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Produced by the Office of Planning and Analysis
CSIR Overview and First Steps

CSIR is important for many reasons, but the top two are:

- Official teaching record for the campus
  - Provide workload data to APBears (Academic Personnel system)
  - Support Temporary Academic Staff (TAS) allocations
  - Reports to UCOP and California Legislature
- Space utilization
  - Influence capital projects allocations

So if there were just two things to focus on, they would be:

1. Make sure all instructors are identified with an employee ID and appropriate teaching title code in HCM; do not use CSIR as a work around to give others (e.g., GSIs) access to other systems like eGrades and bSpace.
2. Make sure the appropriate rooms are identified where the instruction is provided.

You can quickly get a scan of the list of courses by going to the CSIR screen and entering a CCN to call up a section and then press F14 (shift F2) for the CSIR Detail screen.

**Step 1:** Are all the instructors who should get credit for teaching the courses listed?
- Do they have an EID?
- Is their instructor function code correct (1, 2 or 3)?

**Step 2:** Do all courses have the right room identified?

If information is missing or there are errors, you can then go into the CSIR screen to make any necessary corrections. OPA will send you an errors and omissions report (October 1 –Fall and March 1-Spring) that will identify common errors, but there may be additional reviews you need to make – particularly for courses that are Team Taught (page 10) or Cross Listed (page 12).

This user guide and the FAQ are intended to help you with common errors or updates that need to be made. If you need additional help and can't get it here, please contact Linda Wong, the Office of Planning & Analysis CSIR Coordinator at linwong@berkeley.edu or at 2-5744. She can give you further assistance.
Navigating the CSIR and CLASS Screen

CSIR and CLASS share a system to accomplish two different missions.

- CLASS is used to schedule classes, finals, etc.
- CSIR is used to collect data to report faculty workload and facility utilization.

The CSIR screen is interlinked with the CLASS screen. Some data elements are unique to each screen and some data elements are shared by both screens. The data elements that are shared are updated in both screens when they are changed. For example, **Time** and **Room are read only** on the CSIR screen, but when you update facility information on the CLASS Screen you will also see it reflected in the CSIR screen. The instructor full name and EID appears only on the CSIR screen but you can add multiple instructors on both screens. CSIR data element details can be found beginning on page 4 of this guide and for CLASS screen information go to [http://registrar.berkeley.edu/Acad/acadforms/Class_Sched_Users_Guide.pdf](http://registrar.berkeley.edu/Acad/acadforms/Class_Sched_Users_Guide.pdf).

To Navigate Between the CSIR and CLASS Screens:

Tab down to the lower left Act: field and enter CLS and hit return. You can then toggle back and forth between CSIR and CLASS using F5.

If you are in CLASS and need to access CSIR, tab to Act: field and enter CSIR and hit return. F5 to toggle back and forth between CLASS and CSIR.

<table>
<thead>
<tr>
<th>Function Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1 – Blanks out screen without modifying the record</td>
</tr>
<tr>
<td>F2 – Instructor list screen to link employee id</td>
</tr>
<tr>
<td>F3 – Add new record</td>
</tr>
<tr>
<td>F6 – Takes you back to the Main Menu</td>
</tr>
<tr>
<td>F7 – Previous class</td>
</tr>
<tr>
<td>F8 – Next class</td>
</tr>
<tr>
<td>F9 – Quit</td>
</tr>
<tr>
<td>F10 – Class list</td>
</tr>
<tr>
<td>F11 – Cursor placement</td>
</tr>
<tr>
<td>F13 – Errors for the section</td>
</tr>
<tr>
<td>F14 – CSIR detail</td>
</tr>
<tr>
<td>F15 – HR data for the instructor in the section</td>
</tr>
<tr>
<td>F16 – Xlst/Room share information</td>
</tr>
</tbody>
</table>

*For MAC user’s, you will need an extended keyboard to access F13-F16.*
Understanding Key Elements of the CSIR Screen

Below is a listing of 3 key CSIR screen fields you can update, along with a description of possible screen notations. A detailed list of data elements begins on page 4. And for more information on the CLASS Update screen, go to http://registrar.berkeley.edu/Acad/acadforms/Class_Sched_Users_Guide.pdf.

**Instructor Name**: The name of the instructor teaching a particular section (see format below).

Typing a new *Instructor Name* will automatically result in a search of the Employee ID from HCM. Name must appear the same as in HCM and the department offering the course must be the same as (or associated with) the department paying the instructor.

