

SUBCLASS CODING STRUCTURE

The subclass field is used to capture the Illinois Board of Higher Education's function program classifications that are used for historical cost data collection tables. Definitions for each functional program and sub-program are provided below. Examples of activities to be included in each sub-program also are provided.

01-INSTRUCTION

The instructional program consists of those activities carried out for the explicit purpose of eliciting some measure of "educational change" in a learner or group of learners. "Educational change" is defined to include: acquisition or improved understanding of some portion of a body of knowledge; adoption of new or different attitudes; and acquisition or increased mastery of a skill or set of skills. Activities included in this functional program should lead to credit towards a degree. There is one exception to that rule: Requisite Preparatory/Remedial Instruction consists of instructional activities that are not creditable toward a degree. Activities carried out to elicit educational changes include both "teaching" activities and "facilitating" activities. Facilitating is an integral part of the design and conduct of an instructional program; academic advising is generally carried out in support of an instructional program.

01A--General Academic Instruction (Degree-Related) -- This subprogram includes instructional offerings intended both to prepare learners in a generalized sense, and to prepare learners for entry into a specific occupation or profession. Only those instructional offerings for which degree credit is granted should be included in this subprogram. In some cases, the instructional offerings will be preparatory for further study in a specific field of knowledge. Both on-and off-campus instructional offerings creditable towards a degree should be reported in this subprogram. Honors programs would be included if direct instruction is provided; otherwise, these programs would be placed under the subprogram of Instructional Support.

01D--Departmental Research -- This subprogram should include research duties assigned specifically to a faculty member by the head of an academic department or a departmental committee. Departments may choose to assign a portion of a faculty member's effort to research in lieu of teaching. Such assigned activities may contribute to the professional development of a faculty member and may lead to publication or other scholarly recognition. With the exception of a released time institutional contribution required by the terms of an externally funded research grant, all research effort assigned at the departmental level should be reported as Departmental Research. Departmental Research should not be used as a catchall for residual faculty activities that cannot be assigned elsewhere. Departmental activities that cannot be assigned elsewhere should be reported as departmental administration to be allocated as support to the three primary functions. Released faculty time for curriculum planning and development should be reported in the Instructional Support subprogram. Departmental Research will have to be allocated on the basis of historical levels of research activity or projected levels of research activity.

01E--Admissions, Registration, and Records -- This subprogram includes activities carried out by the university to 1) identify prospective students; 2) promote attendance at the university; 3) process applications for admission to the university; and 4) maintain, handle, and update records for students currently enrolled. Examples of activities included in this subprogram are: recruiting trips, communication with high schools, student record maintenance, correspondence related to student records, interviewing student applicants, and evaluation of student applicants.

Support for Instruction (subtotal for subsequent four categories) -- All administrative support activities directly attributable to the Instructional Program. Activities in Instruction that cannot be allocated properly to other functional subprograms should be included under this subprogram. The program activities included under Instructional Support are as follows:

- 01G--Audio-Visual Services -- Those activities related to providing audio and/or visual materials or media services for the Instructional Program. I also should include any special broadcast services that are maintained for the sole purpose of supporting instructional programs.

- *01H--Instructional Computing Support* -- Those activities established to provide computing support to the Instructional Program.
- *01I--Departmental Administration and Personnel Development* -- Activities that provide administrative support and management direction to those programs and activities classified as Instruction. In some cases, an academic department is involved in the production of joint outputs such as Instruction, Organized Research, and Public Service. Administrative support costs should be allocated across all of the joint outputs. Examples of activities included within this subprogram category are: departmental chairpersons associated departmental personnel, recruiting, sabbaticals, travel, equipment, commodities, departmental retreats, etc. In some cases, sabbatical leaves are centrally budgeted to an academic provost's office. In these cases, the amount budgeted for sabbaticals should be reported under the Departmental Administration and Personnel development subprograms. College-level administration should be included in the program Academic Support classified as Academic Administration. Academic Advisement, whether conducted within a department or in separately organized units, should be included here; other types of counseling, such as career counseling, however, should appear in the Student Services program.
- *1J--Course and Curriculum Development* -- Those activities that are related to planning and development of academic programs for the future. These may include individual efforts or committee efforts.

