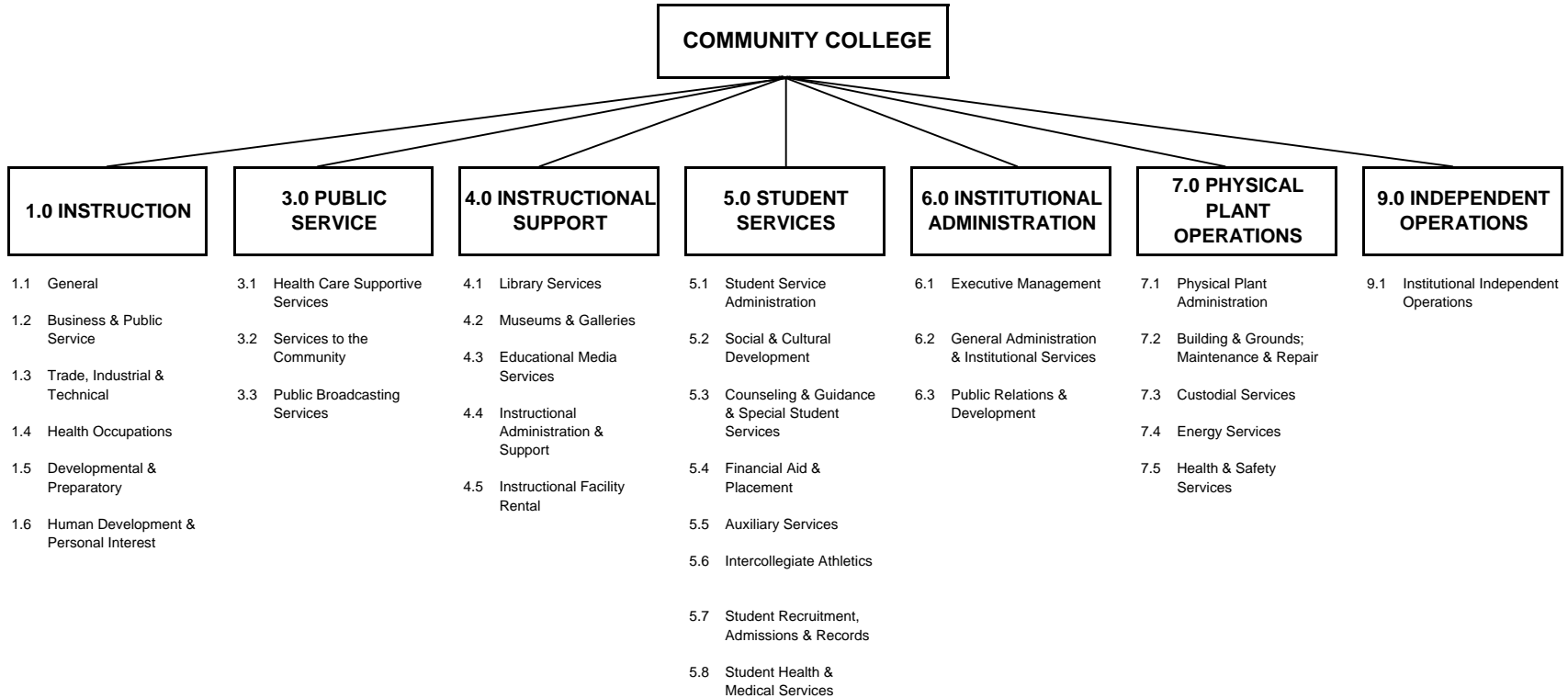
