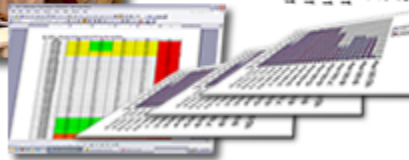
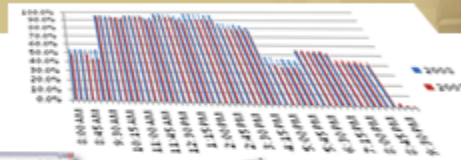


# Fall 2008 Utilization of Instructional Space



Texas State University-San Marcos  
March 1, 2009

A member of the Texas State University System

<b>INTRODUCTION.....</b>	<b>3</b>
<b>REVIEWING AND COMPARING THE DATA.....</b>	<b>5</b>
Table 1: On-campus Instructional Hours and Sections, Fall 2008 and Fall 2007.....	5
Table 2: Classroom Utilization (1999-2008) .....	6
Table 3: Class Lab Utilization (1999-2008)* .....	6
Graph 1: Fall 2008 Student Station Occupancy Rates by Course Start Time.....	7
Table 4: Distribution of Course Sections, Average Contact Hours and Student Station Occupancy by Classroom Seating Capacity.....	7
<b>CLASSROOM UTILIZATION AND STUDENT STATION OCCUPANCY .....</b>	<b>8</b>
Table 5: Classroom Utilization Rate and Student Station Occupancy by Building and Room .....	9
Table 5A: Classroom Utilization by College, at RRHEC, for Teaching Theatres, and Registrar Controlled Classrooms .....	12
Table 5B: Classroom Utilization by Building.....	12
Table 6: Number of 110-Classrooms Used Outside Home Building .....	13
<b>TEACHING THEATRE UTILIZATION AND STUDENT STATION OCCUPANCY .....</b>	<b>15</b>
Table 7: Teaching Theatre Schedules .....	15
<b>ROUND ROCK HIGHER EDUCATION CENTER (RRHEC).....</b>	<b>16</b>
Table 8: Avery Building Classroom Utilization and Student Station Occupancy .....	16
<b>UTILIZATION OF CLASSROOMS BY HOUR AND DAY.....</b>	<b>17</b>
Table 9: Percent of Classrooms in Use by Day and Hour (Fall 2008) .....	18
Graph 2: % of Classrooms Occupied for All Days of the Week .....	19
Graph 3: Classrooms In Use on Monday.....	20
Graph 4: Classrooms In Use on Tuesday.....	20
Graph 5: Classrooms In Use on Wednesday.....	20
Graph 6: Classrooms In Use on Thursday .....	21
Graph 7: Classrooms In Use on Friday .....	21
Table 10: Percent of Course Sections on Fridays, At or Before 8:00 AM or At or After 5:00 PM .....	22

Table 11: Fall 2008 State-Wide Classroom Utilization Rankings (Top 15 only).....	23
<b>CLASS LAB UTILIZATION AND STUDENT STATION OCCUPANCY .....</b>	<b>24</b>
Table 12: Class Lab Utilization Rates and Student Station Occupancy by Building and Room .....	24
Table 12A: Class Lab Utilization by College.....	26
Table 12B: Class Lab Utilization by Building .....	26
Table 13: Fall 2008 State-Wide Class Lab Utilization Rankings (Those exceeding the standard only) .....	26
<b>USE OF ROOMS NOT CODED AS CLASSROOMS AND CLASS LABS .....</b>	<b>28</b>
Table 14: Utilization of Rooms Not Coded as Classrooms and Class Labs.....	28
<b>RECOMMENDATIONS.....</b>	<b>29</b>
<b>APPENDIX.....</b>	<b>31</b>
Table 15: Room Utilization Example .....	32

## INTRODUCTION

The fall 2008 Utilization of Instructional Space report examines the scheduled use of the primary teaching facilities at Texas State University-San Marcos. The main focus of this report is the scheduling of classrooms and class labs as reported in the official Schedule of Classes published by the Registrar's Office. Texas State has a total of 1,802,188 net assignable education and general square feet of which classrooms (110) total 180,257 NASF and class labs (210) total 60,814 NASF, comprising only 13% of the total education and general NASF.

However, the Texas Higher Education Coordinating Board (THECB) closely monitors how institutions use their classrooms and laboratory facilities in comparison to other reporting institutions. In October 2005 THECB changed their rules to remove utilization as a CB standard. All projects submitted to the THECB for approval are to meet Board standards (deferred maintenance, critical deferred maintenance, space need, cost, and efficiency), otherwise the Board will notify the Governor, Lieutenant Governor, the Speaker of the House of Representatives, and the Legislative Budget Board the results of the evaluation. In 2008 a working group was convened to assess and provide recommendations to the THECB for methods to calculate metrics used in Space Usage Efficiency. It appears that utilization will return to being a Board standard effective fall 2009. However, it will not be a "go/no-go" criterion for a project. If an institution does not meet the standard, the project will be presented to a different approval authority; however, this has not been fully defined. Additionally, instead of achieving one variable as in the past (current utilization rate), there will be three variables (current utilization rate, facilities demand, and percent fill) evaluated. The Coordinating Board provided each institution a report of how fall 2008 utilization would look if all three variables were already in place. Texas State and UT-Pan American would be first in the state for classroom utilization and Texas State would fall below 5 other institutions in the state for class lab utilization because our percent fill (or student station occupancy) is lower than the standard even though our utilization is high.

For this analysis, utilization refers to the number of hours scheduled per week in designated classrooms and class labs. The Texas Higher Education Coordinating Board's standards are:

- **38 hours of scheduled instruction per week for classrooms**
- **25 hours of scheduled instruction per week for class labs**

**The average weekly hours of instruction for classrooms at Texas State for the fall 2008 semester are 38.24 hours.** Texas State ranks fifth in the State below The University of Texas at San Antonio (43.12 hours), Midwestern State University (40.79 hours), The University of Texas-Pan American (40.61 hours) and The University of Texas at Dallas (39.85 hours). If the Avery Building in Round Rock was treated separately, the average classroom hours for the main campus would be 40.7 hours and 16.2 hours for the Round Rock campus. Additional information regarding the Round Rock campus is provided on page 16.

**The average weekly hours of instruction for class labs at Texas State for the fall 2008 semester are 33.38 hours.** Texas State is ranked first in the State for class lab utilization. Of the 35 institutions in the State, only 19 institutions exceeded the Coordinating Board standard for class lab utilization.

This report shows weekly teaching hours for each designated classroom and class lab identified in the university's facilities inventory and is compared to the weekly standard defined by the Coordinating Board. In addition, Student Station Occupancy rates are calculated for these rooms to help determine if a room is being used to its maximum potential from a seating capacity perspective.

The data used to calculate utilization rates are obtained from the university's CBM005-Building and Room Report and CBM011-Room Record Report. These reports are finalized after the 12<sup>th</sup> class day. Only course sections assigned to a specific room for a definite day(s) and time of the week are included in the CBM005. Scheduled hours are removed from the utilization calculations if the lecture or

lab section is offered in a room that is not specifically designated as a classroom or class lab (e.g., conference rooms, meeting rooms, assembly rooms, athletic/PE facilities, etc.). Scheduled hours are also removed for “stacked” classes (those that meet on the same day, at the same time, in the same room but have different course and/or section numbers). The process used by Texas State to calculate utilization is explained in the appendix (p. 31). Course enrollment data used to calculate Student Station Occupancy (SSO) is also obtained from the CBM005. The process used to calculate SSO is also explained in the appendix (p. 33).

## REVIEWING AND COMPARING THE DATA

Texas State has 168 designated classrooms with 152 on the main campus and 16 at Round Rock and 56.4 designated class labs all on main campus on record for fall 2008. The Avery Building at the Round Rock Higher Education Center (RRHEC) is currently considered as being part of main campus by the Coordinating Board and those classrooms are factored into the university's utilization rate; however, in light of their limited usage to date, information in this report is reflected with RRHEC included and not included. This is done to more accurately reflect the conditions on main campus.

While there were 5268 Coordinating Board approved course sections scheduled by Texas State during the fall 2008 semester (as reflected in the CBM004 - Class Report), only 4035 course sections are listed in the CBM005-Building and Room Report since they were classes assigned to a specific room for definite day(s) and time. The majority of the course sections that were not listed in the CBM005 were scheduled off campus. However, there were 98 sections scheduled on-campus that were not assigned a room, day and time and therefore omitted from the utilization calculations (examples of these include thesis, dissertations, and directed studies).

A total of 12,361.5 instructional hours were scheduled in 428 different rooms, in 39 buildings on main campus and in the Avery Building at Round Rock. From this total, 1255.5 stacked hours and 2761.9 hours taught in a room not designated as a classroom or class lab are subtracted, resulting in 8344.1 hours used to calculate room utilization. More specifically, 6452.3 hours were offered in the 168 designated classrooms and 1891.8 hours were offered in the 56.4 designated class labs.

**Table 1: On-campus Instructional Hours and Sections, Fall 2008 and Fall 2007**

	Fall 2008 Scheduled Hours	Sections 2008	Fall 2007 Scheduled Hours	Sections 2007	07 to 08 Comparison
Total instructional hours (CBM005 Report)	12,361.5	4035	11,612.5	3745	+749 hours +290 sections
Stacked hours	1255.5	360	1092.0	304	+163.5 hours +56 sections
Taught in rooms not designated as classrooms or class labs	2761.9	942	2478.0	840	+283.9 hours +102 sections
Total instructional hours used in this report	8344.1	2733	8042.5	2601	+301.6 hours +132 sections
Instructional / contact hours offered in 168 classrooms	6452.3	2142	6136.7	2005	+315.6 hours +137 sections
Instructional / contact hours offered in 56.4* class labs	1891.8	591	1905.8	596	-14 hours -5

\* RFM 4234 & RFM 4236 also serve as research labs. The percent of time dedicated to research is deducted.

Table 1 reflects that 290 more sections (as reported in the CBM005) or 749 more hours were scheduled fall 2008 as compared to fall 2007. It also reflects that the number of sections scheduled in designated classrooms increased by 137 sections or 315.6 hours. Both stacked sections and sections taught in other room types (i.e. rooms not classified as a 110-Classroom or 210-Class Lab) increased. Stacked sections rose by 56 sections or 163.5 hours and sections in other room types rose by 102 sections or 283.9 hours.

The following tables show classroom utilization and class utilization since fall 1999.

