

ROOM UTILIZATION + CAP/LOAD WORKGROUP UPDATE

Updated 04/08/2019: mk

Since the kick-off meeting on January 15, 2019, the workgroup has established regular meetings to review the data needed and collected and then strategized on how best to improve the utilization of lecture space on campus.

DATA COLLECTION + ANALYSIS:

Status:

- FPM has completed field confirmation of assignable square footage (ASF), student station counts, and existing furniture types for every general lecture classroom.
 - Banner and Fusion have been updated to match field verifications.
- FPM created a summary document entitled *110 Classroom (General Lecture) Space Utilization Survey* for distribution to the Workgroup, Instructional Divisions, and the Office of Instruction.
 - The Deans have reviewed this document and are familiar with the terminology.
- Alma Strategies has completed the Draft *Space Utilization Study: Fall 2018 Semester*
 - This document analyses over 6,300 lines of data downloaded from Banner.
 - The document includes both a campus-wide analysis and analysis by Division.

Next Steps:

- Cabinet to review Draft *Space Utilization Study: Fall 2018 Semester*.
 - Cabinet to provide direction on next steps for data visualization/breakdown.
- FPM and Technical Services will meet with each Division to review their individual reports, walk classrooms as needed, and determine which rooms have the capacity for additional student stations.

25LIVE IMPLEMENTATION:

Status:

- 25Live updated to reflect student stations and ASF for all general lecture classrooms to match FPM data.
- 25Live and Banner are synced in real-time.
- 25Live Training
 - Technical Services has nearly completed initial training for all the Deans and/or Associate Deans and Division Administration staff on using 25Live to view a variety of room and class data.

Next Steps:

- 25Live Scheduling Optimizer:
 - Continued system configuration for test use cases.
- X25 Analytics Tool:
 - July training for Technical Services and Office of Instruction.

FALL 2019 SCHEDULING:

Status:

- Division Deans have begun class scheduling for Fall 2019.
 - Information can be seen in 25Live.
- In order to improve utilization, the Divisions have been utilizing the following tools:
 - *110 Classroom (General Lecture) Space Utilization Survey*
 - 25Live Availability Grid

Next Steps:

- The Deans and Department Chairs are reviewing their class scheduling and working on improving their classroom utilization for Fall 2019.
- Ongoing review of class scheduling processes.