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AUTHOR Martin, James S.
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ABSTRACT

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe those course-related data elements: (1) required to support current National Center for Higher Education Management Systems (NCHEMS) products; (2) anticipated as being required for future NCHEMS products; and (3) commonly maintained by institutions for operational and reporting purposes. It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist. (Author/HS)

ABSTRACT

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the project Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for purposes of soliciting comments and suggestions for improvements.

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS products.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.



National Center for Higher Education Management Systems at WICHE

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Executive Director, WICHE:

Robert H. Kroepsch

**Associate Director, WICHE, and
Director, National Center for
Higher Education Management Systems
at WICHE:**

Ben Lawrence

Assistant Director, NCHEMS:

Gordon Ziemer

Director, Research and Development Program:

Robert A. Wallhaus

**Director, Applications and Implementation
Program:**

Robert A. Huff

Program Associate:

John Minter

Communication Associate:

Jeanne E. Arnold

The Western Interstate Commission for Higher Education (WICHE) is a public agency through which the 13 western states work together

- . . . to increase educational opportunities for westerners.
- . . . to expand the supply of specialized manpower in the West.
- . . . to help universities and colleges improve both their programs and their management.
- . . . to inform the public about the needs of higher education.

The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

DATA ELEMENT DICTIONARY: COURSE

DATA ELEMENT DICTIONARY: COURSE

Second Edition

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1972

James S. Martin

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National Center for Higher Education Management Systems at
Western Interstate Commission for Higher Education

P. O. Drawer "P"

Boulder, Colorado 80302

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Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories.

The definitions of data elements included in this publication will be revised to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere.

It should also be emphasized that this document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

PREFACE

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the Data Element Dictionary Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for the purposes of soliciting comments and suggestions for improvements.

We urge the readers to review this document and forward their comments, criticisms, and suggestions directly to the author or members of the staff by March 1, 1973.

Ben Lawrence
Director

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This second edition of the Data Element Dictionary is the product of the efforts of many individuals. In particular, we are indebted to the members of the Data Element Dictionary Task Force, who generously contributed their time and efforts in the development of this edition:

Dr. Robert L. Barringer
Director of Computer Services
Evergreen State College

Anthony D. Birch
Assistant Director for
Institutional Research
Oregon State University

Richard M. Canterbury
Director of Admissions
Lawrence University

William Dye III
Assistant to the Controller
Pennsylvania State University

Francis L. George
Systems Coordinator
Wisconsin State University
System

John Gwynn
Associate Director,
Project INFO
Stanford University

John Harrison
Director, Division of
Information Systems
The California State University
and Colleges

James L. Morgan
Director, Management Information
Systems
State University System of
Florida

Frederick E. Oliver
Director, Office of Financial
Analysis
The University of Michigan

Michael M. Roberts
Director, Management Systems
Stanford University

Edward J. Schroeder
Assistant to the Vice-President
for Business Affairs
University of Rhode Island

Dr. Donald S. Stuart
Associate Executive Secretary
New Mexico State Board of
Educational Finance

Also contributing to the development of this edition of the Data Element Dictionary were the following members of the staff of the National Center for Higher Education Management Systems: Dave Clark, William Collard, Michael Haight, Richard Johnson, Dennis Jones, Charles Manning, Marilyn McCoy, Glen Miyataki, Leonard Romney, Robert Wallhaus, and Paul Wing.

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CHAPTER I
INTRODUCTION

The primary mission of the National Center for Higher Education Management Systems (NCHEMS) at WICHE is to assist higher education institutions and agencies with the development of improved resource allocation and management systems.

To meet these objectives, the Center has undertaken the development of:

1. Procedures for making information available to assist higher education administrators with internal management.
2. Analytical methods and tools.
3. Procedures to facilitate the exchange of comparable data among institutions and agencies of higher education.

The purpose of these procedures and tools will be to assist decision makers in institutions and agencies of higher education in improved analysis, planning, and resource allocation.

All of the developmental tasks mentioned above require the availability of data. Because of this requirement, many institutions can use guidance in identifying those data that should be available. The Data Element Dictionary (DED) is an attempt to respond to this need.

This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS projects.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

The first edition of the Data Element Dictionary (Thomas, 1970) was the first product produced by the Center and as such concentrated on forecasting data elements that would be supportive of other NCHEMS efforts in the area of developing planning and management systems. The second edition of the Data Element Dictionary has incorporated changes to the first edition resulting from:

1. Reactions to the first edition by the higher education community.
2. The development of other related NCHEMS products.
3. Further efforts of the DED Task Force and Center staff in developing data bases for higher education information systems.

Elements appearing in the first edition of the Data Element Dictionary have been retained with the exception of a few data elements that the Data Element Dictionary Task Force felt were no longer appropriate.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories, i.e.,

values and definitions of those values within each data element. Data categories and definitions suggested represent common usage except in those identified instances for which national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

The definitions of data elements included in this publication will be revised when appropriate to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere. In particular, the Information Exchange Procedures project will be specifying values and definitions of those values for many of the data elements.

This document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

An attempt has been made to restrict the Data Element Dictionary to only basic elemental (i.e., nonderivable) data elements. In a few cases where derived data elements were typically found to be stored by many institutions, these have also been included.

The complete Data Element Dictionary will be released in the five sections listed below:

1. Course-Related Elements
2. Facilities-Related Elements
3. Finance-Related Elements
4. Staff-Related Elements
5. Student-Related Elements

These five sections do not represent specific institutional files; rather, they represent logical groupings of data items that are separated for purposes of presentation.

CHAPTER II
DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to courses and their sections.

