Texas A&M University

Classroom Utilization

Council of Deans

Office of Facilities Coordination

October 3, 2007
Classroom Utilization

• **Challenges**
  – Classroom Scheduling
  – Regulatory Requirements

• **Fall 2006 Classroom Profile**

• **Analysis of Classroom Utilization**
  – University Scheduled
  – Non-University Scheduled

• **Recommendations**
Meeting the Needs

Classroom Utilization

- Support Student and Faculty instructional needs
- Provide classrooms which are:
  - Appropriately sized
  - Properly designed
  - Technologically outfitted
  - Well maintained
  - Scheduled as close to requested times and to locations as possible
- Comply with regulatory requirements:
  - THECB standards
  - LBB audit results

State Legislature & Governor’s Office
- Current Standards are Too Low
- Classroom Use is Inefficient

Office of Facilities Coordination – Sept 2007
Texas A&M University – College Station

Fall 2006

Total Space by Room Type

<table>
<thead>
<tr>
<th>Space Category</th>
<th>TAMU* (asf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom (100)</td>
<td>339,183</td>
</tr>
<tr>
<td>Laboratory (200)</td>
<td>1,292,614</td>
</tr>
<tr>
<td>Instructional</td>
<td>671,289</td>
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<tr>
<td>Research</td>
<td>621,325</td>
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<td>Office (300)</td>
<td>2,139,477</td>
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<tr>
<td>Study (400)</td>
<td>471,814</td>
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<tr>
<td>Special Use (500)</td>
<td>1,173,763</td>
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<tr>
<td>General Use (600)</td>
<td>1,027,838</td>
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<tr>
<td>Support (700)</td>
<td>3,321,638</td>
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<tr>
<td>Health Care (800)</td>
<td>123,145</td>
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<tr>
<td>Residential (900)</td>
<td>1,743,651</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td><strong>11,633,123</strong></td>
</tr>
</tbody>
</table>

* Includes Vet Med

Source: Office of Facilities Coordination
Texas A&M University – College Station

Classroom Space

269 Classrooms

Registrar 201 Rooms 75%
Non-Registrar 68 Rooms 25%

Room Capacity
- Largest: 463 seats
- Average: 68 seats
- Smallest: 15 seats

Scheduling Responsibility

Source: Office of Facilities Coordination
Education sessions with departments
Audits of low use rooms
Space inventory adjustments
Expanded use of data
  – SI sessions
  – Study sessions
  – Dedicated lab hours

Office of Facilities Coordination – Sept 2007
### Classrooms Scheduling

<table>
<thead>
<tr>
<th>Capacity Range</th>
<th>Registrar CtHrs/Wk</th>
<th>Dept/College CtHrs/Wk</th>
<th>Room Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 015 to 020</td>
<td>30.30</td>
<td>25.50</td>
<td>8</td>
</tr>
<tr>
<td>- 021 to 040</td>
<td>32.52</td>
<td>32.61</td>
<td>104</td>
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<tr>
<td>- 041 to 060</td>
<td>34.57</td>
<td>26.88</td>
<td>70</td>
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<tr>
<td>- 061 to 080</td>
<td>34.28</td>
<td>39.80</td>
<td>26</td>
</tr>
<tr>
<td>- 081 to 100</td>
<td>33.00</td>
<td>n/a</td>
<td>10</td>
</tr>
<tr>
<td>- 101 to 120</td>
<td>38.95</td>
<td>35.40</td>
<td>19</td>
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<tr>
<td>- 121 to 140</td>
<td>36.66</td>
<td>25.20</td>
<td>11</td>
</tr>
<tr>
<td>- 141 to 250</td>
<td>37.81</td>
<td>n/a</td>
<td>13</td>
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<tr>
<td>+ 251</td>
<td>41.85</td>
<td>n/a</td>
<td>8</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>34.74</strong></td>
<td><strong>31.12</strong></td>
<td><strong>269</strong></td>
</tr>
<tr>
<td>&gt;= 80</td>
<td>37.67</td>
<td>32.00</td>
<td>61</td>
</tr>
<tr>
<td>&gt;=100</td>
<td>38.65</td>
<td>32.00</td>
<td>51</td>
</tr>
</tbody>
</table>

**Overall Utilization: 33.89 Weekly Room Hours**

THECB Standard: 38.00 Weekly Room Hours
Internal Needs for Classrooms

How many classrooms were available week during F2006?
Perry, Bill L

From: Perry, Bill L  
Sent: Tuesday, December 05, 2006 4:05 PM  
To: Johnson, Charles  
Cc: Perry, Bill L  
Subject: RE: Classrooms

Charlie,

Thanks for the note. I will develop a plan.

Bill

From: Johnson, Charles  
Sent: Tuesday, December 05, 2006 8:58 AM  
To: Perry, Bill L  
Subject: Classrooms

Bill:

I know that you and everyone in the Provost’s office are likey swimming in details and plans for President Gates departure. You and everyone one the Provost’s team have my best wishes for the transition.

The timing might be great, but I am writing at the behest of my department heads regarding classrooms. At a recent meeting with my executive committee, the heads became quite animated about the availability of classrooms for scheduling classes. Many indicated that it seemed classrooms were occasionally not available at any time. Evidently, there is still a sense that the process is uneven and proves quite frustrating for departments with few or no classrooms that they can assign themselves. The issues range from availability of classrooms even at off times to the availability of large classrooms for efficient instruction of basic courses. I know these are regular problems, and I don’t have much of a solution. Yet, I think the classroom matter still constrains how we deliver instruction on campus.

