

FACILITIES MANAGEMENT SYSTEM- FaMM

FaMM is an on-line interactive system that maintains assignable space on campus. FaMM directly interfaces with the scheduling files to retrieve the course/section assigned to a specific building/room. It also contains an activities file, a repository for non-course/section events, such as committee meetings, organization meetings, athletic events, and student activities, etc. that are assigned to specific facilities.

Information concerning:

FaMM Transactions

- F110 Room Maintenance
- F120 Room Sub-division Maintenance
- F130 Building List
- F140 Building/Room List
- F200 Weekly Room Schedule
- F210 Daily Room Schedule
- 4220 Room Search
- F230 Room Conflict Search
- F240 Room Index
- F250 Room/Time Index
- Reserving rooms during final exams
- Reserving rooms for classes
- Annual Course Master

Academic Facilities Guidelines

- Establishing a Room Priority
- Maintaining Room Priority
- Room Priority Release Dates
- Time Release Criterion
- Resolving Room Conflicts
- Scheduling Activities

Glossary of Field Descriptions

The Office of Space Utilization is responsible for the maintenance of the activity file, as well as scheduling space for regular or one- time (ad hoc) activities. The Office of Academic Systems is responsible for scheduling course/sections into "Academic Space". Questions and requests for room reservation for courses/section should be directed to Carol Kenipe at 5-1165 or e-mail at ckenipe@bsu.edu. Room reservations for activities should be directed to Angela Pickett at 5-2803 and any reservations for sports facilities should be direct to the Athletic Facilities Office at 5-8708

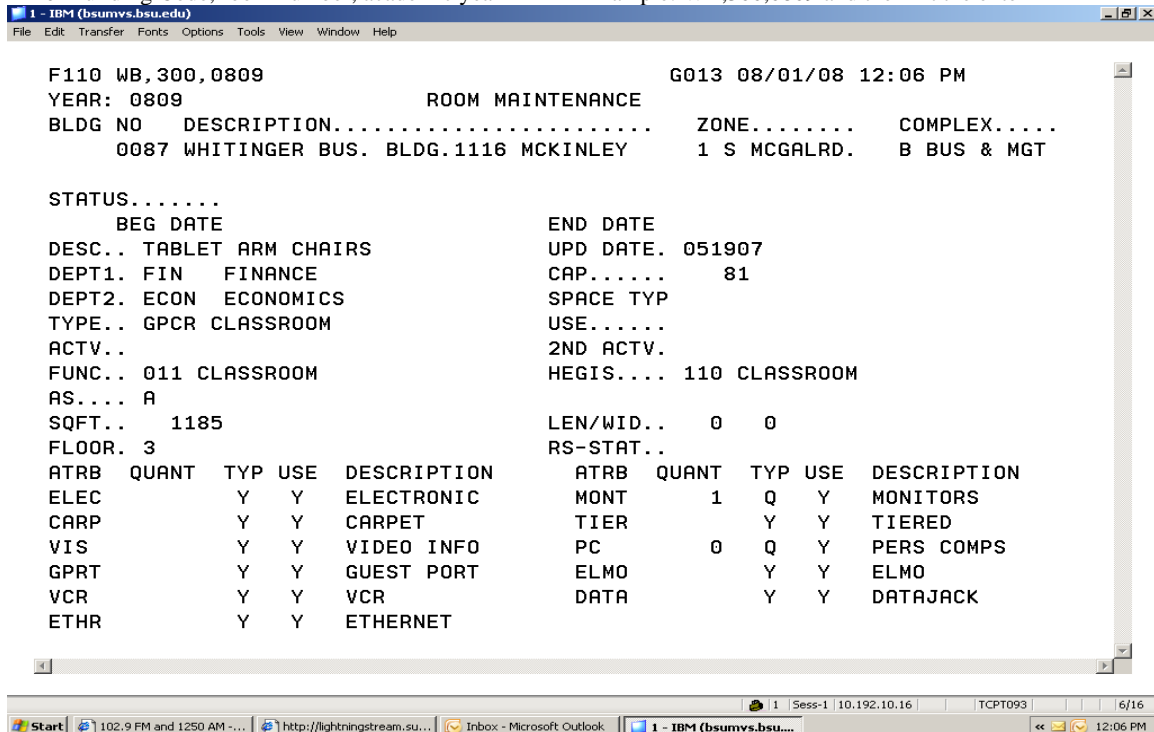
After signing on to ADMAC and ECA, depress the PF1 key to bring up the ECA main menu. Choose (F) for the Facilities Management Menus. From the Facilities Management Menu choose (A) for Facilities Management. This command will retrieve a menu that lists all the FaMM transactions.

Some transactions are restricted to the office that maintains them and are not available to the general university community. Those transactions are at follows: F100 Building Inventory F290 Room Utilization

F110 Room Maintenance

This screen serves as a main information source for all physical properties of a specific room, such as: details of attributes, room priorities, room capacity, etc. To access this screen, press PF1 to return to the Facilities Management Menu and select (B) for F110 or in the home position type the following keys:

F110 Building Code, room number, academic year Example: WB,300,0809 and then hit the enter



Remember: The home position is in the upper left-hand corner of the screen. If you lose your position, simply press the home key that is located near the delete key.

F120 Room Sub-Division Maintenance

FaMM allows each room to be subdivided up to 36 separately schedulable parts. Each subdivision may also have its own priority departments and a unique set of attributes. To access this screen press PF1 to bring back the Facilities Management Menu and select (D) for F120, or in the home position type the following keys:

F120 Building code, room number,,academic year

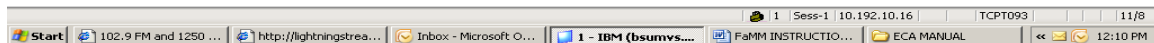
Note: The two commas! Example: CN,262,,0809

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1 - IBM (bsumvs.bsu.edu)
File Edit Transfer Fonts Options Tools View Window Help

F120 CN, 262, , 0809                                G013 08/01/08 12:10 PM
YEAR: 0809                                ROOM SUB-DIVISION MAINTENANCE
BLDG:          ZONE: 1 S MCGALRD.    CPLX: F LI/PHY SCI
ROOM: 262      TABLET ARM CHAIRS
DEPT DEPT2  RCAP RTYP RUSE ACTV ACT2 FUNC HEGIS AS  SQFT
NUR      61  LAB                210  A    931
ATRQB  QUANT ATRB  QUANT ATRB  QUANT ATRB  QUANT ATRB  QUANT ATRB  QUANT
VIS                                DATA          ETHR