For purposes of the Data Element Dictionary, a course is defined as:

An organized set of activities pertaining to instruction in a particular subject matter, which is conducted during a given period of time (usually a quarter or semester) and for which credit toward graduation or certification is usually given.

A section is defined as:

A group of students assembled for instruction in a regularly scheduled meeting of a course.

Note: Separate sections should be identified for each different type of instruction, even though the same group of students is involved.

The course-related data elements identified in this section of the Data Element Dictionary have been grouped into three data blocks for convenient presentation and examination. The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices. The three blocks of course-related data elements are:

1. 001-099 Course Attribute Data

This block of data elements is designed to describe information about each course offered by the institution.

2. 101-199 Section Attribute Data

This block of data elements is designed to describe information on all sections associated with each course. There may be one or more section attribute data blocks associated with each course.

3. 201-299 Section Resource Data

This block of data elements is designed to describe information pertaining to the resources associated with each section. There may be one or more section resource data blocks associated with each section, or subset thereof.

Normally, institutions would wish to maintain these blocks of data elements historically and thus retain information on each course for every term it was offered.

These three data blocks are arranged in a hierarchy as illustrated below:

Course Attribute Data

.Section Attribute Data

-Section Resource Data

The underlying premise in this hierarchical structure is that each individual course would have one block of course attribute data associated with it. In addition, each course would have one or more sections, with each section having one block of section attribute data elements. Each section would also have one or more section resource data blocks associated with it. Because all elements in the section resource data block would not necessarily have multiple occurrences for any given section, institutions might wish to repeat only those data elements occurring multiply. Institutions should structure their data bases in such a manner as to link these three data blocks in an appropriate manner for each course.

The description of each data element contains the following information:

1. ELEMENT NUMBER - A three-digit number to identify each data element. The first digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within the data block.
2. ELEMENT TITLE - A brief identification of the data element.
3. DEFINITION - A brief description of the data element.
4. CODES OR RECORDING INSTRUCTIONS - A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions.
5. USES - An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required

to derive another data element used by an NCHEMS product. Most data elements fall into this latter category. In addition, those elements required for completion of the Higher Education General Information Survey (HEGIS) are identified.

The following abbreviations are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Facilities Inventory and Classification Manual	FICM
Higher Education Facilities Planning and Management Manuals	SAM
Higher Education Finance Manual	HEFM
Information Exchange Procedures	IEP
Program Measures	PM
Resource Requirements Prediction Models	RRPM
6. COMMENTS - Additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.	
7. DATE ISSUED - Indicates calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space for those data elements they have added to the Data Element Dictionary.	

CHAPTER III

INDICES

ALPHABETICAL INDEX

<u>Data Element</u>	<u>DED No.</u>	<u>Page</u>
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Number of Credit Hours	010	24
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Number of Weeks Class Is Scheduled To Meet	013	27
Organizational Unit	001	15
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Weekly Contact Hours	106	38
Weekly Faculty Contact Hours	208	50

ALPHABETICAL INDEX BY NCHEMS PRODUCT

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COST FINDING PRINCIPLES (CFP)	Course Level - Institutional Standard	006
	HEGIS Subject Field	003
	Number of Credit Hours	010
	Program Identification	009
	Weekly Contact Hours	106
FACILITIES INVENTORY AND CLASSIFICATION MANUAL (FICM)	Organizational Unit	001
	HEGIS Subject Field	003
FACULTY ACTIVITY ANALYSIS (FAA)	Course Credit Equivalent	011
	Course Identifier	004
	Course Level - Institutional Standard	006
	HEGIS Subject Field	003
	Instruction Type	107
	Number of Credit Hours	010
	Number of Enrollments	016
	Organizational Unit	001
	Program Identification	009
	Section Identifier	101
	Special Section Designation	104
Weekly Contact Hours	106	
Weekly Faculty Contact Hours	208	
HIGHER EDUCATION FACILITIES PLANNING AND MANAGEMENT MANUALS (SAM)	Course Level - Institutional Standard	006
	Institutional Subject Field	002
	Maximum Section Size	102
	Number of Credit Hours	010
	Organizational Unit	001
	Weekly Contact Hours	106
HIGHER EDUCATION FINANCE MANUAL (HEFM)	Course Credit Equivalent	011
	Course Level - Exchange Standard	008
	Course Level - Institutional Standard	006
	HEGIS Subject Field	003
	Instruction Type	107
	Number of Credit Hours	010
	Program Identification	009
INFORMATION EXCHANGE PROCEDURES (IEP)	Course Credit Equivalent	011
	Course Level - Exchange Standard	007
	Course Level - Institutional Standard	006
	HEGIS Subject Field	003
	Number of Credit Hours	010
	Program Identification	009

<u>NCHEMS PRODUCT</u>	<u>DATA ELEMENT</u>	<u>DED NO.</u>
PROGRAM MEASURES (PM)	Course Level - Institutional Standard	006
	HEGIS Subject Field	003
	Institutional Subject Field	002
	Instruction Type	107
	Number of Credit Hours	010
	Number of Enrollments	016
	Organizational Unit	001
	Program Identification	009
	Special Facilities Requirements	105
	Weekly Contact Hours	106
Weekly Faculty Contact Hours	208	
RESOURCE REQUIREMENTS PREDICTION MODELS (RRPM)	Actual Section Size	103
	Course Credit Equivalent	011
	Course Level - Institutional Standard	006
	Institutional Subject Field	002
	Instruction Type	107
	Maximum Section Size	102
	Number of Credit Hours	010
	Organizational Unit	001
	Program Identification	009
	Weekly Contact Hours	106
Weekly Faculty Contact Hours	208	

CHAPTER IV
COURSE ATTRIBUTE DATA

<u>DED No.</u>	<u>Title</u>
001	Organizational Unit
002	Institutional Subject Field
003	HEGIS Subject Field
004	Course Identifier
005	Course Title
006	Course Level - Institutional Standard
007	Course Level - Exchange Standard
008	Joint Offering Identifier
009	Program Identification
010	Number of Credit Hours
011	Course Credit Equivalent
012	Grading Method
013	Number of Weeks Class Is Scheduled To Meet
014	Term Beginning Date
015	Term Ending Date
016	Number of Enrollments

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

001
ELEMENT
NUMBER

ELEMENT TITLE

Organizational Unit

DEFINITION:

Institutionally defined code for the academic organizational unit or department offering a course. Code should include campus and school designation, if appropriate.