02--ORGANIZED RESEARCH

Activities intended to produce one or more research outcomes including the creation of knowledge, reorganization or knowledge, and the application of knowledge are to be reported in the Organized Research program. It includes both those activities carried out with institutional funds and those carried out under terms of agreement with agencies external to the university. Organized Research activities may be conducted by a number of organizational entities including research divisions, bureaus, institute and experimental stations, or they may be carried out on an individual or project basis. Research activities carried out on an individual or project basis usually result from special institutional grant awards to individual faculty members. These institutional research awards usually are made on a competitive basis through a central research office in the dean's office or the graduate dean's office. Laboratory schools are to be included as a subprogram under the Organized Research program.

02A--Institutes and Research Centers -- This subprogram includes those research activities conducted within the framework of a formal research organization such as research bureaus, divisions, institutes, and experimental stations. This subprogram, while using "organizational" criteria as the rationale for classifying programs and activities, includes only those activities carried out for purposes of creating knowledge or reorganizing or applying existing knowledge. An agricultural experiment station produces a joint product of organized research and public service. However, only research activities of an agricultural experiment station should be classified in the subprogram. The criteria described in the Public Service program should be used in differentiating research activities from public service within an agricultural experiment station. Most institutes and research centers do not have a dual objective like agricultural experiment stations, and can therefore be classified within a single subprogram.

02B--Individual or Project Research -- Those research programs created as a result of contracts or grants with external agencies, or special allocations of institutional resources to conduct an investigation or study of a specific scope should be classified as Individual or Project Research. Institutional allocations of research funds are usually distributed on the basis of some type of competitive process. In some cases these institutional funds will apply as matching funds to externally funded research grants and contracts. In other cases, centrally allocated institutional research funds may be matched with departmental funds such as a release of faculty time. Academic department resources committed to these types of research activities would be reported as a part of the Institutional Program under Departmental Research.

The institutional allocation of research funds is usually distributed on the basis of some type of competitive process. The research grants are usually administered by a special office in the academic provost's or the graduate dean's office. The projects may be managed within an academic department but to be classified as Individual or Project Research they must be supported by non-departmental resources. However in some cases, the competitive grants may have to be matched with departmental funds such as a release of faculty research activities would be reported as a part of the Instructional Program.

02D--Support for Organized Research -- All administrative support activities directly attributable to Organized Research activities should be assigned to this subprogram. For example, a university research office that assists faculty in obtaining outside grants would be included here. Computing Support and any other support activities attributable to research projects, including a portion of departments' administrative budgets, also should be reported in this subprogram.

03--PUBLIC SERVICE

The Public Service program includes those program elements established to make available to the public the various unique resources and capabilities of the university for the specific purpose of responding to a community need or solving a community problem. This program would consist of various non-degree instructional programs that are classified as Community Education and various consulting activities that are performed by faculty or other representatives of the university community. However, no activity should be classified and recognized as an official university activity unless it has been officially assigned as such by a department head, dean, vice president, or president. For example, faculty consulting at a community agency that is not part of an official university assignment would not be reported in this program, nor would it be reported in any other functional program.

The activities included in the Community Education subprogram are similar to the non-degree activities and programs that NCHEMS has classified under Instruction, since they have educational change as a basic goal. Educational change includes: 1) acquisition or improved understanding of some portion of a body of knowledge; 2) adoption of new or different attitudes; and 3) acquisition or increased mastery of a skill or set of skills. The costs associated with this specific activity should be allocated from the departmental budget.

03A--Direct Patient Care -- This subprogram includes those activities conducted for the specific purpose of providing direct patient care. The provision of such care may benefit humans or animals. This subprogram should not include student and faculty health services nor should it include teaching hospitals and clinics which have been established to support instruction and research. An example of such a service is the Division of Specialized Care for Children at the University of Illinois at Chicago.

03B--Community Education -- Instructional programs that are offered by the university but which are not creditable to a degree or certificate are included in this subprogram. These activities include the following:

- General Studies Instruction
- Occupation-Related Instruction
- Social/Roles/Interaction Instruction
- Home and Family Life Instruction
- Personal Interest and Leisure Instruction

These types of instructional activities have characteristics that are common to the activities included under the Instructional program except that they are not creditable toward a degree.

