

CAPITAL PLANNING, DESIGN AND CONSTRUCTION
SECTION V - MEASUREMENT DEVICES FOR CAMPUS PHYSICAL PLANNING
SECTIONS 9045 - 9050

9045 MEASUREMENT DEVICES FOR PHYSICAL PLANNING

This section defines and explains the use of measurement devices used in the development and evaluation of campus capital outlay programs: enrollment, capacity, and utilization. This section also includes information regarding the Space and Facilities Database (SFDB) and the ASF per FTE Model.

9046 ENROLLMENT

Enrollment may be expressed in terms of total student enrollment, full-time student enrollment, part-time student enrollment, or annual full-time equivalent student enrollment (FTE).

• Lecture -	1 contact hour (hour in class)	=	1 credit hour	= 1 unit
• Activity -	2 contact hours	=	1 credit hour	= 1 unit
• Laboratory -	3 contact hours	=	1 credit hour	= 1 unit
1 Full Time Equivalent Student (FTE)		=	15 credit hours	= 15 units

Annual FTE is a measurement of full-time equivalent students, which is equal to 30 semester units for a semester system campus or 45-quarter units for a quarter system campus. Term FTE is a measurement of full-time equivalent students, which is equivalent to 15 semester or quarter units per term.

Annual FTE (Semester System)	=	30 units
Annual FTE (Quarter System)	=	45 units

Total enrollment is defined as the headcount of all students, measured yearly on the census date, which is the third week of classes for campuses on a quarter system and the fourth week for semester campuses.

The Academic Planning Database (APDB) is the source for enrollment data. It contains information on each class section that is offered and the resources used to teach these courses each term. Annual studies of facilities utilization are supported by data from the APDB. The Course Section Report (CSR) is one of the reports produced from the APDB. Further definitions and information can be found in the Data Element Dictionary (DED) regarding: space types, course classification numbers, weighted teaching units (wtu), etc. The DED website address is <http://www.calstate.edu/cim/data-elem-dic/data.shtml>.

9046.01 ANNUAL ACADEMIC YEAR (AY) FULL-TIME EQUIVALENT STUDENT ENROLLMENT

The annual academic year (AY) begins with the fall term and ends with the spring term. Summer sessions are not included in the academic year.

AY FTE enrollment is used for capital outlay purposes in determining campus instructional needs. The final long-range allocation of FTE used for capital outlay purposes are issued annually by the Analytic Studies division of the Academic Affairs department of the Chancellor's Office.

The Board of Trustees approved Master Plan FTE ceiling applies to the physical seat count capacity of lecture and laboratory spaces at a given campus; it does not include "other earned" FTE. This definition is supported by the 1972 document entitled "Enrollment Ceilings," prepared by the Chancellor's Office Division of Institutional Research, and approved by the Board of Trustees.

9046.02 ANNUAL COLLEGE YEAR (CY) FULL-TIME EQUIVALENT STUDENT ENROLLMENT

The annual college year (CY) comprises summer through spring sessions for semester system campuses and summer, fall, winter and spring sessions for quarter system campuses. Summer session begins the college year. Multiyear CY FTE enrollment projections of the main campus and off campus centers are provided annually to CPDC by the Analytic Studies division of the Academic Affairs department of the Chancellor's Office.