



# Texas Higher Education COORDINATING BOARD

FINANCE, CAMPUS PLANNING & RESEARCH DIVISION  
P. O. Box 12788 Austin, Texas 78711 • 7745 Chevy Chase Drive 78752

## MEMORANDUM

ROGER W. ELLIOTT  
Assistant Commissioner  
512-483-6130  
elliottm@thehb.state.tx.us

WILLIAM E. BECKHAM  
Director, Campus Planning  
512-483-6110  
beckhamwm@thehb.state.tx.us

LINDA DOMELSMITH  
Director, Research  
512-483-6150  
domelsmia@thehb.state.tx.us

KENNETH W. VICKERS  
Director, Finance  
512-483-6130  
vickerskh@thehb.state.tx.us

FAX  
512-483-6127 (Finance & Campus  
Planning)  
512-483-6147 (Research)

WEB SITE  
www.thehb.state.tx.us

**Date:** August 3, 1998  
**To:** Chancellors and Presidents at Public Universities and Technical Colleges  
**From:** Roger W. Elliott *Roger W. Elliott*  
**Subject:** Review of Scheduling Practices

The 75th Legislature directed universities to review scheduling practices in the following rider to the General Appropriations Act (Section 37, page III-238):

### Utilization of Physical Plant by General Academic Institutions

Any general academic institution with average classroom utilization below 27 hours per week or average class laboratory utilization below 17 hours per week, as defined by the Coordinating Board, shall conduct a comprehensive review of its scheduling practices and make any changes appropriate to ensure the most cost-effective use of its physical plant.

Sixteen institutions are below one of these averages. To assist in their review of scheduling practices, we produced the reports listed below. We also produced the reports for institutions not below the averages.

- Fall 1997 Classroom and Class lab Utilization with a comparison of rooms reported in the CBM005 and the Facilities Inventory;
- A list of classrooms and class labs on the facilities inventory that were not reported on the CBM005;
- CBM005 summary of classrooms and class labs by building and number of classes by day, start time, and room type;
- Four profiles on percent of classroom and class labs in use 8:00 a.m.-10:00 p.m. Monday, Tuesday, Friday, and Monday through Friday.

The Coordinating Board's utilization standards for average weekly hours of room use are 38 hours for classrooms and 25 hours for class laboratories. The standards are based on the entire week, all hours averaged Monday through Sunday, as reported on the CBM005 Building and Room Report. Room utilization is calculated on class duration and the weekly schedule counting a 50 minute class as an hour. Classroom utilization is calculated on Room Types 110, which are used for regularly scheduled instruction requiring no special equipment or equipment that does not make the room unsuitable for other study areas. Class lab utilization is calculated on Room Types 210 and 220, which are rooms, primarily for instruction, that requires special-purpose equipment in a field of study.

**Review of Scheduling Practices**  
**August 3, 1998**  
**Page Two**

- **As has been our practice, we computed utilization statistics using only classrooms and class labs that are scheduled at least one hour per week, ignoring classrooms and class labs that are on the Facilities Inventory but not scheduled. In the future, we intend to compute utilization statistics using all classrooms and class labs listed on your Facilities Inventories. Some institutions have large numbers of these rooms that are not being scheduled, and you may wish to verify that they are properly classified on the Facilities Inventory and the CBM005 report.**

**If you have any questions on the enclosed data or need further information, please call Bill Beckham or Eleaine Sobotik at (512) 483-6110.**

**Attachments**

**cc: Mr. Leonard Rauch, Chairman  
Ms. Pam Willeford, Vice Chairman  
Campus Planning Committee  
Commissioner Don Brown  
Chief Fiscal Officers  
Institutional Reporting Officials  
Mr. Bill Beckham  
Ms. Eleaine Sobotik**