Community Education consists of activities that are budgeted to a separate organizational unit established specifically to provide non-degree credit instruction. In some cases, these organizational units will budget a separate amount for faculty salaries to provide non-degree instructional activities. These separate organizational units including the funds with which faculty time is purchased, should be classified as Community Education.

In some cases, departmental faculty may be assigned to teach non-degree instructional courses, and they may be paid from the academic department budget. In such cases, the associated resources should be assigned to Community Education.

03C--Community Services -- This subprogram includes those resources, services, and expertise made available to persons and groups outside the context of the university's Instruction, Organized Research, and support programs. Examples include: consulting with business and public school systems and faculty/staff participation in community agencies and organizations when it has been assigned as a part of an official workload. Community Service activities are often conducted under the aegis of special organizational units established for the sole purpose of providing assistance to groups external to the university.

03D--Public Broadcasting Services -- Public Broadcasting Services includes the operation and maintenance of those broadcasting services operated for the benefit of the general public. In some cases, these broadcasting services also may be used to support instructional programs in radio and television communications. Faculty assigned to teach these programs should not be classified in this subprogram; they should be assigned under the Instruction Program. However, all personnel who are primarily responsible for the operation and maintenance of a broadcasting service should be classified into this subprogram. Broadcasting services operated as a student service, limited only to the geographical area of the university campus for the benefit of students, staff, and faculty should be classified under Social and Cultural Development in the Student Services program.

03E--Cooperative Extension Services -- Activities that make resources, services, and expertise available outside of Instructional and Research programs. These activities are usually conducted as cooperative efforts with outside agencies. Excluded from this subprogram are instructional and research activities offered through an extension division. A distinguishing feature of the activities included in this subprogram is that programmatic and fiscal control usually is shared with one or more external agencies or governmental units. Examples: Agriculture Extension Program, Urbana Extension Services, and Rural Social and Economic Development programs.

03F--Public Service Support -- All administrative support activities directly attributable to the Public Service program should be classified as Public Service Support. This would include the budget and activities for any organizational unit established primarily to manage and direct Public Service types of programs and activities, and the portion of the departmental administrative budget attributable to public service activities.

04--ACADEMIC SUPPORT

Academic Support activities are carried out in direct support of the three primary programs of Instruction, Organized Research, and Public Service. In most cases, the Academic Support activities are difficult to allocate among the three primary functions. They are to be distinguished from support programs such as Student Services and Institutional Support. Student services may contribute indirectly to the university's instructional objectives (such as social and cultural events) but these types of activities are generally considered a supplement to instruction rather than a direct contributor to the objectives of instruction. Institutional Support, on the other hand, is primarily concerned with the university as an operating entity and tends to focus on the university as a whole rather than upon individual activities. Academic Support includes activities related to the preservation, maintenance, and display of both the stock of knowledge and educational materials (for example, library services and museums), teaching hospitals and clinics, and activities directly related to the administration of academic programs.

04A--Academic Administration -- This subprogram includes administrative support and management activities specifically for the support of a university's primary programs of Instruction, Organized Research, and Public Service. College deans and associated personnel, faculty senates, faculty recruitment, and other types of personnel development programs assigned to the college level all are examples of activities to be included in this subprogram. Administrative support for libraries, teaching hospitals, and

museums and galleries should be shown under each of the appropriate functional subprograms within the Academic Support program. For example, the chief librarian would be reported under Library Services.

04B--Library Services -- This subprogram includes all activities that directly support the collection, cataloging, storage, and distribution of published materials in support of one or more of the university's primary functional programs. Special library services, such as those provided by the law school, also should be included in this subprogram, as well as general library administration.

04C--Museums and Galleries -- This subprogram includes those activities related to the collection, preservation, and exhibition of historical materials, art objects, scientific displays, and so forth, that support one or more of the university's primary functional programs. This subprogram is not restricted to the collection, preservation, and exhibition of inanimate objects. It would be appropriate to include activities such as those associated with a arboretum in this subprogram.

04E--Academic Support Not Elsewhere Classified -- This subprogram should include all remaining activities whose objective is to support the three primary programs of Instruction, Organized Research, and Public Service. An example of an activity to be placed in this subprogram is an institution's University Press.

