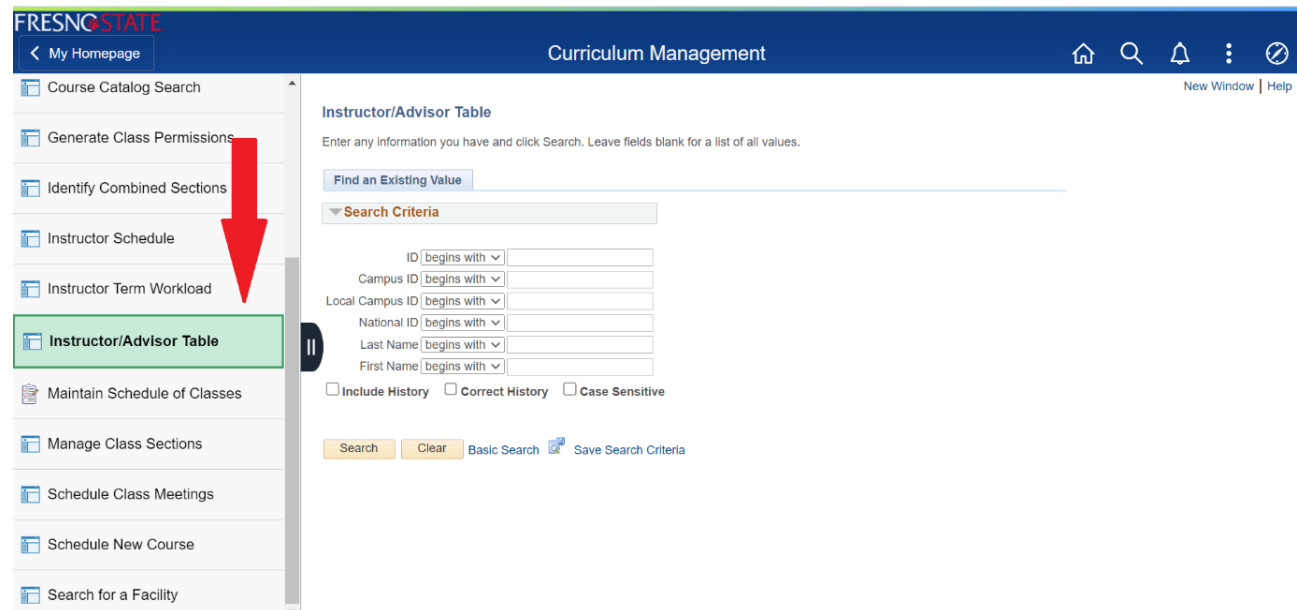
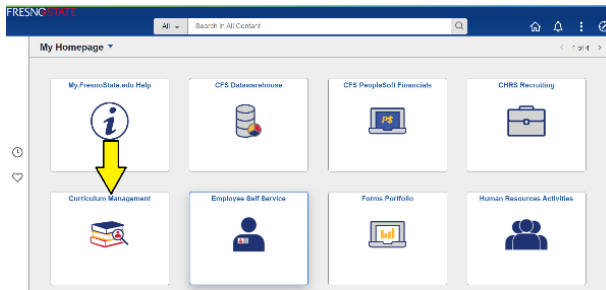


From Fluid Home Page Click on Curriculum Management > Instructor/Advisor Table



INSTRUCTOR/ADVISOR TABLE: PeopleSoft Fields listed below have to be updated or verified

FIELD

<i>Instructor/Advisor Table Tab</i>	
1) Instructor ID Number	Enter the instructor's Fresno State ID number and click on "search;" or search by first name and last name.
2) Effective Date	For a new instructor, the <u>Effective Date</u> <i>has to be on or before</i> the first day of the semester in which the instructor will be teaching.
3) Instructor Type	Select the appropriate value. If you're not sure, check with your dean's office, department chair or with Faculty Affairs: facultyaffairs@mail.fresnostate.edu
4) Institution	This is always "FRSNO."
5) Primary Academic Org	Enter your three-digit department code here. This will determine to which department's FAD this instructor will be attached.
<i>Approved Courses Tab</i>	
6) Seq Nbr	This box will auto-populate with each new row you add.
7) Acad Org	Enter the correct three-digit department code for the Subject Area being taught. An instructor may have more than one Academic Org for which they are teaching classes. If an instructor can teach any course within a department, only enter the department code. If an instructor is limited to teaching specific classes within a department, you must set the Subject, Course ID and Offer Nbr for each of those courses.
8) Subject Area, Course ID & Offer Number	Enter the prefix for the Subject Area and tab over. Enter the course ID#, tab over and the Offer Nbr and Catalog Nbr will auto-populate.
9) CLICK ON SAVE	** SCREENSHOTS NEXT 2 SLIDES **

Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID begins with **1**

Campus ID begins with

Local Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Instructor/Advisor Table Approved Courses

2 Instructor Details Find | View All First 1 of 2 Last

*Effective Date 05/01/2012 *Status Active + -

*Instructor Type Assistant Professor **3** Advisor

*Academic Institution FRSNO **4** California State Univ Fresno

*Primary Acad Org 675 **5** Sociology

*Instructor Available Available

Instructor/Advisor Role Find | View All First 1 of 1 Last

Advisor Number 1 Percent of Appointment + -

*Academic Career

Academic Program

Academic Plan

Academic Sub-Plan

Save Return to Search Previous in List Next in List Notify Update/Display Include History Correct History

FLUID NAVIGATION > CURRICULUM MANAGEMENT > INSTRUCTOR/ADVISOR TABLE

FRESNO STATE

Instructor/Advisor Table

Approved Courses

Instructor Details

Find | View All First 1 of 2 Last

Effective Date 05/01/2018 Status: Active

Instructor Type: Assistant Professor Advisor

Academic Institution FRESNO STATE UNIVERSITY California State Univ Fresno

Primary Acad Org 675 Department of Psychology

Course Descriptions Personalize | Find | First 1-8 of 8 Last

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1	675					
2	665					
3	84	EXEDUC	600375	2	181	
4	84	EXBUSN	600409	2	134	
5	84	EXBUSN	600426	2	135	
6	675	SOC	018215	1	130WS	

Blank - allows instructor to teach any course within the dept

Don't need this row since first row allows any courses within Acad Org #675.

Save

Return to Search

Notify

Update/Display

Correct History

INSTRUCTOR TERM WORKLOAD: PeopleSoft Fields listed below have to be updated or verified

WORKLOAD ASSIGNMENT TAB

Scroll to the correct term by using the arrows in the blue Workload Definition header.

1) Work Assignment Tab	This should reflect what the instructor is teaching or other applicable work assignments. Verify all the instructor's classes for the semester are listed.
2) Work Load Column	An instructor's workload can be incorrect if the instructor EMPLID was changed on the Meetings tab of Maintain Schedule of Classes, rather than the row being deleted and a new row being added.
3) APDB Departmental Assignments	DO NOT ENTER anything in the box marked "APDB Departmental Assignments." This area will be completed in the Scheduling Office.

For Assigned Time fill in the items below.

4) Description	Type a brief description indicating what the faculty is receiving Assigned Time for (see your Assign Time Code list for codes and descriptions).
5) Assigned Type	Choose the correct Assign Type from the drop-down menu (<i>see Assign Type Worksheet sent</i>).
6) Assigned Type Reason	Click on the "Assign Type Reason" link to choose the reason the instructor is receiving Assign Time. This is a MUST for IAF and OSF Assign Time.
7) APDB Dept ID	This must be entered. Choose the corresponding Academic Organization number for each class being taught or for the dept from where the Assign Time is being paid.
8) Workload	WTUs must be entered for Assign Time. For classes taught, usually the Workload will auto-populate based on the information in the Meetings tab in Maintain Schedule of Classes.

JOB CODE TAB

Verify the correct active job record is displayed for this semester.

9) Empl Rcrd #	When adding Assign Time, update Job Record to current active job record number if different than zero (will default to 0). For classes, the number will auto-populate from information in the Meetings tab in Maintain Schedule of Classes <i>and incorrect numbers have to be corrected there.</i>
-----------------------	---

SCREENSHOTS NEXT 2 SLIDES

Scroll to correct term

Term Workload

Workload Definition Find | View All First 4 of 48 Last

Academic Institution: FRSNO California State Univ Fresno

Term: Spring 2018

Instructor Assignment Class: Full-time faculty

Instructor Type: Assistant Professor

Calculate Workload: Assigned FTE %:

Limit Workload: Instructor Multiplier %:

Total Term FTE%
80.00

Primary Department: 675

APDB Departmental Assignments

*Department	IFF	IAF	OSF		
675	1000	0000	0000	Primary Assignment	<input type="button" value="+"/> <input type="button" value="-"/>

*Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	*Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %
Department Chair						0	IAF	Assign Type Reason	675	6.00	<input checked="" type="checkbox"/>	40.00
Soc Race & Ethn	SOC	111	01	31060		36	IFF	Assign Type Reason	675	3.00	<input checked="" type="checkbox"/>	20.00
Field Exp Soc	SOC	185	06	30680			Not Includ	Assign Type Reason	675		<input type="checkbox"/>	
Independ Study	SOC	190	02	30681			Not Includ	Assign Type Reason	675	1.33	<input type="checkbox"/>	
Independ Study	SOC	190	06	30682			Not Includ	Assign Type Reason	675		<input type="checkbox"/>	
Independ Study	SOC	190	04	30728			Not Includ	Assign Type Reason	675		<input type="checkbox"/>	
Field Exp Soc	SOC	185	04	30810			Not Includ	Assign Type Reason	675	3.66	<input type="checkbox"/>	
Terrorism Genoc	SOC	150T	04	36950		21	IFF	Assign Type Reason	675	3.00	<input checked="" type="checkbox"/>	20.00
Field Exp Soc	SOC	185	02	30679			Not Includ	Assign Type Reason	675	3.00	<input type="checkbox"/>	

Assign Type Reason

Assignment Type: IAF

Workload Reason Code: Department Chair, Acad Year

Time Source Code: Department

6

OK Cancel

Workload Assignment							Job Code		
* Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code		
Department Chair-SOC						0	2482	+	-
Soc Race & Ethn	SOC	111	01	31060	Regular Academic Session	0	2482	+	-
Field Exp Soc	SOC	185	06	30680	Regular Academic Session	0	2482	+	-
Independ Study	SOC	190	02	30681	Regular Academic Session	0	2482	+	-
Independ Study	SOC	190	06	30682	Regular Academic Session	2	2357	+	-
Independ Study	SOC	190	04	30728	Regular Academic Session	0	2482	+	-
Field Exp Soc	SOC	185	04	30810	Regular Academic Session	0	2482	+	-
Terrorism Genoc	SOC	150T	04	36950	Regular Academic Session	0	2482	+	-
Field Exp Soc	SOC	185	02	30679	Regular Academic Session	0	2482	+	-

9

Using OSF (Other Support Fraction) as the “Assign Type” for Assigned Time

Any assignment for which a department receives funding or backfill should be coded as an Assign Type of OSF. In the “Description” box, you need to identify the source* of funding from the following list:

OSF Assign Time	Workload Reason Code	Time Source Code
Provost – state side	GF – non-instructional/backfill	University
Provost - foundation	Grant or Research (Non GF)	Reimbursed
Dean – foundation	Teaching (Non GF)	Reimbursed
Grant/contract	Grant & Research (Non GF)	Reimbursed

**If there are multiple sources of funding for OSF, then additional rows should be added for each source and the wtu distributed accordingly.*

SCREENSHOTS NEXT SLIDE

Workload Assignment		Job Code												
* Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	* Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %		
Independ Study	SOC	190	02	30575		0	IFF	Assign Type Reason	675		<input checked="" type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
Field Exp Soc	SOC	185	06	30574		0	IFF	Assign Type Reason	675		<input checked="" type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
Soc Race & Ethn	SOC	111	06	30558		0	IFF	Assign Type Reason	675	3.00	<input checked="" type="checkbox"/>	20.00	<input type="button" value="+"/>	<input type="button" value="-"/>
Soc Race & Ethn	SOC	111	01	30892		0	IFF	Assign Type Reason	675	3.00	<input checked="" type="checkbox"/>	20.00	<input type="button" value="+"/>	<input type="button" value="-"/>
Field Exp Soc	SOC	185	04	30692		0	IFF	Assign Type Reason	675		<input checked="" type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
Field Exp Soc	SOC	185	02	30573		0	IFF	Assign Type Reason	675		<input checked="" type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
Research Grant						0	OSF	Assign Type Reason	675	6.00	<input checked="" type="checkbox"/>	40.00	<input type="button" value="+"/>	<input type="button" value="-"/>

Assign Type Reason

Assignment Type:

OSF

Workload Reason Code:

Grant or Research (Non-GF)

Time Source Code:

Reimbursed

OK

Cancel

HOW TO REVIEW YOUR FAD:

1) Run your FAD Report	Run your FAD report by first filling in the appropriate Report Request Parameters: Term, Academic Group (2-digit college number), and Academic Organization (3-digit department number). Pathway: REPORTS PORTFOLIO > STUDENT ADMINISTRATION > COURSE SCHEDULING/CURRICULUM > FACULTY ACTIVITY DETAIL
2) Run Job Data Audit Report	Run the APDB Term Workload-Job Data Audit report. You will use this report to assist you with the review of your FAD report. Pathway: REPORTS PORTFOLIO > STUDENT ADMINISTRATION > COURSE SCHEDULING/CURRICULUM > APDB TERM WL-JOB DATA RPT
3) Review Each Instructor	For each instructor in your FAD, verify WTUs. The total WTUs in the FAD report should match up with the contracted “Fract” on the APDB Term Workload-Job Data Audit report.
4) Discrepancies	A common issue is 0.00 Wtu showing for a faculty. In these cases, most likely the Meeting APDB Mapping Values are missing or incorrect. Space type must correspond with the class component. Example: Lecture = Space Type 1 Lecture. OLD Learning Md: = F for face-to-face.
5) A, F, and S Matter!	If the Learning Mode is left blank in the Meeting APDB Mapping Values, the Wtu for the faculty teaching that class will show up as 0.00. A = Asynchronous instruction -used only for fully-online classes with no scheduled meeting times F = Face-to-face instruction –used for classes meeting face-to-face only or face-to-face/online S = Synchronous instruction – used for online classes with scheduled meeting times
6) Empl Rec #	Compare the Empl Rec # listed for a faculty in Maintain Schedule of Classes to the Term Workload-Job Data Audit report. The Empl Rec # should correspond to the correct active Job Rcd in the Term Workload-Job Data Audit report.
7) Discrepancies	An instructor may have more than one active Job Rcd if he is teaching in more than one department. In this case, make sure the correct active Job Rcd and department correspond with the correct Empl Rec #.
8) Making corrections	You can make corrections to the Empl Rec # in Maintain Schedule of Classes in the Meetings Pattern tab. Under “Instructors for Meeting Pattern” click on the magnifying glass by the Empl Rcd # box and you will see the active Empl Rcd number(s) for which this instructor is actively contracted.
SCREENSHOTS NEXT 6 SLIDES	

Running your FAD report

Faculty Activity Detail

Run Control ID: Report Manager Process Monitor **5** Run

Report Request Parameters

Term: **1** Spring 2018

Academic Group: Science and Mathematics **2**

Academic Organization: Biology **3**

4 Save Return to Search Previous in List Next in List Notify Add Update/Display

Running your APDB Term Workload-Job Data Audit report

APDB Term WL - Job Data Rpt

Fresno - SR - APDB Term Workload - Job Data Audit Report

Run Control ID: Report Manager Process Monitor **4** Run

Report Request Parameters

*Term: **1** Spring 2018

Acad Org: **2** Biology
(Leave Blank for All)

3 Save Notify Add Update/Display

Faculty Activity Detail

Report ID: FRCU0006
 Institution: FRSNO
 Acad Term: 2187 Fall 2018
 School: 32 Social Sciences

California State University, Fresno
 Faculty Activity Detail

Page 1
 Report Date: 04/25/18
 Report Time: 08:18:34

Department: 197 Criminology

Section ID	ENR	CS	ADJ CCU	Meet Days	Begn Time	End Time	TBA Hrs	Space Facility ID	Type	TTF	SCU	FCH	Drcr WTU	Incr WTU	IAF	OSF	Total WTU	
Job: 2358 Lecturer AY Grade: 2 Lecturer A																		
CRIM 101	05	3	02	3.0	M	06:00PM	08:50PM	0.0	S147	Lecture	100.00	9.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 101	07	4	02	3.0	TH	06:00PM	08:50PM	0.0	S145	Lecture	100.00	12.0	0.0	3.00	0.00	0.00	0.00	3.00
Total for this assignment											21.0	0.0	6.00	0.00	0.00	0.00	6.00	
Job: 2360 Instr Fac AY Grade: 3 Asst Professor																		
CRIM 153	18	4	02	3.0	ARR			0.0	DGTCAMP	Non-Cap	100.00	12.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 154	02	10	02	3.0	TTH	11:00AM	12:15PM	0.0	ED172	Lecture	100.00	30.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 157	01	5	02	3.0	TTH	12:30PM	01:45PM	0.0	LS134	Lecture	100.00	15.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 180	01	23	04	3.0	W	05:00PM	10:00PM	0.0	P ED CTR	Lecture	100.00	69.0	0.0	3.00	0.00	0.00	0.00	3.00
Total for this assignment											126.0	0.0	12.00	0.00	0.00	0.00	12.00	
Job: 2360 Instr Fac AY Grade: 3 Asst Professor																		
CRIM 153	16	1	02	3.0	TH	06:00PM	08:50PM	0.0	S2208	Lecture	100.00	3.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 155	02	48	02	3.0	M	06:00PM	08:50PM	0.0	S2208	Lecture	100.00	144.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 170	12	20	04	3.0	ARR			0.0	DGTCAMP	Non-Cap	100.00	60.0	0.0	3.00	0.00	0.00	0.00	3.00
CRIM 180	02	5	04	3.0	W	05:00PM	10:00PM	0.0	P ED CTR	Lecture	100.00	15.0	0.0	3.00	0.00	0.00	0.00	3.00
Total for this assignment											222.0	0.0	12.00	0.00	0.00	0.00	12.00	
Job: 2358 Lecturer AY Grade: 2 Lecturer A																		
CRIM 2	09	1	02	3.0	T	06:00PM	08:50PM	0.0	SS105	Lecture	100.00	3.0	0.0	3.00	0.00	0.00	0.00	3.00
Total for this assignment											3.0	0.0	3.00	0.00	0.00	0.00	3.00	