**Employee ID**: 9 digit field from HCM that cannot be manually entered.

If typing the *Instructor Name* does not result in an Employee ID appearing, press the PF2 key to get a list of instructors, their employee IDs, and home department. If you find the right individual, place the cursor next to that name and hit Enter to apply that Employee ID.

**Instructor Function**: Describes the instructor’s role for the class.

1 = teaching and in charge
2 = teaching but not in charge
3 = not teaching but in charge
4 = no valid teaching title

All instructors need a valid teaching title. Please see your departmental HR person if the instructor has function 4.

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Screen Notation

*Class in Multiple rooms*  
This CCN has more than one facility.

*Multiple Instructors*  
This CCN has more than one instructor.

*Room Share*  
This CCN shares the exact same building, room, day and time with another CCN. Press F16 for more information.

*Cross Listed: administrating department is ________.*  
This course is officially Cross Listed. Press F16 for more information.

*Errors and Omissions exist*  
Press F13 to see errors for this CCN.
Data Element Descriptions

CSIR/CLASS-Shared Data Elements

CSIR and CLASS share a system to accomplish two different missions. CLASS is used to schedule classes, finals, etc. CSIR is used to collect data to report faculty workload and facility utilization. CSIR is interlinked with the CLASS Update screen. Some data elements are unique to each screen and some data elements are shared by both screens. The same key fields are used on both screens to call up a course. They are CCN, Dept, Pre, Root, S1, S2 Course Title, P/S, Sect, ME and Type (Instructional Format). Also, Time and Room are display-only on the CSIR screen: all facility changes must be made through the CLASS Update Screen. Definitions of these data elements that we share can be found at http://registrar.berkeley.edu/Acad/acadforms/Class_Sched_Users_Guide.pdf. All other CSIR Data Element definitions can be found below.

All Data Elements listed below in BOLD are the field identifiers you will see on the screen.

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wks</td>
<td>Class Weeks</td>
<td>The number of weeks a class is held. This is a 2 digit numeric field. This field cannot be modified. All corrections must be made by resubmitting a Course Approval Form to Committee on Courses of Instruction (COCI).</td>
</tr>
<tr>
<td>Unts</td>
<td>Number of Units</td>
<td>Number of units for the course. This field cannot be modified. All corrections must be made by resubmitting a Course Approval Form to Committee on Courses of Instruction (COCI).</td>
</tr>
<tr>
<td>Enrl</td>
<td>Number of Students enrolled</td>
<td>Number of students enrolled through Tele-bears. This field cannot be modified.</td>
</tr>
</tbody>
</table>

Key: Blue = read only, Green = updatable fields, Red = screen notations
| **Instructor** | **Instructor Name** | The name of the instructor teaching a particular section. Must be entered last name first, followed by a comma, a space and first initial, another space and (optionally) a middle initial. Typing a new Instructor Name in this field will cause the system to automatically select the correct Employee Id from HCM employee data if the name is spelled as it appears on the HCM file (middle initial may be omitted), and the department offering the course is the same as (or associated with) the department paying the instructor. The instructor name must be connected to the HCM file to view/print a class list via CLASS or submit grades electronically via Info-BEARS. |
| **EID** | **Employee ID** | Employee ID is a 9 digit field that is automatically extracted from the HCM by matching on instructor name. If the Employee ID is missing, press the PF2 key to display a screen containing a list of instructors, their Employee IDs, HCM status codes and home department names. You can scan this list and select the Employee ID by placing the cursor next to the correct Instructor name, and pressing the ENTER key. The Employee ID of the selected instructor will be applied to the Employee ID field. If you cannot find a match and you know that the instructor is new and that his/her HCM information is still in process, try again later in the term. HCM information is updated nightly. Employee ID cannot be entered manually. |
| **F** | **Instructor Function** | This field describes the instructor’s role in relation to a class. It distinguishes between an instructor’s teaching and administrative duties. This is a one digit numeric field. **This field is used by E-Grades to determine those instructors eligible to submit grades.** Function code is defaulted based on title code. All faculty titles will default to 1, GSI titles will default to 2 and any instructor without a valid teaching title ([http://opa.wcbf.berkeley.edu/csir/ValidTeachingTitleCodes.htm](http://opa.wcbf.berkeley.edu/csir/ValidTeachingTitleCodes.htm)) will default to function code 4. Departments can change those instructors with function code 1 to 3 if the instructor is in charge but not teaching. All other updates are made when the appropriate changes are made in HCM. 

