

# From Main Menu Navigate to Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table

The screenshot displays the MY FRESNO STATE web application interface. The left sidebar contains a 'My Menu' section with various links. A red arrow points to 'Curriculum Management' in this menu. The main content area shows a breadcrumb trail: 'Main Menu > Curriculum Management'. A dropdown menu is open under 'Curriculum Management', listing several options. A red arrow points to 'Instructor/Advisor Table' in this dropdown. The right side of the screen shows a grid of links for various functions, including 'Course Catalog Search', 'Class Search', 'Maintain Schedule of Classes', 'Schedule New Course', 'Adjust Class Associations', 'Manage Class Sections', 'Generate Class Permissions', 'Class Facility Usage', 'Instructor Schedule', and 'Instructor/Advisor Table'.

MY FRESNO STATE

Favorites Main Menu

My Page Workflow

Personalize Content Layout

My Menu

- Employee Self Service
- Faculty Self Service
- Student Self Service
- Curriculum Management
- HR Transactions
- Student Support
- Temporary Faculty
- eRecruit
- Reports Portfolio
- Forms Portfolio
- PAWS Action Request Tracker
- Security Requests
- Reporting Tools
- People Tools
- ID Search
- CFS Datawarehouse
- Lynda.com
- PeopleSoft Campus Solutions
- PeopleSoft Human Resources
- PeopleSoft CS Queries
- PeopleSoft HR Queries
- Blackboard
- HireFresnoState
- Student Clubs & Organizations
- Bizflow Workflow
- Grant Launch
- GradesFirst Academics
- Access Google Apps/Mail
- Concur Travel
- Kuali Ready
- Change My Password

Curriculum Management

- Course Catalog
- Course Catalog Search
- Class Search
- Class Roster
- Maintain Schedule of Classes
- Schedule New Course
- Schedule Class Meetings
- Adjust Class Associations
- Manage Class Sections
- Identify Combined Sections
- Generate Class Permissions
- Class Facility Usage
- Search for a Facility
- Instructor Schedule
- Instructor/Advisor Table
- Instructor Term Workload

Course Catalog Search

Review the course catalog.

Class Search

View the schedule of classes.

Maintain Schedule of Classes

Schedule New Course

Schedule a new class.

Adjust Class Associations

Adjust units, change instructor edit views, and select blind grading option.

Manage Class Sections

View and update class section summary information for a course.

Generate Class Permissions

Define general class permission numbers for an entire term and subject area.

Class Facility Usage

Review a summary of events for a term, session, and day within a facility.

Instructor Schedule

Review an instructor's teaching schedule for a term.

Instructor/Advisor Table

Add and modify instructor and advisor records.

PeopleSoft SOC

## INSTRUCTOR/ADVISOR TABLE: PeopleSoft Fields listed below have to be updated or verified

### FIELD

<b><i>Instructor/Advisor Table Tab</i></b>	
<b>1) Instructor ID Number</b>	Enter the instructor's Fresno State ID number and click on "search;" or search by first name and last name.
<b>2) Effective Date</b>	For a new instructor, the <u>Effective Date</u> <i>has to be on or before</i> the first day of the semester in which the instructor will be teaching.
<b>3) Instructor Type</b>	Select the appropriate value. If you're not sure, check with your dean's office, department chair or with Faculty Affairs: <a href="mailto:facultyaffairs@mail.fresnostate.edu">facultyaffairs@mail.fresnostate.edu</a>
<b>4) Institution</b>	This is always "FRSNO."
<b>5) Primary Academic Org</b>	Enter your three-digit department code here. This will determine to which department's FAD this instructor will be attached.
<b><i>Approved Courses Tab</i></b>	
<b>6) Seq Nbr</b>	This box will auto-populate with each new row you add.
<b>7) Acad Org</b>	Enter the correct three-digit department code for the Subject Area being taught. An instructor may have more than one Academic Org for which they are teaching classes. If an instructor can teach any course within a department, only enter the department code. If an instructor is limited to teaching specific classes within a department, you must set the Subject, Course ID and Offer Nbr for each of those courses.
<b>8) Subject Area, Course ID &amp; Offer Number</b>	Enter the prefix for the Subject Area and tab over. Enter the course ID#, <b>tab over</b> and the Offer Nbr and Catalog Nbr will auto-populate.
<b>9) CLICK ON SAVE</b>	<b>** SCREENSHOTS NEXT 2 SLIDES **</b>

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Instructor/Advisor Table

**FRESNO STATE**

### Instructor/Advisor Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID	begins with ▾	<input type="text"/>
Campus ID	begins with ▾	<input type="text"/>
Local Campus ID	begins with ▾	<input type="text"/>
National ID	begins with ▾	<input type="text"/>
Last Name	begins with ▾	<input type="text"/>
First Name	begins with ▾	<input type="text"/>

