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.
  o 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 revise the current Utilization Analysis.
    ▪ Banner and Fusion are also being updated.
  o Scheduled Division Meetings include:
    ▪ 7/1: Business
    ▪ 7/22: Arts
    ▪ 8/22: Natural Sciences
    ▪ 9/4: Humanities and Social Sciences
  o 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.
  o 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:
  o 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:
  o 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:
  o July conference and training for Technical Services and Office of Instruction.
• 25Live Academic Cycle Service:
  o August training by CollegeNet for Technical Services and Office of Instruction.
  o 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.