The deans discussed this within the past year or so, and I recall general approval for the mixed system of some classrooms assigned to and by departments and other classrooms assigned to and by the registrar. I also like this system, but I know that the assignments are usually driven by historical events or traditions.

Might there be a new generation of software that could assist the registrar’s office in making room assignments? I imagine that there is an on-going review of classroom use and assignments, but perhaps it would be helpful to involve the heads in that review. This might be a topic that the Provost would like to discuss with the University council of department heads.

Like parking, this is probably a problem seems never to go away. But, perhaps involving the heads in some way and reporting the results to the deans and the heads might increase understanding about the issues and the limitations.

Many thanks. Given all that you and your colleagues have on your plates, I don’t think this note requires an immediate action. I would be happy to brainstorm with you when you are so inclined.

Thanks,

Charlie

Charles A. Johnson  
Dean and Professor of Political Science  
College of Liberal Arts  
12/6/2006
… I am writing at the behest of my department heads regarding classrooms.

• At a recent meeting … [they] became quite animated about the availability of classrooms …

• Many indicated … classrooms were occasionally not available at any time.

• … There is a sense that the process is uneven and … proves quite frustrating for departments with few or no classrooms …

• I know these are regular problems, and don’t have much of a solution

I think the classroom matter still constrains how we deliver instruction on campus

Dean Charles A. Johnson
College of Liberal Arts
December 2006
Classroom Availability

Time Slots were Available

- **656 additional time slots available**
  - 3-contact hour classes
  - during standard MWF and TR times
  - Effect: 7.29 CtHrs/Classroom additional towards State Standard

- **936 additional time slots**
  - individual days at standard times M-F
  - if scheduled around existing classes.
  - Effect: 3.47 CtHrs/Classroom additional towards State Standard

- Additional 21.1 CtHrs/Classroom available in **Evening**

Potential Result of Active Management

- Classes available for Faculty & Students benefit
- State Standard met/exceeded
# Table of Standard Class Times

## Main and West Campus

<table>
<thead>
<tr>
<th></th>
<th>Slot 1</th>
<th>Slot 2</th>
<th>Slot 3</th>
<th>Slot 4</th>
<th>Slot 5</th>
<th>Slot 6</th>
<th>Slot 7</th>
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<tbody>
<tr>
<td>MWF</td>
<td>8:00 AM</td>
<td>9:10 AM</td>
<td>10:20 AM</td>
<td>11:30 AM</td>
<td>12:40 PM</td>
<td>1:50 PM</td>
<td>3:00 PM</td>
<td>4:10 PM</td>
</tr>
<tr>
<td></td>
<td>8:35 AM</td>
<td>9:45 AM</td>
<td>10:55 AM</td>
<td>12:05 PM</td>
<td>1:15 PM</td>
<td>2:25 PM</td>
<td>3:35 PM</td>
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<td>4:20 PM</td>
<td>5:55 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Bush (1607 Allen Building)

<table>
<thead>
<tr>
<th></th>
<th>Slot 1</th>
<th>Slot 2</th>
<th>Slot 3</th>
<th>Slot 4</th>
<th>Slot 5</th>
<th>Slot 6</th>
<th>Slot 7</th>
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</tr>
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<td>2:25 PM</td>
<td>3:35 PM</td>
<td>4:45 PM</td>
</tr>
<tr>
<td></td>
<td>9:25 AM</td>
<td>10:35 AM</td>
<td>11:45 AM</td>
<td>12:55 PM</td>
<td>2:05 PM</td>
<td>3:15 PM</td>
<td>4:25 PM</td>
<td>5:35 PM</td>
</tr>
<tr>
<td>TR</td>
<td>8:45 AM</td>
<td>10:20 AM</td>
<td>11:55 AM</td>
<td>1:30 PM</td>
<td>2:45 PM</td>
<td>4:20 PM</td>
<td>5:55 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10:00 AM</td>
<td>11:35 AM</td>
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<td>2:40 PM</td>
<td>4:20 PM</td>
<td>5:55 PM</td>
<td></td>
<td></td>
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</table>
Example: Low Usage/Low Availability
Where are these Classrooms?
Texas A&M University – College Station

Utilization Analysis

TR - Classrooms Available (No Scheduled Class Conflicts) by Capacity and Time Slot

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Conclusions

• Control of scheduling affects availability
• Multiple scheduling patterns exist
• Passing periods are impacted
• More class periods could be available by:
  • Right sizing our inventory
    • Current Space
    • Future Construction of New Buildings
  • Consistent scheduling patterns
  • Consolidating scheduling controls/information
Recommendations

- Support Student and Faculty instructional needs
- Provide classrooms which are:
  - Appropriately sized
  - Properly designed
  - Technologically outfitted
  - Well maintained
  - Scheduled as close to requested times and to locations as possible
- Comply with regulatory requirements:
  - THECB standards
  - LBB audit results

Actions
- Consider Central Scheduling
- Use Consistent Scheduling Patterns
- Active Management Options

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Classroom Availability

Additional materials available:

- **Complete Hardcopy Report**
  - **Scheduling Patterns**: How differences in scheduling can adversely affect availability.
  - **Bottleneck Times**: How there are large capacity department classrooms available at peak times in the academic corridor.

- **Further Classroom Availability Reports**
  - Capacity, Proximity, and Percent Usage reports

Office of the Registrar
admissions.tamu.edu/registrar/
(979) 845-1031

Office of Facilities Coordination
fcor.tamu.edu/
(979) 845-8661