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Instructor/Advisor Table

**FRESNO STATE**

[Home](#) | [Add to Favorites](#)

[Related Content ▾](#) | [New Window](#) | [Help](#) | [Feedback](#)

**Instructor/Advisor Table** | [Approved Courses](#)

**Instructor Details** Find | View All First 1 of 2 Last

*Effective Date	05/01/2012	*Status	Active
*Instructor Type	Assistant Professor	<input checked="" type="checkbox"/>	Advisor
*Academic Institution	FRSNO	California State Univ Fresno	
*Primary Acad Org	675	Sociology	
*Instructor Available	Available		

**Instructor/Advisor Role** Find | View All First 1 of 1 Last

Advisor Number	1	Percent of Appointment	
*Academic Career			
Academic Program			
Academic Plan			
Academic Sub-Plan			

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Instructor/Advisor Information](#) > [Instructor/Advisor Table](#)

**FRESNO STATE**

[Instructor/Advisor Table](#) | [Approved Courses](#)

[Instructor Details](#) Find | View All First 1 of 2 Last

Effective Date 05/01/2018 Status: Active  
 Instructor Type: Assistant Professor ☒ **Advisor**  
 Academic Institution FRSNO California State Univ Fresno  
 Primary Acad Org 675

**6** **7** **8**

Blank - allows instructor to teach any course within the dept

Seq Nbr	*Acad Org	Subject Area	Course ID	Offer Nbr	Catalog Nbr	Campus
1	675					
2	665					
3	84	EXEDUC	600375	2	181	
4	84	EXBUSN	600409	2	134	
5	84	EXBUSN	600426	2	135	
6	675	SOC	018215	1	130WS	

**9**

Save Return to Search Notify Update/Display Correct History

Don't need this row since first row allows any courses within Acad Org #675.

## INSTRUCTOR TERM WORKLOAD: PeopleSoft Fields listed below have to be updated or verified

### WORKLOAD ASSIGNMENT TAB

*Scroll to the correct term by using the arrows in the blue Workload Definition header.*

1) Work Assignment Tab	This should reflect what the instructor is teaching or other applicable work assignments. Verify all the instructor's classes for the semester are listed.
2) Work Load Column	An instructor's workload can be incorrect if the instructor EMPLID was changed on the Meetings tab of Maintain Schedule of Classes, rather than the row being deleted and a new row being added.
3) APDB Departmental Assignments	<b>DO NOT ENTER</b> anything in the box marked "APDB Departmental Assignments." This area will be completed in the Scheduling Office.

*For Assigned Time fill in the items below.*

4) Description	Type a brief description indicating what the faculty is receiving Assigned Time for (see your Assign Time Code list for codes and descriptions).
5) Assigned Type	Choose the correct Assign Type from the drop-down menu.
6) Assigned Type Reason	Click on the "Assign Type Reason" link to choose the reason the instructor is receiving Assign Time. This is a <b><u>MUST</u></b> for IAF and OSF Assign Time.
7) APDB Dept ID	This must be entered. Choose the corresponding Academic Organization number for each class being taught or for the dept from where the Assign Time is being paid.
8) Workload	WTUs must be entered for Assign Time. For classes taught, usually the Workload will auto-populate based on the information in the Meetings tab in Maintain Schedule of Classes.

### JOB CODE TAB

*Verify the correct active job record is displayed for this semester.*

9) Empl Rcrd #	When adding Assign Time, update Job Record to current active job record number if different than zero (will default to 0). For classes, the number will auto-populate from information in the Meetings tab in Maintain Schedule of Classes and incorrect numbers have to be corrected there.
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SCREENSHOTS NEXT 2 SLIDES

Scroll to correct term

# Term Workload

ID:

Workload Definition

Find | View All

First 4 of 48 Last

Academic Institution:

FRSNO

California State Univ Fresno

Term:

2183

Spring 2018

Instructor Assignment Class:

FT

Full-time faculty

Instructor Type:

Assistant Professor

Calculate Workload:

☒

Assigned FTE %:

100.00

Limit Workload:

☐

Instructor Multiplier %:

100

Total Term FTE%

80.00

Primary Department:

675

APDB Departmental Assignments

*Department	IFF	IAF	OSF		
675	1000	0000	0000	Primary Assignment	+ -

Workload Assignment		Job Code													
* Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	* Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %			
Department Chair						0	IAF	Assign Type Reason	675	6.00	<input checked="" type="checkbox"/>	40.00	+ -		
Soc Race & Ethn	SOC	111	01	31060		36	IFF	Assign Type Reason	675	3.00	<input checked="" type="checkbox"/>	20.00	+ -		
Field Exp Soc	SOC	185	06	30680			Not Includ	Assign Type Reason	675		<input type="checkbox"/>		+ -		
Independ Study	SOC	190	02	30681			Not Includ	Assign Type Reason	675	1.33	<input type="checkbox"/>		+ -		
Independ Study	SOC	190	06	30682			Not Includ	Assign Type Reason	675		<input type="checkbox"/>		+ -		
Independ Study	SOC	190	04	30728			Not Includ	Assign Type Reason	675		<input type="checkbox"/>		+ -		
Field Exp Soc	SOC	185	04	30810			Not Includ	Assign Type Reason	675	3.66	<input type="checkbox"/>		+ -		
Terrorism Genoc	SOC	150T	04	36950		21	IFF	Assign Type Reason	675	3.00	<input checked="" type="checkbox"/>	20.00	+ -		
Field Exp Soc	SOC	185	02	30679			Not Includ	Assign Type Reason	675	3.00	<input type="checkbox"/>		+ -		

Favorites ▾ | Main Menu ▾ > Curriculum Management ▾ > Instructor/Advisor Information ▾ > Instructor Term Workload

**FRESNO STATE**

### Assign Type Reason

Assignment Type: IAF

Workload Reason Code: Department Chair, Acad Year ▾

Time Source Code: Department ▾

OK Cancel

Workload Assignment							
Job Code							
*Description	Subject	Catalog Nbr	Section	Class Nbr	Session	Empl Rcd#	Job Code
Department Chair-SOC						0	2482
Soc Race & Ethn	SOC	111	01	31060	Regular Academic Session	0	2482
Field Exp Soc	SOC	185	06	30680	Regular Academic Session	0	2482
Independ Study	SOC	190	02	30681	Regular Academic Session	0	2482
Independ Study	SOC	190	06	30682	Regular Academic Session	2	2357
Independ Study	SOC	190	04	30728	Regular Academic Session	0	2482
Field Exp Soc	SOC	185	04	30810	Regular Academic Session	0	2482
Terrorism Genoc	SOC	150T	04	36950	Regular Academic Session	0	2482
Field Exp Soc	SOC	185	02	30679	Regular Academic Session	0	2482

# Using OSF (Other Support Fraction) as the “Assign Type” for Assigned Time

Any assignment for which a department receives funding or backfill should be coded as an Assign Type of OSF. In the “Description” box, you need to identify the source\* of funding from the following list:

OSF Assign Time	Workload Reason Code	Time Source Code
Provost – state side	GF – non-instructional/backfill	University
Provost - foundation	Grant or Research (Non GF)	Reimbursed
Dean – foundation	Teaching (Non GF)	Reimbursed
Grant/contract	Grant & Research (Non GF)	Reimbursed

*\*If there are multiple sources of funding for OSF, then additional rows should be added for each source and the wtu distributed accordingly.*

SCREENSHOTS NEXT SLIDE



Workload Assignment		Job Code											
* Description	Subject	Catalog Nbr	Section	Class Nbr	Comb Sects ID	Tot Enrl	* Assign Type	Assign Type Reason	APDB Dept ID	Work Load	App Load	Assignment FTE %	
Independ Study	SOC	190	02	30575		0	IFF	Assign Type Reason	675		<input checked="" type="checkbox"/>		<input type="button" value="+"/> <input type="button" value="-"/>
Field Exp Soc	SOC	185	06	30574		0	IFF	Assign Type Reason	675		<input checked="" type="checkbox"/>		<input type="button" value="+"/> <input type="button" value="-"/>
Soc Race & Ethn	SOC	111	06	30558		0	IFF	Assign Type Reason	675	3.00	<input checked="" type="checkbox"/>	20.00	<input type="button" value="+"/> <input type="button" value="-"/>
Soc Race & Ethn	SOC	111	01	30892		0	IFF	Assign Type Reason	675	3.00	<input checked="" type="checkbox"/>	20.00	<input type="button" value="+"/> <input type="button" value="-"/>
Field Exp Soc	SOC	185	04	30692		0	IFF	Assign Type Reason	675		<input checked="" type="checkbox"/>		<input type="button" value="+"/> <input type="button" value="-"/>
Field Exp Soc	SOC	185	02	30573		0	IFF	Assign Type Reason	675		<input checked="" type="checkbox"/>		<input type="button" value="+"/> <input type="button" value="-"/>
Research Grant						0	OSF	Assign Type Reason	675	6.00	<input checked="" type="checkbox"/>	40.00	<input type="button" value="+"/> <input type="button" value="-"/>

### Assign Type Reason

Assignment Type:

OSF

Workload Reason Code:

Grant or Research (Non-GF)

Time Source Code:

Reimbursed

OK

Cancel

# HOW TO REVIEW YOUR FAD:

1) Run your FAD Report	Run your FAD report by first filling in the appropriate Report Request Parameters: Term, Academic Group (2-digit college number), and Academic Organization (3-digit department number). Pathway: <b>MAIN MENU &gt; REPORTS PORTFOLIO &gt; STUDENT ADMINISTRATION &gt; COURSE SCHEDULING/CURRICULUM &gt; FACULTY ACTIVITY DETAIL</b>
2) Run Job Data Audit Report	Run the APDB Term Workload-Job Data Audit report. You will use this report to assist you with the review of your FAD report. Pathway: <b>MAIN MENU &gt; REPORTS PORTFOLIO &gt; STUDENT ADMINISTRATION &gt; COURSE SCHEDULING/CURRICULUM &gt; APDB TERM WL-JOB DATA RPT</b>
3) Review Each Instructor	For each instructor in your FAD, verify WTUs. The total WTUs in the FAD report should match up with the contracted “Fract” on the APDB Term Workload-Job Data Audit report.
4) Discrepancies	A common issue is 0.00 Wtu showing for a faculty. In these cases, most likely the Meeting APDB Mapping Values are missing or incorrect. Space type must correspond with the class component. Example: Lecture = Space Type 1 Lecture. OLD Learning Md: = F for face-to-face.
5) A, F, and S Matter!	If the Learning Mode is left blank in the Meeting APDB Mapping Values, the Wtu for the faculty teaching that class will show up as 0.00. <b>A</b> = Asynchronous instruction; used for classes meeting both face-to-face and online <b>F</b> = Face-to-face instruction <b>S</b> = Synchronous instruction; used only for fully-online classes
6) Empl Rec #	Compare the Empl Rec # listed for a faculty in Maintain Schedule of Classes to the Term Workload-Job Data Audit report. The Empl Rec # should correspond to the correct <b>active</b> Job Rcd in the Term Workload-Job Data Audit report.
7) Discrepancies	An instructor may have more than one active Job Rcd if he is teaching in more than one department. In this case, make sure the correct active Job Rcd and department correspond with the correct Empl Rec #.
8) Making corrections	You can make corrections to the Empl Rec # in Maintain Schedule of Classes in the Meetings Pattern tab. Under “Instructors for Meeting Pattern” click on the magnifying glass by the Empl Rcd # box and you will see the active Empl Rcd number(s) for which this instructor is actively contracted.
SCREENSHOTS NEXT 6 SLIDES	

## Running your FAD report

Navigation: Favorites ▾ Main Menu ▾ > Fresno Custom ▾ > Curriculum Management ▾ > Report ▾ > Faculty Activity Detail

Faculty Activity Detail

Run Control ID:  Report Manager Process Monitor **Run** **5**

**Report Request Parameters**

Term: **1**  Spring 2018

Academic Group:  Science and Mathematics **2**

Academic Organization:  Biology **3**

**4**

## Running your APDB Term Workload-Job Data Audit report

Navigation: Favorites ▾ Main Menu ▾ > Fresno Custom ▾ > Curriculum Management ▾ > Report ▾ > APDB Term Workload

APDB Term WL - Job Data Rpt

Fresno - SR - APDB Term Workload - Job Data Audit Report

Run Control ID:  Report Manager Process Monitor **Run** **4**

**Report Request Parameters**

\*Term: **1**  Spring 2018

Acad Org: **2**  Biology  
(Leave Blank for All)

**3**

# Faculty Activity Detail

MAIN MENU > REPORTS PORTFOLIO > STUDENT ADMINISTRATION >  
COURSE SCHEDULING/CURRICULUM > FACULTY ACTIVITY DETAIL

Report ID: FRCU0006  
Institution: FRSNO  
Acad Term: 2187 Fall 2018  
School: 32 Social Sciences

