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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 facilities-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)

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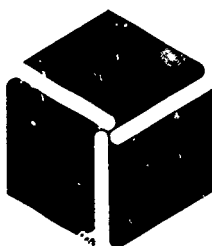
DATA ELEMENT DICTIONARY: FACILITIES

**PRELIMINARY
DRAFT**
for review purposes only

Second Edition
Technical Report 30

National
Center for
Higher
Education
Management
Systems
at WICHE

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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: FACILITIES

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DATA ELEMENT DICTIONARY: FACILITIES

Second Edition

Technical Report No. 30

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James S. Martin

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

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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.

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:

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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 the physical facilities of an institution.

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

Any physical structure or space required by the institution for the performance of its programs and related activities. Included are parking areas, outdoor playing areas, buildings, parks, rooms, service areas, agricultural fields, and landscaped areas.

In addition, a building is defined as:

One type of facility; a structure with a floor and a roof for permanent or temporary shelter of persons, animals, or equipment.

Also, a room is defined as:

A walled or partitioned usable space within a building which has 6'6" headroom or greater, which has walking access, and which can be occupied.

The definitions contained within this document are consistent with those found in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972) and Classification of Building Areas (1964). The facilities-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 facilities-related data elements are:

1. 001 - 099 Facility Data

This block of data elements is designed to describe characteristics common to each facility of the institution.

Note - The data elements included within this block are typically related to those facilities that are buildings. However, many of these elements may also be applicable to other types of facilities. Data elements that are unique to nonbuilding facilities have not been included.

2. 101 - 199 Building Data

This block of data elements contains descriptive characteristics applicable to each building of the institution.

3. 201 - 299 Room Data

This block of data elements contains descriptive characteristics of assignable interior spaces of a building, i.e., each room within each building.

Facilities that are not buildings would have only the Facility block of data elements associated with them. However, facilities that are buildings would have the Facility Data block, Building Data block, and Room Data block associated with them. For each building, there would normally be a multiple of Room Data blocks associated with it.

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 that 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
Higher Education Facilities Inventory and Classification Manual	FICM

Higher Education Facilities Planning and
Management Manuals

SAM

Information Exchange Procedures

IEP

Program Measures

PM

6. COMMENTS - Additional information that may be required to further define the data element, justify its inclusion, identify its relationship to other data elements, or identify the source of data category definitions.
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>
Actual Number of Stations	206	48
Assignable Area	101	31
Assignable Square Feet	203	45
Circulation Area	104	34
Condition	009	25
Current Book Value	007	23
Custodial Area	103	33
Estimated Replacement Cost	005	21
Facility Identifier	001	17
Facility Inventory Date	012	28
Facility Name	002	18
Facility Name Abbreviation	003	19
Functional Suitability - Facility	010	26
Functional Suitability - Room	209	51
Gross Area	004	20
Initial Occupancy Date	107	37
Location	011	27
Mechanical Area	105	35
Nonassignable Area	102	32

<u>Data Element</u>	<u>DED No.</u>	<u>Page</u>
Number of Levels	108	38
Optimum Number of Stations	207	49
Organizational Unit	204	46
Ownership	008	24
Program Identification	205	47
Room Accessibility	210	52
Room Identifier	201	43
Room Inventory Date	212	54
Room Use	202	44
Special Features	211	53
Station Type	208	50
Structural Area	106	36
Structural Type	109	39
Year of Construction	006	22

