

From: Mikaela Klein
Date: July 7, 2015
To: Irene Malmgren, Michael Gregoryk, Gary Nellesen, Joumana McGowan
RE: Classroom Utilization Study Update

As requested, here is an update on the status of our classroom utilization study to date.
Please see attached matrix on the status of meetings with the deans and information received to date.

I have also attached an expanded matrix of the rooms currently being used by Student Services that includes my additional analysis and highlights the general classrooms that are being underutilized based on the current seating. This is an example of the analysis that Amy Jane and I need to apply to every room in this study.

My thoughts on next steps are:

- Mika finishes meeting with the deans.
- The deans finalize their spreadsheets (if needed).
- Amy Jane and Mika input the dean info into the master databases and analyze all the data collected from the deans.
- Amy Jane and Mika will need to create a report that highlights all the general lecture classrooms that both shows their current seating and what it should be according to the state.
- We will need to meet with you and identify all the rooms that need furniture test fits so we can proceed with ordering new furniture, etc.

My observations so far are:

- 1) The class labs all seem to be in really good shape in terms of physical size, student stations and utilization. I have been working on educating the deans that a "class lab" from a space inventory standpoint is different from what they list in the course catalog.
- 2) I have seen a number of computer labs that were coded on the space inventory as a classroom, so we need to change that and it will help our numbers.
- 3) No surprise, the problem areas are the **general lecture classrooms**.
 - We have general lecture classrooms that are physically sized to hold more seats than we have in them.
 - In general, we can increase the seating capacity and that would help our numbers.
 - Due to the geometry of the room and type of furniture we may not always be able to hit the 15 SF/Student Station, but we can get a lot closer.
 - Class size is a contractual matter; however, we can often furnish these rooms to hold more seats than a given class size.
- 4) The only way to achieve 15 SF/Student Station is by using tablet arm chairs (not tables and chairs).
 - This means chairs close to the front of the room.
 - This means minimal circulation - only one circulation aisle to the front of the room.
 - This does not allow a teacher to use multiple walls for whiteboards/teaching.
 - This is NOT popular with many of the teachers for pedagogical reasons.
- 5) Example: Typical 24' x 30' modular classrooms (the 21 trailers) are 720 ASF and that means they should hold **48 student seats** according to the state.
 - Most of the classes taught in these rooms are a class cap of 36 and the teachers often take at least 40 to start, but they are still underutilized.