable areas required for custodial service. <i>Exclusions: Custodial Closets are Non-Assignable Custodial Areas (02)</i>
	74	<b>Utilities</b> Space includes Offices (310) Shops (720) and other areas required to provide heating, cooling, light and power, gas, water and other utilities necessary for operation of physical plant. <i>Exclusions: Mechanical rooms are Non-Assignable Mechanical Areas (03).</i>
	75	<b>Landscape and Grounds Maintenance</b> Includes Offices (310), Shops (720), Field Service Bldgs (560) and other areas required for grounds maintenance and landscaping
	76	<b>Construction Project Management</b> Space used by staff that manages/oversees construction projects

**Category** | **Code** | **Description/Examples/Exclusions/Notes**

		Space owned or controlled by institution as an investment OR owned by institution but leased and/or controlled by outside agency.
<b>Independent Operations</b>	<b>91</b>	<p><b>Independent Operations/Institutional (Non E&amp;G)</b></p> <p>Space, usually designed to generate income, services activities unrelated to institutions mission and not intended to provide services to students, faculty/staff. Institution controls the space.</p> <p><i>Examples: Commercial Rental Space, Conference Centers, independent school districts within the institution and development/fundraising offices.</i></p>
	<b>92</b>	<p><b>Independent Operations/External Agencies (Non E&amp;G)</b></p> <p>Space controlled and/or leased to outside agencies, including state agencies.</p> <p><i>Examples: federally funded research centers. Also, when one institution leases and/or controls space on another institution's campus, the institution owning the space reports it as Independent Operations/Institutional (91), and the institution controlling the space should report its actual usage.</i></p>
		Space not assigned directly to support programs but necessary for general operation of a building
<b>Non-Assigned Space</b>	<b>02</b>	<p><b>Custodial Areas (Non E&amp;G)</b></p> <p>Space used for the protection, care and maintenance of a building</p> <p><i>Examples: trash rooms, custodial rooms, custodial locker rooms, and custodial storage/supply rooms</i></p>
	<b>03</b>	<p><b>Mechanical Areas (Non E&amp;G)</b></p> <p>Includes rooms that house mechanical equipment such as central utility plants, boiler rooms, air conditioning/air handler rooms, mechanical shafts, telephone closets, air ducts, etc. Elevator space also may be included in this category</p>
	<b>04</b>	<p><b>Mothballed and/or Incapable of Use (Non E&amp;G)</b></p> <p>Space is temporarily not assigned, scheduled for demolition, or terminated/withdrawn from service.</p>
	<b>05</b>	<p><b>Public Rest Rooms (Non E&amp;G)</b></p> <p>Rest rooms accessible to public.</p> <p><i>Exclusions: Private restrooms are service areas.</i></p>
	<b>06</b>	<p><b>Shell Space/Space Under Renovation (Non E&amp;G)</b></p> <p>Unfinished space designed to be converted into usable space.</p>
	<b>07</b>	<p><b>Circulation Areas (Non E&amp;G)</b></p> <p>Space includes areas of common access, transit, or general use that are accessible to the public and not used for instructional purposes.</p> <p><i>Examples: atriums, entrances, hallways, passageways, walkways, lobbies, corridors, foyers, reception areas, waiting rooms.</i></p>

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#### Comparison Crosswalk Between THECB And NCES Categories

	NCES	A-21
11-18	1.0	Instruction
21-22	2.0	Instruction
31-32	11.0	Other Institutional Activities
33-35	3.0	N/A
41	4.1	Academic Service
42	4.3	Academic Service
43	4.1	Academic Service
44-48	4.2	Academic Service
51-54	5.0	Student Services
55	9.0	N/A
56-57	5.0	Student Services
61-64	6.1	Institutional Support/General Administration
65	9.0	N/A
66-67	6.2	Institutional Support/PR/Development/Alumni Affairs
68	6.1	Institutional Support/General Administration
69	6.2	Institutional Support/PR/Development/Alumni Affairs
71-76	7.0	Operation and Maintenance of Plant
91	12.0	N/A
92	N/A	N/A
02-07	13.0	N/A

### **Instruction**

This category includes all activities that are part of an institution's instructional program. Included are rooms for credit and non-credit courses; for academic, vocational, and technical instruction; for remedial and tutorial instruction, and for continuing education. Examples of space that may be coded as instructional are classrooms (100 series), Laboratories (200 series), Offices (300 series), Lounges (650), etc.

**11 General Academic Instruction** – This includes space for programs associated with academic disciplines offering credit courses as part of a formal postsecondary education degree or certificate program. Only degree-related disciplines described in *Appendix C*, CIP codes, are classified in this category.

Examples are liberal arts programs at a college or university and academic associate degree programs at a community college.

**12 Vocational/Technical Instruction** – This includes space for programs that prepare students for immediate entry into a specific occupation or career. Instruction must be part of the institution's formal degree or certificate programs and associated with academic disciplines listed in the Technical and Occupational Specialties CIP codes. If instruction is occupation-related but not part of a formal degree or certificate program, it is Occupation-Related Instruction (15) or Public Service (33 or 34).



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Examples of Vocational/Technical Instruction are degree/certificate programs of vocational and technical schools and occupation-related certificate programs of proprietary schools.

**13 Requisite Preparatory/Remedial Instruction** – This includes space for formal instruction that provides students the basic knowledge and skills required by the institution before they can take formal academic courses leading to a postsecondary degree or certificate. Instruction is supplemental to the normal academic program and typically designated as preparatory, remedial, or developmental and taken prior to or along with courses leading to a degree or certificate. They generally are non-credit offerings, although in some cases, credit is given and the credit requirement for the degree or certificate is increased accordingly.

Examples are preparatory/remedial summer programs offered for students accepted under a conditional admission agreement and foreign language provided specifically to satisfy doctoral-level requirements.

**14 General Studies** – This space is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and aptitudes typically associated with a liberal arts discipline, such as literature, mathematics, or philosophy.

Examples are non-degree continuing education classes in great books, painting, sculpture, fine arts, and foreign languages for travel, computer literacy, and general education development programs.

**15 Occupation-Related Instruction** – This space typically is administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background related to a specific occupation or career and focuses on the participant as a worker.

Examples are continuing education classes for physicians and nurses, real estate institutes, word processing and spreadsheet classes, and non-degree-related career and vocational courses.

**16 Social Roles/Interaction Instruction** – A continuing education office funded by state appropriations typically administers this space. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background needed to function as a member of society or to interact with the variety of social institutions. It also includes instruction that deals 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.

Examples are continuing education classes in civil defense, consumerism, and languages for persons seeking U.S. citizenship.

**17 Home and Family Life Instruction** – A continuing education office funded by state

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appropriations typically administers this space. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and capabilities ranging from the establishment, maintenance, and improvement of a home to a person's responsibilities as a member of the family unit.

Examples are child development, gardening, do-it-yourself repair, and household budgeting.

**18 Personal Interest and Leisure Instruction** – This space is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Activities support an individual's recreational or vocational pursuits or improve day-to-day living skills. The focus is on the individual as a user of leisure time.

Examples are speed-reading, leadership development, folk dancing, and personality development.