## California State University, Fresno Faculty Activity Detail

Department: 197 Criminology

Page 1  
Report Date: 04/25/18  
Report Time: 08:18:34

Section ID	ENR	CS	ADJ CCU	Meet Days	Begn Time	End Time	TBA Hrs	Facility ID	Space Type	TTF	SCU	FCH	Drcr WTU	Indr WTU	IAF	OSF	Total WTU
Job: 2358 Lecturer AY Grade: 2 Lecturer A																	
CRIM 101	05	3	02	3.0	M	06:00PM	08:50PM	0.0	S147	Lecture	100.00	9.0	0.0	3.00	0.00	0.00	3.00
CRIM 101	07	4	02	3.0	TH	06:00PM	08:50PM	0.0	S145	Lecture	100.00	12.0	0.0	3.00	0.00	0.00	3.00
Total for this assignment											21.0	0.0	6.00	0.00	0.00	0.00	6.00
Job: 2360 Instr Fac AY Grade: 3 Asst Professor																	
CRIM 153	18	4	02	3.0	ARR			0.0	DGTCAMP	Non-Cap	100.00	12.0	0.0	3.00	0.00	0.00	3.00
CRIM 154	02	10	02	3.0	TTH	11:00AM	12:15PM	0.0	ED172	Lecture	100.00	30.0	0.0	3.00	0.00	0.00	3.00
CRIM 157	01	5	02	3.0	TTH	12:30PM	01:45PM	0.0	LS134	Lecture	100.00	15.0	0.0	3.00	0.00	0.00	3.00
CRIM 180	01	23	04	3.0	W	05:00PM	10:00PM	0.0	PED CTR	Lecture	100.00	69.0	0.0	3.00	0.00	0.00	3.00
Total for this assignment											126.0	0.0	12.00	0.00	0.00	0.00	12.00
Job: 2360 Instr Fac AY Grade: 3 Asst Professor																	
CRIM 153	16	1	02	3.0	TH	06:00PM	08:50PM	0.0	S2208	Lecture	100.00	3.0	0.0	3.00	0.00	0.00	3.00
CRIM 155	02	48	02	3.0	M	06:00PM	08:50PM	0.0	S2208	Lecture	100.00	144.0	0.0	3.00	0.00	0.00	3.00
CRIM 170	12	20	04	3.0	ARR			0.0	DGTCAMP	Non-Cap	100.00	60.0	0.0	3.00	0.00	0.00	3.00
CRIM 180	02	5	04	3.0	W	05:00PM	10:00PM	0.0	PED CTR	Lecture	100.00	15.0	0.0	3.00	0.00	0.00	3.00
Total for this assignment											222.0	0.0	12.00	0.00	0.00	0.00	12.00
Job: 2358 Lecturer AY Grade: 2 Lecturer A																	
CRIM 2	09	1	02	3.0	T	06:00PM	08:50PM	0.0	SS105	Lecture	100.00	3.0	0.0	3.00	0.00	0.00	3.00
Total for this assignment											3.0	0.0	3.00	0.00	0.00	0.00	3.00

# APDB TERM WORKLOAD-JOB DATA AUDIT REPORT

MAIN MENU > REPORTS PORTFOLIO  
> STUDENT ADMINISTRATION >  
COURSE SCHEDULING/CURRICULUM  
> APDB TERM WL-JOB DATA RPT

Report ID: FRCU0105-05

California State University, Fresno  
APDB TERM WORKLOAD - JOB DATA AUDIT REPORT

Page No. 1  
Run Date 07/23/2018  
Run Time 13:59:43

Term: 2183 - Spring 2018  
Acad Org: 145 - Biology  
Department: 32241 - Biology

Term Workload				Job								
Name	Emplid	Term Rcd	Job Rcd	Empl Status	Jobcode	Department	Class	FTE	Fract	Sal Plan	Ad Grade	APDB Map
		2	0	Terminated	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.4000	6/15	114	1	7
			1	Terminated	1150-Instr Stdnt Asst	32241-Biology	OBSOLETE	0.0100	0/0	110	0	
			2	Active	2358-Lecturer AY	32241-Biology	OBSOLETE	0.8000	12/15	335	2	2
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.3467	26/75	114	1	7
		0	0	Active	2358-Lecturer AY	32241-Biology	OBSOLETE	0.5333	8/15	335	2	2
			1	Terminated	1870-Student Asst	32241-Biology	OBSOLETE	0.0100	0/0	E08		8
			2	Terminated	2354-Teaching Associate AY	22131-FVPAA	OBSOLETE	0.2000	3/15	114	1	7
		0	0	Active	2360-Instr Fac AY	32241-Biology	OBSOLETE	0.5000	1/2	321	5	5
			1	Terminated	2360-Instr Fac AY	29212-Curr&Edtec	OBSOLETE	0.5000	1/2	321	5	5
			4	Terminated	2457-If Summer Session State Sup	29218-Joint Doc	OBSOLETE	0.2500	0/0	334	1	1
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.2667	4/15	114	1	7
		0	0	Active	2358-Lecturer AY	32241-Biology	OBSOLETE	0.1000	1/10	335	3	3
		0	0	Active	2360-Instr Fac AY	32241-Biology	OBSOLETE	1.0000	0/0	321	5	5
			2	Terminated	2359-Lecturer 12 Mo	21128-Enh T&L	OBSOLETE	0.0000	0/0	336	5	5
		1	0	Terminated	1870-Student Asst	32241-Biology	OBSOLETE	0.0100	0/0	E08		8
			1	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.4000	6/15	114	1	7
		0	0	Active	2360-Instr Fac AY	32242-Chemistry	OBSOLETE	1.0000	0/0	321	3	3
		0	0	Active	2360-Instr Fac AY	32241-Biology	OBSOLETE	1.0000	0/0	321	4	4
		0	0	Active	2360-Instr Fac AY	32241-Biology	OBSOLETE	1.0000	0/0	321	5	5
			6	Terminated	2457-If Summer Session State Sup	32241-Biology	OBSOLETE	0.2500	0/0	334	1	1
		0	0	Active	1150-Instr Stdnt Asst	32241-Biology	OBSOLETE	0.0100	0/0	110	0	
			1	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.1733	13/75	114	1	7
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.1733	13/75	114	1	7
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.1733	13/75	114	1	7
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.2200	11/50	114	1	7
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.2600	13/50	114	1	7
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.1733	13/75	114	1	7
		0	0	Active	2358-Lecturer AY	32241-Biology	OBSOLETE	1.0000	15/15	335	2	2
		0	0	Active	2354-Teaching Associate AY	32241-Biology	OBSOLETE	0.3467	26/75	114	1	7
		0	0	Active	2358-Lecturer AY	32241-Biology	OBSOLETE	0.2667	4/15	335	3	3
		0	0	Active	2360-Instr Fac AY	32241-Biology	OBSOLETE	1.0000	0/0	321	5	5
			2	Terminated	2457-If Summer Session State Sup	32241-Biology	OBSOLETE	0.2500	0/0	334	1	1