**Table 2: Classroom Utilization (1999-2008)**

Fall Semester	Number of Designated Classrooms	Average (50 Min) Hours Per Classroom	% Of CB Utilization Standard	Main Campus Classrooms (without RRHEC)	Main Campus Average Hours Per Classroom (without RRHEC)	% Of CB Utilization Standard (without RRHEC)
2008	168	38.2	100.6	152	40.7	107.1
2007	173	35.4	93.2	152	38.6	101.5
2006	173	34.6	91.1	152	37.8	99.5
2005	182	35.5	93.4	160	38.8	102.1
2004	164	38.4	101.0			
2003	170	39.7	104.5			
2002	164	41.4	108.9			
2001	164	41.7	109.7			
2000	166	41.3	108.6			
1999	172	38.9	102.4			

**Table 3: Class Lab Utilization (1999-2008)\***

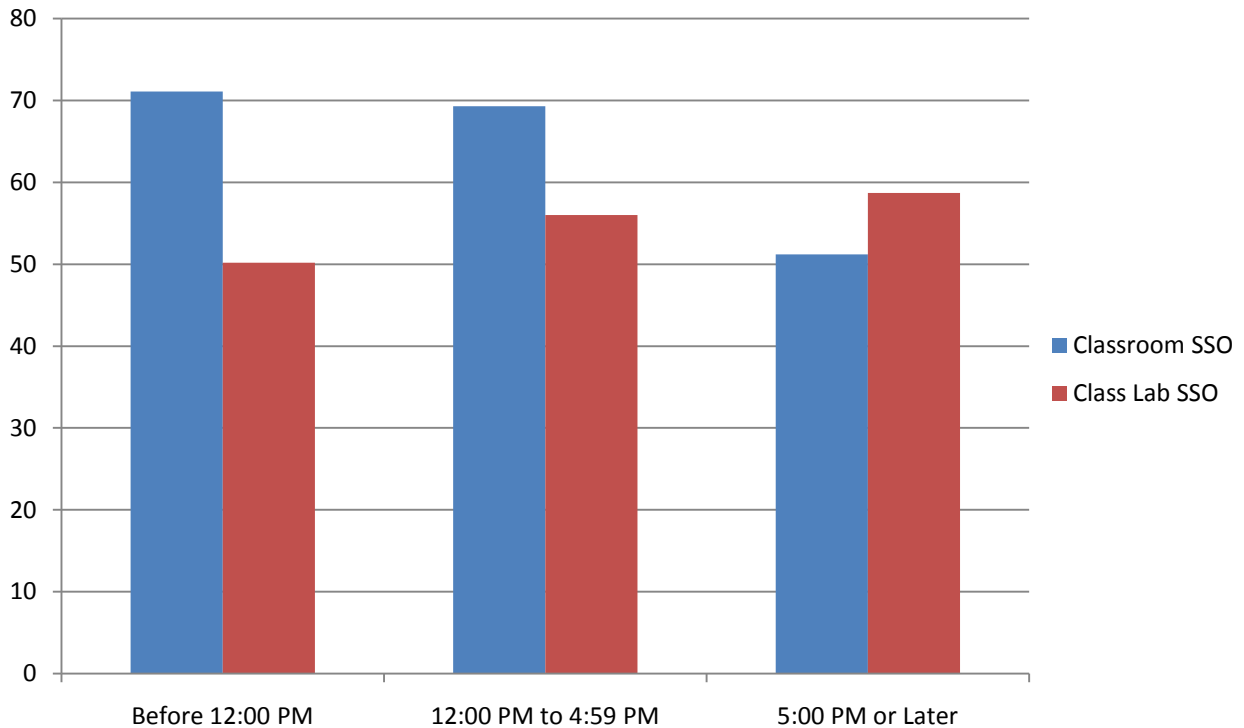
Fall Semester	Number of Designated Class Labs	Average (50 Min) Hours Per Class Lab	% Of CB Utilization Standard
2008	56.45**	33.4	133.5
2007	58.45**	32.5	130.0
2006	65.45**	33.5	134.0
2005	57.45**	34.7	138.8
2004	60.45**	30.2	120.8
2003	56	31.76	127.0
2002	64	34.8	139.2
2001	63	34.8	139.2
2000	46	28.0	112.0
1999	47	31.6	126.4

\*There are no class labs at the RRHEC.  
 \*\*RFM 4234 & RFM 4236 also serve as research labs.  
 The percent of time dedicated to research is deducted.

Student Station Occupancy (SSO) is calculated to determine if a room is being used to its maximum potential in terms of seating capacity per course section scheduled. SSO is calculated by dividing the total number of students enrolled for all courses sections scheduled in a specific room by the total number of available seats for all sections in that room. A review of the fall 2008 data indicates a 66.6% student station occupancy rate for classrooms and a 70.3% SSO for class labs. A study conducted by the State Council of Higher Education for Virginia reviewed 20 states standards and found that 65% occupancy was the goal average for classrooms and 77% occupancy was the goal for class labs. Only 6 institutions in the state exceed 65% occupancy for classrooms and only 8 institutions in the state exceed 77% occupancy for class labs.

Graph 1 illustrates SSO by course start time for the morning, afternoon and evening periods.

**Graph 1: Fall 2008 Student Station Occupancy Rates by Course Start Time**



There are 10,483 seats distributed among 168 classrooms at Texas State; 9,818 seats in 152 main campus classrooms and 665 seats in 16 Avery Building (RRHEC) classrooms. The number of classroom seats range from 21 to 402 on main campus and 35 to 50 at Round Rock. The following table provides utilization information and student station occupancy for all 168 classrooms by seating capacity.

**Table 4: Distribution of Course Sections, Average Contact Hours and Student Station Occupancy by Classroom Seating Capacity**

Seats	Room Count	Number of Sections	Average Weekly Contact Hours	SSO
25 or less	9	91	39.9	76.7
26 - 50	108	1474	38.2	62.2
51 - 75	17	245	40.6	53.0
76 - 100	13	177	38.3	57.2
101 - 125	7	91	37.8	64.2
126 - 150	6	72	34.1	58.4
151 - 175	1	12	36.6	56.2
176 - 200	2	25	36.9	74.6
Over 200	5	67	38.9	82.8

## CLASSROOM UTILIZATION AND STUDENT STATION OCCUPANCY

No distinction is made between lecture or lab sections when calculating utilization. Therefore, 210 lab sections (416 hours) offered in designated classrooms are included in the classroom utilization rate.

A classroom is defined by the Coordinating Board as a room “used for scheduled instruction referred to as lecture rooms, demonstration rooms, seminar rooms, and general-purpose classrooms. Classrooms can be equipped with tablet armchairs, tables and chairs (as in a seminar room), or similar types of seating. They also can be furnished with special equipment, including multimedia or telecommunications equipment, appropriate to a specific area of study if the room is suitable for use by other classes.”

In fall 2007 there were 173 classrooms on inventory. The following changes to the classroom inventory were made for fall 2008 (net result is 168 classrooms).

- Rooms reclassified to a Meeting Room
  - Avery 319
  - Avery 357
  - Avery 358
  - Avery 407
  - Derrick Hall 121
  - Lampasas 100
- Avery 420 was reclassified to a Special Class Lab
- McCoy Hall 337 was reclassified from a Meeting Room to a Classroom
- Derrick Hall 240 was reclassified from a Special Class Lab to a Classroom

Note: As agreed to by the Vice President for Information Technology, the Department of Instructional Technologies Support will continue to support multimedia in rooms previously coded as first call classrooms.

Classrooms with the highest utilization rates are:

- Health Professions 218
  - 69.3 weekly hours, 182.4% of the CB standard; 1<sup>st</sup> call Health Professions.
- Centennial Hall 103
  - 60.9 weekly hours, 160.3% of the CB standard; 1<sup>st</sup> call Communications Studies
- Joann Cole Mitte Art 1128
  - 57.6 weekly hours, 151.6% of the CB standard; 1<sup>st</sup> call Art & Design.

The least used classrooms on the main campus are:

- Hines Academic Center 204
  - 24.6 weekly hours, 64.7% of the CB standard; 1<sup>st</sup> call Communication Studies.
- Health Professions 217
  - 24.6 weekly hours; 64.7% of the CB standard; 1<sup>st</sup> call Health Professions
- Emmett & Miriam McCoy Hall 126
  - 24.9 weekly hours, 65.5% of the CB standard; 1<sup>st</sup> call McCoy College of Business Administration.

The following tables provide the number of sections (SECT), weekly hours (HRS), utilization rate (UTIL), seating capacity (SEATS), student station occupancy rates (SSO) and 1st call department/college/school for each designated classroom (Table 5) listed in the facilities inventory for fall 2008. Tables reflecting summaries by College, at RRHEC, for Teaching Theatres, and Registrar Controlled Classrooms (Table 5A) and Building (Table 5B) are also provided.

**Table 5: Classroom Utilization Rate and Student Station Occupancy by Building and Room**

BUILDING	ROOM	SECT*	HRS	UTIL	SEATS	SSO	DEPARTMENT
Agriculture	202	12	32.2	84.7	49	50.3	Department of Agriculture
Alkek Library	250	13	39	102.6	386	85.7	Registrar
Avery Building	123	6	26.1	68.7	35	44.8	RRHEC
Avery Building	124	7	23.1	60.8	35	60.4	RRHEC
Avery Building	312	6	18.9	49.7	35	61.0	RRHEC
Avery Building	313	6	19.8	52.1	35	53.3	RRHEC
Avery Building	318	7	21.3	56.1	35	35.5	RRHEC
Avery Building	362	5	16.5	43.4	35	36.0	RRHEC
Avery Building	363	4	12.6	33.2	35	39.3	RRHEC
Avery Building	403	4	12.9	33.9	50	54.0	RRHEC
Avery Building	404	4	13.2	34.7	50	31.5	RRHEC
Avery Building	405	6	19.8	52.1	50	55.3	RRHEC
Avery Building	406	6	19.8	52.1	50	55.0	RRHEC
Avery Building	408	3	9.9	26.1	50	58.0	RRHEC
Avery Building	414	5	13.2	34.7	35	40.0	RRHEC
Avery Building	451	5	12.9	33.9	50	30.0	RRHEC
Avery Building	453	4	9.9	26.1	50	46.5	RRHEC
Avery Building	454	3	9.9	26.1	35	67.6	RRHEC
Centennial Hall	100	18	54	142.1	37	60.8	Modern Languages
Centennial Hall	101	19	50.6	133.2	30	82.5	Modern Languages
Centennial Hall	102	22	46.9	123.4	36	51.9	Department of Communication Studies
Centennial Hall	103	21	60.9	160.3	39	49.6	Department of Communication Studies
Centennial Hall	106	16	43.3	113.9	30	79.2	Modern Languages
Centennial Hall	157	14	39.3	103.4	385	93.0	Registrar
Centennial Hall	215	15	43	113.2	36	69.8	Modern Languages
Centennial Hall	217	15	45.3	119.2	38	63.0	Modern Languages
Centennial Hall	218	15	43.6	114.7	30	80.9	Modern Languages
Centennial Hall	318	13	35.4	93.2	37	55.9	Department of Communication Studies
Centennial Hall	400	25	47.7	125.5	35	51.4	Department of Communication Studies
Centennial Hall	402	18	36.6	96.3	37	49.7	Department of Communication Studies
Centennial Hall	410	14	36.6	96.3	35	67.6	Department of Communication Studies
Centennial Hall	G01	13	36	94.7	106	70.2	Chemistry and Biochemistry
Chemistry	100	13	34.5	90.8	119	59.3	Chemistry and Biochemistry
Chemistry	110	12	39.6	104.2	24	70.8	Chemistry and Biochemistry
College of Education	1005	17	41.1	108.2	49	63.6	Curriculum and Instruction
College of Education	1007	13	39.9	105.0	107	70.8	Curriculum and Instruction
College of Education	2127	15	50.6	133.2	48	77.8	Curriculum and Instruction
College of Education	2128	16	53.7	141.3	47	66.2	Curriculum and Instruction
College of Education	3038	15	43	113.2	41	58.0	Curriculum and Instruction
College of Education	3039	17	48.2	126.8	34	75.4	Curriculum and Instruction
College of Education	3041	13	35.2	92.6	39	65.1	Curriculum and Instruction
College of Education	3066	13	35.2	92.6	40	61.2	Curriculum and Instruction
College of Education	4005	20	57.3	150.8	34	55.1	Educ Admin & Psych Services
College of Education	4007	16	39	102.6	32	66.2	Educ Admin & Psych Services
College of Education	4008	15	39.3	103.4	45	51.1	Educ Admin & Psych Services
College of Education	4009	15	35.8	94.2	35	67.6	Educ Admin & Psych Services
College of Education	4039	17	45.9	120.8	31	66.0	Educ Admin & Psych Services
Derrick Hall	113	12	36.6	96.3	169	56.2	Sociology
Derrick Hall	118	13	39.6	104.2	32	66.6	English
Derrick Hall	227	16	38.1	100.3	49	58.3	Sociology
Derrick Hall	229	20	53.1	139.7	40	54.1	Sociology
Derrick Hall	230	30	44.8	117.9	28	99.9	University College
Derrick Hall	234	17	41.7	109.7	73	40.0	Sociology