CODES OR RECORDING INSTRUCTIONS:

"Number" or alpha abbreviation for academic organizational unit.

USES

SAM, RRPM, PM, FICM, FAA

COMMENTS:

This is a linking element that should be consistent throughout all uses and files.

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002

ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Institutional Subject Field

DEFINITION:

Institutionally defined code for subject field of the course offered.

CODES OR RECORDING INSTRUCTIONS:

USES

RRPM, PM

COMMENTS:

DATE ISSUED

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DATA ELEMENT DICTIONARY
Course Related Data ElementsELEMENT
NUMBER

ELEMENT TITLE

HEGIS Subject Field

DEFINITION:

Standardized discipline specialty codes as described in A Taxonomy of Instructional Programs in Higher Education (Huff, Chandler, 1970). Also corresponds to "Sub-category" of NCHEMS Program Classification Structure (Gulko, 1972).

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code.

See Appendix 2.

USES

FAA, IEP, CFP, PM, HEFM, FICM

COMMENTS:

This element is derivable from the previous data element (002), and thus institutions may not wish to store this data element.

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004

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Course Identifier

DEFINITION:

Official institutional number or other code that serves uniquely to identify a course. May include prefix and/or suffix.

CODES OR RECORDING INSTRUCTIONS:

USES

IEP, FAA

COMMENTS:

This is a linking element to the Staff and Student sections.

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DATA ELEMENT DICTIONARY
Course Related Data Elements

005
**ELEMENT
NUMBER**

ELEMENT TITLE

Course Title

DEFINITION:

The official title for a course as it appears in the institutional catalog.

CODES OR RECORDING INSTRUCTIONS:

Literal title.

USES

COMMENTS:

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006

National Center for Higher Education Management Systems

**ELEMENT
NUMBER**

**DATA ELEMENT DICTIONARY
Course Related Data Elements**

ELEMENT TITLE

Course Level - Institutional Standard

DEFINITION:

The institutional categorization for the level of offering of a specific course.
The level of student at which a course is primarily, but not exclusively, directed.

CODES OR RECORDING INSTRUCTIONS:

USES

CFP, SAM, RRPM, FAA, PM, IEP, HEFM

COMMENTS:

Many institutions will be able to derive this element from the Course Identifier.

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

007
ELEMENT NUMBER

ELEMENT TITLE	Course Level - Exchange Standard
----------------------	----------------------------------

DEFINITION:

The exchange categorization for the level of offering of a specific course.
The level of student at which a course is primarily, but not exclusively, directed.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>	<u>Definition</u>
1	Lower Division	Course offerings at a level of comprehension usually associated with freshman and sophomore students.
2	Upper Division	Course offerings at a level of comprehension usually associated with junior and senior students.
3	Graduate	Postbaccalaureate offerings.

USES	IEP, HEFM
-------------	-----------

COMMENTS:

These categories and definitions are preliminary at this time and are subject to modification as the Information Exchange Procedures project progresses. This element is derivable from the previous data element (006), and thus institutions would probably not store this data element.

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008

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Joint Offering Identifier

DEFINITION:

A means of identifying single courses offered under multiple course numbers or under the auspices of multiple organizational units.

CODES OR RECORDING INSTRUCTIONS:

Should include Organizational Unit and Course Identifier as defined by data elements 001 and 004.

USES:

COMMENTS:

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DATA ELEMENT DICTIONARY
Course Related Data Elements

**ELEMENT
NUMBER**

ELEMENT TITLE Program Identification

DEFINITION:

The institutional program to which the activities of the course contribute.

CODES OR RECORDING INSTRUCTIONS:

A two-digit code corresponding to the first two digits of the Program Classification Structure code (Gulko, 1972).

<u>Code</u>	<u>Category</u>
11	General Academic Instruction
12	Occupational and Vocational Instruction
13	Special Session Instruction
14	Extension (for Credit) Instruction
31	Community Education
52	Supplementary Education

USES

RRPM, FAA, IEP, CFP, PM, HEFM

COMMENTS:

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010
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Number of Credit Hours

DEFINITION:

The amount of credit offered for a course; i.e., the numerical credit value awarded for completion of a course, usually described in semester or quarter hours.

CODES OR RECORDING INSTRUCTIONS:

Actual credit to hundredths.

- 00.00 - No Credit - See Course Credit Equivalent (DED 011)
- XX.XX - Actual Credit
- 99.99 - Variable Credit

USES RRPM, SAM, CFP, PM, IEP, FAA, HEFM

COMMENTS:

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

011
ELEMENT
NUMBER

ELEMENT TITLE Course Credit Equivalent

DEFINITION:

For courses for which no credit is offered, a figure to indicate credit equivalence were the course offered for credit.

CODES OR RECORDING INSTRUCTIONS:

Estimated amount, to hundredths.