#### **Research Programs**

This category includes activities specifically organized to produce research results. Included are research funded by institutional state funds and research funded by another state agency. Research areas funded by auxiliary funds is Auxiliary Enterprise (55 or 65), and federally and privately funded research areas are Independent Operations/External Agencies (92). Functional Category Code may be prorated to reflect a joint research effort. Note that laboratory space for this research is Non-Class Laboratory (250).

**21 Institutes and Research Centers** – Included are spaces for research activities conducted within the framework of a formal research organization. Although organization is the criterion for classification, this category includes only activities carried out for the purpose of creating knowledge, organizing, or applying existing knowledge. Therefore, while an agricultural experiment station is used as an example, only the research conducted within the station is classified here. The criterion described in Public Service Category is used to differentiate between research and public service activities in agricultural experiment stations or other dual objective centers.

Excluded from this category are federally funded research centers (for example, Argonne National Laboratories, which would be Independent Operations/External Agencies 92).

Examples of Institutes and Research Centers are Agricultural Experiment Stations, Center for Behavioral Science, Center for Study of the Aging, and Institute for Behavioral Science.

**22 Individual or Project Research** – This research normally is managed within the academic departments and has a stated goal or purpose and projected outcome. Generally, the research is for a specific time period as a result of a contract, grant, or specific allocation of institutional resources. If departmental research is an instructional activity, it is classified in the appropriate instructional category. If the research is conducted primarily for personnel development, it is Academic Personnel Development (48).

#### **Public Service**

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This includes programs established to make available to the public various unique resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem. Institutions provide facilities and personnel outside the context of the institution's regular instructional, research, and support programs. These programs often are initiated and funded by an external group or agency. Activities generally are restricted to benefit a target group and would not be available unless funding is provided specifically for them.

An example of Public Service is consulting which involves the application of skills to a specific concern or problem generally identified and/or defined by the client. In consulting, the primary objective is the solution of a 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.

Programs making institutional resources, services, and expertise available to the community-at-large are Public Service. A campus radio station can serve as a laboratory for broadcast students, but it also is Public Service when it receives funding from national public broadcasting agencies and listener support grants.

Many Public Service programs are part of the institution's instructional program, and Functional Category Code data is to be prorated to reflect Public Service and other usage when appropriate.

**31 Direct Patient Care (Non-E&G)** – This includes space for direct patient care (prevention, diagnosis, treatment, education, rehabilitation, etc.). The care may be for humans or animals (veterinary care). In the postsecondary setting, these services typically are provided by a teaching hospital, health science center, or clinic and are for the benefit of the community-at-large rather than for the institution's student body or faculty and staff. Patient care for the institution's students is Student Health/Medical Services (57). Patient care for faculty and staff is Faculty and Staff Auxiliary Services (65). Instruction, research, and administrative areas in teaching hospitals are not Direct Patient Care and are coded accordingly.

Examples of Direct Patient Care space include patient rooms, ambulatory rooms, emergency rooms, treatment rooms, and diagnostic rooms. Examples of care provided in these rooms include medical/surgical, psychological, rehabilitative, patient educational, and dental.

**32 Health Care Supportive Services (Non-E&G)** – Included are areas that directly support teaching hospitals, health science centers, or clinics.

Examples are blood banks, pharmacies, optical services, medical records, inpatient reception desks, admitting offices, and credit offices.

**33 Community Services (Non-E&G)** – Included is space which provides resources, services, and expertise to persons and groups outside the context of the institution's regular instructional, research, and support programs. These programs generally are sponsored and controlled by the institution. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered.

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Examples are consulting services, summer camps for public school students, community meetings, cultural and recreational programs that are not part of the Student Service program, psychological counseling centers that are not part of a health science center, and speech and hearing clinics.

**34 Cooperative Services (Non-E&G)** – Included is space providing resources, services, and expertise outside the context of the institution's regular instructional, research, and support programs. Administration and fiscal control are cooperative efforts with outside agencies. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered.

Examples are consulting services, soil testing, and special institutes or seminars for companies or businesses.

**35 Public Broadcasting Services (Non-E&G)** – Included is space provided for the operation and maintenance of broadcast services operated outside the context of the institution's instructional, research, and support programs.

Excluded are broadcast services, which are student laboratories (General Academic Instruction 11), student broadcasting clubs (Social and Cultural Development 52), and independent operations (Independent Operations/Institutional 91). Public Broadcasting Services usually receive funding from national public broadcasting agencies and listener support grants. Staffed by professionals, they can provide music, news, weather, sports, and special programming.

#### **Academic Support**

This category provides support services for an institution's primary mission for instruction, research, and/or public service.

**41 Library Services** – This is centrally operated, staffed, and controlled library space for the collection, cataloging, storage, and distribution of published materials. Library Services are separately funded and do not include departmental libraries furnished by departmental operating funds. The CIP code for central library space is General Use (000000). Branch libraries serving specific disciplines are coded with the appropriate CIP (law, art, etc.).

Examples of Library Services are materials acquisition, information desks, indexes, reference services, stack areas, reading/stack areas, study areas, inter-library loan offices, binding areas, and repairing areas.

**42 Museums and Galleries (Non-E&G)** – This includes space for the collection, preservation, and exhibition of historical materials, art objects, scientific displays, and other related activities. The CIP code for central Museum and Gallery space is General Use (000000). Branch museums serving specific disciplines are coded with the appropriate CIP (pharmacy, medicine, etc.) Research associated with a museum is individual or Project Research (22).

Examples of Museum and Gallery space include cataloging, repairing, specimen photography, specimen identification, exhibits, and reference services.

**43 Educational Media Services** – This includes space for audio, visual, and other media

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services that support instruction, research, and public service. Typically, Educational Media Services provide equipment (VCRs, projectors, tape recorders), prerecorded materials (video tapes, films), and media production (graphics designs, video production) for instruction, research, and public service. Areas that provide media production for institutional information, news, or public relations offices are Public Relations and Alumni Records (66).

**44 Academic Computing Support** – This space includes mainframe computer rooms and computer maintenance areas that provide support for instruction, research, and public service. This is often part of a central mainframe computer center that additionally provides Administrative Computing or Telecommunication Support (64) and, in these cases, room data is prorated. This category does not include computer laboratories and study areas with computer equipment.

Examples of Academic Computing Support space are mainframe computer rooms, areas for software development, equipment storage, computer personnel offices, and computer center reception areas.

**45 Ancillary Support** – This is space unique to a particular academic program or department, and descriptions are so numerous that categories were not created for them.

Examples are demonstration schools, planetariums, animal quarters, kilns, glassblowing shops, nuclear reactors, university presses, and Vivarium.

**46 Academic Administration** – This includes space for academic deans, department heads, and their administrative staffs. The category also includes academic advising offices where students receive counseling on courses to take and have degree plans prepared. Space assigned to administrative officers (vice presidents, vice chancellors, etc.) is Executive Management (61). Functional Category Code for deans and department heads who also teach is prorated to reflect Academic Administration (46) and General Academic Instruction (11).

**47 Course and Curriculum Development** – This space is for the formal planning and development of the institution's curriculum. Generally, these responsibilities are assigned to the academic vice president's area. Activities include course and curriculum research, curriculum development and modification, and curriculum evaluation.

**48 Academic Personnel Development** – This space provides the faculty with opportunities for academic growth and development. Included are departmental research areas when the research is for the professional development of academic personnel not separately budgeted.