APDB TERM WORKLOAD-JOB DATA AUDIT REPORT

[MAIN MENU > REPORTS PORTFOLIO](#)
[> STUDENT ADMINISTRATION >](#)
[COURSE SCHEDULING/CURRICULUM](#)
[> APDB TERM WL-JOB DATA RPT](#)

Report ID: FRCU0105-05

California State University, Fresno
 APDB TERM WORKLOAD - JOB DATA AUDIT REPORT

Page No. 1
 Run Date 07/23/2018
 Run Time 13:59:43

Term: 2183 - Spring 2018
 Acad Org: 145 - Biology
 Department: 32241 - Biology



Term Workload			Job									
Name	Emplid	Term Rcd	Job Rcd	Empl Status	Jobcode	Department	Empl Class	FTE	Fract	Sal Ad Plan	Grade	APDB Map
		2	0	Terminated	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.4000	6/15	114	1	7
			1	Terminated	1150-Instr Stdnt Asst	32241-Biology	OBSOLETE	0.0100	0/0	110	0	
			2	Active	2358-Lecturer AY	32241-Biology	OBSOLETE	0.8000	12/15	335	2	2
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.3467	26/75	114	1	7
		0	0	Active	2358-Lecturer AY	32241-Biology	OBSOLETE	0.5333	8/15	335	2	2
			1	Terminated	1870-Student Asst	32241-Biology	OBSOLETE	0.0100	0/0	E08		8
			2	Terminated	2354-Teaching Associate AY	22131-FVPAA	OBSOLETE	0.2000	3/15	114	1	7
		0	0	Active	2360-Instr Fac AY	32241-Biology	OBSOLETE	0.5000	1/2	321	5	5
			1	Terminated	2360-Instr Fac AY	29212-Curr&Edtec	OBSOLETE	0.5000	1/2	321	5	5
			4	Terminated	2457-If Summer Session State Sup	29218-Joint Doc	OBSOLETE	0.2500	0/0	334	1	1
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.2667	4/15	114	1	7
		0	0	Active	2358-Lecturer AY	32241-Biology	OBSOLETE	0.1000	1/10	335	3	3
		0	0	Active	2360-Instr Fac AY	32241-Biology	OBSOLETE	1.0000	0/0	321	5	5
			2	Terminated	2359-Lecturer 12 Mo	21128-Enh T&L	OBSOLETE	0.0000	0/0	336	5	5
		1	0	Terminated	1870-Student Asst	32241-Biology	OBSOLETE	0.0100	0/0	E08		8
			1	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.4000	6/15	114	1	7
		0	0	Active	2360-Instr Fac AY	32242-Chemistry	OBSOLETE	1.0000	0/0	321	3	3
		0	0	Active	2360-Instr Fac AY	32241-Biology	OBSOLETE	1.0000	0/0	321	4	4
		0	0	Active	2360-Instr Fac AY	32241-Biology	OBSOLETE	1.0000	0/0	321	5	5
			6	Terminated	2457-If Summer Session State Sup	32241-Biology	OBSOLETE	0.2500	0/0	334	1	1
		0	0	Active	1150-Instr Stdnt Asst	32241-Biology	OBSOLETE	0.0100	0/0	110	0	
			1	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.1733	13/75	114	1	7
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.1733	13/75	114	1	7
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.1733	13/75	114	1	7
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.2200	11/50	114	1	7
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.2600	13/50	114	1	7
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.1733	13/75	114	1	7
		0	0	Active	2358-Lecturer AY	32241-Biology	OBSOLETE	1.0000	15/15	335	2	2
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.3467	26/75	114	1	7
		0	0	Active	2358-Lecturer AY	32241-Biology	OBSOLETE	0.2667	4/15	335	3	3
		0	0	Active	2360-Instr Fac AY	32241-Biology	OBSOLETE	1.0000	0/0	321	5	5
			2	Terminated	2457-If Summer Session State Sup	32241-Biology	OBSOLETE	0.2500	0/0	334	1	1

Meeting APDB Mapping Values

Space Type: 1 Lecture

TBA Hours:

OLD Learning Md: F Face to Face

OK

Learning mode must be filled in for an instructor's WTUs to show up on the FAD.