USES

RRPM, FAA, IEP, HEFM

COMMENTS:

Many noncredit courses are measured by other means, but various NCHEMS products require a numerical credit equivalent.

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012

National Center for Higher Education Management Systems

**ELEMENT
NUMBER**

**DATA ELEMENT DICTIONARY
Course Related Data Elements**

ELEMENT TITLE : Grading Method

DEFINITION:

An institutionally defined code for the permissible grading system for this course, e.g., A-F, Pass-Fail, etc.

CODES OR RECORDING INSTRUCTIONS:

USES:

COMMENTS:

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DATA ELEMENT DICTIONARY
Course Related Data Elements

013
**ELEMENT
NUMBER**

ELEMENT TITLE

Number of Weeks Class Is Scheduled To Meet

DEFINITION:

The duration of the course as measured in academic weeks.

CODES OR RECORDING INSTRUCTIONS:

Actual number of weeks, to tenths.

USES

COMMENTS:

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014

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Term Beginning Date

DEFINITION:

Beginning date of term in which this course is currently being offered.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

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National Center for Higher Education Management Systems

015

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT
NUMBER

ELEMENT TITLE Term Ending Date

DEFINITION:

Ending date of term in which this course is currently being offered.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

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016

National Center for Higher Education Management Systems

**ELEMENT
NUMBER**

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Number of Enrollments

DEFINITION:

The total number of students enrolled in this course.

CODES OR RECORDING INSTRUCTIONS:

Number of headcount students.

USES

PM, FAA

COMMENTS:

This is not necessarily a summation of section enrollments.

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CHAPTER V
SECTION ATTRIBUTE DATA

<u>DED No.</u>	<u>Title</u>
101	Section Identifier
102	Maximum Section Size
103	Actual Section Size
104	Special Section Designation
105	Special Facilities Requirements
106	Weekly Contact Hours
107	Instruction Type
108	Course/Section Fee

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

101
ELEMENT
NUMBER

ELEMENT TITLE

Section Identifier

DEFINITION:

An institutionally defined unique identifier for each section offered within a course.

CODES OR RECORDING INSTRUCTIONS:

USES

FAA

COMMENTS:

This is a linking element to the Staff and Student sections.

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102

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Maximum Section Size

DEFINITION:

The maximum enrollments for this section. May be dictated by instruction or facility requirements.

CODES OR RECORDING INSTRUCTIONS:

Maximum number.

USES

SAM, RRPM

COMMENTS:

DATE ISSUED

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

103
ELEMENT
NUMBER

ELEMENT TITLE

Actual Section Size

DEFINITION:

The number of individuals enrolled in (assigned to) this section.

CODES OR RECORDING INSTRUCTIONS:

Actual number.

USES

RRPM

COMMENTS:

Students auditing the section should not be included.

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104

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Special Section Designation

DEFINITION:

An identifier to indicate that this section of a course is a special section,
e.g., honors.

CODES OR RECORDING INSTRUCTIONS:

USES

FAA

COMMENTS:

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

105
ELEMENT
NUMBER

ELEMENT TITLE Special Facilities Requirements

DEFINITION:

An institutionally defined code for the requirement for an instructional area that is designed and/or furnished with specialized equipment to serve this course.
(Example: Special Laboratory, Audio-Visual Equipment, Television [closed circuit], Computer-Assisted Instruction.)

CODES OR RECORDING INSTRUCTIONS:

USES PM

COMMENTS:

DATE ISSUED September 1972

106

National Center for Higher Education Management Systems

**ELEMENT
NUMBER**

**DATA ELEMENT DICTIONARY
Course Related Data Elements**

ELEMENT TITLE

Weekly Contact Hours

DEFINITION:

The total number of hours per week per student this section is scheduled to meet.

CODES OR RECORDING INSTRUCTIONS:

Actual number of contact hours, to tenths.

USES

RRPM, SAM, PM, CFP, FAA

COMMENTS:

For those sections where contact hours are not scheduled, an estimate should be made; e.g., thesis work, independent study.

DATE ISSUED

September 1972

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT
NUMBER

ELEMENT TITLE

Instruction Type

DEFINITION:

The categorization of the methods by which organized instruction is conducted, reflecting educational technology and the use of the facilities, materials, and equipment.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>	<u>Definition</u>
1	Lecture	Formal presentation of a prepared discourse. Primarily, one-way communication.
2	Laboratory	Instructor prepares and supervises the execution of investigations by the class.
3	Recitation/ Discussion	Two-way communication of the contents of course materials.
4	Seminar	Students carry the major preparation responsibility for the class.
5	Independent Study	Student or students work independently of the instructor but under his direction.
6	Programmed Instruction	Contents of the course presented to the student through programmed materials, television, or other similar forms of presentation.
7	Other	For methods of instruction not covered by the above categories.

USES

RRPM, FAA, SAM, PM, HEFM

COMMENTS:

The above categories and definitions are those currently being pilot tested by the Faculty Activity Analysis project and are subject to change.

DATE ISSUED

September 1972

108

National Center for Higher Education Management Systems

ELEMENT
NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Course/Section Fee

DEFINITION:

A charge for special items to be utilized by a section in the course of its instructional program.

CODES OR RECORDING INSTRUCTIONS:

Dollar amount, including cents.

USES

COMMENTS:

DATE ISSUED

September 1972

CHAPTER VI
SECTION RESOURCE DATA

<u>DED No.</u>	<u>Title</u>
201	Instructor Name
202	Instructor Identifier
203	Meeting Days
204	Meeting Time - Beginning
205	Meeting Time - Ending
206	Meeting Place - Building
207	Meeting Place - Room
208	Weekly Faculty Contact Hours

ELEMENT TITLE Instructor Name

DEFINITION:

The legal last name and initials of instructor responsible for this section.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

If there is more than one instructor responsible for the section, this data element will have multiple occurrences.