Examples are rooms used for professional meetings, recitals, publishing, faculty development programs, and in-service faculty education programs.

### **Student Service**

This category includes space for programs that contribute to the emotional and physical well being of students as well as their intellectual, cultural, and social development. These programs are outside the context of the institution's formal instructional and research missions.

**51 Student Service Administration** – This is space for the administration of student service

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activities. Excluded are chief administrative offices (vice-president or vice-chancellor for student affairs) and offices for specific programs (placement, financial aid, etc.)

Examples of Student Service Administration titles are dean of students, dean of student personnel services, and dean of women. Also included is international student advising when it is supported by state funds.

**52 Social and Cultural Developments (Non-E&G)** – This space is assigned to programs that provide social and cultural development outside the formal academic program. Activities typically are supported by student fees and controlled by the student body. Excluded from this category is Intercollegiate Athletics (56).

Examples of Social and Cultural Development are areas for orientation, students' legal advising, inter-cultural services, student organizations, student newspapers, student government, intramural athletics, art exhibitions, concerts, drama productions (including green rooms), and recreation. Typical Space Use Codes associated with Social and Cultural Developments are Special Class Laboratory (220), Office (310), Assembly (610), Exhibition (620), Recreation (670), and Meeting Room (680). In some disciplines, such as journalism and art, student newspapers and exhibitions also are instructional laboratories. Data for these are to be prorated to reflect dual usage.

**53 Placement and Career Guidance** – Activities in these areas are provided to assist students in obtaining employment upon leaving the institution. Offices that assist students obtain part-time employment as a means of defraying educational expense and are Financial Aid Administration (54).

Examples of Placement and Career Guidance are career placement offices, career counseling and guidance offices, and vocational testing services.

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**55 Student Auxiliary Services (Non-E&G)** – Provided in these areas are housing administrative services, food services, retail services, concessions, and specialized services. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered. If the service benefits students, faculty, and staff, data is prorated to reflect Faculty and Staff Auxiliary Services (65).

Examples of Student Auxiliary Services are bookstores, cafeterias, snack bars, vending areas; photocopy areas where a fee is charged, duplicating areas where fees are charged, billiards rooms, childcare centers for children of students, and telephone switch rooms where service is provided to students in dormitories.

**56 Intercollegiate Athletics (Non-E&G)** – This includes all areas involving intercollegiate athletics: athletic directors' offices, coaches' offices, training rooms, dressing rooms, stadiums, gymnasiums, athletic meeting rooms, cheerleading offices, concessions, athletic fund raising areas, and sports information offices. Some athletic departments provide tutors and academic

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study rooms with computers and libraries. The usage type remains General Academic Instruction (11) as with the academic departmental study rooms and access may be restricted. Data on offices of athletic staff members who also serve on the faculty is prorated to reflect General Academic Instruction (11).

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This category includes space for operations that provides planning and executive direction, public relations, employee services, and student recruiting and admissions.

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**62 Financial Management and Operations** – This space includes financial management and fiscal offices that generally come under the wing of the institution's chief fiscal officer.

Examples are comptroller, business manager, bursar, payroll, accounts receivable, accounts payable, travel reimbursement, accounting, cashier, and internal auditing if the internal auditor does not report directly to the chief executive officer.

**63 General Administration and Logistical Services** – This space is used for administration of personnel programs, real and personal property management, purchasing operations, transportation, public safety, and security.

Examples are personnel administration, faculty/staff insurance administration, faculty/staff records, room scheduling, facilities management and reporting, room scheduling, campus police, trash collection, purchasing, shipping and receiving, inventory control, central storage, motor pool, campus mail, and printing and duplicating services. The category also is General Administration and Logistical Services for space assigned to affirmative action officers, human resource officers, and risk managers who do not report directly to the chief executive officer.

**64 Administrative Computing or Telecommunication Support** – This space includes mainframe computer rooms, computer maintenance areas, telecommunication switch rooms, and telecommunication maintenance rooms that provide administrative support. This often is part of a central mainframe computer center that also provides Academic Computing Support (44). In these cases, room data is prorated. This category does not include computer laboratories and study areas with computer equipment. Telephone switch areas that provide service to dormitories are Student Auxiliary Services (55). Data for switch areas that provide both institutional and residential service is prorated Administrative Computing or

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Examples are registrars' offices and transcript offices.

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Examples are news and information offices that provide news releases, internal newsletters, institutional brochures, and other news publications.

### **Physical Plant Operations**

This category includes space for operations providing maintenance of buildings, grounds, and utilities and for planning and designing future plant expansions and modifications.

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**72 Building Maintenance** – This space includes Shops (720), Offices (310), and other areas required for the routine repair and maintenance of buildings and structures.

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### FUNCTIONAL CATEGORY CODES

required for custodial service. Custodial closets are Non-Assignable Custodial Areas (02) if reported on the facilities inventory.

**74 Utilities** – This space includes Offices (310), Shops (720), and other areas required to provide heating, cooling, light and power, gas, water, and other utilities necessary for the operation of the physical plant. Mechanical rooms are Non-Assignable Mechanical Areas (03) if reported on the facilities inventory.

**75 Landscape and Grounds Maintenance** – This includes Offices (310), Shops (720), Field Service (560) buildings, and other areas required for grounds maintenance and landscape.

**76 Construction Project Management** – This includes institutional staff that manages and/or oversees construction projects.

#### **Independent Operations**

This category includes space for operations owned or controlled by the institution as an investment or space owned by the institution but leased and/or controlled by an outside agency. This space is Non-E&G since it is unrelated to or independent of the institution's mission.

**91 Independent Operations/Institutional (Non-E&G)** – This space, usually designed to generate income, services activities unrelated to the institution's mission and is not intended to provide services to students, faculty, and staff. The institution controls the space.

Examples are commercial rental property, conference centers, hotels, and restaurants, independent public school districts within the institution, and development or fund-raising offices.

**92 Independent Operations/External Agencies (Non-E&G)** – This is space controlled and/or leased to outside agencies, including state agencies.

Examples are facilities provided to a community college to teach nursing, federally funded research centers and other operations. When one institution leases and/or controls space on another institution's campus, the institution owning the space reports it as Independent Operations/External Agencies (91), and the institution controlling the space should report its actual usage.

#### **Non-assigned Space**

This space is not assigned directly to support programs but may be necessary for the general operation of a building. This space is considered un-assignable space.

**02 Custodial Areas (Non-E&G)** – This is space used for the protection, care, and maintenance of a building. Examples are trash rooms, custodial rooms, custodial locker rooms, and custodial storage/supply rooms.

**03 Mechanical Areas (Non-E&G)** – This includes rooms that house mechanical equipment such as central utility plants, boiler rooms, air conditioning/air handler rooms, mechanical service shafts, telephone closets, air ducts, and others. Elevator space also may be included in this category.

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**04 Mothballed and/or Incapable of Use (Non-E&G)** – This space is temporarily not assigned, scheduled for demolition, or terminated/withdrawn from service.

**05 Public Rest Rooms (Non-E&G)** – These rest rooms are accessible to the public. Private rest rooms are service areas.

**06 Shell Space/Space Under Renovation (Non-E&G)** – This is unfinished space designed to be converted into usable space.