Space type must correspond with the class component:

Lecture or Seminar = 1 Lecture (space type)

Lab or Activity = 2 Laboratory

Supervision or Online classes = 3 Non-capacity

A = Asynchronous instruction - used only for fully-online classes

F = Face-to-face instruction – used for F2F only and for Hybrid (F2F/online) classes

S = Synchronous instruction – used for online classes with scheduled meeting times

WTUs on the FAD (Faculty Activity Detail)

FCH	Drct WTU	Indr WTU	IAF	OSF	Total WTU
0.0	3.00	0.00	0.00	0.00	3.00
0.0	3.00	0.00	0.00	0.00	3.00
0.0	6.00	0.00	0.00	0.00	6.00



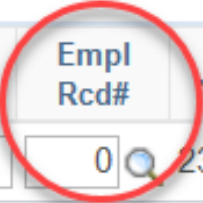
Fract on the APDB Term Workload-Job Data Audit report

	FTE	Fract	Sal Ad Plan	Grade	APDB Map
TE	0.4000	6/15	114	1	7
TE	0.0100	0/0	110	0	
TE	0.8000	12/15	335	2	2
TE	0.3467	26/75	114	1	7



Empl Rcd # in Maintain Schedule of Classes

Contact	Empl Rcd#	Job Code
	0	2360

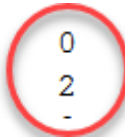


Job Rcd # in APDB Term Workload-Job Date Audit Report

0	0	Active
0	0	Active
	1	Terminated
	2	Terminated

Example of faculty with two active job record numbers:

0	0	Active	2360-Instr Fac AY
0	2	Active	2482-Dept Chair AY



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

Course ID 015552 Course Offer

Academic Institution California State Univ Fresno

Term Fall 2018 Undergrad

Subject Area GEOG Geography

Catalog Nbr 115 Violent Weather

Class Sections

Session: REG Regular Academic Session

Class Section: 06 Component: Lecture

Associated Class: 6 Units: 3.00

Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg End M T W T

S147 48 TTH 2:00PM 3:15PM

S 147 Topic ID: Free Format

Instructors For Meeting Pattern

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
104784979	Ogunjemiyo,Segun	Prim Ins	<input checked="" type="checkbox"/>	Approve		1	2360

Room Characteristics

*Room Characteristic

*Quantity

Academic Shift

Personalize | Find | First 1 of 1 Last

Look Up Empl Rcd#

Empl ID 104784979

Empl Rcd Nbr =

Department ID begins with

Job Code begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	33255	Geography	2360	Instr Fac AY	Emp	Active

To correct the Empl Rcd #, select the Active record number from the results of the magnifying glass search (0 in this case), and then SAVE. This will update the Empl Rcd # box for the faculty and update your FAD.

Room Characteristics

*Room Characteristic

Academic Shift

Academic Shift

Save Return to Search

1 2358

First 1 of 1

*Quantity

1

First 1 of 1

The Basics of CS #s – Course Classification Numbers

Determining Workload

The contact hours for each CS # can be found on the Course Classification Number Chart along with the corresponding K factor. The chart also includes a description of different CS numbers.

FLUID NAVIGATION > CURRICULUM MANAGEMENT > MAINTAIN SCHEDULE OF CLASSES

FRESNO STATE

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

Course ID 001381 Course Offering Nbr 1
 Academic Institution California State Univ Fresno
 Term Fall 2018 Undergrad
 Subject Area HIST History
 Catalog Nbr 11 Am Hst to 1877

Class Sections Find | View All First 1 of 31 Last
 Session: REG Regular Academic Session Class Nbr: 70712 Class APDB Mapping Values
 Class Section: 01 Component: Lecture Event ID: 000161785
 Associated Class: 1 Units: 3.00

Meeting Pattern Find | View All First 1 of 1 Last
 Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 SS103 43 MWF 8:00AM 8:50AM [x] [x] [x] [] [] [] [] 08/23/2018 12/20/2018
 SS 103 Topic ID: Free Format
 Topic: []
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern Personalize Find | View All First 1 of 1 Last
 Assignment Workload

APDB Class Section Values

CS Number: 02

Workload Factor: K 1.0

Component Units: 3.00

Component Students:

Group Code Control:

*APDB Learning Mode: 09

1 contact hour or K factor = 1

K factor (1) x Comp Units (3) = 3 WTUs

Lecture

How many hours per week will this class need to meet?