**Fall 1997 Classroom Utilization - Public Universities  
Average Weekly Hours of Use**

| ranked by highest hours of use |  | Avg. Hours  | Number of Classrooms/Room Type 110 |                      |              |
|--------------------------------|--|-------------|------------------------------------|----------------------|--------------|
|                                |  |             | Utilization Report                 | Facilities Inventory | Not Utilized |
|                                | <b>State Standard for Classroom Use</b>                                | <b>38.0</b> |                                    |                      |              |
| 1                              | Southwest Texas State University                                       | 37.9        | 157                                | 203                  | 46           |
| 2                              | The University of Texas at Austin                                      | 37.0        | 434                                | 441                  | 7            |
| 3                              | Texas A&M University-Texarkana   | 35.8        | 19                                 | 20                   | 1            |
| 4                              | University of North Texas  | 35.4        | 172                                | 183                  | 11           |
| 5                              | University of Houston  | 34.5        | 233                                | 300                  | 67           |
| 6                              | Sul Ross State University  | 33.9        | 34                                 | 39                   | 5            |
| 7                              | The University of Texas at San Antonio                                 | 33.5        | 129                                | 150                  | 21           |
| 8                              | Texas A&M University-Galveston Campus                                  | 33.4        | 14                                 | 17                   | 3            |
| 9                              | Sam Houston State University   | 33.3        | 114                                | 140                  | 26           |
| 10                             | The University of Texas at Brownsville *                               | 33.1        | 60                                 | 79                   | 19           |
| 11                             | Tarleton State University  | 31.8        | 82                                 | 83                   | 1            |
| 12                             | Texas Woman's University   | 31.4        | 110                                | 122                  | 12           |
| 13                             | University of Houston-Downtown   | 30.7        | 86                                 | 105                  | 19           |
| 14                             | Prairie View A&M University  | 30.4        | 66                                 | 81                   | 15           |
| 15                             | The University of Texas at El Paso                                     | 30.0        | 141                                | 156                  | 15           |
| 16                             | The University of Texas-Pan American                                   | 29.6        | 116                                | 153                  | 37           |
| 17                             | Texas A&M University-Corpus Christi                                    | 29.2        | 59                                 | 68                   | 9            |
| 18                             | The University of Texas of the Permian Basin                           | 29.0        | 29                                 | 34                   | 5            |
| 19                             | Texas A&M University   | 28.4        | 313                                | 316                  | 3            |
| 20                             | Lamar University   | 28.3        | 102                                | 131                  | 29           |
| 21                             | Texas Tech University  | 28.0        | 248                                | 284                  | 36           |
| 22                             | The University of Texas at Dallas                                      | 27.9        | 77                                 | 78                   | 1            |
| 23                             | The University of Texas at Arlington                                   | 27.7        | 198                                | 220                  | 22           |
|                                | <b>Average set by General Appropriations Act Section 37 pg III-238</b> | <b>27.0</b> |                                    |                      |              |
| 24                             | Midwestern State University  | 26.7        | 63                                 | 82                   | 19           |
| 25                             | University of Houston-Clear Lake                                       | 26.6        | 70                                 | 70                   | 0            |
| 26                             | University of Houston-Victoria   | 26.5        | 14                                 | 21                   | 7            |
| 27                             | Texas A&M International University                                     | 26.4        | 49                                 | 60                   | 11           |
| 28                             | Texas A&M University-Kingsville  | 26.0        | 81                                 | 141                  | 60           |
| 29                             | Stephen F. Austin State University                                     | 25.8        | 165                                | 197                  | 32           |
| 30                             | Angelo State University  | 24.7        | 81                                 | 87                   | 6            |
| 31                             | The University of Texas at Tyler                                       | 23.6        | 57                                 | 61                   | 4            |
| 32                             | Texas Southern University  | 23.2        | 106                                | 131                  | 25           |
| 33                             | West Texas A&M University  | 22.4        | 100                                | 101                  | 1            |
| 34                             | Texas A&M University-Commerce  | 20.9        | 117                                | 138                  | 21           |
|                                |  |             | 3,966                              | 4,492                | 596          |

\* UT-Brownville share facilities with Texas Southmost College, which is included in the utilization calculations.

**Fall 1997 Classroom Utilization - Public Universities  
Average Weekly Hours of Use**

| ranked by highest hours of use |  | Avg. Hours  | Number of Classrooms/Room Type 110 |                      |              |
|--------------------------------|--|-------------|------------------------------------|----------------------|--------------|
|                                |  |             | Utilization Report                 | Facilities Inventory | Not Utilized |
|                                | <b>State Standard for Classroom Use</b>                                | <b>38.0</b> |                                    |                      |              |
| 1                              | Lamar University-Port Arthur   | 28.6        | 17                                 | 22                   | 5            |
|                                | <b>Average set by General Appropriations Act Section 37 pg III-238</b> | <b>27.0</b> |                                    |                      |              |
| 2                              | Lamar University Institute of Technology **                            | 26.2        | 13                                 | NA                   |              |
| 3                              | Texas State Technical College-Harlingen                                | 25.0        | 40                                 | 56                   | 18           |
| 4                              | Lamar University-Orange  | 24.2        | 21                                 | 23                   | 2            |
| 5                              | Texas State Technical College-Waco                                     | 22.0        | 80                                 | 132                  | 52           |
| 6                              | Texas State Technical College-Sweetwater                               | 21.1        | 29                                 | 43                   | 14           |
|                                |  |             | 200                                | 278                  | 91           |

\*\* Facilities inventory for Lamar University Institute of Technology is included in the Lamar University file.

Note: Fall 1997 average weekly hours of use are based on a 50 minute class.  
Source: THECB-CBM005 Building and Room Use Report, and institutions' facilities inventory on file.