DATE ISSUED September 1972

202

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Instructor Identifier

DEFINITION:

An identifier that serves uniquely to identify the instructor responsible for this section.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Staff Section. Social Security number is typically used as an employee identifier. If there is more than one instructor responsible for the section, this data element will have multiple occurrences.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

203
ELEMENT
NUMBER

ELEMENT TITLE Meeting Days

DEFINITION:

The day(s) of the week this section is scheduled to meet.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category</u>
MO	Monday
TU	Tuesday
WE	Wednesday
TH	Thursday
FR	Friday
SA	Saturday
SU	Sunday
AR	To Be Arranged

USES

COMMENTS:

DATE ISSUED September 1972

204
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE Meeting Time - Beginning

DEFINITION:

The time of day the section commences, in 24-hour clock time.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This data element may be omitted for those sections that are unscheduled.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

205
ELEMENT
NUMBER

ELEMENT TITLE Meeting Time - Ending

DEFINITION:

The time of day the section ends, in 24-hour clock time.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This data element may be omitted for those sections that are unscheduled.

DATE ISSUED September 1972

206

National Center for Higher Education Management Systems

ELEMENT
NUMBER

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Meeting Place - Building

DEFINITION:

A unique identifier for the building where this section is scheduled to meet.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Facilities Section. This data element may be omitted for those sections that are unscheduled and consume no physical resources of the institution.

DATE ISSUED

September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

207

ELEMENT
NUMBER

ELEMENT TITLE

Meeting Place - Room

DEFINITION:

The number or other identifier of the room in which this section is scheduled to meet.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Facilities Section. This data element may be omitted for those sections that are unscheduled and consume no physical resources of the institution.

DATE ISSUED

September 1972

208

**ELEMENT
NUMBER**

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Course Related Data Elements

ELEMENT TITLE

Weekly Faculty Contact Hours

DEFINITION

The scheduled number of hours spent by the instructional staff member, as described by element 201, in contact with this section in one week.

CODES OR RECORDING INSTRUCTIONS:

Scheduled number of contact hours, to tenths.

USES

RRPM, SAM, PM, FAA

COMMENTS:

For those sections where contact hours are not scheduled, an estimate should be made.

DATE ISSUED

September 1972

APPENDIX 1
STANDARD FORMAT FOR CALENDAR DATE

The specification for calendar date used in the Data Element Dictionary is the one adopted by the U. S. Department of Commerce, National Bureau of Standards, as reported in Federal Information Processing Standards (FIPS) Publication No. 4 dated November 1, 1968.

In this standard, "Calendar Date is represented by a numeric code of six consecutive positions that represent (from left to right, in high to low order sequence) the Year, the Month, and the Day, as identified by the Gregorian Calendar."

The first two positions represent the tens and units identification of the year. For example, the year 1914 is represented as 14, and the year 1915 is represented as 15.

The third and fourth positions represent the twelve months of the year, i.e.,

<u>Month</u>	<u>Code</u>
January	01
February	02
March	03
April	04
May	05
June	06
July	07
August	08
September	09
October	10
November	11
December	12

The fifth and sixth positions represent the days of the month, which are expressed as 01 through 31.

Examples of calendar date coding are: December 1, 1909, is coded as 091201; 31 January, 1964 is coded 640131; 1967 January 15 is coded as 670115.

When the day of the month is not known, insert zeroes in the last two digits of the date field.

APPENDIX 2

THE HEGIS TAXONOMY*

Section I:

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

<i>Title</i>	<i>Code</i>		<i>Code</i>
Accounting	0502	Biochemistry	0414
Administration, business	0506	Bioengineering	0905
Administration, educational	0827	Biological and physical sciences (interdisciplinary)	4902
Administration, public	2102	Biology, cellular	0417
Administration, special education	0809	Biology, general	0401
Adult education	0807	Biology, marine	0418
Advertising	0604	Biology, molecular	0416
Aeronautical engineering	0902	Biomedical communication	1217
Aerospace engineering	0902	Biomedical engineering	0905
Aerospace science	1803	Biometrics	0419
African languages (non-Semitic)	1116	Biophysics	0415
African studies	0305	Biostatistics	0419
Afro-American studies	2211	Black culture studies	2211
Agricultural business	0112	Botany, general	0402
Agricultural economics	0111	Business administration	0506
Agricultural engineering	0903	Business, agricultural	0112
Agricultural management	0110	Business economics	0517
Agriculture, general	0101	Business education	0838
Agriculture technologies	0116	Business, general	0501
Agronomy	0102	Business, international	0513
American Indian cultural studies	2212	Business management	0506
American studies	0313	Business statistics	0503
Analytical chemistry	1909	Cafeteria management	1307
Anatomy	0412	Catalan	1199
Animal science	0104	Cell biology	0417
Anthropology	2202	Cell physiology	0417
Applied design	1009	Ceramic engineering	0916
Applied mathematics	1703	Ceramics	1009
Arabic	1112	Chemical engineering	0906
Archeology	2203	Chemistry, general	1905
Architectural engineering	0904	Child development	1305
Architecture	0202	Chinese	1107
Architecture, naval	0923	Chiropractic	1221
Art	1002	Cinematography	1010
Art appreciation	1003	City planning	0206
Art, commercial	1009	Civil engineering	0908
Art education	0831	Classics	1504
Art history	1003	Clinical psychology	2003
Asian studies, general	0301	Clinical social work	1222
Astronautical engineering	0902	Clothing	1303
Astronomy	1911	Commerce education	0838
Astrophysics	1912	Commerce, general	0501
Atmospheric sciences	1913	Commercial art	1009
Audiology	1220	Communication media	0605
Bacteriology	0403	Communications, general	0601
Banking	0504	Communications engineering	0909
Biblical languages	2303	Community college education	0806
		Community planning	0206
		Community services, general	2101
		Comparative literature	1503
		Computer programming	0704
		Computer sciences, general	0701
		Construction engineering	0908
		Consumer economics	1304