05--STUDENT SERVICES

The Student Service program includes those activities carried out with the objective of contributing to the emotional and physical well-being of students, as well as to their intellectual, cultural, and social development outside the context of the university's formal instructional activities. The Student Service program attempts to achieve this objective by 1) expanding the dimensions of the student's educational and social development by providing cultural, social, and athletic experiences; 2) providing those services and conveniences needed by students as members of an on-campus, resident student body; and 3) assisting students in dealing with personal problems and relationships, as well as in their transition from a student to a full-contributing member of society and the labor force. In addition to these types of activities, student services also include student financial assistance activities.

05A--Social and Cultural Development -- Activities established to provide for the social and cultural development of the student outside the formal academic program should be classified into this subprogram. It includes those activities supported and controlled primarily by the student body, those activities outside the student's educational experience, and general recreation activities for the student body. Intercollegiate athletics are excluded. Examples of activities included are: lecture series, music activities, art exhibitions, concerts, films, intramural athletics, recreation programs, student government, student yearbook, student magazines, and student clubs.

05B--Student Health/Medical Services -- This subprogram includes activities carried out for the specific purpose of providing health and medical services for the student body. The activities included in this subprogram are generally associated with a student infirmary rather than a teaching hospital. If the health and medical services for university students, faculty, and staff are combined, they should be reported under this subprogram. However, health and medical services provided to clientele external to the university should be reported as either Public Service or Academic Support, whichever is appropriate. Student health services administration should be included in this subprogram.

05C--Counseling and Career Services -- This subprogram includes formal placement, career guidance, and personal counseling services provided for the benefit of students. Activities to be included are those related to personal and disciplinary counseling, and vocational testing and counseling, as well as those activities carried out to assist students in obtaining employment upon leaving the university. Academic counseling and advising should not be included in this subprogram, but should be reported as Departmental Administration and Personnel Development under the Instructional program.

05D--Financial Aid Administration -- This subprogram includes administrative activities carried out in support of a university's financial aid program. The following is an example of the special types of activities that would be classified as Financial Aid Administration: Financial Aid Counseling and Evaluation, Records Maintenance and Reporting, and Student Employment Services. This subprogram should include counseling related to student loan programs.

05E--Financial Assistance -- All financial assistance provided to undergraduate students in the form of grants, trainee stipends, prizes awarded by the university or through the university, and matching funds for student loan programs (example, National Direct Student Loan Program) should be reported in this subprogram. Resources required to replace revenues due to the waiver of student fees should be reported in this subprogram. Often student fee waivers are granted to students who are awarded statutory tuition waivers.

College-Work Study assistance should not be classified as a scholarship because it constitutes a payment to students for services provided. Therefore, College-Work Study expenditures should be allocated to the organizational unit that receives benefit from the services provided. Loans should be excluded from this subprogram because there has been no expenditure of assets.

All financial assistance provided to graduate level students as grants-in-aid and training stipends should be included in this subprogram. Payments to graduate students for rendering services as teaching assistants and research assistants should be excluded from this subprogram. They should be assigned to the program benefiting from services being rendered. Institutional contributions, required as part of the Federal National Direct Student Loan Program, should be reported under this subprogram.

Institutional loan programs should not be reported as a part of this functional subprogram. Loans are a conversion of asset accounts rather than an expenditure of assets. While loan activity is an important factor in evaluating the financial assistance available to students, it is data that is reported in the annual Board of Higher Education Student Financial Aid Survey.

05F--Intercollegiate Athletic -- This subprogram includes team and individual sport activities that involve competition between two or more educational institutions. Intramural athletics should not be included in this subprogram; these activities are classified as Social and Cultural Development. Scholarships provided to athletes in exchange for their participation in one or more intercollegiate athletic programs should be classified as Intercollegiate Athletics. In addition, any other resources allocated to the support of intercollegiate athletic programs and activities should be reported under this subprogram. For example, coaches hired solely for competitive intercollegiate athletic programs or funds required to support recruitment activities should be reported as part of this subprogram.

05G--Student Service Administration -- This subprogram includes those administrative activities that provide assistance and support (excluding academic support) to the needs and interests of students. This subprogram includes only those administrative activities that support more than one subprogram within Student Services Activities and/or provide central administrative services related to various student service activities. The chief administrative officer for student affairs should be included in this subprogram. Examples of activities classified in this subprogram include: Dean of Students, Dean of Men, Dean of Women, Director of Student Services, foreign student services, veterans services, women's programs, and minority affairs.