1=**Teaching and Instructor of Record.** Instructors with appropriate title code according to Academic Senate Regulation 750 (professor, professor-in-residence, or adjunct professors of any rank; instructors, instructors-in-residence, adjunct instructors and lecturers). Most GSIs cannot be coded as Instructor of Record for a given course. A GSI must have the express approval of the Committee on Courses of Instruction (COCI) and must hold a title code of 2550 for that course. COCI grants only 10 to 20 such appointments annually. The guidelines for Variance Requests can be found at: [http://academic-senate.berkeley.edu/committees/coci/handbook1](http://academic-senate.berkeley.edu/committees/coci/handbook1)

2=**Teaching but not Instructor of Record.** Most of the individuals with function code 2 are Graduate Student Instructors (GSIs). If an instructor coded as 2 is teaching a primary course, there must be an additional instructor of record coded as 1 or 3 added to the course. Instructors coded as 2 in a primary course cannot submit grades. The foregoing does not apply to secondary sections.

3=**Not teaching but Instructor of Record.** Courses with Instructors coded as 3 must have an additional “teaching” instructor added to the course
with function code 2.

**4=No Valid Teaching Title Code.** All instructors must have a valid teaching title. The valid teaching titles are listed on our website [http://opa.vcbf.berkeley.edu/csir/ValidTeachingTitleCodes.htm](http://opa.vcbf.berkeley.edu/csir/ValidTeachingTitleCodes.htm). Questions regarding teaching title codes should be directed to the HR person in your department.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>InsWk</td>
<td>Instructor Hours per Week&lt;br&gt;This field reflects the average number of hours per week the instructor is teaching the class. This does not include preparation time, office hours, etc. Instructor hours for single instructor classes will be defaulted to the total scheduled hours unless they are greater than 8. If scheduled hours are greater than 8, departments must manually enter instructor hours. Instructor hours for team taught classes will default to the total scheduled hours (unless they are greater than 8) divided by the number of instructors (excluding function 3). Departments can override defaulted hours up to the scheduled number of hours to each instructor. If scheduled hours are greater than 8, departments must manually enter instructor hours. This field is four numeric characters with 2 decimal places. The range of valid values is 0 to 25.00.</td>
</tr>
<tr>
<td>RmWk</td>
<td>Room Hours per Week&lt;br&gt;This field reports the hours a room is used each week. Room hours are set to the scheduled hours and cannot be changed. We annually report room usage to the State. This field is 3 numeric characters with one decimal place.</td>
</tr>
<tr>
<td>StWk</td>
<td>Student Hours per Week&lt;br&gt;This field reports the average number of hours a student spends in class each week. This field can be blank if Class Type/Instructional Format is FLD, IND, INT or TUT. Student hours per week are defaulted to a total of all scheduled hours unless they are greater than 8 (mostly open labs and clinics). If scheduled hours are greater than 8, departments must manually enter student hours. This field is 3 numeric characters with one decimal place.</td>
</tr>
<tr>
<td>Delete meet?</td>
<td>Delete Meeting?&lt;br&gt;Only used on multiple entries. By entering a &quot;Y&quot;, hitting return and pressing F4, the multiple entry only is deleted.</td>
</tr>
<tr>
<td>Last Changed:</td>
<td>Displays the date the record was last updated. This element is changed any time there is an update to the record.</td>
</tr>
<tr>
<td>by:</td>
<td>Displays the IDMS logon of the person who last updated the record.</td>
</tr>
</tbody>
</table>
How Do I Address Items in my Errors & Omissions Report?

Each CSIR Coordinator will receive an Errors & Omissions report (October 1 – Fall and March 1 –Spring) from the OPA CSIR Coordinator. This report will identify common errors that need to be resolved, but it does not identify all the things you should review as they relate to making sure your CSIR data is accurate and complete. This document is intended to provide tips on what you need to look for.

**Step 1: Review the Errors & Omissions report.**

In this report, you will see the CCN, Course, Section Type (P,S), Section Number, ME (multiple entry), and Error Message.

**Step 2: Review the list of error messages and how to resolve the issues in question.**

Below is a list of the common errors (in alphabetical order), along with a description of the notation and what needs to be done to correct the error.