BUILDING	ROOM	SECT*	HRS	UTIL	SEATS	SSO	DEPARTMENT
Derrick Hall	237	16	42.3	111.3	40	66.9	Mathematics
Derrick Hall	238	15	40.8	107.4	47	71.3	Mathematics
Derrick Hall	239	33	51.3	135.0	31	92.7	University College
Derrick Hall	240	13	39.9	105.0	49	56.8	Computer Science
Derrick Hall	241	12	37.2	97.9	49	47.3	Computer Science
Derrick Hall	326	14	45	118.4	49	68.4	Mathematics
Derrick Hall	327	14	40.2	105.8	39	72.5	Mathematics
Derrick Hall	328	16	42.3	111.3	49	56.9	Mathematics
Derrick Hall	329	14	38.4	101.1	94	62.5	Sociology
Derrick Hall	330	14	42	110.5	49	76.5	Mathematics
Derrick Hall	331	14	42	110.5	49	67.2	Mathematics
Derrick Hall	332	13	39	102.6	49	76.0	Mathematics
Derrick Hall	333	15	45	118.4	49	71.6	Mathematics
Derrick Hall	334	12	31.3	82.4	49	62.8	Mathematics
Derrick Hall	336	13	39	102.6	49	81.0	Mathematics
Emmett & Miriam McCoy Hall	105	13	34.9	91.8	48	68.3	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	111	9	28.2	74.2	58	42.0	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	113	14	41.4	108.9	58	62.8	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	119	12	35	92.1	250	83.4	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	125	13	35.3	92.9	60	71.3	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	126	8	24.9	65.5	98	74.5	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	127	11	33	86.8	98	96.3	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	222	12	36.6	96.3	42	77.2	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	223	10	30.6	80.5	42	78.6	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	225	11	33.6	88.4	42	85.5	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	233	10	29	76.3	140	83.2	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	240	12	36.3	95.5	55	87.9	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	241	14	42.9	112.9	55	73.5	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	242	15	45.3	119.2	94	69.6	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	243	9	27.3	71.8	88	61.6	McCoy College of Business Administration
Emmett & Miriam McCoy Hall	333	17	31	81.6	36	66.3	CIS & Quantitative Methods
Emmett & Miriam McCoy Hall	337	20	51.4	135.3	42	57.6	CIS & Quantitative Methods
Evans Liberal Arts	114	12	30	78.9	126	54.8	Anthropology
Evans Liberal Arts	116	11	33	86.8	129	84.4	Department of Geography
Evans Liberal Arts	118	12	36.3	95.5	125	84.6	Political Science
Evans Liberal Arts	218	17	50.5	132.9	77	30.7	Political Science
Evans Liberal Arts	220	18	40.2	105.8	37	35.6	Anthropology
Evans Liberal Arts	222	20	57.2	150.5	39	52.2	Political Science
Evans Liberal Arts	225	18	50.8	133.7	83	36.7	Political Science
Evans Liberal Arts	229	14	37.2	97.9	49	41.5	Anthropology
Evans Liberal Arts	283	29	53.8	141.6	42	31.7	Political Science
Evans Liberal Arts	311	14	36.9	97.1	69	50.9	Department of Geography
Evans Liberal Arts	312	14	35.5	93.4	37	57.9	Department of Geography
Evans Liberal Arts	315	12	32.9	86.6	28	64.0	Department of Geography
Evans Liberal Arts	316	15	41.3	108.7	70	48.4	Department of Geography
Family & Consumer Sciences	123	14	35.6	93.7	50	57.0	Department of Family & Consumer Sciences
Family & Consumer Sciences	135	15	42.3	111.3	83	55.1	Department of Family & Consumer Sciences
Family & Consumer Sciences	158	11	33	86.8	113	51.1	Department of Family & Consumer Sciences
Family & Consumer Sciences	203	7	41.2	108.4	21	72.1	Department of Family & Consumer Sciences
Family & Consumer Sciences	205	9	28.2	74.2	24	84.3	Department of Family & Consumer Sciences
Family & Consumer Sciences	216	6	38.4	101.1	21	73.8	Department of Family & Consumer Sciences
Flowers Hall	111	16	48.9	128.7	31	55.8	English
Flowers Hall	112	16	49.2	129.5	25	69.5	English
Flowers Hall	113	14	39.9	105.0	45	47.0	English
Flowers Hall	129	14	40.3	106.1	32	65.6	Modern Languages

BUILDING	ROOM	SECT*	HRS	UTIL	SEATS	SSO	DEPARTMENT
Flowers Hall	130	19	55.5	146.1	54	32.7	English
Flowers Hall	224	17	52.2	137.4	32	54.8	English
Flowers Hall	225	17	52.2	137.4	26	70.8	English
Flowers Hall	226	17	52.2	137.4	26	70.1	English
Flowers Hall	227	14	42.9	112.9	25	73.1	English
Flowers Hall	228	17	52.2	137.4	27	69.7	English
Flowers Hall	229	11	33.6	88.4	47	42.9	English
Flowers Hall	252	14	42	110.5	29	76.1	English
Flowers Hall	254	11	33	86.8	28	75.6	English
Flowers Hall	255	10	30	78.9	28	76.8	English
Flowers Hall	256	10	30.3	79.7	25	86.4	English
Flowers Hall	341	12	33	86.8	191	81.5	English
Flowers Hall	G12	14	42.6	112.1	31	69.8	English
Health Professions	141	16	45	118.4	37	57.6	College of Health Professions
Health Professions	143	18	43.8	115.3	56	48.0	College of Health Professions
Health Professions	213	16	35.7	93.9	49	47.4	College of Health Professions
Health Professions	214	13	38.7	101.8	49	55.1	College of Health Professions
Health Professions	216	13	36	94.7	33	64.8	College of Health Professions
Health Professions	217	9	24.6	64.7	33	63.0	College of Health Professions
Health Professions	218	8	69.3	182.4	27	56.9	College of Health Professions
Health Professions	230	19	53.7	141.3	69	41.3	College of Health Professions
Health Professions	231	16	42.8	112.6	77	41.0	College of Health Professions
Health Professions	233	12	37.5	98.7	40	61.3	College of Health Professions
Hines Academic Center	203	15	45.9	120.8	60	56.8	Department of Criminal Justice
Hines Academic Center	204	9	24.6	64.7	131	36.9	Department of Communication Studies
Hines Academic Center	205	15	42.3	111.3	132	39.5	Department of Criminal Justice
Hines Academic Center	206	16	40.5	106.6	85	49.9	Department of Criminal Justice
Hines Academic Center	207	11	33	86.8	84	42.6	Department of Criminal Justice
Jerome & Catherine Supple Science	112	14	39	102.6	111	50.5	Physics
Jerome & Catherine Supple Science	116	16	45	118.4	222	67.3	Biology
Joann Cole Mitte	1113A	10	45.9	120.8	31	69.7	Art and Design
Joann Cole Mitte	1128	9	57.6	151.6	26	76.9	Art and Design
Joann Cole Mitte	2121	13	40.8	107.4	196	68.4	Art and Design
Joann Cole Mitte	4113	9	54	142.1	23	90.8	Art and Design
Joann Cole Mitte	4127A	9	54	142.1	32	68.8	Art and Design
Jowers Center	A202	14	40.7	107.1	67	51.4	Dept of Health, PE & Recreation
Jowers Center	A203	18	48.2	126.8	50	61.0	Dept of Health, PE & Recreation
Jowers Center	A210	19	52	136.8	49	50.5	Dept of Health, PE & Recreation
Jowers Center	A211	14	37.1	97.6	73	43.0	Dept of Health, PE & Recreation
LBJ Student Center & Visitor Ctr	4-16.1	12	36	94.7	402	79.6	Registrar
Music	214	13	32.7	86.1	68	47.6	School of Music
Old Main	201	11	30.6	80.5	49	53.2	School of Journalism
Old Main	232	12	29.1	76.6	49	28.7	School of Journalism
Old Main	234	11	27.5	72.4	77	57.5	School of Journalism
Pedernales	114	10	27.5	72.4	42	38.1	Department of Occupational Education
Psychology	104	15	38.5	101.3	49	81.5	Philosophy
Psychology	126	12	28	73.7	45	55.2	Philosophy
Psychology	202	16	41.8	110.0	81	79.1	Psychology
Psychology	204	15	41.5	109.2	49	68.4	Psychology
Psychology	210	14	42.9	112.9	61	59.1	Psychology
Psychology	306	15	41.5	109.2	38	74.9	Psychology
Psychology	316	11	34.7	91.3	74	74.3	Psychology
Psychology	318	14	40.1	105.5	30	86.4	Psychology
Sabinal	101	8	36	94.7	24	76.6	Art and Design
Taylor-Murphy History	101	15	46.2	121.6	121	63.0	History

BUILDING	ROOM	SECT*	HRS	UTIL	SEATS	SSO	DEPARTMENT
Taylor-Murphy History	104	15	45.9	120.8	132	56.8	History
Taylor-Murphy History	106	15	43.9	115.5	41	67.5	History
Taylor-Murphy History	110	15	43.9	115.5	41	81.5	History
Taylor-Murphy History	201	17	50.2	132.1	41	69.4	History
Theatre Center	201	9	27	71.1	28	62.3	Department of Theatre & Dance

\*The count of sections includes "stacked" courses. However, stacked hours (HRS) are not included in the utilization calculations (UTIL).

Table Summary: 95 of 168 classrooms (56.5%) achieved a utilization rate greater than or equal to 100% of the Coordinating Board standard; 47 classrooms (28.0%) achieved a utilization rate between 75 and 99.9% of the standard; 16 classrooms (9.5%) achieved between 50 and 74.9% of the standard; 10 classrooms, all at RRHEC, (9.8%) achieved less than 50% of the standard.

**Table 5A: Classroom Utilization by College, at RRHEC, for Teaching Theatres, and Registrar Controlled Classrooms**

COLLEGE	CLASSROOMS	SECTIONS*	HRS	AVERAGE HRS	UTIL RATE
Applied Arts	12	141	440.1	36.7	96.5
Business	17	210	596.7	35.1	92.4
Education	17	267	742.2	43.7	114.9
Fine Arts	18	236	723.9	40.2	105.8
Health Professions	10	140	427.1	42.7	112.4
Liberal Arts	55	828	2332	42.4	111.6
RRHEC	16	81	259.8	16.2	42.7
Science	18	249	720.1	40.0	105.3
Teaching Theatres	3	39	114.3	38.1	100.3
Registrar Controlled	2	63	96.1	48.1	126.4

\*The count of sections includes "stacked" courses. However, stacked hours (HRS) are not included in the utilization calculations (UTIL).