**Fall 1997 Class Lab Utilization - Public Universities  
Average Weekly Hours of Use**

| ranked by highest hours of use                                  |  | Avg. Hours |
|---|--|------------|
| 1   | Texas A&M University-Galveston Campus        | 27.7       |
| 2   | The University of Texas at San Antonio       | 26.8       |
| State Standard for Class Laboratory Use                         |  | 25.0       |
| 3   | The University of Texas at Austin            | 23.9       |
| 4   | University of North Texas                    | 23.7       |
| 5   | Sam Houston State University                 | 23.4       |
| 6   | Southwest Texas State University             | 20.7       |
| 7   | Texas Woman's University                     | 20.5       |
| 8   | The University of Texas at Brownsville *     | 20.3       |
| 9   | Texas A&M University                         | 19.5       |
| 10  | University of Houston                        | 19.4       |
| 11  | Texas A&M University-Corpus Christi          | 18.4       |
| 12  | The University of Texas-Pan American         | 18.3       |
| 12  | The University of Texas at El Paso           | 18.3       |
| 14  | Sul Ross State University                    | 18.0       |
| 15  | Stephen F. Austin State University           | 17.9       |
| 16  | Texas A&M University-Texarkana               | 17.6       |
| 17  | Texas Tech University                        | 17.0       |
| Average set by General Appropriations Act Section 37 pg III-238 |  | 17.0       |
| 18  | University of Houston-Clear Lake             | 16.8       |
| 19  | West Texas A&M University                    | 16.4       |
| 20  | The University of Texas at Arlington         | 16.3       |
| 21  | Lamar University                             | 16.0       |
| 22  | Angelo State University                      | 15.2       |
| 22  | The University of Texas at Dallas            | 15.2       |
| 24  | Midwestern State University                  | 14.9       |
| 25  | Texas A&M University-Kingsville              | 14.6       |
| 26  | Prairie View A&M University                  | 14.3       |
| 27  | University of Houston-Downtown               | 14.2       |
| 28  | Tarleton State University                    | 14.1       |
| 29  | Texas A&M University-Commerce                | 13.0       |
| 29  | Texas Southern University                    | 13.0       |
| 31  | Texas A&M International University           | 12.6       |
| 32  | The University of Texas of the Permian Basin | 11.3       |
| 33  | The University of Texas at Tyler             | 7.8        |

| Number of Class Labs/Room Types 210, 220                        |                      |              |
|---|----------------------|--------------|
| Utilization Report  | Facilities Inventory | Not Utilized |
| 14  | 31                   | 17           |
| 52  | 116                  | 64           |
| 183   | 342                  | 159          |
| 130   | 301                  | 171          |
| 83  | 194                  | 111          |
| 103   | 181                  | 78           |
| 85  | 155                  | 70           |
| 10  | 107                  | 97           |
| 262   | 422                  | 160          |
| 142   | 567                  | 425          |
| 43  | 65                   | 22           |
| 57  | 147                  | 90           |
| 78  | 141                  | 65           |
| 34  | 74                   | 40           |
| 79  | 124                  | 45           |
| 5   | 5                    | 0            |
| 164   | 358                  | 194          |
| Average set by General Appropriations Act Section 37 pg III-238 |                      |              |
| 28  | 51                   | 25           |
| 64  | 86                   | 22           |
| 128   | 242                  | 114          |
| 75  | 182                  | 87           |
| 30  | 56                   | 26           |
| 29  | 57                   | 28           |
| 48  | 110                  | 64           |
| 48  | 122                  | 74           |
| 73  | 142                  | 69           |
| 27  | 39                   | 12           |
| 60  | 121                  | 61           |
| 46  | 97                   | 51           |
| 60  | 122                  | 62           |
| 13  | 28                   | 15           |
| 18  | 50                   | 32           |
| 18  | 31                   | 13           |
| 2,283   | 4,846                | 2,563        |

\* UT-Brownville share facilities with Texas Southmost College, and its class report is included in the room utilization calculations.  
University of Houston-Victoria currently does not have class laboratories.

**Fall 1997 Class Lab Utilization - Public Universities  
Average Weekly Hours of Use**

| ranked by highest hours of use          |   | Avg. Hours |
|---|---|------------|
| 1                                       | Lamar University-Orange                     | 34.6       |
| 2                                       | Lamar University-Port Arthur                | 31.5       |
| 3                                       | Lamar University Institute of Technology ** | 31.4       |
| State Standard for Class Laboratory Use |   | 25.0       |
| 4                                       | Texas State Technical College-Waco          | 22.6       |
| 5                                       | Texas State Technical College-Sweetwater    | 22.3       |
| 6                                       | Texas State Technical College-Harlingen     | 22.0       |

| Number of Class Labs/Room Types 210, 220 |                      |              |
|--|----------------------|--------------|
| Utilization Report                       | Facilities Inventory | Not Utilized |
| 9  | 13                   | 4            |
| 17                                       | 25                   | 8            |
| 4  | NA                   |              |
| 216                                      | 368                  | 152          |
| 58                                       | 92                   | 34           |
| 64                                       | 138                  | 54           |
| 368                                      | 636                  | 252          |

\*\* Facilities inventory for Lamar University Institute of Technology is included in the Lamar University file.

Note: Fall 1997 average weekly hours of use are based on a 50 minute class.  
Source: THECB-CBM005 Building and Room Use Report, and institutions' facilities inventory on file.