**07 Circulation Areas (Non-E&G)** – This space includes those areas of common access, transit, or general use that are accessible to the public and are not used for instructional purposes. Examples include atriums, entrances, hallways, passageways, walkways, lobbies, corridors, foyers, reception areas, and waiting rooms.

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#### Comparison Crosswalk Between THECB And NCES Categories

	NCES	A-21
11-18	1.0	Instruction
21-22	2.0	Instruction
31-32	11.0	Other Institutional Activities
33-35	3.0	N/A
41	4.1	Academic Service
42	4.3	Academic Service
43	4.1	Academic Service
44-48	4.2	Academic Service
51-54	5.0	Student Services
55	9.0	N/A
56-57	5.0	Student Services
61-64	6.1	Institutional Support/General Administration
65	9.0	N/A
66-67	6.2	Institutional Support/PR/Development/Alumni Affairs
68	6.1	Institutional Support/General Administration
69	6.2	Institutional Support/PR/Development/Alumni Affairs
71-76	7.0	Operation and Maintenance of Plant
91	12.0	N/A
92	N/A	N/A
02-07	13.0	N/A

### **Instruction**

This category includes all activities that are part of an institution's instructional program. Included are rooms for credit and non-credit courses; for academic, vocational, and technical instruction; for remedial and tutorial instruction, and for continuing education. Examples of space that may be coded as instructional are classrooms (100 series), Laboratories (200 series), Offices (300 series), Lounges (650), etc.

**11 General Academic Instruction** – This includes space for programs associated with academic disciplines offering credit courses as part of a formal postsecondary education degree or certificate program. Only degree-related disciplines described in *Appendix C*, CIP codes, are classified in this category.

Examples are liberal arts programs at a college or university and academic associate degree programs at a community college.

**12 Vocational/Technical Instruction** – This includes space for programs that prepare students for immediate entry into a specific occupation or career. Instruction must be part of the institution's formal degree or certificate programs and associated with academic disciplines listed in the Technical and Occupational Specialties CIP codes. If instruction is occupation-related but not part of a formal degree or certificate program, it is Occupation-Related Instruction (15) or Public Service (33 or 34).

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Examples of Vocational/Technical Instruction are degree/certificate programs of vocational and technical schools and occupation-related certificate programs of proprietary schools.

**13 Requisite Preparatory/Remedial Instruction** – This includes space for formal instruction that provides students the basic knowledge and skills required by the institution before they can take formal academic courses leading to a postsecondary degree or certificate. Instruction is supplemental to the normal academic program and typically designated as preparatory, remedial, or developmental and taken prior to or along with courses leading to a degree or certificate. They generally are non-credit offerings, although in some cases, credit is given and the credit requirement for the degree or certificate is increased accordingly.

Examples are preparatory/remedial summer programs offered for students accepted under a conditional admission agreement and foreign language provided specifically to satisfy doctoral-level requirements.

**14 General Studies** – This space is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and aptitudes typically associated with a liberal arts discipline, such as literature, mathematics, or philosophy.

Examples are non-degree continuing education classes in great books, painting, sculpture, fine arts, and foreign languages for travel, computer literacy, and general education development programs.

**15 Occupation-Related Instruction** – This space typically is administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background related to a specific occupation or career and focuses on the participant as a worker.

Examples are continuing education classes for physicians and nurses, real estate institutes, word processing and spreadsheet classes, and non-degree-related career and vocational courses.

**16 Social Roles/Interaction Instruction** – A continuing education office funded by state appropriations typically administers this space. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background needed to function as a member of society or to interact with the variety of social institutions. It also includes instruction that deals 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.

Examples are continuing education classes in civil defense, consumerism, and languages for persons seeking U.S. citizenship.

**17 Home and Family Life Instruction** – A continuing education office funded by state

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appropriations typically administers this space. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and capabilities ranging from the establishment, maintenance, and improvement of a home to a person's responsibilities as a member of the family unit.

Examples are child development, gardening, do-it-yourself repair, and household budgeting.

**18 Personal Interest and Leisure Instruction** – This space is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Activities support an individual's recreational or vocational pursuits or improve day-to-day living skills. The focus is on the individual as a user of leisure time.

Examples are speed-reading, leadership development, folk dancing, and personality development.

#### **Research Programs**

This category includes activities specifically organized to produce research results. Included are research funded by institutional state funds and research funded by another state agency. Research areas funded by auxiliary funds is Auxiliary Enterprise (55 or 65), and federally and privately funded research areas are Independent Operations/External Agencies (92). Functional Category Code may be prorated to reflect a joint research effort. Note that laboratory space for this research is Non-Class Laboratory (250).

**21 Institutes and Research Centers** – Included are spaces for research activities conducted within the framework of a formal research organization. Although organization is the criterion for classification, this category includes only activities carried out for the purpose of creating knowledge, organizing, or applying existing knowledge. Therefore, while an agricultural experiment station is used as an example, only the research conducted within the station is classified here. The criterion described in Public Service Category is used to differentiate between research and public service activities in agricultural experiment stations or other dual objective centers.

Excluded from this category are federally funded research centers (for example, Argonne National Laboratories, which would be Independent Operations/External Agencies 92).

Examples of Institutes and Research Centers are Agricultural Experiment Stations, Center for Behavioral Science, Center for Study of the Aging, and Institute for Behavioral Science.

**22 Individual or Project Research** – This research normally is managed within the academic departments and has a stated goal or purpose and projected outcome. Generally, the research is for a specific time period as a result of a contract, grant, or specific allocation of institutional resources. If departmental research is an instructional activity, it is classified in the appropriate instructional category. If the research is conducted primarily for personnel development, it is Academic Personnel Development (48).

#### **Public Service**

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This includes programs established to make available to the public various unique resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem. Institutions provide facilities and personnel outside the context of the institution's regular instructional, research, and support programs. These programs often are initiated and funded by an external group or agency. Activities generally are restricted to benefit a target group and would not be available unless funding is provided specifically for them.

An example of Public Service is consulting which involves the application of skills to a specific concern or problem generally identified and/or defined by the client. In consulting, the primary objective is the solution of a 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.

Programs making institutional resources, services, and expertise available to the community-at-large are Public Service. A campus radio station can serve as a laboratory for broadcast students, but it also is Public Service when it receives funding from national public broadcasting agencies and listener support grants.

Many Public Service programs are part of the institution's instructional program, and Functional Category Code data is to be prorated to reflect Public Service and other usage when appropriate.

**31 Direct Patient Care (Non-E&G)** – This includes space for direct patient care (prevention, diagnosis, treatment, education, rehabilitation, etc.). The care may be for humans or animals (veterinary care). In the postsecondary setting, these services typically are provided by a teaching hospital, health science center, or clinic and are for the benefit of the community-at-large rather than for the institution's student body or faculty and staff. Patient care for the institution's students is Student Health/Medical Services (57). Patient care for faculty and staff is Faculty and Staff Auxiliary Services (65). Instruction, research, and administrative areas in teaching hospitals are not Direct Patient Care and are coded accordingly.

Examples of Direct Patient Care space include patient rooms, ambulatory rooms, emergency rooms, treatment rooms, and diagnostic rooms. Examples of care provided in these rooms include medical/surgical, psychological, rehabilitative, patient educational, and dental.