**Table 5B: Classroom Utilization by Building**

BUILDING	CLASSROOMS	SECT*	HOURS	AVERAGE HRS	UTIL RATE
Agriculture	1	12	32.2	32.2	84.7
Alkek Library	1	13	39	39.0	102.6
Avery Building	16	81	259.8	16.2	42.7
Centennial Hall	14	238	619.2	44.2	116.4
Chemistry	2	25	74.1	37.1	97.5
College of Education	13	202	564.2	43.4	114.2
Derrick Hall	21	336	869.6	41.4	109.0
Emmett & Miriam McCoy Hall	17	210	596.7	35.1	92.4
Evans Liberal Arts	13	206	535.6	41.2	108.4
Family & Consumer Sciences	6	62	218.7	36.5	95.9
Flowers Hall	17	243	730	42.9	113.0
Health Professions	10	140	427.1	42.7	112.4
Hines Academic Center	5	66	186.3	37.3	98.1
Jerome & Catherine Supple Science	2	30	84	42.0	110.5

BUILDING	CLASSROOMS	SECT*	HOURS	AVERAGE HRS	UTIL RATE
Joann Cole Mitte	5	50	252.3	50.5	132.8
Jowers Center	4	65	178	44.5	117.1
LBJ Student Center & Visitor Ctr	1	12	36	36.0	94.7
Music	1	13	32.7	32.7	86.1
Old Main	3	34	87.2	29.1	76.5
Pedernales	1	10	27.5	27.5	72.4
Psychology	8	112	309	38.6	101.6
Sabinal	1	8	36	36.0	94.7
Taylor-Murphy History	5	77	230.1	46.0	121.1
Theatre Center	1	9	27	27.0	71.1

\*The count of sections includes "stacked" courses. However, stacked hours (HRS) are not included in the utilization calculations (UTIL).

For the most part, departments are teaching in their "home" buildings. However, Communication Studies uses 58 classrooms in buildings other than Centennial and Hines Academic Center (they have 7 first call classrooms); University Seminar uses 40 classrooms in buildings other than Derrick Hall (they only have 2 first call classrooms), Philosophy uses 26 classrooms in buildings other than Psychology (they have 2 first call classrooms), and Modern Languages uses 25 classrooms in buildings other than Centennial (they have 7 first call classrooms, 6 in Centennial Hall and 1 in Flowers Hall). This could be an indicator that these departments have a need for additional first call classrooms.

**Table 6: Number of 110-Classrooms Used Outside Home Building**

DEPARTMENT	# OF 110-CLASSROOMS USED OUTSIDE HOME BUILDING
Communications Studies (mostly breakouts)	58
University Seminar (only has 2 first call classrooms)	40
Philosophy (only has 2 first call classrooms)	26
Modern Languages (justification for allocation of additional first call classrooms)	25
Mathematics (sections require large classrooms)	7
Agriculture (shared classroom with Occupational Education)	7
Educational Administration & Psychological Services (mostly evening classes)	5
Chemistry (evening classes)	5
Political Science (3 of 4 sections listed are taught in the LBJSC teaching theatre)	4
HPER (all sections require classrooms larger than those available in Jowers Center)	4
Theatre (due to renovation of the Theatre Center)	3
Sociology (all 3 sections need large classrooms; 126 – 402 seats)	3
Physics (using classroom with 222 seats)	3
General Studies (no first call classrooms)	3
Family and Consumer Sciences (interior design lectures use the Art History classroom in JCM)	3
Women's Studies (no first call classrooms)	2
Music	1
Mass Communications	1

<b>DEPARTMENT</b>	<b># OF 110-CLASSROOMS USED OUTSIDE HOME BUILDING</b>
Honors	1
History	1
Criminal Justice	1
Art & Design	1
Anthropology	1
Aerospace Studies	1

## TEACHING THEATRE UTILIZATION AND STUDENT STATION OCCUPANCY

The three teaching theatres, Alkek Library 250, Centennial 157 and LBJ Student Center 4-16.1, are scheduled by the Registrar's Office. The average weekly hours for the 3 teaching theatres were 38.1 hours (100.1% of the Coordinating Board standard). Thirteen (13) academic departments taught 39 course sections in the 3 teaching theatres: Anthropology (2 sections), Biology (3 sections), Communication Studies (4), English (4), Geography (1), History (3), Math (6), Mass Communications (4), Philosophy (2), Political Science (6), Psychology (2), Sociology (1), and Theatre (1).

**Table 7: Teaching Theatre Schedules**

### Alkek Library 250

13 Sections, 39 Hours, 102.6 % of CB Standard  
Seats 386, SSO 85.7%

	Monday	Tuesday	Wednesday	Thursday
8:00 AM	MATH 1315	HIST 1310	MATH 1315	HIST 1310
9:30 AM	GEO 1310	PHIL 1305	GEO 1310	PHIL 1305
11:00 AM	POSI 2310	BIO 1320	POSI 2310	BIO 1320
12:30 PM	MATH 1315	TH 2313	MATH 1315	TH 2313
2:00 PM	ENG 2360	MATH 1315	ENG 2360	MATH 1315
3:30 PM	MC 3319	HIST 1310	MC 3319	HIST 1310
5:00 PM				
6:30 PM		BIO 1421		BIO 1421

### Centennial Hall 157

14 Sections, 39.3 Hours, 103.4 % of CB Standard  
Seats 385, SSO 93.0%

	Monday	Tuesday	Wednesday	Thursday
8:00 AM	ENG 2310	MC 1301	ENG 2310	MC 1301
9:30 AM	MATH 1311	COMM 1310	MATH 1311	COMM 1310
11:00 AM	COMM 1310	PSY 1300	COMM 1310	PSY 1300
12:30 PM	POSI 2320	COMM 1310	POSI 2320	COMM 1310
2:00 PM	ENG 2310	PSY 2311	ENG 2310	PSY 2311
3:30 PM	POSI 2310	MC 4302	POSI 2310	MC 4302
5:00 PM	COMM 1310			
6:30 AM				

### LBJ Student Center 4-16.1

12 Sections, 36 Hours, 94.7.8 % of CB Standard  
Seats 402, SSO 77.5%

	Monday	Tuesday	Wednesday	Thursday
8:00 AM	MC 3343	POSI 2310	MC 3343	POSI 2310
9:30 AM	POSI 2310	ANTH 2414	POSI 2310	ANTH 2414
11:00 AM	PHIL 1305	ANTH 3305	PHIL 1305	ANTH 3305
12:30 PM	ENG 2360	MATH 1315	ENG 2360	MATH 1315
2:00 PM	SOCI 3333	POSI 2310	SOCI 3333	POSI 2310
3:30 PM	HIST 1310		HIST 1310	
5:00 PM		BIO 1421		BIO 1421
6:30 PM				

## UTILIZATION OF CLASSROOMS AT THE ROUND ROCK HIGHER EDUCATION CENTER (RRHEC)

During the fall 2008 semester 435.9 hours were scheduled by Texas State at the RRHEC (1.2 hour decrease from fall 2007). Courses scheduled by Austin Community College are not included in this report. In addition, 7 “stacked classes” (22.2 hours) and 47 sections (153.9 hours) taught in rooms not designated as a classroom, such as ITV or meeting rooms, have been removed from the utilization calculations.

Included in the following table are 259.8 hours (78 sections) scheduled in 16 designated classrooms under the jurisdiction of Texas State in the Avery Building. On average, 16.2 hours or 42.6% of the Coordinating Board standard were scheduled per classroom. Only 6 of the 16 classrooms were in use 50% or more of the CB standard.

The average Student Station Occupancy (SSO) for all 16 classrooms is 46.2%.

**Table 8: Avery Building Classroom Utilization and Student Station Occupancy**

ROOM	SECT	HRS	UTIL	SEATS	SSO
123	6	26.1	68.7	35	44.8
124	7	23.1	60.8	35	60.4
312	6	18.9	49.7	35	61.0
313	6	19.8	52.1	35	53.3
318	7	21.3	56.1	35	35.5
362	5	16.5	43.4	35	36.0
363	4	12.6	33.2	35	39.3
403	4	12.9	33.9	50	54.0
404	4	13.2	34.7	50	31.5
405	6	19.8	52.1	50	55.3
406	6	19.8	52.1	50	55.0
408	3	9.9	26.1	50	58.0
414	5	13.2	34.7	35	40.0
451	5	12.9	33.9	50	30.0
453	4	9.9	26.1	50	46.5
454	3	9.9	26.1	35	67.6

The characteristics of the student body and course offerings at the Round Rock Higher Education dictate evening usage of the facilities. Although these characteristics are significantly different than those of main campus, by Coordinating Board rule, the classrooms at Multi-Institution Teaching Centers (MITC) such as the RRHEC are held to the same utilization standards and are currently included in the sponsoring institution calculations.

## UTILIZATION OF CLASSROOMS BY HOUR AND DAY

In order to increase scheduling opportunities for students, available research time for faculty, as well as not negatively impact classroom/class lab utilization, a uniform start time policy was implemented fall 2007. This scheduling policy was also in effect for fall 2008. The policy did not apply to RRHEC. The policy required:

- All classes and labs begin at one of the following times Monday thru Friday: 8:00am, 9:30am, 11:00am, 12:30pm, 2:00pm, 3:30pm, 5:00pm, 6:30pm or 8:00pm. (142 exceptions- not including Start Times before 8:00 am or Saturday courses; 20 of 142 scheduled in classrooms, 34 of 142 scheduled in class labs, 25 of 142 in special class labs, 42 or 142 in PE facilities and 21 or 142 in other room types).
- All classes must end no less than 15 minutes prior to the next scheduled class time. (55 exceptions- 8 of 55 in classrooms, 11 of 55 in class labs, 14 of 55 in special class labs, 16 of 55 in PE facilities and 6 of 55 other room types).
  - Four-credit classes (e.g., Modern Languages and Mathematics courses) that meet four or five days a week will be scheduled at the times noted above Monday through Friday (no exceptions found).
  - Three-credit classes that meet 2 hours 30 minutes a week may be scheduled in 1 hour 15 minutes time slots on Monday and Wednesday, Tuesday and Thursday; in 2 hour 30 minute time slots on Friday; or in 50-minute time slots three days a week (2 exceptions- 1 of 2 in a classroom and 1 or 2 in an individual study lab)
  - One-credit classes that meet once a week will be scheduled in 60-minute time slots on any day at the times noted above, e.g. 8AM classes will meet from 8 AM to 9 AM (7 exceptions- 4 of 7 in classrooms and 3 of 7 in other room types).
- Faculty members who request flex classes (different semester start dates) may teach flex classes only on Fridays.

Exception to these rules were reviewed and approved or denied by the Class Scheduling Committee (CSC), chaired by the Associate Vice President for Enrollment Management.

Effective spring 2009, a revised Uniform Start Time Policy was implemented to encourage scheduling of more Friday classes. It should be noted; however, that utilization standards were exceeded fall 2008 under the policy stated above.

Table 9 on the next page shows the percentage of classrooms in use by day and hour in 15 minute intervals for the 152 main campus classrooms. Classrooms are heavily utilized between 9:30 am to 5:00 pm Monday through Thursday with a range of 80.3% (122 classrooms) to 99.3% (152 classrooms) in use.