SUB-DIVISION:
A  NUR          22 LAB                210  A    466
  VIS
B  NUR          39 LAB                210  A    466
  VIS
                                DEL/INS
  
```



This screen contains information similar to the F110 screen, although not as detailed. The upper half of the screen gives the information relative to the base room and the bottom half lists the subdivisions and their relative attributes.

F130 Building List

This screen lists the buildings that are maintained by FaMM. The building code, building name, zone and complex codes are also given on this screen. To access this screen press PF1 to bring the Facilities Management Menu and select (E), or in the home position type the following key:

F130 Building code, academic year

Example: F130 BB,0809

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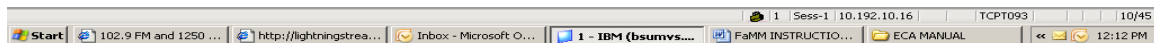
1 - IBM (bsumvs.bsu.edu)
File Edit Transfer Fonts Options Tools View Window Help

F130 CC02, 0809                                G013 08/01/08 12:12 PM
YEAR: 0809                                BUILDING LIST

SEL  BLDG NO  DESCRIPTION                                ZONE          COMPLEX

A  BB  0009  BURKHARDT BUILD, 601 MCKINLEY                1 S MCGALRD.  A SOC SCI
B  BC  0010  BALL COMMUNICATIONS, 1109 MCKINLEY            1 S MCGALRD.  H COMM
C  BG  0011  BALL GYM, CAMPUS DRIVE                        1 S MCGALRD.  L PE/GYM/AF
D  BG01 0011  BALL GYM                                      1 S MCGALRD.  L PE/GYM/AF
E  BH  0012  BOILER HOUSE                                1 S MCGALRD.  V UTIL/PARK
F  BH01 0012  BOILER HOUSE                                1 S MCGALRD.  V UTIL/PARK
G  BH02 0012  BOILER HOUSE                                1 S MCGALRD.  V UTIL/PARK
H  BH03 0012  BOILER HOUSE                                1 S MCGALRD.  V UTIL/PARK
I  BH04 0012  BOILER HOUSE                                1 S MCGALRD.  V UTIL/PARK
J  BH05 0012  BOILER HOUSE                                1 S MCGALRD.  V UTIL/PARK
K  BL  0013  BRACKEN LIBRARY, 1100 MCKINLEY                1 S MCGALRD.  N LIBRARY
L  BU  0014  BURRIS SCHOOL                                1 S MCGALRD.  C ED & DEMO
M  BU01 0014  BURRIS SCHOOL                                1 S MCGALRD.  C ED & DEMO
N  CA  0015  CARMICHAEL HALL, 1601 N. MCKINLEY            1 S MCGALRD.  G RES HALLS
O  CC  0016  CENTRAL CHILLER                              1 S MCGALRD.  V UTIL/PARK
P  CC01 0016  CENTRAL CHILLER                              1 S MCGALRD.  V UTIL/PARK

ROOM LIST ( A THRU P )
***** MORE PAGES FOLLOW *****
  
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If you wish to get a listing of all the rooms that are maintained by the FaMM system in a particular building, type the corresponding letter of the desired building at the bottom of the screen where the cursor is situated. This command will bring the F140 Building Room List to your screen. Press the enter key or the PF8 key to scroll to the next page.

F140 Building/Room List

This screen lists all the rooms in a selected building that are inventoried by the FaMM system. Rooms appear in room number sequence. To access this screen either press PF1 to bring up the Facilities Management Menu and select (F) or type the following keys at the home position:

F140 NQ,111,0809

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F140 NQ, 115A, 0809                                G013 08/01/08 12:14 PM
YEAR: 0809                                BUILDING/ROOM LIST

BLDG NO  DESCRIPTION.....  ZONE.....  COMPLEX.....
NQ   0054 NORTH QUAD, 1911 RIVERSIDE          1 S MCGALRD. A SOC SCI
                                           A/ SP
S ROOM.. DEPT.  DEPT2 RTYP RUSE ACTV..... RCAP. S  TP  ATRB ATRB ATRB ATRB ATRB

A 111  PSYSC      GPCR          40 A      VIS  DATA ETHR ELEC
B 112  CS&H      OFFC          3 A
C 112A CS&H      OFFC          1 A
D 112B CS&H      CONF         10 A
E 112C CS&H      OFFC          1 A
F 112D CS&H      OFSR          1 A
G 112E CS&H      OFFC          1 A
H 112F CS&H      OFFC          1 A
I 112G CS&H      OFSR          0 A
J 112H NONE      HALL          0 A
K 113  FL        OFFC          1 A
L 114  FL        OFFC          1 A
M 115  CS&H      OFFC          1 A
ROOM UPDATE ( A THRU M )
***** MORE PAGES FOLLOW *****
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Each building contains a room "SU" (space unavailable) which is used when no other room can be located. For each room, this screen lists priority department(s), room type, room capacity and attributes. Press the enter key to get the next page of the listing or detailed room information, select the letter corresponding to the desired room number on your screen, and press enter. This command will bring up the F110 screen for the selected room.

F200 Weekly Room Schedule

This screen lists in matrix format all of the meetings (classes and activities) scheduled for a given room for a week. To access this screen press PF1 to bring up the Facilities Management Menu and select (H) or in the home position type:

F200 Building code, room number, date, begin time, duration*

*Duration is the length of the time blocks that you wish to view. For example, a DURATION of 0015 will give you 15 minute time blocks. They can vary from 00:01 to 23:59. If omitted, the default time duration used by the system is one hour (0100).

Example: F200 WB,138,082508

1 - IBM (bsumvs.bsu.edu)						
File Edit Transfer Fonts Options Tools View Window Help						
F200 WB, 138, 082508, 0700, 0100			G013 08/01/08 12:17 PM			
WEEK OF: 08/25/08		WEEKLY ROOM SCHEDULE				
BLDG: WB		ROOM: 138	ZONE: S MCGALRD.	CPLX: BUS & MGT		
DEPT: ECON		RCAP: 48	RTYP: CLASSROOM	RUSE:		
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	S U
0700						
0800						
0900	ECON 202 001	ECON 202 006	ECON 202 001	ECON 202 006	ECON 202 001	
1000	ECON 202 002	ECON 202 006	ECON 202 002	ECON 202 006	ECON 202 002	
1100	ECON 202 009	ECON 279 001	ECON 202 009	ECON 279 001	ECON 202 009	
1200	ECON 202 003	ECON 279 001 ECON 202 007	ECON 202 003	ECON 279 001 ECON 202 007	ECON 202 003	
1300	ECON 247 001	ECON 202 007	ECON 247 001	ECON 202 007	ECON 247 001	
1400	ECON 202 005	ECON 202 008	ECON 202 005	ECON 202 008	ECON 202 005	
1500		ECON 202 008		ECON 202 008		
1600	ECON 346 001		ECON 346 001			
1700	ECON 346 001		ECON 346 001			
1800	ECON 116 009	ECON 370 001	ECON 116 009			
1900	ECON 116 009	ECON 370 001	ECON 116 009			
2000		ECON 370 001				
2100		ECON 370 001				
ROOM IS UNOCCUPIED FOR THE REMAINDER OF THE DAY, 2200 THRU 2359						

The system will expand the rows to list all meetings if there is more than one event scheduled at the same time. Some of these conflicts are allowable, such as taught-with classes. Others need to be resolved. If an event is scheduled on (S) Saturday or (U) Sunday the system will place an asterisk (*) in the appropriate cell of the matrix. Use F210 (Daily Room Schedule) screen to view the specific meeting.

F210 Daily Room Schedule

This screen lists the detail information for all of the meetings scheduled for a room on the selected day. The screen lists the scheduled meetings in time sequence. To access this screen either press PF1 to bring up the Facilities Management Menu and select (I), or in the home position type:

F210 Building code, room number, date, begin time, end time (begin/end time info is optional)
 Example: F210 WB,138,082508

1 - IBM (bsumvs.bsu.edu) File Edit Transfer Fonts Options Tools View Window Help

F210 WB, 138, 082508 G013 08/01/08 12:19 PM

DATE: MONDAY 082508 DAILY ROOM SCHEDULE YEAR: 0809

BLDG: WB ROOM: 138 ZONE: S MCGALRD. CPLX: BUS & MGT

DEPT: ECON MKG RCAP: 48 RTYP: CLASSROOM RUSE:

ROOM	...TIMES...	REQ
S
A	0900 0950 08119799 C COURSE M 03ECON 202 001	35
B	1000 1050 08119802 C COURSE M 03ECON 202 002	40
C	1100 1150 08181371 C COURSE M 03ECON 202 009	35
D	1200 1250 08171537 C COURSE M 03ECON 202 003	40
E	1300 1350 08119934 C COURSE M 03ECON 247 001	35
F	1400 1450 08119829 C COURSE M 03ECON 202 005	45
G	1600 1715 08171707 C COURSE M 03ECON 346 001	35
H	1830 1945 08186071 C COURSE M 03ECON 116 009	40

AD HOC F (A THRU H) BTIME ETIME ACTIVITY... EVENT..... CAP
KEY:

1 Sess-1 10.192.10.16 TCPT093 22/10

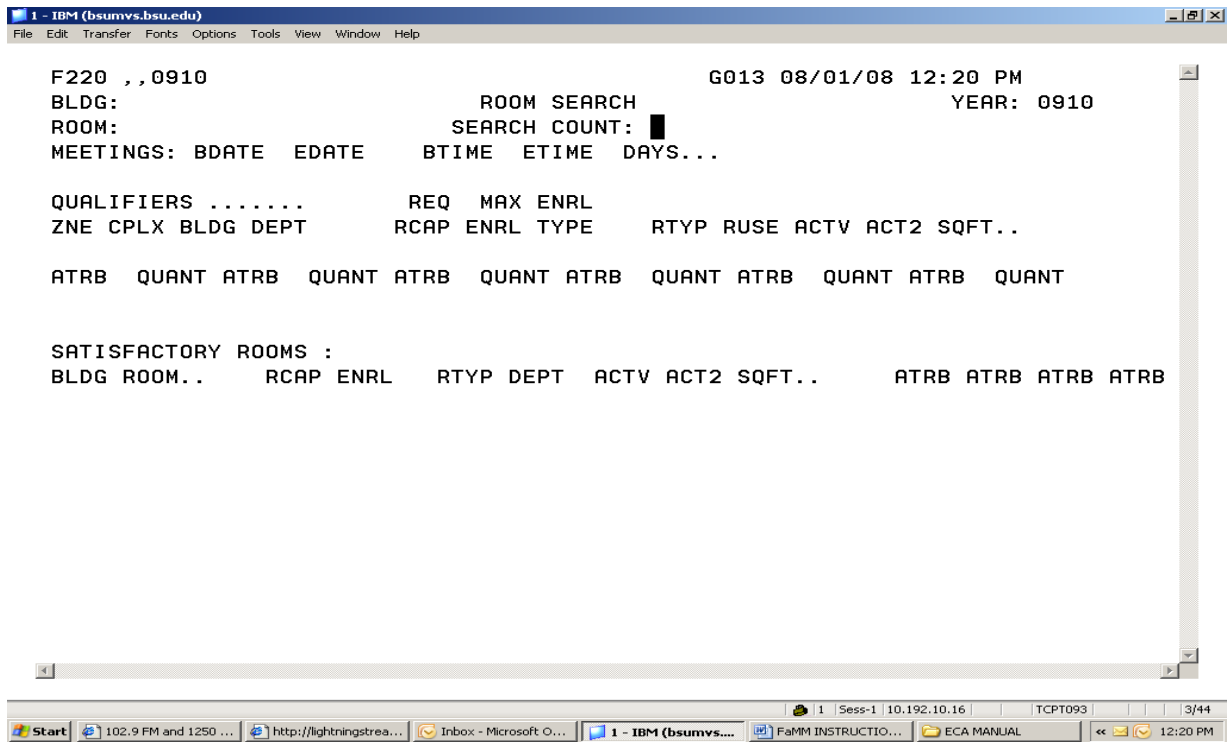
Start 102.9 FM and 1250 ... http://lightningstrea... Inbox - Microsoft O... 1 - IBM (bsumvs... FaMM INSTRUCTIO... ECA MANUAL << >> 12:19 PM

Several PF keys on this screen may be used to view data for different rooms or dates. The PF7 and PF8 keys scroll to the previous or next room, respectively. The PF9 and PF10 keys scroll the date to the previous or next day, respectively. The program will scroll from one building to the next or from the end of one month to the next month. However, the program will issue an error message if an attempt is made to scroll past the end of the building file or past the beginning or end of the academic year.

F220 Room Search

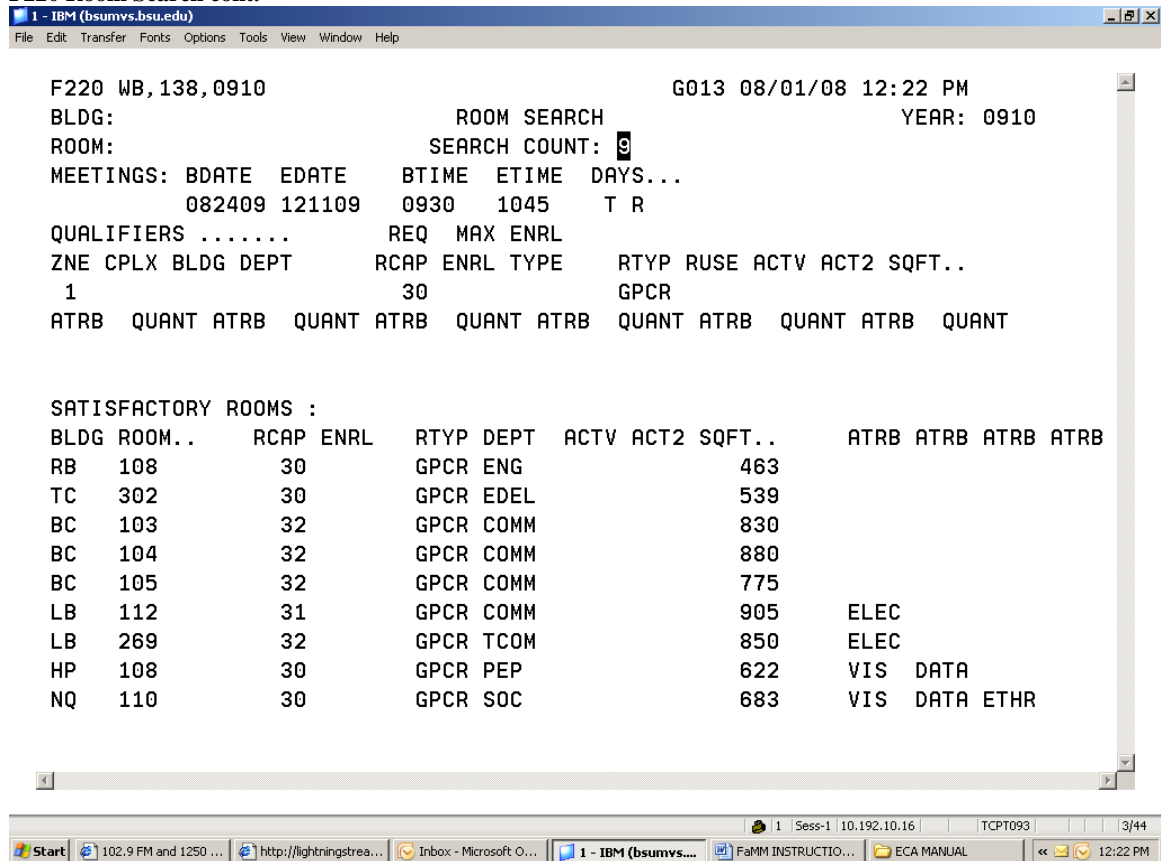
This screen permits users to search for and locate empty rooms for a selected date range, series of days, and time period. To access this screen press PF1 to bring the Facilities Management Menu and select (J) or in the home position type: F220 ** (= any building), (= any room), academic year Example: F220 **,0910

When the F220 screen is displayed on your monitor, you must specify **Search Count** (9), Begin (**BDATE**) and End Dates (**EDATE**), Begin (**BTIME**) and End Time (**ETIME**), **Zone** (always 1), Room Capacity (**REQ RCAP**) and Room Type (**RTYP**). Complex, Building and Department are optional fields that limit the search area. You can also specify a given attribute to find an empty room that has the selected attributes. Up to 6 attributes can be specified.



Make sure all required fields are populated and press enter. The screen below is an example of the information you will receive.

F220 Room Search cont.

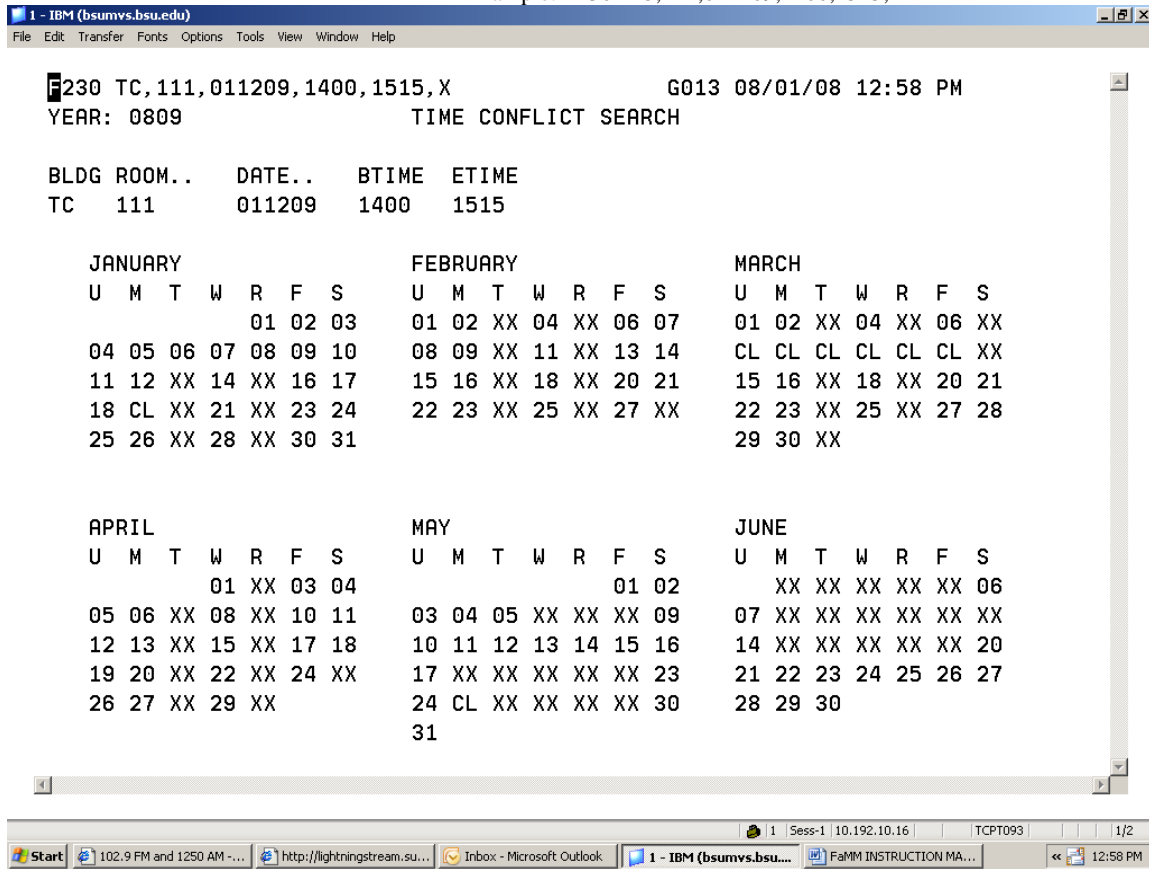