**32 Health Care Supportive Services (Non-E&G)** – Included are areas that directly support teaching hospitals, health science centers, or clinics.

Examples are blood banks, pharmacies, optical services, medical records, inpatient reception desks, admitting offices, and credit offices.

**33 Community Services (Non-E&G)** – Included is space which provides resources, services, and expertise to persons and groups outside the context of the institution's regular instructional, research, and support programs. These programs generally are sponsored and controlled by the institution. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered.

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Examples are consulting services, summer camps for public school students, community meetings, cultural and recreational programs that are not part of the Student Service program, psychological counseling centers that are not part of a health science center, and speech and hearing clinics.

**34 Cooperative Services (Non-E&G)** – Included is space providing resources, services, and expertise outside the context of the institution's regular instructional, research, and support programs. Administration and fiscal control are cooperative efforts with outside agencies. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered.

Examples are consulting services, soil testing, and special institutes or seminars for companies or businesses.

**35 Public Broadcasting Services (Non-E&G)** – Included is space provided for the operation and maintenance of broadcast services operated outside the context of the institution's instructional, research, and support programs.

Excluded are broadcast services, which are student laboratories (General Academic Instruction 11), student broadcasting clubs (Social and Cultural Development 52), and independent operations (Independent Operations/Institutional 91). Public Broadcasting Services usually receive funding from national public broadcasting agencies and listener support grants. Staffed by professionals, they can provide music, news, weather, sports, and special programming.

#### **Academic Support**

This category provides support services for an institution's primary mission for instruction, research, and/or public service.

**41 Library Services** – This is centrally operated, staffed, and controlled library space for the collection, cataloging, storage, and distribution of published materials. Library Services are separately funded and do not include departmental libraries furnished by departmental operating funds. The CIP code for central library space is General Use (000000). Branch libraries serving specific disciplines are coded with the appropriate CIP (law, art, etc.).

Examples of Library Services are materials acquisition, information desks, indexes, reference services, stack areas, reading/stack areas, study areas, inter-library loan offices, binding areas, and repairing areas.

**42 Museums and Galleries (Non-E&G)** – This includes space for the collection, preservation, and exhibition of historical materials, art objects, scientific displays, and other related activities. The CIP code for central Museum and Gallery space is General Use (000000). Branch museums serving specific disciplines are coded with the appropriate CIP (pharmacy, medicine, etc.) Research associated with a museum is individual or Project Research (22).

Examples of Museum and Gallery space include cataloging, repairing, specimen photography, specimen identification, exhibits, and reference services.

**43 Educational Media Services** – This includes space for audio, visual, and other media

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services that support instruction, research, and public service. Typically, Educational Media Services provide equipment (VCRs, projectors, tape recorders), prerecorded materials (video tapes, films), and media production (graphics designs, video production) for instruction, research, and public service. Areas that provide media production for institutional information, news, or public relations offices are Public Relations and Alumni Records (66).

**44 Academic Computing Support** – This space includes mainframe computer rooms and computer maintenance areas that provide support for instruction, research, and public service. This is often part of a central mainframe computer center that additionally provides Administrative Computing or Telecommunication Support (64) and, in these cases, room data is prorated. This category does not include computer laboratories and study areas with computer equipment.

Examples of Academic Computing Support space are mainframe computer rooms, areas for software development, equipment storage, computer personnel offices, and computer center reception areas.

**45 Ancillary Support** – This is space unique to a particular academic program or department, and descriptions are so numerous that categories were not created for them.

Examples are demonstration schools, planetariums, animal quarters, kilns, glassblowing shops, nuclear reactors, university presses, and Vivarium.

**46 Academic Administration** – This includes space for academic deans, department heads, and their administrative staffs. The category also includes academic advising offices where students receive counseling on courses to take and have degree plans prepared. Space assigned to administrative officers (vice presidents, vice chancellors, etc.) is Executive Management (61). Functional Category Code for deans and department heads who also teach is prorated to reflect Academic Administration (46) and General Academic Instruction (11).

**47 Course and Curriculum Development** – This space is for the formal planning and development of the institution's curriculum. Generally, these responsibilities are assigned to the academic vice president's area. Activities include course and curriculum research, curriculum development and modification, and curriculum evaluation.

**48 Academic Personnel Development** – This space provides the faculty with opportunities for academic growth and development. Included are departmental research areas when the research is for the professional development of academic personnel not separately budgeted.

Examples are rooms used for professional meetings, recitals, publishing, faculty development programs, and in-service faculty education programs.

### **Student Service**

This category includes space for programs that contribute to the emotional and physical well being of students as well as their intellectual, cultural, and social development. These programs are outside the context of the institution's formal instructional and research missions.

**51 Student Service Administration** – This is space for the administration of student service



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activities. Excluded are chief administrative offices (vice-president or vice-chancellor for student affairs) and offices for specific programs (placement, financial aid, etc.)

Examples of Student Service Administration titles are dean of students, dean of student personnel services, and dean of women. Also included is international student advising when it is supported by state funds.

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**62 Financial Management and Operations** – This space includes financial management and fiscal offices that generally come under the wing of the institution's chief fiscal officer.

Examples are comptroller, business manager, bursar, payroll, accounts receivable, accounts payable, travel reimbursement, accounting, cashier, and internal auditing if the internal auditor does not report directly to the chief executive officer.

**63 General Administration and Logistical Services** – This space is used for administration of personnel programs, real and personal property management, purchasing operations, transportation, public safety, and security.

Examples are personnel administration, faculty/staff insurance administration, faculty/staff records, room scheduling, facilities management and reporting, room scheduling, campus police, trash collection, purchasing, shipping and receiving, inventory control, central storage, motor pool, campus mail, and printing and duplicating services. The category also is General Administration and Logistical Services for space assigned to affirmative action officers, human resource officers, and risk managers who do not report directly to the chief executive officer.

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**68 Student Records** – Activities in these areas include maintaining, handling, and updating records for current and former students.

Examples are registrars' offices and transcript offices.

**69 Public Relations/Development** – This space is for operations that maintain relations with the local community and general public about the institution.

Examples are news and information offices that provide news releases, internal newsletters, institutional brochures, and other news publications.

### **Physical Plant Operations**

This category includes space for operations providing maintenance of buildings, grounds, and utilities and for planning and designing future plant expansions and modifications.

**71 Physical Plant Administration** – This includes space assigned to the physical plant director, campus architects, and construction engineers.

**72 Building Maintenance** – This space includes Shops (720), Offices (310), and other areas required for the routine repair and maintenance of buildings and structures.

**73 Custodial Services** – This space includes Offices (310) and other assignable areas

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**74 Utilities** – This space includes Offices (310), Shops (720), and other areas required to provide heating, cooling, light and power, gas, water, and other utilities necessary for the operation of the physical plant. Mechanical rooms are Non-Assignable Mechanical Areas (03) if reported on the facilities inventory.

**75 Landscape and Grounds Maintenance** – This includes Offices (310), Shops (720), Field Service (560) buildings, and other areas required for grounds maintenance and landscape.

**76 Construction Project Management** – This includes institutional staff that manages and/or oversees construction projects.

#### **Independent Operations**

This category includes space for operations owned or controlled by the institution as an investment or space owned by the institution but leased and/or controlled by an outside agency. This space is Non-E&G since it is unrelated to or independent of the institution's mission.