*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

Continuing education	0807	Fashion design	1009
Corrections	2105	Field crops	0102
Counseling, educational	0826	Finance	0504
Counseling, psychology for	2004	Fine arts, general	1001
Creative writing	1507	Finnish	1199
Criminology	2209	Fish management	0107
Crop management	0102	Floriculture	0109
Curriculum	0829	Foods and nutrition	1306
Cytology	0417	Food science	0113
Dairy sciences	0105	Food technology	0113
Dance	1008	Foreign languages, general	1101
Danish	1114	Forensic science	1506
Data processing	0703	Forestry	0114
Debate	1506	Forestry technologies	0116
Demography	2215	French	1102
Dental hygiene	1213	Fruit production	0108
Dental specialties	1205	Game management	0107
Dental technologies	1224	General liberal arts and sciences (interdisciplinary)	4901
Dentistry, D.D.S. or D.M.D. degree	1204	Genetics	0422
Developmental psychology	2009	Geochemistry	1915
Dietetics	1306	Geography	2206
Distributive education	0838	Geological engineering	0911
Dramatic arts	1007	Geology	1914
Drawing	1002	Geophysical engineering	0912
Driver education	0836	Geophysics	1916
Earth sciences, general	1917	German	1103
East Asian studies	0302	Government	2207
Eastern European studies	0311	Greek, classical	1110
Ecology	0420	Guidance, education	0826
Economics	2204	Health care administration	1202
Economics, agricultural	0111	Health education	0837
Economics, business	0517	Health professions, general	1201
Education of the culturally disadvantaged	0813	Hebrew	1111
Education of the deaf	0812	Helping services	2104
Education of the emotionally disturbed	0816	Higher education, general	0805
Education, general	0801	Histology	0413
Education of the gifted	0811	History	2205
Education of mentally retarded	0810	History of education	0821
Education of the multiple handicapped	0820	Home decoration	1302
Education of the physically handicapped	0819	Home economics, general	1301
Education, religious	2304	Home equipment	1302
Education of the visually handicapped	0814	Home management	1304
Educational administration	0827	Horticulture	0108
Educational evaluation	0825	Hospital administration	1202
Educational measurement	0825	Hotel management	0508
Educational psychology	0822	Humanities and social sciences (interdisciplinary)	4903
Educational research	0824	Husbandry, animal	0104
Educational statistics	0824	Husbandry, dairy	0105
Educational supervision	0828	Ichthyology	0499
Educational testing	0825	India studies	0303
Electrical engineering	0909	Indian (Asiatic)	1113
Electronics engineering	0909	Industrial arts education	0839
Elementary education, general	0802	Industrial engineering	0913
Embryology	0427	Industrial psychology	2008
Engineering, general	0901	Industrial relations	0516
Engineering mechanics	0921	Information sciences	0702
Engineering and other disciplines (interdisciplinary)	4904	Information sciences, general	0701
Engineering physics	0919	Information systems	0702
Engineering technologies	0925	Inorganic chemistry	1906
English as a foreign language	1508	Institutional management	1307
English, general	1501	Instruction	0829
English, literature	1502	Insurance	0512
Entomology	0421	Interior decoration	1009
Environmental design, general	0201	Interior design	0203
Environmental engineering	0922	International business	0513
European studies, general	0310	International public service	2106
Experimental psychology (animal and human)	2002	International relations	2210
Family life education	0837	Investments	0505
Family relations	1305	Islamic studies	0306
Farm management	0110	Italian	1104