1 contact hour x 3 units = 3 hours/week

CS#s determine workload, so this is a data element that must go through the curriculum approval process. The CS# in the APDB Class Section Values should always match what's in the catalog for that course.

SCREENSHOTS NEXT SLIDE

Example of WTUs for a LAB class:

APDB Class Section Values

CS Number: 13

Workload Factor: K 1.3

Component Units: 1.00

Component Students:

Group Code Control:

*APDB Learning Mode: 09

OK Cancel

2 contact hours and K factor = 1.3

Lab

K factor (1.3) x Comp Units (1) = 1.3 WTUs

How many hours per week will this lab class need to meet?

2 contact hours x 1 unit = 2 hours/week

The S factor for a Supervision class can also be found on the Course Classification Number chart along with a description for each S #.

An instructor's WTUs for these classes depend on the number of students enrolled in the class.

Example of WTUs for a Supervision class:

APDB Class Section Values

CS Number: 25

Workload Factor: S 0.500

Component Units: 1.00

Component Students: 4.00

Group Code Control:

*APDB Learning Mode: 09

OK Cancel

Contact hours = n/a
S factor = .500

Supervision

S factor (.500) x students enrolled (4) = 2 WTUs

Supervision classes have an S factor rather than a K factor for workload. They are typically ARR for meeting times/frequency.

Checking Contact Hours for Your Department's Classes:

APDB Class Section Values

CS Number:

Workload Factor: K 1.0

Component Units:

Component Students:

Group Code Control:

*APDB Learning Mode:

OK Cancel

CS# 02 = 1 faculty contact hour/unit

1 contact hour x comp units (4) = 4 hours of class meeting time/week

FLUID NAVIGATION > CURRICULUM MANAGEMENT > MAINTAIN SCHEDULE OF CLASSES

FRESNO STATE

Term: Fall 2018 Undergraduate
Subject Area: MATH Mathematics
Catalog Nbr: 101 Statistics

Class Sections

Session: REG Regular Academic
Class Section: 01 Component: Lecture Event ID: 000169420
Associated Class: 1 Units: 4.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
S2308	42	MTWT	2:00PM	2:50PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/23/2018 31 12/20/2018 31

S2 308 Topic ID: Free Format Topic:

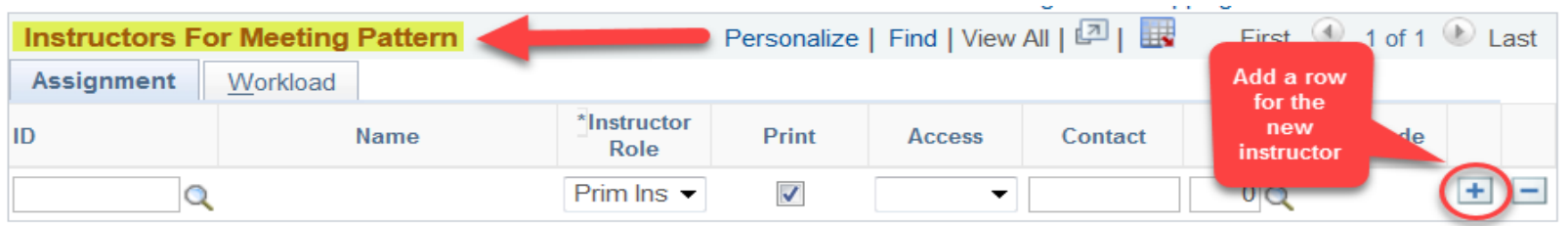
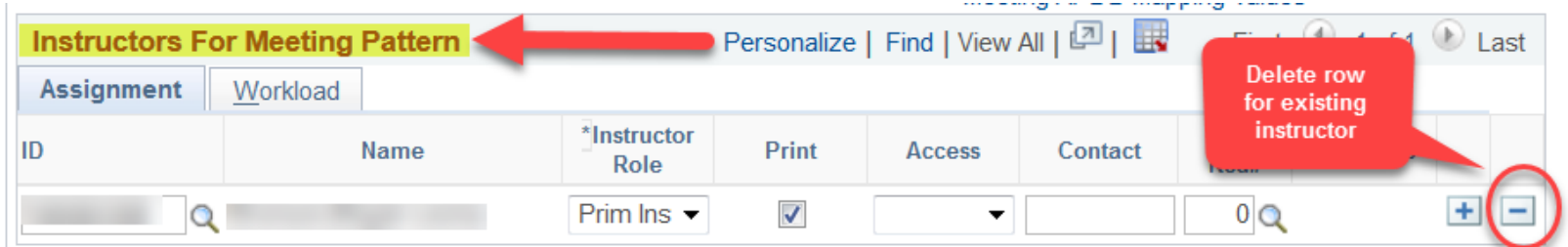
Print Topic On Transcript [Contact Hours](#) [Meeting APDB Mapping Values](#)

The class is scheduled to meet 4 x per week for 1 hour each time for a total of 4 hours of class meetings each week, which is correct based on the component units and CS#.