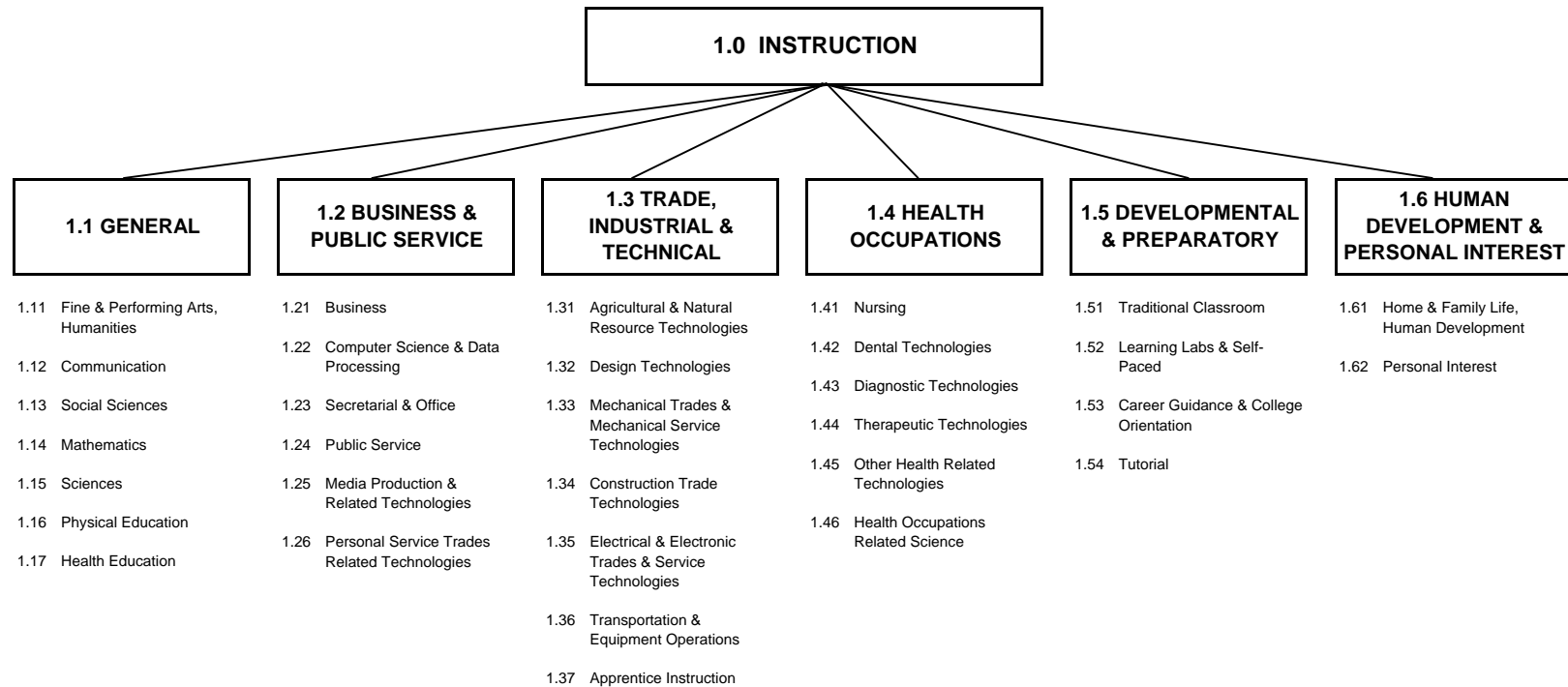