Meeting APDB Mapping Values

Space Type: 1 Lecture ▼

TBA Hours:

OLD Learning Md: F  Face to Face

OK

**Learning mode must be filled in for an instructor's WTUs to show up on the FAD.**

Space type must correspond with the class component:

**Lecture or Seminar = 1 Lecture (space type)**

**Lab or Activity = 2 Laboratory**

**Supervision or Online classes = 3 Non-capacity**

**A** = Asynchronous instruction; used for classes meeting both face-to-face and online

**F** = Face-to-face instruction

**S** = Synchronous instruction; used only for fully-online classes

## WTUs on the FAD (Faculty Activity Detail)

FCH	Drect WTU	Indr WTU	IAF	OSF	Total WTU
0.0	3.00	0.00	0.00	0.00	3.00
0.0	3.00	0.00	0.00	0.00	3.00
0.0	6.00	0.00	0.00	0.00	6.00

## Fract on the APDB Term Workload-Job Data Audit report

	FTE	Fract	Sal Plan	Ad Grade	APDB Map
TE	0.4000	6/15	114	1	7
TE	0.0100	0/0	110	0	
TE	0.8000	12/15	335	2	2
TE	0.3467	26/75	114	1	7
TE	0.5000	0/15	335	2	2

## Empl Rcd # in Maintain Schedule of Classes

Contact	Empl Rcd#	Job Code
	0	2360

## Job Rcd # in APDB Term Workload-Job Date Audit Report

0	0	Active
0	0	Active
	1	Terminated
	2	Terminated

## Example of faculty with two active job record numbers:

	0	0	Active	2360-Instr Fac AY
		2	Active	2482-Dept Chair AY

Favorites Main Menu > Curriculum Management > Maintain Schedule of Classes

My Page Workflow

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data GL Interface

Course ID 015552 Course Offer

Academic Institution California State Univ Fresno  
 Term Fall 2018 Undergrad  
 Subject Area GEOG Geography  
 Catalog Nbr 115 Violent Weather

**Class Sections**  
 Session: REG Regular Academic Session  
 Class Section: 06 Component: Lecture  
 Associated Class: 6 Units: 3.00

**Meeting Pattern**  
 Facility ID S147 Capacity 48 Pat TTH Mtg Start 2:00PM Mtg End 3:15PM M T W T  
 S 147 Topic ID: Free Format  
 Topic: Print Topic On Transcript

**Instructors For Meeting Pattern** Personalize Find  
 Assignment Workload  

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
104784979	Ogunjemiyo, Segun	Prim Ins	✓	Approve		1	2360

**Room Characteristics** Personalize Find  
 \*Room Characteristic  
 \*Quantity 1

**Academic Shift** Personalize Find  
 Academic Shift

Look Up Empl Rcd#

Empl ID 104784979

Empl Rcd Nbr =

Department ID begins with

Job Code begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	33255	Geography	2360	Instr Fac AY Emp		Active

To correct the Empl Rcd #, select the Active record number from the results of the magnifying glass search (0 in this case), and then SAVE. This will update the Empl Rcd # box for the faculty and update your FAD.