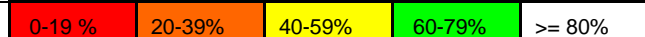
When compared to fall 2007 data:

- More classes were held in fall 2008 from 8:00 a.m. to 9:30 a.m. on Monday-Wednesday. About the same number of classes were held in fall 2008 from 8:00 a.m. to 9:30 a.m. on Tuesday-Thursday.
- There were an increased number of classes held from 2:00 p.m. to 3:30 p.m. on Monday-Wednesday, from 3:30 p.m. to 5:00 p.m. on Monday-Wednesday and Tuesday-Thursday, and from 5:00 p.m. to 6:30 p.m. on Monday-Wednesday and Tuesday-Thursday.
- There was a slight decrease in the number of classrooms in use on Monday night beginning at 6:30 p.m. Over 50% of the classrooms were in use on Monday and Tuesday evening from 6:30 p.m. to 8:00 p.m.
- More Friday classes were taught in fall 2008 particularly between 8:00 a.m. and 3:30 p.m. with 21% to 44% of the classrooms being used.

Graph 2 reflects the percent of classrooms occupied for all days of the week for fall 2007 and fall 2008. Graphs 3, 4, 5, and 6 show classrooms in use each weekday for fall 2007 and fall 2008.

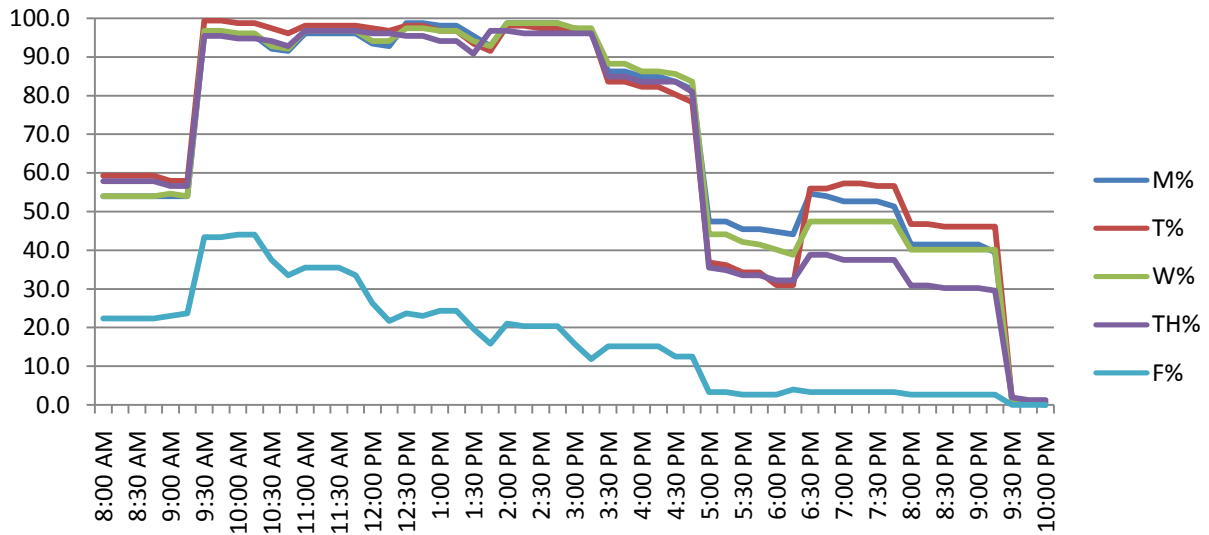
**Table 9: Percent of Classrooms in Use by Day and Hour (Fall 2008)**

Time	M%	T%	W%	TH%	F%
8:00 AM	53.9	59.2	53.9	57.9	22.4
8:15 AM	53.9	59.2	53.9	57.9	22.4
8:30 AM	53.9	59.2	53.9	57.9	22.4
8:45 AM	53.9	59.2	53.9	57.9	22.4
9:00 AM	53.9	57.9	54.6	56.6	23.0
9:15 AM	53.9	57.9	53.9	56.6	23.7
9:30 AM	96.1	99.3	96.7	95.4	43.4
9:45 AM	96.1	99.3	96.7	95.4	43.4
10:00 AM	95.4	98.7	96.1	94.7	44.1
10:15 AM	95.4	98.7	96.1	94.7	44.1
10:30 AM	92.1	97.4	92.8	94.1	37.5
10:45 AM	91.4	96.1	92.1	92.8	33.6
11:00 AM	96.1	98.0	96.7	96.7	35.5
11:15 AM	96.1	98.0	96.7	96.7	35.5
11:30 AM	96.1	98.0	96.7	96.7	35.5
11:45 AM	96.1	98.0	96.7	96.7	33.6
12:00 PM	93.4	97.4	94.1	96.1	26.3
12:15 PM	92.8	96.7	94.1	96.1	21.7
12:30 PM	98.7	98.0	97.4	95.4	23.7
12:45 PM	98.7	98.0	97.4	95.4	23.0
1:00 PM	98.0	96.7	96.7	94.1	24.3
1:15 PM	98.0	96.7	96.7	94.1	24.3
1:30 PM	95.4	93.4	94.1	90.8	19.7
1:45 PM	92.8	91.4	92.8	96.7	15.8
2:00 PM	98.7	98.0	98.7	96.7	21.1
2:15 PM	98.7	98.0	98.7	96.1	20.4
2:30 PM	98.7	97.4	98.7	96.1	20.4
2:45 PM	98.7	97.4	98.7	96.1	20.4
3:00 PM	96.7	97.4	97.4	96.1	15.8
3:15 PM	96.7	96.7	97.4	96.1	11.8
3:30 PM	86.2	83.6	88.2	84.9	15.1
3:45 PM	86.2	83.6	88.2	84.9	15.1
4:00 PM	84.9	82.2	86.2	83.6	15.1
4:15 PM	84.9	82.2	86.2	83.6	15.1
4:30 PM	83.6	80.3	85.5	83.6	12.5
4:45 PM	81.6	78.3	83.6	80.9	12.5
5:00 PM	47.4	36.8	44.1	35.5	3.3
5:15 PM	47.4	36.2	44.1	34.9	3.3
5:30 PM	45.4	34.2	42.1	33.6	2.6
5:45 PM	45.4	34.2	41.4	33.6	2.6
6:00 PM	44.7	30.9	40.1	32.2	2.6
6:15 PM	44.1	30.9	38.8	32.2	3.9
6:30 PM	54.6	55.9	47.4	38.8	3.3
6:45 PM	53.9	55.9	47.4	38.8	3.3
7:00 PM	52.6	57.2	47.4	37.5	3.3
7:15 PM	52.6	57.2	47.4	37.5	3.3
7:30 PM	52.6	56.6	47.4	37.5	3.3
7:45 PM	51.3	56.6	47.4	37.5	3.3
8:00 PM	41.4	46.7	40.1	30.9	2.6
8:15 PM	41.4	46.7	40.1	30.9	2.6
8:30 PM	41.4	46.1	40.1	30.3	2.6
8:45 PM	41.4	46.1	40.1	30.3	2.6
9:00 PM	41.4	46.1	40.1	30.3	2.6
9:15 PM	39.5	46.1	40.1	29.6	2.6
9:30 PM	1.3	1.3	0.7	2.0	0.0
9:45 PM	0.7	0.7	0.7	1.3	0.0
10:00 PM	0.0	0.7	0.0	1.3	0.0