If you would like to search for a classroom with specific attributes, you would include this info under the **ATRIB** section when doing your initial search. The system will try to find up to 9 rooms that satisfy the search criteria. If you specify a different number in the **SEARCH COUNT** field at the top of the screen, the number of rooms displayed will be limited to that number. Nine is the maximum number that can be specified. The system displays the available rooms in the most to least desirable order. This means that the room at the top of the list would be the most suitable with the given criteria. If there are no available rooms that satisfy the given criteria, then the screen will refresh but the display will remain blank.

F230 Room Conflict Search

This screen displays a 6 month calendar indicating when a room is free for a specified time period. To access this screen press PF1 to bring the Facilities Management Menu and select (K) or in the home position type the following:

F230 Building code, room number, date, begin time, end time, marker*
 *the marker is a "fill character" that is displayed when the room is not available (i.e., "X")
 Example: F230 TC,111,011209,1400,1515,X



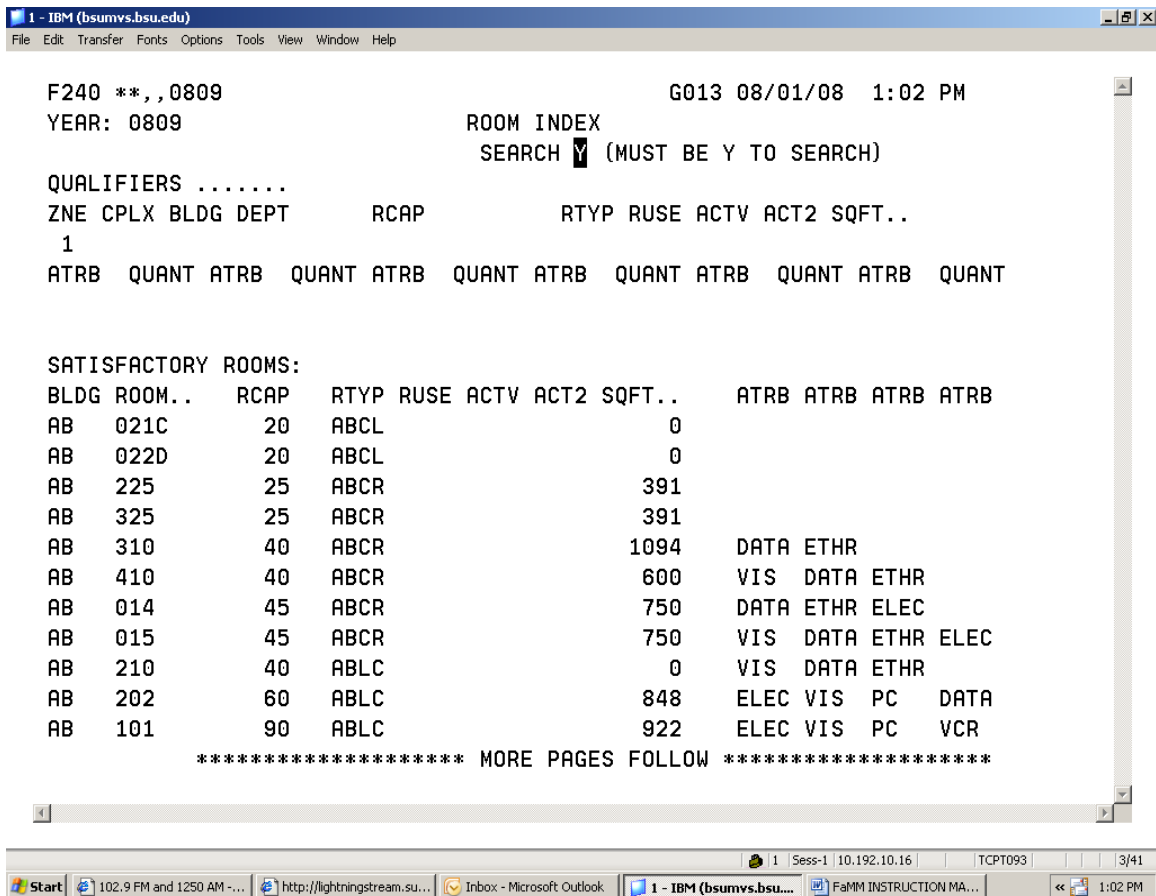
Days with scheduled meetings will display the "fill character" (X). Days with no scheduled meetings will display the date number of the day. If the building or the room is not available for scheduling "CLOSED" (CL) will appear.

For example, look at the month of June. This room is not available M-F for the 1st two weeks of the month as indicated by the XX markers. On May 26th (Memorial Day) the University is closed as indicated by the CL marker.

F240 Room Index

This screen is used to find rooms with selected attributes. NOTE: the rooms that satisfy the search criteria will be displayed **whether they are occupied or not**. To access this screen press PF1 to bring up the Facilities Management Menu and select (L) or in the home position type:

F240 Building code, room number, academic year
 Example: F240 AJ,175,0708
 Or to search for attributes type:
 Example: F240 **,0809 (Typing in **, means searching for any room in any building)



To perform a search, change the N to a Y in the SEARCH field at the top of the screen. ZONE is the only required field to perform a search. To get a listing of all rooms that have a certain attribute(s), for example electronic capabilities, type ELEC in the attribute field then press enter. To get a list of the electronic rooms in a certain building with a capacity of at least 30, then you must specify the building (BLDG) and room capacity (CAP) as well as the ELEC and press enter.

F250 Room / Time Index

This screen is a combination of the F220 (Room Search) and the F240 (Room Index) screens. The F220 screen is used primarily to find open classrooms at the required times and days. The F240 screen is used to find a room with certain attributes (a computer, a piano, 30 modems, etc.) with no time associated. The F250 screen is used to find open rooms with selected attributes within a selected date range, series of days, and time period. This screen is intended to answer the question: "Is there a room anywhere on campus which has this (or these) attribute(s), and is unoccupied during the time period specified."

The F250 screen has 2 options.

Option 1:

The user can request the system to find the rooms that contain the required attributes and are open during the required time periods (very similar to the capabilities of the F220 room search process). This screen tells the system to search for any room available, whether it is suited in size for the classroom needs or not. The number of rooms is unlimited which differs from the F220 search. To access this screen select (M) from the menu or in the home position type the following:

F250 **,0809 (on the screen CAMP is equivalent to ZONE and is usually 1)

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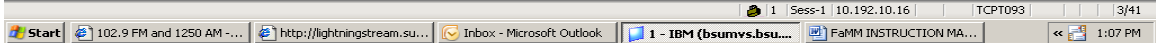
1 - IBM (bsumvs.bsu.edu)
File Edit Transfer Fonts Options Tools View Window Help

F250 **, , 0809                                G013 08/01/08 1:07 PM
YEAR: 0809                                ROOM/TIME INDEX
SEARCH Y (MUST BE Y TO SEARCH)
MEETINGS: BDATE EDATE   BTIME ETIME DAYS...   DURATION
           011209 050809 1400 1515   T R
CAMP CPLX BLDG DEPT   RCAP           RTYP RUSE ACTV ACT2 SQFT..
1
ATRQB QUANT ATRQB QUANT ATRQB QUANT ATRQB QUANT ATRQB QUANT

SATISFACTORY ROOMS:
BLDG ROOM.. RCAP RTYP RUSE ACTV ACT2 SQFT.. ATRQB ATRQB ATRQB ATRQB
MON TUE WED THU FRI SAT SUN
AB 021C 20 ABCL 0
AB 022D 20 ABCL 0
AB 225 25 ABCR 391
AB 325 25 ABCR 391
AB 310 40 ABCR 1094 DATA ETHR
AB 410 40 ABCR 600 VIS DATA ETHR
AB 014 45 ABCR 750 DATA ETHR ELEC
AB 015 45 ABCR 750 VIS DATA ETHR ELEC
AB 210 40 ABLC 0 VIS DATA ETHR
AB 202 60 ABLC 848 ELEC VIS PC DATA

***** MORE PAGES FOLLOW *****

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Option 2:

The second option is similar to the first except that instead of requiring specific begin and end times, the user can enter a **duration** (the time length of the event). F250 transaction permits entry of time boundaries during which the course/section could be offered. For example: you would like to find an available classroom for a 3 hr course that could meet any time between noon and 4:00pm on MWF. Note the example below and the different times available in the different rooms for this scenario

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1 - IBM (bsumvs.bsu.edu)
File Edit Transfer Fonts Options Tools View Window Help

F250 **, , 0809                                G013 08/01/08 1:12 PM
YEAR: 0809                                ROOM/TIME INDEX
SEARCH Y (MUST BE Y TO SEARCH)
MEETINGS: BDATE EDATE   BTIME ETIME DAYS...   DURATION
           011209 011409 1100 1500   T
CAMP CPLX BLDG DEPT   RCAP           RTYP RUSE ACTV ACT2 SQFT..
1
ATRQB QUANT ATRQB QUANT ATRQB QUANT ATRQB QUANT ATRQB QUANT

SATISFACTORY ROOMS:
BLDG ROOM.. RCAP RTYP RUSE ACTV ACT2 SQFT.. ATRQB ATRQB ATRQB ATRQB
MON TUE WED THU FRI SAT SUN
AB 021C 20 ABCL 0
AB 022D 20 ABCL 0
AB 225 25 ABCR 391
AB 325 25 ABCR 391
AB 310 40 ABCR 1094 DATA ETHR
AB 410 40 ABCR 600 VIS DATA ETHR
AB 014 45 ABCR 750 DATA ETHR ELEC
AB 015 45 ABCR 750 VIS DATA ETHR ELEC
AB 210 40 ABLC 0 VIS DATA ETHR
AB 202 60 ABLC 848 ELEC VIS PC DATA

***** MORE PAGES FOLLOW *****

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Reserving Rooms During Final Exam Period

If an additional room is needed for a final exam or if a room for a review session is necessary, contact the Academic Systems Office via phone (5-1165) or e-mail (ckenipe@bsu.edu). Please include the professor's name and the prefix/course/section the room is being reserved for, and the number of students. If the department has done a search then the room wanted may be included. If not, one will be assigned.

Following the e-mail or accompanying the memo, a space requisition must be filled out and signed. This will be signed off by Academic Systems and forwarded to the Space Office. The e-mail or memo is kept in the OAS. * **Note: Room reservations for final exams or classes will be taken from the Department Chair, Assistant Chair, or Administrative Coordinator only. Individual professors must work through the Departmental office to secure a room.**

Reserving Rooms For Classes

You may want to reserve a room until you can discuss changes to a class or get it on-line. We can reserve a room for forty-eight hours. You may also wish to reserve rooms for review sessions, special meeting day for a class and final exam time for a second meeting room or study session. To reserve a room contact Academic Systems 5-1165 or e-mail ckenipe@bsu.edu.

Annual Course Master

You will be able to enter your own rooms on the system using the On-line Scheduling System. If you need to obtain permission for a classroom, please complete a Room Permission Form and send it to the priority department.

Establishing a Room Priority

To establish or change a priority for a room, complete the Room Priority Request Form. These may be obtained from the OAS by calling 5-1165 or e-mailing ckenipe@bsu.edu. Please complete the form with the building, room, courses to be taught, times, days, and justification for the room priority request. Following receipt of the Priority form, Academic Systems will analyze the departmental utilization history (1 to 2 years), and the courses(s) identified on the form. In order to secure a room priority a department must comply with the following utilization percentages:

Large GPCRs & Lecture Halls 70+ seats 80%
Medium GPCR's 40 to 69 seats 70%
Small GPCR's, Seminar, etc 39 or fewer seats 60%

Maintaining Room Priority

Academic Systems will annually review and analyze the following :

1. Distribution of departmental course offerings across the time spectrum (8am-5pm) for all courses offered
2. Distribution of departmental course offerings in terms of day combinations (MWF and TR) for all courses offered
3. Room utilization comparing the room capacity to student requests, census enrollment figures, and class limits
4. Enrollment/Limit review comparing census enrollment to class limits
5. Nature of courses offered by department (undergraduate, core curriculum.).

When the Annual Master Schedule is "rolled" to the "new" year, all courses will remain in the building/room in which they were taught, **except** for courses taught in rooms with another department's priority. Rooms for these courses will be converted to a "space unassigned" (SU) status.

Room Permission Form Room Priority "Time Release" Criterion