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Description of Issue</th>
<th>Remedy to Fix It</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course needs a teaching instructor</td>
<td>This error indicates the course has an instructor not teaching but in-charge (function code 3).</td>
<td>A teaching instructor with a code of 1 or 2 needs to be added.</td>
</tr>
<tr>
<td>Course needs an instructor in-charge</td>
<td>This is a course with an instructor teaching but not in charge (function code 2 and/or 4). In order to submit e-grades, we will need an instructor in charge.</td>
<td>An instructor in-charge (function 1 or 3) needs to be added to this course.</td>
</tr>
<tr>
<td>Missing Building and/or Room</td>
<td>Building and room have not been entered. All courses, except class type FLD, IND, INT and TUT, must have Building, Room, Day and Time.</td>
<td>All building and room updates need to be made on the CLASS Update screen.</td>
</tr>
<tr>
<td>Missing Day and/or Time</td>
<td>Time and days of week have not been entered. All courses, except class type FLD, IND, INT and TUT, must have Building, Room, Day and Time.</td>
<td>All day and time updates need to be made on the CLASS Update screen.</td>
</tr>
<tr>
<td>Missing EID</td>
<td>No EID match was found for this instructor.</td>
<td>Press PF2 to display the List Instructor screen. Move the cursor to the instructor name (ENTER). If you cannot find the instructor's name, then press F3 to add name only. Check with your HR person to make sure he/she has an appointment with a valid title code in HCM.</td>
</tr>
<tr>
<td>Missing Instructor</td>
<td>No instructor name has been entered for this class. All class sections must have an instructor name(s).</td>
<td>Enter the first few characters of the instructor’s last name or if it is a more common name, you can enter instructor last name, followed by a comma, a space, first-name initial and press the RETURN key to choose the instructor from the List Instructor screen.</td>
</tr>
</tbody>
</table>
### Missing Instructor Hours

The number of hours that an instructor teaches this class per week has not been entered. If the class has scheduled hours greater than 8, then the number of instructor hours per week must be manually entered. Time spent on the following activities is properly included in contact hour time: delivering lectures; actively participating in seminars and similar classes; working with students in laboratories, studios, etc. Instructor hours per week should not include preparation time, office hours, etc.

If hours are >8, then manually enter instructor hours.

### Missing Student Hours

The number of student hours per week has not been entered for this class. Student hours are defaulted to the total scheduled hours unless they are greater than 8 (mostly open labs and clinics).

If hours are >8, then manually enter instructor hours.

### No Valid Teaching Title Code

All instructors must have a valid teaching title code.

Questions regarding title codes should be directed to your departmental academic HCM representative. Once a valid teaching title is entered into HR, CSIR will upload HR data nightly. See page 11 for more information.

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**Step 3:** Go to the CSIR Screen for one of the courses that needs to be fixed.

By entering the CCN on the Errors & Omissions report, you can pull up the appropriate CSIR screen

Follow the directions identified in Step 2 on how to resolve the issue.

If you think you have resolved all the issues, but the *Errors and Omissions exist notation is still on the screen, you can press F13 (shift F1) to see current errors.

**Step 4:** Check to make sure the error has been fixed.

The *Errors and Omissions exist notation will disappear once all the errors have been corrected.

**Step 5:** Follow the same steps until you address all the errors listed in the report. If you need additional assistance, then contact Linda Wong, the Office of Planning & Analysis CSIR Coordinator at linwong@berkeley.edu or at 2-5744.
Step 6: Do a final review of the course list, possibly with another member of your department.

Check for the following items:

- For all the courses listed, do you have all the instructors for whom you want to have credit for teaching the course? CSIR will divide the workload credit among all the instructors identified, except those with function code 3 (in charge and NOT teaching). Do NOT enter individuals into CSIR that are NOT teaching. If they are assisting in the course and need access to bSpace, eGrades or BearFacts, the instructor in charge can delegate individuals directly from the sites below.
  - bSpace, https://bspacehelp.berkeley.edu/topics/permissions/permissions_07#add_21
  - eGrades, http://registrar.berkeley.edu/Acad/egradeinst.html#delegate
  - Bearfacts, https://bearfacts.berkeley.edu/bearfacts/

- For all instructors listed, do they have a valid teaching title code? Is their function code 1, 2 or 3? No one entered should have function code 4.