**91 Independent Operations/Institutional (Non-E&G)** – This space, usually designed to generate income, services activities unrelated to the institution's mission and is not intended to provide services to students, faculty, and staff. The institution controls the space.

Examples are commercial rental property, conference centers, hotels, and restaurants, independent public school districts within the institution, and development or fund-raising offices.

**92 Independent Operations/External Agencies (Non-E&G)** – This is space controlled and/or leased to outside agencies, including state agencies.

Examples are facilities provided to a community college to teach nursing, federally funded research centers and other operations. When one institution leases and/or controls space on another institution's campus, the institution owning the space reports it as Independent Operations/External Agencies (91), and the institution controlling the space should report its actual usage.

#### **Non-assigned Space**

This space is not assigned directly to support programs but may be necessary for the general operation of a building. This space is considered un-assignable space.

**02 Custodial Areas (Non-E&G)** – This is space used for the protection, care, and maintenance of a building. Examples are trash rooms, custodial rooms, custodial locker rooms, and custodial storage/supply rooms.

**03 Mechanical Areas (Non-E&G)** – This includes rooms that house mechanical equipment such as central utility plants, boiler rooms, air conditioning/air handler rooms, mechanical service shafts, telephone closets, air ducts, and others. Elevator space also may be included in this category.

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**04 Mothballed and/or Incapable of Use (Non-E&G)** – This space is temporarily not assigned, scheduled for demolition, or terminated/withdrawn from service.

**05 Public Rest Rooms (Non-E&G)** – These rest rooms are accessible to the public. Private rest rooms are service areas.

**06 Shell Space/Space Under Renovation (Non-E&G)** – This is unfinished space designed to be converted into usable space.

**07 Circulation Areas (Non-E&G)** – This space includes those areas of common access, transit, or general use that are accessible to the public and are not used for instructional purposes. Examples include atriums, entrances, hallways, passageways, walkways, lobbies, corridors, foyers, reception areas, and waiting rooms.

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#### Comparison Crosswalk Between THECB And NCES Categories

	NCES	A-21
11-18	1.0	Instruction
21-22	2.0	Instruction
31-32	11.0	Other Institutional Activities
33-35	3.0	N/A
41	4.1	Academic Service
42	4.3	Academic Service
43	4.1	Academic Service
44-48	4.2	Academic Service
51-54	5.0	Student Services
55	9.0	N/A
56-57	5.0	Student Services
61-64	6.1	Institutional Support/General Administration
65	9.0	N/A
66-67	6.2	Institutional Support/PR/Development/Alumni Affairs
68	6.1	Institutional Support/General Administration
69	6.2	Institutional Support/PR/Development/Alumni Affairs
71-76	7.0	Operation and Maintenance of Plant
91	12.0	N/A
92	N/A	N/A
02-07	13.0	N/A

### **Instruction**

This category includes all activities that are part of an institution’s instructional program. Included are rooms for credit and non-credit courses; for academic, vocational, and technical instruction; for remedial and tutorial instruction, and for continuing education. Examples of space that may be coded as instructional are classrooms (100 series), Laboratories (200 series), Offices (300 series), Lounges (650), etc.

**11 General Academic Instruction** – This includes space for programs associated with academic disciplines offering credit courses as part of a formal postsecondary education degree or certificate program. Only degree-related disciplines described in *Appendix C*, CIP codes, are classified in this category.

Examples are liberal arts programs at a college or university and academic associate degree programs at a community college.

**12 Vocational/Technical Instruction** – This includes space for programs that prepare students for immediate entry into a specific occupation or career. Instruction must be part of the institution’s formal degree or certificate programs and associated with academic disciplines listed in the Technical and Occupational Specialties CIP codes. If instruction is occupation-related but not part of a formal degree or certificate program, it is Occupation-Related Instruction (15) or Public Service (33 or 34).

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Examples of Vocational/Technical Instruction are degree/certificate programs of vocational and technical schools and occupation-related certificate programs of proprietary schools.

**13 Requisite Preparatory/Remedial Instruction** – This includes space for formal instruction that provides students the basic knowledge and skills required by the institution before they can take formal academic courses leading to a postsecondary degree or certificate. Instruction is supplemental to the normal academic program and typically designated as preparatory, remedial, or developmental and taken prior to or along with courses leading to a degree or certificate. They generally are non-credit offerings, although in some cases, credit is given and the credit requirement for the degree or certificate is increased accordingly.

Examples are preparatory/remedial summer programs offered for students accepted under a conditional admission agreement and foreign language provided specifically to satisfy doctoral-level requirements.

**14 General Studies** – This space is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and aptitudes typically associated with a liberal arts discipline, such as literature, mathematics, or philosophy.

Examples are non-degree continuing education classes in great books, painting, sculpture, fine arts, and foreign languages for travel, computer literacy, and general education development programs.

**15 Occupation-Related Instruction** – This space typically is administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background related to a specific occupation or career and focuses on the participant as a worker.

Examples are continuing education classes for physicians and nurses, real estate institutes, word processing and spreadsheet classes, and non-degree-related career and vocational courses.

**16 Social Roles/Interaction Instruction** – A continuing education office funded by state appropriations typically administers this space. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and background needed to function as a member of society or to interact with the variety of social institutions. It also includes instruction that deals 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.

Examples are continuing education classes in civil defense, consumerism, and languages for persons seeking U.S. citizenship.

**17 Home and Family Life Instruction** – A continuing education office funded by state

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appropriations typically administers this space. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Instruction provides knowledge, skills, and capabilities ranging from the establishment, maintenance, and improvement of a home to a person's responsibilities as a member of the family unit.

Examples are child development, gardening, do-it-yourself repair, and household budgeting.

**18 Personal Interest and Leisure Instruction** – This space is typically administered by a continuing education office funded by state appropriations. Programs are open to the general public, and instruction is not part of a formal postsecondary degree or certificate program. Activities support an individual's recreational or vocational pursuits or improve day-to-day living skills. The focus is on the individual as a user of leisure time.

Examples are speed-reading, leadership development, folk dancing, and personality development.

#### **Research Programs**

This category includes activities specifically organized to produce research results. Included are research funded by institutional state funds and research funded by another state agency. Research areas funded by auxiliary funds is Auxiliary Enterprise (55 or 65), and federally and privately funded research areas are Independent Operations/External Agencies (92). Functional Category Code may be prorated to reflect a joint research effort. Note that laboratory space for this research is Non-Class Laboratory (250).

**21 Institutes and Research Centers** – Included are spaces for research activities conducted within the framework of a formal research organization. Although organization is the criterion for classification, this category includes only activities carried out for the purpose of creating knowledge, organizing, or applying existing knowledge. Therefore, while an agricultural experiment station is used as an example, only the research conducted within the station is classified here. The criterion described in Public Service Category is used to differentiate between research and public service activities in agricultural experiment stations or other dual objective centers.

Excluded from this category are federally funded research centers (for example, Argonne National Laboratories, which would be Independent Operations/External Agencies 92).

Examples of Institutes and Research Centers are Agricultural Experiment Stations, Center for Behavioral Science, Center for Study of the Aging, and Institute for Behavioral Science.