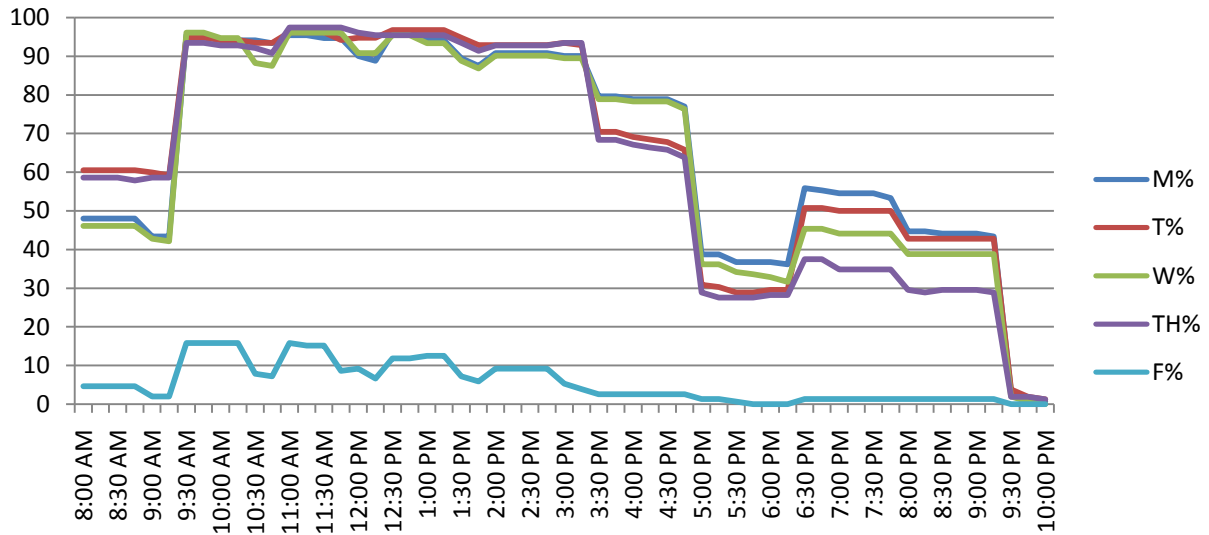


**Graph 2: % of Classrooms Occupied for All Days of the Week**

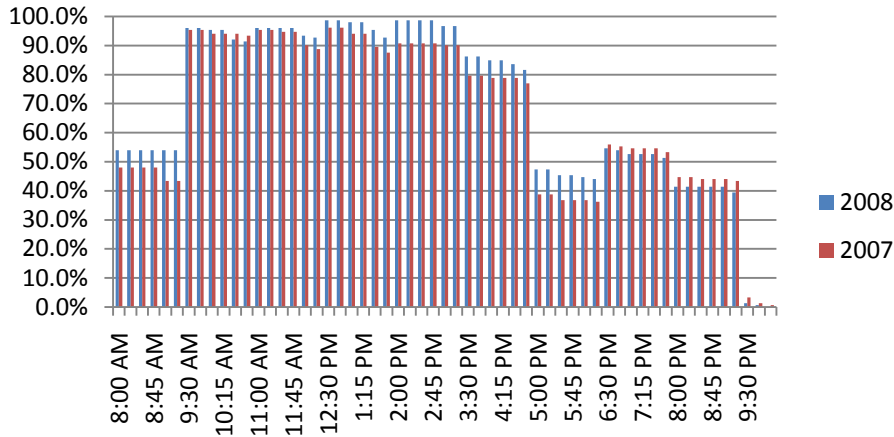
**Fall 2008**



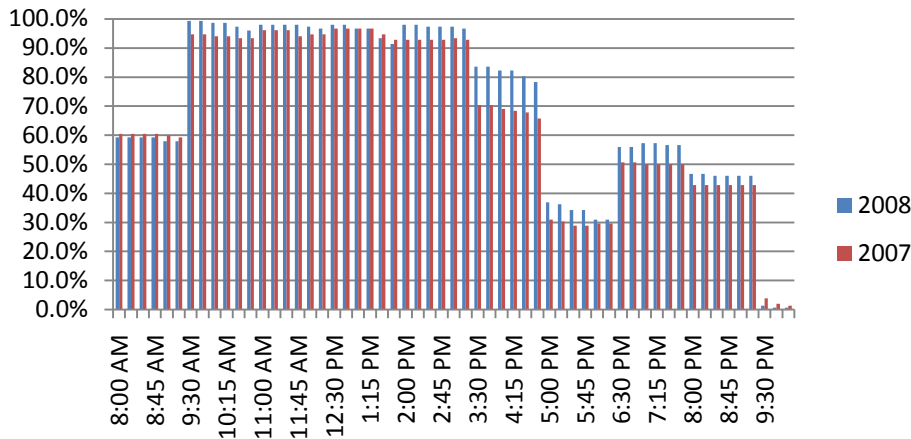
**Fall 2007**



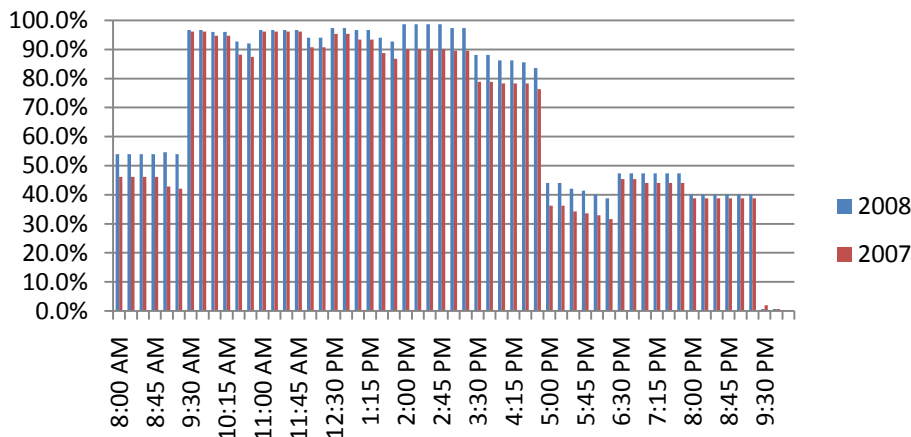
Graph 3: Classrooms In Use on Monday



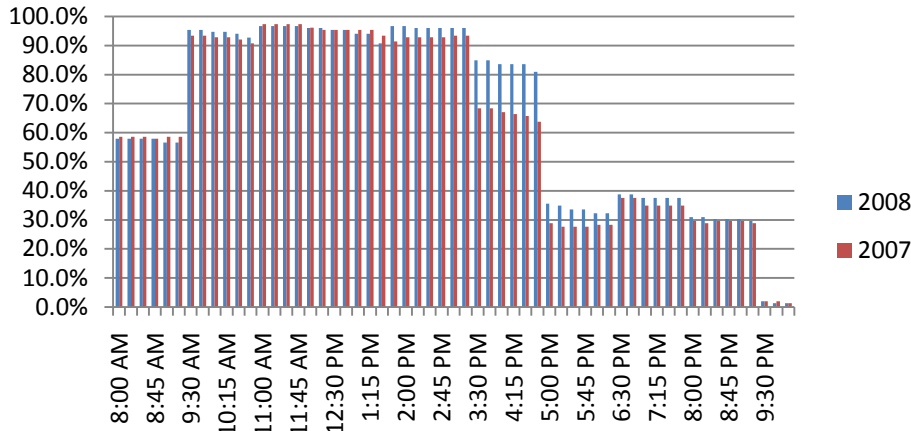
Graph 4: Classrooms In Use on Tuesday



Graph 5: Classrooms In Use on Wednesday



Graph 6: Classrooms In Use on Thursday



Graph 7: Classrooms In Use on Friday

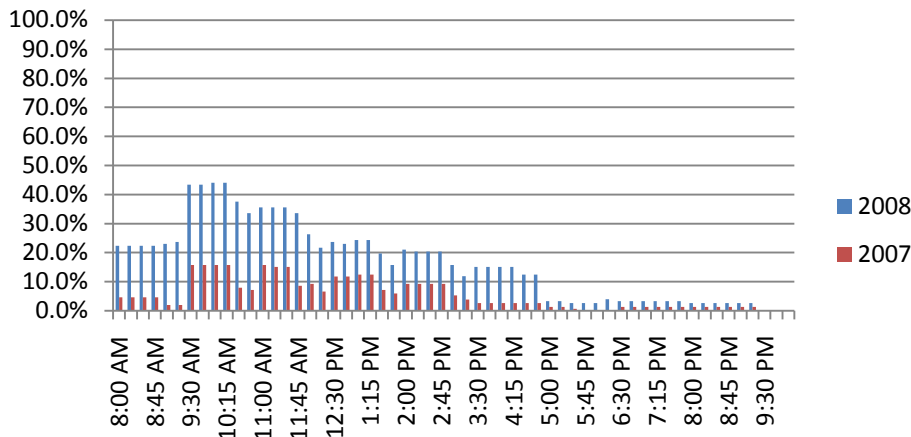


Table 10 shows percent of course sections taught on Friday by department, percent of course sections taught at or before 8:00 a.m. by department and percent of course sections taught at or after 5:00 p.m. by department.

Friday Classes:

- Music, Respiratory Care and Philosophy each taught 40% plus of their sections on Friday.
- Aerospace Studies, Family and Consumer Sciences, Military Science, Accounting, Computer Information Systems, Finance and Economics, Marketing, Curriculum and Instruction, Education, Health Information management, Social Work, History, and Women’s Studies taught no classes on Fridays.

Classes Taught At or Before 8:00 a.m.

- Radiation Therapy taught 50% of their classes at or before 8:00 a.m. and Clinical Laboratory Science taught 25% of their classes at or before 8:00 a.m.
- Military Science, Occupational Education, EAPS, Education, Respiratory Care, Social Work, Women’s Studies, General Studies, and Honors taught no classes at or before 8:00 a.m.

Classes Taught At or After 5:00 p.m.

- Education taught 92% of their classes at or after 5:00 p.m. Occupational Education taught 78% of their classes at or after 5:00 p.m. Curriculum and Instruction and EAPS taught 56% and 54% respectively of their classes at or after 5:00 p.m.
- Aerospace Studies, Military Science, Clinical Laboratory Science, Radiation Therapy, Respiratory Care, Women’s Studies, Computer Science, General Studies, and Honors taught no classes at or after 5:00 p.m.

**Table 10: Percent of Course Sections on Fridays, At or Before 8:00 AM or At or After 5:00 PM**

COLLEGE	DEPARTMENT	SECTIONS	% OF SECTIONS ON FRIDAY	% OF SECTIONS AT OR BEFORE 8:00 AM	% OF SECTIONS AT OR AFTER 5:00 PM
Applied Arts	Aerospace Studies	9	0.0	11.1	0.0
Applied Arts	Agriculture	47	8.5	6.4	10.6
Applied Arts	Criminal Justice	84	19.0	8.3	19.0
Applied Arts	Family and Consumer Sciences	88	0.0	13.6	15.9
Applied Arts	Military Science	5	0.0	0.0	0.0
Applied Arts	Occupational Education	9	33.3	0.0	77.8
		<b>242</b>	<b>9.5</b>	<b>9.5</b>	<b>17.4</b>
Business	Accounting	51	0.0	5.9	25.5
Business	Computer Information Systems	46	0.0	13.0	15.2
Business	Finance and Economics	74	0.0	9.5	13.5
Business	Management	81	7.4	4.9	34.6
Business	Marketing	37	0.0	5.4	21.6
		<b>289</b>	<b>2.1</b>	<b>7.6</b>	<b>22.8</b>
Education	Curriculum & Instruction	136	0.0	8.8	55.9
Education	EAPS	78	1.3	0.0	53.8
Education	Education	13	0.0	0.0	92.3
Education	HPER	258	8.1	14.7	13.6
		<b>485</b>	<b>4.5</b>	<b>10.3</b>	<b>34.0</b>
Fine Arts	Art & Design	218	3.2	18.8	19.3
Fine Arts	Communications	180	1.1	3.3	22.8
Fine Arts	Mass Communications	106	3.8	6.6	20.8
Fine Arts	Music	242	43.0	12.8	6.6
Fine Arts	Theatre	111	14.4	0.9	0.9
		<b>857</b>	<b>15.5</b>	<b>10.0</b>	<b>14.2</b>
Health Professions	Clinical Laboratory Science	16	18.8	25.0	0.0
Health Professions	Communication Disorders	25	16.0	16.0	8.0
Health Professions	Health Information Management	17	0.0	5.9	11.8
Health Professions	Healthcare Administration	45	8.9	6.7	37.8
Health Professions	Physical Therapy	12	8.3	16.7	25.0
Health Professions	Radiation Therapy	8	12.5	50.0	0.0
Health Professions	Respiratory Care	10	40.0	0.0	0.0
Health Professions	Social Work	44	0.0	0.0	27.3
		<b>177</b>	<b>9.6</b>	<b>10.2</b>	<b>20.3</b>
Liberal Arts	Anthropology	56	8.9	5.4	12.5
Liberal Arts	English	270	10.0	12.6	14.8
Liberal Arts	Geography	118	5.9	1.7	18.6
Liberal Arts	History	81	0.0	8.6	22.2

COLLEGE	DEPARTMENT	SECTIONS	% OF SECTIONS ON FRIDAY	% OF SECTIONS AT OR BEFORE 8:00 AM	% OF SECTIONS AT OR AFTER 5:00 PM
Liberal Arts	Modern Languages	149	5.4	12.8	12.8
Liberal Arts	Philosophy	73	42.5	2.7	2.7
Liberal Arts	Political Science	118	20.3	12.7	24.6
Liberal Arts	Psychology	82	2.4	12.2	11.0
Liberal Arts	Sociology	72	23.6	1.4	16.7
Liberal Arts	Women's Studies	2	0.0	0.0	0.0
		<b>1021</b>	<b>11.9</b>	<b>9.1</b>	<b>15.5</b>
Science	Biology	271	9.6	11.4	19.9
Science	Chemistry	118	11.9	11.0	5.9
Science	Computer Science	88	5.7	9.1	0.0
Science	Engineering	17	11.8	5.9	29.4
Science	Mathematics	199	1.0	11.6	11.1
Science	Physics	75	8.0	10.7	8.0
Science	Technology	61	4.9	14.8	26.2
		<b>829</b>	<b>7.0</b>	<b>11.2</b>	<b>13.3</b>
University	General Studies	3	33.3	0.0	0.0
University	Honors	16	12.5	0.0	0.0
University	University Seminar	116	3.4	10.3	7.8
		<b>135</b>	<b>5.2</b>	<b>8.9</b>	<b>6.7</b>

The Coordinating Board released fall 2008 rankings for classroom utilization and Texas State is ranked 5<sup>th</sup> in the State (up from 9<sup>th</sup> in the state in 2007) with a weekly average of 38.24 (up from 35.38 hours in 2007). This is slightly above the minimum standard of 38 hours as defined by the Coordinating Board. If RRHEC were excluded, Texas State would have been 3<sup>rd</sup> in the state at 40.70 contact hours.

