



TEXAS A&M UNIVERSITY

Office of the Executive Vice President and Provost

September 28, 2004

MEMORANDUM

To: College Deans

Subject: Fall 2004 Classroom & Teaching Laboratory Utilization Report

The Texas Higher Education Coordinating Board requires each public higher education institution to report data reflecting the use of classrooms and teaching laboratories. They use the data to analyze how efficiently we are using our designated teaching rooms. I use the same data internally to evaluate utilization of classroom and teaching lab space and to project facility needs.

To assure that the information is accurately reported, please have your staff verify or correct each entry on the data collection forms regarding class size, meeting time, location, and duration. The information has been sent directly to the person normally responsible for coordinating the response to this report. The information is from the SIMS database.

To assist in verification of the data for your college, the following are available:

1. Instructions (also available at: <http://fcor.tamu.edu/reports/instructions.htm>).
2. A list of buildings and abbreviations.
3. Data collection forms with course information initially reported by the college to the Registrar.
4. Blank data collection forms.

Please return the data collection forms to the Office of Facilities Coordination at mail stop 1369 by **October 15, 2004**. If you have any questions, please contact Charles Rhea at 458-1182 or chuckrhea@tamu.edu. Thanks for your attention to this matter.

William L. Perry
Vice Provost

c: Dr. Robert M. Gates
Dr. David B. Prior
Mr. Charles A. Sippial, Sr.
Mr. James Massey

CLASSROOM UTILIZATION REPORT INSTRUCTIONS

Please return the updated data collection forms to:

Charles Rhea
Office of Facilities Coordination
Suite 201 Williams Administration Building
Mail Stop 1369
458-1182 voice
458-2069 fax

October 15, 2004 is the due date!

This information is available on the web at <http://fcor.tamu.edu/reports/instructions.htm>

GENERAL

1. This report is required by the Texas Higher Education Coordinating Board to document how efficiently TAMU is using classrooms and teaching laboratories.
2. Please check **each record** for accuracy, drawing a line through incorrect data and printing the correct information above the appropriate data item. If courses are cross-listed please note that on the form. Please provide any updated building and room number information in red on the form. e.
3. If the class meets in several different locations, it is absolutely critical to document each of those locations if they are used each week of the semester.
4. You should receive a pdf file (readable with Acrobat Reader) in your e-mail. Print out the pdf file of your department's classes.
5. If the class is taught on an irregular basis, that class record can be crossed out without any further referenc
6. Please make all corrections on the printouts of the data collection forms in **red ink**. New records created on the blank data collection forms may be made in pencil.
7. On the returned form, please print the name and phone number of the contact person in your department so we can call you should there be any questions.
8. For all "to be arranged" (TBA) course locations, the start time information is blank on the data collection forms. Please complete those (and any other) blank data items on the forms.
9. Draw a line through all records for courses and/or sections that did not make due to insufficient enrollment or other reasons.
10. Add any courses and sections which are meeting this semester, but are not on the printed data collection forms. Use the blank data forms for this purpose. If multiple entries are needed for a given course and section, see the **Special Situations** section which follows.
11. Where necessary, change or complete the following data items:

Activity (column #4)

LEC - lecture
PRA - practicum

LAB - laboratory
SEM - seminar

RES - research
INS - independent study

Enrollment (column #5)

This should be the twentieth class day enrollment. Students must be enrolled by the twelfth class day, but have until the twentieth class day to pay fees. If the student has not paid the required tuition, or is not current on his/her installment plan, they will be dropped from the rolls on the twentieth day and should not be counted for this report.

Building Abbreviations (column #6)

Enter the four letter abbreviation in the building column (make sure the abbreviation matches the one on the attached list). For building abbreviations not on the list, please contact Charles Rhea in the Office of Facilities Coordination at 458-1182.

Room (column #7)

Please enter the room number exactly as it appears in the building (see examples below). If the room number contains leading zeroes they should be included in your entry. If a section meets in a room or subdivision of a room with an alphabetic prefix or suffix in the room number, those letters need to be included in your entry on the form. All rooms must have an associated number. Room numbers such as EAST or LAB will not be accepted by the computer.