Japanese	1108	Operations research	0507
Jewelry	1009	Optometry	1209
Journalism	0602	Organic chemistry	1907
Junior college education	0806	Ornamental horticulture	0109
Junior high school education	0804	Ornithology	0499
		Osteopathic medicine, D.O. degree	1210
Kindergarten education	0823		
Korean	1199	Pacific area studies	0314
		Painting	1002
Labor relations	0516	Paleontology	1918
Landscape architecture	0204	Parasitology	0499
Latin	1109	Park management	2103
Latin American studies	0308	Pathology, animal	0408
Law enforcement	2105	Pathology, human	0408
Law, general	1401	Pathology, plant	0404
Learning theory	0822	Personnel management	0515
Liberal arts and sciences (interdisciplinary)	4901	Petroleum engineering	0907
Library science, general	1601	Petroleum refining	0906
Limnology	0499	Pharmaceutical chemistry	1910
Linguistics	1505	Pharmacology, animal	0409
Literature, comparative	1503	Pharmacology, human	0409
Literature, English	1502	Pharmacology, plant	0405
		Pharmacy	1211
Management, business	0506	Philology	1505
Management, engineering	0913	Philosophy	1509
Marine biology	0418	Philosophy of education	0821
Marine engineering	0923	Phonetics	1505
Marketing	0509	Photography	1011
Materials engineering	0915	Physical chemistry	1908
Mathematics, applied	1703	Physical education	0835
Mathematics, education	0833	Physical sciences, general	1901
Mathematics, general	1701	Physical therapy	1212
Mathematics, statistics	1702	Physics, general	1902
Mechanical engineering	0910	Physiological psychology	2010
Medical laboratory technologies	1223	Physiology, animal	0410
Medical record librarianship	1215	Physiology, human	0410
Medical specialties	1207	Physiology, plant	0406
Medicine, M.D. degree	1206	Plant pathology	0404
Metallurgical engineering	0914	Plant pharmacology	0405
Metallurgy	1920	Plant physiology	0406
Metalsmithing	1009	Podiatry	1216
Meteorology	1913	Political science	2207
Mexican-American cultural studies	2213	Poultry science	0106
Microbiology	0411	Pre-elementary education	0823
Middle Eastern studies	0309	Programming, computer	0704
Military science	1801	Psychology, clinical	2003
Mineral engineering	0918	Psychology for counseling	2004
Mining engineering	0918	Psychology, developmental	2009
Molecular biology	0416	Psychology, education	0822
Molecular physics	1903	Psychology, general	2001
Music (liberal arts program)	1005	Psychology, industrial	2008
Music appreciation	1006	Psychology, physiological	2010
Music, composition	1004	Psychology, social	2005
Music education	0832	Psychometrics	2006
Music history	1006	Public address	1506
Music, performing	1004	Public administration	2102
Music, theory	1004	Public health	1214
Musicology	1006	Public utilities	0510
		Purchasing	0509
Natural resources management	0115		
Naval architecture	0923	Radio	0603
Naval science	1802	Radiobiology	0423
Neurosciences	0425	Radiologic technologies	1225
Norwegian	1114	Range management	0117
Nuclear engineering	0920	Reading education	0830
Nuclear physics	1904	Real estate	0511
Nursery science	0109	Recreation management	2103
Nursing (baccalaureate and higher programs)	1203	Regional planning	0206
Nutrition, scientific	0424	Rehabilitation services	1222
		Religious education	2304
Occupational therapy	1208	Religious music	2302
Ocean engineering	0924	Religious studies	1510
Oceanography	1919	Remedial education	0817

Restaurant management	0508
Rhetoric	1506
Russian	1106
Russian studies	0307
Safety education	0836
Sanitary engineering	0922
Sanskrit	1199
Scandinavian languages	1114
Science education	0834
Sculpture	1002
Secondary education, general	0803
Secretarial studies	0514
Securities	0505
Seismology	1916
Semantics	1505
Slavic languages (other than Russian)	1115
Slavic studies	0307
Social foundations of education	0821
Social sciences, general	2201
Social psychology	2005
Social work	2104
Sociology	2208
Soil conservation	0103
Soil management	0103
Soil science	0103
South Asian studies	0303
Southeast Asian studies	0304
Spanish	1105
Special education, general	0808
Special learning disabilities	0818
Speech	1506
Speech correction	0815
Speech pathology	1220
Statistics, mathematical and theoretical	1702
Statistics in psychology	2007
Student personnel	0826
Swedish	1114
Systems analysis	0705
Systems, information	0702
Teaching of English as a foreign language	1508
Technical education	0839
Television	0603
Textile design	1009
Textile engineering	0917
Textiles, home economics	1303
Theological professions, general	2301
Toxicology	0426
Transportation	0510
Transportation engineering	0908
Urban architecture	0205
Urban studies	2214
Vegetable production	0108
Veterinary medicine, D.V.M. degree	1218
Veterinary medicine specialties	1219
Vietnamese	1199
Vocational education	0839
Weaving	1009
West European studies	0312
Wildlife management	0107
Writing, creative	1507
Zoology, general	0407

Section II:

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

<i>Title</i>	<i>Code</i>
Accounting technologies	5002
Advertising design technologies	5012
Advertising technologies	5004
Aeronautical technologies	5302
Agriculture technologies	5402
Air conditioning technologies	5317
Airport management technologies	5004
Animal laboratory assistant technologies	5206
Appliance repair technologies	5310
Applied arts technologies	5012
Architectural drafting technologies	5304
Automotive technologies	5306
Aviation technologies	5302
Banking technologies	5003
Bible study	5502
Biological laboratory assistant technologies	5205
Broadcasting technologies	5008
Building technologies	5317
Business management technologies	5004
Business technologies, general	5001
Carpentry technologies	5317
Chemical technologies	5305
Civil technologies	5309
Commerce technologies, general	5001
Communications technologies	5008
Computer operator technologies	5104
Computer, peripheral equipment operation technologies	5104
Computer programmer technologies	5103
Construction technologies	5317
Corrections technologies	5505
Cosmetologist	5006
Data processing equipment maintenance technologies	5105
Data processing technologies, general	5101
Dental assistant technologies	5202
Dental hygiene technologies	5203
Dental laboratory technologies	5204
Diesel technologies	5307
Distribution technologies	5004
Drafting, architectural	5304
Education technologies	5503
Electrician technologies	5317
Electro diagnostic technologies	5217
Electromechanical technologies	5311
Electronics and machine technologies	5310
Engineering graphics	5303
Engineering technologies, general	5301
Environmental health technologies	5408
Finance technologies	5003
Fine arts technologies	5012
Fire control technology	5507
Fisheries technologies	5403
Food services technologies	5404
Forestry technologies	5403