**Table 11: Fall 2008 State-Wide Classroom Utilization Rankings (Top 15 only)**

Rank	FICE	Institution	Fall 2008 Average Weekly Hours of Use
1	010115	The University of Texas at San Antonio	<b>43.12</b>
2	003592	Midwestern State University	<b>40.79</b>
3	003599	The University of Texas - Pan American	<b>40.61</b>
4	009741	The University of Texas at Dallas	<b>39.85</b>
5	003615	Texas State University - San Marcos	<b>38.24</b>
6	003658	The University of Texas at Austin	<b>37.75</b>
7	003646	Texas Woman's University	<b>37.30</b>
8	003632	Texas A&M University	<b>36.62</b>
9	003665	West Texas A&M University	<b>36.29</b>
10	003594	University of North Texas	<b>35.98</b>
11	009651	Texas A&M International University	<b>35.84</b>
12	030646	The University of Texas at Brownsville*	<b>35.53</b>
13	009930	The University of Texas of the Permian Basin	<b>35.29</b>
14	003652	University of Houston	<b>35.02</b>
15	003644	Texas Tech University	<b>34.62</b>

## CLASS LAB UTILIZATION AND STUDENT STATION OCCUPANCY

No distinction is made between lecture or lab sections when calculating utilization. Therefore, 408 lecture sections (1249 hours) offered in designated class labs are included in the class lab utilization rate.

A class laboratory is defined as a room for “regularly scheduled classes that require special equipment for student participation, experimentation, observation, or practice.” It is designed for and/or furnished with equipment to serve the needs of a particular discipline for group instruction. The room design and/or equipment normally limits its use for other disciplines.

There were 58.45 class labs in fall 2007. The following changes were made for fall 2008 (net result is 56.45\* class labs).

\* RFM 4234 & RFM 4236 also serve as research labs. The percent of time dedicated to research is deducted.

- Old Main 230 was converted to office space
- Centennial Hall 401 was reclassified to an Individual Study Lab
- Chemistry 338 was reclassified to a Non-Class/Research Lab
- Trinity was remodeled and room 113 was added.

The following tables provide the number of sections (SECT), weekly hours (HRS), utilization rate (UTIL), seating capacity (SEATS), student station occupancy rates (SSO) and 1<sup>st</sup> call department/college/school for each designated class lab (Table 12) listed in the facilities inventory for fall 2008. Tables reflecting summaries by College (Table 12A) and Building (Table 12B) are also provided.

**Table 12: Class Lab Utilization Rates and Student Station Occupancy by Building and Room**

BUILDING	ROOM	SECT*	HRS	UTIL	SEATS	SSO	DEPARTMENT
Agriculture	101	6	15.6	62.4	36	66.7	Department of Agriculture
Chemistry	106	8	26.4	105.6	24	67.2	Chemistry and Biochemistry
Chemistry	113	11	36.3	145.2	24	85.6	Chemistry and Biochemistry
Chemistry	114	12	39.6	158.4	24	84.7	Chemistry and Biochemistry
Chemistry	117	7	23.1	92.4	24	79.2	Chemistry and Biochemistry
Chemistry	229	8	26.4	105.6	20	73.1	Chemistry and Biochemistry
Chemistry	232	5	16.5	66.0	20	70.0	Chemistry and Biochemistry
College of Education	1025	2	19.2	76.8	13	42.3	Educ Admin & Psych Services
Derrick Hall	122	10	30	120.0	45	96.7	Mathematics
Derrick Hall	235	9	27.3	109.2	42	39.7	Computer Science
Derrick Hall	325	19	29.6	118.4	31	58.9	Computer Science
Derrick Hall	338	9	27	108.0	38	90.6	Mathematics
Derrick Hall	339	12	30	120.0	40	61.9	Mathematics
Evans Liberal Arts	123	7	25.6	102.4	25	81.1	Department of Geography
Evans Liberal Arts	156	12	27.5	110.0	38	53.3	Department of Geography
Evans Liberal Arts	226	12	18	72.0	53	52.8	Anthropology
Evans Liberal Arts	227	5	7.5	30.0	52	43.1	Anthropology
Family & Consumer Sciences	132	12	32.2	128.8	36	60.2	Department of Family & Consumer Sciences
Fire Station Studio	100	8	24.6	98.4	10	103.8	Sound Recording Studio

BUILDING	ROOM	SECT*	HRS	UTIL	SEATS	SSO	DEPARTMENT
Health Professions	333	5	16.1	64.4	42	67.6	Department of Physical Therapy
Jerome & Catherine Supple Science	128	16	35.2	140.8	31	58.1	Physics
Jerome & Catherine Supple Science	141	12	26.4	105.6	31	72.8	Physics
Jerome & Catherine Supple Science	224-A	13	33	132.0	29	63.1	Biology
Jerome & Catherine Supple Science	233	3	9.9	39.6	37	38.7	Biology
Jerome & Catherine Supple Science	261	27	40.5	162.0	27	87.0	Biology
Jerome & Catherine Supple Science	265-A	26	39	156.0	26	89.1	Biology
Jerome & Catherine Supple Science	270-A	14	46.2	184.8	25	66.0	Biology
Jerome & Catherine Supple Science	363	8	26.4	105.6	17	79.4	Biology
Jerome & Catherine Supple Science	422-A	22	72.6	290.4	24	75.6	Biology
Jerome & Catherine Supple Science	429-A	14	46.2	184.8	20	99.3	Biology
Jerome & Catherine Supple Science	433	22	72.6	290.4	21	85.1	Biology
Joann Cole Mitte	1130	12	57.6	230.4	29	56.9	Art and Design
Joann Cole Mitte	2115	10	62.4	249.6	36	53.6	Art and Design
Joann Cole Mitte	2120	21	55.8	223.2	40	24.4	Art and Design
Joann Cole Mitte	2131	7	46.2	184.8	41	47.0	Art and Design
Joann Cole Mitte	3102-C	7	42.9	171.6	19	76.7	Art and Design
Joann Cole Mitte	3107-A	8	52.8	211.2	27	72.2	Art and Design
Joann Cole Mitte	3107-F	7	40.8	163.2	28	81.1	Art and Design
Joann Cole Mitte	4105	22	44.4	177.6	29	23.4	Art and Design
Joann Cole Mitte	4107	4	26.4	105.6	27	64.8	Art and Design
Joann Cole Mitte	4112	9	26.4	105.6	36	22.8	Art and Design
Jowers Center	A204	12	35.6	142.4	50	63.2	Dept of Health, PE & Recreation
Jowers Center	A205	17	42.2	168.8	50	55.6	Dept of Health, PE & Recreation
Jowers Center	A206	17	33.1	132.4	45	43.5	Dept of Health, PE & Recreation
Jowers Center	A207	10	28.6	114.4	51	59.6	Dept of Health, PE & Recreation
Music	121	11	27.9	111.6	17	52.4	School of Music
Music	124	9	19.8	79.2	49	34.2	School of Music
Music	216	13	34.5	138.0	200	10.3	School of Music
Music	222	19	33.9	135.6	200	7.9	School of Music
Music	224	19	51	204.0	200	13.7	School of Music
Old Main	212	9	23.8	95.2	21	50.3	School of Journalism
Old Main	238	23	44.3	177.2	24	45.7	School of Journalism
Roy F. Mitte	4234	10	23.1	92.4	68	32.4	Department of Technology
Roy F. Mitte	4236	12	23.4	93.6	29	86.2	Department of Technology
Theatre Center	206	13	28.5	114.0	112	50.1	Department of Theatre & Dance
Trinity	113	22	39.9	159.6	20	84.8	School of Journalism

\*The count of sections includes "stacked" courses. However, stacked hours (HRS) are not included in the utilization calculations (UTIL).

Table Summary: 43 of 56.45 class labs (76.2%) achieved a utilization rate greater than or equal to 100% of the Coordinating Board standard for class labs; 11 class labs (19.5%) achieved a utilization rate between 75 and 99.9% of the standard; 2 class labs (3.5%) achieved less than 50% of the standard.

**Table 12A: Class Lab Utilization by College**

COLLEGE	CLASS LABS	SECT*	HRS	AVERAGE HRS	UTIL RATE
Applied Arts	2	18	47.8	23.9	95.6
Education	5	58	158.7	31.7	127.0
Fine Arts	20	253	783.9	39.2	156.8
Health Professions	1	5	16.1	16.1	64.4
Liberal Arts	4	36	78.6	19.7	78.6
Science	24	309	806.7	33.6	134.5

\*The count of sections includes "stacked" courses. However, stacked hours (HRS) are not included in the utilization calculations (UTIL).

**Table 12B: Class Lab Utilization by Building**

BUILDING	CLASS LABS	SECT*	HRS	AVERAGE HRS	UTIL RATE
Agriculture	1	6	15.6	15.6	62.4
Chemistry	6	51	168.3	28.1	112.2
College of Education	1	2	19.2	19.2	76.8
Derrick Hall	5	59	143.9	28.8	115.1
Evans Liberal Arts	4	36	78.6	19.7	78.6
Family & Consumer Sciences	1	12	32.2	32.2	128.8
Fire Station Studio	1	8	24.6	24.6	98.4
Health Professions	1	5	16.1	16.1	64.4
Jerome & Catherine Supple Science	11	177	448	40.7	162.9
Joann Cole Mitte	10	107	455.7	45.6	182.3
Jowers Center	4	56	139.5	34.9	139.5
Music	5	71	167.1	33.4	133.7
Old Main	2	32	68.1	34.1	136.2
Roy F. Mitte	2	22	46.5	23.3	93.0
Theatre Center	1	13	28.5	28.5	114.0
Trinity	1	22	39.9	39.9	159.6

\*The count of sections includes "stacked" courses. However, stacked hours (HRS) are not included in the utilization calculations (UTIL).

The Coordinating Board released fall 2008 class lab rankings. Texas State is number 1 in the state for class lab utilization with a weekly average of 33.38 hours. Nineteen (19) institutions exceeded the class lab standard of 25 hours of use per class lab.

**Table 13: Fall 2008 State-Wide Class Lab Utilization Rankings (Those exceeding the standard only)**

Rank	FICE	Institution	Fall 2008 Average Weekly Hours of Use
1	003615	Texas State University-San Marcos	<b>33.38</b>
2	009741	The University of Texas at Dallas	<b>32.99</b>
3	010115	The University of Texas at San Antonio	<b>32.31</b>
4	009651	Texas A&M International University	<b>31.27</b>
5	003658	The University of Texas at Austin	<b>30.97</b>
6	003661	The University of Texas at El Paso	<b>30.84</b>
7	003644	Texas Tech University	<b>30.22</b>
8	011163	The University of Texas at Tyler	<b>29.53</b>
9	030646	The University of Texas at Brownsville*	<b>29.35</b>

<b>Rank</b>	<b>FICE</b>	<b>Institution</b>	<b>Fall 2008 Average Weekly Hours of Use</b>
10	003541	Angelo State University	<b>28.83</b>
11	003665	West Texas A&M University	<b>28.64</b>
12	010298	Texas A&M University-Galveston**	<b>28.60</b>
13	003632	Texas A&M University	<b>27.64</b>
14	003606	Sam Houston State University	<b>27.59</b>
15	003652	University of Houston	<b>26.80</b>
16	003624	Stephen F. Austin State University	<b>26.44</b>
17	003592	Midwestern State University	<b>25.94</b>
18	012826	University of Houston-Downtown	<b>25.89</b>
19	003599	The University of Texas - Pan American	<b>25.44</b>

## USE OF ROOMS NOT CODED AS CLASSROOMS AND CLASS LABS

There were 2761.9 hours (942 course sections) taught in rooms not designated as classrooms or class labs for fall 2008. These hours were removed from the utilization calculations.

