



## Utilization

**Gary Nellesen** to: mgregoryk

Cc: Kerry Martinez, vbelinski, Mikaela Klein, Robert Hughes

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Good Morning,

Kerry called this morning and asked for an update on the classroom utilization study.

1. We have completed the reconciliation of the student stations in approximately 300 lecture classrooms. Lab space will follow.

2. A meeting is scheduled with Instruction and IT on April 8 at 3 PM to review our findings. The purpose of this meeting will be to determine what changes, if any, will be made in banner. Either the student station count in banner will be revised, or student stations will be removed or added to align with existing banner data. We have found that in approximately 25% of our general classrooms, the actual number of student stations significantly differs from the number recorded in banner. The work to address this variance has been extensive. Instruction has indicated that no changes will be made in banner without their review and approval. We expect that decisions can be made at the April 8 meeting.

3. Once banner and/or classroom student stations have been adjusted to align, we will be able to run certain reports using the argos software to show where open space (white space) is available. These reports may need to be customized to provide summary, rather than detailed room by room information. Bob Hughes has indicated that argos reports can be customized without a major effort. We will work with instruction and IT to create meaningful reports, and we will work together develop processes to maintain the alignment between actual room station counts and the banner records.

4. Once the lecture space effort is complete, we will follow the same reconciliation process for lab and other space (library, AV/TV, and office) as needed.

5. Finally, we will update our space inventory and submit the revisions to the chancellor's office when they are due in October.

Please let me know if you have any questions about this or if clarification is needed.

Gary

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