- For team taught courses, make sure all the instructors who should get credit for teaching the course are listed, with their EIDs and function code of 1, 2 or 3. Be sure to include instructors from other departments who are team teaching in your courses. Those with appropriate function codes will receive credit for the course.

- For Cross Listed courses, check to make sure all courses in the approved Cross List set are in the same building, room, day and time and the same Instructor(s) listed in each course. You can easily see by calling up each course and looking at the CSIR Detail screen F14 (shift F2). It is very important to have consistency in the set of Cross Listed courses as it will affect faculty workload. Make sure that all related courses have all the same instructor(s) entered with their EIDs and function 1, 2 or 3. Those with appropriate function codes will receive credit for the course.

- For room locations, including departmentally controlled space, make sure accurate course locations appear. Also, courses that are identified in the same room and time will be considered room shares and a screen notation will show. If this course should not be a room share, check again for the accuracy of the facility information in each course.

- For DeCal courses, DeCal student instructors are entered into CSIR with a function code of 2, teaching but not in charge and a faculty sponsor is added as a second instructor with a function code of 3, in charge but not teaching.
Instructor Issues: Who Should Be Included, How Do I Properly Account for Team Taught Course, and Which Title Codes are Valid for Teaching?

Who should be included in CSIR?
Only list instructors that are teaching. If individuals are assisting in the course and need access to bSpace, eGrades or BearFacts, the instructor in charge can delegate individuals directly from the sites below. **Do NOT enter individuals into CSIR that are NOT teaching.**

- bSpace, https://bspacehelp.berkeley.edu/topics/permissions/permissions_07#add_21
- eGrades, http://registrar.berkeley.edu/Acad/egradeinst.html#delegate
- Bearfacts, https://bearfacts.berkeley.edu/bearfacts/

Team Taught Courses – How can I add multiple instructors?
Be sure to include instructors from other departments that are team teaching in your course.

To enter a multiple instructor-
Go to the main page of the section.
Tab to the ME field.
For a second instructor, enter "C" and continue alphabetically for more instructors.

Add the instructor name and press F3 to add.

The screen should indicate "Class meeting added". Repeat these steps if you need to add more instructors.

Which title codes are valid for teaching?
According to [Academic Senate Regulation 750.A](http://opa.berkeley.edu/csir/ValidTeachingTitleCodes.htm), instructors in CSIR need a valid teaching title. These are the title codes approved for teaching by the Academic Personnel Office. Teaching title(s) are entered into HCM by your departmental HR person.
No valid teaching title (function code 4), how do I correct it?

Function codes are defaulted based on title code. You cannot manually correct function code.

If you have an instructor with a function code of 4, you should consult your departmental HR person so they can enter the appropriate teaching code into HCM.

When a valid teaching title code is entered into HCM, CSIR will receive it in the nightly loads and the function code will change.
Cross List Courses – How Do I Record those Courses Properly?

Cross List and Room Share-- F16 (Shift F4)
All official Cross Lists are extracted from the COURSE system. Cross Listed courses are a set of courses approved by the Committee on courses of Instruction (COCI) to be offered jointly by more than one department.

Cross Listed courses that are COCI approved will appear under Cross List. Courses that share the exact same building, room, day and time will appear under Room Share. All Cross Listed courses should appear under both Cross List and Room share. If there are inconsistencies within the set of Cross Lists, you should contact the administrating department indicated on each Cross List section. If you need additional assistance, then contact Linda Wong, the Office of Planning & Analysis CSIR Coordinator at linwong@berkeley.edu or at 2-5744.

This example is a Cross Listed and Team Taught course. It is approved by COCI and has multiple instructors. Check to make sure all courses in the approved Cross List set are in the same building, room, day and time and the same Instructor(s) listed in each course. You can easily see by calling up each course and looking at the CSIR Detail screen F14 (shift F2). It is very important to have consistency in the set of Cross Listed courses as mistakes will affect faculty workload. All the checks above should be made for Room Shares as well.

For example, this is a 3-way Cross List course approved by COCI: Astron C12/EPS C12/L&SC70T.

For example, Aston C12/EPS C12/L&S C70T all have the same day, time, room and building and all 3 sections have the same two instructors listed. These are the data taken from the CSIR Detail screen for each course.