**22 Individual or Project Research** – This research normally is managed within the academic departments and has a stated goal or purpose and projected outcome. Generally, the research is for a specific time period as a result of a contract, grant, or specific allocation of institutional resources. If departmental research is an instructional activity, it is classified in the appropriate instructional category. If the research is conducted primarily for personnel development, it is Academic Personnel Development (48).

#### **Public Service**



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This includes programs established to make available to the public various unique resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem. Institutions provide facilities and personnel outside the context of the institution's regular instructional, research, and support programs. These programs often are initiated and funded by an external group or agency. Activities generally are restricted to benefit a target group and would not be available unless funding is provided specifically for them.

An example of Public Service is consulting which involves the application of skills to a specific concern or problem generally identified and/or defined by the client. In consulting, the primary objective is the solution of a 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.

Programs making institutional resources, services, and expertise available to the community-at-large are Public Service. A campus radio station can serve as a laboratory for broadcast students, but it also is Public Service when it receives funding from national public broadcasting agencies and listener support grants.

Many Public Service programs are part of the institution's instructional program, and Functional Category Code data is to be prorated to reflect Public Service and other usage when appropriate.

**31 Direct Patient Care (Non-E&G)** – This includes space for direct patient care (prevention, diagnosis, treatment, education, rehabilitation, etc.). The care may be for humans or animals (veterinary care). In the postsecondary setting, these services typically are provided by a teaching hospital, health science center, or clinic and are for the benefit of the community-at-large rather than for the institution's student body or faculty and staff. Patient care for the institution's students is Student Health/Medical Services (57). Patient care for faculty and staff is Faculty and Staff Auxiliary Services (65). Instruction, research, and administrative areas in teaching hospitals are not Direct Patient Care and are coded accordingly.

Examples of Direct Patient Care space include patient rooms, ambulatory rooms, emergency rooms, treatment rooms, and diagnostic rooms. Examples of care provided in these rooms include medical/surgical, psychological, rehabilitative, patient educational, and dental.

**32 Health Care Supportive Services (Non-E&G)** – Included are areas that directly support teaching hospitals, health science centers, or clinics.

Examples are blood banks, pharmacies, optical services, medical records, inpatient reception desks, admitting offices, and credit offices.

**33 Community Services (Non-E&G)** – Included is space which provides resources, services, and expertise to persons and groups outside the context of the institution's regular instructional, research, and support programs. These programs generally are sponsored and controlled by the institution. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered.

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Examples are consulting services, summer camps for public school students, community meetings, cultural and recreational programs that are not part of the Student Service program, psychological counseling centers that are not part of a health science center, and speech and hearing clinics.

**34 Cooperative Services (Non-E&G)** – Included is space providing resources, services, and expertise outside the context of the institution's regular instructional, research, and support programs. Administration and fiscal control are cooperative efforts with outside agencies. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered.

Examples are consulting services, soil testing, and special institutes or seminars for companies or businesses.

**35 Public Broadcasting Services (Non-E&G)** – Included is space provided for the operation and maintenance of broadcast services operated outside the context of the institution's instructional, research, and support programs.

Excluded are broadcast services, which are student laboratories (General Academic Instruction 11), student broadcasting clubs (Social and Cultural Development 52), and independent operations (Independent Operations/Institutional 91). Public Broadcasting Services usually receive funding from national public broadcasting agencies and listener support grants. Staffed by professionals, they can provide music, news, weather, sports, and special programming.

#### **Academic Support**

This category provides support services for an institution's primary mission for instruction, research, and/or public service.

**41 Library Services** – This is centrally operated, staffed, and controlled library space for the collection, cataloging, storage, and distribution of published materials. Library Services are separately funded and do not include departmental libraries furnished by departmental operating funds. The CIP code for central library space is General Use (000000). Branch libraries serving specific disciplines are coded with the appropriate CIP (law, art, etc.).

Examples of Library Services are materials acquisition, information desks, indexes, reference services, stack areas, reading/stack areas, study areas, inter-library loan offices, binding areas, and repairing areas.

**42 Museums and Galleries (Non-E&G)** – This includes space for the collection, preservation, and exhibition of historical materials, art objects, scientific displays, and other related activities. The CIP code for central Museum and Gallery space is General Use (000000). Branch museums serving specific disciplines are coded with the appropriate CIP (pharmacy, medicine, etc.) Research associated with a museum is individual or Project Research (22).

Examples of Museum and Gallery space include cataloging, repairing, specimen photography, specimen identification, exhibits, and reference services.

**43 Educational Media Services** – This includes space for audio, visual, and other media

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services that support instruction, research, and public service. Typically, Educational Media Services provide equipment (VCRs, projectors, tape recorders), prerecorded materials (video tapes, films), and media production (graphics designs, video production) for instruction, research, and public service. Areas that provide media production for institutional information, news, or public relations offices are Public Relations and Alumni Records (66).

**44 Academic Computing Support** – This space includes mainframe computer rooms and computer maintenance areas that provide support for instruction, research, and public service. This is often part of a central mainframe computer center that additionally provides Administrative Computing or Telecommunication Support (64) and, in these cases, room data is prorated. This category does not include computer laboratories and study areas with computer equipment.

Examples of Academic Computing Support space are mainframe computer rooms, areas for software development, equipment storage, computer personnel offices, and computer center reception areas.

**45 Ancillary Support** – This is space unique to a particular academic program or department, and descriptions are so numerous that categories were not created for them.

Examples are demonstration schools, planetariums, animal quarters, kilns, glassblowing shops, nuclear reactors, university presses, and Vivarium.

**46 Academic Administration** – This includes space for academic deans, department heads, and their administrative staffs. The category also includes academic advising offices where students receive counseling on courses to take and have degree plans prepared. Space assigned to administrative officers (vice presidents, vice chancellors, etc.) is Executive Management (61). Functional Category Code for deans and department heads who also teach is prorated to reflect Academic Administration (46) and General Academic Instruction (11).

**47 Course and Curriculum Development** – This space is for the formal planning and development of the institution's curriculum. Generally, these responsibilities are assigned to the academic vice president's area. Activities include course and curriculum research, curriculum development and modification, and curriculum evaluation.

**48 Academic Personnel Development** – This space provides the faculty with opportunities for academic growth and development. Included are departmental research areas when the research is for the professional development of academic personnel not separately budgeted.

Examples are rooms used for professional meetings, recitals, publishing, faculty development programs, and in-service faculty education programs.

### **Student Service**

This category includes space for programs that contribute to the emotional and physical well being of students as well as their intellectual, cultural, and social development. These programs are outside the context of the institution's formal instructional and research missions.

**51 Student Service Administration** – This is space for the administration of student service

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activities. Excluded are chief administrative offices (vice-president or vice-chancellor for student affairs) and offices for specific programs (placement, financial aid, etc.)

Examples of Student Service Administration titles are dean of students, dean of student personnel services, and dean of women. Also included is international student advising when it is supported by state funds.

**52 Social and Cultural Developments (Non-E&G)** – This space is assigned to programs that provide social and cultural development outside the formal academic program. Activities typically are supported by student fees and controlled by the student body. Excluded from this category is Intercollegiate Athletics (56).