When the Annual Master Schedule is compiled, departments scheduling courses into GPCR's, lecture halls, seminar rooms, studios, and laboratory facilities can use the rooms on which they have priority, plus rooms with a priority classification of "NONE" that the department used the previous year. In this case the department is to contact Academic Systems to reserve the meeting days and times for the room. When a room on which another department has priority is needed, you should contact the department with the priority and negotiate for room use. If an agreement is reached, the department with the priority must forward a "Room Permission Form" first to the requesting department then to Academic Systems. Room Permission Forms can be obtained from the OAS by calling 5-1165 or via email at ckenipe@bsu.edu. If the departments cannot reach an agreement, the Office of the Dean(s) may enter the negotiations. If a resolution is not reached at the Dean's level, the Director of Academic System will make the final ruling. Note: Room adjustment will be held if course is pending approval of the Dean.

Resolving Room Conflicts

When two departments request the same room for the same time/day period, Academic Systems will resolve the conflict using the criteria listed below:

1. Review of departmental management of course offerings
2. Who is best utilizing the room
3. Previous year request and enrollment date
4. Same term, previous year request and enrollment data
5. Core Curriculum required course
6. Room attributes needed for instruction
7. Junior / senior level course

Room Priority Release Dates

One week following the mock scheduling run, room priorities will be released and any department can assign a course to any GPCR or LECT room not being utilized. There are no priority release dates for summer sessions.

Scheduling Activities

When scheduling activities such as: extra class sessions, review sessions, meetings, etc., do a room search (F220). This will enable you to find a room that most efficiently suits your needs. When a room has been selected for an activity, contact Angela Pickett in the Space Office (5-2803 or email) to reserve the room(s). At that time you will be informed of the proper procedures for filing a Space Requisition Form. A Space Requisition Form is needed when the space requested is before 8 am or after 5pm on weekdays or on the weekends. Confirmation of any requested space can be checked by accessing either the F200 Weekly Room Schedule or the F210 Daily Room Schedule screens. The F200 screen provides an abbreviated version of the activity, while the F210 has a more detailed description.

INSTRUCTOR UPDATES

In order to provide accurate instructor information to students and for assignment reporting, identification of the instructor for each course/section is essential. The instructor update assignment process is now performed in the departmental offices using the "INST and "INSM" screens. It is critical that the instructor social security number is correct and that instructor insertion deadline dates be met.

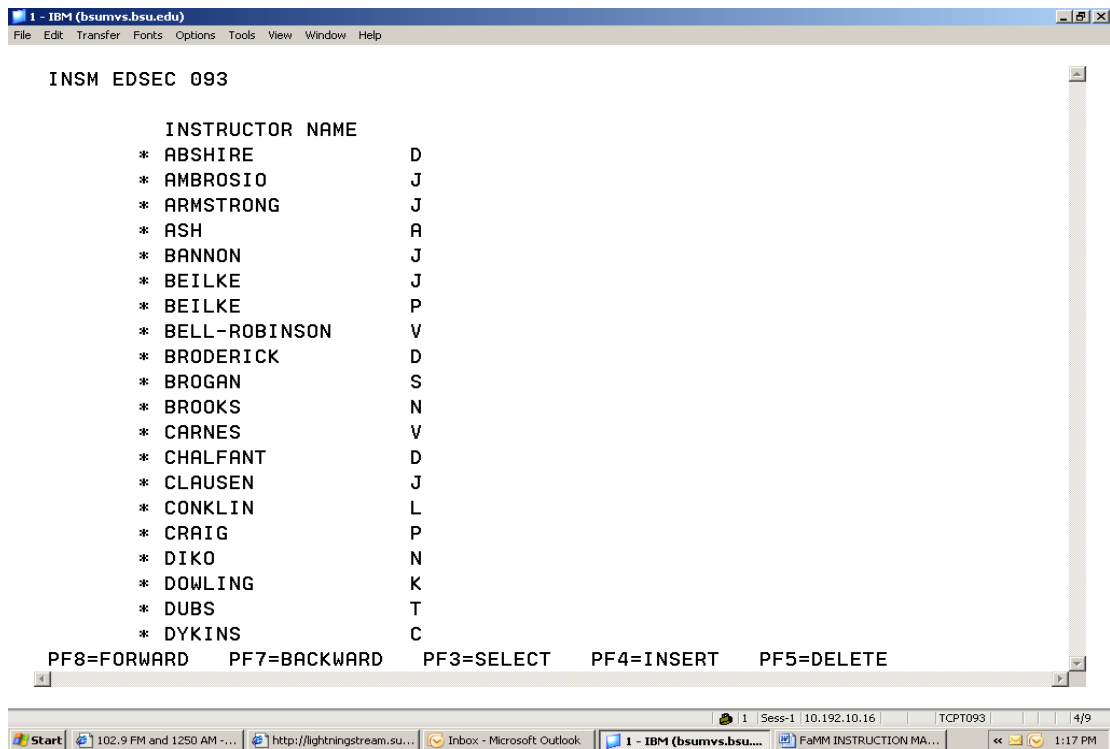
INSTRUCTOR MENU – INSM

To access this screen you need to sign on to the ADMAC system. In the home position type:

INSM(space)Dept Name then enter. Example: INSM BIO. You will receive an error message TERM IS INVALID. Type the year/term you wish to access for example:

071 Fall 2007
083 Spring 2008
084 Summer Semester 2008
085 1st Summer Session 2008
086 2nd Summer Session 2008

Example: INSM EDSEC 093 then press enter

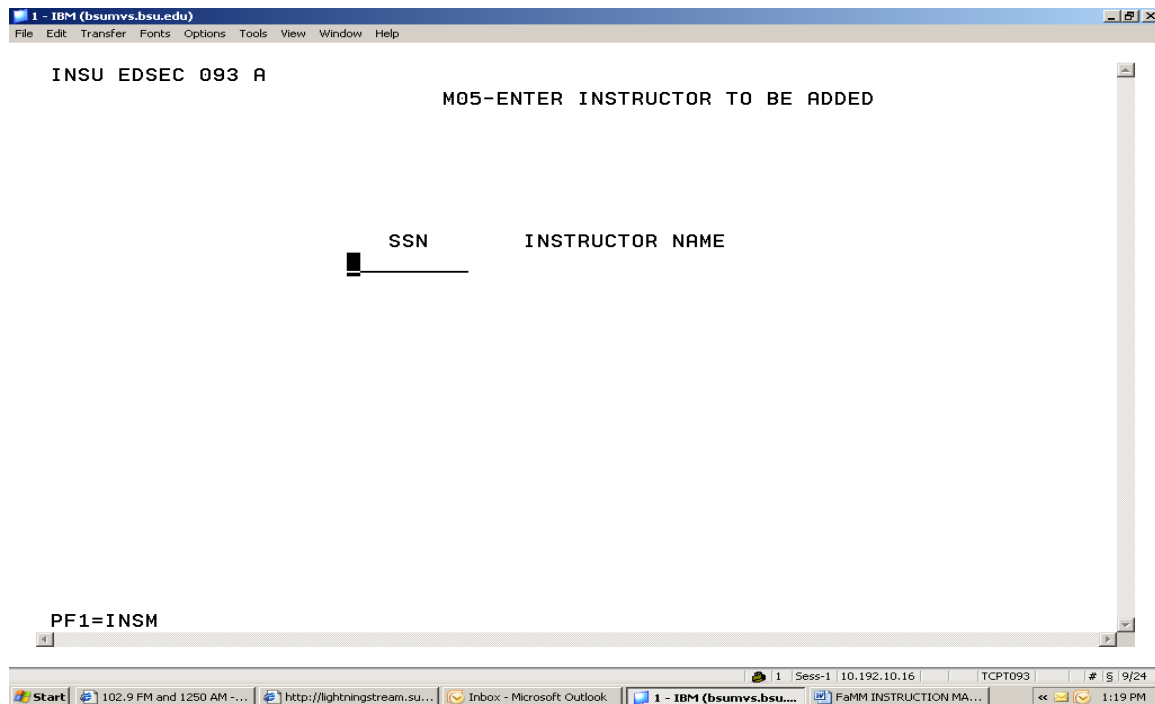


You will be presented a screen of instructor names (alphabetically). Using your keyboard's arrow keys you can scroll through the list of names. If your department has more than 20 instructors, PF keys can be used to scroll to the next screen of names. (PF8 moves forward; PF7 backward)

To select an instructor, move the cursor to the name you want to access and press the PF3 key. This transfers the screen to the INST transaction for the instructor for the term indicated.

To return to the menu, press the PF1 key after you have made any changes to that instructor's INST screen and pressed enter to save the changes you've made.

To add names to the INSM menu press the PF4 key anywhere on the INSM screen (you do not need to be at the correct place in the alphabetical list). This will bring up the INSU screen



To update, enter the social security number of the new instructor (be sure you have the correct number). As long as the instructor's information is in the Payroll System the number will be accepted and the instructor's name will be inserted in the proper alphabetical place on the menu. Your screen will immediately return to INSM with the new instructor's name at the top of the list.

If the instructor's information is not in the Payroll System yet, you will receive an error M11-SSN NOT FOUND ON HUMAN RESOURCES FILE. The new instructor can be added to a temporary table. Call Carol Kenipe (5-1165) with the correct SSN for the instructor and name. Once this has been added to the table you can then add the instructor to your menu and use the INST transaction to build the instructor's teaching load. At any time on the insert screen, if you change your mind, you may return to the INSM menu by pressing the PF1 key.