Room Characteristics

\*Room Characteristic

Academic Shift

Save Return to Search

Room Characteristics

\*Room Characteristic

\*Quantity 1

Academic Shift



# The Basics of CS #s – Course Classification Numbers

## Determining Workload

The contact hours for each CS # can be found on the Course Classification Number Chart along with the corresponding K factor. The chart also includes a description of different CS numbers.

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Maintain Schedule of Classes

FRESNO STATE

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data GL Interface

Course ID 001381 Course Offering Nbr 1

Academic Institution California State Univ Fresno

Term Fall 2018 Undergrad

Subject Area HIST History

Catalog Nbr 11 Am Hst to 1877

Class Sections Find | View All First 1 of 31 Last

Session: REG Regular Academic Session Class Nbr: 70712 Class APDB Mapping Values

Class Section: 01 Component: Lecture Event ID: 000161785

Associated Class: 1 Units: 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date

SS 103 43 MWF 8:00AM 8:50AM [x] [x] [x] [x] [x] [x] [x] 08/23/2018 12/20/2018

Topic ID: Free Format Topic: [ ]

Print Topic On Transcript

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment Workload

APDB Class Section Values

CS Number: 02

Workload Factor: K

Component Units: 3.00

Component Students: [ ]

Group Code Control: [ ]

\*APDB Learning Mode: 09

OK Cancel

1 contact hour or K factor = 1

K factor (1) x Comp Units (3) = 3 WTUs

How many hours per week will this class need to meet?

1 contact hour x 3 units = 3 hours/week



Lecture


CS#s determine workload, so this is a data element that must go through the curriculum approval process. The CS# in the APDB Class Section Values should always match what's in the catalog for that course.


SCREENSHOTS NEXT SLIDE

## Example of WTUs for a LAB class:

**APDB Class Section Values**


CS Number: 13  = 2 contact hours and K factor = 1.3 

Workload Factor: K 1.3 

Component Units: 1.00 

Component Students:

Group Code Control:

\*APDB Learning Mode: 09 

OK Cancel

How many hours per week will this lab class need to meet?

2 contact hours x 1 unit = 2 hours/week

**Lab**



K factor (1.3) x Comp Units (1) = 1.3 WTUs


The S factor for a Supervision class can also be found on the Course Classification Number chart along with a description for each S #.


An instructor's WTUs for these classes depend on the number of students enrolled in the class.


## Example of WTUs for a Supervision class:

**APDB Class Section Values**


CS Number: 25  = Contact hours = n/a S factor = .500 

Workload Factor: S 0.500 

Component Units: 1.00 

Component Students: 4.00 

Group Code Control:

\*APDB Learning Mode: 09 

OK Cancel

S factor (.500) x students enrolled (4) = 2 WTUs

Supervision classes have an S factor rather than a K factor for workload. They are typically ARR for meeting times/frequency.

**Supervision**

# Checking Contact Hours for Your Department's Classes:

**APDB Class Section Values**

CS Number:

Workload Factor: K 1.0

Component Units:

Component Students:

Group Code Control:

\*APDB Learning Mode:

OK Cancel

**CS# 02 = 1 faculty contact hour/unit**

**1 contact hour x comp units (4) = 4 hours of class meeting time/week**

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Maintain Schedule of Classes

**FRESNO STATE**

Term: Fall 2018 Undergraduate  
Subject Area: MATH Mathematics  
Catalog Nbr: 101 Statistics

**Class Sections**

Session: REG Regular Academic  
Class Section: 01 Component: Lecture Event ID: 000169420  
Associated Class: 1 Units: 4.00

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID: S2308 Capacity: 42 Pat: MTWT Mtg Start: 2:00PM Mtg End: 2:50PM M T W T F S S  
S2 308 Topic ID: Free Format Topic:

☐ Print Topic On Transcript [Contact Hours](#) [Meeting APDB Mapping Values](#)

**The class is scheduled to meet 4 x per week for 1 hour each time for a total of 4 hours of class meetings each week, which is correct based on the component units and CS#.**

# Other Helpful Information

## Adding/Changing Instructors: (Maintain Schedule of Classes > Meetings tab > Instructors for Meeting Pattern)

- When changing the instructor for a class, DO NOT “write over” the existing instructor’s information on the Meetings Tab in Maintain Schedule of Classes
- Changing the instructor this way can create a “ghost” of the former instructor’s information and can create errors in your FAD
- Delete (-) the row for the existing instructor
- Add (+) a row for the new instructor; add their information and SAVE

The screenshot shows the 'Instructors For Meeting Pattern' window. A red arrow points to the title bar. A red callout bubble with the text 'Delete row for existing instructor' points to the minus sign button in the bottom right corner, which is circled in red. The interface includes tabs for 'Assignment' and 'Workload', and a table with columns: ID, Name, \*Instructor Role, Print, Access, and Contact. Below the table, there are search fields and a dropdown menu for 'Prim Ins'.