Example 1 - Room 005 should be recorded as 005, not 5

Example 2 - Room 17 should be recorded as 17

Example 3 - Room 105A should be recorded as 105A, not 105

Days (column #8)

Enter the alphabetic code from the list below which represents the day of the week that the class meets:

M - Monday T - Tuesday W - Wednesday R - Thursday F - Friday S - Saturday

Start Time (column #9)

Enter the time of day that the class begins. Examples:

8:00 a.m. - enter **8:00AM** on the form

3:00 p.m. - enter **3:00PM** on the form

12:00 noon - enter **12:00PM** on the form

8:00 p.m. - enter **8:00PM** on the form

Duration (column #10)

Enter the length of time - in minutes - of the class. Examples:

50 minutes - enter **050** on the form

120 minutes - enter **120** on the form

Cross List (column #11)

List any concurrently meeting courses in this column.

SPECIAL SITUATIONS

A. Multiple Entries

If a section meets at multiple locations, make a separate record for each meeting time and place for that section. If a blank form is used, please fill in all of the columns in the form. Examples:

- i. **The same class and section meeting at different times on different days –**
A class meets **MW at 1:00PM** and **F at 3:00PM** in the same room. A record would be needed for the Monday and Wednesday 1:00 p.m. class, and a separate record would be needed for the Friday 3:00 p.m. class. Assuming no other changes or differences in course information, the other columns in the record (room number, number of students, building abbreviation, course number, etc.) would be identical.
- ii. **The same class with multiple sections meeting in different rooms at the same time –**
A raquetball class meets **MWF at 3:00PM**. The total class roster consists of 40 students who break into groups of 2 and 3 and play on separate courts. A separate record would be needed for each court with its room number. The number of students per court is recorded, with the total equaling 40 (the total number of students in the class). The more significant number is the total, not whether there were exactly two or three students in a given room at a given time. Assuming no other changes or differences in course information, the other columns in the record (meeting time, building abbreviation, course number, etc.) would be identical.
- iii. **The same class and section meeting in different rooms at the same time on different days –**
A class meets **MWF at 3:00PM** – Monday and Wednesday they meet in room 104, and Friday they meet in room 302 of the same building. A record would be needed for the Monday and Wednesday class, and a separate record would be needed for the Friday class. Assuming no other changes or differences in course information, the other columns in the record (number of students, building abbreviation, course number, etc.) would be identical.
- iv. **The lab portion of the course is not listed on the form –**
Please create a record documenting the lab section and filling in all of the columns.
- v. **The class meets as a large group, then breaks into small groups after some time –**
A class of 50 meets **MWF at 9:00AM**, then at 10:00 a.m. they break into 5 groups of 10 students each and do lab work. One record for the 9:00 a.m. class of 50 people is needed, and five separate records (showing 10 students in each group) are needed for the break out sessions.

B. Off campus courses

THIS IS A CHANGE FROM YEARS PAST--

Report all off campus courses just as you do with on campus courses.

C. No regularly scheduled room or meeting time

Delete the record.

D. Outdoor Classes

Delete the record.