NCHEMS PRODUCT INDEX

<u>NCHEMS PRODUCT</u>	<u>DATA ELEMENT</u>	<u>DED NO.</u>
COST FINDING PRINCIPLES (CFP)	Current Book Value	007
HIGHER EDUCATION FACILITIES INVEN- TORY AND CLASSIFICATION MANUAL (FICM)	Assignable Area	101
	Assignable Square Feet	203
	Circulation Area	104
	Condition	009
	Custodial Area	103
	Estimated Replacement Cost	005
	Facility Identifier	001
	Facility Inventory Date	012
	Facility Name	002
	Gross Area	004
	Mechanical Area	105
	Nonassignable Area	102
	Optimum Number of Stations	207
	Organizational Unit	204
	Ownership	008
	Program Identification	205
	Room Identifier	201
	Room Inventory Date	212
	Room Use	202
	Structural Area	106
	Year of Construction	006
HIGHER EDUCATION FACILITIES PLANNING AND MANAGEMENT MANUALS (SAM)	Assignable Area	101
	Assignable Square Feet	203
	Condition	009
	Facility Identifier	001
	Facility Inventory Date	012
	Facility Name	002
	Functional Suitability - Facility	010
	Functional Suitability - Room	209
	Gross Area	004
	Nonassignable Area	102
	Optimum Number of Stations	207
	Organizational Unit	204
	Program Identification	205
	Room Identifier	201
	Room Inventory Date	212
	Room Use	202
	Station Type	208

<u>NCHEMS PRODUCT</u>	<u>DATA ELEMENT</u>	<u>DED NO.</u>
INFORMATION EXCHANGE PROCEDURES (IEP)	Assignable Area	101
	Assignable Square Feet	203
	Condition	009
	Estimated Replacement Cost	005
	Gross Area	004
	Ownership	008
	Program Identification	205
	Room Use	202
	Year of Construction	006
PROGRAM MEASURES (PM)	Actual Number of Stations	206
	Assignable Square Feet	203
	Program Identification	205
	Room Use	202

HEGIS INDEX

Data Element

DED No.

Assignable Square Feet
Current Book Value
Room Use

203
007
202

CHAPTER IV

FACILITIES-RELATED ELEMENTS

Facility Data

<u>DED No.</u>	<u>Title</u>
001	Facility Identifier
002	Facility Name
003	Facility Name Abbreviation
004	Gross Area
005	Estimated Replacement Cost
006	Year of Construction
007	Current Book Value
008	Ownership
009	Condition
010	Functional Suitability - Facility
011	Location
012	Facility Inventory Date

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

001
ELEMENT
NUMBER

ELEMENT TITLE

Facility Identifier

DEFINITION:

An institutionally defined unique identifier assigned to each facility in an inventory.

CODES OR RECORDING INSTRUCTIONS:

USES

SAM, FICM

COMMENTS:

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

DATE ISSUED

September 1972

002
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE

Facility Name

DEFINITION:

The official institutional name for the facility.

CODES OR RECORDING INSTRUCTIONS:

Literal name.

USES

SAM, FICM

COMMENTS:

DATE ISSUED

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

003
ELEMENT
NUMBER

ELEMENT TITLE

Facility Name Abbreviation

DEFINITION:

An abbreviation of the name of the facility.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED

September 1972

004
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Facilities Related Data Elements

ELEMENT TITLE

Gross Area

DEFINITION:

The total sum of the area of the facility included within its boundaries. For buildings, the gross area is equal to the sum of the assignable area and the nonassignable area included within the outside faces of exterior walls for all stories or areas that have floor surfaces.

CODES OR RECORDING INSTRUCTIONS:

Actual gross area square footage. (Buildings)

Actual acreage. (Land)

USES

FICM, SAM, IEP

COMMENTS:

DATE ISSUED

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

005
ELEMENT
NUMBER

ELEMENT TITLE Estimated Replacement Cost

DEFINITION:

The estimated cost to replace the facility at the time of the inventory, usually determined in terms of the cost to replace the facility* at current construction rates, and in accordance with current facility codes and standard construction methods, and current accepted practices and policies of the institution.

CODES OR RECORDING INSTRUCTIONS:

Actual dollar amount (rounded to nearest whole dollar).

USES

FICM, IEP

COMMENTS:

*If the facility is a building, the estimated replacement cost should be determined in terms of the cost to replace an equivalent amount of the building's assignable floor area.

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006
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Facilities Related Data Elements

ELEMENT TITLE Year of Construction

DEFINITION:

The calendar year in which the original facility was completed regardless of any later date of occupancy, as in the case of leased or rented facilities.