APPENDIX

ACTIVITIES CLASSIFICATION STRUCTURE (ACS)



ACTIVITIES CLASSIFICATION STRUCTURE (ACS) (Instruction Only)



ABBREVIATIONS USED IN TABLES

- 1.1 GENERAL - General Instruction
- 1.2 BUSINESS - Business and Public Service Instruction
- 1.3 TRADES - Trades, Industrial and Technical Instruction
- 1.4 HEALTH - Health Occupations Instruction
- 1.5 DEVELOPMENTAL - Developmental and Preparatory Instruction
- 1.6 HUMAN DEVELOPMENT - Human Development and Personal Interest Instruction

CHES	Contact Hour Equated Student (496 student contact hours of instruction)
FTE	Full-Time Equated Position
FYES	Fiscal Year Equated Student (31 semester credit hours)
SCOH	Student Contact Hour (50 minutes of instruction)
SCRH	Student Credit Hour

ACTIVITY DEFINITIONS

(1.0) INSTRUCTION

The Instruction Activity includes those activities carried out for the express purpose of eliciting some measure of educational change in a learner or group of learners. "Educational change" is defined to include: (1) the acquisition or improved understanding of some portion of a body of knowledge; (2) the adoption of new or different attitudes; and (3) the acquisition or measured mastery of a skill or set of skills. The activities that may be carried out to elicit these educational changes include both teaching activities and facilitating activities. The instruction activity includes both credit and non-credit instructional offerings.

Course offerings should be classified into one element classification on a course level. The determination of the classification of instructional offerings into activity elements is based on the basic and primary institutional reason for offering the courses. Briefly stated, the Activities Classification Structure (ACS) recommends defining activity elements on the basis of an aggregation of groups of courses of similar subject matter rather than on the basis of the aggregation of instructional offerings that can be applied toward a particular degree or certificate, or what is commonly called a program. Thus, the subject matter of any course activity determines its element classification.

Instructional offerings in which previously acquired skills or knowledge are used in a specific and exclusive application are defined as applied courses (activities). The subject matter of the area of application determines the classification of applied courses. Applied courses are differentiated from courses in which the learner acquires such basic knowledge or skill, which are classified in the activity element reflecting the basic knowledge or skill area. For example, a business communications course is classified as "communications" (activity element 1.12) when the skill to be mastered is primarily communications and not business subject matter.

(3.0) PUBLIC SERVICE

The Public Service Activity includes those program activities established to make available to the public the various unique resources and capabilities of the institution for the specific purpose of responding to a community need or solving a community problem. This program includes the provision of institutional facilities, as well as those services of the faculty and staff that are made available outside the context of the institution's regular instructional program.

(4.0) INSTRUCTIONAL SUPPORT

The Instructional Support Activity includes those activities carried out in direct support of the instructional program. The activities that should be reported in this activity classification include: (1) activities related to the preservation, maintenance, and display of both the stock of knowledge and educational materials (i.e., library services and museums); (2) activities that directly contribute to the way in which instruction is delivered; and (3) activities directly related to the administration of an instructional program.

The activities that should be classified in the Instructional Support Activity differ from those classified in the other support programs in that they are carried out in direct support of the instructional program. While some activities of the Student Service program may contribute indirectly to the institution's instructional objectives, they are generally considered to be a supplement to the instructional program rather than a direct contributor to its objectives. The Institutional Administration Activity, on the other hand, is primarily concerned with the institution as an operating entity and tends to focus on the institution as a whole rather than upon individual programs.

(5.0) STUDENT SERVICE

The Student Service Activity includes those activities carried out with the objective of contributing to the emotional and physical well being of the students, as well as to their intellectual, cultural, and social development outside the context of the institution's regular instructional program. Activities classified here attempt to achieve this objective by: (1) expanding the dimensions of the student's educational and social development by providing cultural, social, and athletic experience; (2) providing those services and conveniences needed by students as members of a student body; (3) assisting students in dealing with personal problems and relationships, as well as their transition from student to member of the labor force; (4) administering a program of financial support for students; and (5) recruiting and admitting students to the institution's educational program.

(6.0) INSTITUTIONAL ADMINISTRATION

The Institutional Administration Activity consists of those activities carried out to provide for both the day-to-day functioning and the long-range viability of the institution as an operating organization. The overall objective of the Institutional Administration Activity is to provide for the institution's organizational effectiveness and continuity by: (1) providing for planning and executive direction; (2) providing for administrative and logistical services; and (3) enhancing relationships with the institution's constituencies.

(7.0) PHYSICAL PLANT OPERATIONS

The Physical Plant Operations Activity consists of those activities related to maintaining existing grounds and facilities, providing utility services, planning and designing future plant expansion and modifications, and health and safety services.