Building Abbreviations List for Classroom Utilization Report

Abbrv.	No.	Building Name	Abbrv.	No.	Building Name
ACAD	0462	Academic Building	HRBB	0353	Bright (H. R.) Building
ADAM	0448	Adams Band Hall	HRCT	0853	Horse Center
ADMN	0473	Williams Administration Building	HYLB	0502	Hydromechanics Lab
AEPM	1034	Ag Eng. Power & Machinery Shops	JJKB	0383	Koldus Student Svcs. Bldg.
AERL	1508	Ag Engineering Research Lab	KAMU	0519	Moore Communications Center
ANIN	0472	Animal Industries Building	KLCT	1501	Kleberg Center
ANTH	0477	Anthropology Building	KYLE	0367	Kyle Field
ARCA	0398	Langford Architecture Ctr. Bldg. A	MCNW	0740	McNew Engineering Lab
ARCB	0432	Architecture Center Bldg. B	MILN	0420	Milner Hall
ARCC	0432	Architecture Center Bldg. C	MILS	0456	Military Sciences Building (Trigon)
BELL	0493	Bell Building	MSC	0454	Memorial Student Center
BEUT	0520	Beutel Health Center	MSTC	1505	Meat Science & Technology Center
BICH	1507	Biochemistry/Biophysics (Bio-Bio)	NFFL	1027	Nursery Floral Field Lab
BIZL	0416	Bizzell Hall	NGLE	0506	Nagle Hall
BLOC	0524	Blocker Building	O&M	0443	Eller Oceanog. & Meteorology Bldg
BLTN	0480	Bolton Hall	PAV	0471	Pavilion
BSBE	0467	Biological Sciences Bldg. East	PETR	0444	Peterson Building
BSBW	0449	Biological Sciences Bldg. West	PRPV	1160	Pearce Animal Pavilion
BTLR	0465	Butler Hall	PSYC	0463	Psychology Building
ALLN	1607	Bush Academic Bldg. West	RDER	0446	Rudder Tower
CE	0492	Civil Engineering Building	RDMC	0436	Reed McDonald Building
CAIN	0439	Cain Hall	READ	0369	Read Building (East Kyle)
CDLR		Center for Distance Learning	REYN	1504	Reynolds Medical Sciences Bldg.
CHEM	0484	Chemistry Building	RICH	0387	Richardson Petroleum Eng. Bldg.
COLS	0453	G. Rollie White Coliseum	SCC	0468	Student Computing Center
CONC	0501	Concrete Materials Laboratory	SCIC	1513	Southern Crop Improvement Ctr.
CSC	0516	Computing Services Center	SCTS	0478	Scoates Hall
CVLB	0385	Civil Engineering Lab Building	SPSB	0503	Special Services Building
CYCL	0434	Luedecke Cyclotron	SREC	1560	Student Recreation Center
DRTY	0513	Doherty Building	SSCC	0384	Sanders Corps Of Cadets Center
DYCT	0808	Dairy Center	STCH	0464	State Chemistry Building
EDCT	0435	Harrington Educ. Ctr. Office Tower	STED	0360	Steed Research & Conditioning Lab
ENPH	0391	Engineering/Physics Lab Building	TEAG	0445	Teague Research Center
EQCT	1151	Equine Center Stable	THOM	0483	Thompson Hall
FARM	1201	Poultry Science Headquarters	TURF	0960	Turf Field Lab
FERM	0482	Fermier Hall	VLAH	1194	Veterinary Large Animal Hospital
FLGH	0458	Floriculture Greenhouse	VMA	1026	Veterinary Medicine Admin.
FRAN	0476	Francis Hall	VMS	0507	Veterinary Medical Sciences
FSB	0457	Forest Science Bldg.	VRB	1197	Veterinary Research Building
GOLF	0672	Golf Course Clubhouse	VSAH	1085	Veterinary Small Animal Hospital
HALB	0490	Halbouty Geosciences Building	VTH	0508	Veterinary Teaching Hospital
HECC	0438	Harrington Educ. Ctr. Classrooms	WCBA	1510	Wehner College Of Business Bldg.
HELD	0521	Heldenfels Hall	WCLF	1511	West Campus Library Facility
HFSB	1506	Horticulture/Forest Science Bldg.	WERC	0682	Wisembaker Eng. Research Center
HIST	0470	History Building	YMCA	0474	YMCA Building
HLB	0511	Heep Laboratory Building	ZACH	0518	Zachry Engineering Center
HPCT	1502	Heep Center			

TEXAS A&M

FACILITIES COORDINATION

CBM005 DATA COLLECTION REPORT

<u>Subject</u>	<u>Course</u>	<u>Section</u>	<u>Activity</u>	<u>Enrollment</u>	<u>BldgAbbr</u>	<u>Room</u>	<u>Days</u>	<u>StartTime</u>	<u>Duration</u>	<u>CrossList</u>