

ROOM UTILIZATION + CAP/LOAD WORKGROUP UPDATE

DATA COLLECTION + ANALYSIS:

Status:

- FPM and Technical Services has begun meeting with all Divisions to review their individual reports, walk classrooms as needed, and determine which rooms have the capacity for additional student stations.
 - The School of Continuing Education and Library and Learning Resources Division meetings are complete.
 - Updates and changes that have resulted from these meetings are being reported back to Alma Strategies in order to revise the current Utilization Analysis.
 - Banner and Fusion are also being updated.
 - Scheduled Division Meetings include:
 - 7/1: Business
 - 7/22: Arts
 - 8/22: Natural Sciences
 - 9/4: Humanities and Social Sciences
 - Divisions to be Scheduled:
 - Student Services
 - Office of Instruction
 - Technology and Health
 - Kinesiology and Athletics

Next Steps:

- Discuss whether Alma Strategies should prepare a Space Utilization Study for the Fall 2019 Semester for comparison and analysis.
 - Fall 2020 study is targeted to be completed by 25Live.
- FPM and Technical Services will continue to meet with all Divisions.

25LIVE IMPLEMENTATION:

Status:

- 25Live updated to reflect student stations and ASF for all general lecture classrooms to match FPM data:
 - Process is ongoing, data is updated after every division meeting.
 - Feedback from Library and Learning Resources Division and School of Continuing Education has been addressed.
- 25Live Training:
 - Technical Services has completed initial training for the Office of Instruction and all Divisions on usage of 25Live for utilization and registration.

Next Steps:

- X25 Analytics Tool:
 - July conference and training for Technical Services and Office of Instruction.
- 25Live Academic Cycle Service:
 - August training by CollegeNet for Technical Services and Office of Instruction.
 - 25Live Scheduling Optimizer configuration.
- Develop process for scheduling non-class events in 25Live versus Banner.

CLASS SCHEDULING:**Status:**

- Fall 2019 Scheduling is complete.
 - Information can be seen in 25Live.
 - 25Live can be used to locate new sections.

Considerations:

- Continuing demand for classes at 9:30am – 1:15pm with no space available.
- Classes initially booked as location = TBA require final classroom assignments for WSCH calculations.

Next Steps:

- The Deans and Department Chairs are reviewing their class scheduling and working on improving their classroom utilization for Winter 2020, followed by Spring 2020.
- Ongoing review and modification of class scheduling processes.