Examples of Social and Cultural Development are areas for orientation, students' legal advising, inter-cultural services, student organizations, student newspapers, student government, intramural athletics, art exhibitions, concerts, drama productions (including green rooms), and recreation. Typical Space Use Codes associated with Social and Cultural Developments are Special Class Laboratory (220), Office (310), Assembly (610), Exhibition (620), Recreation (670), and Meeting Room (680). In some disciplines, such as journalism and art, student newspapers and exhibitions also are instructional laboratories. Data for these are to be prorated to reflect dual usage.

**53 Placement and Career Guidance** – Activities in these areas are provided to assist students in obtaining employment upon leaving the institution. Offices that assist students obtain part-time employment as a means of defraying educational expense and are Financial Aid Administration (54).

Examples of Placement and Career Guidance are career placement offices, career counseling and guidance offices, and vocational testing services.

**54 Financial Aid Administration** – Activities in these areas provide financial aid counseling and evaluation, financial aid records maintenance and reporting, and student employment services. Also included are student loan offices.

**55 Student Auxiliary Services (Non-E&G)** – Provided in these areas are housing administrative services, food services, retail services, concessions, and specialized services. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered. If the service benefits students, faculty, and staff, data is prorated to reflect Faculty and Staff Auxiliary Services (65).

Examples of Student Auxiliary Services are bookstores, cafeterias, snack bars, vending areas; photocopy areas where a fee is charged, duplicating areas where fees are charged, billiards rooms, childcare centers for children of students, and telephone switch rooms where service is provided to students in dormitories.

**56 Intercollegiate Athletics (Non-E&G)** – This includes all areas involving intercollegiate athletics: athletic directors' offices, coaches' offices, training rooms, dressing rooms, stadiums, gymnasiums, athletic meeting rooms, cheerleading offices, concessions, athletic fund raising areas, and sports information offices. Some athletic departments provide tutors and academic

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study rooms with computers and libraries. The usage type remains General Academic Instruction (11) as with the academic departmental study rooms and access may be restricted. Data on offices of athletic staff members who also serve on the faculty is prorated to reflect General Academic Instruction (11).

**57 Student Health/Medical Services (Non-E&G)** – This is space for student medical care and services, behavioral counseling, wellness programs, dental care, rehabilitative care, and patient education. These programs typically are supported by student fees and/or income from fees charged for services rendered.

Examples are infirmaries, student health services, counseling centers, and wellness programs.

#### **Institutional Administration**

This category includes space for operations that provides planning and executive direction, public relations, employee services, and student recruiting and admissions.

**61 Executive Management** – This is space assigned to boards of regents, chancellors, provosts, presidents, vice-chancellors, vice-presidents, vice-provosts, and emeritus executive management administrators. Also included here are offices that report directly to the chief executive officer: internal audits, risk management, affirmative action, institutional attorney, institutional planning, human resource management, and assistant to the president.

**62 Financial Management and Operations** – This space includes financial management and fiscal offices that generally come under the wing of the institution's chief fiscal officer.

Examples are comptroller, business manager, bursar, payroll, accounts receivable, accounts payable, travel reimbursement, accounting, cashier, and internal auditing if the internal auditor does not report directly to the chief executive officer.

**63 General Administration and Logistical Services** – This space is used for administration of personnel programs, real and personal property management, purchasing operations, transportation, public safety, and security.

Examples are personnel administration, faculty/staff insurance administration, faculty/staff records, room scheduling, facilities management and reporting, room scheduling, campus police, trash collection, purchasing, shipping and receiving, inventory control, central storage, motor pool, campus mail, and printing and duplicating services. The category also is General Administration and Logistical Services for space assigned to affirmative action officers, human resource officers, and risk managers who do not report directly to the chief executive officer.

**64 Administrative Computing or Telecommunication Support** – This space includes mainframe computer rooms, computer maintenance areas, telecommunication switch rooms, and telecommunication maintenance rooms that provide administrative support. This often is part of a central mainframe computer center that also provides Academic Computing Support (44). In these cases, room data is prorated. This category does not include computer laboratories and study areas with computer equipment. Telephone switch areas that provide service to dormitories are Student Auxiliary Services (55). Data for switch areas that provide both institutional and residential service is prorated Administrative Computing or

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Telecommunication Support and Student Auxiliary Services (55). Telephone closets are Non-Assignable Mechanical Areas (03).

Examples of this space are mainframe computer rooms, areas for software development, equipment storage, computer personnel offices, and computer center reception areas.

**65 Faculty and Staff Auxiliary Services (Non-E&G)** – These areas provide housing administrative services, food services, retail services, concessions, and specialized services. A fee often is charged for the service but it is not necessarily equal to the cost of the service rendered. If the service benefits students, faculty, and staff, data is prorated to reflect Student Auxiliary Services (55).

Examples of Faculty and Staff Auxiliary Services are faculty/staff clubs, faculty/staff coffee shops, vending areas in faculty lounges, wellness programs where fees are charged, and childcare centers provided only for children of faculty and staff. Governmental relations activities other than those assigned to the institution's legal office are also Faculty and Staff Auxiliary Services.

**66 Alumni Records (Non-E&G)** – This is space for operations that maintain relations with the alumni.

Examples are maintaining mailing lists and other data on the institution's former students. Alumni offices also maintain data on funds raised. Sports information offices are Intercollegiate Athletics (56).

**67 Student Recruitment and Admissions** – Activities in these areas include the identification and recruitment of prospective students and the processing of admissions applications.

**68 Student Records** – Activities in these areas include maintaining, handling, and updating records for current and former students.

Examples are registrars' offices and transcript offices.

**69 Public Relations/Development** – This space is for operations that maintain relations with the local community and general public about the institution.

Examples are news and information offices that provide news releases, internal newsletters, institutional brochures, and other news publications.

### **Physical Plant Operations**

This category includes space for operations providing maintenance of buildings, grounds, and utilities and for planning and designing future plant expansions and modifications.

**71 Physical Plant Administration** – This includes space assigned to the physical plant director, campus architects, and construction engineers.

**72 Building Maintenance** – This space includes Shops (720), Offices (310), and other areas required for the routine repair and maintenance of buildings and structures.

**73 Custodial Services** – This space includes Offices (310) and other assignable areas

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required for custodial service. Custodial closets are Non-Assignable Custodial Areas (02) if reported on the facilities inventory.

**74 Utilities** – This space includes Offices (310), Shops (720), and other areas required to provide heating, cooling, light and power, gas, water, and other utilities necessary for the operation of the physical plant. Mechanical rooms are Non-Assignable Mechanical Areas (03) if reported on the facilities inventory.

**75 Landscape and Grounds Maintenance** – This includes Offices (310), Shops (720), Field Service (560) buildings, and other areas required for grounds maintenance and landscape.

**76 Construction Project Management** – This includes institutional staff that manages and/or oversees construction projects.

#### **Independent Operations**

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Examples are commercial rental property, conference centers, hotels, and restaurants, independent public school districts within the institution, and development or fund-raising offices.

**92 Independent Operations/External Agencies (Non-E&G)** – This is space controlled and/or leased to outside agencies, including state agencies.

Examples are facilities provided to a community college to teach nursing, federally funded research centers and other operations. When one institution leases and/or controls space on another institution's campus, the institution owning the space reports it as Independent Operations/External Agencies (91), and the institution controlling the space should report its actual usage.

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