06--INSTITUTIONAL SUPPORT

Institutional Support consists of those activities carried out to provide for both the day-to-day functioning, as well as the long-range viability of the university as an operating organization. The overall objective of the Institutional Support program is to provide for the university's organizational effectiveness and continuity. It does this by 1) providing for planning and executive direction; 2) providing for

administrative and logistical services; 3) enhancing relationships with the university's constituency; and 4) providing services and conveniences for the employees of the university.

06A--Executive Management -- This subprogram consists of those executive level activities concerned with the overall management of, and long-range planning for, the entire university. Included within this subprogram are the activities of the various participants involved in policy formation and executive direction, including the activities of the governing board, the chief executive officer, and the senior executive officers. Legal activities conducted on behalf of the university also are included. Those administrative activities that do not have an institution-wide focus should be excluded. Examples of activities to be included: Board of Trustees, Governing Board, Chancellor, President, Provost, Vice Chancellors, Vice Presidents, institutional research, budget planning, and academic and facilities planning committees.

06B--Financial Management and Operations -- This subprogram consists of those activities related to the day-to-day financial management and fiscal operations of the university. However, activities related to long-range financial planning and policy formulations should be included in Executive Management. Examples: payroll operations, bursar, cashier, treasurer, comptroller, business officer, internal auditing, and endowment management.

06C--General Administration and Logistical Services -- This subprogram consists of those activities related to the general administrative operations and services of the university (with the exception of those activities related to financial operations and to student records). Included in this subprogram are 1) the administration of personnel programs; 2) the purchasing and maintenance of supplies and materials; 3) management of the university's facilities; and 4) administrative computing support. Examples: Affirmative Action Officer, personnel administration, faculty records, labor relations office, room scheduling, space allocation, facilities records, purchasing, receiving/shipping, inventory control, administrative data processing centers, warehousing, staff moving, and airports.

06D--Faculty and Staff Auxiliary Services -- This subprogram includes those support services that have been established primarily to serve the faculty and staff such as faculty lounges, faculty cafeterias, or faculty centers providing a variety of services.

06E--Public Relations/Development -- This subprogram consists of those institutional activities established to maintain relations with the local community, the university's alumni, governmental entities, and the public in general, as well as those activities carried out to support institution-wide funding raising and development efforts. Activities that involve the use of alumni to recruit students should be classified under Recruitment, Admissions, Registration and Records in Institution. Examples: news releases, newsletters and publications, governmental relations office, alumni events and publications, fund raising, and gift solicitation.

07--OPERATION AND MAINTENANCE OF PHYSICAL PLANT

This functional program consists of those activities related to maintaining existing grounds and facilities used for educational and general purposes, providing utility services, campus security and fire protection, transportation, and rental of space. In addition, those activities related to the direct and indirect supervision and administration of the plant operation and maintenance program should be classified in this functional program. Actual capital expenditures for plant expansion and modification should not be reported as a part of this functional program. Activities for the maintenance and operation of auxiliary enterprises and/or revenue-bonded operations should be reported as Operation and Maintenance of Physical Plant, even though these types of operations may not be supported by state-appropriated funds.

The definitions for functional subprograms under Operation and Maintenance of Physical Plant were developed using A Classification of Accounts for Physical Plant (Association of Physical Plant Administrators of Universities and Colleges) and definitions developed by the University Operation and Maintenance Task Force for Illinois public universities.

07A--Superintendence -- All activities necessary to carry out the duties of management and administration for all areas under the jurisdiction of the physical plant division of the university should be included in this functional subprogram. Examples: administrator or superintendent, assistant administrators or superintendents, office personnel including those assigned to do payroll, billing, material ordering, personnel records, and dispatching work orders.

07B--Custodial Services -- All activities related to custodial services in building interiors should be reported as Custodial Services.

07C--Repairs and Maintenance -- Includes all activities and costs that are required to perform routine repair of buildings, related equipment, structures, and appurtenances including normal recurring repairs, and preventive maintenance. This category also includes various projects that keep a facility in ordinarily efficient operating condition, preserve the condition of property, or restore property to a sound state after damage or prolonged use, without appreciably prolonging previously estimated service life or adding to previously estimated value. Examples of activities which would be classified as Building Maintenance including roof patching, interior and exterior paint touch-up, floor repairs such as replacing missing or broken tiles, plumbing and electrical repairs, and the repair or replacement of door knobs and locks and keys.