The screenshot shows the 'Instructors For Meeting Pattern' window. A red arrow points to the title bar. A red callout bubble with the text 'Add a row for the new instructor' points to the plus sign button in the bottom right corner, which is circled in red. The interface includes tabs for 'Assignment' and 'Workload', and a table with columns: ID, Name, \*Instructor Role, Print, Access, and Contact. Below the table, there are search fields and a dropdown menu for 'Prim Ins'.

*This is also where you would add additional instructors.*

Where to find the CS#, course component(s), grading basis, K or S factor and Unit Value for a course:

**MAIN MENU > CURRICULUM MANAGEMENT > COURSE CATALOG > COURSE CATALOG**

Course Catalog

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Academic Institution =

Subject Area =

Catalog Nbr begins with

Campus begins with

Course ID begins with

Description begins with

☐ Include History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

SCREENSHOTS NEXT SLIDES

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Course Catalog](#) > [Course Catalog](#)

[Catalog Data](#) | [Offerings](#) | [Components](#)

**Course ID** 001821

**Effective Date:** 11/01/2013    **Status:** Active    **Course Offering:** 1 of 2

**Description:** Stat Methods  
**Long Course Title:** Statistical Methods  
**Long Description:** Prerequisite: MATH 70 or MATH 75, or MATH 75A and B; no credit if taken after MATH 100. Application of statistical procedures to examples from biology, engineering, and social science; one- and two-sample normal theory methods; chi square, analysis of variance, and regression; nonparametric methods. Computerized statistical

**Course Units/Hours/Count**

Minimum Units	4.00	<input type="checkbox"/> Last Course of Mult Term Seq <b>Enrollment Unit Load Calc Type:</b> Actual Units
Maximum Units	4.00	
Academic Progress Units	4.00	
Financial Aid Progress Units	4.00	
		<b>Course Count:</b> 1.00 <b>Course Contact Hours:</b> 1.00

**Course Grading**

**Grading Basis:** Student Option  
**Graded Component:** Lecture

**Repeat for Credit Rules**

☐ Repeat for Credit    **Total Units Allowed:** 4.00  
☐ Allow Multiple Enroll in Term    **Total Completions Allowed:** 1

**Additional Course Information**

**Instructor Edit:** No Enrollment Choice  
**Add Consent:** No Special Consent Required    **Drop Consent:** No Special Consent Required  
**Requirement Designation:**  
**Equivalent Course Group:** 01405    Stat Methods

**Course Attributes**

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Course Catalog](#) > [Course Catalog](#)

[Catalog Data](#) | [Offerings](#) | [Components](#)

**Course ID:** 001821

**Effective Date:** 11/01/2013    **Status:** Active    **Course Offering:** 1 of 2

**Description:** Stat Methods

**Course Component**

**Course Component:** Lecture  
**Instructor Contact Hours:** 1.000  
**Default Section Size:** 25  
**Workload Hours:** 4.00  
**OEE Workload Hours:**  
**Final Exam:** Yes  
**Exam Seat Spacing:** 1  
**Provider for Authentication:**

☐ Auto Create  
☒ Graded Component  
☒ Primary Component  
☐ Optional Component  
☐ Generate Class Mtg Attendance

**CS Number**

## Course Catalog CS Number

**Course ID:** 001821    Lecture

### APDB Course Values

**CS Number:** 02  
**Workload Factor:** K    1.0

**Component Units:** 4.00

**Component Students:**

**Space Type:** 1 Lecture

OK

Cancel

# Financial Aid Units Review

UGRD = 1 x # of Units

PBAC = 1.5 x # of Units

DOCT = 2 x # of Units

Navigation: Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Adjust Class Associations

Course ID 009220 Course Offering Nbr 1

Academic Institution California State Univ Fresno

Term Fall 2018 Postbac

Subject Area COUN Counselor Education

Catalog Nbr 239 Field Placement

Session REG Regular Academic Session

Class Roll

Class Associations Find | View All First 1 of 11 Last

Associated Class 5

Minimum Units 3.00

Academic Progress Units 3.00

Course Count 1.00

Billing Factor 1.000

Tuition Group

Maximum Units 3.00

FA Units 4.50

Course Contact Hours

\*Instructor Edit No Enrollment Choice

☐ Use Blind Grading

Save Return to Search Notify

This is a Graduate or PBAC course, so the FA (Financial Aid) units are # of units (3) x 1.5 = 4.50