**Table 14: Utilization of Rooms Not Coded as Classrooms and Class Labs**

Room Type	08 Room Ct	08 Section	08 Hours	07 Room Ct	07 Sections	07 Hours
Special Class Lab	83	389	1230.8	79	348	1123.4
Spec Class Lab Serv	0	0	0	1	1	3
Indiv Study Lab	7	17	63.3	6	14	48.6
Non-Class Lab	2	3	10.2	2	4	19.8
Office	21	28	53.2	16	21	63
Office Service	1	1	3.0			
Conference Room	7	15	48.0	12	33	96.6
Reading/Study Room	3	17	37.7	4	12	37.7
Open Stack Reading	1	2	6.6	1	3	9.9
Armory	2	9	18.1	2	9	18.1
Athletic/P.E.	12	114	261.3	12	102	231.2
Athletic/P.E. Service	2	9	18.3	5	17	34.9
Media Production	5	20	61	5	22	69.9
Clinic	1	1	3.3	1	1	3.3
Other	3	5	16.2	4	14	42.3
Assembly	7	54	168.1	7	49	151.7
Assembly Service	2	7	21	1	5	15
Meeting Room	44	251	741.8	36	185	509.6
<b>Total</b>	<b>203</b>	<b>942</b>	<b>2761.9</b>	<b>194</b>	<b>840</b>	<b>2478</b>

\*The count of sections includes "stacked" courses. However, stacked hours (HRS) are not included in the utilization calculations (UTIL).

Over all, the number of course sections offered in rooms not classified as classrooms or class labs increased by 102 sections from fall 2007 to fall 2008. Total hours increased by 283.9 hours. Course sections, especially those taught in offices, conference rooms, and meeting rooms should be scheduled when possible in designated classrooms or class labs to improve the utilization of those rooms and the overall utilization at Texas State.

## RECOMMENDATIONS

Texas State was able to achieve the Coordinating Board standard for classroom utilization of 38 hours per week of scheduled instruction per classroom by carefully monitoring and adopting three recommendations issued by the Provost in April 2008.

1. Relocate "lecture" sections out of class labs to classrooms since Texas State's class lab utilization is much higher than the CB standard of 25 hours per week. There were 379 lecture sections offered in class labs in fall 2007 and 408 lecture sections in fall 2008. Note: this reflects the need for academic departments to carefully monitor "room types" when developing class schedules. In addition, it implies that a review of the facilities inventory coding is necessary for these rooms.
2. Avoid scheduling courses in offices, conference rooms and meeting rooms. There were 21 sections in offices in fall 2007 and 28 sections in fall 2008. There were 33 sections in conference rooms in fall 2007 and only 15 sections in conference rooms for fall 2008. There were 185 sections in meetings rooms in fall 2007 and 251 sections in meeting rooms in fall 2008. Note: As with item 1, this reflects the need for academic departments to carefully monitor "room types" when developing class schedules and that a review of the facilities inventory coding is necessary for these rooms.
3. Schedule "arranged" (ARR) classes in a classroom on a specific day(s) and at specific times. There were 207 ARR classes scheduled for fall 2007 and only 98 ARR classes for fall 2008. Note: one department scheduled 11 course sections that were previously "ARR" in one room on the same day at the same time. This results in "stacked" classes that are ultimately not counted towards classroom utilization.

The following recommendations need to be continued and there are additional strategies that could be implemented to not only maintain the standard but also to improve it.

4. Ensure the Class Scheduling Committee continues to review and approve any exceptions to the classroom scheduling policy. For the fall 2008 semester, eight (8) academic departments submitted 14 requests to be granted exceptions from the policy. Included in these requests are standing exceptions for art studio courses, PFW courses, and University Seminar courses. Twenty-three (23) other course exceptions were considered of which twenty-two (22) were approved.
5. Continue following the current classroom scheduling policy:

MWF classes to be offered at 8:00, 9:00, 10:00 and 11:00 for one hour. Some classes may be scheduled from 11:00 – 12:15 on MW. Classes that are taught in the teaching theatres may not be offered at 11:00 to 12:15 on MW. Some faculty and classes with permission of the Dean and Provost may offer classes at 11:00 to 12:15 MWF and conclude several weeks earlier in the semester.

MW classes to be offered at 12:30, 2:00, 3:30, 5:00, 6:30 and 8:00.

TTH classes to be offered using the current schedule: 8:00, 9:30, 11:00, 12:30, 2:00, 3:30, 5:00, 6:30 and 8:00.

The number of Friday course sections increased from 216 in fall 2007 to 387 in fall 2008.

6. Schedule evening courses in designated classrooms. There were 127 lecture sections scheduled in rooms that are not classified as a classroom at and after 6:30 p.m. in fall 2008.
7. Consider converting underutilized classrooms to much needed office space or research space. This will require scheduling classes at hours other than prime times in classrooms that are open and faculty teaching in buildings other than the building in which they have their office.
8. Based on the data presented in Table 6, some departments are teaching outside their home buildings because they have a need for larger classrooms; ASBS 315 and Lampasas 100, both large classrooms with 250 and 122 seats respectively, are currently not coded as classrooms because of underutilization. Departments needing large classrooms should consider using these two rooms.

**When the Coordinating Board rules change effective fall 2009, Texas State will need to consider adopting additional class scheduling changes regarding Student Station Occupancy or Percent Fill.** Meeting or exceeding the Facilities Demand standard should not be a problem for Texas State. This standard allows us to “count and get credit” for those classroom type activities taught in other room types besides classrooms and class labs.

9. Move classes to smaller rooms if class sizes are small. To determine the percent fill, an average percent of seats filled per instructional activity, by room type (210 or 110) is calculated. The standard for classrooms will be 65% and above and the standard for class labs will be 75% and above.

Please direct questions and comments concerning this report to Nancy Nusbaum [nnusbaum@txstate.edu](mailto:nnusbaum@txstate.edu) or Chris Reynolds [cr20@txstate.edu](mailto:cr20@txstate.edu), or call 245-2244.

## APPENDIX

The Registrar's Office, working with Institutional Research, is required to submit the CBM005–Building and Room Report to the Coordinating Board by November 1. Shortly after the twelfth class day of the fall semester, the Coordinator of Facilities Inventory requests a copy of the CBM005 to conduct a preliminary analysis of all rooms listed in the report. The purpose is to identify possible “room type” changes in order to maximize the instructional hours included in the utilization calculations by the Coordinating Board.

Comparing “room type” (classroom, class lab, special class lab, meeting room etc.) to “total hours of scheduled instruction” can help determine the best classification for a room. For example, if a room is identified as a “special class lab” and there are 25 or more hours of instruction scheduled in that room, it is “flagged” for a possible change to a “class lab” (to be included in the utilization calculations). Conversely, if a room is classified as a “class lab” and less than 25 hours of scheduled instruction are offered in that room, it may be better to classify the room as a “special class lab.” In these situations, historical class data is analyzed and/or the departments controlling the room are contacted to determine the best coding structure before any changes are made.

### Formula to calculate individual room utilization:

The “stacked” classes (those that meet on the same day at the same time in the same room but have a different course and section number) are removed. This is accomplished by searching for duplicate data records based on location (building & room), days of the week the class meets and start time. After the duplicate records are identified, the class duration is examined. Duration refers to the length of the class period in minutes. In the event that durations are not identical, the course record with the greater duration is retained and the course length value for all other duplicates are changed to zero.

The days of the week the class meets (e.g., 135 (MWF), 24 (TT), 13 (MW), etc.) is converted to identify the total number of days (e.g., 135 = 3, 24 = 2, etc.) and multiplied by the duration to arrive at the weekly minutes the class meets.

Weekly minutes from each course section taught in a particular room are added together and divided by 50 to get the weekly instructional hours for that room (a 50-minute hour is used to compensate for pass-through time).

After the weekly (non-stacked) instructional hours for each room are calculated, rooms that are coded as classrooms (room type = 110) and class labs (room type = 210) in the facilities inventory are extracted from the list.

The total weekly hours of instruction for a classroom is divided by 38 and the weekly hours of instruction for class labs is divided by 25 to determine a utilization rate based on Coordinating Board standards (38 hours of scheduled use per week for classrooms and 25 hours of scheduled use per week for class labs).

Example:

MC 4320, section 1 meets in Old Main-201 for 75 minutes on Tuesday and Thursday. To determine weekly instructional hours for MC 4320 section 1, multiply the number of days the course convenes by the course duration and divide the result by 50. The Weekly Instructional Hours for MC 4320 section 1=3 [(2\*75)/50]

To determine the utilization rate for Old Main-201, repeat the process for each course section schedule in Old Main-201 and sum the Weekly Instructional Hours. Divide the sum by 38 (Old Main-201 is coded as a classroom).

**Table 15: Room Utilization Example**

Bldg	Room	Prefix	Course	Sect	Days	Duration	Days2	Contact Hrs
501	201	MC	4307	1	13	100	2	4
501	201	MC	3311	1	1	75	1	1.5
501	201	MC	5308	1	4	165	1	3.3
501	201	MC	3360	2	24	75	2	3
501	201	MC	4301	3	24	75	2	3
501	201	MC	1301	2	1	165	1	3.3
501	201	MC	3307	1	13	50	2	2
501	201	GER	1410	2	12345	50	5	5
501	201	MC	1301	4	24	75	2	3
501	201	MC	3375	2	135	50	3	3
501	201	MC	5302	1	2	165	1	3.3
501	201	MC	5301	1	3	165	1	3.3
501	201	MC	4320	2	13	75	2	3
501	201	MC	4320	1	24	75	2	3
501	201	MC	3367	4	24	75	2	3
501	201	MC	2374	1	24	75	2	3
Weekly Instructional Hours for Old Main 201 =								49.7
Divide by Coordinating Board standard for classrooms								/ 38
% of Coordinating Board Standard =								130.8

Formula to calculate overall university utilization:

The duration of each section (lecture/lab) listed in the CBM005 is converted to 50 minute hours (instructional hours) as explained above and the hours are added to determine the total amount of instructional hours offered for the semester.

Example: There were 11,366.1 hours listed in the fall 2005 CBM005.

The “stacked” classes (those that meet on the same day at the same time in the same room but have a different course and section number) are removed to a separate table and the instructional hours are added to determine the amount of hours for stacked classes that should be removed from the total instructional hours.

Example: There were 1247.4 instructional hours deducted as stacked hours for fall 2005.

All class sections taught in room types other than 110 and 210 are removed to a separate table and the hours are added to determine the amount of hours that should be removed from the total instructional hours.

Example: Hours taught in rooms not designated as classrooms or class labs that were deducted for fall 2005 are 1,622.2.

The remaining sections are separated into two tables, one for sections taught in designated classrooms and one for sections taught in designated class labs and the instructional hours are totaled.

Example: There were 6467.7 instructional hours offered in classrooms and 1998.8 instructional hours offered in class labs.

The total hours for classrooms are divided by the number of classrooms in the Facilities Inventory and the total hours for class labs are divided by the number of class labs in the Facilities Inventory.

Example: There are 182 classrooms in the inventory. Therefore, the overall classroom utilization would be 6467.7 divided by 182 or 35.5 (50 minute) hours per week. There are 57.45 class labs in the inventory (2 class labs in RFM are also used as research labs). Therefore, the overall class lab utilization would be 1999.8 divided by 57.45 or 34.7 (50 minute) hours per week.

To convert these numbers to “percent of CB standard,” divide by 38 for classrooms or 25 for class labs.

Formula to calculate Student Station Occupancy:

Student Station Occupancy (SSO) is calculated to determine if a room is being used to its maximum potential in terms of seating capacity per course section scheduled. SSO is calculated by dividing the total number of students enrolled for all courses sections scheduled in a specific room by the total number of available seats for all sections in that room.