<table>
<thead>
<tr>
<th>ASTRON</th>
<th>C012</th>
</tr>
</thead>
<tbody>
<tr>
<td>05980 ,P LEC 001</td>
<td>T T</td>
</tr>
<tr>
<td>05980 ,P LEC 001 C</td>
<td>MILIT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EPS</th>
<th>C012</th>
</tr>
</thead>
<tbody>
<tr>
<td>19006 ,P LEC 001</td>
<td>T T</td>
</tr>
<tr>
<td>19006 ,P LEC 001 C</td>
<td>MARCY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>L &amp; S</th>
<th>C070T</th>
</tr>
</thead>
<tbody>
<tr>
<td>51887 ,P LEC 001</td>
<td>T T</td>
</tr>
<tr>
<td>51887 ,P LEC 001 C</td>
<td>MILIT</td>
</tr>
</tbody>
</table>
Facility Data – How Important Is It?

Annual Space Utilization reports, which include departmental space, affects capital project funding.

**What repercussions are there for not having accurate data?**
The State Legislature requires annually a number of analytical tables that are generated from the FDX and CSIR, and when the CSIR data are filled out incorrectly the campus underreports actual usage and incorrectly reports on our space requirements.

The Utilization Tables are reports that account for enrollment in every scheduled (general assignment and departmentally controlled) classroom, seminar, and class laboratory listed in the FDX. Thus, if you do not show instruction happening in the proper building/room, the campus cannot claim usage. The effect is to report to the State Legislature that our campus has excess instructional space, as it appears we’re not using what we have.

**Who is the facilities data proprietor and who is responsible for the systems of record?**
Facilities data for the campus are officially contained in the Facilities Database System (FDX). This database, along with related floor plans, is maintained by the Office of Space Management and Capital Programs (SMCP) according to Systemwide standards set by the UC Office of the President. The FDX data are updated annually to show the use of all space owned or leased by Berkeley campus units as of the third week of classes in the fall semester. These data, collected from all campuses, are in turn forwarded to the California State Legislature.

**What facilities data are relevant to scheduling and CSIR?**
The relevant data in this database are the building name, room number, and room use. To see a variety of facilities information you may go to the FDX website [http://fdx.vcbf.berkeley.edu/](http://fdx.vcbf.berkeley.edu/) or to the FASDI website [http://fasdi.vcbf.berkeley.edu/](http://fasdi.vcbf.berkeley.edu/). You may also contact Paula Milano for additional help and directions on using these online systems.

**Building Name**

A building name must match, as closely as possible, the building names in the official FDX data. Common problems include: using informal nicknames for buildings when they should be using addresses (Banway as opposed to 2111 Bancroft); placing the street address in the room number field (room: 2111 and building: Bancroft); using a name for a room rather than the room number; choosing “no facility” when obviously the class will be held in a facility. A list of building names can be found at, [http://registrar.berkeley.edu/Default.aspx?PageID=bldgabb.html](http://registrar.berkeley.edu/Default.aspx?PageID=bldgabb.html)

**Room Number**

While it is acknowledged there are room numbering problems still to be resolved, room numbers are nevertheless crucial to the accuracy of the data. [Room numbers are an ongoing issue that the Facilities and Spatial Data Integration (FASDI) committee is trying to solve. Examples of problems being reviewed include numbers not being painted on doors or the ones there are incorrect.] If there is a room numbering problem, contact us and we’ll help solve it.

**Room Use**

Tied to individual room numbers are codes indicating room use, such as “faculty office” or “seminar room.” There have been occurrences where classes appear to have happened in “closets” because of incorrect room number usage. Other times, when we can count usage only if the instruction occurs in a room coded in the FDX as a classroom or lab, the campus loses actual usage data because the CSIR records indicate the instruction is occurring elsewhere. Finally, the CSIR data itself are used when SMCP evaluates space – if your department reports a room as a class lab but there is little to no usage shown in the CSIR records, it brings up the question of what your department is using the space for.
DeCal Courses

Decal student instructors are entered into CSIR with a function code of 2, teaching but not in charge, and a faculty sponsor is added as a second instructor with a function code of 3 with zero instructor hours, in charge but not teaching.

Note: All student instructors teaching Decal courses must have an entry in HCM system (managed by Human Resources) as a non-employee—unpaid student affiliate. Procedures on how to enter these student instructors into HCM can be found at http://hrweb.berkeley.edu/hrms/transnonemployee.htm. Further questions regarding this process can be directed to the HRMS helpdesk, at 3-4443.