To delete an instructor's name that is resigning or retiring from the INSM screen, move the cursor to the name you wish to delete and then press the PF5 key or press the PF5 key anywhere on the list and then enter the SSN of the instructor your wish to delete. **After you check that the number on the screen is correct press enter. As long as the instructor has no teaching assignment for that term,** the screen will return to the INSM menu, at the name of the instructor who follows the one deleted.

If the instructor has sections assigned to them for that term, you will receive an error message M13—INSTRUCTOR HAS TEACHING ASSIGNMENT. You may wish to return to the menu (PF1), select that instructor (PF3), and follow the instructions for the INST screen to delete all of that instructor's teaching assignments. Then you may delete the name from your INSM menu.

It is not necessary to delete names from the INSM menu if an instructor is not teaching that term. At any time on the delete screen, you may return to the INSM menu by pressing the PF1 key.

Possible INSM error messages are:

M01 Department code is invalid – Action: enter the correct department code (if you are not sure, call Academic Systems, 5- 5439, to obtain the correct department code).

M02 Term is invalid – Action: enter the correct term in YYT format (i.e. 031 is for 2003 Fall)

M17 No updating is allowed for this term – Action: use the FACT transaction for section updates at this time.

Possible error messages when trying to add a new instructor to the INSM menu are:

M11 – SSN not found on Payroll file – Action: re-enter social security number to check for typing error. If the SSN is correct call Academic Systems (5-1165) to have the number added to the temporary instructor file.

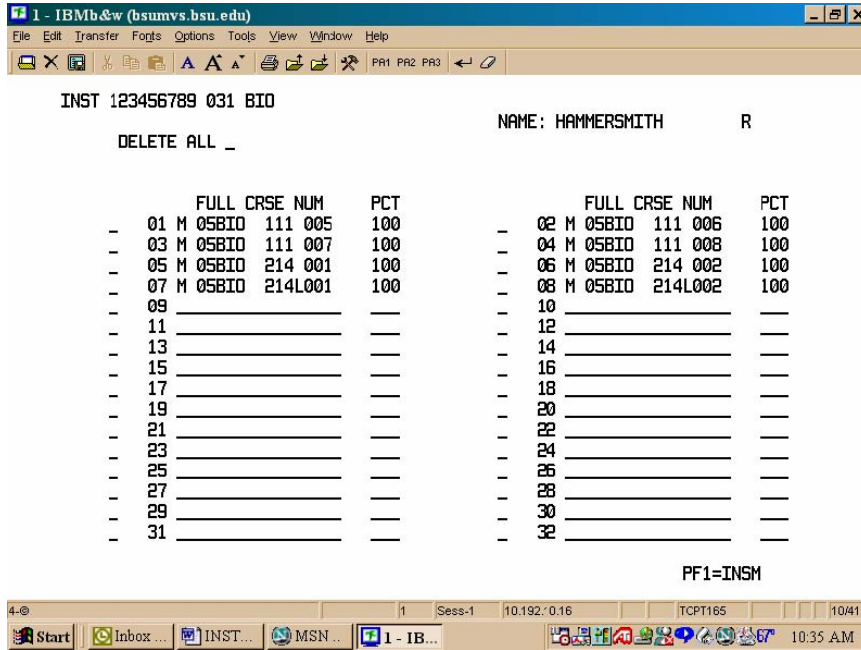
INSTRUCTOR UPDATE – INST

This screen is used to update instructor's teaching assignments. This screen is used until the deadline for instruction updates. Once informed by the Office of Institutional Research that the Faculty Assignment files are finalized, then use the FACT screen in the Faculty Assignment Report System to update instructors (at that time the FACT screen will update both the Faculty Assignment files and the ECA files).

You may access this screen in two ways. At the home position type:

INST SS# yearterm Example: INST 323747722 033 Or Go to the INSM. Type INSM department name
 Example: INSM BIO

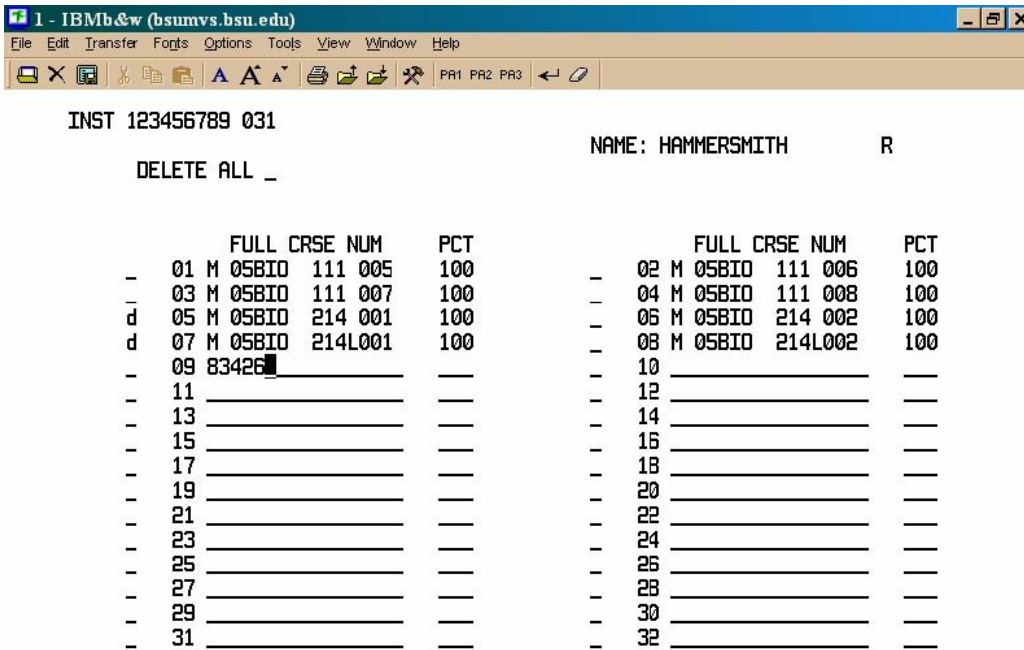
After entering the system will ask for a term. Key in the term desired. Example: INSM BIO 031 When the instructor's names appear scroll to the desired name and press PF3. The INST screen for that instructor will appear for updating.



Any sections in the ECA system with that instructor's number, will appear on the INST screen. You may add course sections to the instructor's assignment by typing in the full course number (location, college code, department prefix, course number, section number, all in the format seen in the screen above) on the field labeled "FULL CRSE NUM" and a percentage (under PCT) representing the part of the course for which the instructor is receiving load credit (100 for 100% 050 for 50%, etc). Alternately recommended, you may use the five-digit Course Reference Number (CRN) for the course instead of the full course number. The INST will translate the CRN into the full course number.

At any time you may return to the INSM menu by pressing the PF1 key.

To delete individual course sections type a "d" in the single-space field to the left of the section to be deleted and press enter The instructor will be deleted from both the ECA system section and the Faculty Assignment files. Below is an example of deleting a course section and adding one using the CRN. Note: When adding a course section that is less than 100% for the teaching load, a new field heading will appear: TOT PCT. When entering partial percentages, the TOT PCT field appears showing only "050" total percent was credited for this course section; once the remaining 50% of teaching credit is allotted to another instructor, the total reaches 100%



To delete all sections for an instructor, use your “backtab” key to move to the DELETE ALL field. Enter a Y and press enter; you will be prompted to enter another Y to delete all the sections or an N to cancel the deletes. If you enter the second Y and press enter, a message appear at the bottom of the screen M16-ALL SECTIONS HAVE BEEN DELETED. You may then return to the INSM menu by pressing the PF1 key.

Another option to delete an instructor and add the new instructor for a 100% teaching assignment is, when you add a course section to an instructor and enter 100% under the PCT field, this will replace any other instructor already assigned to that section with 100% credit (removing that course section from that instructor’s INST and FACT screens). Hence if you want to replace on instructor with another, it is not necessary to delete a course section from the old instructor first. Merely add the new section (as long as PCT = 100%) to the new instructor’s INST screen. You will receive a message (for up to five replacements) giving you the section line number and the old instructor’s SSN to inform you a replacement has been done.