07D--Grounds Maintenance -- Grounds maintenance includes operation and maintenance of campus landscape and grounds. Examples of activities included in this functional subprogram include maintenance of roads and walks; snow removal; maintenance of fences, retaining walls, and drainage ditches; and care of shrubs, trees, and grass.

Utilities -- All energy costs for heating, cooling, light, power, gas, water, and other utilities necessary for physical plant operation are included. Utilities are to be reported into two categories—Utility Production and Utility Support.

- *07E--Utility Production:* This functional category should include the contractual costs for purchasing electricity, natural gas, water, and sewage treatment services. It also should include the cost of primary fuel sources such as coal and fuel oil used in the production of heat, light, and power. This category is subdivided into two components: direct utility costs for all university space and payments for utilities in addition to periodic rental or lease payments on rental space.
- *07F--Utility Support:* Activities which are related to the operation and maintenance of heating and air conditioning plants, utility distribution, and equipment necessary to support utility production. It would consist of expenditures for personnel, equipment, telecommunications, and travel related to utility support.

07G--Permanent Improvements -- Includes those activities and costs, funded with operating funds, which improve property or replace an item that has surpassed its estimated useful life. The activities are classified as non-recurring.

07H--Security -- Police needed to secure the physical plant of the university, to enforce law and order on the university campus, and to control campus traffic should be reported in this functional subprogram. The costs reported under Security should include personnel, equipment, and supplies.

07I--Fire Protection -- Activities and costs that provide fire protection services for the university campus. In some cases, a university maintains its own fire department while in other cases the university contracts with a municipality for fire protection services. Whichever method is used, the costs should be identified as Fire Protection.

07J--Transportation -- All activities related to the purchase, maintenance, and operation of motor vehicles specifically for the use of the physical plant department. The operational costs for motor vehicles from a central pool should be charged to the departments and programs that use the vehicles.

07K--Rental of Space -- Cost of all leased or rented space, including utilities and operation and maintenance costs where they are included in the rental price. Separate payments for utilities not included in rental payments should be reported under the subcategory of Utility Production-Rental Space. Rental of space should include rental fees paid for space used in off-campus instruction.

07L--Other Unclassified O&M Activities -- All Operation and Maintenance of Physical Plant activities that do not fit any of the above-described categories should be classified in this subprogram.

08--INDEPENDENT OPERATIONS

Independent Operations include basically two types of activities – Auxiliary Services, and programs and activities that are unrelated to the primary mission of the university, i.e., Instruction, Organized Research, or Public Service. Operation and maintenance costs to support Independent Operations should not be included in the functional program, but should appear under appropriate subprograms of Operation and Maintenance of Physical Plant.

Auxiliary Services include those activities that are intended to be essentially self-supporting operations of the institution and exist to furnish a service to students, faculty, or staff. These activities typically charge a fee related to (although not necessarily equal to) the cost of service.

08B--Housing Services -- Activities related to providing residential facilities for students, including all costs associated with the operation of Student Housing offices and resident dormitory counselors.

08C--Food Services -- Activities related to provision of food and eating facilities for students including dining halls, dormitories, student unions, cafeterias, snack bars, and restaurants.

08D--Retail Services and Concessions -- Activities related to the sale of products or services to students including bookstores, school supply stores, art supply stores, movie houses, and vending machines.

08E--Student Unions and Centers -- Activities related to the operation and maintenance of student unions.

08F--Specialized Services -- Functions of a very special nature such as child care centers operated for students, and parking facilities.

08G--Other Independent Operations -- Activities that are solely owned and/or controlled by the university but are unrelated to or independent of the university serving its mission. Such activities receive financial support from external agencies for operating purposes. Examples include: commercial airport, conference centers and retreats, and restaurants and hotels.

09—Other

09A--Contributions to Central Management Services for Employee Health Insurance --Beginning in fiscal year 2002, public universities were asked to contribute a portion of their employee health insurance costs to the State's Health Insurance Reserve Fund.

09B—Medicare-- Required employer contribution for employee FICA/Medicare coverage.