Other Helpful Information

Adding/Changing Instructors: (Maintain Schedule of Classes > Meetings tab > Instructors for Meeting Pattern)

- When changing the instructor for a class, DO NOT “write over” the existing instructor’s information on the Meetings Tab in Maintain Schedule of Classes
- Changing the instructor this way can create a “ghost” of the former instructor’s information and can create errors in your FAD
- Delete (-) the row for the existing instructor
- Add (+) a row for the new instructor; add their information and SAVE



This is also where you would add additional instructors.

Where to find the CS#, course component(s), grading basis, K or S factor and Unit Value for a course:

FLUID NAVIGATION > CURRICULUM MANAGEMENT > COURSE CATALOG

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution =

Subject Area =

Catalog Nbr begins with

Campus begins with

Course ID begins with

Description begins with

Include History Case Sensitive

Search [Basic Search](#) [Save Search Criteria](#)

SCREENSHOTS NEXT SLIDES

FLUID NAVIGATION > CURRICULUM MANGEMENT > COURSE CATALOG

Catalog Data Offerings Components

Course ID 001821

Effective Date 11/01/2013 Status Active Course Offering 1 of 2

Description Stat Methods

Long Course Title Statistical Methods

Long Description Prerequisite: MATH 70 or MATH 75, or MATH 75A and B; no credit if taken after MATH 108. Application of statistical procedures to examples from biology, engineering, and social science; one- and two-sample normal theory methods; chi-square, analysis of variance, and regression; nonparametric methods. Computerized statistical

Course Units/Hours/Count

Minimum Units	4.00	<input type="checkbox"/> Last Course of Mult Term Seq
Maximum Units	4.00	Enrollment Unit Load Calc Type Actual Units
Academic Progress Units	4.00	Course Count 1.00
Financial Aid Progress Units	4.00	Course Contact Hours 1.00

Course Grading

Grading Basis Student Option

Graded Component Lecture

Grade Roster Print Component

Repeat for Credit Rules

Repeat for Credit Total Units Allowed 4.00

Allow Multiple Enroll in Term Total Completions Allowed 1

Additional Course Information

Instructor Edit No Enrollment Choice

Add Consent No Special Consent Required Drop Consent No Special Consent Required

Requirement Designation

Equivalent Course Group 01405 Stat Methods

Course Attributes

FLUID NAVIGATION > CURRICULUM MANGEMENT > COURSE CATALOG

Catalog Data Offerings Components

Course ID: 001821

Effective Date: 11/01/2013 Status: Active

Description: Stat Methods

Course Component

Course Component: Lecture

Instructor Contact Hours: 1.000

Default Section Size: 25

Workload Hours: 4.00

OEE Workload Hours:

Final Exam: Yes

Exam Seat Spacing: 1

Provider for Authentication

Auto Create

Graded Component

Primary Component

Optional Component

Generate Class Mtg Attendance

Add Fee CS Number

Course Catalog CS Number

Course ID: 001821 Lecture

APDB Course Values

CS Number: 02

Workload Factor: K 1.0

Component Units: 4.00

Component Students:

Space Type: 1 Lecture

OK

Cancel

Financial Aid Units Review

UGRD = 1 x # of Units

PBAC = 1.5 x # of Units

DOCT = 2 x # of Units

FLUID NAVIGATION > CURRICULUM MANAGEMENT > ADJUST CLASS ASSOCIATIONS

Class Associations | Class Components | Class Requisites

Course ID 009220 Course Offering Nbr 1

Academic Institution California State Univ Fresno

Term Fall 2018 Postbac

Subject Area COUN Counselor Education

Catalog Nbr 239 Field Placement

Session REG Regular Academic Session

Class Roll

Class Associations Find | View All First 1 of 11 Last

Associated Class 5

Minimum Units 3.00

Academic Progress Units 3.00

Course Count 1.00

Billing Factor 1.000

Tuition Group

Maximum Units 3.00

FA Units 4.50

Course Contact Hours

*Instructor Edit No Enrollment Choice

Use Blind Grading

Save Return to Search Notify

This is a Graduate or PBAC course, so the FA (Financial Aid) units are # of units (3) x 1.5 = 4.50