CODES OR RECORDING INSTRUCTIONS:

Three low-order digits of calendar year, e.g., 1972 = "972"

USES FICM, IEP

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

007
ELEMENT
NUMBER

ELEMENT TITLE Current Book Value

DEFINITION:

That dollar amount carried by the institution on its financial records as the book value of the facility.

CODES OR RECORDING INSTRUCTIONS:

Actual dollar amount (rounded to nearest whole dollar).

USES

CFP, HEGIS

COMMENTS:

Capital improvements would usually increase the book value of the facility.

DATE ISSUED September 1972

008
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Facilities Related Data Elements

ELEMENT TITLE Ownership

DEFINITION:

The agency with which the title to the facility rests.

CODES OR RECORDING INSTRUCTIONS:

<u>Code</u>	<u>Category/Definition</u>
1	Owned Fee Simple.
2	Title vested in the institution and being paid for on an amortization schedule (regardless of whether the facility is shared with another institution or organization).
3	Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.)
4	Not owned by the institution, but leased or rented to the institution at a typical local rate.
5	Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.
6	Not owned by the institution, but shared with an educational organization that is not a postsecondary institution.
7	Not owned by the institution, but shared with another postsecondary educational institution.

USES FICM, IEP

COMMENTS:

The above categories and definitions are those recommended in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972).

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY Facilities Related Data Elements

009
ELEMENT
NUMBER

ELEMENT TITLE

Condition

DEFINITION:

The physical status and quality of the facility at the time of the inventory, based upon the best judgment of those responsible for campus development.

CODES OR RECORDING INSTRUCTIONS:

Code	Category	Definition
1	Satisfactory	Suitable for continued use with normal maintenance.
2	Remodeling-A	Requires restoration to present acceptable standards without major room use changes, alterations, modernizations, or expansion. The approximate cost of Remodeling A is not greater than 25% of the estimated replacement cost of the facility.
3	Remodeling-B	Requires major updating and/or modernization of the facility. The approximate cost of Remodeling B is greater than 25%, but not greater than 50% of the estimated replacement cost of the facility.
4	Remodeling-C	Requires major remodeling of the facility. The approximate cost of Remodeling C is greater than 50% of the replacement cost of the facility.
5	Demolition	Should be demolished or abandoned because the facility is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, & 4. If a facility is scheduled for demolition, its condition is recorded as "demolition," regardless of its condition.
6	Termination	Planned termination or relinquishment of occupancy of the facility for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over 1, 2, 3, & 4. If a facility is scheduled for termination, its condition is recorded as "termination," regardless of its condition.

USES

SAM, FICM, IEP

COMMENTS:

The above categories and definitions are those recommended in the Higher Education Facilities Inventory and Classification Manual (Romney, 1972). Many of these categories would be applicable only to buildings.

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010

National Center for Higher Education Management Systems

**ELEMENT
NUMBER****DATA ELEMENT DICTIONARY**
Facilities Related Data Elements.**ELEMENT TITLE**

Functional Suitability - Facility

DEFINITION:

An institutionally defined rating for the appropriateness of the facility for its assigned activities; e.g., satisfactory; needs major renovation, inadequate for this program, etc.

CODES OR RECORDING INSTRUCTIONS:**USES**

SAM

COMMENTS: -

This data element may take precedence over data element 209 (Functional Suitability - Room).

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

011
ELEMENT
NUMBER

ELEMENT TITLE

Location

DEFINITION:

An institutionally defined code for the location of the facility. The level of detail should be determined by each institution. Would include campus designation, if appropriate.

CODES OR RECORDING INSTRUCTIONS:

For campus designation, it is recommended that institutions use the six-digit numeric code defined by the Federal Interagency Committee on Education (FICE) and published by the U. S. Office of Education in the "Higher Education Directory."

USES

COMMENTS:

May be in terms of campus grid coordinates.

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012
ELEMENT
NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Facilities Related Data Elements

ELEMENT TITLE Facility Inventory Date

DEFINITION:

The calendar date when this facility was added to the inventory or when the inventory for this facility was updated.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES FICM, SAM

COMMENTS:

DATE ISSUED September 1972