Graphic arts technologies	5012	Radiologic technologies	5207
Health services assistant technologies, general	5201	Real estate technologies	5004
Heating technologies	5317	Recreation technologies	5506
Home economics technologies	5405	Religion related occupations	5502
Horticulture technologies	5402	Rest home management technology	5218
Hospital food service technologies	5404	Restaurant management technologies	5010
Hotel management technologies	5010	Sales technologies	5004
Industrial management technologies	5004	Sanitation technologies	5408
Industrial technologies	5312	Secretarial technologies	5005
Inhalation therapy technologies	5215	Sheet metal technologies	5317
Input preparation technologies	5102	Social work related technologies	5506
Institutional management technologies	5218	Stewardess preparation	5006
Instrumentation technologies	5314	Surgical technologies	5211
Insurance technologies	5004	Surveying technologies	5309
Key punch operator technologies	5102	Teacher aide preparation	5503
Laboratory technologies, general	5407	Television broadcasting technologies	5008
Landscape technologies	5402	Television repair technologies	5310
Law enforcement technologies	5505	Textile technologies	5313
Library assistant technologies	5504	Tool design technologies	5303
Lithography technologies	5009	Transportation technologies	5011
Machine drafting and design technologies	5303	Welding technologies	5308
Machine repair technologies	5310	Wildlife technologies	5403
Marina equipment technologies	5004	X-ray technologies	5207
Marine technologies	5406		
Marketing technologies	5004		
Mechanical technologies	5315		
Mechanical technologies, general	5301		
Medical assistant technologies	5214		
Medical laboratory assistant technologies	5205		
Medical office assistant technologies	5214		
Medical record technologies	5213		
Mental health aide programs	5216		
Natural science technologies, general	5401		
Newspaper communication technologies	5008		
Nuclear technologies	5316		
Nursing, practical (L.P.N. or L.V.N.)	5209		
Nursing R.N. preparation	5208		
Occupational therapy technologies	5210		
Oceanographic technologies	5406		
Ocular care technologies	5212		
Office machine repair technologies	5310		
Office machine training	5005		
Ophthalmic technologies	5212		
Optical technologies	5212		
Optometric technologies	5212		
Personal service technologies	5006		
Personnel management technologies	5004		
Photogrammetry technologies	5309		
Photography technologies	5007		
Physical therapy technology	5219		
Plastics technologies	5305		
Plumbing technologies	5317		
Police technologies	5505		
Printing technologies	5009		
Programmer technologies	5103		
Psychiatric technologies	5216		
Public administration and management technologies	5508		
Public health inspection and management	5408		
Public service technologies, general	5501		
Public utility technologies	5011		
Purchasing technologies	5004		
Radio broadcasting technologies	5008		
Radio repair technologies	5310		

APPENDIX 3
SUGGESTED COBOL PICTURES

<u>DATA ELEMENT</u>	<u>DED NO.</u>	<u>COBOL PICTURE</u>
Actual Section Size	103	9(02)
Course Credit Equivalent	011	99V99
Course Identifier	004	X(10)
Course Level - Exchange Standard	007	9(02)
Course Level - Institutional Standard	006	9(01)
Course/Section Fee	108	999V99
Course Title	005	X(25)
Grading Method	012	X(01)
HEGIS Subject Field	003	9(04)
Institutional Subject Field	002	X(04)
Instruction Type	107	9(01)
Instructor Identifier	202	X(09)
Instructor Name	201	X(16)
Joint Offering Identifier	008	X(16)
Maximum Section Size	102	9(04)
Meeting Days	203	X(02)
Meeting Place - Building	206	X(06)
Meeting Place - Room	207	X(04)
Meeting Time - Beginning	204	9(04)
Meeting Time - Ending	205	9(04)
Number of Credit Hours	010	99V99
Number of Enrollments	016	9(04)
Number of Weeks Class Is Scheduled To Meet	013	99V9
Organizational Unit	001	X(06)
Program Identification	009	9(02)
Section Identifier	101	X(04)
Special Facilities Requirements	105	X(02)
Special Section Designation	104	X(01)
Term Beginning Date	014	9(06)
Term Ending Date	015	9(06)
Weekly Contact Hours	106	99V9
Weekly Faculty Contact Hours	208	99V9

APPENDIX 4
CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Course Level	101	006 007	Course Level - Institutional Standard Course Level - Exchange Standard
Course Number	004	004	Course Identifier
Course Title	102	005	Course Title
Credit	105	010	Number of Credit Hours
Grading Method	107	012	Grading Method
HEGIS Discipline Division and Specialty	003	003	HEGIS Subject Field
Instructor Identification	303	201 202	Instructor Name Instructor Identifier
Joint Offering	103	008	Joint Offering Identifier
Meeting Days	304	203	Meeting Days
Meeting Place	306	207 206	Meeting Place - Room Meeting Place - Building
Meeting Time	305	204 205	Meeting Time - Beginning Meeting Time - Ending
Number of Weeks Offered	108	013	Number of Weeks Class Is Scheduled To Meet
Program Identification	104	009	Program Identification
Section Size	307	102 103	Maximum Section Size Actual Section Size
Special Facilities Requirements	309	105	Special Facilities Requirements
Special Section Identification	308	104	Special Section Designation
Subject Field	002	002	Institutional Subject Field
Weekly Contact Hours	302	106	Weekly Contact Hours

COURSE CHANGES - Continued

<u>DELETIONS FROM PREVIOUS DED</u>	<u>DED NO.</u>	<u>DED NO.</u>	<u>ADDITIONS TO CURRENT DED</u>
Credit Base	106	011	Course Credit Equivalent
Former Course Identification	109	016	Number of Enrollments
		014	Term Beginning Date
		015	Term Ending Date
		208	Weekly Faculty Contact Hours

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2641911000045300:
2.5M:173:GD:Hirsch:2BA63

934160000045200:
1.5M:173:GD:Hirsch:2BA63

Advisory Structure for the NATIONAL CENTER FOR HIGHER EDUCATION MANAGEMENT SYSTEMS at WICHE

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