These replace messages appear at the bottom of the screen as:

01 999999999

Where 01 is the line number of the section on the current screen where an instructor has been replaced; 999999999 is the SSN of the instructor who was replaced.

REMINDER: the INST screen can be used only up to the time that the Faculty Assignment files are created. Once these files are created, use the Faculty Assignment Report screens to update instructors.
Other “fine points”

- Do not be concerned about blank lines on an instructor’s INST screen. These will not cause any blanks in the Faculty Assignment System. Trying to delete a section and add it on a blank line at the same time will cause system problems.
- Refer to the ECA System screen C271 to make sure all sections are correctly assigned. The C271 transaction displays all active or “on hold” section that do not have an instructor assigned (regardless of location). The C270 transaction displays all sections (by department) regardless of locations. See the Scheduling pages for more information about C270 and C271.
- Sections canceled after INST files have been created continue to appear. Although it is not necessary, you may delete them from the INST screens.
- To replace an instructor with another (as long as PCT = 100%), merely go to the new instructor’s INST screen. By adding the course section to the new instructor’s screen, any old instructor (with PCT = 100) will be replaced with the new instructor. A message (for up to five replacements) will be displayed at the bottom of the screen with the section line number and the old instructor’s SSN, indicating that a replacement has been done.
- To change an instructor’s percentage (PCT not equal to 100%) of a course section, it is necessary to delete the section with the incorrect PCT and add it with the new PCT. This can be done on one “screen”.

One hint: when you sign-on to ECA, enter INSM as the ECA EXIT TRAN on the S000 (sign-on) screen. This means when you “escape” from ECA (with the PF3 key), INSM will appear in the home position of your screen. when you finish your last INST transaction, clear your screen and type S002 in the home position. As long as you have not signed-off ECA, you will be back at the ECA System Main Menu (you can then go to the C220 screen to check section assignments).

IF ANY ERRORS OCCUR DURING THE EXECUTION OF THE INST TRANSACTION, DO NOT CLEAR YOUR SCREEN; CALL

COMPUTING SERVICES IMMEDIATELY.

Glossary of Field Descriptions

The following are a list of the field on the FaMM screens and give a brief description of each.

ACTV & 2ND ACTV: Types of activities that can be scheduled in a given room

AS: Academic / Supplemental – used for administrative reporting purposes only.

ATRB: Attribute code – described under DESCRIPTION. List of equipment in a room.

BEG DATE – END DATE: The date range requested in a search.

BLDG NO: Number of the building

CAP: Capacity of the room (number of seats/stations in the room).

COMPLEX: There are 23 complexes that divide the campus in a logical rather than physical manner. For example Ball Gym and University Gym are in the same complex although they are not located close to each other.

DEPT 1: The department with first priority for a room.

DEPT 2: The department with second priority for a room (if the DEPT 1 department is not using the room, DEPT 2 has the priority).

Some rooms will show a college code instead of a department code in the DEPT fields, i.e. COB (College of Business). Thus any department within the college may use the room. If the DEPT 1 field contains “NONE” the priority for the room is controlled by OAS. This situation occurs for large lecture rooms such as TC 101 and AJ 175.

DESCRIPTION: Building name or room description text depending on which screen.

FLOOR: The floor number on which the selected room is located

FUNC and HEGIS: Room description codes used for administrative reporting purposes only.

LEN/WID: Length / width – dimensions of the room.

QUAT: Quantity of the given attribute.

RS STAT: Room scheduling status.

SQFT: Usable square feet in a room.

STATUS: Used to close or delete a room. **Office of Space Utilization must be notified if a classroom will be out of service.**

TYP: A yes/no field to acknowledge the presence of a non-quantity attribute such as VIS.

TYPE: The code that describes the room. It is validated by the system against the Room Type Table. This code is one of the major search criterions.

UPD DATE: System generated field. Shows the date of the last update.

USE: a yes / no field indicating whether this attribute could be used as a search criterion.

YEAR: FaMM year corresponds to the academic year for which the room is scheduled i.e. 0708 is for the academic year of Fall 07 through Summer 08.

ZONE: BSU campus is divided into 2 zones. All academic buildings are in zone 1.